

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
MAY 8, 2023  
6:00 PM  
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:00 PM.
  - Board Present: Tom Hermes; Jess Schlosser; Sandra Koenig; and Michael LaCompte (by telephone)
  - Board Absent: Brent Biegler
  - Employees Present: Karla Nordyke and Jerimiah Garon
  - Guests/Others Present: Kathy Nelson; Joe Scherer; and Anne LaCompte (by telephone)
- 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:  
Koenig motioned to approve the agenda with no changes. LaCompte seconded. Motion carried.
- 4) Public Forum and Visitors: None
- 5) Approval of Last Meeting Minutes:  
Koenig motioned to approve the minutes of April 10, 2023 with no corrections. LaCompte seconded. Motion carried.
- 6) Financial Report:
  - A) Reconciliation Report (April)  
Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of April.
  - B) Cash Flow Report  
Board reviewed and discussed the monthly financial report. Koenig motioned to approve the April Cash Flow Report. LaCompte seconded. Motion carried.

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	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
<b>Beginning Balance (Checking Account)</b> <b>(As of 04/01/2023)</b>	871,732.04	334,568.44	116,900.86	1,323,201.34
<b>Total Receipts (Income)</b>	46,681.80	10,321.92	6,013.34	63,017.06
<b>Total Expenditures</b>	42,709.61	19,523.60	4,509.61	66,742.82
<b>Ending Balance (Checking Account)</b> <b>(As of 04/30/2023)</b>	875,704.23	325,366.76	118,404.59	1,319,475.58
<b>Savings Account Balance</b> <b>(As of 04/30/2023)</b>	57,364.30			57,364.30
<b>Cash Value of Certificate of Deposits</b> <b>(As of 04/30/2023)</b>	28,000.00			28,000.00
<b>Petty Cash</b> <b>(As of 04/30/2023)</b>	150.00			150.00
<b>TOTAL FUND BALANCES</b> <b>(As of 04/30/2023)</b>	961,218.53	325,366.76	118,404.59	1,404,989.88

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**Daily Ledger Balance (Bank) -- Checking Account**  
**(As of 04/30/2023)** 1,323,561.37

C) Quarterly Reports (First Quarter 2023) -- Budget v Actual Comparison Report  
Tabled to next regularly scheduled meeting.

D) Annual Report (2022)

Pursuant to SDCL 9-22-20, Nordyke presented the City's Annual Report for the year ended December 31, 2022. Reports presented were a) the statement to be published; b) the required exhibits for the SD Department of Legislative Audit; and c) the narrative report. The annual report details the receipts, expenses, and financial condition of the City, including the amount of funds in the treasury and where and in what funds

amounts are deposited or invested. Koenig motioned to approve the 2022 Annual Report. LaCompte seconded. Motion carried. Nordyke is directed to publish the annual report and to submit the required exhibits to Legislative Audit. The annual report is also available for review at the City Finance Office, the SD Legislative Audit, and posted on the Community website ([www.tlsd.us/PublicInformation](http://www.tlsd.us/PublicInformation)).

7) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$104,631.79 and \$17,761.34 payroll expenses. LaCompte seconded. Schlosser abstained. Motion carried. See Attachment 1.

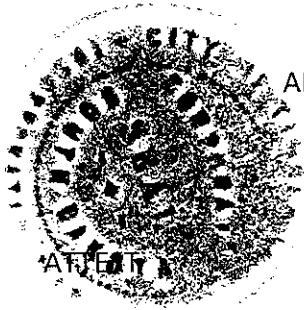
8) OLD BUSINESS

A) Permits (Timber Lake & Area Development Corporation)

- i) Building Permit: The Board reviewed and discussed the New Construction & Improvements – Building Permit application submitted by Joe Scherer on behalf of the Timber Lake Development Corporation. They are applying to construct a duplex, (3-bedroom) single-household, housing with connecting garages on 517 and 519 6<sup>th</sup> Street (Block 32 Lots 7 and 8). A review of their construction plan indicates there are no encroachment issues. Koenig motioned to approve the Building Permit application. 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.
- ii) Water Connection Permit: The Board reviewed and discussed the Utility Connection Permit – Water application submitted by Joe Scherer on behalf of the Timber Lake Development Corporation. They are applying to connect to the water main on their property located at 517 and 519 6<sup>th</sup> Street (Block 32 Lots 7 and 8). Much discussion occurred about line-size, curb-stop, and valve needs. Koenig motioned to approve the Water Utility Connection Permit application. 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.
- iii) Sewer Connection Permit: The Board reviewed and discussed the Utility Connection Permit – Sewer application submitted by Joe Scherer on behalf of the Timber Lake Development Corporation. They are applying to connect to the sewer main on their property located at 517 and 519 6<sup>th</sup> Street (Block 32 Lots 7 and 8). Koenig motioned to approve the Sewer Utility Connection Permit application. 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.

9) Adjourn:

At 6:35 PM, Schlosser motioned the meeting be adjourned. Koenig seconded. Motion carried.



