

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
DECEMBER 5, 2022  
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), Sandra Koenig, and Brent Biegler
  - Council Absent: None
  - Employees Present: Karla Nordyke
  - Guests/Others Present: Kathy Nelson, Trent Baumeister, and Anne 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:  
Schlosser motioned to approve the agenda with one (1) addition to New Business: Item D) Building Permit (Darold Reich). Koenig seconded. Motion carried.
  
- 4) Public Forum and Visitors: None
  
- 5) Approval of Last Meeting Minutes:  
Schlosser motioned to approve the minutes of November 7, 2022 with no corrections. Koenig seconded. Motion carried.
  
- 6) Financial Report:
  - A) Reconciliation Report (November)  
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of November.
  - B) Cash Flow Report  
The Board reviewed and discussed the monthly financial report. Koenig motioned to approve the November Cash Flow Report. Schlosser seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
<b>Beginning Balance (Checking Account) (As of 11/01/2022)</b>	623,763.89	351,342.89	101,529.93	1,076,636.71
<b>Total Receipts (Income)</b>	62,298.94	11,693.41	6,102.84	80,095.19
<b>Total Expenditures</b>	35,617.04	5,282.01	6,887.73	47,786.78
<b>Ending Balance (Checking Account) (As of 11/30/2022)</b>	650,445.79	357,754.29	100,745.04	1,108,945.12
<b>Savings Account Balance (As of 11/30/2022)</b>	57,200.74			57,200.74
<b>Cash Value of Certificate of Deposits (As of 11/30/2022)</b>	28,000.00			28,000.00
<b>Petty Cash (As of 11/30/2022)</b>	150.00			150.00
<b>TOTAL FUND BALANCES (As of 11/30/2022)</b>	735,796.53	357,754.29	100,745.04	1,194,295.86
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<b>Daily Ledger Balance (Bank) -- Checking Account (As of 11/30/2022)</b>				1,109,542.80

7) Accounts/Claims Payable:

The Board reviewed and discussed the claims presented for payment. Schlosser motioned to approve the claims presented for payment totaling \$45,732.36 and \$11,997.01 payroll expenses. Koenig seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS: None

9) NEW BUSINESS

A) Project(s) Update (Trent Baumeister, Engineer, IMEG Corporation)

Trent Baumeister presented an update on the City's water and wastewater system improvement projects. 1) Water System Project: The surveyors have completed their work and Trent expects to have their findings by the end of December. He anticipates having the final project plan submitted to the State office(s) by August. Once the final project plan is approved, the City can publish for contractor bids. Trent reported the Water System Project (first phase) is on-schedule; construction is scheduled to begin in September or October of 2023. 2) Sewer System Project: Trent reported he has received quotes from three (3) vendors who specialize in sewer main jet-washing and televised inspection. Each vendor's quote is below \$50,000 so it will not be necessary to publish bids. Trent also reported the first-phase of the Wastewater System Improvements Project is on-schedule to begin in early 2023.

B) Ordinance #2022-12-01: Cannabis Establishment Licensing Amendment (First Reading)

The Board reviewed and discussed an amending ordinance to reduce the number of medical cannabis dispensaries allowed in the City to one (1) and to disallow any other types of medical cannabis establishments. Discussion occurred. Schlosser motioned to approve Ordinance #2022-12-01 on its first reading. Koenig seconded. Motion carried (5-yes; 0-no). The required second reading for adoption is scheduled for the next regularly scheduled meeting.

C) 2023 Alcoholic Beverage License and Municipal Operating Agreement Renewals (R Rockin' Bar and Grill)

The Board reviewed the R Rockin' Bar and Grill's 's 2023 liquor license renewal applications signed by Bobbi Jo Kraft, Manager; the 2023 municipal operating agreements also signed by Bobbi Jo Kraft; and the status of the establishment's accounts with the City. The Board found the establishment in good standing. Koenig motioned to approve the 2023 Uniform Alcoholic Beverage license Application (Reissuance) for the City's Retail (On-Sale) Liquor License (RL-6210) and for the City's Package (Off-Sale) Liquor License (PL-5081) and the 2023 Municipal Operating Agreement for each license between the City and the R Rockin' Bar and Grill. Biegler seconded. Motion carried.

D) Building Permit (Darold Reich)

The Board reviewed and discussed a New Construction & Improvements – Building Permit application submitted by Darold Reich. He applied to resize windows and to repair the roof, rain gutters, and siding on his property located at 602 G Street (Block 33 Lots 7-8). Schlosser motioned to approve the Building Permit application. Beigler seconded. Motion carried. A copy of the Permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the Permittee.

10) Department Reports:

A) Custodial (Char Boysen)

Char was not present for discussion; no report. Karla reported she has contacted a different vendor for replacement of the dividing wall between the meeting room and gymnasium. She further reported the dividing wall being considered has been discontinued. Karla agreed to continue discussions with the new vendor to find an alternative solution. The Board agreed the existing dividing wall needs a thorough inspection. Perhaps, it can be repaired and refaced.

