

TIMBER LAKE CITY BOARD
REGULAR MEETING
NOVEMBER 7, 2022
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

- 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 October 5, 2022 with no corrections. LaCompte seconded. Motion carried.

- 6) Interview Applicants (Executive Session)
At 7:00 PM, Schlosser motioned the Board enter executive session to conduct one (1) in-person interview and one (1) telephone interview (SDCL 1-25-2.1). Both interviewees are applicants for the City Maintenance Technician position. At 8:00 PM, Board President Hermes exited the Board from executive session. Action taken in open session: Schlosser motioned to offer the position to Roger Hieb and with the following benefits: full-time (non-exempt) status; \$18.00 per hour; 6-month probation; vacation, sick, holiday leave, and health and life insurance benefits available to the full-time position per policies. Biegler seconded. Motion carried. The Board called Roger Hieb; he accepted the position and indicated a start date of December 6, 2022 but he could be available sooner if needed.

7) Financial Report:

A) Reconciliation Report (October)

The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s checking account for the month of October.

B) Cash Flow Report

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

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (As of 10/01/2022)	593,059.66	344,461.04	97,965.01	1,035,485.71
Total Receipts (Income)	55,807.59	11,390.62	6,458.39	73,656.60
Total Expenditures	25,103.36	4,508.77	2,893.47	32,505.60
Ending Balance (Checking Account) (As of 10/31/2022)	623,763.89	351,342.89	101,529.93	1,076,636.71
Savings Account Balance (As of 10/31/2022)	57,200.74			57,200.74
Cash Value of Certificate of Deposits (As of 10/31/2022)	28,000.00			28,000.00
Petty Cash (As of 10/31/2022)	150.00			150.00
TOTAL FUND BALANCES (As of 10/31/2022)	709,114.63	351,342.89	101,529.93	1,161,987.45

**Daily Ledger Balance (Bank) -- Checking Account
(As of 10/31/2022)** 1,067,298.39

8) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$40,608.84 and \$19,483.38 payroll expenses. Biegler seconded. Motion carried. See Attachment 1.

9) OLD BUSINESS – None

10) NEW BUSINESS

A) Resolution #2022-11-01: 2023 Rates and Charges for Services

The Board further reviewed and discussed the City's intended rates and charges for services delivered in the calendar year 2023. Schlosser motioned to approve Resolution #2022-11-01. Biegler seconded. Motion carried.

B) 2023 Alcoholic Beverage Licenses and Municipal Operation Agreement Renewals

i) Biegler's Timber Lake Service (PL-4716 and RL-5261): Board reviewed the Biegler's Timber Lake Service's 2023 liquor license renewal applications signed by Jackie Biegler, Manager; the 2023 municipal operating agreements also signed by Jackie Biegler; and the status of the establishment's accounts with the City. The Board found the establishment in good standing. Schlosser motioned to approve the 2023 Uniform Alcoholic Beverage license Application (Reissuance) for the City's Retail (On-Sale) Liquor License (RL-5261) and for the City's Package (Off-Sale) Liquor License (PL-4716) and the 2023 Municipal Operating Agreement for each license between the City and the Biegler's Timber Lake Service. Biegler seconded. Motion carried.

ii) R Rockin' Bar and Grill (PL-5081 and RL-6210): Documents were not returned to the City for Board consideration. Matter is referred to the next regularly scheduled Board meeting.

iii) Timber Lake Rodeo Association (RL-5348): Board reviewed the Timber Lake Rodeo Association's 2023 liquor license renewal application signed by Richard Gross, Manager; the 2023 municipal operating agreement also signed by Richard Gross; and the status of the establishment's account with the City. The Board found the establishment in good standing. Schlosser motioned to approve the 2023 Uniform Alcoholic Beverage license Application (Reissuance) for the City's Retail (On-Sale) Liquor License (RL-5348) and the 2023 Municipal Operating Agreement for the license between the City and the Timber Lake Rodeo Association. Biegler seconded. Motion carried.

C) Permit Applications (Jim Maher, doing business as Maher Cattle)

i) Utility Connection Permit – Sewer (2): The Board reviewed and discussed two (2) Utility Connection Permit – Sewer applications submitted by Jim Maher. Maher is applying to connect to the sewer main on his properties located at 607 F Street (Block 33 Lot 3) and 615 G Street (Block 33 Lot 9). Biegler motioned to approve both

