

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
FEBRUARY 5, 2025  
6:00 PM  
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:00 PM.
  - Board Present: Tom Hermes; Michael LaCompte (by telephone); Tanner Kraft; Brent Biegler; and Jess Schlosser (by telephone)
  - Board Absent: None
  - Employees Present: Karla Nordyke
  - Guests/Others Present: Kathy Nelson, Trent Baumeister, and Trista Vaughn
  
- 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:  
Biegler motioned to approve the agenda with no changes. Schlosser seconded. Motion carried.
  
- 4) Public Forum and Visitors: None
  
- 5) Approval of Last Meeting Minutes:  
Biegler motioned to approve the regular meeting minutes of January 8, 2025, with no corrections. Kraft 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 January.
  - B) Cash Flow Report  
The Board reviewed and discussed the monthly financial report. Kraft motioned to approve the January Cash Flow Report. Biegler seconded. Motion carried.

**CASH FLOW REPORT  
(MONTHLY FINANCIAL REPORT)  
JANUARY 2025**

	ENTERPRISE FUNDS			TOTAL
	GENERAL FUND	WATER FUND	SEWER FUND	
Beginning Balance (Checking Account) (as of 01/01/2025)	885,147.82	113,641.30	342,417.82	1,341,206.94
Total Receipts (Income)	40,075.38	393,102.12	16,842.45	450,019.95
Total Expenditures	37,646.09	50,757.03	19,978.56	108,381.68
Ending Balance (Checking Account) (as of 01/31/2025)	887,577.11	455,986.39	339,281.71	1,682,845.21
Savings Account Balance (as of 01/31/2025)	58,116.02			58,116.02
Cash Value of Certificate of Deposits (as of 01/31/2025)	28,000.00			28,000.00
Petty Cash (as of 01/31/2025)	150.00			150.00
<b>TOTAL FUND BALANCES (as of 01/31/2025)</b>	<b>973,843.13</b>	<b>455,986.39</b>	<b>339,281.71</b>	<b>1,769,111.23</b>
Daily Ledger Balance (Bank) -- Checking Account (as of 01/31/2025)				1,685,450.16

7) Accounts/Claims Payable:

The Board reviewed and discussed the claims presented for payment. A focused discussion was held regarding the Moreau Grand Electric Cooperative bill. The Board agreed this account needs closely monitored. Kraft motioned to approve the claims presented for payment totaling \$31,715.06 and \$18,798.39 payroll expenses. Biegler seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS – None

9) NEW BUSINESS

A) Water and Sewer Project Update (Trent Baumeister, IMEG Engineering)

- i) Construction Oversight Contracts: Trent Baumeister, of IMEG Engineering, presented a contract for engineering services for each of the water and sewer/wastewater system improvement projects. He explained services will include construction observation and construction administration. The Board will further consider the contracts for approval at the next regularly scheduled meeting.
- ii) Preconstruction Conferences and Notices to Proceed: Trent explained he is scheduling preconstruction conferences with each of the contractors. He and contractors want to meet mid-March and are planning the start of construction for mid-April or early-May. It was agreed early March works best for everyone. Trent intends to schedule all three contractor preconstruction conferences for the same day. The date will be announced later. After the preconstruction conferences are completed, Trent will prepare the Notice to Proceed document for each contractor.

B) Ordinance #2025-01-01: 2025 Supplemental Budget (Second Reading)

The Board reviewed and further discussed Ordinance #2025-01-01 on its second reading for adoption. This ordinance supplements the 2025 appropriations ordinance and budget as per action taken on December 9, 2024 to commit unassigned General Fund balance of \$73,500 to a) Fire Department (\$15,800) and b) Main Street Asphaltting Project (\$57,700). It was agreed Ordinance #2025-01-01 meets the City's needs. Kraft motioned to approve and adopt Ordinance #2025-01-01, entitled 2025 Appropriations Ordinance – Supplement #1. Hermes seconded. Motion carried by roll call vote (Kraft-yes; Hermes-yes; Biegler-yes; Schlosser-yes; LaCompte-yes).

10) Department Reports:

A) Custodial (Char Boysen)

Char was not present for discussion. Karla reported Jerimiah was able to repair the divider wall and it now functions well. He also replaced all the lights and ballasts in the gym with LED lights which made a noticeable improvement.

