**TIMBER LAKE CITY BOARD**
**REGULAR MEETING**
**July 13, 2026**
**7:00 PM**
**CITY FINANCE OFFICE**

1) Board President Tom Hermes called the meeting to order at 7:05 PM.
   - Board Present: Tom Hermes, Ty Traversie, Brent Biegler, Jess Schlosser and Tanner Kraft
   - Board Absent: None
   - Employees Present: Jerimiah Garon and Jenny Bollinger
   - Guests/Others Present: Kathy Nelson and Trent Baumeister
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) Public Forum and Visitors: None.
4) Oath of Office – Appointed:
   A) Tanner Kraft: Tanner Kraft solemnly swore to support the Constitution of the United States and the Constitution of the State of South Dakota and to faithfully discharge the duties of Trustee for the City of Timber Lake. Signed and sealed oath is on file in the Finance Office. (1-Year Term; Appointed)
5) Approval of Agenda: Biegler motioned to approve the agenda with no changes. Traversie seconded. Motion carried.
6) Approval of Last Meeting Minutes: Traversie motioned to approve the regular meeting minutes of June 8, 2026 and the special meeting of July 11, 2026, with no corrections. Hermes 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 June.
   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 April, May and June (2nd Quarter of 2026).
   C) Cash Flow Report: The Board reviewed and discussed the monthly financial report. Biegler motioned to approve the June Cash Flow Report. Traversie seconded. Motion carried.

**CASH FLOW REPORT**
**(MONTHLY FINANCIAL REPORT)**
**June 2026**

| | | ENTERPRISE FUNDS | | |
|---|---|---|---|---|
| | GENERAL FUND | WATER FUND | SEWER FUND | TOTAL |
| **Beginning Balance (Checking Account) (as of 06/01/2026)** | 1,199,327.33 | 817,643.16 | 178,940.03 | 2,195,910.52 |
| **Total Receipts (Income)** | 32,505.17 | 426,837.30 | 16,168.43 | 475,510.90 |
| **Total Expenditures** | 33,168.14 | 415,758.54 | 12,919.79 | 461,846.47 |
| **Ending Balance (Checking Account) (as of 6/30/2026)** | 1,285,585.42 | 828,721.92 | 182,188.67 | 2,296,496.01 |
| **Savings Account Balance (as of 6/30/2026)** | 58,771.06 | | | 58,771.06 |
| **Cash Value of Certificate of Deposits (as of 6/30/2026)** | 28,000.00 | | | 28,000.00 |
| **Petty Cash (as of 6/30/2026)** | 150.00 | | | 150.00 |
| **TOTAL FUND BALANCES (as of 6/30/2026)** | 1,372,506.48 | 828,721.92 | 182,188.67 | 2,383,417.07 |

| | |
|---|---|
| **Daily Ledger Balance (Bank) -- Checking Account (as of 6/30/2026)** | 2,213,693.89 |

D) Quarterly Reports (April, May and June 2026)
   i) Top 10 Revenue & Expense Accounts: Board reviewed the top 10 revenue and top 10 expense accounts for the first quarter of 2026 as compared to the first quarter of 2025. There were no unexpected outcomes.
   ii) Fund Balance Trends Report: Board reviewed the second quarter-end fund balances for the Water and Sewer enterprise funds. Board also reviewed the second 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 March to May 2026. There were no unexpected outcomes.

iv) Budget versus Actual Comparison Report: Board reviewed the Budget vs. Actual Report for January 1 through June 30, 2026 (2nd Quarter 2026). Discussion occurred.

8) Accounts/Claims Payable: Schlosser motioned to approve the claims presented for payment totaling $973,868.19 and $21,353.68 payroll expenses. Biegler seconded. Motion carried. See Attachment 1.

9) OLD BUSINESS:

A) Building Permits & City Right-of-Way: The board discussed some projects that had been done in the City without a permit or an easement for the City Right-of-way. The Board stated ordinances are made to maintain order within the City limit and everyone should follow them. The fines for failing to file a Building Permit is $300 and $100 per day pending compliance. Traversie made a motion for the Finance Officer to draw up a letter and mail to the residents asking them to stop in and sign the correct paper work, if they don't want to come in and comply, they can be fined. Schlosser seconded. Motion carried with Biegler and Kraft in favor and Hermes a nay.

