

TIMBER LAKE CITY BOARD
REGULAR MEETING
JULY 9, 2024
6:00 PM
CITY FINANCE OFFICE

- 1) Board President, Tom Hermes, called the meeting to order at 6:05 PM.
 - Board Present: Tom Hermes, Jess Schlosser, and Michael LaCompte (by telephone)
 - Board Absent: Brent Biegler and Tanner Kraft
 - Employees Present: Karla Nordyke
 - Guests/Others Present: Kathy Nelson, Bryce Schaffer, Trent Baumeister, and Kyle Nilson
- 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 no changes. LaCompte seconded. Motion carried.
- 4) Public Forum and Visitors: None
- 5) Approval of Last Meeting Minutes:
Schlosser motioned to approve the minutes of June 10, 2024 with no corrections. LaCompte seconded. Motion carried.
- 6) Financial Report:
 - A) Reconciliation Report – Checking Account
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s checking account for the month of June, 2024.
 - B) Reconciliation Report – Savings Account
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s savings account for the months of April, May, and June (Second Quarter), 2024.
 - C) Cash Flow Report
The Board reviewed and discussed the monthly financial report. LaCompte motioned to approve the June Cash Flow Report. Schlosser seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (as of 06/01/2024)	780,519.34	101,375.83	92,536.05	974,431.22
Total Receipts (Income)	51,950.54	13,215.75	17,173.89	82,340.18
Total Expenditures	36,813.10	5,424.01	2,689.85	44,926.96
Ending Balance (Checking Account) (as of 06/30/2024)	795,656.78	109,167.57	107,020.09	1,011,844.44
Savings Account Balance (as of 06/30/2024)	57,894.55			57,894.55
Cash Value of Certificate of Deposits (as of 06/30/2024)	28,000.00			28,000.00
Petty Cash (as of 06/30/2024)	150.00			150.00
TOTAL FUND BALANCES (as of 06/30/2024)	881,701.33	109,167.57	107,020.09	1,097,888.99

**Daily Ledger Balance (Bank) -- Checking Account
(as of 06/30/2024)** 1,004,112.52

- D) Quarterly Reports (April, May, and June 2024)
- i) Top 10 Revenue & Expense Accounts: Board reviewed the top 10 revenue and top 10 expense accounts for the second quarter of 2024 as compared to the second quarter of 2023. There were no unexpected outcomes.
 - ii) Fund Balance Trends Report: Board reviewed the second quarter-end fund balances for the Water and Sewer enterprise funds. Board also reviewed the second 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 May 2024. There were no unexpected outcomes.
 - iv) Budget versus Actual Comparison Report: Referred to the next Board meeting.
- 7) Accounts/Claims Payable:
Schlosser motioned to approve the claims presented for payment totaling \$39,228.59 and \$17,618.03 payroll expenses. LaCompte seconded. Motion carried. See Attachment 1.
- 8) OLD BUSINESS
- A) 6th and B Streets (New Hope Church, Pastor Bryce Schaffer)
Pastor Bryce Schaffer presented New Hope Church's detailed plan to level out and gravel the City property adjoining the Church's north side on 6th Street and the west side on B Street. Their design includes a 12-inch culvert to divert storm water and base coarse gravel under rock for parking. New Hope Church offers to pay for the culvert and gravel and asks that the City place the culvert. Much discussion occurred. Another viable option was identified. Schlosser will transit the location to see how well storm water will flow to "A Street" and then flow out into the slough. Matter will be further discussed at the next regularly scheduled meeting.
- 9) NEW BUSINESS
- A) Water and Wastewater Project Planning Update (Trent Baumeister, Engineer)
 - i) Water: Trent Baumeister, the City's project engineer with IMEG, reported the current status of the water project. He said the plans and specifications for the water infrastructure and storage improvements project have been reviewed for compliance with all funding agencies. He is waiting for the SD Department of Agriculture and Natural Resources (SD-DANR) engineer to complete the final project review; their approval letter is expected in the near future. Trent also reported the Federal EPA signature on the historical preservation memorandum of understanding, in regards to demolishing the water tower, is not yet received. He said he has routinely followed-up with SD-DANR in hopes of getting documents completed and received. Trent also summarized a recent meeting held regarding hydrants. They are drafting the bid specifications for the type of hydrants needed.
 - ii) Wastewater/Sewer: Baumeister reported the plans and specifications for the wastewater infrastructure improvements project have been reviewed for compliance with all funding agencies. SD-DANR requested clarification and Trent has responded to those matters. SD-DANR is suggesting a two-pump lift-station be installed rather than the planned one-pump lift-station. Trent said he has provided

explanation of how a single-pump lift-station is feasible given the location and service needs. He is waiting for the SD-DANR engineer to complete the final project review; their approval letter is expected in the near future.

