

TIMBER LAKE CITY BOARD
REGULAR MEETING
March 10, 2025
6:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:03 PM.
 - Board Present: Tom Hermes; Michael LaCompte (by telephone); Tanner Kraft; Brent Biegler; and Jess Schlosser
 - Board Absent: None
 - Employees Present: Karla Nordyke, Jerimiah Garon, and Jenny Bollinger
 - Guests/Others Present: Kathy Nelson and Ashley Arpan

- 2) Declaration of Conflict of Interest
Tanner Kraft disclosed a conflict of interest on New Business with his Application for Occupancy of the City Right-of-Way.

- 3) Approval of Agenda:
Schlosser motioned to approve the agenda with one addition to New Business (Matter C): Application for Occupancy of the City Right-of-Way (Tanner Kraft). Biegler seconded. Motion carried.

- 4) Public Forum and Visitors: None

- 5) Approval of Last Meeting Minutes:
Biegler motioned to approve the regular meeting minutes of February 5, 2025 and the special meeting minutes of February 6, 2025, each with no corrections. Schlosser 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 February.
 - B) Cash Flow Report
The Board reviewed and discussed the monthly financial report. Schlosser motioned to approve the February Cash Flow Report. Biegler seconded. Motion carried.

CASH FLOW REPORT

**(MONTHLY FINANCIAL REPORT)
FEBRUARY 2025**

| | GENERAL FUND | ENTERPRISE FUNDS WATER FUND | SEWER FUND | TOTAL |
|---|-----------------|-----------------------------------|---------------|--------------|
| Beginning Balance (Checking Account) (as of 02/01/2025) | 887,577.11 | 455,986.39 | 339,281.71 | 1,682,845.21 |
| Total Receipts (Income) | 57,138.10 | 14,288.28 | 16,426.26 | 87,852.64 |
| Total Expenditures | 29,431.28 | 8,367.40 | 3,647.08 | 41,445.76 |
| Ending Balance (Checking Account) (as of 02/28/2025) | 915,283.93 | 461,907.27 | 352,060.89 | 1,729,252.09 |
| | | | | |
| Savings Account Balance (as of 02/28/2025) | 58,116.02 | | | 58,116.02 |
| Cash Value of Certificate of Deposits (as of 02/28/2025) | 28,000.00 | | | 28,000.00 |
| | | | | |
| Petty Cash (as of 02/28/2025) | 150.00 | | | 150.00 |
| | | | | |
| TOTAL FUND BALANCES (as of 02/28/2025) | 1,001,549.95 | 461,907.27 | 352,060.89 | 1,815,518.11 |



**Daily Ledger Balance (Bank) -- Checking Account
(as of 02/28/2025)** 1,731,116.15

7) **Accounts/Claims Payable:**

Hermes motioned to approve the claims presented for payment totaling \$44,812.26 and \$18,220.79 payroll expenses. Schlosser seconded. Motion carried. See Attachment 1.

8) **OLD BUSINESS: None**

9) NEW BUSINESS:

A) Construction Oversight Contracts – Water and Sewer Projects (Trent Baumeister, IMEG Engineering)

The Board reviewed Proposal for Services contracts from IMEG Engineering for construction oversight and monitoring. Discussion occurred. Biegler made a motion to approve the IMEG Proposal of Services for the Water System Improvement Project at a cost of \$270,000 and the IMEG Proposal of Services for the Wastewater System Improvements Project at a cost of \$255,000. Kraft seconded. Motion carried. The Board also reviewed the Notice to Proceed document for each contractor. Biegler motioned to approve the Notice to Proceed documents for each Crow River Construction, Municipal Pipe Tool, and Dahme Construction. Schlosser seconded. Motion carried.

B) 2025 Hay Ground Lease Notice

The Board reviewed and discussed a draft 2025 Hay Ground Lease Notice to Bidder and Advertisement for Lease of City Properties for Hay Ground. Biegler motioned to approve the Notice with no changes. Kraft seconded. Motion carried. Notice will be published March 20 and March 27, 2025; sealed bids will be opened at the next regularly scheduled meeting.

