

TIMBER LAKE CITY BOARD
REGULAR MEETING
OCTOBER 5, 2022
6:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:15 PM.
 - Board Present: Tom Hermes, Michael LaCompte, and Sandra Koenig
 - Council Absent: Jess Schlosser and Brent Biegler
 - Employees Present: Karla Nordyke and Jerimiah Garon
 - Guests/Others Present: Kathy Nelson, Lilian Linnea-Turcotte, Sheila Scherer, Ashley Arpan, and Martin Biegler

- 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:
Lilian Linnea-Turcotte and Sheila Scherer presented to express their concerns about the conditions of the streets. In particular, the wash-outs and pot holes. Discussion occurred. The Board explained how blow-sand has filled in ditches to the point where the street is lower than the right-of-way where ditches used to be located. Consequently, storm water flows in the streets. The long-term solution is to reestablish right-of-way and ditches to promote drainage. It was noted the streets will be torn up with the water and sewer projects. It was agreed a short-term solution would be for maintenance to fill wash-outs and potholes and to blade when moisture is available.

- 5) Approval of Last Meeting Minutes:
Koenig motioned to approve the minutes of September 7 and 26, 2022 each with no corrections. LaCompte seconded. Motion carried.

- 6) Financial Report:
 - A) Reconciliation Report (September)

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 (Third Quarter 2022)

Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s savings account for the months of July, August, and September.

C) Cash Flow Report

Board reviewed and discussed the monthly financial report. Koenig motioned to approve the September Cash Flow Report. LaCompte seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (As of 09/01/2022)	584,714.99	288,878.01	92,316.09	965,909.09
Total Receipts (Income)	33,671.79	61,805.66	7,834.10	103,311.55
Total Expenditures	25,327.12	6,222.63	2,185.18	33,734.93
Ending Balance (Checking Account) (As of 09/30/2022)	593,059.66	344,461.04	97,965.01	1,035,485.71
Savings Account Balance (As of 09/30/2022)	57,200.74			57,200.74
Cash Value of Certificate of Deposits (As of 09/30/2022)	28,000.00			28,000.00
Petty Cash (As of 09/30/2022)	150.00			150.00
TOTAL FUND BALANCES (As of 09/30/2022)	678,410.40	344,461.04	97,965.01	1,120,836.45



**Daily Ledger Balance (Bank) -- Checking Account
(As of 09/30/2022)** 1,034,973.12

D) Quarterly Reports (July, August, and September 2022)

- i) Top 10 Revenue & Expense Accounts: Board reviewed the top 10 revenue and top 10 expense accounts for the third quarter of 2021 as compared to the third quarter of 2022. 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 2022. There were no unexpected outcomes.
- iv) Budget versus Actual Comparison Report
Board reviewed the Budget vs. Actual Report for January 1 through October 4, 2022. Discussion occurred. It is noted that total General Fund revenue is as expected (75.8%); Water Fund revenue is better than expected to date (119.3%); Sewer Fund income is 89.6% of expected. It is noted the Water Fund has received the second tranche of Local ARPA funds. It is also noted that expenditures to date by fund are as follows: Sewer Fund (32.1%); Water Fund (29.6%); and General Fund (38%).

7) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$24,125.86 and \$13,336.44 payroll expenses. LaCompte seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS – None

9) NEW BUSINESS

A) Ordinance #2022-09-02: Bulk Sewage (Second Reading and Adoption)

The Board further reviewed and discussed Ordinance #2022-09-02, an ordinance amending Chapter 9 Section 9.0204, entitled Bulk Sewage, of the Timber Lake municipal code set. It was agreed the ordinance amendment serves the City's needs. Koenig motioned to approve and adopt Ordinance #2022-09-02 on its second reading. Hermes seconded. Motion carried.

B) Building Permit (Kendra Enright)

The Board reviewed and discussed a New Construction & Improvements – Building Permit submitted by Kendra Enright. She applied to construct a 12' x 24' covered deck on the west side of her residence located at 701 Main Street on Block 24 Lots 10-11-12. It is noted there are no encroachment issues with the placement of the deck. Koenig

motioned to approve the Building Permit. LaCompte 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; no discussion. Karla and Jerimiah discussed the following matters with the Board:

- i) Security Lights – Community Center Entrances: Discussion occurred about the need for lights at each entrance to the Community Center. It is quite dark; a safety concern exists. It was agreed the idea is a good one. The Board directed Karla and Jerimiah to look into options and costs.
- ii) Divider Replacement: Karla reported she has contacted the vendor, again. She also reported she was unable to make any progress. She will follow up and seek a referral to another vendor.

