

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
October 7, 2025  
7:00 PM  
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 7:01 PM.
  - Board Present: Tom Hermes, Ty Traversie, Tanner Kraft and Jess Schlosser
  - Board Absent: Brent Biegler,
  - Employees Present: Jerimiah Garon and Jenny Bollinger
  - Guests/Others Present: Kathy Nelson, Trent Baumeister, Dylan Gallagher, Cindy Biegler and Trista Vaughn
  
- 2) Declaration of Conflict of Interest: Tanner Kraft disclosed a conflict of interest on New Business with Cindy Biegler putting up a Tucker Kraft sign.
  
- 3) Public Forum and Visitors: None
  
- 4) Approval of Agenda:

Kraft motioned to approve the agenda with no changes. Traversie seconded. Motion carried.
  
- 5) Approval of Last Meeting Minutes:

Kraft motioned to approve the regular meeting minutes of September 8, 2025 and the special meeting minutes from September 15, 2025, with no corrections. Traversie 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 September.
  - 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 third quarter (July, August and September) of 2025.
  - C) Cash Flow Report:

The Board reviewed and discussed the monthly financial report. Traversie motioned to approve the September Cash Flow Report. Kraft seconded. Motion carried.

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

	GENERAL FUND	ENTERPRISE FUNDS		TOTAL
		WATER FUND	SEWER FUND	
<b>Beginning Balance (Checking Account) (as of 09/01/2025)</b>	965,037.10	592,090.71	444,267.42	2,001,395.23
<b>Total Receipts (Income)</b>	27,556.41	15,714.68	691,802.01	735,073.10
<b>Total Expenditures</b>	32,833.09	4,515.89	641,965.06	679,314.04
<b>Ending Balance (Checking Account) (as of 09/30/2025)</b>	959,760.42	603,289.50	494,104.37	2,057,154.29
<b>Savings Account Balance (as of 09/30/2025)</b>	58,442.62			58,442.62
<b>Cash Value of Certificate of Deposits (as of 09/30/2025)</b>	28,000.00			28,000.00
<b>Petty Cash (as of 09/30/2025)</b>	150.00			150.00
<b>TOTAL FUND BALANCES (as of 09/30/2025)</b>	1,046,353.04	603,289.50	494,104.37	2,143,746.91

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**Daily Ledger Balance (Bank) -- Checking Account  
(as of 09/30/2025)** 2,667,051.85

D) Quarterly Reports (July, August and September 2025)

- i) Top 10 Revenue & Expense Accounts: Board reviewed the top 10 revenue and top 10 expense accounts for the third quarter of 2024 as compared to the third quarter of 2025. There were no unexpected outcomes.
- ii) Fund Balance Trends Report: Board reviewed the fourth quarter-end fund balances for the Water and Sewer enterprise funds. Board also reviewed the third 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.
- iii) Taxable Sales: Board reviewed the SD Department of Revenue statistics showing taxable sales subject to the city tax rate for the months of January to September 2025. There were no unexpected outcomes.
- iv) Budget versus Actual Comparison Report:  
Board reviewed the Budget vs. Actual Report for January 1 through September 30, 2025. Discussion occurred. Budget vs. Actual Comparison Report: Board reviewed the current fiscal year Budget vs. Actual Report. Discussion occurred.

7) Accounts/Claims Payable:

Hermes motioned to approve the claims presented for payment totaling \$780,647.45 and \$11,778.61 payroll expenses. Kraft seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS: None.

9) NEW BUSINESS:

- A) Building Permit – Joni Veit: The board reviewed and discussed a New Construction & Improvements – Building Permit submitted by Joni Veit. Joni applied to remove her existing trailer house and replace with a new single wide trailer house on her property located at 911 10<sup>th</sup> St (Block 7, Lots 11 & 12). Kraft made a motion to approve the building permit. Traversie 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.
- B) Building Permit – Shelby Young: The board reviewed and discussed a building permit for Shelby Young to put up a dog fence on her property on 711 8<sup>th</sup> St (Block 21, Lots 10, 11 and 12). Discussion occurred and the matter was tabled until the next meeting. The board advised Finance Officer Bollinger to send a letter to Ms. Young asking her to attend the next meeting and noting she would need a right-of way easement.
- C) Sign for Tucker Kraft – Cindy Biegler: Cindy Biegler asked the council for permission to place a Tucker Kraft sign on City property located at the Y intersection next to SD Highway 20 on Lot 4. Discussion occurred. Traversie made a motion a to approve the

sign to be put up on the contingency of a State Permit for a sign. Hermes seconded. Motion carried.

- D) Change Order – Lift Station Hold-Down Pad: Dahme Construction submitted a change order for a cement hold down pad at the new lift station. Hermes made a motion to approve the change order. Traversie seconded. Motion carried.

