

TIMBER LAKE CITY BOARD
REGULAR MEETING
JANUARY 10, 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), Sandra Koenig, and Brent Biegler
 - Council Absent: None
 - Employees Present: Karla Nordyke and Jerimiah Garon
 - Guests/Others Present: Kathy Nelson; Anne LaCompte (by telephone); and Sheriff 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. Schlosser seconded. Motion carried.
- 4) Public Forum and Visitors: None
- 5) Approval of Last Meeting Minutes:
Koenig motioned to approve the minutes of December 5, 2022 and December 28, 2022 each with no corrections. Schlosser seconded. Motion carried.
- 6) Financial Report:
 - A) Reconciliation Report (December)
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of December.
 - B) Reconciliation Report (Fourth Quarter 2022)
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's savings account for the months of October, November, and December.
 - C) Cash Flow Report
The Board reviewed and discussed the monthly financial report. Schlosser motioned to approve the December Cash Flow Report. Koenig seconded. Motion carried.

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	ENTERPRISE FUNDS			TOTAL
	GENERAL FUND	WATER FUND	SEWER FUND	
Beginning Balance (Checking Account) (As of 12/01/2022)	650,445.79	357,754.29	100,745.04	1,108,945.12
Total Receipts (Income)	38,183.31	12,504.97	6,830.87	57,519.15
Total Expenditures	35,116.70	14,395.28	2,860.96	52,372.94
Ending Balance (Checking Account) (As of 12/31/2022)	653,512.40	355,863.98	104,714.95	1,114,091.33
Savings Account Balance (As of 12/31/2022)	57,278.62			57,278.62
Cash Value of Certificate of Deposits (As of 12/31/2022)	28,000.00			28,000.00
Petty Cash (As of 12/31/2022)	150.00			150.00
TOTAL FUND BALANCES (As of 12/31/2022)	738,941.02	355,863.98	104,714.95	1,199,519.95

**Daily Ledger Balance (Bank) -- Checking Account
(As of 12/31/2022)** 1,116,221.31

D) Quarterly Reports (October, November, December 2022)

The Board reviewed and discussed the following quarterly reports:

- i) Top 10 Revenue & Expense Accounts: Board reviewed the top 10 revenue and top 10 expense accounts for the fourth quarter of 2021 as compared to the fourth quarter of 2022. There were no unexpected outcomes.
- ii) Fund Balance Trends Report: Board reviewed the fourth quarter-end fund balances for the Water and Sewer enterprise funds. Board also reviewed the fourth 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 November. There were no unexpected outcomes.

iv) Budget versus Actual Comparison Report

Board reviewed the Budget vs. Actual Report for January 1 through December 31, 2022. Discussion occurred. It is noted that total General Fund revenue is better than expected at year-end (104%); Water Fund revenue is also better than expected at year-end (139%); Sewer Fund income is 115% of expected, as well. It is also noted that expenditures at year end by fund are as follows: Sewer Fund (43%); Water Fund (52%); and General Fund (54%). Schlosser motioned to approve each of the quarterly reports. Koenig seconded. Motion carried.

7) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$40,320.66 and \$13,398.98 payroll expenses. Schlosser seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS – None

9) NEW BUSINESS

A) Ordinance #2022-12-01: Cannabis Establishment Licensing (Amendment) – Second Reading

The Board reviewed and discussed this amending ordinance on its second reading. Ordinance #2022-12-01 amends the City's municipal code set of Chapter 4.06, Section 4.06.07, entitled Number of Cannabis Dispensaries. The amending ordinance allows for one (1) cannabis dispensary to operate in the City and the City will not license any other type of cannabis establishment. It was agreed the amendment is in the City's best interest. Schlosser motioned to approve and adopt Ordinance #2022-12-01 on its second reading. Koenig seconded. Motion carried by roll call vote (Schlosser-yes; Koenig-yes; Hermes-yes; Biegler-yes; LaCompte-yes).

B) Ordinance #2023-01-01: 2023 Supplemental Budget Ordinance – Second Reading

The Board reviewed and discussed Ordinance #2023-01-01. This ordinance supplements the 2023 budget per the Board's action to commit and assign fund balances at its December 28, 2022 year-end meeting. It was agreed the supplemental budget is in the City's best interest. Koenig motioned to approve Ordinance #2023-01-01 on its first reading. Schlosser seconded. Motion carried. The required second reading is scheduled for the next regularly scheduled Board meeting.

