



## **Trustee Meeting Minutes – August 09, 2016**

### **Opening**

Vice President T. Reiff called the meeting of the City of Brant Lake Board of Trustees to order at 7:02 pm on August 09, 2016 at 3867 Brant Grove Drive.

### **Present**

Doug Bowen; Karen Reiff, Thomas Reiff and Paula Wagner. Absent: David Philips

### **Approval of Agenda**

The agenda was amended to include one additional item under New Business and unanimously approved.

### **Approval of Minutes**

Minutes from the meeting of 7/26/16 were discussed and approved.

### **Agenda Items**

T. Reiff and K. Reiff reported on research regarding building and zoning practices in other small cities and what seems to apply to our needs as a city. Since the platting agreement was signed with Lake County at their last County Commission meeting, our city will need to decide on how to handle building permits. After discussion of the research presented, T. Reiff and D. Bowen were asked to review the Lake County Zoning requirements and provide comments at the next meeting as to how these would best suit the City of Brant Lake.

Wagner provided copies of the revised proposed job description for the Brant Lake Finance Officer position. Motion was made, seconded and carried to adopt the job description as presented.

T. Reiff reported that Philips provided pricing information from the Vogt, Brown, Merry & Hammer law firm in Dell Rapids, SD. Further discussion of this matter was deferred until Executive Session.

Wagner indicated Philips has supplied a completed bid request to the South Dakota Public Assurance Alliance regarding Director and Office insurance and other needed coverage for the city. Additionally, information was provided about what an Enhanced Crime Coverage clause would involve. Philips should be hearing back on this quote and will provide details at a future meeting.

Discussion regarding a city website was limited with Philips absence. There is money being proposed in the city budget to purchase and maintain a domain name.

Bowen provided facts regarding Business Checking accounts at Great Western Bank. Per his conversation with their bank officer in Colman, the bank can't provide details about a line of credit or loan until we are able to provide them with our budget. Further discussion deferred until budget is finalized.

Philips provided T. Reiff with a preliminary draft budget for discussion. The mil levy proposed was 2.17 and does include the .0771 levy currently assessed by the Brant Grove Hills Road District (BGHRD). This would mean no tax change for current residents of the BGHRD and a .0771 tax increase for the neighborhood of Coves North. Per a citizen comment that they thought taxes were going down with becoming a city, discussion ensued as to what would be the best financial decision for taxpayers and the city considering there is a current tax freeze in place. If the current mil levy is reduced, it can't be increased again without opting out of the tax freeze and if left the same, no tax decrease occurs. After much discussion, the Trustees agreed to contemplate long term budget needs and how to address the tax matter while the budgeting process continues at a future meeting.

### **New Business**

Wagner reported on information received from Rod Fortin at the SD Dept of Legislative Audit. He has provided excel spreadsheets to be considered for the city's accounting records and has agreed to help review the information the city and new finance officer will establish for financial record keeping.

A request to post No Hunting signs within the city limits was discussed. It was questioned that since it is illegal to hunt within city limits, is a sign truly necessary. Reaction to posting signs was mixed and T. Reiff requested Bowen contact Game, Fish and Parks to inquire about practices in other cities and if this would be a good idea for the City of Brant Lake as it is a new city. Bowen to report at the next meeting.

An additional resident present at the meeting requested whether the city would be adopting a noise ordinance especially in regard to fireworks. Trustees agreed to research the need and discuss at a future time.

At 8:25 pm, motion made, seconded and approved to enter into Executive Session for the purpose of discussion of personnel matters involving the city finance officer and city attorney.

At 8:43 pm, motion made, seconded and approved to end Executive Session.

A motion was made and seconded to appoint Joshua Brown at Vogt, Brown, Merry and Hammer as the City Attorney for the City of Brant Lake with a pricing structure of \$150 per hour for 2016-2017. If appointment continues, rates for 2018 would be \$165 per hour and 2019 rates would be \$175 per hour. Rates would be renegotiated after this date. Motion was unanimously approved.

A second motion was made and seconded to contract with a finance officer at a rate of \$100 per month inclusive of job description duties and 1 meeting per month. Any additional meetings above the one monthly would be compensated at a \$25 per meeting rate. Motion passes.

### **Adjournment**

Meeting was adjourned at 9:18 pm by Vice President T. Reiff. The next meeting will be at 7:00 pm on September 13, 2016, at 3867 Brant Grove Drive, Brant Lake, SD.

Minutes submitted by: Paula D. Wagner, Trustee

David Philips, President

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