B) Water and Sewer Service Connection Permits (RMG Enterprises)

The Board reviewed and discussed the Utility Connection Permit – Water and Utility Connection Permit – Sewer applications submitted by Richard Gross. He is applying for water and sewer service connections on his property located at 105 5th Street (Block 42 Lots 1-2-3). Schlosser motioned to approve both permit applications. LaCompte seconded. Motion carried. A copy of the permit is available 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.

B) Maintenance (Jerimiah Garon)

i) Streets: Jerimiah was not present for discussion. The Board did review and discuss a quote received from Traffic Solutions to paint crosswalks and double yellow lines on Main Street. The quoted cost is \$6,674. Much discussion occurred. It was agreed that it is not in the City's best interest to paint Main Street at this time.

ii) Water: No report. No discussion.

iii) Sewer: No report. No discussion.

iv) Landfill: No report. No discussion.

v) Park: No report. No discussion.

vi) Quarterly Reports: The Board reviewed the Maintenance Department's quarterly reports for the months of April, May, and June 2024. Reports include: Water Consumption and Loss Ratio; Well-House Inspection Logs; Lift Station Inspection Logs; and Lagoon Inspection Logs.

vii) Other Matter(s): Hermes reported he received comment about the lighting in the Community Center. It was reported the lighting in the meeting room and kitchen is dim and lights are out in the storage room. Discussion occurred. It was agreed that all light fixtures need replaced with LED fixtures.

C) Law Enforcement Activity Report (Sheriff Arpan):

Kyle Nilson, Deputy Sheriff, presented the Dewey County Sheriff Office's law enforcement report for the month of June. It was reported that the Sheriff Office provided the following services to Timber Lake: total records of 97 and a total time of 89:46:50 hours.

D) Finance (Karla Nordyke)

- i) Form Approval – Application for Occupancy of the City Right-of-Way: The Board reviewed and discussed a form designed by Karla. This application form will be used when a property owner requests an easement to utilize the City’s right-of-way. Schlosser motioned to approve the application form. Hermes seconded. Motion carried.
- i) Project(s) Funding and Next Steps – Update: Refer to New Business, Item A, above for the engineer’s update. Additionally, Karla reported she will be submitting a funds draw-down request for expenses incurred on the wastewater project in the near future (it was previously agreed to do so on a quarterly schedule or as needed). Both projects remain pending approval letter(s) from SD-DANR and completion of historical preservation matters regarding the water tower. Karla reported the planning office is also making regular follow-up calls with SD-DANR.
- ii) 2025 Budget Planning – 2024 Budget Plan and Actual as of June 30, 2024 (Discussion): Karla reported she is still preparing this document and would like to have department managers’ input prior to presenting to the Board. Matter is referred to the next Board meeting. Discussion did occur about the City’s 2025 budget needs specific to equipment; personnel position(s); and street improvement.
- iii) 2025 Rates and Charges Planning (Discussion – Garbage Collection): Per the Board’s request, Karla reported updated information regarding contracted garbage collection. There are 65 contracted dumpsters, or 150-yards, provided to the City at a cost of \$37.50 per yard. Karla provided detail about where the dumpsters are located. The Board further discussed the need to update its garbage rates. Options were explored, including billing per yard at location. Further discussion is necessary. It was agreed new rates will become effective January 1, 2025 and published by the City’s annual resolution to set the next year’s rates and charges for services.
- iv) Other Matter(s): Karla reported she needs to be out of the office on Friday, July 12 and Monday, July 15; and Tuesday, July 23. She also reported the external audit team is scheduled to be on-site July 24 or July 25 to complete the audit on 2023 financial records.

2) Schedule Next Meeting:

The next regularly scheduled meeting is set for Tuesday, August 6, 2024 at 6:00 PM.

3) Adjourn:

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



APPROVED: _____

Tom Hermes

Tom Hermes, Board President

Karla Nordyke

Karla Nordyke, City Finance Officer

Recorded: July 11, 2024

Published: July 18, 2024

Published at an approximate cost of _____

CITY OF TIMBER LAKE

ACCOUNTS/CLAIMS PAYABLE: JUNE 2024

APPROVED: JULY 9, 2024

GENERAL GOVERNMENT

Dewey County Register of Deeds	30.00	Already Paid: 06/11/24; Check #32672	Easement Filing Fee
SD Dept of Revenue	273.20	Already Paid: 06/20/24; EFT	Sales Tax Liability (May)
SD Retirement System	734.70	Already Paid: 06/25/24; Check #32678	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
VISA	170.85	Already Paid: 06/25/24; Check #32679	Office Supplies: Microsoft; Adobe; Postage
US Treasury (Internal Revenue Service)	1,839.37	Already Paid: 06/26/24; EFT	Payroll Liabilities & Employer Payroll Taxes (June)
A&B Business Solutions	110.62		Printer Maintenance (June)
Biegler Equipment	31.97		General Maintenance: Community Center
Century Link	200.02		Telephone & Fax Lines
Coca-Cola Bottling High County	126.00		Pop Machine Inventory
CRST Telephone Authority	146.90		Internet
Dewey County Treasurer	5,000.00		Law Enforcement Services (July)
ELO Prof.	83.00		Cloud Fees (May)
FP Mailing Solutions	220.06		Postage Meter: Ink Cartridge & Rental (3rd Quarter)
Health Pool of SD	882.34		Employee Benefits: Health & Life Insurance
Karla Nordyke	90.00		Cell Phone Reimbursement (2nd Quarter)
Moreau Grand Electric Coop.	457.93		Electricity: Community Center, Fire Hall
Penifield Law	600.00		Legal Services (May & June)
Plunkett's Pest Control	227.39		General Pest Control: Community Center & Library
Servall Uniform & Linen Supply	523.76		Mats & Mops & Linens
Timber Lake Topic	282.27		Publishing (June)
	<u>12,030.38</u>		

STREETS/PARK/LANDFILL/SANITATION

SD Retirement System	247.09	Already Paid: 06/25/24; Check #32678	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
US Treasury (Internal Revenue Service)	481.04	Already Paid: 06/26/24; EFT	Payroll Liabilities & Employer Payroll Taxes (June) 40%
AT&T Mobility	38.20		iPad Connectivity (40%)
Biegler Equipment	292.17		Supplies, Equipment Maintenance; Tools; Supplies
Biegler's Timber Lake Service	216.11		Fuel (May)
Bridge City Small Engine & Rentals	35.96		Equipment Maintenance
Health Pool of SD	352.94		Employee Benefits: Health & Life Insurance 40%
Heartland Waste Management	5,625.00		Garbage Collection (June)
Jensen Rock & Sand	7,650.00		Base Coarse Gravel (300 ton @ \$25.50)
Jeremiah Garon	36.00		Cell Phone Reimbursement: 2nd Quarter (40%)
Moreau Grand Electric Coop.	1,243.43		Electricity: Airport, City Shop, Street Lights, Camper Site
RDO Equipment	617.14		Equipment Maintenance
Western Dakota bank	1,605.35		Loan Payment #43/60 (Blade); Principal (1,514.32) & Interest (91.03)
	<u>18,440.43</u>		

WATER/SEWER

SD Retirement System	370.63	Already Paid: 06/25/24; Check #32678	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	721.56	Already Paid: 06/26/24; EFT	Payroll Liabilities & Employer Payroll Taxes (June) 60%
AT&T Mobility	57.30		iPad Connectivity (60%)
Biegler's Timber Lake Service	105.38		Fuel (May)
Health Pool of SD	529.40		Employee Benefits: Health & Life Insurance 60%
Jeremiah Garon	54.00		Cell Phone Reimbursement: 2nd Quarter (60%)
Menards -- Pierre	24.59		Maintenance: Lagoon
Milbank Winwater Works	6,135.10		Collector & Materials
Moreau Grand Electric Coop.	734.82		Electricity: Well Houses & Lift Stations
ND Dept of Health	25.00		Water Analysis
	<u>8,757.78</u>		
	<u><u>39,228.59</u></u>		
Grand Total			

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT
June 2024

	Board		Financial		General		Streets, Parks, Landfill		Water		Sewer		Total
	Trustees	Board President	Administration	Government	Landfill	Water	Sewer	Water	Sewer	Total			
Gross Pay	0.00	0.00	4,788.58	605.85	2,425.81	1,819.36	1,819.36	1,819.36	1,819.36	11,458.96			
SD Retirement System													
Employee Contribution	0.00	0.00	327.11	40.24	123.54	92.66	92.66	92.66	92.66	676.21			
Employer Contribution	0.00	0.00	327.11	40.24	123.54	92.66	92.66	92.66	92.66	676.21			
Federal Tax Withholding													
Employee Contribution	0.00	0.00	794.00	79.23	166.00	124.50	124.50	124.50	124.50	1,288.23			
Employer Contribution	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	338.01	53.49	127.66	95.75	95.75	95.75	95.75	710.66			
Employer Contribution	0.00	0.00	338.01	53.49	127.66	95.75	95.75	95.75	95.75	710.66			
Medicare Tax													
Employee Contribution	0.00	0.00	79.05	12.52	29.86	22.39	22.39	22.39	22.39	166.21			
Employer Contribution	0.00	0.00	79.05	12.52	29.86	22.39	22.39	22.39	22.39	166.21			
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			
Employer Contribution	0.00	0.00	882.34	0.00	352.94	264.70	264.70	264.70	264.70	1,764.68			
SD Reemployment Assistance Tax (Employer)													
Workers' Compensation Insurance (Employer)													
Other Payroll Liabilities (Employee)													
	0.00	0.00	7,953.26	897.58	3,506.88	2,630.16	2,630.16	2,630.16	2,630.16	17,618.03			