C) 2023 Election

i) Establish Election Date: Pursuant to SD Codified Law (SDCL) 9-13-1, the governing body must establish the election date no later than January 14. Schlosser motioned the Timber Lake municipal election date be established for the second Tuesday in April (April 11, 2023). Koenig seconded. Motion carried.

ii) Vacancies to Announce (SDCL 9-13-6 & 9-13-40): The Board reviewed and discussed the Trustee Rotation Schedule prepared by Nordyke. It was agreed one (1) Trustee

position will need announced as vacant. The Board directed Nordyke to publish the Notice of Vacancies.

D) 2023 Wages & Salaries (SDCL 6-1-10)

SD Codified Law mandates a complete list of all the salaries and wages for all officers and employees of the municipality be published with the minutes of the first meeting following the beginning of the fiscal year. The Board reviewed the 2022 actual wage and salary information. The Board also reviewed and discussed the 2023 budget plan regarding wages and salaries.

Biegler motioned the Board of Trustees salaries for 2023 remain the same. Schlosser seconded. Motion carried. The 2023 salary for each Board of Trustee position are as follows and unchanged from last year:

Board President: \$150.00 per meeting in attendance

Trustee (each): \$125.00 per meeting in attendance

Schlosser motioned the hourly wage for all employees be increased by 8%, as planned in the 2023 budget. Koenig seconded. Motion carried. The 2023 wages for City employees are as follows:

Maintenance Manager	Jerimiah Garon	\$22.46 per hour \$33.69 per hour overtime
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Preapproved for 20-hours overtime per month, as needed.

Maintenance Technician	Norman Hieb	\$21.10 per hour
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Maintenance Technician	Roger Hieb	\$19.44 per hour
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Finance Officer	Karla Nordyke	\$23.62 per hour \$35.43 per hour overtime
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Preapproved for 5-hours overtime per month, as needed.

Community Center Custodian	Charyl Boysen	\$17.28 per hour
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Library Custodian	Debra Thill	\$14.21 per hour
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Day Labor (as need and approved)		\$10.80 SD Minimum Wage
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10) Department Reports:

A) Custodial (Charyl Boysen)

Char was not present for discussion. The following matters relevant to the Community Center were discussed with the Board:

- i) Probationary Status: Nordyke reported Char has been employed for six (6) months. The Board discussed her performance. Koenig motioned that Char be released from probationary status. Biegler seconded. Motion carried.

- ii) Divider Replacement: Nordyke reported no update is available. Discussion occurred. The Board directed Nordyke to research options to replacing the existing divider; such as permanently sectioning the opening and installing roll-up doors.
- B) Maintenance (Jerimiah Garon)
- i) Streets: Jerimiah reported he and Roger have been kept busy moving snow. They are now pushing piles back to allow room for more snow and to promote better visibility at intersections. Discussion occurred. It was agreed the need is to find a cost-effective approach to snow removal that balances with safety (fire protection) and access.
 - ii) Water: Jerimiah reported the water system is functioning properly.
 - iii) Sewer Jerimiah reported the sewer system is functioning properly. Discussion did occur about an automated alert system at lift-stations; currently, the alert system is manual.
 - iv) Landfill: Jerimiah reported he burned the wood pile recently and it cleaned up well. Otherwise, activity at the landfill has been quiet.
 - v) Park: Jerimiah reported the Park is quiet. The Board asked about the condition of the bathrooms. It was agreed the public needs access and the facilities need regular maintenance.
 - vi) Quarterly Reports (Fourth Quarter 2022): The Board reviewed the Maintenance Department's quarterly reports for the months of October, November, and December 2022. Reports include: Water Consumption and Loss Ratio; Well-House Inspection Logs; Lift Station Inspection Logs; and Lagoon Inspection Logs.
 - vii) Other Matter(s)
 - (1) Insurance Claim & Status (Property – Roofs & Windows & Skylights): The Board reviewed and discussed the insurance adjuster's proof of loss estimate for property damage insurance coverage from the June 2022 hail storm. It is noted the estimate is prepared without a contractor's estimate of damage at the Fire Hall. The proof of loss includes insurance coverage for the Community Center windows, roof, and skylights (\$183,892.17 less \$61,837.05 depreciation); Maintenance Shop window (\$1,511.00 less \$0 depreciation); Library windows and roof (\$44,406.00 less \$16,160.90 depreciation); Fire Hall (\$39,242.13 less \$14,422.65 depreciation); and Rodeo Club Building (\$21,502.64 less \$7,852.68 depreciation). Schlosser motioned to accept the insurance adjuster's proof of loss report. Biegler seconded. Motion carried. It was agreed a contractor's estimate for the Fire Hall is still needed.
 - (2) Equipment: Minimal discussion occurred about equipment needs. It was agreed to refer this matter to 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 months of October, November, and December. Sheriff Arpan reports the following services provided to Timber Lake: 180 calls for service. Activities involve calls for service, traffic stops, citizen contacts, business contacts, arrests, citations, and warnings. Discussion also occurred about the effectiveness of newly installed traffic signs around town and drivers' adherence to the signs. Arpan reported he will be setting up the speed sign in the near future. The Board provided him