B) Maintenance (Jerimiah Garon)

Jerimiah was not present for discussion.

i) Streets: No report.

ii) Water: No report.

iii) Sewer: No report.

iv) Landfill: No report.

v) Park: No report. It was noted the appreciation signs are not yet placed.

vi) Other Matters

(1) Insurance Claim and Status (Property: Roofs, Windows, and Skylights): Karla reported the windows are replaced at the City Shop, the Community Center, and the Library. She also reported the insurance adjustor has received the needed information regarding the Community Center roof. He is, however, still needing a contractor's estimate for repairs needed at the Fire Hall. As soon as he has this estimate, he will be able to process the loss claim.

(2) Equipment Needs: Discussion occurred regarding the City's needs for equipment. The advantages and disadvantages of a skid steer or a tractor were discussed. Preliminary research has identified possible options. It was agreed a bid notice will be needed. More discussion is needed and scheduled for the next regular Board meeting.

C) Law Enforcement Activity Report (Sheriff Arpan)

No report received.

D) Finance (Karla Nordyke)

i) Health Pool of South Dakota (Contract Renewal): The Board reviewed the health insurance rates for all plans offered by the Health Pool of South Dakota. It was agreed the City's best interest are served by not making any changes. Schlosser motioned to renew the City's contract with the Health Pool of South Dakota for employer-paid employee health and life insurance benefits at the Plan B level. Koenig seconded. Motion carried.

- ii) South Dakota Public Assurance Alliance (SDPAA) Insurance: Karla shared information received from the SDPAA summarizing the City's need to consider property coverages. Karla reported they are ensuring the City has property covered in the most beneficial manner to minimize cost inflations. Also, SDPAA is now required to ensure that property values are at least 100% of the replacement cost values to continue having the blanket limit coverage. Much discussion occurred. Koenig motioned to move nonmobile equipment to building contents and to adjust property values sufficient to have blanket limit coverage. Motion died for a lack of a second. Board agreed more information is needed to make an informed decision. The Board directed Karla to move nonmobile equipment to building contents where it is appropriate and to report a cost comparison at the next meeting.
- iii) South Dakota Public Broadcasting Announcement: Karla shared correspondence received from the South Dakota Public Broadcasting. They have selected Timber Lake as one of their featured communities for the 2023-2024 season. Their letter provides a general schedule of events that will be happening over the next few months.
- iv) Project(s) Funding and Next Steps – Update: Refer to engineer's update, above, in New Business, Item A. In addition, Karla reported that efforts continue in regards to getting an agreement developed between the City, the State, and the Tribal Historical Preservation Offices.
- v) Delinquent Accounts: Karla reported the monthly late payment, disconnection warnings, and delinquent account charges were not processed. Discussion occurred.

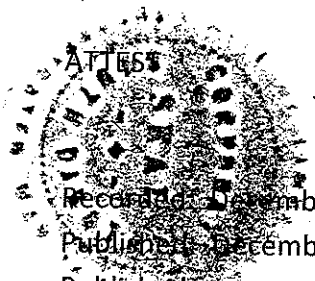
#### 11) Schedule Next Meeting

The Board set a year-end, special meeting for Wednesday, December 28, 2022, at 6:00 pm, in the City Finance Office. The next regularly scheduled meeting is set for Monday, January 9, 2023 at 6:00 PM, in the City Finance Office.

#### 12) Adjourn:

At 7:15 PM, Biegler motioned the meeting be adjourned. Koenig seconded. Motion carried.

