

TIMBER LAKE CITY BOARD
REGULAR MEETING
JANUARY 8, 2025
6:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:02 PM.
 - Board Present: Tom Hermes, Michael LaCompte (by telephone), and Tanner Kraft
 - Board Absent: Brent Biegler and Jess Schlosser
 - Employees Present: Karla Nordyke and Jerimiah Garon
 - Guests/Others Present: Kathy Nelson, Ashley Arpan, Kyle Nilson

- 2) Declaration of Conflict of Interest
None of the Trustees self-disclosed a conflict of interest on any agenda item. No conflict of interest was identified by the Board.

- 3) Approval of Agenda:
Kraft motioned to approve the agenda with no changes. LaCompte seconded. Motion carried.

- 4) Public Forum and Visitors: None

- 5) Approval of Last Meeting Minutes:
Kraft motioned to approve the regular meeting minutes of December 9, 2024, with no corrections. LaCompte seconded. Motion carried.

- 6) Financial Report:
 - A) Reconciliation Report – Checking Account
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s checking account for the month of December.
 - B) Reconciliation Report – Savings Account
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s savings account for the months of October, November, and December (Fourth Quarter 2024).
 - C) Cash Flow Report
The Board reviewed and discussed the monthly financial report. Kraft motioned to approve the December Cash Flow Report. LaCompte seconded. Motion carried.

CASH FLOW REPORT
(MONTHLY FINANCIAL REPORT)
DECEMBER 2024

	GENERAL FUND	ENTERPRISE FUNDS		TOTAL
		WATER FUND	SEWER FUND	
Beginning Balance (Checking Account) (as of 12/01/2024)	881,072.82	119,023.19	327,579.23	1,327,675.24
Total Receipts (Income)	41,221.28	13,223.02	17,372.45	71,816.75
Total Expenditures	37,146.28	18,604.91	2,533.86	58,285.05
Ending Balance (Checking Account) (as of 12/31/2024)	885,147.82	113,641.30	342,417.82	1,341,206.94
Savings Account Balance (as of 12/31/2024)	58,116.02			58,116.02
Cash Value of Certificate of Deposits (as of 12/31/2024)	28,000.00			28,000.00
Petty Cash (as of 12/31/2024)	150.00			150.00
TOTAL FUND BALANCES (as of 12/31/2024)	971,413.84	113,641.30	342,417.82	1,427,472.96

Daily Ledger Balance (Bank) -- Checking Account (as of 12/31/2024)	1,342,756.08
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- D) Quarterly Reports (October, November, and December 2024)
- i) Top 10 Revenue & Expense Accounts: The Board reviewed the top 10 revenue and top 10 expense accounts for the fourth quarter of 2024 as compared to the fourth quarter of 2023. There were no unexpected outcomes.
 - ii) Fund Balance Trends Report: The Board reviewed the fourth quarter-end fund balances for the Water and Sewer enterprise funds. Board also reviewed the fourth quarter-end fund balances for the Community Center, Solid Waste/Garbage

Collection, and the Landfill/Restricted Use Site General fund accounts. There were no unexpected outcomes. Focused discussion occurred in regards to the Garbage Collection revenue, expense, and net income.

iii) Taxable Sales: The Board reviewed the SD Department of Revenue statistics showing taxable sales subject to the city tax rate for the months of January to November 2024. There were no unexpected outcomes.

iv) Budget versus Actual Comparison Report

The Board reviewed the Budget vs. Actual Report for January 1 through December 31, 2024. Discussion occurred. It is noted that total General Fund revenue is better than expected (121%); Water Fund revenue is as expected to date (8%); Sewer Fund income is 27% of expected. It is also noted that expenditures to date by fund are as follows: Sewer Fund (12%); Water Fund (16%); and General Fund (67%). It was noted that the Water and Sewer Funds are low because the infrastructure improvement projects have not progressed as planned.

