

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
November 10, 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, Brent Biegler, Jess Schlosser and Ty Traversie
  - Board Absent: Tanner Kraft
  - Employees Present: Jerimiah Garon and Jenny Bollinger
  - Guests/Others Present: Kathy Nelson, Trent Baumeister, Paul Melhaff, Sadie Goodman, Shelby Young, Megan O'Leary and Ashley Arpan.
- 2) Declaration of Conflict of Interest: Traversie disclosed a conflict of interest with the custodial applicants.
- 3) Public Forum and Visitors: None
- 4) Public Hearing for Wastewater Project: Pursuant to the Public Notice published October 30<sup>th</sup>, 2025 and November 6<sup>th</sup>, 2025 in the *Timber Lake Topic*, Board President Tom Hermes opened the public hearing at 6:05 PM, 10<sup>th</sup> day of November, 2025 in the City Finance Office, Timber Lake, SD. The public hearing was held to receive comments from residents in Timber Lake regarding the City's Wastewater Project. Paul Melhaff from Central South Dakota Enhancement District explained that since the Wastewater Project is coming to the end of it that they were here to hear any concerns and questions the residents of the City of Timber Lake had. Trent Baumeister, Engineer on the project from IMEG was present to update on the Wastewater project currently and stated there were a few small things that need to be finished by Dahme Construction to complete that side of the project. No other comments received from the public. The public hearing ended at 6:15 PM. Eight (8) persons were in attendance. Representation of community is as follows: Timber Lake Board of Trustees (4); Timber Lake City Employees (2); Timber Lake City Residents (2). Copy of attendance is on file at the City Finance Office.
- 5) Approval of Agenda: Schlosser motioned to approve the agenda with no changes. Biegler seconded. Motion carried.
- 6) Approval of Last Meeting Minutes: Biegler motioned to approve the regular meeting minutes of October 7, 2025 and the special meeting minutes of October 24, 2025, with no corrections. Schlosser seconded. Motion carried.
- 7) 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 October.

B) Cash Flow Report

The Board reviewed and discussed the monthly financial report. Schlosser motioned to approve the October Cash Flow Report. Biegler seconded. Motion carried.

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

	ENTERPRISE FUNDS			TOTAL
	GENERAL FUND	WATER FUND	SEWER FUND	
<b>Beginning Balance (Checking Account) (as of 10/01/2025)</b>	959,760.42	603,289.50	494,104.37	2,057,154.29
<b>Total Receipts (Income)</b>	65,566.45	239,305.25	183,204.02	488,075.72
<b>Total Expenditures</b>	30,240.37	316,655.78	443,248.07	790,144.22
<b>Ending Balance (Checking Account) (as of 10/31/2025)</b>	995,086.50	525,938.97	234,060.32	1,755,085.79
<b>Savings Account Balance (as of 10/31/2025)</b>	58,442.62			58,442.62
<b>Cash Value of Certificate of Deposits (as of 10/31/2025)</b>	28,000.00			28,000.00
<b>Petty Cash (as of 10/31/2025)</b>	150.00			150.00
<b>TOTAL FUND BALANCES (as of 10/31/2025)</b>	1,081,679.12	525,938.97	234,060.32	1,841,678.41

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<b>Daily Ledger Balance (Bank) -- Checking Account (as of 10/31/2025)</b>	2,455,598.78
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8) Accounts/Claims Payable: Schlosser motioned to approve the claims presented for payment totaling \$654,141.93 and \$15,155.63 payroll expenses. Biegler seconded. Motion carried. See Attachment 1.

9) OLD BUSINESS

A) Building Permit- Shelby Young: The Board reviewed and discussed a New Construction & Improvements – Building Permit submitted by Shelby Young. Young applied to place a dog fence on her property located at 711 8th Street (Block 21 Lots 10, 11 & 12). Young also applied for a City Right-of-Way since her fence will be over her property line. Discussion occurred with her about snow removal and if there was damage the city is not responsible for it. Schlosser motioned to approve the Building Permit and the City Right-of-Way application. Biegler seconded. Motion carried. A copy of the Permit and the City Right-of-Way is on file in the City Finance Office, the Dewey County Equalization Office, and with the Permittee.

