

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
OCTOBER 11, 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; Jacob Dyer; Annie Walker; Anne LaCompte (by telephone); Trent Baumeister; Karen Schaefer; and Ashley Arpan
  
- 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:  
Schlosser motioned to approve the regular meeting minutes of September 11, 2023 and the special meeting minutes of September 18, 2023, each with no corrections. Koenig seconded. Motion carried.
  
- 6) Financial Report:
  - A) Reconciliation Report – Checking (September 2023)  
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s checking account for the month of September.
  - B) Reconciliation Report – Savings (July, August, September 2023)  
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s savings accounts for the third quarter months of 2023.
  - C) Cash Flow Report

The Board reviewed and discussed the monthly financial report. Schlosser motioned to approve the September Cash Flow Report. Hermes seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
<b>Beginning Balance (Checking Account) (as of 09/01/2023)</b>	862,315.61	307,519.39	114,787.28	1,284,622.28
<b>Total Receipts (Income)</b>	37,113.84	11,882.53	14,991.46	63,987.83
<b>Total Expenditures</b>	78,365.84	10,821.18	3,677.28	92,864.30
<b>Ending Balance (Checking Account) (as of 09/30/2023)</b>	821,063.61	308,580.74	126,101.46	1,255,745.81
<b>Savings Account Balance (as of 09/30/2023)</b>	57,571.00			57,571.00
<b>Cash Value of Certificate of Deposits (as of 09/30/2023)</b>	28,000.00			28,000.00
<b>Petty Cash (as of 09/30/2023)</b>	150.00			150.00
<b>TOTAL FUND BALANCES (as of 09/30/2023)</b>	906,784.61	308,580.74	126,101.46	1,341,466.81

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**Daily Ledger Balance (Bank) -- Checking Account  
(as of 09/30/2023)** 1,252,737.17

- D) Quarterly Reports (July, August, and September 2023)
- i) Top 10 Revenue & Expense Accounts: Board reviewed the top 10 revenue and top 10 expense accounts for the third quarter of 2022 as compared to the third quarter of 2023. There were no unexpected outcomes.

- ii) Fund Balance Trends Report: Board reviewed the third quarter-end fund balances for the Water and Sewer enterprise funds. Board also reviewed the third quarter-end fund balances for the Community Center, Solid Waste/Garbage Collection, and the Landfill/Restricted Use Site General fund accounts. There were no unexpected outcomes.
- iii) Taxable Sales: Board reviewed the SD Department of Revenue statistics showing taxable sales subject to the city tax rate for the months of January to August 2023. There were no unexpected outcomes.
- iv) Budget versus Actual Comparison Report  
Board reviewed the Budget vs. Actual Report for January 1 through September 30, 2023. Discussion occurred. It is noted that total General Fund revenue is better than expected (91%); Water Fund revenue to-date is 25% of expected; and Sewer Fund income is 7% of expected. It is also noted that expenditures to date by fund are as follows: Sewer Fund (4%); Water Fund (28%); and General Fund (47%). It is again noted the City has not received any grant or loan funds for either the water or sewer projects which is causing the revenue to appear lower than expected. The City has not yet expended project construction funds which causes the expenditure percentage to appear lower than expected. General fund expenses are also pending for building maintenance at the Fire Hall and Community Center for hail damage repairs.

7) Accounts/Claims Payable:

Schlusser motioned to approve the claims presented for payment totaling \$144,637.67 and \$17,879.55 payroll expenses. Koenig seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS – None

9) NEW BUSINESS

A) Water Distribution & Storage Improvement Project Plan (IMEG Engineering)

Trent Baumeister and Karen Schaefers, engineers from IMEG Engineering, presented an update on the City's water distribution project's plan design. Their design is nearly complete and they anticipate submitting the design plan and specifications to the SD Department of Natural and Agriculture Resources (SD-DANR) and to the Governor's Office on Economic Development (GOED) by mid-November. Much discussion occurred relating to additional information needed by the engineers. Also discussed and agreed upon two preferred site locations for the new tower; further elevation and soil testing will determine the optimal location. Trent explained the soil testing is scheduled for next week. The design plans are available in the Finance Office for anyone's review.