with favorable comments about the new report format. Arpan said he will include total time in future reports.

D) Finance (Karla Nordyke)

- i) SDPAA Insurance: Karla reported she has an appointment next week with the SD Public Assurance Alliance representative. At this meeting, the insurance adjustments and cost-savings will be explained. She will present information at the next regularly scheduled Board meeting.
- ii) Pfitzer Lawn Care: The Board reviewed and discussed the 2023 grounds maintenance agreement with Pfitzer. It was agreed the lawn care program needs to continue. Services include dethatching (once); and weed-and-feed services in the spring (twice); summer (twice); and fall (once). The Board reiterated the need to water the lawn regularly. It was also agreed the Community Center needs to have a nice lawn. The Board also discussed Pfitzer's payment options – pay as services are received or pay an annual rate which includes a \$5 pre-pay discount. Hermes motioned to continue the maintenance plan and utilize the pre-pay discount option. Koenig seconded. Motion carried.
- iii) Project(s) Funding & Next Steps – Update: Karla reported this matter has been quiet pending the completion and submission of the engineer's final project plan.
- iv) Delinquent Accounts: Karla reported the following information regarding customer accounts.
 - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 3 accounts were assessed a \$10 late payment charge and 12 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
 - (2) Disconnections – No service disconnections are scheduled.
 - (3) Due Process Notice(s) – 10 customers received a first notice. No customer received a second notice. 1 customer received a final notice.
 - (4) Financial Arrangements – 2 accounts have an approved financial arrangement. 2 accounts are in compliance.
 - (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 an increase from last month (\$1,366.27).
 - (7) Uncollectable Debt and Board Write-Off: None

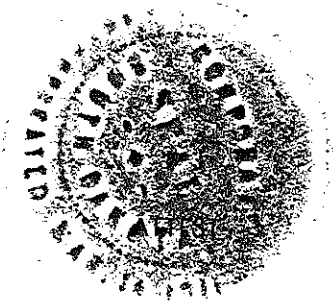
11) Schedule Next Meeting:

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

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12) Adjourn:

At 7:10 PM, Schlosser motioned the meeting be adjourned. Biegler seconded. Motion carried.



APPROVED: Tom Hermes
Tom Hermes, Board President

Karla Nordyke
Karla Nordyke, City Finance Officer

Recorded: January 13, 2023

Published: January 19, 2023

Published at an approximate cost of _____

CITY OF TIMBER LAKE
 ACCOUNTS/CLAIMS PAYABLE: DECEMBER 2022

APPROVED: JANUARY 10, 2023

GENERAL GOVERNMENT

SD Dept of Revenue	266.32	Already Paid: 12/21/22; EFT	Sales Tax Liability (November)
US Treasury (Internal Revenue Service)	1,003.09	Already Paid: 12/23/22; EFT	Payroll Liabilities & Employer Payroll Taxes (December)
SD Retirement System	505.66	Already Paid: 12/23/22; Check #31912	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
VISA	256.62	Already Paid: 12/23/22; Check #31911	Office Supplies: Microsoft & Adobe; Postage
A&B Business Solutions	72.90		Printer Maintenance (December)
CRST Telephone Authority	146.90		Internet
Central SD Enhancement District	895.47		2023 CSDED Membership Dues
Century Link	211.41		Telephone & Fax Lines
Dewey County Treasurer	5,000.00		Law Enforcement Services (January)
ELO Prof, LLC	148.00		Cloud Fees (November & December)
FP Mailing Solutions	81.30		Postage Meter & Scale (1st Quarter 2023)
Health Pool of SD	813.38		Employee Benefits: Health & Life Insurance
Karla Nordtke	90.00		Cell Phone Reimbursement (4th Quarter 2022)
Mobridge Gas	3,080.70		Propane (Community Center)
Moreau Grand Electric Coop.	918.31		Electricity: Community Center, Fire Hall
Penfield Law	300.00		Legal Services (December)
Servall Uniform & Linen Supply	140.48		Mats & Mops & Linens
Slaters Oil	1,377.50		Propane (Fire Hall)
Timber Lake Topic	610.87		Publishing (December): Minutes & Office Supplies
Western Dakota Bank	25.00		2023 Security Box Rental
	<u>15,944.51</u>		