10) NEW BUSINESS:

A) Lights for Tucker Kraft sign: Discussion occurred about the City paying for lights to be ran to the Tucker Kraft sign that is on City property. The board decided to table the discussion until they have more information about the lighting and the future of the sign.

B) Building Permit (Matthias Olsen): The Board reviewed and discussed the Building Permit submitted by Matthias Olsen. He is applying to build a single slope barndominium on his property located at 312 G Street (Block 50, Lots 7-12). Schlosser made a motion to approve the building permit for Matthias Olsen. Kraft 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.

11) Department Reports:

A) Custodial (Betty Dupris): Betty was not present and had nothing to report.

B) Maintenance (Jerimiah Garon)

i) Streets: Jerimiah reported that the streets are looking pretty good, he has a few places that he needs to do some work on.

ii) Water: Jerimiah reported that the water project was basically done, minus some seeding and signs that need to be picked up and set again. Jerimiah also visited with the board about Well #2 and the ongoing issues with the VFD and that he is renting what he needs for $400 for the time being. Discussion occurred about adding a fire hydrant on 4th and G Street now that there is a water and sewer line down in that area next to the new lift station.

iii) Sewer: Jerimiah reported that SD Association of Rural Water Systems will be doing a sludge test in the lagoon in October.

iv) Landfill: Jerimiah and the board discussed the recent questions about not being able to dump houses at the landfill. After some discussion the board stated that if someone in the City limits wanted to take a house to the landfill, Jerimiah would need to inspect it and make sure they properly have separated everything (removing metal, fixtures, wiring, plumbing and insulation) and placing it in appropriate piles at the landfill. Traversie made a motion to accept houses after they pass inspection. Hermes seconded. Motion carried.

v) Park: Nothing to report.

vi) Other Matters: Jerimiah reported to the board he had ordered some signs to be places on the Ambulance doors to keep people from blocking them when there are events at the Community Center.

   (1) Quarterly Reports (2nd Quarter): The Board reviewed and discussed the Maintenance Department's quarterly reports for the months of April, May and June 2026. Reports include: Water Consumption and Loss Ratio; Well-House Inspection Logs; Lift-Station Inspection Logs; and Lagoon Inspection Logs.

   (2) Surplus: Jerimiah asked the board if they could surplus some items to clear up some room at the City shop. The board asked Jerimiah to get a list of items for them to go over.

C) Law Enforcement Activity Report (Sheriff Arpan): No one was present.

D) Finance (Jenny Bollinger)

   i) Project(s) Funding and Next Steps – Update: Jenny reported she is processing expense reimbursement documents as needed. She informed the board that Paul Mehlhaff from CSDED called to let them know that since the City used all the ARPA funds to meet the deadline that any fee's that are not for construction will be directly paid by the City for the remaining portion of the project.

   ii) 2027 Budget Planning- 2026 Budget Plan & Actual as of June 30, 2026: Jenny provided the Board a 2027 budget planning document that details the 2026 ordinance; the 2026 actual revenue and expenses as of June 30, 2026; and the projected revenue and expenses at year-end. Jenny requested everyone's assistance with the projected revenues and expenses. Discussion occurred. She explained she will be preparing a draft 2027 budget plan for the Board's consideration at the next meeting.

iii) Delinquent Accounts – Update and Actions: Jenny reported the following information regarding customer accounts.

(1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 9 accounts were assessed a $10 late payment charge and 9 accounts were assessed a $10.00 late payment charge with disconnection warning.

(2) Disconnections – 3 service disconnections are scheduled if not paid by deadline.

(3) Due Process Notice(s) – 1 customer received a first notice. 1 customer received a second notice. 1 customer received a final notice.

(4) Court Collection Process – No discussion.

(5) Financial Arrangements – 2 accounts have approved financial arrangement and 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 ($554.94).

(8) Uncollectable Debt and Board Write-Off – None

12) Schedule Next Meeting: The next regularly scheduled meeting is set for Monday, August 10, 2026 at 7:00 PM in the City Finance Office.

13) Adjourn: At 8:25 PM, Schlosser motioned the meeting be adjourned. Hermes seconded. Motion carried.