- of the Utility Connection Permit – Sewer applications. Koenig seconded. Motion carried. A copy of the approved permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the permittee.
- ii) Utility Connection Permit – Water (2): The Board reviewed and discussed two (2) Utility Connection Permit – Water applications submitted by Jim Maher. Maher is applying to connect to the water main on his properties located at 607 F Street (Block 33 Lot 3) and 615 G Street (Block 33 Lot 9). Biegler motioned to approve both of the Utility Connection Permit – Water applications. Koenig seconded. Motion carried. A copy of the approved permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the permittee.
 - iii) Building Permit (2): The Board reviewed and discussed two (2) New Construction & Improvements – Building Permit applications submitted by Jim Maher. He applied to place a 16' x 76' mobile home on his property located at 607 F Street (Block 33 Lot 3) and a 16' x 76' mobile home on his property located at 615 G Street (Block 33 Lot 9). It is noted the mobile homes are already placed and there are no encroachment issues with either placement. Biegler motioned to approve both of the Building Permit applications. Koenig seconded. Motion carried. A copy of each Permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the Permittee.
- D) Building Permit (Roger Lawien)
- i) Patio Cover: The Board reviewed and discussed a New Construction & Improvements – Building Permit application submitted by Roger Lawien. He applied to place a 12' x 20' patio cover on his property located at 612 5th Street (Block 36 Lot 8). A review of the attached survey indicates there are no encroachment issues. Biegler motioned to approve the Building Permit application. Koenig 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.
 - ii) Carport: The Board reviewed and discussed a New Construction & Improvements – Building Permit application submitted by Roger Lawien. He applied to place a 40' x 30' carport on his property located at 612 5th Street (Block 36 Lot 8). A review of the attached survey indicates there are no encroachment issues. Biegler motioned to approve the Building Permit application. Koenig 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.

11) Department Reports:

A) Custodial (Char Boysen)

Char was not present, no discussion. Jerimiah and Karla discussed the following matters with the Board.

- i) Security Lights – Community Center Entrances: Jerimiah reported he has installed a solar powered light on the north entrance. Everyone agreed it works well. There was discussion about placing one at the west entrance but it was agreed one is not necessary because the street lights provide sufficient lighting.
- ii) Divider Replacement: Karla reported there is no new information regarding this matter. She will continue to follow-up with the vendor and find another vendor.

B) Maintenance (Jerimiah Garon)

- i) Skid-Steer Bids: The Board reviewed three (3) bids received in response to the Notice for Bids published in the *Timber Lake Topic* on October 6 and 13, 2022. Bids received are as follows: Kubota (Bid #: 439231; \$53,747.67); Kubota (Bid #: 439226; \$54,888.99); and New Holland (Bid #10; \$58,495.00). Much discussion occurred. The Board discussed options, attachments available and attachments needed; delivery time which is estimated at 8 to 9 months; brand preference; feasibility of a skid-steer as compared to other type of equipment. It was agreed more research is needed. The Board directed Jerimiah to go to each dealer and inspect a skid-steer comparable to each dealer's bid. The Board also directed Jerimiah to get information about the cost of a tractor that will serve his needs. This matter is referred for further discussion at the next regularly scheduled meeting.
- ii) Streets: Jerimiah reported he has filled a few pot-holes and hopes to blade after the upcoming storm puts down some much-needed moisture.
- iii) Water: Jerimiah reported Well 1-A is pulling air. It was agreed the well needs pulled and inspected. He replaced the chemical feed in Well #2. Jerimiah also reported the collectors are delivered for the Sentryx system and an operator from Pierre is available to help install the collectors. He reported the antennas have not yet shipped. Karla reported the process to upload customer account details has begun.
- iv) Sewer: Jerimiah reported the generator at the south lift-station has been malfunctioning. He installed a carburetor kit, and it seems to be running well.
- v) Landfill: Jerimiah reported he has some community service workers putting in some time cleaning up the landfill and surrounding area.
- vi) Park: Jerimiah reported the posts for the new sign are available and he will place them soon. More discussion occurred about safety concerns regarding sign placement and height of sign. It was agreed the signs will be placed at each entrance gate but on the outside of the fence. The heights will be eye-level.

vii) Insurance Claims and Status (Property – Roofs and Windows and Skylights): The Board reviewed contractor estimates received, and which have been submitted to the insurance adjustor. L&D Roofing and Construction proposed the cost to replace the skylights (6) on the Community Center at \$9,872. Hermes motioned to accept the proposal to replace the skylights. Schlosser seconded. Motion carried. L&D Roofing and Construction also proposed to re-roof the Community Center at a cost of \$187,312. The Board directed Karla to inquire about this proposal with the insurance adjustor. This matter is referred to the next regularly scheduled meeting. Three Seasons Construction proposed to remove and replace the metal roof on the Library at a cost of \$25,663. Three Seasons Construction also proposed to remove and replace the metal roof on the Rodeo Club Building at a cost of \$15,986. Karla provided email correspondence from the insurance adjustor documenting he approved these estimates. Schlosser motioned to accept both proposals from Three Seasons Construction. Biegler seconded. Motion carried. The Board directed Karla to follow up with the insurance adjustor about the status of the Community Center roof repair and his detailed findings.

