

TIMBER LAKE CITY BOARD
REGULAR MEETING
FEBRUARY 5, 2024
6:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:00 PM
 - Board Present: Tom Hermes; Michael LaCompte (by telephone); Sandra Koenig; and Brent Biegler
 - Board Absent: Jess Schlosser
 - Employees Present: Karla Nordyke
 - Guests/Others Present: Kathy Nelson; Anne LaCompte (by telephone); Kent and Helen Mauck; and Della Dearborn

- 2) Declaration of Conflict of Interest

None of the Trustees self-disclosed a conflict of interest on any agenda item. No conflict of interest was identified by the Board.

- 3) Approval of Agenda:

Biegler motioned to approve the agenda with no changes. Koenig seconded. Motion carried.

- 4) Open Sealed Bid(s): Solid Waste (Garbage) Collection and Contract Award

At 6:05 PM, the Board asked for the opening of sealed bid(s) received. Nordyke reported one (1) bid was received in response to the notice to bidders and advertisement for bids published in the *Timber Lake Topic* on January 18, 2024 and January 25, 2024. Heartland Waste Management, Inc., by and through its management, Kent and Helen Mauck, submitted a bid that meets the bid notice requirements. Their bid provides sixty-five (65) containers ranging from two (2) to eight (8) cubic yards at a cost of \$37.50 per cubic yard for a total monthly cost of \$5,625.00. Their bid provides roll-off container services for Days of 1910 at no additional cost and continued, weekly services. Much discussion occurred. It was noted the cost per cubic yard increases by about \$15.00. Biegler motioned to accept Heartland Waste Management's bid and award a five (5) year contract. Koenig seconded. Motion carried.

- 5) Public Comment: New Liquor License Application (Timber Lake Rodeo Association)

At 6:20 PM, Board President Hermes opened the meeting to hear public comment in the matter of the Timber Lake Rodeo Association’s application for a new Retail (On-Sale) liquor license owned by the City of Timber Lake. In response to the Notice of Hearing published in the *Timber Lake Topic* on January 25, 2024 and February 1, 2024, no person(s) appeared to be heard concerning the granting or the rejecting of said license application.

- 6) Public Forum and Visitors: None

- 7) Approval of Last Meeting Minutes:
 Koenig motioned to approve the minutes of January 8, 2024 with no corrections. Biegler seconded. Motion carried.

- 8) Financial Report:
 - A) Reconciliation Report (January)
 The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s checking account for the month of January 2024.
 - B) Cash Flow Report
 The Board reviewed and discussed the monthly financial report. Koenig motioned to approve the January 2024 Cash Flow Report. Biegler seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (as of 01/01/2024)	865,909.25	267,446.75	106,687.46	1,240,043.46
Total Receipts (Income)	114,726.96	12,476.74	18,806.08	146,009.78
Total Expenditures	257,216.39	56,155.24	12,020.07	325,391.70
Ending Balance (Checking Account) (as of 01/31/2024)	723,419.82	223,768.25	113,473.47	1,060,661.54
Savings Account Balance (as of 01/31/2024)	57,678.65			57,678.65
Cash Value of Certificate of Deposits (as of 01/31/2024)	28,000.00			28,000.00

Petty Cash (as of 01/31/2024)	150.00			150.00
TOTAL FUND BALANCES (as of 01/31/2024)	809,248.47	223,768.25	113,473.47	1,146,490.19

Daily Ledger Balance (Bank) -- Checking Account
(as of 01/31/2024) 998,067.49

9) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$39,988.06 and \$18,642.37 payroll expenses. Biegler seconded. Motion carried. See Attachment 1.

10) OLD BUSINESS

A) Ordinance: Revision of Sales Tax Code Set 8.0102

Nordyke reported she received communication from the SD Department of Revenue, dated January 31, 2024, indicating the SD-DOR legal division is researching the matter and will respond as soon as they have an answer.

B) 2024 Liquor License and Municipal Operating Agreement Renewal – Timber Lake Rodeo Association

The Timber Lake Rodeo Association did not submit the liquor license renewal application. The SD Department of Revenue, Alcohol Licensing Division, expired the license effective December 31, 2023. See also New Business Item B, below.

11) NEW BUSINESS

A) Dewey County Emergency Management (Della Dearborn)

i) Homeland Security Grant Application: At the November 8, 2023 Board meeting, the Board approved the Community Center be designated as the Dewey County Emergency Operations Center (EOC). The Board also approved a grant application be submitted to Homeland Security for the facility improvements necessary to support the EOC. Dewey County Emergency Manager, Della Dearborn, presented to discuss the developing grant application which has a February 15, 2024 deadline. The grant requests funds for a 60Kw generator with transfer switch sufficient to power the entire building, framing and concrete pad with gravel/rock base, electrical work, and an additional 1,000-gallon propane tank. She reported she is collecting quotes and drafting the application. The Board directed Dearborn and Nordyke to complete the

grant application. The Board further agreed the Board President has final review and signature authority to file the grant application by its deadline.