APPROVED:

*Tom Hermes*

Tom Hermes, Board President

*Karla Nordyke*

Karla Nordyke, City Finance Officer

Recorded: May 10, 2023

Published: May 18, 2023

Published at an approximate cost of \_\_\_\_\_

CITY OF TIMBER LAKE  
ACCOUNTS/CLAIMS PAYABLE: APRIL 2023

APPROVED: MAY 8, 2023

**GENERAL GOVERNMENT**

SD Dept. of Labor, Reemployment Assistance  
SD Dept of Revenue  
VISA  
SD Retirement System  
US Treasury (Internal Revenue Service)  
Postalia  
A&B Business Solutions  
American Solutions for Business  
Century Link  
Coca-Cola Bottling High Country  
CRST Telephone Authority  
Dewey County Treasurer  
DVL Fire and Safety  
ELO Prof., LLC  
FP Mailing Solutions  
Health Pool of SD  
Mobridge Gas  
Moreau Grand Electric Coop.  
Penfield Law  
SD Public Assurance Alliance  
Servall Uniform & Linen Supply  
Slater Oil  
Timber Lake Topic

2.89 Already Paid: 4/17/23; EFT  
322.10 Already Paid: 4/17/23; EFT  
775.58 Already Paid: 4/25/23; Check #32085  
573.50 Already Paid: 4/25/23; Check #32084  
1,665.67 Already Paid: 4/26/23; EFT  
400.00 Already Paid: 5/01/23; EFT  
106.26  
152.81  
213.55  
102.00  
146.90  
5,000.00  
76.53  
1,602.55  
80.00  
81.90  
813.38  
850.50  
460.42  
300.00  
11,659.09  
283.08  
304.20  
284.81  

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26,257.72

Administrative Fees (1st Quarter 2023)  
Sales Tax Liability (March)  
Office Supplies: Microsoft & Adobe & QuickBooks Annual Payroll Subscriptions  
Employee Benefits: Retirement (Payroll Liabilities & Employer Match)  
Payroll Liabilities & Employer Payroll Taxes (April)  
Postage  
Printer Maintenance (April)  
Office Supplies  
Telephone & Fax Lines  
Pop Machine Inventory  
Internet  
Law Enforcement Services (May)  
Maintenance: Library (Water Heater)  
Fire Extinguisher Maintenance: Community Center, Ambulance Shed, Fire Hall  
Cloud Fees (March)  
Postage Meter & Scale Rental (2nd Quarter 2023)  
Employee Benefits: Health & Life Insurance  
Propane (Community Center)  
Electricity: Community Center, Fire Hall  
Legal Services (April)  
Insurance: Liability, Property, Equipment  
Mats & Mops & Linens  
Propane: Fire Hall  
Publishing: Minutes

**STREETS/PARKS/LANDFILL**

SD Dept. of Labor, Reemployment Assistance  
SD Retirement System  
US Treasury (Internal Revenue Service)  
AT&T Mobility  
Biegler Equipment  
Biegler's Timber Lake Service  
DVL Fire and Safety  
Health Pool of SD  
Heartland Waste Management  
Herman's Service  
Jensen Rock & Sand  
Mobridge Gas  
Moreau Grand Electric Coop.  
RDO Equipment, Co.  
Runnings Supply, Inc.  
SD Public Assurance Alliance  
VanDiest Supply Company  
Western Dakota Bank

1.30 Already Paid: 4/17/23; EFT  
267.18 Already Paid: 4/25/23; Check #32084  
472.16 Already Paid: 4/26/23; EFT  
38.20  
833.50  
1,295.63  
111.18  
326.19  
4,380.00  
1,051.38  
3,117.29  
888.30  
1,402.59  
6,365.79  
104.99  
5,995.04  
171.50  
1,605.35  

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28,427.57

Administrative Fees (1st Quarter 2023) 40%  
Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%  
Payroll Liabilities & Employer Payroll Taxes (April) 40%  
iPad Connectivity (40%)  
Supplies, Tools, Equipment Maintenance  
Fuel: General & Snow Removal (March)  
Fire Extinguisher Maintenance (40%)  
Employee Benefits: Health & Life Insurance (40%)  
Garbage Collection (April)  
Fuel: (March)  
Gravel (138.9 ton @ \$14.50)  
Propane: City Shop  
Electricity: Airport, City Shop, Street Lights, Camper Site  
Equipment Maintenance - Parts; Lift-Group  
Shop: Tool  
Insurance: Liability, Auto, Property, Equipment  
Weed Spray  
Loan Payment #29/60 (Blade): Principal (1447.16) & Interest (158.19)

**WATER/SEWER**

SD Dept. of Labor, Reemployment Assistance	1.94	Already Paid: 4/17/23; EFT	Administrative Fees (1st Quarter 2023) 60%
VISA	114.56	Already Paid: 4/25/23; Check #32085	Water & Sewer Dept: Tools
SD Retirement System	400.78	Already Paid: 4/25/23; Check #32084	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	708.24	Already Paid: 4/26/23; EFT	Payroll Liabilities & Employer Payroll Taxes (April) 60%
AT&T Mobility	57.30		IPad Connectivity (60%)
Biegler Equipment	320.87		Materials: Water & Sewer
Biegler's Timber Lake Service	206.01		Fuel (March)
Dakota Pump & Control	620.00		Maintenance: Well-House
Dakota Supply Group	264.57		Hydrant Markers
DvL Fire and Safety	166.77		Fire Extinguisher Maintenance (60%)
Hawkins, Inc.	1,685.95		Water Treatment Chemical
Health Pool of SD	489.29		Employee Benefits: Health & Life Insurance (60%)
IMEG	7,100.00		Engineering Fees: Water Project (to 4/9/23)
Jeremiah Garon	80.00		Perdiem
Meierhenry Sargent	22,290.66		Bond Counsel Services (Sewer Project)
Milbank Winwater Works	8,947.50		Sentryx Nodes & Wire; Hydrant Meter
Moreau Grand Electric Coop.	865.10		Electricity: Well Houses & Lift Stations
Schlusser Ditching & Plumbing	1,442.89		Water Main Repair (C Street)
SD Association of Rural Water Systems	420.00		Annual Dues: Class B Member (Water & Wastewater)
SD Public Assurance Alliance	3,762.95		Insurance: Liability, Auto, Property, Equipment
South Dakota 811	1.12		Locate Fees (1st Quarter 2023)

Grand Total

104,631.79