C) Law Enforcement Activity Report (Sheriff Arpan):

No report received. No discussion.

D) Finance (Karla Nordyke)

- i) Health Pool of SD (Contract Renewal): The Board reviewed and discussed the Health Pool of South Dakota's contract to renew and continue employer-paid health and life insurance for its full-time employees. Much discussion occurred. The Board agreed it would be responsible to consider the other plans available from the Health Pool. The Board directed Karla to find out the cost of other plans; cost will likely be lower with a higher deductible plan. This matter is referred to the next regularly scheduled meeting.
- ii) Project(s) Funding and Next Steps – Update: Karla reported the historical preservation Memorandum of Agreement (MOA) is still in progress. She also reported that the engineering firm's surveyors have been on location. Their findings will be submitted to the project engineer to complete the work plan.
- iii) Medical Cannabis Licensing Ordinance (Discussion): The Board reviewed and discussed Ordinance #2021-08-01 or Chapter 4.06 of the municipal code set. As previously discussed, this ordinance needs clarification to better explain the number(s) and type(s) of medical cannabis establishment(s) the City will license. The Board agreed the City will not license cultivation, testing, or manufacturing facilities. The Board also agreed the City will be served well by one (1) licensed dispensary. The Board directed Karla to draft an amending ordinance and present it for its first reading at the next regularly scheduled meeting.

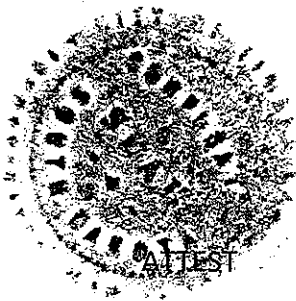
- iv) Delinquent Accounts: Karla reported the following information regarding customer accounts.
- (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – No account was assessed a \$10 late payment charge and 11 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
 - (2) Disconnections – 2 service disconnections are scheduled.
 - (3) Due Process Notice(s) – 3 customers received first notice. 1 customer received a second notice. No customers received final notice.
 - (4) Financial Arrangements – 2 accounts have an approved financial arrangement. 2 accounts are complying.
 - (5) Legal Action Status – 1 account remains 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 an increase from last month (\$896.16).
 - (7) Uncollectable Debt and Board Write-Off: None

12) Schedule Next Meeting:

The next regularly scheduled meeting is set for Monday, December 5, 2022, 6:00 PM, in the Finance Office. The Board tentatively scheduled a special, year-end, meeting for Wednesday, December 28, 2022, at 6:00 PM, in the Finance Office.

13) Adjourn:

At 8:31 PM, Koenig motioned the meeting be adjourned. Schlosser seconded. Motion carried.



APPROVED: _____

Tom Hermes

Tom Hermes, Board President

Karla Nordyke

Karla Nordyke, City Finance Officer

Recorded: November 10, 2022

Published: November 17, 2022

Published at an approximate cost of _____

CITY OF TIMBER LAKE
 ACCOUNTS/CLAIMS PAYABLE: OCTOBER 2022

APPROVED: NOVEMBER 7, 2022

GENERAL GOVERNMENT

SD Dept. of Labor Reemployment Assistance Div.	2.10	Already Paid: 10/24/22; EFT	Investment & Admin. Fees (Third Quarter)
SD Dept of Revenue	320.13	Already Paid: 10/24/22; EFT	Sales Tax Liability (September)
VISA	53.10	Already Paid: 10/24/22; Check #31811	Office Supplies: Microsoft & Adobe; Postage
SD Retirement System	548.08	Already Paid: 10/25/22; Check #31810	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
US Treasury (Internal Revenue Service)	1,450.71	Already Paid: 10/26/22; EFT	Payroll Liabilities & Employer Payroll Taxes (October)
A&B Business Solutions	83.32		Printer Maintenance (October)
American Solutions for Business	336.57		Office Supplies
Anytime Heating & Cooling	398.21		Community Center Maintenance: Vent Cap
Biegler Equipment	158.28		Supplies: Community Center & Library; Community Support
Century Link	214.89		Telephone & Fax Lines
CRST Telephone Authority	146.90		Internet
Country Market	6.57		General Supplies
Dewey County Treasurer	5,000.00		Law Enforcement Services (November)
ELO Prof., LLC	74.00		Cloud Fees (October)
FP Mailing Solutions	81.90		Postage Meter & Scale Rental: 4th Quarter
G & O Paper and Supplies	92.20		Cleaning & Paper Supplies
Health Pool of SD	1,434.54		Employee Benefits: Health & Life Insurance & Payroll Liabilities
Menards - Bismarck	171.36		Community Center Maintenance: Patch Skylights
Moreau Grand Electric Coop.	502.21		Electricity: Community Center, Fire Hall
Penfield Law	300.00		Legal Services (October)
Plunkett's Pest Control	118.89		General Pest Control: Community Center
SD Municipal League	830.70		2023 Municipal Membership Dues
SDML Workers' Compensation	2,502.00		2023 Workers' Compensation Coverage
Servall Uniform & Linen Supply	422.18		Mats & Mops & Linens
Timber Lake Topic	618.39		Publishing (October): Minutes, Budget, Bids, Position Ad, Subscription
	<u>15,867.23</u>		