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APPROVED: Tom Hermes

Tom Hermes, Board President

ATTEST Jennifer Bollinger

Jennifer Bollinger, City Finance Officer

Recorded: July 14, 2026

Published: July 23, 2026

Published at an approximate cost of ____________

| | ACCOUNTS/CLAIMS PAYABLE: June 2026 | | APPROVED: July 13, 2026 |
|---|---|---|---|
| **GENERAL GOVERNMENT** | | | |
| Intuit | 447.45 | Already Paid: 6/24/26; EFT | Check Reorder |
| SD Dept of Revenue | 315.78 | Already Paid: 6/15/26; EFT Chk #3610 | Sales Tax Liability (May) |
| US Treasury (Internal Revenue Service) | 1,622.24 | Already Paid: 6/25/26; EFT | Payroll Liabilities & Employer Payroll Taxes (June) |
| SD Retirement System | 566.16 | Already Paid: 6/25/26; Check #33616 | Employee Benefits: Retirement (Payroll Liabilities & Employer Match) |
| VISA | 60.16 | Already Paid: 6/22/26; Check #33617 | Office Supplies: Microsoft; Adobe; Quickbooks Monthly Payroll Fees |
| A&B Business Solutions | 131.28 | | Printer Maintenance (June) |
| American Solutions for Business | 174.40 | | Office Supplies |
| Century Link | 214.80 | | Telephone & Fax Lines |
| C & R Fire Suppression | 313.75 | | Annual Fire Extinguisher Inspection: Fire Hall |
| CRST Telephone Authority | 146.90 | | Internet |
| Dewey County Treasurer | 5,000.00 | | Law Enforcement Services (July) |
| G & O Paper Supplies | 116.60 | | Cleaning Supplies |
| Health Pool of SD | 1,026.36 | | Employee Benefits: Health & Life Insurance |
| Herman's Service | 304.80 | | Fuel - Swimming Lessons Bus |
| Jenny Bollinger | 90.00 | | Cellphone Reimbursement - 2nd Qtr |
| Madison National Life Ins Co. Inc | 2.00 | | Life Insurance |
| Mobridge Gas Co. | 335.25 | | Propane: Community Center |
| Moreau Grand Electric Coop. | 558.53 | | Electricity: Community Center, Fire Hall |
| Penfield Law Firm | 600.00 | | Legal Services |
| Plunkett's Pest Control | 248.72 | | Pest Control: Community Center/Library |
| Servall | 442.90 | | Mats, Mops, Linens |
| Slater Oil | 681.10 | | Propane & tank rental (Fire Hall) |
| Timber Lake Topic | 252.75 | | Publishing (June) |
| | **13,204.48** | | |
| **STREETS/PARK/LANDFILL/SANITATION** | | | |
| SD Retirement System | 271.72 | Already Paid: 6/25/26; Check #33616 | Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40% |
| US Treasury (Internal Revenue Service) | 591.65 | Already Paid: 6/25/26; EFT | Payroll Liabilities & Employer Payroll Taxes (June- 40%) |
| AT&T Mobility | 38.36 | | iPad Connectivity (40%) |
| Biegler's Timber Lake Service | 25.39 | | Fuel (May) -- 40% |
| Craig Lemburg | 45.00 | | Day Labor at landfill |
| CRST Telephone Authority | 43.68 | | Internet (City Shop) 40% |
| Greg Garon | 45.00 | | Day Labor at landfill |
| Health Pool of SD | 410.54 | | Employee Benefits: Health & Life Insurance 40% |
| Herman's Service | 90.99 | | Fuel (June) - 40% |
| Heartland Waste Management | 5,625.00 | | Garbage Collection |
| Jensen's Rock and Sand | 109,833.21 | | Asphalt Paving; Removal & Prep |
| Jerimiah Garon | 36.00 | | Cellphone Reimbursement - 2nd Qtr (40%) |
| Madison National Life Ins Co. Inc | 0.80 | | Life Insurance (40%) |
| Meyer's Tractor Salvage LLC | 600.00 | | Replacement of Check # 33482 (Rear End for 444 International Tractor) |
| Moreau Grand Electric Coop. | 1,395.02 | | Electricity: Airport, City Shop, Street Lights, Camper Site, Street Light Maintenanc |
| Newman Sigsn | 68.12 | | Landfill Sign |
| Premier Equipment | 418.16 | | Spindle's & Blade |
| Schott's Sales LLC | 355.03 | | Supplies |
| SD One Call System | 30.24 | | Locate Fee's (April - June) |
| Three Seasons Tent Rental | 1,158.25 | | Remove & Replace Rafters at City Shop |
| Titan Machinery | 92.80 | | Kit Seals & Ring Snap |
| | **121,174.96** | | |
| **WATER/SEWER** | | | |
| SD Retirement System | 407.58 | Already Paid: 6/25/26; Check #33616 | Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60% |
| US Treasury (Internal Revenue Service) | 887.47 | Already Paid: 6/25/26; EFT | Payroll Liabilities & Employer Payroll Taxes (June- 60%) |
| AT&T Mobility | 57.64 | | iPad Connectivity (60%) |
| Biegler's Timber Lake Service | 38.09 | | Fuel (May) -- 60% |
| Central SD Enhancement District. | 17,500.00 | | 2nd Half Admin Fee's for Sewer Project |
| Crow River Construction | 742,156.63 | | Water Systems Improvements |
| Corporate Trust TFM | 14,849.16 | | SRF Loan Payment (Principal $8,031.12; Interest $6,818.04) |
| CRST Telephone Authority | 65.50 | | Internet (City Shop) 60% |
| DANR | 220.00 | | 2026-2027 Drinking Water Program Fee's |
| Hawkins Inc. | 1,146.37 | | Water Treatment |
| Health Pool of SD | 615.82 | | Employee Benefits: Health & Life Insurance (60%) |
| Herman's Service | 45.83 | | Fuel (June) - 60% |
| IMEG | 57,280.00 | | Engineering Services - Water Project |
| Jerimiah Garon | 54.00 | | Cellphone Reimbursement - 2nd Qtr (30%) |
| Keller Trenching LLC | 176.21 | | Curbstop Box |
| Madison National Life Ins Co. Inc | 1.20 | | Life Insurance (60%) |
| Meyer's Tractor Salvage LLC | 900.00 | | Replacement of Check # 33482 (Rear End for 444 International Tractor) |
| Milbank Winwater | 1,312.33 | | Supplies |
| Moreau Grand Electric Coop. | 728.79 | | Electricity: Well Houses & Lift Stations |
| ND Department of Health | 621.00 | | Water Analysis |
| Schlosser Ditching & Plumbing | 401.15 | | Parts |
| Schott's Sales LLC | 23.98 | | Supplies |
| | **839,488.75** | | |
| Grand Total | **973,868.19** | | |

