



Trustee Meeting Minutes - July 26, 2016

Opening

President Philips called the meeting of the City of Brant Lake Board of Trustees to order at 7:02 pm on July 26, 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 7/12/16 were discussed and approved.

Agenda Items

T. Reiff and Wagner attended the Lake County Commissioners meeting on 7/19/16 to discuss contracting with Lake County to handle zoning and platting requests. Per advice from the Lake County State's Attorney, Manuel J. de Castro, Jr., that due to his interpretation of high risk associated with zoning matters, the Commissioners indicated they were unwilling to contract to provide zoning services but would consider handling platting requests. Wagner and T. Reiff met with the State's Attorney to discuss a possible platting agreement and D. Philips will meet with the Lake County Commissioners again at their 8/2/16 meeting. The State's Attorney provided a proposed platting agreement which the Trustees discussed. Upon review of the contract language, it was suggested to contact an attorney regarding the indemnification clause and follow up with the State's Attorney to amend the proposed contract language if our attorney so advised. Motion was made, seconded and passed to authorize D. Phillips to sign a contract with Lake County for platting services if language is mutually agreed upon.

Wagner provided copies of a proposed job description for the Brant Lake Finance Officer position. The description was reviewed line by line and revisions proposed. Wager will provide copies of the revised job description at the next meeting for approval.

Philips and T. Reiff reported on their meeting about a City Attorney with the Vogt, Brown, Merry & Hammer law firm in Dell Rapids, SD. They provided favorable comments regarding the firm's willingness to work out a reasonable pay scale, or possible monthly cost, as well as deferment of costs until the city secures its funds. Per discussion by the Trustees, it was agreed Philips further pursue the actual costs and report these findings for discussion at an upcoming meeting.

Philips reported on his contact with the South Dakota Public Assurance Alliance regarding Director and Office insurance and other needed coverage for the city. There is a detailed form to complete in order to determine the type of coverage needed as well as cost. Philips will complete this required paperwork and update the Board at a future meeting.

Bowen reported on a contact made with Dakota State University regarding students assisting the City in developing an official website. The instructor indicated it might be possible, but at a likely cost of \$10-\$18 per hour. Philips indicated per his research regarding online tools for website development, it would seem to be a much more cost efficient option. Trustees agreed and Philips will continue researching. Update to follow at a future meeting.

Conversation was held regarding Operational funding options and designation of a financial institution for the City's needed financial services. The decision on whether to obtain a line of credit or a loan was held and further research is desired. Bowen will contact Great Western Bank out of Colman requesting someone attend the 8/9/16 Board meeting to provide an overview of the services, fees, etc. the City would incur if banking with their financial institution.

New Business

Discussion regarding the 2017 budget needs and process was held. Potential expenses and future needs were considered. Per information provided by the Trustees attending the municipal budgeting seminar, there are resources at the SD Legislative Department to assist with questions for both budgeting and municipal accounting needs. Wagner will follow up with their office to request spreadsheets available and Philips will work on a first draft of the proposed 2017 budget. Discussion will continue at next meeting.

Wagner and T. Reiff attended the 2016 Elected Officers Workshop sponsored by the SDML in Pierre on Wednesday, July 20, 2016. They provided a brief overview of workshop content and presentations.

Adjournment

Meeting was adjourned at 9:18 pm by President Philips. The next meeting will be at 7:00 pm on August 9, 2016, at 3867 Brant Grove Drive, Brant Lake, SD.

Minutes submitted by: Paula D. Wagner, Trustee

Tom Reiff , Vice President for David Philips, President

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