



## **Trustee Meeting Minutes - July 5, 2016**

### **Opening**

The regular meeting of the City of Brant Lake was called to order at 7:05 pm on July 5, 2016 at 3871 Brant Grove Drive.

### **Present**

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

### **Approval of Agenda**

The agenda was amended to include 4 additional items and unanimously approved.

### **Approval of Minutes**

As this was the first meeting of this Board, there were no previous minutes to approve.

### **Agenda Items**

Tim Walburg; Sheriff of Lake County presided over the administration of the Oaths of Office for the newly elected Trustees.

Motion was made and seconded to nominate David Philips as President of the City of Brant Lake Board of Trustees. Motion carried. Another motion made and seconded for nominations to cease. Motion carried. Vote taken and nominee Philips was approved as President.

Motion made and seconded to nominate Thomas Reiff as Vice-President of the City of Brant Lake Board of Trustees. Motion carried and additional motion made and seconded for nominations to cease, motion carried. Vote taken and nominee T. Reiff was approved as Vice-President.

Motion and second made to hold regularly scheduled meetings of the City of Brant Lake Trustees on the 2<sup>nd</sup> Tuesday of every month at 3867 Brant Grove Drive, Brant Lake, SD. Motion carried.

Discussion held and motion made and seconded to hold weekly meetings for the month of July in order to handle initial city start up items. Motion carried.

Upon successful motion, second and aye vote, the Madison Daily Leader was designated as the official City Newspaper.

Letter was presented to Board of Trustees to sign requesting official designation of the residences in the new Brant Lake city limits to be defined in the USPS address management system as Brant Lake, SD. Letter to be mailed to USPS.

Discussion held regarding management of city zoning and platting needs. Motion made and seconded to have President and Vice-President negotiate a contract with Lake County to provide for city zoning and platting needs on behalf of the City of Brant Lake for a period of one year. Motion carried.

The Brant Lake Finance Officer position discussed. Motion made, seconded and approved to have K. Reiff and Wagner research the matter and provide an update at next scheduled meeting.

Designation of the official city attorney discussion was held. Motion made, seconded and approved to have President and Vice-President meet with Attorney Max Merry located in Dell Rapids, SD. Update will be provided to Trustees at an upcoming meeting.

Matters regarding city insurance, bonding, etc. were discussed. Motion made, seconded and approved to have Wagner along with K. Reiff and T. Reiff discuss these topics further with Rod Fortin of the SD Legislative Audit Department at the upcoming Municipal Budget Training Seminar on July 14, 2016.

Reminder provided that the city budget is due into the Lake County Auditor's office by October 1, 2016.

A request to make public the Facebook page currently used for the city was reviewed. Discussion held on whether to continue to use Facebook or create a city website ensued. Preference was indicated to develop a city website for future communication of city information versus relying on Facebook. Thusly, motion made, seconded and approved to leave Facebook page currently as is and have Trustees solicit information on how to get an official city website developed.

Two separate comments regarding matters about Township roads were surfaced. One regarding the mowing of the ditches and a second about a fallen tree. Motion made, seconded and approved to have Bowen and T. Reiff contact the Wentworth and Chester Townships to discuss the requirements of the Township and property owners about proper maintenance of ditches and property along Township roads. An update is to be provided at a future meeting.

### **New Business**

President Philips distributed the 2015 Trustee Form of the Elected Officials' Orientation Packet published by the South Dakota Municipal League. The Trustees were reminded that July 6, 2016 is the registration deadline to attend the 2016 Elected Officials Workshop scheduled for Wednesday, July 20, 2016 in Pierre, SD.

### **Adjournment**

Meeting was adjourned at 8:25 pm by President Philips. The next general meeting will be at 7:00 pm on July 12, 2016, at 3867 Brant Grove Drive, Brant Lake, SD.

Minutes submitted by: Paula D. Wagner, Trustee

David Philips, President

Published at an approximate cost of \$