B) Maintenance (Jerimiah Garon)

- i) Streets: Jerimiah reported he needs rain to provide moisture on the streets so they can blade. Meanwhile, he will patch pot-holes and fill wash-outs.
- ii) Water: Jerimiah reported the water system is operating effectively. He also reported a water leak located at a CRST Housing unit. It has been repaired. He is hoping to see a decrease in the water loss ratio.
- iii) Sewer: Jerimiah reported the sewer system is operating effectively.
- iv) Landfill: Jerimiah reported management of the landfill is going well. He is finding the contractors helpful. He reported there are many loads of shingles going to the rubble pile. He also reported a scrap metal salvage company has taken metal pile and he was pleased with their performance. Also, another load of tires has been removed.
- v) Park: Jerimiah reported the volunteer appreciation signs are received. They were inspected at the meeting. Everyone agreed they turned out very nice. Discussion occurred about where to locate the signs. Jerimiah and Hermes will make that decision and the signs should be placed in the near future. It was agreed the signs need to be placed inside the fence and near the entrances.
- vi) Quarterly Reports (Third Quarter 2022): The Board reviewed the Maintenance Department's quarterly reports for the months of July, August, and September 2022. Reports include: Water Consumption and Loss Ratio; Well-House Inspection Logs; Lift Station Inspection Logs; and Lagoon Inspection Logs.
- vii) Other Matters: Jerimiah asked the Board if they want to keep advertising the open position and interview the one applicant. The Board reviewed the application

submitted. The Board directed Karla to contact the applicant's references. The Board agreed the position should be published locally for another month. Further discussion is scheduled for the next regularly scheduled Board meeting.

C) Law Enforcement Activity Report (Sheriff Arpan):

The Board reviewed the Dewey County Sheriff's Office law enforcement report for the month of September. Sheriff Arpan reports the following services provided to Timber Lake: total records of 86; total time of 92 hours; and school zone contacts being 75. Activities involve calls for service, traffic stops, citizen contacts, business contacts, arrests, citations, and warnings. Discussion also occurred about contacting the Sheriff Office for emergency assistance. Sheriff Arpan explained if a call to 911 is made then the call is directed to Eagle Butte Dispatch. If a call is made to 865-3330 then the call is directed to the Dewey County Sheriff Department or to the Mobridge Dispatch if none of the deputies are in the office. Sheriff Arpan said he would inquire about concerns of the 911 (Eagle Butte Dispatch) not being responsive.

D) Finance (Karla Nordyke)

Karla discussed the following matters with the Board:

- i) Service Rates and Charges: Karla presented the edited Current Rates and Charges for Service Report. The Board reviewed it again; discussion occurred. It was agreed no further edits are necessary. Karla will present the Resolution at the next regularly scheduled Board meeting.
- ii) Insurance Claim & Status (Property – Roofs and Windows)
Karla reported she has not yet received the insurance adjustor's estimate of damages. She will continue to follow-up. Jerimiah reported he has consulted with contractors to create a better patch on the sky lights in the gymnasium roof. He has also ordered a furnace vent replacement. Jerimiah also reported Wes Turney, of L&D Construction, examined and measured the roofs at the Community Center, Library, Fire Hall, and Rodeo Club buildings. He will be providing an estimate in the near future. Wes also patched a seam on the Community Center roof. Martin Biegler was present for the discussion and provided good insight and information. He, too, will examine the City's buildings and submit an estimate for repair. Karla said she will send the contractor estimates to the insurance adjustor as soon as they are received. Karla also reported the windows for the Community Center (\$3,587); Library (\$3,493); and City Shop (\$1,511) are ordered. They will be received in about 4-6 weeks and installation will be scheduled thereafter. She has sent the proposals to the insurance adjustor. It was agreed, the City may need to secure the window openings with plywood depending on weather and timing of installation.
- iii) Project(s) Funding and Next Steps – Update: Karla reported the process to create a memorandum of agreement has begun. This MOA is between SD-DANR, Region 8

EPA, Advisory County on Historic Preservation, CRST Historical Preservation Office, the City of Timber Lake, and all stakeholders. This MOA is needed because there is a Section 106 (historic preservation) concern on the water project that will need to be addressed; that is the destruction of the water tower. Karla further reported the Governor's Office on Economic Development (GOED) has agreed to accept the MOA to satisfy their requirements.

