

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
SEPTEMBER 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), Sandra Koenig, and Brent Biegler
  - Board Absent: None
  - Employees Present: Karla Nordyke and Jerimiah Garon
  - Guests/Others Present: Kathy Nelson; Ashley Arpan; Ann LaCompte (by telephone); and Wanda Austin
- 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  
Biegler motioned to approve the agenda with no changes. Koenig seconded. Motion carried.
- 4) Public Forum and Visitors  
Wanda Austin presented to challenge the service charges being assessed on her account for a storage structure on her property. Said structure is connected to both water and sewer mains and the curb-box is in the off position. Specifically, she challenged the water access fee, sewer access fee, and sewer debt surcharge being charged to this structure. The Board explained the charges and ordinance revisions. Discussion occurred. Mrs. Austin agreed to pay the charges but stated she is doing so in protest.
- 5) Approval of Last Meeting Minutes:  
Schlosser motioned to approve the minutes of August 7, 2023 with no corrections. Biegler seconded. Motion carried.
- 6) Financial Report:
  - A) Reconciliation Report (August)  
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of August.

B) Cash Flow Report

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

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
<b>Beginning Balance (Checking Account) (As of 08/01/2023)</b>	863,482.61	302,972.12	104,793.17	1,271,247.90
<b>Total Receipts (Income)</b>	35,454.10	13,983.47	15,063.56	64,501.13
<b>Total Expenditures</b>	36,621.10	9,436.20	5,069.45	51,126.75
<b>Ending Balance (Checking Account) (As of 08/31/2023)</b>	862,315.61	307,519.39	114,787.28	1,284,622.28
<b>Savings Account Balance (As of 08/31/2023)</b>	57,463.55			57,463.55
<b>Cash Value of Certificate of Deposits (As of 08/31/2023)</b>	28,000.00			28,000.00
<b>Petty Cash (As of 08/31/2023)</b>	150.00			150.00
<b>TOTAL FUND BALANCES (As of 08/31/2023)</b>	947,929.16	307,519.39	114,787.28	1,370,235.83
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<b>Daily Ledger Balance (Bank) -- Checking Account (As of 08/31/2023)</b>				1,284,622.28

7) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$32,669.81 and \$16,874.94 payroll expenses. Schlosser seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS -- None

9) NEW BUSINESS

A) Special Event Permit Applications (Jackie Biegler)

The Board reviewed and discussed two (2) Special Event Permit Applications submitted by Jackie Biegler, doing business as Biegler's Timber Lake Service Bar. She is applying to utilize Retail (On-Sale) Liquor License Number RL-5261 at wedding receptions scheduled at the Timber Lake Community Center on September 16, 2023 and October 7, 2023. She is the manager of this City license. Schlosser motioned to approve both applications. Biegler seconded. Motion carried.

B) Kinder Gym (Kacey Long)

The Board reviewed and discussed Kacey Long's written request to utilize the Timber Lake Community Center gymnasium weekly from 8:30 to 10:30 AM to host a "toddler time" or "kinder gym." She requests a fee waiver in support of this youth activity. Schlosser motioned to approve Mrs. Long's request for use of the gymnasium and to waive the usage fee as long as a cleaning deposit is on record. Biegler seconded. Motion carried.

C) Property Surplus/Sale (Roger Hieb)

Roger Hieb was not present for discussion. The Board discussed his request to surplus a 375' x 75' plot of City property located in Government Lot 8. Hieb is interested in purchasing this lot. It was agreed it is not in the City's best interest to sell this property at this time. Biegler motioned to not surplus nor sell this property. Koenig seconded. Motion carried.

D) Dissolve Local Board of Equalization – Resolution Number 2023-09-01

The Board reviewed and discussed Resolution #2023-09-01. It was agreed it is in the City's best interest to dissolve the local board and consolidate with the Dewey County Board. Pursuant to SDCL 10-11-66, the City of Timber Lake, by Resolution #2023-09-01, consolidates its local Board of Equalization with the Dewey County Commissioners' Board of Equalization. This Resolution also appoints City Board Trustee Michael LaCompte to represent the City's interest on the Consolidated Board concerning the valuation of properties within the City. Schlosser motioned to approve Resolution #2023-09-01. Biegler seconded. Motion carried.