7) Accounts/Claims Payable:

Kraft motioned to approve the claims presented for payment totaling \$99,333.99 and \$16,643.23 payroll expenses. LaCompte seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS: None

9) NEW BUSINESS

A) Water Tower (Mni Wašté Water): Discussion (By Telephone)

Mr. Leo ("Earp") Fischer, of Mni Wašté Rural Water was present by telephone. He provided an update report on their water project to bring water to Timber Lake. He reported Phase I of their project is fully funded. Phase I pipes water to the "O'Leary Hill" on Highway 63 and installs a large water storage tank. Phase II of their project is to pipe water from the storage tank to Timber Lake. A portion of the water line will run in the state right-of-way. They are seeking funding shortfalls for Phase II of their project and remain committed to completing the project in two-three years. Mr. Fischer also provided information on Indian Health Services funding the new water tank for Timber Lake, which should be possible. Fischer is proposing a 75,000-gallon storage tank for the city. Discussion occurred. The Board directed Nordyke to send Timber Lake's demographic information to Fischer to support the funding request. The Board also directed Nordyke to continue researching funding opportunities for the new water tower.

B) Ordinance #2024-12-01: Revision of Sales Tax Code Set 8.0102 (Second Reading)

The Board reviewed and further discussed Ordinance #2024-12-01 on its second reading for adoption. This ordinance provides a revision of Sales Tax Code Set 8.0102. The Board also reviewed and discussed CRST Executive Resolution No. E-6-2025-CR, dated

January 7, 2025. It was noted the city attorney, Shane Penfield, advises the Board to postpone adopting Ordinance #2024-12-01 pending interpretation and implementation. Hermes motioned to postpone the second reading and adoption of Ordinance #2024-12-01. Kraft seconded. Motion carried.

C) Ordinance #2025-01-01: 2025 Supplemental Budget (First Reading)

The Board reviewed and discussed Ordinance #2025-01-01, an Ordinance to supplement the 2025 Appropriations Ordinance and budget. This Ordinance implements Board action taken on December 9, 2024 to commit unassigned general fund balance of \$73,500 to a) Fire Department for savings toward a new pumper truck (\$7,800); 2) Fire Hall building maintenance (\$8,000); and 3) Street Department for savings toward asphaltting Main Street (\$57,700). Kraft motioned to approve Ordinance #2025-01-01 on its first reading. LaCompte seconded. Motion carried by roll call vote (Kraft-yes; LaCompte-yes; Hermes-yes; Biegler-absent; Schlosser-absent). The required second reading for adoption is scheduled for the next regular Board meeting.

D) 2025 Wages & Salaries (SDCL 6-1-10)

SD Codified Law mandates a complete list of all the salaries and wages for all officers and employees of the municipality be published with the minutes of the first meeting following the beginning of the fiscal year. The Board reviewed the 2024 actual wage and salary information. The Board also reviewed and discussed the 2025 budget plan regarding wages and salaries.

Kraft motioned the Board of Trustees salaries for 2025 remain the same for regular and special meetings. Hermes seconded. Motion carried. The 2025 salary for each Board of Trustee position are as follows:

Board President:	\$150.00 per regular meeting in attendance
	\$50.00 per special meeting in attendance
Trustee (each):	\$125.00 per regular meeting in attendance
	\$50.00 per special meeting in attendance

Hermes motioned the hourly wage for all employees be increased by 4%, as planned in the 2025 budget. Kraft seconded. Motion carried. The 2025 wages for City employees are as follows:

Maintenance Manager	Jerimiah Garon	\$29.49 per hour
		\$44.23 per hour overtime
		Preapproved for 20-hours overtime per month, as needed.
Maintenance Technician	Vacant	to be determined
Finance Officer	Karla Nordyke	\$30.74 per hour
		\$46.11 per hour overtime

Preapproved for 5-hours overtime per month, as needed.