10) NEW BUSINESS

A) 2026 Liquor License and Municipal Operating Agreement Renewals

- i) Biegler’s Timber Lake Service -- PL-4716 and RL-5261 (Jackie Biegler): The Board reviewed the Biegler’s Timber Lake Service’s 2026 liquor license renewal applications signed by Jackie Biegler, Manager; the 2026 municipal operating agreements also signed by Jackie Biegler; and the status of the establishment’s accounts with the City. Biegler motioned to approve the 2026 Uniform Alcoholic Beverage license Application (Reissuance) for the City’s Retail (On-Sale) Liquor License (RL-5261) and for the City’s Package (Off-Sale) Liquor License (PL-4716) and the 2026 Municipal Operating Agreement for each license between the City and the Biegler’s Timber Lake Service. Traversie seconded. Motion carried.
- ii) Timber Lake Investment Group, doing business as Timber Lake Café, also known as The Corner Bar and Grill -- RL-29553 and PL-29554 (Jeremy Bollinger): The Board reviewed the Timber Lake Investment Group’s 2026 liquor license renewal applications signed by Jeremy Bollinger, Manager; the 2026 municipal operating agreements also signed by Jeremy Bollinger; and the status of the establishment’s accounts with the City. Biegler motioned to approve the 2026 Uniform Alcoholic Beverage license Application (Reissuance) for the City’s Retail (On-Sale) Liquor License (RL-29553) and for the City’s Package (Off-Sale) Liquor License (PL-29554) and the 2026 Municipal Operating Agreement for each license between the City and the Timber Lake Investment Group. Traversie seconded. Motion carried.
- iii) Timber Lake Rodeo Association -- RL-5348 (Shaun Maher): The Board reviewed the Timber Lake Rodeo Association’s 2026 liquor license renewal application signed by Shaun Maher, Manager; the 2026 municipal operating agreement also signed by Shaun Maher; and the status of the establishment’s account with the City. Biegler

motioned to approve the 2026 Uniform Alcoholic Beverage license Application (Reissuance) for the City's Retail (On-Sale) Liquor License (RL-5348); and the 2026 Municipal Operating Agreement for the license between the City and the Timber Lake Rodeo Association. Traversie seconded. Motion carried.

- B) Health and Life Insurance Renewal (Health Pool of South Dakota): The Board reviewed and discussed the Health Pool of South Dakota's renewal contract for employer provided health and life insurance for full-time employees. Discussion occurred. Biegler motioned to approve the contract for continued Plan B (now known as HPSD 1000) coverage at a cost of \$1026.36 per month per full-time employee, effective January 1, 2026. Biegler seconded. Motion carried.
  - C) Municipal Pipe Tool Change Order: The board reviewed the change order from IMEG for Municipal Pipe Tool to change the amounts to agree with the final agreement on the bids. Schlosser made a motion to approve the change order for Municipal Pipe Tool. Traversie seconded. Motion carried.
  - D) Crow River Construction Change Order: The board reviewed a change order from IMEG for Crow River Construction eliminating the line going up to the rodeo grounds. Biegler made a motion to approve the change order for Crow River Construction. Hermes seconded. Motion carried.
  - E) Building Permit- Holy Cross Church: The Board reviewed and discussed a New Construction & Improvements – Building Permit submitted by Holy Cross Church. The Church applied to add on a garage to rectory on the church's property located at 506 F. Street (Block 37 Lots 10, 11 and 12). Schlosser motioned to approve the Building Permit for Holy Cross Church. Biegler 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.
  - F) Resolution #2025-11-01: 2026 Service Rates and Charges: The Board reviewed and discussed the 2026 rates and charges for services as presented by Bollinger and as previously discussed. Further discussion occurred. Traversie motioned to approve Resolution #2025-11-01: 2026 Rates and Charges. Schlosser seconded. Motion carried.
- 11) Department Reports:
- A) Custodial (Vacant):
    - i) Select candidate and/or offer position: After careful and thorough consideration of each applicant. Discussion occurred regarding duties, expectations, scheduling, benefits, and pay. Hermes motioned to hire Elizabeth Dupris for the Community Center Custodial position at \$15.00 per hour; 20-hours per week; allowable part-time benefits (retirement and holiday pay). Schlosser seconded the motion. Motion carried. Elizabeth accepted the position.
  - B) Maintenance (Jerimiah Garon)