**Payroll & Benefits Summary -- By Department**

**Jun-26**

| | Board Truste | Board Presic | Financial Adminis | General Govern | Streets, Par | Water | Sewer | Total |
|---|---|---|---|---|---|---|---|---|
| Gross Pay | 1525.00 | 500.00 | 4718.01 | 2572.48 | 2330.01 | 1665.38 | 1665.38 | 14976.26 |
| SD Retirement System | | | | | | | | |
| Employee Contribution | 0.00 | 0.00 | 283.08 | 0.00 | 135.86 | 101.90 | 101.90 | 622.73 |
| Employer Contribution | 0.00 | 0.00 | 283.08 | 0.00 | 135.86 | 101.90 | 101.90 | 622.73 |
| Federal Tax Withholding | | | | | | | | |
| Employee Contribution | 0.00 | 0.00 | 351.00 | 2.00 | 182.80 | 137.10 | 137.10 | 810.00 |
| Employer Contribution | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Social Security Tax Withholding | | | | | | | | |
| Employee Contribution | 94.55 | 31.00 | 292.51 | 159.49 | 140.39 | 105.29 | 105.29 | 928.52 |
| Employer Contribution | 94.55 | 31.00 | 292.51 | 159.49 | 140.39 | 105.29 | 105.29 | 928.52 |
| Medicare Tax | | | | | | | | |
| Employee Contribution | 22.12 | 7.25 | 68.41 | 37.30 | 32.83 | 24.62 | 24.62 | 217.16 |
| Employer Contribution | 0.00 | 7.25 | 68.41 | 37.30 | 32.83 | 24.62 | 24.62 | 195.04 |
| 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 | 1026.36 | 0.00 | 410.54 | 307.91 | 307.91 | 2052.72 |
| 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 |
| | 1736.22 | 576.50 | 7383.37 | 2968.06 | 3541.51 | 2574.01 | 2574.01 | 21353.68 |