E) IMEG Contract Amendment #1 – Water System Improvements Project

The Board reviewed and discussed the original contract between IMEG Engineering and the City and the contract amendment. The water improvements project will require geotechnical engineering services for the proposed water tower site. The geotechnical services will include two borings at both the primary and backup tower sites for the purpose of foundation design. The cost of this service is an additional, estimated, \$18,000. Koenig motioned to approve the IMEG Contract Amendment #1 for



geotechnical engineering services at a cost of \$18,000. Schlosser seconded. Motion carried.

F) 2024 Appropriations Ordinance – Ordinance Number 2023-09-01 (First Reading)

The Board completed a second review of the financial document projecting 2023 year-end fund and cash balances. It was agreed the projections are reasonable. The Board then extensively reviewed and discussed the ordinance planning worksheet and the City's budget plan for 2024. After minor edits, it was agreed the budget plan serves the City's foreseeable needs and the appropriations ordinance presents a balanced budget plan. Schlosser motioned to approve Ordinance #2023-09-01 on its first reading. Biegler seconded. Motion carried by roll call vote (Schlosser-yes; Biegler-yes; Koenig-yes; LaCompte-yes; Hermes-yes). The required second reading and adoption is tentatively scheduled for Monday, September 18, 2023 at 6:00 PM.

10) Department Reports:

A) Custodial (Char Boysen)

Char was not present for discussion. No report. No discussion.

B) Maintenance (Jerimiah Garon)

i) Streets: Jerimiah reported he and Roger have been touching up the streets where and when they can.

ii) Water: Jerimiah reported the system is functioning effectively. He mentioned he is beginning to prepare for the project construction tentatively scheduled for next spring.

iii) Sewer

(1) Preliminary Report on Results of Cleaning and Televising – Jerimiah reported that A-1 Sewer and Drain has cleaned and televised the entire sewer system, with the exception of the force-main from the North Lift-Station to the Lagoon. He mentioned he learned a lot by being involved in the process. Jerimiah reported some main line will need replaced and most of it can be relined. One section is in serious need of replacement; both phone line and fiber optic line have bored through the pipe. Jerimiah reported he has reported this situation to CRST Telephone Authority and they advised him to hire Schlosser Ditching and Plumbing and have the repair bill sent to them.

(2) Lift-Station Maintenance (Dakota Pump and Control Quote #9066) – Jerimiah reported the main lift-station needs a new impeller. He and the Board reviewed and discussed the quote from Dakota Pump and Control. Schlosser motioned to approve quote #9066 and replace the impeller at a cost of \$2,850. Biegler seconded. Motion carried.

- iv) Landfill: Jerimiah reported that the SD Department of Agriculture and Natural Resources (SD-DANR) Waste Management Program completed their annual inspection on September 6, 2023. It seemed to go well and he expects to receive their report soon.
- v) Park: Jerimiah reported that he and Roger are keeping the Park mowed and the equipment maintained.
- vi) Other Matters
  - (1) Preliminary Report on SDPAA Safety Benefits Loss Control Survey – Jerimiah reported that Safety Benefits, representing the SD Public Assurance Alliance (SDPAA), completed a loss control survey on September 1, 2023. He mentioned the inspection seemed to go well. Karla reported she received the inspector’s report shortly before the meeting and it appears there is only one recommendation involving the fire department.
  - (2) Building Maintenance: Quotes (Anytime Heating and Cooling) – The Board reviewed and discussed an estimate (#1510) from Anytime Heating and Cooling to replace the outdoor mini-split unit at the Fire Hall. It was damaged in the July 2022 hail storm and not previously reported to the insurance adjustor. Schlosser motioned to approve Estimate #1510 to replace the mini-split unit at the Fire Hall at a cost of \$2,137.46. Biegler seconded. Motion carried. Karla agreed to submit the additional costs to the insurance adjustor; hopefully the adjustor will include the additional repairs since the repairs have not yet been completed.
  - (3) Equipment: Skid Steer Quote (Automotive, Inc.) – Jerimiah provided a quote from Automotive Company, Inc. for a new skid steer loader. He described it and reported it would be useful for cleaning alleys, street sweeping, dirt work, and other tasks where the large equipment is not workable. Much discussion occurred including a review of the budget and funds availability. It was noted the quote is below the bid-limit. It was mentioned the machine does not come with any attachments so bucket and fork-lift attachments would be needed. Also, ride control is an optional add-on. Schlosser motioned to approve the purchase of this skid steer loader at a cost of \$49,833.26. Biegler seconded. Motion carried by roll call vote (Schlosser-yes; Biegler-yes; Koenig-yes; Hermes-yes; LaCompte-no).
- C) Law Enforcement Activity Report (Sheriff Arpan):