B) Maintenance (Jerimiah Garon)

Jerimiah was not present for discussion.

- i) Streets: No discussion. No report.
- ii) Water: No discussion. No report.
- iii) Sewer: No discussion. No report.
- iv) Landfill: Karla reported the salvagers picked up a load of scrap metal and the City has received a payment of tonnage; payment included an extra \$200 for repairing the entrance gate.
- v) Park: No discussion. No report.

vi) Other Matters: None

C) Law Enforcement Activity Report (Sheriff Arpan):

Trista Vaughan, Chief Deputy Sheriff, presented the Dewey County Sheriff's Office law enforcement report for the month of January. The report details the following services provided to Timber Lake: total records of 178 and total patrol time of 220:31:08 hours. Discussion occurred and focused on the drop-off zone at the School. It was agreed there needs to be "no parking" signs and better traffic flow. At 7:10 PM, Kraft motioned the Board enter executive session to discuss contract negotiation matters, pursuant to SDCL 1-25-2-4. Biegler seconded. Motion carried. At 7:29 PM, Board President Hermes returned the meeting to open session. Action taken: None.

D) Finance (Karla Nordyke)

- i) 2025 Election Update: Karla reported the petitions are ready. No petitions have been taken out.
- ii) Project(s) Funding and Next Steps – Update: Refer also the New Business, Item A, above. Karla presented a funding summary report she has prepared for each of the water and sewer projects. Karla also presented some information about funding possibilities for the new water tower; including municipal bonds.
- iii) 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 3 accounts were assessed a \$10.00 late payment charge with disconnection warning.
  - (2) Disconnections – 2 service disconnections are scheduled if not paid by deadline.
  - (3) Due Process Notice(s) – 2 customers received a first notice. 1 customer 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 is 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 a decrease (an improvement) from last month (\$657.76).
  - (8) Uncollectable Debt and Board Write-Off – None

11) Schedule Next Meeting:

The Board has scheduled a special meeting for Thursday, February 6, 2025 at 6:00 pm for the purpose of interviewing applicants for the Deputy Finance Officer position. The next regularly scheduled meeting is set for Monday, March 10, 2025, at 6:00 PM in the City Finance Office.

12) Adjourn:

At 7:31 PM, Schlosser motioned the meeting be adjourned. Biegler seconded. Motion carried.



APPROVED: Tom Hermes  
Tom Hermes, Board President

Karla Nordyke  
Karla Nordyke, City Finance Officer

Recorded: February 7, 2025

Published: February 13, 2025

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

CITY OF TIMBER LAKE

ACCOUNTS/CLAIMS PAYABLE: JANUARY 2025

APPROVED: FEBRUARY 5, 2025

**GENERAL GOVERNMENT**

SD Dept. of Labor	0.38	Already Paid: 01/21/25; EFT	Reemployment Assistance Admin Fee (4th Quarter)
SD Dept of Revenue	290.16	Already Paid: 01/23/25; EFT	Sales Tax Liability (December)
US Treasury (Internal Revenue Service)	2,013.05	Already Paid: 01/23/25; EFT	Payroll Liabilities & Employer Payroll Taxes (January)
SD Retirement System	683.30	Already Paid: 01/24/25; Check #32948	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
A&B Business Solutions	128.93		Printer Maintenance (January)
American Solutions for Business	138.69		Office Supplies
Association of Government Accountants	110.00		Membership Dues (2025)
Biegler Equipment	315.83		Community Center: Maintenance
Century Link	221.15		Telephone & Fax Lines
CRST Telephone Authority	146.90		Internet
Dewey County Treasurer	5,000.00		Law Enforcement Services (February)
FP Mailing Solutions	104.85		Postage Meter & Scale Rental (1st Quarter 2025)
G&O Paper and Supplies	118.90		Community Center: General Supplies
Health Pool of SD	935.15		Employee Benefits: Health & Life Insurance
Mobridge Gas	1,232.25		Propane: Community Center
Moreau Grand Electric Coop.	2,362.46		Electricity: Community Center, Fire Hall
Penfield Law Firm	300.00		Legal Services (January)
Plunkett's Pest Control	139.96		Community Center & Library: General Pest Control
Slater Oil	716.00		Propane: Fire Hall
Servall	355.42		Mats, Mops, Linens
Timber Lake Topic	299.89		Publishing (January)
VISA	350.86		Office Supplies: Microsoft; Adobe; Quickbooks Monthly Payroll Fees, Community Center: General Supplies
	<u>15,964.13</u>		