- i) Streets: Jerimiah presented a quote from Jensen Rock and Sand for \$25.50 a ton for gravel. Jerimiah stated he needs stored gravel available because of the water and sewer projects scheduled and the current street conditions. Hermes motioned to purchase 1000 tons of state-grade gravel from Jensen Rock and Sand at \$25.50 per ton (total cost of \$25,500.00). Schlosser seconded. Motion carried.
  - ii) Water: Trent Baumeister with IMEG was here to visit with the board about the change order and review what has been completed by Crow River Construction so far on the project. Discussion occurred about using the funds from the change order to upgrade other sections in town that may need it. Jerimiah informed the board that he had a water tower inspection last week. He said everything went well and nothing out of the ordinary came up during the inspection. Jerimiah also stated he had been having issues with Well House 2 and that Dakota Pump and Control will be looking at it when they are here working on the new lift station.
  - iii) Sewer: Jerimiah stated everything was going well, he has a lagoon sample coming up that he will be submitting before the end of the year.
  - iv) Landfill: The board discussed going back to charging for the landfill, especially for stuff that costs the City a lot of money. The Board also discussed going back to only being open certain times a week and hiring someone to sit out at the landfill on them days. If residents need in there on days when not open, they will need to call the finance office to set up a time.
  - v) Park: Jerimiah stated he needed to get to the park and blow the pipe out before the weather gets colder. He stated people have still been using it so he was waiting to get it done.
  - vi) Other Matters: None.
- C) Law Enforcement Activity Report (Sheriff Arpan): Ashley Arpan, Sheriff, presented the Dewey County Sheriff's Office law enforcement report for the month of October. The report details the following services provided to Timber Lake: total records of 126 and total patrol time of 176:09:24 hours. Discussion occurred.
- D) Finance (Jenny Bollinger)
- i) Project(s) Funding and Next Steps – Update: Jenny reported she is processing expense reimbursement documents as needed.
  - ii) Delinquent Accounts – Update and Actions: Jenny reported the following information regarding customer accounts.
    - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 10 accounts were assessed a \$10 late payment charge and 8 accounts were assessed a \$10.00 late payment charge with disconnection warning.
    - (2) Disconnections – 1 service disconnection is scheduled if not paid by deadline.
    - (3) Due Process Notice(s) – 1 customer 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 – 3 accounts have approved financial arrangements and one 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 an increase from last month (\$1837.10).
  - (8) Uncollectable Debt and Board Write-Off – None
- iii) At 7:03 PM, Schlosser made a motion to go into executive session to discuss a customer matter pursuant to SDCL 1-25-2-2. Traversie seconded. Motion carried. Board President Hermes returned the meeting to open session at 7:33 PM. Action taken: None.
- 12) Schedule Next Meeting: The next regularly scheduled meeting is set for Monday, December 8, 2025 at 6:00 PM in the City Finance Office.
- 13) Adjourn: At 7:35 PM, Schlosser motioned the meeting be adjourned. Traversie seconded. Motion carried.



APPROVED: *Tom Hermes*  
 Tom Hermes, Board President

*Jennifer Bollinger*  
 Jennifer Bollinger, City Finance Officer

Recorded: November 12, 2025  
 Published: November 20, 2025  
 Published at an approximate cost of \_\_\_\_\_

**GENERAL GOVERNMENT**

SD Dept of Revenue	317.72	Already Paid: 10/17/25; EFT CHK #33308	Sales Tax Liability (August)
SD Retirement System	441.68	Already Paid: 10/24/25; Check #33313	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
US Treasury (Internal Revenue Service)	836.32	Already Paid: 10/24/25; EFT	Payroll Liabilities & Employer Payroll Taxes (October)
VISA	97.33	Already Paid: 10/24/25; Check #33314	Office Supplies: Microsoft; Adobe; Quickbooks Monthly Payroll Fees
A&B Business Solutions	150.49		Printer Maintenance (October)
American Solutions for Business	68.00		Supplies
Century Link	219.58		Telephone & Fax Lines
Country Market	28.00		Supplies
CRST Telephone Authority	151.90		Internet
Dewey County Treasurer	5,000.00		Law Enforcement Services (November)
G & O Paper and Supplies	51.00		Supplies
Health Pool of SD	935.15		Employee Benefits: Health & Life Insurance
Moreau Grand Electric Coop.	543.78		Electricity: Community Center, Fire Hall
Penfield Law Firm	300.00		Legal Services (October)
Schott's Sales LLC	29.18		Supplies: Community Center and Library
SD Public Assurance Alliance	14,347.24		Annual Insurance
SDML Workers' Compensation	3,003.00		Workers' Compensation (2025): Board, Finance Office, Poll Workers, Custodians,
Servall	372.26		Culture & Rec, Fire Fighters
Timber Lake Topic	612.14		Mats, Mops, Linens
	<u>27,504.77</u>		Publishing (October) - Subscription

