

TIMBER LAKE CITY BOARD
REGULAR MEETING
DECEMBER 6, 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: Char Boysen, Jerimiah Garon, and Karla Nordyke
 - Guests/Others Present: Kathy Nelson, Trent Baumeister, and Ann LaCompte (by telephone)

- 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. Schlosser seconded. Motion carried.

- 4) Public Forum and Visitors: None

- 5) Approval of Last Meeting Minutes:
Schlosser motioned to approve the minutes of November 6, 2023 with no corrections. Koenig seconded. Motion carried.

- 6) Financial Report:
 - A) Reconciliation Report (November)
Nordyke reported the bank statement is not yet received. Reconciliation report(s) will be presented at the next regularly scheduled meeting.
 - B) Cash Flow Report
The Board reviewed and discussed the monthly financial report. Koenig motioned to approve the November Cash Flow Report. LaCompte seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (as of 11/01/2023)	831,698.31	291,609.02	99,218.21	1,222,525.54
Total Receipts (Income)	72,081.55	13,156.08	16,123.85	101,361.48
Total Expenditures	42,457.80	13,876.69	14,352.50	70,686.99
Ending Balance (Checking Account) (as of 11/30/2023)	861,322.06	290,888.41	100,989.56	1,253,200.03
Savings Account Balance (as of 11/30/2023)	57,571.00			57,571.00
Cash Value of Certificate of Deposits (as of 11/30/2023)	28,000.00			28,000.00
Petty Cash (as of 11/30/2023)	150.00			150.00
TOTAL FUND BALANCES (as of 11/30/2023)	947,043.06	290,888.41	100,989.56	1,338,921.03

**Daily Ledger Balance (Bank) -- Checking Account
(as of 11/30/2023)** 1,267,258.62

7) Accounts/Claims Payable:

The Board reviewed and discussed the claims presented for payment. Koenig motioned to approve the claims presented for payment totaling \$68,633.03 and \$16,589.17 payroll expenses. Schlosser seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS

A) Ordinance: Revision of Sales Tax Code Set 8.0102

Nordyke reported she has consulted with the SD Department of Revenue (SD-DOR) Sales Tax Division. She has shared with them the current ordinance and the draft ordinance

revision. Nordyke said the SD-DOR agreed to do their research and provide guidance document(s). Matter is tabled pending receipt of the SD-DOR guidance.

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

Nordyke reported the documents have not yet been received in the office. Matter is tabled pending receipt of the required documents.

9) NEW BUSINESS

A) Project Updates (Trent Baumeister, IMEG Engineering)

i) Sewer System Improvements Project – Trent reported he has started developing the plans for the sewer project. Much discussion occurred. He reported the televising did not provide detail about the condition of manhole covers. Garon agreed to send Trent a list of manhole covers needing a riser and/or replaced. Trent explained he intends to develop the plans to include three (3) bid schedules: 1) lining; 2) replacement; and 3) expansion. Trent said they will have the plans and specifications submitted to the funding agency(s) by March 1, 2024 which is the deadline.

ii) Water System Improvements Project – Trent reported the water system improvement project plans and specifications are in the final stage of development and currently in the internal review process. Trent said they will have the plans and specifications submitted to the funding agency(s) soon.

iii) New Water Tower: Selection of Location – Trent reported the foundation report from Soil Technologies indicates there is no geotechnical reason to disqualify either proposed site and the foundation recommendations are identical for both sites. Much discussion occurred about the advantages and disadvantages of each site. Hermes motioned to designate the rodeo grounds site as the location for the new water tower (southwest corner). Schlosser seconded the motion. Motion carried. Kathy Nelson requested the plaque at the base of the current water tower be preserved for the museum. Everyone agreed to her request.

B) Resolution #2023-12-01: 2024 Rates and Charges

The Board reviewed and discussed the 2024 rates and charges for services as presented by Nordyke. Discussion occurred. There are no changes. The Board did set a rate for the small meeting room (cleaning deposit \$50 and rent \$25). Schlosser motioned to approve Resolution #2023-12-01: 2024 Rates and Charges. Hermes seconded. Motion carried.

