

TIMBER LAKE CITY BOARD
REGULAR MEETING
JUNE 5, 2023
6:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:00 PM.
 - Board Present: Tom Hermes, Jess Schlosser, Michael LaCompte (by telephone), and Sandra Koenig
 - Board Absent: Brent Biegler
 - Employees Present: Karla Nordyke
 - Guests/Others Present: Kathy Nelson, Ann LaCompte (by telephone), and Carol Ducheneaux

- 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:
Koenig motioned to approve the agenda with no changes. LaCompte seconded. Motion carried.

- 4) Public Forum and Visitors: None

- 5) Approval of Last Meeting Minutes:
Koenig motioned to approve both sets of minutes of May 8, 2023, each with no edits necessary. LaCompte seconded. Motion carried.

- 6) Financial Report
 - A) Reconciliation Report (May)
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of May 2023.
 - B) Cash Flow Report
The Board reviewed and discussed the monthly financial report. Koenig motioned to approve the May 2023 Cash Flow Report. LaCompte seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (As of 05/01/2023)	875,704.23	325,366.76	118,404.59	1,319,475.58
Total Receipts (Income)	56,239.29	13,695.30	8,326.70	78,261.29
Total Expenditures	62,262.95	29,108.39	28,429.12	119,9800.46
Ending Balance (Checking Account) (As of 05/31/2023)	869,680.57	309,953.67	98,302.17	1,277,936.41

Savings Account Balance (As of 05/31/2023)	57,364.30			
Cash Value of Certificate of Deposits (As of 05/31/2023)	28,000.00			
Petty Cash (As of 05/31/2023)	150.00			
TOTAL FUND BALANCES (As of 05/31/2023)	955,194.87	309,953.67	98,302.17	1,363,450.71
Daily Ledger Balance (Bank) – Checking Account (As of 05/31/2023)		1,278,706.63		

C) Quarterly Reports – Budget v Actual Comparison (1st Quarter 2023)

The Board reviewed the Budget vs. Actual Report for January 1 through May 31, 2023. Discussion occurred. It is noted that the total General Fund revenue is better than expected (63%). Water Fund revenue shows 13%; however, it is noted no surcharges nor loan payments have been received yet. Sewer revenue is 3% of expected; also, because no surcharges nor loan payments have been received, yet. It was also noted that expenditures are reasonable with General Fund at 22%; Sewer Fund at 3%; and Water Fund at 19%. Koenig motioned to approve the Budget v Actual Comparison Report. LaCompte seconded. Motion carried.

7) Claims/Accounts Payable & Payroll (May)

Koenig motioned to approve the claims presented for payment totaling \$92,420.46 and \$17,418.35 payroll expenses. LaCompte seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS – None

9) NEW BUSINESS

A) Ordinance #2023-05-01: Sewer Services (Second Reading and Adoption)

The Board reviewed Ordinance #2023-05-01 on its second reading. This Ordinance revises Chapter 9.02 of the municipal code set by adding a section for rate assessment, definitions, and clarity on sewer taps. Discussion occurred. The Board agreed this Ordinance is necessary and serves the City's needs and best interests. Koenig motioned to approve and adopt Ordinance #2023-05-01 on its second reading. LaCompte seconded. Motion carried by roll call vote (Koenig-yes; LaCompte-yes; Herms-yes; Schlosser-yes; Biegler-absent).

B) Ordinance #2023-05-02: Water Services (Second Reading and Adoption)

The Board reviewed Ordinance #2023-05-02 on its second reading. This Ordinance revises Chapter 9.01 of the municipal code set by adding a section for rate assessment and definitions. Discussion occurred. The Board agreed this Ordinance is necessary and serves the City's needs and best interests. Koenig motioned to approve and adopt Ordinance #2023-05-02 on its second reading. LaCompte seconded. Motion carried by roll call vote (Koenig-yes; LaCompte-yes; Herms-yes; Schlosser-yes; Biegler-absent).