- ii) Mitigation Planning: Dearborn reported the current Dewey County Mitigation Plan expires November 2024. Dearborn explained she is starting the process of updating the Natural Hazard Mitigation Plan with the assistance of Northeastern Council of Governments (NECOG) and the War Hawk Emergency Management District (including all jurisdictions in Campbell, Walworth, Corson, Dewey, and Ziebach Counties). The Board approved City employee involvement in work session(s) where mitigation is discussed and staff time be reported as in-kind hours.

B) New Liquor License Application and Municipal Operating Agreement (Timber Lake Rodeo Association)

After hearing no public comments concerning the granting or the rejecting of said license application, the Board reviewed and discussed the Timber Lake Rodeo Association's application for a 2024 Retail (On-Sale) Liquor License and municipal operating agreement document. Koenig motioned the license application and the municipal operating agreement be approved. Biegler seconded. Motion carried.

C) Auto-Supplement 2024 Budget: Receipt of Recoverable Depreciation

Nordyke reported the City has received and deposited \$61,027.01 in recoverable depreciation in response to replacing the Community Center roof and skylights. She requests the Board's approval to auto-supplement the 2024 budget, as follows:

Revenue	\$61,027.01	Loss on Capital Assets (Insurance Compensation): Account #: 101-391.04
Expense	\$61,027.01	Community Center Building Maintenance: Account #: 410-419.2-425.GG3

Biegler motioned to auto-supplement the 2024 budget as proposed. Koenig seconded. Motion carried.

D) Ordinance #2024-02-01: 2024 Supplemental Ordinance

Nordyke reported there are expenses incurring which are not authorized in the 2024 budget plan. Said expenses were either planned for completion in 2023 or were unplanned. She explained it is necessary to supplement the 2024, by ordinance, to 1) include government building maintenance and repair (Community Center and Fire Hall) and 2) include landfill maintenance. The Board reviewed and discussed Ordinance Number 2024-02-01, an ordinance to supplement the 2024 budget. After review, the Board agreed the supplement meets the City's needs. Biegler motioned to approve Ordinance #2024-02-01 on its first reading. Koenig seconded. Motion carried unanimously by roll-call vote. The required second reading and adoption is scheduled for the next regularly scheduled Board meeting.

E) SD-DANR Forestry Grant Award and Acceptance

The SD Department of Agriculture and Natural Resources (SD-DANR) Resource Conservation and Forestry Division informed the City that its' Timber Lake Tree Improvement grant application has received conditional funding in the amount of \$25,000. Funds are granted for new tree planting, tree removal, and accompanied tree replanting. This grant funding is 100% federally funded through the SD-DANR. The Board reviewed and discussed the project and its documents. Koenig motioned to accept the grant and sign the acceptance form and related necessary documents. Biegler seconded. Motion carried.

- F) MOU – Water Tower Demolition and Construction (multi-agency)
- Nordyke explained this memorandum of understanding (MOU) is between the U.S. Environmental Protection Agency (EPA) Region 8; the SD-DANR Division of Financial and Technical Assistance; the Cheyenne River Sioux Tribe's office of Tribal Historic Preservation; and the City of Timber Lake. She also explained the Governor's Office on Economic Development (GOED) agreed this MOU will satisfy the GOED Section 106 requirements. The MOU involves the demotion of the City's existing water tower, which is eligible for the National Register of Historic Places, and the construction of a new water tower. The Board reviewed and discussed the MOU document. Koenig motioned to approve and sign the MOU. Hermes seconded. Motion carried.

12) Department Reports:

- A) Custodial (Char Boysen)
- Char was not present. No discussion.
- B) Maintenance (Jerimiah Garon)
- i) Streets: Jerimiah was not present. No discussion.
 - ii) Water: Jerimiah was not present. No discussion.
 - iii) Sewer: Jerimiah was not present. No discussion.
 - iv) Landfill: Jerimiah was not present. No discussion.
 - v) Park: Jerimiah was not present. No discussion.
 - vi) Other Matter(s): Jerimiah was not present. No discussion.
- C) Law Enforcement Activity Report (Sheriff Arpan):
- Sheriff Arpan presented the Dewey County Sheriff's Office law enforcement report for the month of January. Sheriff Arpan reports the following services provided to Timber Lake: total incident records of 38; total time of 84:40 hours. The Sheriff and Board discussed activities and concerns. Sheriff Arpan said he and his deputies will be extra watchful for exhibition drivers.
- D) Finance (Karla Nordyke)
- i) Personnel Policy/Employee Handbook Update (Discussion): Karla presented a first draft of the proposed employee handbook. Much discussion occurred and edits

were made. She will present a second draft at the next regularly scheduled Board meeting.