C) Application for Occupancy of the City Right-of-Way (Tanner Kraft)

The Board reviewed and discussed an Application for Occupancy of the City Right-of-Way document submitted by Tanner Kraft. He is applying to utilize approximately 12-foot of City property and to construct a privacy fence on Block 36 Lots 4-5-6 (501 F Street). Schlosser motioned to approve the Occupancy City Right Away for Tanner Kraft with a contingency that Kraft be wholly responsible for damages. Biegler seconded. Motion carried. Kraft abstained.

10) Department Reports:

A) Custodial (Char Boysen):

Char was not present. No discussion occurred.

B) Maintenance (Jerimiah Garon)

i) Streets: Jerimiah reported streets were in decent shape at this time. They are still frozen and he is waiting for moisture to blade so he can cut-out the wash boards.

ii) Water: Jerimiah had no report on any issues with the water. He went over the 2024 Drinking Water Report with the report from SD-DANR that was provided to them. The 2024 Drinking Water Report is available in the City Finance Officer.

iii) Sewer: Jerimiah reported he had a few issues with sewer but nothing major.

- iv) Landfill: Jerimiah reported one of his camera's had been stolen and the Sheriff's department had been contacted. He has ordered another camera to replace the stolen one.
 - v) Park: Jerimiah reported he has received notice that the Forestry Grant is paused, per Presidential Executive Order to temporarily freeze Inflation Reduction Act (IRA) discretionary funding.
 - vi) Other Matters: Jerimiah requested the Board's approval to purchase a valve exerciser in the amount of \$2,700.00 from Dakota Supply Group (quote #S104502203). Discussion occurred. Schlosser motioned to table this matter for further discussion. Hermes seconded. Motion carried.
- C) Law Enforcement Activity Report (Sheriff Arpan):
Ashley Arpan, Sheriff, presented the Dewey County Sheriff's Office law enforcement report for the month of February. The report details the following services provided to Timber Lake: total records of 104 and total patrol time of 95.5 hours. No further discussion was held.
- D) Finance (Karla Nordyke)
- i) 2025 Election Update:
 - (1) Petitions Filed – Karla reported the status of filed petitions.
 - (a) 2-Year Term Vacancy: There was one (1) vacancy noticed. One valid petition was filed before the deadline. Therefore, there is no contest. One seat will be filled by elected status (Jess Schlosser).
 - (b) 3-Year Term Vacancies: There were two (2) vacancies noticed. There were three (3) valid petitions filed before the deadline. None of the petitioners withdrew. Therefore, there is a contest for the 3-year trustee seat and an election is scheduled for Tuesday, April 8, 2025.
 - (2) Appoint Election Board: Pursuant to SDCL 9-13-16.1, the governing board must appoint the Election Board. Schlosser motioned to approve poll workers as recommended by Karla. Kraft seconded. Motion carried. The Board appointed the 2025 Election Board consisting of Jean Tehle (Superintendent); Ann Crance (Deputy); Colleen Keller (Deputy); and Teresa Gayer (Deputy Back-Up).
 - (3) Draw for Candidate Order on Ballot: Pursuant to SDCL 9-13-21, the candidate's name position on the ballot was drawn by lot (Ty Traversie – First; Michael LaCompte – Second; Tom Hermes – Third).
 - ii) SD Retirement System -- Authorized Agent and E-Pay: Karla requested the Board approve Deputy Finance Officer Jenny Bollinger as an authorized agent. Biegler made a motion to approve the request. Schlosser seconded. Motion carried. Karla also asked the Board to authorize them to make monthly contributions for the SD Retirement electronically instead of by paper check. Schlosser made a motion to approve. Biegler seconded. Motion carried.