- C) Building Permit (Carol & Frankie Ducheneaux)
The Board reviewed and discussed the New Construction and Improvements – Building permit submitted by Carol Ducheneaux and Frankie Ducheneaux. Carol is applying to construct a 28' x 36' garage on her property located at 801 E Street (Block 18 Lot 6 and South ½ of 5). There are concerns about property lines, encroachment, and whether or not there is sufficient space to accommodate the new structure. Much discussion occurred. Everyone agreed it is best to table this request pending the completion of a property survey.
- D) Joint Cooperative Agreement Renewal (Central SD Enhancement District)
The Board reviewed and discussed the Fiscal Year 2024 Extension to the Joint Cooperative Agreement and Financial Commitment to the Central SD Enhancement District. Koenig motioned to approve the Agreement at a cost of \$922.33 plus continued support of Dewey County membership. LaCompte seconded. Motion carried.
- E) Executive Session: Legal Matter
At 6:55 PM, Hermes motioned the Board enter executive session to discuss a legal matter, pursuant to SDCL 1-252(3). Schlosser seconded. Motion carried. Legal representation was present by telephone. At 7:10 PM, Board President Hermes returned the Board to open session. Action taken: None

10) Department Reports:

- A) Custodial (Char Boysen)
Char was not present for discussion. No report. Karla reported there is no progress made in regard to the divider removal and/or replacement.
- B) Maintenance (Jerimiah Garon)
- i) Streets: Jerimiah was not present for discussion. No report. The Board did discuss the Murphy/Bad Warrior Property (Block 28) matter. The Board, at its March 6, 2023 meeting, provided the property owners an extension to June 1, 2023 to resolve the ordinance violation. The Board has observed the property owners have removed the violating structures. The Board agreed the City needs to complete their part of the agreement to cut a shallow ditch along both sides of Block 28 on 6th Street to divert storm water drainage.
 - ii) Water: No report nor discussion.
 - iii) Sewer: No report nor discussion.
 - iv) Landfill: No report nor discussion.
 - v) Park: No report nor discussion.
 - vi) Other Matters:
 - (1) Equipment: No report nor discussion.
 - (2) Tin (from Library): The Board discussed whether the City has a need for the tin removed from the Library building. Reportedly, there are individuals interested in it. It was agreed the City does not need the tin and its value is less than required for appraisal. Hermes motioned the tin be surplus property and advertise for sealed bids. Koenig seconded. Motion carried. The Board directed Karla to advertise for bids for the surplus tin with bids to be opened at the next regularly scheduled meeting.
- C) Law Enforcement Activity Report (Sheriff Arpan)
Sheriff Arpan was not available to be present. No report nor discussion.
- D) Finance (Karla Nordyke)
- i) 2023 Mosquito Control Grant Application: Karla reported she has submitted the West Nile Prevention funding application to the SD Department of Health. She applied for a matching