Deputy Finance Officer	Vacant	to be determined
Community Center Custodian	Charyl Boysen	\$18.69 per hour
Library Custodian	Debra Thill	\$15.35per hour
Day Labor (as need and approved)		\$11.50 per hour
		SD Minimum Wage

E) 2025 Election

- i) Establish Election Date: Pursuant to SD Codified Law (SDCL) 9-13-1, 9-13-1.1, 9-13-1.2, and 13-7-10, the governing body must establish the election date no later than January 14. Kraft motioned to establish the second Tuesday in April (April 8, 2025) as the 2025 municipal election date; precinct is the Timber Lake Community Center. Hermes seconded. Motion carried.
- ii) Vacancies to Announce (SDCL 9-13-6; 13-7-5): The Board reviewed and discussed the Trustee Rotation Schedule prepared by Nordyke. It was agreed three (3) Trustee positions will need announced as vacant. Kraft motioned to publish the Notice of Vacancies. Hermes seconded. Motion carried.

F) Building Permit (Timber Lake School)

The Board reviewed and discussed a New Construction & Improvements – Building Permit submitted by Timber Lake School District 20-3. The School applied to place a new Governor’s House (3-bedroom) on the School’s property located at 507-1/2 5th Street (Block 46 Lots 10 & 11). Kraft motioned to approve the Building Permit contingent on the completion and submission of a property survey. LaCompte seconded. Motion carried. A copy of the Permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the Permittee.

10) Department Reports:

A) Custodial (Char Boysen)

Char was not present. No discussion.

B) Maintenance (Jerimiah Garon)

- i) Streets: Jerimiah reports the streets are frozen. He did move snow after the recent storm.
- ii) Water: Jerimiah reports Well #5 is back on-line and is functioning good; it is pumping between 30-45 gpm. He reports all water sampling requirements are submitted. Sample collection for (new) PFA (Per- and polyfluoroalkyl) testing requirements are scheduled for the near future with the required second sample collection scheduled six (6)-months thereafter.
- iii) Sewer: Jerimiah reported the sewer system is functioning well.

- iv) Landfill: Jerimiah reported the landfill is in good condition. He said metal crushers will take the scrap metal in the very near future.
 - v) Park: No report. No discussion.
 - vi) Quarterly Reports: The Board reviewed and discussed the Maintenance Department's quarterly reports for the months of October, November, and December 2024. Reports include: Water Consumption and Loss Ratio; Well-House Inspection Logs; Lift-Station Inspection Logs; and Lagoon Inspection Logs.
 - vii) Other Matters: None
- C) Law Enforcement Activity Report (Sheriff Arpan):
 Sheriff Ashley Arpan and Deputy Sheriff Kyle Nilson presented the Dewey County Sheriff's Office law enforcement report for the month of December and for calendar year 2024. The monthly report details the following services provided to Timber Lake: total records of 99 and total patrol time of 107:26:18 hours. The annual report details the following services provided to Timber Lake: total records of 949 and total patrol time of 1,152:40:54 hours. Discussion occurred. Sheriff Arpan also reported the average cost of one law enforcement officer, per the Board's written request. Discussion occurred. A focused discussion was held as related to contracted hours expected.
- D) Finance (Karla Nordyke)
- i) Project(s) Funding and Next Steps – Update: Karla reported the next steps for both water and sewer projects are 1) process the Notice to Proceed to contractors; 2) contract with IMEG Engineering for construction oversight and monitoring services; 3) schedule preconstruction conferences. Karla also reported she has processed a funds draw request for water project expenses and for Central SD Enhancement District administration fees (water and sewer project).
 - ii) Delinquent Accounts – Update and Actions: Karla reported the following information regarding customer accounts.
 - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 8 accounts were assessed a \$10 late payment charge and 6 accounts were assessed a \$10.00 late payment charge with disconnection warning.
 - (2) Disconnections – 4 service disconnections are scheduled if not paid by deadline.
 - (3) Due Process Notice(s) – 3 customers received a first notice. 0 customers received a second notice. 0 customers received a final notice.
 - (4) Court Collection Process – No discussion.
 - (5) Financial Arrangements – 2 accounts have an approved financial arrangement and both are staying compliant.
 - (6) Legal Action Status – 2 accounts remain referred to CRST Small Claims Court and 1 account remains referred to CRST Civil Claims Court. No change.
 - (7) Delinquent Account Status (61+ days past due) – Overall, the delinquent account balance total shows an increase from last month (\$937.65).
 - (8) Uncollectable Debt and Board Write-Off – None

11) Schedule Next Meeting:

The next regularly scheduled meeting is set for Wednesday, February 5, 2025 at 6:00 PM in the City Finance Office.