**STREETS/PARK/LANDFILL/SANITATION**

SD Retirement System	203.22	Already Paid: 10/24/25; Check #33313	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
US Treasury (Internal Revenue Service)	388.14	Already Paid: 10/24/25; EFT	Payroll Liabilities & Employer Payroll Taxes (October - 40%)
VISA	360.00	Already Paid: 10/24/25; Check #33314	Online Mapping Program
AT&T Mobility	38.20		iPad Connectivity (40%)
Biegler's Timber Lake Service	51.86		Fuel (September) -- 40%
CRST Telephone Authority	45.68		Internet (City Shop) 40%
Health Pool of SD	374.05		Employee Benefits: Health & Life Insurance 40%
Heartland Waste Management	5,625.00		Garbage Collection - October
Moreau Grand Electric Coop.	1,299.18		Electricity: Airport, City Shop, Street Lights, Camper Site, Street Light Maintenance
Schott's Sales LLC	1,236.53		Supplies
SD Public Assurance Alliance	6,166.14		Annual Insurance
SDML Workers' Compensation	1,673.00		Maintenance Manager (40%)
Titan Machinery	547.18		Equipment Maintenance
Western Dakota Bank	1,605.35		Loan Payment #59/60 (Blade): Principal (1594.62) & Interest (10.73)
	<u>19,613.53</u>		

**WATER/SEWER**

SD Retirement System	304.85	Already Paid: 10/24/25; Check #33313	
US Treasury (Internal Revenue Service)	582.22	Already Paid: 10/24/25; EFT	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
AT&T Mobility	57.30		Payroll Liabilities & Employer Payroll Taxes (October - 60%)
Biegler's Timber Lake Service	77.79		iPad Connectivity (60%)
CRST Telephone Authority	68.50		Fuel (September) -- 60%
Crow River Construction LLC	366,222.60		Internet (City Shop) 60%
Dakota Supply Group	128.71		Water System Improvements
Hawkins, Inc.	1,897.02		Hydrant Wrench and Rings
Health Pool of SD	561.10		Water Treatment
IMEG	54,350.00		Employee Benefits: Health & Life Insurance (60%)
Moreau Grand Electric Coop.	1,101.35		Engineering Services: Wastewater/Water System Improvement Project
Municipal Pipe Tool Co., LLC	172,830.79		Electricity: Well Houses & Lift Stations
ND Department of Health	297.00		Sanitary Sewer Improvements
Schott's Sales LLC	135.26		Water Analysis
SD Assoc. of Rural Water Systems	700.00		Supplies
SD Public Assurance Alliance	5,493.99		Hydro-Vac
SD Public Health Laboratory	11.00		Annual Insurance
SDML Workers' Compensation	2,509.00		Lagoon Analysis
	<b>607,023.63</b>		Maintenance Manager (60%)
Grand Total	<b>654,141.93</b>		

**PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT**  
**Oct-25**

	Board Trust	Board Preside	Financial Administr	General Governmr	Streets, Park Water	Sewer	Total
Gross Pay	1525	500	3680.6	184.2	1789.01	1270.13	10219.07
SD Retirement System							
Employee Contribution	0	0	220.84	0	101.612	76.209	474.87
Employer Contribution	0	0	220.84	0	101.612	76.209	474.87
Federal Tax Withholding							
Employee Contribution	0	0	245	0	123.2	92.4	553
Employer Contribution	0	0	0	0	0	0	0
Social Security Tax Withholding							
Employee Contribution	94.55	31	228.2	11.42	110.91	78.75	633.58
Employer Contribution	94.55	31	228.2	11.42	110.91	78.75	633.58
Medicare Tax							
Employee Contribution	22.12	7.25	53.37	2.67	25.936	18.417	148.18
Employer Contribution	22.12	7.25	53.37	2.67	25.936	18.417	148.18
Medical & Life Insurance							
Employee Contribution	0	0	0	0	0	0	0
Employer Contribution	0	0	935.15	0	374.05	280.55	1870.3
SD Reemployment Assistance Tax (Employer)	0	0	0	0	0	0	0
Workers' Compensation Insurance (Employer)	0	0	0	0	0	0	0
Other Payroll Liabilities (Employee)	0	0	0	0	0	0	0
	1758.34	576.5	5865.57	212.38	2763.176	1989.832	15155.63