- iv) Delinquent Accounts: Karla reported the following information regarding customer accounts.
- (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 1 account was assessed a \$10 late payment charge and 4 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
 - (2) Disconnections – 4 service disconnections are scheduled.
 - (3) Due Process Notice(s) – 3 customers received a first notice. No customers received a second notice. No customers received a final notice.
 - (4) Financial Arrangements – 3 accounts have an approved financial arrangement. 2 accounts are in compliance. 1 customer is noncompliant so has defaulted.
 - (5) Legal Action Status – 1 account remains referred to CRST Small Claims Court and 1 account remain 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 from last month (\$378.43).
 - (7) Karla also reported a gross delinquent account rate of 29.7% and a net delinquent account rate of 17.5%. Some discussion occurred.
 - (8) Uncollectable Debt and Board Write-Off: None

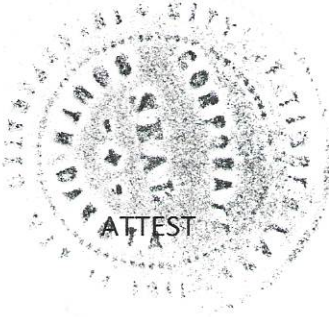
11) Schedule Next Meeting:

The next regularly scheduled meeting is set for Monday, November 7, 2022, at 6:00 PM, in the City Finance Office.

///

12) Adjourn:

At 7:52 PM, LaCompte 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 7, 2022

Published: October 13, 2022

Published at an approximate cost of _____

CITY OF TIMBER LAKE

ACCOUNTS/CLAIMS PAYABLE: SEPTEMBER 2022

APPROVED: OCTOBER 5, 2022

GENERAL GOVERNMENT
 SD Dept of Revenue
 US Treasury (Internal Revenue Service)
 VISA
 SD Retirement System
 A&B Business Solutions
 Biegler Equipment
 CenturyLink
 Country Market
 CRST Telephone Authority
 Dakota Silk Screen
 Dewey County Treasurer
 ELO Prof., LLC
 FP Mailing Solutions
 Health Pool of SD
 Karla Nordyke
 Mid-American Research Chemical
 Moreau Grand Electric Coop.
 Penfield Law
 Pfizer Pest Control
 Plunkert's Pest Control
 Servall Uniform & Linen Supply
 Slater Oil
 TimberLake Topic

308.28 Already Paid: 09/16/22; EFT
 1,050.07 Already Paid: 09/23/22; EFT
 24.75 Already Paid: 09/23/22; Check #31763
 528.32 Already Paid: 09/23/22; Check #31764
 90.17
 11.26
 237.93
 208.58
 12.32
 146.90
 200.00
 5,000.00
 74.00
 139.90
 1,434.54
 90.00
 194.14
 451.89
 300.00
 120.00
 104.68
 280.96
 860.50
 466.53
 12,335.62

STREETS/PARKS/LANDFILL
 US Treasury (Internal Revenue Service)
 SD Retirement System
 AT&T Mobility
 Biegler Equipment
 Biegler's Timber Lake Service
 Country Market
 Dakota Silk Screen
 G&O Paper and Supplies
 Health Pool of SD
 Hermai's Service
 Jerimah Garon
 Moreau Grand Electric Coop.
 Newman Signs
 Saber Shred Solutions
 Western Dakota Bank

324.10 Already Paid: 09/23/22; EFT
 164.17 Already Paid: 09/23/22; Check #31764
 35.80
 47.19
 122.89
 4.19
 160.00
 49.40
 312.87
 439.98
 36.00
 1,240.41
 592.91
 1,183.60
 1,605.35
 6,318.86

WATER/SEWER
 US Treasury (Internal Revenue Service)
 SD Retirement System
 AT&T Mobility
 Biegler Equipment
 Biegler's Timber Lake Service
 Dakota Pump & Control
 Dakota Silk Screen
 Health Pool of SD
 Hermai's Service
 Jerimah Garon
 Milbank Winwater Works
 Moreau Grand Electric Coop.
 ND Dept of Health - Public Health Lab
 Octaflex Environmental Systems
 Schlosser Ditching & Plumbing