12) Adjourn:

At 7:45 PM, Kraft motioned the meeting be adjourned. Hermes seconded. Motion carried.



APPROVED: _____

A handwritten signature in black ink, appearing to read "Tom Hermes", written over a horizontal line.

Tom Hermes, Board President

A handwritten signature in black ink, appearing to read "Karla Nordyke", written over a horizontal line.

Karla Nordyke, City Finance Officer

Recorded: January 10, 2025

Published: January 16, 2025

Published at an approximate cost of _____

CITY OF TIMBER LAKE
 ACCOUNTS/CLAIMS PAYABLE: DECEMBER 2024

APPROVED: JANUARY 8, 2025

GENERAL GOVERNMENT

SD Dept of Revenue	270.84	Already Paid: 12/16/24; EFT
VISA	995.54	Already Paid: 12/24/24; Check #32902
SD Retirement System	677.38	Already Paid: 12/24/24; Check #32901
US Treasury (Internal Revenue Service)	1,709.05	Already Paid: 12/26/24; EFT
A&B Business Solutions	176.56	
Biegler Equipment	111.43	
Central SD Enhancement District	950.00	
Century Link	211.67	
CRST Telephone Authority	151.90	
Dakota Foam and Electric	3,910.00	
Dewey County Treasurer	5,000.00	
ELO Prof.	83.00	
Health Pool of SD	935.15	
Karla Nordyke	90.00	
Menards -- Rapid City	19.99	
Moreau Grand Electric Coop.	1,232.00	
Penfield Law Firm	300.00	
Pfizer Pest Control	750.62	
SDML Finance Officers' Association	40.00	
SDML Human Resources' Association	25.00	
Servall	355.42	
Slater Oil	715.50	
Timber Lake Topic	846.56	
Western Dakota Bank	45.00	
	<u>19,602.61</u>	

Sales Tax Liability (November)
 Office Supplies: Microsoft; Adobe; Quickbooks Monthly Payroll Fees, Postage; Website Domain (5-Years)
 Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
 Payroll Liabilities & Employer Payroll Taxes (December)
 Printer Maintenance (December)
 Community Center: General Supplies
 Membership Dues: 2025
 Telephone & Fax Lines
 Internet
 LED Lights: Community Center (29); Library (39)
 Law Enforcement Services (January)
 Cloud Fees (December)
 Employee Benefits: Health & Life Insurance
 Cell Phone Reimbursement (4th Quarter 2024)
 Community Center: General Maintenance
 Electricity: Community Center, Fire Hall
 Legal Services (December)
 Lawn Maintenance (Annual)
 Membership Dues: 2025
 Membership Dues: 2025
 Mats, Mops, Linens
 Propane: Fire Hall
 Publishing (December)
 Security Box Rental (2025)

STREETS/PARK/LANDFILL/SANITATION

SD Retirement System	233.11	Already Paid: 12/24/24; Check #32901
VISA	19.99	Already Paid: 12/24/24; Check #32902
US Treasury (Internal Revenue Service)	450.02	Already Paid: 12/26/24; EFT
AT&T Mobility	38.20	
Biegler Equipment	68.97	
Biegler's Timber Lake Service	69.69	
CRST Telephone Authority	42.76	
Health Pool of SD	374.06	
Heartland Waste Management	5,625.00	
Health Pool of SD	374.06	
Jeremiah Garon	36.00	
Mobridge Gas	779.10	
Moreau Grand Electric Coop.	1,679.34	
Western Dakota Bank	1,605.35	
	<u>11,395.65</u>	

Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
 ONX Map System (40%)
 Payroll Liabilities & Employer Payroll Taxes (December) -- 40%
 iPad Connectivity (40%)
 Supplies
 Fuel (November) -- 40%
 Internet (City Shop) 40%
 Employee Benefits: Health & Life Insurance 40%
 Garbage Collection (December)
 Employee Benefits: Health & Life Insurance (40%)
 Cell Phone Reimbursement (4th Quarter) 40%
 City Shop: Propane
 Electricity: Airport, City Shop, Street Lights, Camper Site
 Loan Payment #49/60 (Blade): Principal (1,542.02) & Interest (63.33)

WATER/SEWER

SD Retirement System
VISA
US Treasury (Internal Revenue Service)
AT&T Mobility
Biegler Equipment
Biegler's Timber Lake Service
Central SD Enhancement District
Central SD Enhancement District
CRST Telephone Authority
Health Pool of SD
Jeremiah Garon
Keller Trenching
IMEG
Milbank Winwater Works
Moreau Grand Electric Coop.
ND Dept of Health
SD Public Health Lab
South Dakota 811

349.67 Already Paid: 12/24/24; Check #32901
30.00 Already Paid: 12/24/24; Check #32902
675.02 Already Paid: 12/26/24; EFT

57.30
41.98
104.54
17,500.00
20,000.00
64.14
561.09
54.00
1,766.49
25,000.00
698.43
1,344.47
25.00
30.00
33.60
68,335.73

Grand Total

99,333.99

Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
ONX Map System (60%)
Payroll Liabilities & Employer Payroll Taxes (December) -- 60%
iPad Connectivity (60%)
Supplies
Fuel (November) -- 60%
Sewer Project: Admin Fees (1st Half)
Water Project: Admin Fees (1st Half)
Internet (City Shop) 60%
Employee Benefits: Health & Life Insurance (60%)
Cell Phone Reimbursement (4th Quarter) 60%
Well Maintenance, Curb-Stop Maintenance
Water Project: Engineering Services (to 12/15/24)
Meters & Materials
Electricity: Well Houses & Lift Stations
Water Analysis
Water Analysis
Locate Fees (4th Quarter)

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT
December 2024

	Board		Board President	Financial Administration		General Government		Streets, Parks, Landfill		Water	Sewer	Total
	Trustees	0.00		0.00	5,205.81	616.37	1,942.60	1,456.95	1,456.95			
Gross Pay	0.00	0.00	0.00	5,205.81	616.37	1,942.60	1,456.95	1,456.95	1,456.95	10,678.68		
SD Retirement System												
Employee Contribution	0.00	0.00	0.00	312.35	26.34	116.56	87.42	87.42	87.42	630.08		
Employer Contribution	0.00	0.00	0.00	312.35	26.34	116.56	87.42	87.42	87.42	630.08		
Federal Tax Withholding												
Employee Contribution	0.00	0.00	0.00	739.00	79.23	152.80	114.60	114.60	114.60	1,200.23		
Employer Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Social Security Tax Withholding												
Employee Contribution	0.00	0.00	0.00	322.76	38.22	120.44	90.33	90.33	90.33	662.08		
Employer Contribution	0.00	0.00	0.00	322.76	38.22	120.44	90.33	90.33	90.33	662.08		
Medicare Tax												
Employee Contribution	0.00	0.00	0.00	75.49	8.94	28.17	21.13	21.13	21.13	154.85		
Employer Contribution	0.00	0.00	0.00	75.49	8.94	28.17	21.13	21.13	21.13	154.85		
Medical & Life Insurance												
Employee Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Employer Contribution	0.00	0.00	0.00	935.15	0.00	374.05	280.55	280.55	280.55	1,870.30		
SD Reemployment Assistance Tax (Employer)												
Workers' Compensation Insurance (Employer)												
Other Payroll Liabilities (Employee)												
	0.00	0.00	0.00	8,301.16	842.60	2,999.78	2,249.85	2,249.85	2,249.85	16,643.23		