Sheriff Arpan was present and discussed the monthly report with the Board. The Board reviewed the Dewey County Sheriff’s Office law enforcement report for the month of August. Sheriff Arpan reports the following services provided to Timber Lake: total records of 23; total time of 23.75 (incomplete total) hours. Arpan reported he and his deputies have been regularly patrolling the school zone.



D) Finance (Karla Nordyke)

- i) Loan Retirement at Western Dakota Bank: The Board reviewed and discussed the option of retiring the loan for the blade. The pay-off is approximately \$40,000 and approximately \$1,700 in interest would be saved by retiring the debt. The Board agreed it is in the City's best interest to continue making monthly payments because most of the interest has already been paid.
- ii) Policy Revision/Discussion – Cell Phone Reimbursement: Karla presented additional information regarding reimbursing employees a portion of their personal cell phone in a compliant manner. Information included Internal Revenue Service (IRS) guidance and auditor advice. Discussion occurred. The Board directed Karla to revise the current policy for compliance purposes.
- iii) Project(s) Funding and Next Steps – Update: Karla reported the sewer project Phase 1 is nearing completion. Once the A-1 Sewer and Drain's narrative and video reports are received then the engineer can assess the current condition of the system and design plans for pipe relining and pipe replacement. She also reported she will process a funding reimbursement soon for all expenses incurred on the sewer project incurred to date; including the bond counsel, engineering, publishing, cleaning, and televising costs. Karla reported the engineer has told her the water project plan is progressing and they are on track to complete their internal review. Discussion occurred about whether or not there are any lots in town that have an existing water service that won't need to be replaced in the project; it was agreed there are none.
- iv) Delinquent Accounts: Karla reported the following information regarding customer accounts.
  - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 2 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 – 2 service disconnections are scheduled.
  - (3) Due Process Notice(s) – 2 customers received a first notice. 2 customers 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 small increase from last month (\$59.30).
  - (7) Uncollectable Debt and Board Write-Off – Karla requested the Board enter executive session to discuss one delinquent account in detail, pursuant to SDCL 1-27-1.5-10. At 7:10 PM, Schlosser motioned the Board enter executive session to discuss this confidential private citizen account. Biegler seconded. Motion

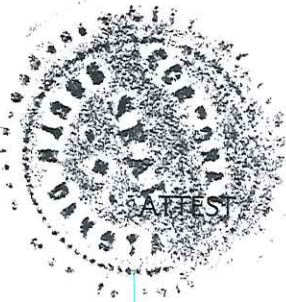
carried. At 7:15 PM, Board President Hermes returned the Board to open session. Action taken in open session: Koenig motioned to write off \$754.41 of the customer's penalty charges (73%). Schlosser seconded. Motion carried.

11) Schedule Next Meeting:

The Board scheduled a special meeting for Monday, September 18, 2023 at 6:00 PM, in the Finance Office for the purpose of completing the required second reading of the 2024 Appropriations Ordinance. The next regularly scheduled meeting is set for Wednesday, October 11, 2023 at its regularly scheduled time and place. It is noted the engineer is scheduled to present the water project plan at this meeting.

12) Adjourn:

At 7:45 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: September 14, 2023