**STREETS/PARK/LANDFILL/SANITATION**

US Treasury (Internal Revenue Service)	437.91	Already Paid: 01/23/25; EFT	Payroll Liabilities & Employer Payroll Taxes (January -- 40%
SD Retirement System	228.32	Already Paid: 01/24/25; Check #32948	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
AT&T Mobility	38.20		iPad Connectivity (40%)
Biegler Equipment	647.55		Supplies, Equipment Maintenance, Salt for Streets
Biegler's Timber Lake Service	105.49		Fuel (December) -- 40%
CRST Telephone Authority	40.76		Internet (City Shop) 40%
Health Pool of SD	374.06		Employee Benefits: Health & Life Insurance 40%
Herman's Service	86.25		Fuel (December)
Mobridge Gas	950.20		City Shop: Propane
Moreau Grand Electric Coop.	2,368.40		Electricity: Airport, City Shop, Street Lights, Camper Site, Street Light Maintenance
VISA	80.88		West Nile Operator Certification & License
Western Dakota Bank	1,605.35		Loan Payment #50/60 (Blade): Principal (1,547.20) & Interest (58.15)
	<u>6,525.46</u>		

**WATER/SEWER**

US Treasury (Internal Revenue Service)  
SD Retirement System  
AT&T Mobility  
Biegler Equipment  
Biegler's Timber Lake Service  
CRST Telephone Authority  
Dakota Pump & Control  
Dakota Supply Group  
Health Pool of SD  
Herman's Service  
Lawien Sales  
Milbank Winwater Works  
Moreau Grand Electric Coop.  
SD Public Health Lab

656.87 Already Paid: 01/23/25; EFT  
342.48 Already Paid: 01/24/25; Check #32948  
57.30  
30.98  
158.23  
61.14  
969.39  
264.93  
561.09  
69.44  
342.52  
154.18  
1,457.92  
4,099.00  
9,225.47

Payroll Liabilities & Employer Payroll Taxes (January) -- 60%  
Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%  
iPad Connectivity (60%)  
Supplies  
Fuel (December) -- 60%  
Internet (City Shop) 60%  
Main Lift-Station: Service Call -- Maintenance & Repair  
Curb-box & Meter Pit Materials  
Employee Benefits: Health & Life Insurance (60%)  
Fuel (December)  
Lot Rent for Well  
Curb-box & Meter Pit Materials  
Electricity: Well Houses & Lift Stations  
Water Analysis

Grand Total

31,715.06

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT  
January 2025

	Board		Financial		General		Streets, Parks,		Water	Sewer	Total
	Trustees	Board President	Administration	Government	Landfill						
Gross Pay	1,350.00	550.00	5,259.61	649.44	1,902.69	1,427.02	1,427.02	1,427.02	1,427.02	12,565.78	
SD Retirement System											
Employee Contribution	0.00	0.00	315.58	26.07	114.16	85.62	85.62	85.62	85.62	627.05	
Employer Contribution	0.00	0.00	315.58	26.07	114.16	85.62	85.62	85.62	85.62	627.05	
Federal Tax Withholding											
Employee Contribution	0.00	0.00	739.00	79.23	146.80	110.10	110.10	110.10	110.10	1,185.23	
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	83.70	34.10	326.10	40.26	117.97	88.48	88.48	88.48	88.48	779.08	
Employer Contribution	83.70	34.10	326.10	40.26	117.97	88.48	88.48	88.48	88.48	779.08	
Medicare Tax											
Employee Contribution	19.59	7.98	76.26	9.42	27.59	20.69	20.69	20.69	20.69	182.22	
Employer Contribution	19.59	7.98	76.26	9.42	27.59	20.69	20.69	20.69	20.69	182.22	
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	935.15	0.00	374.05	280.55	280.55	280.55	280.55	1,870.30	
SD Reemployment Assistance Tax (Employer)											
Workers' Compensation Insurance (Employer)	0.00	0.00	0.00	0.38	0.00	0.00	0.00	0.00	0.00	0.38	
Other Payroll Liabilities (Employee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	1,556.58	634.16	8,369.64	880.55	2,942.97	2,207.24	2,207.24	2,207.24	2,207.24	18,798.39	