STREETS/PARKS/LANDFILL

US Treasury (Internal Revenue Service)	370.81	Already Paid: 12/23/22; EFT	Payroll Liabilities & Employer Payroll Taxes (December) 40%
SD Retirement System	210.70	Already Paid: 12/23/22; Check #31912	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
VISA	106.45	Already Paid: 12/23/22; Check #31911	Vehicle Maintenance
AT&T Mobility	35.80		iPad Connectivity (40%)
Blegler Equipment	237.79		Supplies, Vehicle Maintenance
Blegler's Timber Lake Service	1,024.20		Fuel: General Maintenance & Snow Removal (December)
Health Pool of SD	325.35		Employee Benefits: Health & Life Insurance (40%)
Heartland Waste Management	8,760.00		Garbage Collection (November & December)
Herman's Service	1,375.10		Fuel: (November & December)
Jerimiah Garon	36.00		Cell Phone Reimbursement (4th Quarter 2022) 40%
Mobridge Gas	1,375.70		Propane: City Shop
Moreau Grand Electric Coop.	1,623.86		Electricity: Airport, City Shop, Street Lights, Camper Site
Western Dakota Bank	1,605.35		Loan Payment #25/60 (Blade): Principal (1422.62 & Interest (182.73)
	<u>17,091.11</u>		

WATER/SEWER

US Treasury (Internal Revenue Service)	556.21	Already Paid: 12/23/22; EFT	Payroll Liabilities & Employer Payroll Taxes (December) 60%
SD Retirement System	316.04	Already Paid: 12/23/22; Check #31912	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
VISA	248.04	Already Paid: 12/23/22; Check #31911	Well House Maintenance
AT&T Mobility	53.70		iPad Connectivity (60%)
Austin Stover	125.00		Deposit Refund (minus final bill)
Blegler Equipment	249.92		Maintenance: Well-Houses & Lift-Station & Generators
Blegler's Timber Lake Service	143.23		Fuel: (December) 60%
Hawkins	520.71		Gearbox & Brush Kit - Well House Maintenance
Health Pool of SD	488.03		Employee Benefits: Health & Life Insurance (60%)
Herman's Service	132.19		Fuel: (November & December)
IMEG	3,040.00		Engineer Services (Wastewater Project): through 12/11/22
Jerimiah Garon	54.00		Cell Phone Reimbursement (4th Quarter 2022) 60%
Milbank Winwater Works	67.08		Connectors
Moreau Grand Electric Coop.	1,258.89		Electricity: Well Houses & Lift Stations
ND Dept. of Health	32.00		Water Analysis
	<u>7,285.04</u>		

Grand Total

40,320.66

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT
December 2022

	Board Trustees	Board President	Financial Administration	General Government	Streets, Parks, Landfill	Water	Sewer	Total
Gross Pay	0.00	0.00	3,730.70	627.96	1,780.42	1,335.32	1,335.32	8,809.71
SD Retirement System								
Employee Contribution	0.00	0.00	223.84	28.99	105.35	79.01	79.01	516.20
Employer Contribution	0.00	0.00	223.84	28.99	105.35	79.01	79.01	516.20
Federal Tax Withholding								
Employee Contribution	0.00	0.00	257.00	79.23	98.40	73.80	73.80	582.23
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	231.30	38.93	110.39	82.79	82.79	546.20
Employer Contribution	0.00	0.00	231.30	38.93	110.39	82.79	82.79	546.20
Medicare Tax								
Employee Contribution	0.00	0.00	54.10	9.10	25.82	19.36	19.36	127.74
Employer Contribution	0.00	0.00	54.10	9.10	25.82	19.36	19.36	127.74
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	325.36	244.01	244.01	1,626.76
SD Reemployment Assistance Tax (Employer)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Workers' Compensation Insurance (Employer)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Payroll Liabilities (Employee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	5,819.56	861.23	2,687.28	2,015.45	2,015.45	13,398.98