



## **Trustee Meeting Minutes – November 07, 2016**

### **Opening**

President Philips called the meeting of the City of Brant Lake Board of Trustees to order at 7:03 pm on November 07, 2016 at 3867 Brant Grove Drive.

### **Present**

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

### **Approval of Agenda**

The agenda for this meeting was unanimously approved.

### **Swearing in of Finance Officer**

Board President Philips swore in Diane Reiff as the Finance Officer for the City of Brant Lake.

### **Approval of Bills**

The following items were approved for payment:

Madison Daily Leader - \$314.13; South Dakota Municipal League 2017 dues - \$79.57; South Dakota Governmental Finance Officer Association 2017 dues - \$40; Secretary of State Certificate in Good Standing bill - \$20; SDML Assurance Pool bill - \$475.

### **Approval of Minutes**

Approval of the Minutes from the meeting of 10/11/06 were approved as amended.

### **Old Business**

Reiff and Bowen reported on some additional research of other city examples of building permit forms and how zoning committees are formed. Further discussion was deferred until the presentation given by First Direct.

Philips reported that with the bank account opened, the bill to the SDML Assurance Pool for insurance could be paid as had been approved at the previous meeting.

The Web Site is still in development per Philips.

It was discovered that Great Western Bank, as a publicly traded corporation, could not make an unsecured loan to a municipality, thus, as a privately held financial institution, First Bank & Trust was approved to be the city's bank and agreed to provide banking services to the city with a \$7500 line of credit. Draws upon this line will incur 5.5% interest. Checks have been ordered and counter checks issued to pay bills as approved in this meeting.

New Finance Officer Reiff will be transitioning into the duties of her office in the next few weeks and will work closely with the Board of Trustees.

### **New Business**

Todd Kays, Executive Director and Luke Muller, Planner of First District provided a presentation to indicate the services they are able to provide cities. Additionally, they demonstrated how they provide assistance in zoning and planning from developing a comprehensive land use plan, ordinances and providing ongoing support. As a city with a population of less than 100, we are not required to pay annual dues, however, are able to use their services. For a project like planning and zoning, the overall cost would be approximately \$3500 and could be spread out over a 2-3 year timeframe. First District also assists in additional services such as grant writing, project management, etc. The Board discussed long and short term thoughts on zoning needs such as adopting a short term zoning ordinance while perhaps working with First District on a more comprehensive plan over the next year. Further comments indicated a desire to hold an informational meeting with city residents as a zoning board inclusive of city residents and board members could be a possibility. Philips will research setting up this meeting.

K. Reiff and D. Reiff updated the Board regarding an Election webinar presented by the SDML. They compiled their information into a manual for future reference.

Some additional discussion was held regarding establishing a No Hunting ordinance within the city. If the city were to pass an ordinance requiring enforcement such as this, then it would need to contract for law enforcement. If Game, Fish and Parks, however; is able to enforce requirements regarding the discharging of firearms and bows within the already established safety zones, this might be sufficient for the city without requiring an ordinance. Further information from Game, Fish and Parks will be researched for follow-up.

### **Adjournment**

Meeting was adjourned at 9:12 pm. The next meeting will be at 7:00 pm on December 13, 2016, at 3867 Brant Grove Drive, Brant Lake, SD.

Minutes submitted by: Paula D. Wagner, Trustee

David Philips, President

Published once at an approximate cost of \$