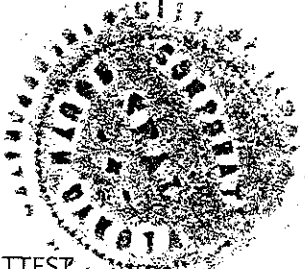
- amount (\$3,500). She further reported the Department of Health will be notifying municipalities of the awarded funds in early July.
- ii) 2024 Budget Planning – Historical Financial (Discussion): Karla provided the Board with a 2024 budget planning worksheet showing historical financial information from 2018 to 2022 and a five-year average. Karla also requested everyone begin thinking about the City's financial needs for 2024.
 - iii) Flags and Mounts: Ann and Roy Crance have reported the flag mounts and flags were destroyed in last summer's hail storm. They have researched pole mounts and are requesting to replace every mount using a flagpole kit with bracket and tangle free spinning grommets. Crance's report there are 27 mounts needing replaced. Schlosser motioned to purchase 27 flagpole kits with bracket and tangle free spinning grommets at a cost of \$35.04 each, or a total of \$946.08. Koenig seconded. Motion carried. There remains a need to replace a minimum of 27 US flags (3' x 5' outdoor use), as well. The purchase of flags is tabled for further discussion.
 - iv) Project(s) Funding and Next Steps – Update: Karla reported the Governor's Office on Economic Development's (GOED) comment period has ended and no comments were heard in regard to the environmental impact for the City's infrastructure project. She expects the GOED to release the Community Development Block Grant (CDBG) document very soon.
 - v) SD Municipal League Mentor Program: Karla explained the SD Municipal League's new Mentor Program. This program was developed to provide support and assistance to new finance officers by matching them with a mentor. Karla reported she has volunteered to participate in this program, and she has been matched with the finance officer and deputy finance officer (both new) in McLaughlin. This program is entirely voluntary, and no compensation is provided. Karla reported, to date, her time has involved telephone and email conversations and one morning physically in McLaughlin. Discussion occurred. The Board agreed this new program is worthy and the Board supports Karla's involvement.
 - i) Delinquent Accounts: Karla reported the following information regarding customer accounts.
 - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 3 account was assessed a \$10 late payment charge and 3 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
 - (2) Disconnections – 2 service disconnections are scheduled if payment is not made by June 12.
 - (3) Due Process Notice(s) – 0 customers received a first notice. 0 customer received a second notice. 1 customer received a final notice.
 - (4) Financial Arrangements – 3 accounts have an approved financial arrangement. All are in compliance.
 - (5) Legal Action Status – 2 account remains referred to CRST Small Claims Court and 1 account remain referred to CRST Civil Claims Court.
 - (6) Delinquent Account Status (61+ days past due) -- Overall, the delinquent account balance total shows an improvement (decrease) from last month (\$7,184.73).
 - (7) Uncollectable Debt and Board Write-Off: None.

11) Schedule Next Meeting

The next regularly scheduled meeting is set for Monday, July 10, 2023, at 6:00 PM in the City Finance Office.

12) Adjourn

At 7:35 PM, Schlosser motioned the meeting be adjourned. Koenig seconded. Motion carried.



APPROVED:

Tom Hermes, Board President

ATTEST

Karla Nordyke, City Finance Officer

Recorded: June 11, 2023

Published: June 15, 2023

Published at an approximate cost of _____

CITY OF TIMBER LAKE
 ACCOUNTS/CLAIMS PAYABLE: MAY 2023

APPROVED: JUNE 5, 2023

GENERAL GOVERNMENT

SD Governmental Human Resource Association	50.00	Already Paid: 5/11/23; Check #32126	Conference Registration
SD Government Finance Officers Association	75.00	Already Paid: 5/11/23; Check #32125	Conference Registration
SD Dept of Revenue	250.83	Already Paid: 5/17/23; EFT	Sales Tax Liability (April)
VISA	40.63	Already Paid: 5/25/23; Check #32135	Office Supplies: Microsoft & Adobe; Postage
US Treasury (Internal Revenue Service)	1,370.89	Already Paid: 5/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (May)
SD Retirement System	562.00	Already Paid: 5/25/23; Check #32134	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
A&B Business Solutions	102.74		Printer Maintenance (May)
American Solutions for Business	20.49		Office Supplies
Century Link	213.11		Telephone & Fax Lines
CRST Telephone Authority	151.90		Internet
Dakota Supply Group	28.36		Community Center: Bathroom Maintenance
Dewey County Treasurer	5,000.00		Law Enforcement Services (June)
ELO Prof., LLC	80.00		Cloud Fees (April)
ELO Prof., LLC	5,500.00		Audit Services (2022)
G&O Paper and Supplies	36.90		Cleaning Supplies
Health Pool of SD	813.38		Employee Benefits: Health & Life Insurance
Moreau Grand Electric Coop.	441.15		Electricity: Community Center, Fire Hall
Penfield Law	300.00		Legal Services (May)
Servell Uniform & Linen Supply	422.29		Mats & Mops & Linens
Three Seasons Tent Rental	25,663.00		Library: Roof Replacement
Timber Lake Topic	15,986.00		Rodeo Club Building: Roof Replacement
	436.31		Publishing: Minutes & Annual Report
	<u>57,554.98</u>		