APPROVED: Tom Hermes  
Tom Hermes, Board President



  
\_\_\_\_\_  
Karla Nordyke, City Finance Officer

Recorded December 7, 2022

Published December 15, 2022

Published at an approximate cost of \_\_\_\_\_

CITY OF TIMBER LAKE  
 ACCOUNTS/CLAIMS PAYABLE: NOVEMBER 2022

APPROVED: DECEMBER 5, 2022

**GENERAL GOVERNMENT**

Postafia	400.00	Already Paid: 11/03/22; EFT	Postage
Intuit Payroll	158.69	Already Paid: 11/10/22; EFT	Intuit/Quickbooks Annual Protection Plan
SD Dept of Revenue	291.73	Already Paid: 11/18/22; EFT	Sales Tax Liability (October)
SD Retirement System	511.62	Already Paid: 11/23/22; Check #31848	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
VISA	283.79	Already Paid: 11/23/22; Check #31849	Office Supplies: Microsoft & Adobe; Defibrillator Supplies
US Treasury (Internal Revenue Service)	1,034.79	Already Paid: 11/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (November)
A&B Business Solutions	88.52		Printer Maintenance (November)
American Solutions for Business	35.06		Office Supplies
Biegler Equipment	41.09		Supplies: Community Center & Library
Century Link	204.14		Telephone & Fax Lines
CRST Telephone Authority	146.90		Internet
Dewey County Treasurer	5,000.00		Law Enforcement Services (December)
Health Pool of SD	129.02		Employee Benefits: Health & Life Insurance & Payroll Liabilities
House of Glass	7,080.00		Windows: Community Center & Library
Karla Nordyke	1,304.72		Reimburse Overpaid Health Insurance (Employee Paid)
Moreau Grand Electric Coop.	1,001.07		Electricity: Community Center, Fire Hall
Old Republic Insurance Company	3,201.00		Insurance: Airport Liability
Penfield Law	300.00		Legal Services (November)
SD Governmental Finance Officers Association	40.00		2023 Membership Dues
SD Governmental Human Resource Association	25.00		2023 Membership Dues
Servall Uniform & Linen Supply	283.34		Mats & Mops & Linens
Timber Lake Topic	553.94		Publishing (November): Minutes, Resolution
	<u>22,114.42</u>		

**STREETS/PARKS/LANDFILL**

SD Retirement System	177.40	Already Paid: 11/23/22; Check #31848	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
VISA	319.03	Already Paid: 11/23/22; Check #31849	Fuel; Christmas Lights
US Treasury (Internal Revenue Service)	340.34	Already Paid: 11/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (November) 40%
AT&T Mobility	35.80		iPad Connectivity (40%)
Biegler Equipment	1,672.57		Supplies, Tools, Vehicle Maintenance
Biegler's Timber Lake Service	227.50		Fuel: (October & November) 40%
Health Pool of SD	312.87		Employee Benefits: Health & Life Insurance (40%)
Herman's Service	433.59		Fuel: (September)
House of Glass	1,511.00		Window: City Shop
Mobridge Gas	803.25		Propane: City Shop
Moreau Grand Electric Coop.	1,492.11		Electricity: Airport, City Shop, Street Lights, Camper Site
RDO Equipment	66.82		Equipment Maintenance
Western Dakota Bank	1,605.35		Loan Payment #24/60 (Blade): Principal (1423.89 & Interest (181.46)
	<u>8,997.63</u>		

**WATER/SEWER**

SD Retirement System	266.10	Already Paid: 11/23/22; Check #31848	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	510.52	Already Paid: 11/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (November) 60%
AT&T Mobility	53.70		iPad Connectivity (60%)
Biegler Equipment	319.00		Maintenance: Well-Houses & Lift-Station & Generators
Biegler's Timber Lake Service	341.24		Fuel: (October & November) 60%
Hawkins	2,499.40		Water Treatment Chemicals
Health Pool of SD	469.31		Employee Benefits: Health & Life Insurance (60%)
Milbank Winwater Works	8,265.98		Sentryx Equipment: Collector, Hand-Held Radio, Control Box
Moreau Grand Electric Coop.	1,041.80		Electricity: Well Houses & Lift Stations
ND Dept of Health - Public Health Lab	16.00		Water Analysis
Schlusser Ditching & Plumbing	837.26		Manhole Ring/Cover, Curb-box Maintenance; Install School Meter
	<u>14,620.31</u>		

Grand Total

45,732.36

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT  
November 2022

	Board		Financial		General		Streets, Parks, Landfill		Water		Sewer		Total
	Trustees	Board President	Administration	Government	Landfill	Water	Sewer	Total					
Gross Pay	0.00	0.00	3,895.05	552.72	1,518.59	1,138.94	1,138.94	1,138.94	8,244.24				
SD Retirement System													
Employee Contribution	0.00	0.00	233.70	22.11	88.70	66.53	66.53	66.53	477.56				
Employer Contribution	0.00	0.00	233.70	22.11	88.70	66.53	66.53	66.53	477.56				
Federal Tax Withholding													
Employee Contribution	0.00	0.00	275.00	79.23	108.00	81.00	81.00	81.00	624.23				
Employer Contribution	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	241.50	34.28	94.15	70.61	70.61	70.61	511.16				
Employer Contribution	0.00	0.00	241.50	34.28	94.15	70.61	70.61	70.61	511.16				
Medicare Tax													
Employee Contribution	0.00	0.00	56.48	8.02	22.02	16.52	16.52	16.52	119.55				
Employer Contribution	0.00	0.00	56.48	8.02	22.02	16.52	16.52	16.52	119.55				
Medical & Life Insurance													
Employee Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Employer Contribution	0.00	0.00	129.82	0.00	312.88	234.65	234.65	234.65	912.00				
SD Reemployment Assistance Tax (Employer)													
Workers' Compensation Insurance (Employer)													
Other Payroll Liabilities (Employee)													
	0.00	0.00	5,363.23	760.77	2,349.21	1,761.90	1,761.90	1,761.90	11,997.01				