10) Department Reports:

- A) Custodial (Vacant): Finance Officer Bollinger informed the board she's had a few inquiries for the job and one application had been brought back in so far. The board advised the Finance Officer to continue to run the ad for a custodian.
- B) Maintenance (Jerimiah Garon)
- i) Streets: Jerimiah reported to the board that he will work on the streets after Crow River pulls out to get them in better shape.
  - ii) Water: Jerimiah reported on the water project and how things were going well with the construction that has started and that Crow River is looking to pull out mid-October and will be back in the spring.
    - (1) Water Line Add-On: Jerimiah and the board discussed possibilities with the IMEG Engineer's using the funds from the removal of the Rodeo Grounds line (\$261,342.10) to replace other lines in town with the 4-inch cast iron. The discussion was tabled until later.
    - (2) PFAS Sample's: Jerimiah reported to the board that he had received back his second PFAS sample this year and no variances were detectable. Jerimiah has submitted the samples twice in the last 6 months, since they both came back with no variances he can wait three years before submitting another sample he explained.
  - iii) Sewer: Jerimiah reported he has two impellers' getting rebuilt in Watertown and they will be replacing the ones in the lift stations now as opposed to spending more money on putting in brand new ones.
  - iv) Landfill: Jerimiah informed the board that the State came and inspected the landfill and he passed the inspection.
  - v) Park: Nothing to report.
  - vi) Other Matters: Nothing to report.
  - vii) Quarterly Reports: The Board reviewed and discussed the Maintenance Department's quarterly reports for the months of July, August, and September 2025. Reports include: Water Consumption and Loss Ratio; Well-House Inspection Logs; Lift-Station Inspection Logs; and Lagoon Inspection Logs.
- 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 August and September. The report details the following services provided to Timber Lake: total records of 117 and total patrol time of 126:08:48 hours in August and a total of 112 records and total patrol time of 145:37:38 hours in September. 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) SDI Complete Billing System with Sentryx: Jenny explained to the board that Jim Urban had stopped by the Finance Office and went over a system to help with billing. SDI Complete Billing is a one-time cost of \$1,695.00 for the software and then \$650.00 per year for support which can be dropped at any time or \$125.00 per hour for support. Kraft made a motion to purchase the SDI Complete Billing System. Traversie seconded. Motion carried.
- iii) Public Hearing for Progress on Project in November: Jenny reported that Paul Melhaff with Central SD Enhancement District had called the finance office and notified her that the City board would need to have a Public Hearing during their next regular meeting to go over the progress on the project now that it is half way completed.
- iv) 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 11 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 – 4 accounts have reached a financial arrangement and 3 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 (\$365.60).
  - (8) Uncollectable Debt and Board Write-Off – None

11) Schedule Next Meeting:

The next regularly scheduled meeting is set for Monday, November 10, 2025 at 6:00 PM in the City Finance Office.

12) Adjourn:

At 8:09 PM, Schlosser motioned the meeting be adjourned. Kraft seconded. Motion carried.



APPROVED: Tom Hermes  
Tom Hermes, Board President

Jennifer Bollinger  
Jennifer Bollinger, City Finance Officer

Recorded: October 8, 2025  
Published: October 16, 2025  
Published at an approximate cost of \_\_\_\_\_

GENERAL GOVERNMENT

SD Retirement System	495.52	Already Paid: 09/25/25; Check #33264	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)	
SD Dept of Revenue	326.84	Already Paid: 09/16/25; EFT Chk #33259	Sales Tax Liability (August)	
US Treasury (Internal Revenue Service)	955.96	Already Paid: 09/25/25; EFT	Payroll Liabilities & Employer Payroll Taxes (September)	
US Treasury (Internal Revenue Service)	309.84	Already Paid: 09/30/25; EFT	3rd Qtr. Board Payroll Liabilities & Employer Payroll Taxes	
VISA	67.17	Already Paid: 09/25/25; Check #33265	Office Supplies: Microsoft; Adobe; Quikbooks Monthly Payroll Fees	
A&B Business Solutions	110.88		Printer Maintenance (September)	
American Solutions for Business	174.18		Supplies	INV297031
CRST Telephone Authority	146.90		Internet	INV08389287
Century Link	215.06		Telephone & Fax Lines	999-865-0002
Country Market	28.85		Supplies	Bill Date 9/10/25
Dakota Image	100.00		Clothing Allowance	
Dewey County Treasurer	5,000.00		Law Enforcement Services (October)	per contract
FP Mailing Solutions	161.50		Ink Cartridges Postage Machine	RI106765572
G & O Paper and Supplies	118.30		Supplies	85235
Health Pool of SD	935.15		Employee Benefits: Health & Life Insurance	2025-0817
Jerry Bollinger	90.00		3rd Qtr. Cellphone Reimbursement	
Karla Nordyke	30.00		3rd Qtr. Cellphone Reimbursement	
Moreau Grand Electric Coop.	488.49		Electricity: Community Center, Fire Hall	
Penfield Law Firm	300.00		Legal Services (September)	3608
Punkett's Pest Control	248.72		Pest Control: Community Center, Library	10122786/10122714
Schlosser's Ditching & Plumbing	479.77		Toilet Repairs	15508
Servall	372.26		Mats, Mops, Linens	1105745/1111015
Three Seasons Tent Rental	891.22		Adjust & Repair Overhead doors at Firehall	
Timber Lake Topic	641.07		Publishing (September) - Subscription	15240
	<u>12,192.16</u>			