486.16 Already Paid: 09/23/22; EFT
 246.25 Already Paid: 09/23/22; Check #31764
 53.70
 133.42
 184.33
 86.73
 240.00
 469.31
 212.21
 54.00
 1,690.88
 653.07
 32.00
 736.50
 192.82
 5,471.38

Grand Total

24,125.86

Sales Tax Liability (August)
 Payroll Liabilities & Employer Payroll Taxes (September)
 Office Supplies: Microsoft & Adobe
 Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
 Printer Maintenance (September)
 Office Supplies
 Supplies: Community Center & Library; Community Support (Christmas Lights)
 Telephone & Fax Lines
 Supplies: Library
 Internet
 Clothing Allowance: (Finance Officer (\$100) & CC Custodian (\$100))
 Law Enforcement Services (October)
 Cloud Fees (September)
 Office Supplies (Postage Meter Ink Cartridge)
 Employee Benefits: Health & Life Insurance & Payroll Liabilities
 Cell Phone Reimbursement (3rd Quarter)
 Cleaning Supplies
 Electricity: Community Center, Fire Hall
 Legal Services (September)
 Grounds Maintenance
 General Pest Control: Library
 Mats & Mops & Linens
 Fire Hall: Propane (450 gal @ \$1.69), Tank Rental
 Publishing (September)

Payroll Liabilities & Employer Payroll Taxes (September) 40%
 Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
 iPad Connectivity (40%)
 Supplies, Tools
 Fuel: General Maintenance (40%)
 Supplies: Park
 Clothing Allowance: Maintenance Manager (\$300) & Technician (\$100) 40%
 Shop Towels
 Employee Benefits: Health & Life Insurance (40%)
 Fuel (July & August)
 Cell Phone Reimbursement (3rd Quarter) 40%
 Electricity: Airport, City Shop, Street Lights, Camper Site
 Park Signs
 Tire Removal (5.38 ton @ \$220)
 Loan Payment #22/60 (Blade): Principal (1,414.70) & Interest (190.65)

Payroll Liabilities & Employer Payroll Taxes (September) 60%
 Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
 iPad Connectivity (60%)
 General Supplies & Maintenance
 Fuel: General Maintenance (60%)
 Sewer Service Call 9/1/22 (Manhole Cover Retrieval)
 Clothing Allowance: Maintenance Manager (\$300) & Technician (\$100) 60%
 Employee Benefits: Health & Life Insurance (60%)
 Fuel (July & August)
 Cell Phone Reimbursement (3rd Quarter) 60%
 3" Meter (School)
 Electricity: Well Houses & Lift Stations
 Water Analysis
 Fabrication: Lift Station Cage; Man hole cover
 Check Valve

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT
September 2022

	Board Trustees	Board President	Financial Administration	General Government	Streets, Parks, Landfill	Water	Sewer	Total
Gross Pay	0.00	0.00	3,839.94	746.96	1,493.50	1,120.13	1,120.13	8,320.66
SD Retirement System								
Employee Contribution	0.00	0.00	230.40	33.76	82.08	61.56	61.56	469.37
Employer Contribution	0.00	0.00	230.40	33.76	82.08	61.56	61.56	469.37
Federal Tax Withholding								
Employee Contribution	0.00	0.00	269.00	79.23	95.60	71.70	71.70	587.23
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	238.08	46.32	92.60	69.45	69.45	515.90
Employer Contribution	0.00	0.00	238.08	46.32	92.60	69.45	69.45	515.90
Medicare Tax								
Employee Contribution	0.00	0.00	55.68	10.84	21.65	16.24	16.24	120.65
Employer Contribution	0.00	0.00	55.68	10.84	21.65	16.24	16.24	120.65
Medical & Life Insurance								
Employee Contribution	0.00	0.00	652.36	0.00	0.00	0.00	0.00	652.36
Employer Contribution	0.00	0.00	782.18	0.00	312.87	234.65	234.65	1,564.35
SD Reemployment Assistance Tax (Employer)								
Workers' Compensation Insurance (Employer)								
Other Payroll Liabilities (Employee)								
	0.00	0.00	6,591.80	1,008.03	2,294.65	1,720.98	1,720.98	13,336.44