10) Department Reports:

A) Custodial (Char Boysen)

Char and the Board discussed general conditions and concerns at the Community Center. The Board agreed she is doing a good job and thanked her for her efforts. The Board directed Char and Karla to develop a list of cleaning responsibilities for the senior meals program which will detail separation of duties and expectations. Char reported the cleaning materials are now stored in a room separate from the senior meals' inventory. Documents are moved to the small meeting room where they will be stored and better protected. The Board also discussed the following matters:

- i) Security/Surveillance System (Quote – CommTech): The Board reviewed and discussed a quote received from CommTech for a surveillance system to provide security monitoring at the Community Center. Monitoring would include the inside (all rooms) and outside (all exterior sides), including the ambulance shed. Much discussion occurred. The quote details parts and materials at a cost of \$4,334.63 and labor at a cost of \$5,572.50. The Board concluded it is prudent to table this discussion for additional information about the need and availability of other vendor(s).
 - ii) Audio-Visual Equipment -- New (Small) Meeting Room: The Board reviewed and discussed audio-visual equipment needs for the small meeting room. It was agreed there are several options. The Board discussed advantages, disadvantages, and the actual need of potential users. The estimated cost of equipment ranges from \$960 to \$2,100. Schlosser motioned \$1,500 be dedicated for this audio-visual equipment and directed Karla to present an update at the next meeting for the Board's further consideration. Hermes seconded. Motion carried.
 - iii) Divider Replacement: No discussion.
- B) Maintenance (Jerimiah Garon)
- Jerimiah reported he is building a pusher for snow removal using available parts. He intends to push snow in a more efficient manner instead of creating piles that have to be handled twice.
- i) Streets: Jerimiah reported he has asked Capital City Construction to submit a quote to repair Main Street along the school zone. Discussion occurred.
 - ii) Water: Jerimiah reported the wells are all functioning effectively. He also reported SD Department of Agriculture and Natural Resources (SD—DANR) Drinking Water Program recently completed an on-site inspection of the water system and it seemingly went well. He expects their written report shortly. Jerimiah shared the Maguire Iron water tank inspection report resulting from their July 24, 2023 inspection. It indicates the exterior and interior are in fair to poor condition; the tower and tank appear structurally sound. It was agreed the water tower should be functional pending the completion of the new water tower.

- iii) Sewer: Jerimiah reported the lift-station(s) have been maintained with pump replacements. The sewer system is functioning effectively.
 - iv) Landfill: Jerimiah reported he was unable to comply with the SD-DANR Waste Program requirement to bury the rubble pile and submit a written response by September 30, 2023. He needs a contractor with an excavator; none have been able to schedule this work. Jerimiah reported he has consulted with SD-DANR and he has received a verbal extension to January 1, 2024; he also shared they may send a warning letter. It was agreed the first contractor to respond gets the work. Much discussion occurred.
 - v) Park: No report. No discussion.
 - vi) Other Matters: Customer Complaint – The Board reviewed and discussed a written citizen complaint regarding dumpster usage causing a nuisance and offense. The citizen explained that hunters are discarding animal waste in residential dumpsters which results in a stench. It also attracts cats and cats open the bags and drag waste into yards and homes. Karla reported she called Heartland Waste Management but the collectors have not had an issue anywhere in town. Discussion occurred. It was agreed the issue is not really with the hunters but with the cats. Citizens are encouraged to keep the dumpster lid(s) closed and take efforts to prevent cats from accessing the dumpster.
- C) Law Enforcement Activity Report (Sheriff Arpan):
 Sheriff Arpan was present to discuss law enforcement services and to present his monthly written report. The Board reviewed the Dewey County Sheriff’s Office law enforcement report for the month of November. Sheriff Arpan reported that November was a busy month. He reported a rise in reports of suspicious activity so his department is doing more surveillance. His report indicates 65 records were filed in November. Sheriff Arpan and the Board also discussed traffic and parking in the school zone. It was noted that traffic has slowed down with the presence of deputies. Arpan has been asking owners to move their vehicles when the parked vehicle extends into the drive lane.
- D) Finance (Karla Nordyke)
 Karla discussed the following matters with the Board.
- i) Auto-Supplement 2023 Budget: West Nile Grant – Karla reported the City has received reimbursement from the SD Department Health per the Mosquito Control Grant contract. She requested the Board’s approval to auto-supplement the 2023 budget, as follows:
- | | | |
|---------|---------|--|
| Revenue | \$2,422 | State Grants (Mosquito Control Grant (101-330-334) |
| Expense | \$2,422 | Health & Welfare; West Nile Prevention; Supplies & Materials (440-441.3-426WN) |

Hermes motioned to approve the budget auto-supplement. Schlosser seconded. Motion carried.