Trent also provided an update regarding the City's sewer/wastewater improvements project. Phase I (sewer main cleaning and televising) is complete. Trent was provided a full copy, both paper and digital, of the A-1 Sewer and Drain's findings. Trent will analyze the findings and determine the condition of the sewer infrastructure. Trent also reported his survey crew will be in town next week and he will have them do some manhole survey work. The sewer improvement project's plan design needs to be submitted to SD-DANR and GOED by March 1, 2024. Trent indicated he could manage this tight deadline. The A-1 Sewer and Drain's findings are available in the Finance Office for anyone's review.

An email from SD-DANR was also shared. The State has set the following deadlines: Plans and specifications must be submitted by March 1, 2024. Contracts must be awarded by December 31, 2024. These deadlines will ensure funding is allocated and spent in accordance with Federal mandates. Part of the SD-DANR message indicated these deadlines are not planned to be adjusted and SD-DANR would only consider changing them if US Treasury or Congress extended deadlines.

B) Urban Forestry Grant Project (Jacob Dyer and Annie Walker)

Jacob Dyer, from the SD-DANR's Resource Conservation and Forestry Division, and Annie Walker, from the Corson and Dewey Conservation Districts, presented information on the Community Forestry grant opportunity. The SD-DANR has federal funds available through the Inflation Reduction Act; this funding is 100% match-free. The grant must be submitted and administered through a public entity. Dyer, Walker, and Nordyke have drafted a grant application to 1) remove dead trees; 2) replant two trees for every one removed; 3) remove ash trees on public property and replace with two trees; 4) improve forestry within city limits; and 5) educate city employees on tree maintenance and care. The plan includes planting fruit and shade trees in the vicinity of the City Park and throughout town on city properties. Much discussion occurred. Schlosser motioned to approve the grant application. Koenig seconded. Motion carried. Nordyke indicated they will have the final application drafted by mid-Friday afternoon and have it submitted by the deadline of 5:00 pm, Friday.

C) Health Pool of South Dakota: Contract Renewal

The Board reviewed and discussed the Health Pool of South Dakota's renewal contract for employer provided health and life insurance for full-time employees. Koenig motioned to approve the contract for continued Plan B coverage at a cost of \$880.24 per month per full-time employee, effective January 1, 2024. Schlosser seconded. Motion carried.

D) Timber Lake Museum Funding Request for Tourism (Kathy Nelson)

Nelson presented information on the South Dakota Vacation Guide and Missouri River Tourism Guide advertising for Timber Lake (2024 publications). Nelson explained what is already purchased by the Historical Society. She also explained additional advertisement is available at additional cost. Nelson requested the City consider funding \$500 to 1) purchase a tear-off map in the SD Vacation Guide and the Missouri River Guide and 2) to get the Photo + Extended Listing in the Missouri River Guide. A review of the 2023 budget indicates there are funds available in the Culture and Recreation – Community Support account sufficient to contribute. Schlosser motioned to provide \$500 to the support of the Historical Society and Museum. Hermes seconded. Motion carried.

10) Department Reports:

A) Custodial (Char Boysen)

Char was not present; no report. No discussion occurred.

B) Maintenance (Jerimiah Garon)

Jerimiah was not present. The Board did discuss the following matters.

- i) Streets: Concern was expressed about there being no gravel stock-piled. It was agreed gravel is needed. The Board reviewed funds available in the 2023 budget and determined there are funds available. Schlosser reported gravel is costing about \$23 per ton through Jensen Rock and Sand. He agreed to order 100-ton.
- ii) Water: No report. No discussion.
- iii) Sewer: It was agreed A-1 Sewer and Drain did good work cleaning and televising the sewer mains. Their findings were received timely, as well. It will be interesting to see the engineer's conclusion.
- iv) Landfill: The Board reviewed the SD-DANR's Waste Management Program's on-site compliance inspection report resulting from their annual inspection on September 6, 2023. The SD-DANR, based upon this inspection, reports the restricted use site is operating in an overall poor compliance manner. SD-DANR stipulates the rubble pile is covered with a minimum of six-inches of soil, by November 30, 2023, and to provide a letter and photos documenting adequate soil cover over the burial material. Much discussion occurred. It was agreed the City needs to crush and cover the rubble pile. It was also agreed land currently providing for the restricted use site is full; available soil and space to expand is limited which is making it difficult to perform optimal operation and maintenance.
- v) Park: No report. No discussion.
- vi) Quarterly Maintenance Reports: The Board reviewed the Maintenance Department's quarterly reports for the months of July, August, and September 2023.