STREETS/PARKS/LANDFILL

CRST Telephone Authority	100.00	Already Paid: 5/9/23; Check #32124	Deposit: Internet at City Shop
CRST Telephone Authority	46.50	Already Paid: 5/19/23; Check #32128	Installation Fee: Internet at City Shop
VISA	329.95	Already Paid: 5/25/23; Check #32135	Sprayer Certification, Tool, Fuel
US Treasury (Internal Revenue Service)	589.42	Already Paid: 5/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (May) 40%
SD Retirement System	322.68	Already Paid: 5/25/23; Check #32134	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
AT&T Mobility	38.20		iPad Connectivity (40%)
Biegler Equipment	1,444.90		Supplies, Tools, Equipment Maintenance
Biegler's Timber Lake Service	675.39		Fuel: General & Streets Maintenance (April)
Health Pool of SD	326.19		Employee Benefits: Health & Life Insurance (40%)
Herman's Service	682.66		Fuel (April & May)
Moreau Grand Electric Coop.	1,264.07		Electricity: Airport, City Shop, Street Lights, Camper Site
Saber Shred Solutions	4,648.30		Landfill: Tire Removal
VanDiest Supply Company	2,690.90		Mosquito Control Spray & Briquets
Western Dakota Bank	1,605.35		Loan Payment #30/60 (Blades): Principal (1,446.75) & Interest (158.60)
	<u>14,764.52</u>		

WATER/SEWER

SD Retirement System	484.02	Already Paid: 5/25/23; Check #32134	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	884.12	Already Paid: 5/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (May) 60%
VISA	174.00	Already Paid: 5/25/23; Check #32135	Conference Registration; Lodging
AT&T Mobility	57.30		iPad Connectivity (60%)
Beatty Electric	489.79		Well-House Maintenance: Bath Fans
Biegler Equipment	205.52		Materials: Sewer
Biegler's Timber Lake Service	139.58		Fuel (April)
Dakota Pump & Control	1,355.10		Maintenance: South Lift-Station
Hawkins, Inc.	763.66		Water Treatment Chemical
Health Pool of SD	489.29		Employee Benefits: Health & Life Insurance (60%)
Herman's Service	42.13		Fuel (April & May)
IMEG	14,000.00		Engineering Fees: Water Project (4/10/23 to 5/7/23)
Moreau Grand Electric Coop.	771.45		Electricity: Well Houses & Lift Stations
ND Dept. of Health	27.00		Water Analysis
SD DANR	220.00		2023 Drinking Water: Annual Fee
	<u>20,100.96</u>		

Grand Total

97,420.46

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT
 May 2023

	Board Trustees	Board President	Financial Administration	General Government	Streets, Parks, Landfill	Water	Sewer	Total
Gross Pay	0.00	0.00	4,213.34	640.54	2,688.99	2,016.74	2,016.74	11,576.36
SD Retirement System								
Employee Contribution	0.00	0.00	252.80	28.20	161.34	121.01	121.01	684.35
Employer Contribution	0.00	0.00	252.80	28.20	161.34	121.01	121.01	684.35
Federal Tax Withholding								
Employee Contribution	0.00	0.00	549.00	79.23	178.00	133.50	133.50	1,073.23
Employer Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Social Security Tax Withholding								
Employee Contribution	0.00	0.00	261.23	39.72	166.71	125.03	125.03	717.73
Employer Contribution	0.00	0.00	261.23	39.72	166.71	125.03	125.03	717.73
Medicare Tax								
Employee Contribution	0.00	0.00	61.09	9.29	39.00	29.25	29.25	167.87
Employer Contribution	0.00	0.00	61.09	9.29	39.00	29.25	29.25	167.87
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	813.38	0.00	326.20	244.64	244.64	1,628.86
SD Reemployment Assistance Tax (Employer)								
Workers' Compensation Insurance (Employer)								
Other Payroll Liabilities (Employee)								
	0.00	0.00	6,725.96	874.19	3,927.29	2,945.46	2,945.46	17,418.35