ii) Project(s) Funding and Next Steps – Update

(1) Water Project: Karla reported the MOU (see above) is now being processed for signatures. The remaining environmental review requirements can now be completed for GOED/CDBG funding. It was noted the environmental reviewing findings for SD-DANR RSF funding was published in April 2023 and no public comments were heard at the City nor the SD-DANR office. Efforts are now focused on completing the GOED Environment Review. Karla said she anticipates document(s) will be ready to publish by the next meeting. The City will have a 15-day comment period and then the GOED will have a 15-day comment period. Once these requirements are completed, the City can close on the RSF loan and the GOED will process the CDBG grant award. The City can then draw funds from funding agency(ies) for all reimbursable expenses incurred to-date. Karla also provided the Board a copy of communication with the engineer regarding water tower demolition plans. The City will be responsible for salvaging and removing all structures under the water tower. The City instructs the engineer to develop demolish plans with removal of the tower at ground level and without removal of old tower foundations.

(2) Sewer Project: Karla reported the City is ready to draw funds for reimbursable expenses incurred retroactively to February, 2022. It is not necessary for the City to spend its allocated funds first before receiving reimbursement. She further reported the planning district (CSDED) has advised the City should process a funds draw-down request because expenditures cover a multi fiscal year period. The Board directed Karla to process a funds draw request. Karla also reported the City has submitted the 2023 Interim Report to GOED. Karla shared email correspondence detailing the engineer's recommendations to eliminate two sections of new infrastructure plans: a) proposed lines on the north end of town would not have enough cover to gravity flow into the existing system; and b) the southwest proposed lines would be extremely deep. The new sewer lines cannot be below the water table nor above ground.

iii) 2024 Election – Update: Karla reported no valid petition(s) have been filed. The deadline to file a petition is Friday, February 23, 2024 at 5:00 PM.

iv) Delinquent Accounts – Update and Action(s): Karla reported the following information regarding customer accounts.

(1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 13 accounts were assessed a \$10 late payment charge and 12 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.

(2) Disconnections – 6 service disconnections are scheduled if not paid by deadline.

- (3) Due Process Notice(s) – 7 customers received a first notice. 4 customers received a second notice. 2 customers received a final notice.
- (4) Financial Arrangements – 2 accounts have an approved financial arrangement and both are compliant.
- (5) Legal Action Status – 2 accounts remain referred to CRST Small Claims Court and 1 account remains referred to CRST Civil Claims Court. No change.
- (6) Delinquent Account Status (61+ days past due) -- Overall, the delinquent account balance total shows an increase from last month (\$3,767.69).
- v) Uncollectable Debt and Board Write-Off – None

13) Schedule Next Meeting:

The next regularly scheduled meeting is set for Wednesday, March 6, 2024, at 6:00 PM in the City Finance Office.

14) Adjourn:

At 7:50 PM, Hermes motioned the meeting be adjourned. Koenig seconded. Motion carried.



APPROVED: Tom Hermes
Tom Hermes, Board President

Karla Nordyke
Karla Nordyke, City Finance Officer

Recorded: February 8, 2024
Published: February 15, 2024
Published at an approximate cost of _____

CITY OF TIMBER LAKE

ACCOUNTS/CLAIMS PAYABLE: JANUARY 2024

APPROVED: FEBRUARY 5, 2024

GENERAL GOVERNMENT

SD Dept of Revenue	274.66	Already Paid: 01/19/24; EFT	Sales Tax Liability (December)
SD Dept. of Labor; Reemployment Division	0.53	Already paid: 01/19/24; EFT	Admin. Fee (4th Quarter 2023)
US Treasury (Internal Revenue Service)	1,590.57	Already Paid: 01/20/24; EFT	Payroll Liabilities & Employer Payroll Taxes (January)
SD Retirement System	555.14	Already Paid: 01/25/24; Check #32477	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
A&B Business Solutions	88.85		Printer Maintenance (January)
American Solutions for Business	167.45		Office Supplies
Biegler Equipment	239.99		Community Center: Shelving
Century Link	213.91		Telephone & Fax Lines
CRST Telephone Authority	146.90		Internet
Dewey County Treasurer	891.16		Contribution to County CSEDED 2024 Membership
Dewey County Treasurer	5,000.00		Law Enforcement Services (February)
FP Mailing Solutions	81.90		Postage Meter & Scale Rental (1st Quarter 2024)
Health Pool of SD	882.34		Employee Benefits: Health & Life Insurance
Mid-American Research Chemical	249.30		Cleaning Product
Mobridge Gas	954.00		Community Center: Propane
Moreau Grand Electric Coop.	1,877.99		Electricity: Community Center, Fire Hall
Plunkett's Pest Control	228.03		General Pest Control: Community Center & Library
Servall Uniform & Linen Supply	375.39		Mats & Mops & Linens
Slater Oil	715.50		Fire Hall: Propane
Three Rivers MH & CD Center	800.00		Community Health Support (2024)
Timber Lake Topic	335.68		Publishing (January): Bids, Election, Minutes
VISA	30.00		Office Supplies: Microsoft & Adobe
Western Dakota Bank	45.00		Security Box Rental (2024)
	<u>15,744.29</u>		