- ii) Personnel Policy/Employee Handbook Update (Discussion) – Karla reported the current employee manual was last revised October 2012 and should be updated. She proposes using resources available from the SD Municipal League. She and the Board discussed the options available. The Board directed Karla to proceed using the Municipal League’s recommended version (short form) with personnel policies specific to the City included as attachment(s).
- iii) Project(s) Funding and Next Steps (Update) – Karla reported she has consulted with the planning district about getting the environmental review completed for the water system project. See also the engineer update, above.
- 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) – 5 accounts were assessed a \$10 late payment charge and 10 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
 - (2) Disconnections – 5 service disconnections are scheduled.
 - (3) Due Process Notice(s) – 4 customers received a first notice. 2 customers received a second notice. No customer received a final notice.
 - (4) Financial Arrangements – 1 account has an approved financial arrangement and is compliant. 2 accounts have defaulted on their agreement.
 - (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 (\$692.13).
- v) Uncollectable Debt and Board Write-Off – None

11) Schedule Next Meeting:

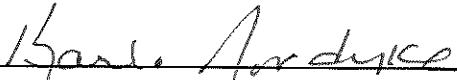
The next regularly scheduled meeting is set for Monday, January 8, 2024 at 6:00 PM, in the City Finance Office.

12) Adjourn:

At 7:40 PM, Schlosser motioned the meeting be adjourned. LaCompte seconded. Motion carried.

APPROVED: Tom Hermes
Tom Hermes, Board President





Karla Nordyke, City Finance Officer

Recorded: December 8, 2023
Published: December 14, 2023
Published at an approximate cost of _____

CITY OF TIMBER LAKE
ACCOUNTS/CLAIMS PAYABLE: NOVEMBER 2023

APPROVED: DECEMBER 6, 2023

GENERAL GOVERNMENT

Postaja	400.00	Already Paid: 11/06/23; EFT	Postage
SD Dept of Revenue	346.64	Already Paid: 11/13/23; EFT	Sales Tax Liability (October)
SD Retirement System	561.18	Already Paid: 11/22/23; Check #32380	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
SKM - Collections	86.92	Already Paid: 11/22/23; Check #32381	Payroll Liability -- Wage Garnishment (Final)
US Treasury (Internal Revenue Service)	1,348.19	Already Paid: 11/24/23; EFT	Payroll Liabilities & Employer Payroll Taxes (November)
VISA	30.00	Already Paid: 11/29/23; Check #32382	Office Supplies: Microsoft & Adobe
A&B Business Solutions	102.01		Printer Maintenance (November)
American Solutions for Business	150.59		Office Supplies
Anytime Heating & Cooling	1,161.66		Community Center: Furnace Maintenance
Biegler Equipment	17.99		Community Center: General Supplies
Century Link	217.46		Telephone & Fax Lines
Coca-Cola Bottling High Country	72.00		Vending Machine Inventory
Country Market	5.98		Library: General Supplies
CRST Telephone Authority	146.90		Internet
Dewey County Treasurer	5,000.00		Law Enforcement Services (December)
ELO Prof., LLC	80.00		Cloud Fees (October)
G&O Paper and Supplies	116.00		Community Center: Paper Products
Health Pool of SD	813.38		Employee Benefits: Health & Life Insurance
Moreau Grand Electric Coop.	952.75		Electricity: Community Center, Fire Hall
Penfield Law	300.00		Legal Services (November)
SD Governmental Finance Officers' Association	40.00		2024 Membership Dues
SD Governmental Human Resource Association	375.39		Mats & Mops & Linens
Servall Uniform & Linen Supply	264.34		Publishing (November)
Timber Lake Topic	12,614.38		