STREETS/PARK/LANDFILL/SANITATION

SD Retirement System	128.56	Already Paid: 09/25/25; Check #33264	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%	
US Treasury (Internal Revenue Service)	248.66	Already Paid: 09/25/25; EFT	Payroll Liabilities & Employer Payroll Taxes (September - 40%)	
VISA	225.10	Already Paid: 09/25/25; Check #33265	Supplies	287270891388X09152025
AT&T Mobility	38.20		Ipad Connectivity (40%)	
Biegler's Timber Lake Service	0.00		Fuel (September) -- 40%	999-865-0098
CRST Telephone Authority	43.68		Internet (City Shop) 40%	
Dakota Image	120.00		Clothing Allowance	2025-0817
Health Pool of SD	374.06		Employee Benefits: Health & Life Insurance 40%	248521
Heartland Waste Management	5,625.00		Garbage Collection - September	
Herman's Service	0.00		Fuel (September) - 40%	
Jerimah Garon	36.00		3rd Qtr. Cellphone Reimbursement	TRF INV053262
Moreau Grand Electric Coop.	1,242.69		Electricity: Airport, City Shop, Street Lights, Camper Site, Street Light Maintenance	
Newman Signs, Inc.	32.43		Signs - Handicap Sign	
Schott's Sales LLC	330.97		Supplies	SD25-02883
SD One Call System	49.28		Message Fees (July-Sept.)	261980
Van Diet Supply Co.	2,518.50		Mosquito Control Spray	
Western Dakota Bank	1,605.35		Loan Payment #58/60 (Blade): Principal (1589.80) & Interest (15.55)	
	<u>12,618.48</u>			

**WATER/SEWER**

Moreau-Grand Electric	5,239.32	Already Paid: 10/01/25; Check #33271	Service for New Lift Station	2509097
SD Retirement System	192.84	Already Paid: 09/25/25; Check #33264	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%	
US Treasury (Internal Revenue Service)	373.00	Already Paid: 09/25/25; EFT	Payroll Liabilities & Employer Payroll Taxes (September - 60%)	
VISA	744.18	Already Paid: 09/25/25; Check #33265	Supplies	287270891388X09152025
AT&T Mobility	57.30		Pad Connectivity (60%)	
Biegler's Timber Lake Service	0.00		Fuel (September) -- 60%	999-865-0098
CRST Telephone Authority	65.50		Internet (City Shop) 60%	
Corporate Trust, TFM	2,308.45		Loan Payment #2/20 (Clean Water Project): Principal: \$1228.83/ Interest: \$1079.62	
Crow River Construction	313,471.80		Water System Improvements Pymt: 1	
Dahme Construction	386,162.63		Replacing Manholes/Lift Station	
Dakota Image	180.00		Clothing Allowance	
Euroflus Eaton Analytical	796.00		Water Analysis	8100146966
Health Pool of SD	561.09		Employee Benefits: Health & Life Insurance (60%)	2025-0817
Herman's Service	0.00		Fuel (September) - 60%	
IMEG	48,750.00		Engineering Services: Wastewater Project	22006749.02-6
Jerimiah Garon	54.00		3rd Qtr. Cellphone Reimbursement	200072 01
Millbank Winwater Works	164.63		Gate Viv	
Moreau Grand Electric Coop.	930.18		Electricity: Well Houses & Lift Stations	66321188
Muehler Water Products	510.00		Network Cellular Collector	10014434
ND Department of Health	54.00		Water Analysis	
Schott's Sales LLC	396.94		Supplies	
Three Seasons Tent Rental	257.11		Replace Door at Well House #2	
	<u>755,836.81</u>			
Grand Total	<u>780,647.45</u>			

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT  
 Sep-25

	Board Trustees	Board President	Financial Administration	General Government	Streets, Parks, Landfill	Water	Sewer	Total
Gross Pay	0.00	0.00	4,129.30	184.20	1,660.89	769.69	769.69	7,513.77
SD Retirement System								
Employee Contribution	0.00	0.00	247.76	0.00	64.28	48.21	48.21	408.46
Employer Contribution	0.00	0.00	247.76	0.00	64.28	48.21	48.21	408.46
Federal Tax Withholding								
Employee Contribution	0.00	0.00	296.00	0.00	52.80	39.60	39.60	428.00
Employer Contribution	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	256.01	11.42	98.79	49.82	49.82	465.85
Employer Contribution	0.00	0.00	256.01	11.42	98.79	49.82	49.82	465.85
Medicare Tax								
Employee Contribution	0.00	0.00	59.88	2.67	23.11	11.65	11.65	108.96
Employer Contribution	0.00	0.00	59.88	2.67	23.11	11.65	11.65	108.96
Medical & Life Insurance								
Employee Contribution	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	1,870.30
SD Reemployment Assistance Tax (Employer)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Workers' Compensation Insurance (Employer)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Payroll Liabilities (Employee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	6,487.75	212.38	2,460.09	1,309.19	1,309.19	11,778.61