Reports include: Water Consumption and Loss Ratio; Well-House Inspection Logs; Hydrant Flushing Record; Lift Station Inspection Logs; and Lagoon Inspection Logs.

vii) Other Matter(s): 1) SDPAA Safety Benefits Loss Control – Improvement Recommendations – The Board reviewed the SD Public Assurance Alliance (SDPAA) and Safety Benefit’s report generated from their recent loss control survey. The City received one (1) improvement recommendation (Priority A) involving the fire services. Nordyke reported this document has been shared with the Fire Chief and she expects to receive their response soon.

C) Law Enforcement Activity Report (Sheriff Arpan):

Sheriff Arpan was present for discussion with the Board. Law enforcement services performed within the city limits was discussed. The Board reviewed the Dewey County Sheriff’s Office law enforcement report. Sheriff Arpan reports the 55 total records were documented; total time was not reported.

D) Finance (Karla Nordyke)

Auto-Supplement 2023 Budget: Karla reported Claims Associates has paid the City for the supplemental damages to heating and air conditioning (HVAC) units damaged in last year’s hail storm. The City has received \$3,028.06 additional compensation for loss. Karla requests the Board’s approval to auto-supplement the 2023 budget. Schlosser motioned to auto-supplement the 2023 budget as shown below. Koenig seconded. Motion carried.

Revenue	\$3,028.06	Compensation (Insurance)	101-391.4
Expenses	\$2,137.46	Maintenance: Fire Hall	420-422-425
	\$ 319.50	Maintenance: Library	450-455-425
	\$ 571.10	Maintenance: Community Center	410-419.2-425

i) Policy Revision – Cell Phone Reimbursement: Karla presented a revised policy document which is compliant with IRS guidelines and auditor advise. Discussion occurred. Schlosser motioned to approve the revised personnel policy (PER-100 Cell Phone Reimbursement). Koenig seconded. Motion carried.

ii) Project(s) Funding and Next Steps: Update – Karla presented updated project management documents for both the water and sewer infrastructure improvement project. Next steps include presenting the water project’s final design plan and specification to SD-DANR and GOED by mid-November and the sewer project’s final design plan and specification to SD-DANR and GOED by March 1, 2024. Once approved, the City will advertise for bids; contracts must be awarded by December 31, 2024. Next steps also include an evaluation of the need to draw-down reimbursement for expenses occurred, since February 7, 2022, for the sewer project. Karla reported she will have that information available for discussion at the next meeting.

- i) 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) – 7 accounts were assessed a \$10 late payment charge and 7 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
  - (2) Disconnections – 3 service disconnections are scheduled.
  - (3) Due Process Notice(s) – 0 customers received a first notice. 1 customer received a second notice. 0 customers received a final notice.
  - (4) Financial Arrangements – 2 accounts have an approved financial arrangement. 2 are in compliance.
  - (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 a decrease (improvement) from last month (\$1,230.09).
  - (7) Uncollectable Debt and Board Write-Off – None

11) Schedule Next Meeting:

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

12) Adjourn:

At 7:59 PM, Schlosser motioned the meeting be adjourned. Koenig seconded. Motion carried.



APPROVED: Tom Hermes  
Tom Hermes, Board President

Karla Nordyke  
Karla Nordyke, City Finance Officer

Recorded: October 14, 2023  
 Published: October 19, 2023  
 Published at an approximate cost of \_\_\_\_\_