STREETS/PARK/LANDFILL/SANITATION

SD Retirement System	291.04	Already Paid: 11/22/23; Check #32380	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
US Treasury (Internal Revenue Service)	519.07	Already Paid: 11/24/23; EFT	Payroll Liabilities & Employer Payroll Taxes (November) 40%
VISA	29.73	Already Paid: 11/29/23; Check #32382	Office Supplies: Microsoft (40%)
AT&T Mobility	38.20		iPad Connectivity (40%)
Biegler Equipment	342.83		Supplies, Tools, Equipment Maintenance
Biegler's Timber Lake Service	207.57		Fuel (October)
Boom Concrete	2,000.00		Trash Cans
Health Pool of SD	326.19		Employee Benefits: Health & Life Insurance (40%)
Heartland Waste Management	4,500.00		Garbage Collection (November)
Herrman's Service	466.63		Fuel (October)
Mobridge Gas	492.90		Propane: City Shop
Moreau Grand Electric Coop.	1,471.64		Electricity: Airport, City Shop, Street Lights, Camper Site
RDO Equipment	306.78		Equipment Maintenance (Blade)
Western Dakota Bank	1,605.35		Loan Payment: #516/60 (Blade): Principal (1,480.34 & Interest (125.01)

WATER/SEWER

SD Retirement System	436.56	Already Paid: 11/22/23; Check #32380	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	778.61	Already Paid: 11/24/23; EFT	Payroll Liabilities & Employer Payroll Taxes (November) 60%
VISA	51.49	Already Paid: 11/29/23; Check #32382	Office Supplies: Microsoft (60%) & Postage/Shipping
Agtegra Energy	449.90		Fuel (Lift Station)
AT&T Mobility	57.90		iPad Connectivity (60%)
Biegler Equipment	60.01		Shipping & General Supplies
Biegler's Timber Lake Service	46.81		Fuel (October)
Dakota Pump & Control	187.29		Lift Station Maintenance
Health Pool of SD	489.29		Employee Benefits: Health & Life Insurance (60%)
Herrman's Service	104.55		Fuel (October)
IMEG	7,360.00		Engineering Fees: Wastewater Project (12/12/22 to 11/5/23)
IMEG	26,500.00		Engineering Fees: Water Project (10/9/23 to 11/5/23)
Maguire Iron	2,175.00		Water Tower Inspection
Milbank Wintwater Works	3,679.09		Sentryx Materials
Moreau Grand Electric Coop.	1,030.82		Electricity: Well Houses & Lift Stations
ND Dept. of Health	4.00		2024 Membership Dues
SD Water & Wastewater Association	10.00		

Grand Total

68,693.03

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT
November 2023

	Board Trustees		Board President		Financial Administration		General Government		Streets, Parks, Landfill		Water		Sewer		Total
Gross Pay	0.00	0.00	0.00	0.00	4,088.86	786.63	2,425.30	1,818.98	1,818.98	1,818.98	10,938.74				
SD Retirement System															
Employee Contribution	0.00	0.00	0.00	0.00	245.33	35.26	145.52	109.14	109.14	109.14	644.39				
Employer Contribution	0.00	0.00	0.00	0.00	245.33	35.26	145.52	109.14	109.14	109.14	644.39				
Federal Tax Withholding															
Employee Contribution	0.00	0.00	0.00	0.00	523.00	79.23	148.00	111.00	111.00	111.00	972.23				
Employer Contribution	0.00	0.00	0.00	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	0.00	0.00	253.51	48.77	150.37	112.78	112.78	112.78	678.21				
Employer Contribution	0.00	0.00	0.00	0.00	253.51	48.77	150.37	112.78	112.78	112.78	678.21				
Medicare Tax															
Employee Contribution	0.00	0.00	0.00	0.00	59.29	11.41	35.16	26.37	26.37	26.37	158.61				
Employer Contribution	0.00	0.00	0.00	0.00	59.29	11.41	35.16	26.37	26.37	26.37	158.61				
Medical & Life Insurance															
Employee Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Employer Contribution	0.00	0.00	0.00	0.00	813.38	0.00	326.20	244.64	244.64	244.64	1,628.86				
SD Reemployment Assistance Tax (Employer)															
Workers' Compensation Insurance (Employer)															
Other Payroll Liabilities (Employee)															
	0.00	0.00	0.00	0.00	6,541.50	1,143.66	3,561.61	2,671.20	2,671.20	2,671.20	16,589.17				