Published: September 21, 2023

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

CITY OF TIMBER LAKE  
 ACCOUNTS/CLAIMS PAYABLE: AUGUST 2023

APPROVED: SEPTEMBER 11, 2023

**GENERAL GOVERNMENT**

SD Dept of Revenue	279.61	Already Paid: 8/17/23; EFT	Sales Tax Liability (July)
SD Retirement System	555.36	Already Paid: 8/25/23; Check #32260	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
US Treasury (Internal Revenue Service)	1,362.75	Already Paid: 8/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (August)
VISA	30.06	Already Paid: 8/22/23; Check #32261	Office Supplies: Microsoft & Adobe
A&B Business Solutions	118.22		Printer Maintenance (August)
American Solutions for Business	246.04		Office Supplies
Biegler Equipment	786.04		Community Center: General Supplies & Tables & Door Locks
Century Link	200.28		Telephone & Fax Lines
Country Market	22.18		Community Center: General Supplies
CRST Telephone Authority	146.90		Internet
Dewey County Treasurer	5,000.00		Law Enforcement Services (September)
ELO Prof., LLC	80.00		Cloud Fees (July)
G&O Paper and Supplies	54.60		Community Center: Cleaning Supplies
Health Pool of SD	813.38		Employee Benefits: Health & Life Insurance
Moreau Grand Electric Coop.	557.65		Electricity: Community Center, Fire Hall
Penfield Law	300.00		Legal Services (August)
Servall Uniform & Linen Supply	535.58		Mats & Mops & Linens
Timber Lake Topic	325.40		Publishing (August)
	<u>11,414.05</u>		

**STREETS/PARKS/LANDFILL**

SD Retirement System	305.31	Already Paid: 8/25/23; Check #32260	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
US Treasury (Internal Revenue Service)	550.87	Already Paid: 8/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (August) 40%
AT&T Mobility	38.20		iPad Connectivity (40%)
Biegler Equipment	949.45		Supplies, Tools, Equipment Maintenance, Street Painting
Biegler's Timber Lake Service	349.68		Fuel (July)
Country Market	2.89		Park: Cleaning Supplies
Health Pool of SD	326.19		Employee Benefits: Health & Life Insurance (40%)
Heartland Waste Management	4,380.00		Garbage Collection (August)
Herman's Service	84.48		Fuel (August)
Moreau Grand Electric Coop.	1,229.34		Electricity: Airport, City Shop, Street Lights, Camper Site
Roesler Tree Service	450.00		Park: Tree Removal
Western Dakota Bank	1,605.35		Loan Payment #33/60 (Blade): Principal (1,461.39) & Interest (143.96)
	<u>10,271.76</u>		

**WATER/SEWER**

SD Retirement System	457.97	Already Paid: 8/25/23; Check #32260	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	826.31	Already Paid: 8/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (August) 60%
AT&T Mobility	57.30		iPad Connectivity (60%)
Biegler Equipment	415.92		Lagoon & Lift Station Maintenance
Biegler's Timber Lake Service	178.91		Fuel (July)
Country Market	83.04		Lift Station Maintenance
Hawkins	949.96		Water Treatment
Health Pool of SD	489.29		Employee Benefits: Health & Life Insurance (60%)
Herman's Service	126.73		Fuel (August)
IMEG	6,600.00		Engineering Fees: Water Project (7/10/23 to 8/6/23)
Moreau Grand Electric Coop.	707.57		Electricity: Well Houses & Lift Stations
ND Dept of Health	21.00		Water Analysis
SD Public Health Laboratory	70.00		Water Analysis
	<u>10,984.00</u>		
Grand Total	<u><u>32,669.81</u></u>		



PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT

August 2023

	Board Trustees	Board President	Financial Administration	General Government	Streets, Parks, Landfill	Water	Sewer	Total
Gross Pay	0.00	0.00	4,195.85	631.11	2,544.22	1,908.17	1,908.17	11,187.51
SD Retirement System								
Employee Contribution	0.00	0.00	251.75	25.93	152.66	114.49	114.49	659.32
Employer Contribution	0.00	0.00	251.75	25.93	152.66	114.49	114.49	659.32
Federal Tax Withholding								
Employee Contribution	0.00	0.00	545.00	79.23	161.60	121.20	121.20	1,028.23
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	260.14	39.13	157.74	118.31	118.31	693.63
Employer Contribution	0.00	0.00	260.14	39.13	157.74	118.31	118.31	693.63
Medicare Tax								
Employee Contribution	0.00	0.00	60.84	9.15	36.89	27.67	27.67	162.22
Employer Contribution	0.00	0.00	60.84	9.15	36.89	27.67	27.67	162.22
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	326.20	244.64	244.64	1,628.86
SD Reemployment Assistance Tax (Employer)								
Workers' Compensation Insurance (Employer)								
Other Payroll Liabilities (Employee)								
	0.00	0.00	6,699.69	858.76	3,726.60	2,794.94	2,794.94	16,874.94