STREETS/PARKS/LANDFILL

SD Dept. of Labor Reemployment Assistance Div.	0.69	Already Paid: 10/24/22; EFT	Investment & Admin. Fees (Third Quarter) 40%
SD Retirement System	170.16	Already Paid: 10/25/22; Check #31810	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
US Treasury (Internal Revenue Service)	325.48	Already Paid: 10/26/22; EFT	Payroll Liabilities & Employer Payroll Taxes (September) 40%
AT&T Mobility	35.80		iPad Connectivity (40%)
Biegler Equipment	789.59		Supplies, Tools, Vehicle Maintenance
Health Pool of SD	312.87		Employee Benefits: Health & Life Insurance (40%)
Hearland Waste Management	8,760.00		Garbage Collection (September & October)
Moreau Grand Electric Coop.	1,298.02		Electricity: Airport, City Shop, Street Lights, Camper Site
Premier Equipment	74.00		Park: Posts for Sign
SDML Workers' Compensation	1,339.00		2023 Workers' Compensation Coverage (40%)
Western Dakota Bank	1,605.35		Loan Payment #23/60 (Blade): Principal (1413.10 & Interest (192.25)
	<u>14,710.96</u>		

WATER/SEWER

SD Dept. of Labor Reemployment Assistance Div.	1.03	Already Paid: 10/24/22; EFT	Investment & Admin. Fees (Third Quarter) 60%
SD Retirement System	235.24	Already Paid: 10/25/22; Check #31810	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	488.22	Already Paid: 10/26/22; EFT	Payroll Liabilities & Employer Payroll Taxes (September) 60%
AT&T Mobility	53.70		iPad Connectivity (60%)
Biegler Equipment	678.00		Maintenance: Well-Houses & Lift-Station Maintenance: Impellers
Dakota Pump & Control	3,729.77		Well House Maintenance: Ceramic Heater & Lift-Station Maintenance: Impellers
Hawkins	1,479.99		Water Treatment Chemicals
Health Pool of SD	469.31		Employee Benefits: Health & Life Insurance (60%)
Millbank W/Inwater Works	58.86		Materials
Moreau Grand Electric Coop.	746.49		Electricity: Well Houses & Lift Stations
ND Dept of Health - Public Health Lab	32.00		Water Analysis
SD Water & Wastewater Association	10.00		2023 Membership Dues
SDML Workers' Compensation	2,009.00		2023 Workers' Compensation Coverage (60%)
South Dakota 811	19.04		Locate Fees (July to September)
	<u>10,030.65</u>		

Grand Total

40,608.84

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT
October 2022

	Board		Financial		General		Streets, Parks, Landfill			Water	Sewer	Total
	Trustees	Board President	Administration	Government	Landfill	Water	Sewer	Total				
Gross Pay	0.00	0.00	3,839.94	746.96	1,493.50	1,120.13	1,120.13	1,120.13	1,120.13	8,320.66		
SD Retirement System												
Employee Contribution	0.00	0.00	239.98	34.06	85.08	63.81	63.81	63.81	63.81	486.74		
Employer Contribution	0.00	0.00	239.98	34.06	85.08	63.81	63.81	63.81	63.81	486.74		
Federal Tax Withholding												
Employee Contribution	0.00	0.00	287.00	79.23	101.20	75.90	75.90	75.90	75.90	619.23		
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	108.50	37.20	247.98	45.79	90.88	68.16	68.16	68.16	68.16	666.68		
Employer Contribution	0.00	0.00	247.98	45.79	90.88	68.16	68.16	68.16	68.16	520.98		
Medicare Tax												
Employee Contribution	25.37	8.70	57.99	10.71	21.26	15.94	15.94	15.94	15.94	155.91		
Employer Contribution	25.37	8.70	57.99	10.71	21.26	15.94	15.94	15.94	15.94	155.91		
Medical & Life Insurance												
Employee Contribution	0.00	0.00	652.36	0.00	0.00	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	234.65	234.65	1,564.35		
SD Reemployment Assistance Tax (Employer)												
Workers' Compensation Insurance (Employer)	86.00	86.00	86.00	2,245.00	1,339.00	1,004.00	1,004.00	1,004.00	1,004.00	5,850.00		
Other Payroll Liabilities (Employee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	245.24	140.60	6,739.38	3,254.41	3,641.69	2,731.03	2,731.03	2,731.03	2,731.03	19,483.38		