STREETS/PARK/LANDFILL/SANITATION

US Treasury (Internal Revenue Service)	524.95	Already Paid: 01/20/24; EFT	Payroll Liabilities & Employer Payroll Taxes (January) 40%
SD Retirement System	295.66	Already Paid: 01/25/24; Check #32477	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
AT&T Mobility	38.20		iPad Connectivity (40%)
Biegler Equipment	563.20		Supplies, Tools, Equipment & Shop Maintenance
Biegler's Timber Lake Service	240.85		Fuel (December)
Health Pool of SD	353.78		Employee Benefits: Health & Life Insurance 40%
Heartland Waste Management	4,500.00		Garbage Collection (January)
Herman's Service	675.94		Fuel (January)
Mobridge Gas	1,136.85		Propane: City Shop
Moreau Grand Electric Coop.	1,633.88		Electricity: Airport, City Shop, Street Lights, Camper Site
Titan Machinery	745.17		Equipment Maintenance (Payloader)
Western Dakota Bank	1,605.35		Loan Payment #38/60 (Blade): Principal (1,486.12) & Interest (119.23)
	<u>12,313.83</u>		

WATER/SEWER

US Treasury (Internal Revenue Service)	787.43	Already Paid: 01/20/24; EFT	Payroll Liabilities & Employer Payroll Taxes (January) 60%
SD Retirement System	443.48	Already Paid: 01/25/24; Check #32477	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
AT&T Mobility	57.30		iPad Connectivity (60%)
Biegler Equipment	207.83		Lift-Station & Lagoon Maintenance
Biegler's Timber Lake Service	130.27		Fuel (December)
Health Pool of SD	530.66		Employee Benefits: Health & Life Insurance 60%
IMEG	7,500.00		Engineering Fees: Water Project -- Storage Tank (12/18/23 to 1/21/24)

Lawien Sales
Menards - Aberdeen
Milbank Winwater Works
Moreau Grand Electric Coop.
South Dakota 811
VISA

293.28
44.29
671.00
1,215.49
20.16
28.75
11,929.94

Grand Total

39,988.06

Lease: Well House
Lagoon Maintenance
Meters & Nodes
Electricity: Well Houses & Lift Stations
Locate Fees (4th Quarter 2023)
Postage: Water Sample Shipping

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT

January 2024

	Board Trustees	Board President	Financial Administration	General Government	Streets, Parks, Landfill	Water	Sewer	Total
Gross Pay	1,250.00	450.00	4,131.24	687.21	2,463.75	1,847.81	1,847.81	12,677.83
SD Retirement System								
Employee Contribution	0.00	0.00	247.87	29.70	147.83	110.87	110.87	647.14
Employer Contribution	0.00	0.00	247.87	29.70	147.83	110.87	110.87	647.14
Federal Tax Withholding								
Employee Contribution	0.00	0.00	514.00	79.23	148.00	111.00	111.00	963.23
Employer Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Social Security Tax Withholding								
Employee Contribution	77.50	27.90	256.14	42.60	152.75	114.56	114.56	786.02
Employer Contribution	77.50	27.90	256.14	42.60	152.75	114.56	114.56	786.02
Medicare Tax								
Employee Contribution	18.13	6.53	59.90	9.97	35.72	26.79	26.79	183.84
Employer Contribution	18.13	6.53	59.90	9.97	35.72	26.79	26.79	183.84
Medical & Life Insurance								
Employee Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employer Contribution	0.00	0.00	882.34	0.00	353.78	265.33	265.33	1,766.78
SD Reemployment Assistance Tax (Employer)								
Workers' Compensation Insurance (Employer)								
Other Payroll Liabilities (Employee)								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.53
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1,441.26	518.86	6,655.40	931.51	3,638.14	2,728.60	2,728.60	18,642.37