



Trustee Meeting Minutes - July 12, 2016

Opening

President Philips called the meeting of the City of Brant Lake Board of Trustees to order at 7:00 pm on July 12, 2016 at 3867 Brant Grove Drive.

Present

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

Approval of Agenda

The agenda was unanimously approved.

Approval of Minutes

Minutes from the meeting of 7/5/16 were discussed and approved.

Agenda Items

Philips indicated the USPS confirmed receipt of our official notice requesting all USPS systems be updated to designate all addresses within Brant Lake city limits with Brant Lake as their city. It was confirmed that the Address Management System (AMS) within the USPS has been changed and as businesses, etc. get updates from this system, address change updates will automatically happen. Furthermore, the USPS indicated whether citizens mail is addressed to Brant Lake or Chester, it will still get delivered as they are both within the same zip code.

Regarding the proposal to contract with Lake County to continue to manage the Zoning and Platting requests on the city's behalf, the Lake County States Attorney did not yet have a response to our proposed contract language. He was hoping to reply within a day or two as the matter is up for discussion at the County Commission meeting to be held on Tuesday, 7/19/16.

K. Reiff and Wagner gave an update on developing the Finance Officer position. First draft of a job description was reviewed. Comments regarding proposed changes and further research were made. Reiff and Wagner will report on a second draft of a job description at a future meeting. Additionally, Trustees were requested to think about possible candidates for the position of Finance Officer.

T. Reiff and Philips confirmed they will be meeting with a potential candidate from a law office in Dell Rapids for City Attorney on Friday, July 15, 2016 per the approved motion made at the 7/5/16 Trustees meeting. Discussion held regarding questions to ask. Reiff and Philips will provide an update at the next Board meeting.

The Trustess discussed the need for insurance and/or bonding for the city and its officers. Further research is needed and Philips will follow up with the South Dakota Municipal League (SDML) for further direction.

Wagner reported on what costs the Brant Lake Improvement Association (BLIA) incurred in designing their new website. It is approximately \$120 to acquire a domain name; however, their labor in developing the actual site was donated. It might be possible to contact their developer, but at this time the cost to develop is unknown. Philips reported on his contact with an instructor at STI and the instructor highly encouraged us to use an online website development tool and develop our own. He was extremely confident this would be a good option for a city our size and would be cost friendly as well as easy to maintain. He made recommendations regarding services available. Philips volunteered to further research while K. Reiff and Wagner agreed to assist in learning maintenance of a city website.

Bowen and T. Reiff reported on their conversations with the Townships of Wentworth and Chester regarding proper ditch maintenance of roads within a township. Per the updates received from the townships, the maintenance of township road ditches is a matter between the township and property owner. Anyone concerned about township ditch maintenance may contact the respective township directly.

Wagner reminded Trustees that the 2016 Elected Officers Workshop sponsored by the SDML was to be held in Pierre on Wednesday, July 20, 2016. Registration deadline is 7/6/2016 for anyone interested.

New Business

Discussion to consider Operational funding options for the city was held. The first infusion of property tax monies will not occur until 2017 and there will be some operational expenses to pay prior to that time period. One possible option would be to obtain a small line of credit. K. Reiff, T. Reiff, Philips and Wagner will be attending a municipal budgeting seminar in SF on 7/14/16 and it was decided to meet with this instructor as well as having a conversation with the SDML for options to consider. An update will be provided at a future meeting.

Adjournment

Meeting was adjourned at 8:31 pm by President Philips. The next meeting will be at 7:00 pm on July 19, 2016, at 3867 Brant Grove Drive, Brant Lake, SD.

Minutes submitted by: Paula D. Wagner, Trustee

David Philips, President

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