CITY OF TIMBER LAKE  
 ACCOUNTS/CLAIMS PAYABLE: SEPTEMBER 2023

APPROVED: OCTOBER 11, 2023

**GENERAL GOVERNMENT**

Postalia	400.00	Already Paid: 09/07/23; EFT	Postage
SD Dept of Revenue	295.98	Already Paid: 09/15/23; EFT	Sales Tax Liability (August)
US Treasury (Internal Revenue Service)	1,396.39	Already Paid: 9/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (September)
SKM - Collections	718.95	Already Paid: 9/25/23; Check #32294	Payroll Liability -- Wage Garnishment
SD Retirement System	573.40	Already Paid: 9/25/23; Check #32295	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
VISA	30.06	Already Paid: 9/25/23; Check #32296	Office Supplies: Microsoft & Adobe
A&B Business Solutions	116.86		Printer Maintenance (September)
American Solutions for Business	44.03		Office Supplies
Biegler Equipment	17.27		Maintenance Materials: Community Center & Ambulance Shed
Century Link	195.27		Telephone & Fax Lines
Country Market	18.75		Community Center: General Supplies
CRST Telephone Authority	146.90		Internet
Dewey County Treasurer	5,000.00		Law Enforcement Services (October)
ELO Prof., LLC	160.00		Cloud Fees (August & September)
G&O Paper and Supplies	53.40		Community Center: Paper Products
Health Pool of SD	813.38		Employee Benefits: Health & Life Insurance
Karla Nordyke	90.00		Cell Phone Reimbursement (3rd Quarter)
Moreau Grand Electric Coop.	397.25		Electricity: Community Center, Fire Hall
Penfield Law	300.00		Legal Services (September)
Plunkett's Pest Control	228.03		General Pest Control: Community Center & Library
Servall Uniform & Linen Supply	380.80		Mats & Mops & Linens
Timber Lake Topic	407.34		Publishing (September) & Subscription Renewal
	<u>11,784.06</u>		

**STREETS/PARKS/LANDFILL**

Lindkov Implement	49,893.26	Already Paid: 09/15/23; Check #32287	Kubota Skid Steer Loader - Model SSV75PHC
US Treasury (Internal Revenue Service)	555.77	Already Paid: 9/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (September) 40%
SD Retirement System	302.83	Already Paid: 9/25/23; Check #32295	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
Air Kraft Spraying	65.00		Weed Control Chemical
AT&T Mobility	38.20		iPad Connectivity (40%)
Biegler Equipment	198.58		Supplies, Tools, Equipment Maintenance
Biegler's Timber Lake Service	390.28		Fuel (August)
Health Pool of SD	326.19		Employee Benefits: Health & Life Insurance (40%)
Heartland Waste Management	4,380.00		Garbage Collection (September)
Jeremiah Garon	36.00		Cell Phone Reimbursement (3rd Quarter) 40%
Moreau Grand Electric Coop.	1,227.48		Electricity: Airport, City Shop, Street Lights, Camper Site
Roger Hieb	36.00		Cell Phone Reimbursement (3rd Quarter) 40%
Runnings	37.38		Tools
Stan Houston Equipment	600.00		Pallet Fork Frame
VanDiest Supply Company	1,753.88		Mosquito Control Chemical
Western Dakota Bank	1,605.35		Loan Payment #33/60 (Blade): Principal (1,461.39) & Interest (143.96)
	<u>61,386.20</u>		

**WATER/SEWER**

US Treasury (Internal Revenue Service)	833.65	Already Paid: 9/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (September) 60%
SD Retirement System	454.25	Already Paid: 9/25/23; Check #32295	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
A-1 Sewer & Drain, Inc.	38,869.57		Sewer Main: Cleaning, Televising, Root Cutting, Lift-Station Cleaning
AT&T Mobility	57.30		iPad Connectivity (60%)
Biegler Equipment	101.67		Lift Station Maintenance



Biegler's Timber Lake Service  
 Dakota Pump & Control  
 Hawkins  
 Health Pool of SD  
 IMEG  
 Jerimiah Garon  
 Moreau Grand Electric Coop.  
 ND Dept of Health  
 Roger Hleb  
 SD Public Health Laboratory  
 South Dakota 811

164.53  
 2,627.56  
 883.61  
 489.29  
 26,100.00  
 54.00  
 615.70  
 71.00  
 54.00  
 70.00  
 21.28  
 71,467.41

Grand Total

144,637.67

Fuel (August)  
 Maintenance: Lift Station (Main)  
 Water Treatment  
 Employee Benefits: Health & Life Insurance (60%)  
 Engineering Fees: Water Project (8/7/23 to 9/10/23)  
 Cell Phone Reimbursement (3rd Quarter) 60%  
 Electricity: Well Houses & Lift Stations  
 Water Analysis  
 Cell Phone Reimbursement (3rd Quarter) 60%  
 Water Analysis  
 Locate Fees (3rd Quarter)