- iii) Designate a Board Member to Central South Dakota Enhancement District: The City is a member of CSDED and so entitled to have a voting member on the CSDED Executive Board. Biegler motioned to appoint Jenny Bollinger to the CSDED Board. Hermes seconded. Motion carried.
- iv) Request Records Destruction: Karla requested the Board’s approval to destroy records that have no further legal, fiscal, administrative or historical use to the City. Hermes made a motion to destroy the selected records. Biegler seconded. Motion carried.
- v) Project(s) Funding & Next Steps – Update: Karla reported the engineer’s construction oversight contracts and the preconstruction conferences have been completed. She will be processing fund-draw requests quarterly or more often as needed.
- vi) Delinquent Accounts – Update and action(s). 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 9 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) – 2 customers received a first notice. 1 customer received a second notice. 3 customers received a final notice; two of which entered into a financial arrangement plan.
 - (4) Court Collection Process – No discussion.
 - (5) Financial Arrangements – 4 accounts have an approved financial arrangement and all 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 (\$686.02).
 - (8) Uncollectable Debt and Board Write-Off – None

11) Schedule Next Meeting:

The next regularly scheduled meeting is set for Wednesday, April 9, 2025 at 6:00 PM in the City Finance Office.

12) Adjourn:

At 7:18 PM, Schlosser motioned the meeting be adjourned. Hermes seconded. Motion carried.

APPROVED: _____

Tom Hermes, Board President

ATTEST

Karla Nordyke, City Finance Officer

Recorded: March 11, 2025

Published: March 20, 2025

Published at an approximate cost of _____

GENERAL GOVERNMENT

| | | |
|--|------------------|--------------------------------------|
| SD Dept of Revenue | 341.68 | Already Paid: 02/18/25; EFT |
| Tanner Kraft | 161.62 | Already Paid 2/13/25; Check #32976 |
| VISA | 249.00 | Already Paid: 02/24/25; Check #32983 |
| SD Retirement System | 745.90 | Already Paid: 02/25/25; Check #32982 |
| US Treasury (Internal Revenue Service) | 1,911.61 | Already Paid: 02/26/25; EFT |
| A&B Business Solutions | 113.03 | |
| American Solutions for Business | 81.16 | |
| Biegler Equipment | 375.04 | |
| Century Link | 225.51 | |
| Cole Papers Inc, | 418.63 | |
| CRST Telephone Authority | 146.90 | |
| Dewey County Treasurer | 5,000.00 | |
| Dewey County Treasurer | 917.90 | |
| ELO Prof. LLC | 178.00 | |
| G&O Paper and Supplies | 64.50 | |
| Health Pool of SD | 935.15 | |
| Mid-American Research Chemical | 83.15 | |
| Mobridge Gas | 1,301.30 | |
| Moreau Grand Electric Coop. | 1,339.83 | |
| Sernall | 372.92 | |
| Slater Oil | 680.20 | |
| Three Rivers Mental Health | 800.00 | |
| Timber Lake Topic | 277.21 | |
| | <u>16,720.44</u> | |

| | | |
|--|--|-------------------|
| Sales Tax Liability (January) | | |
| Check Replacement | | |
| Office Supplies: Microsoft; Adobe; Quickbooks Monthly Payroll Fees | | |
| Employee Benefits: Retirement (Payroll Liabilities & Employer Match) | | |
| Payroll Liabilities & Employer Payroll Taxes (February) | | |
| Printer Maintenance (February) | | |
| Office Supplies | | IN1235440 |
| Community Center: Supplies | | 7955165 |
| Telephone & Fax Lines | | Bill Date 2/10/25 |
| Floor Sealer | | 10539529 |
| Internet | | 999-865-0002 |
| Law Enforcement Services (March) | | per contract |
| Contribution to Dewey Co Membership | | |
| Cloud Fees - January/February | | 122883, 124472 |
| Community Center: General Supplies | | 84762 |
| Employee Benefits: Health & Life Insurance | | 2025-0197 |
| Cleaning Supplies | | 0839869-IN |
| Propane: Community Center | | 12-Feb |
| Electricity: Community Center, Fire Hall | | |
| Mats, Mops, Linens | | 1019721, 1025258 |
| Propane: Fire Hall | | 415574 |
| Annual Health Contribution | | |
| Publishing (February) | | 13982 |

STREETS/PARK/LANDFILL/SANITATION

| | | |
|--|-----------|--------------------------------------|
| SD Retirement System | 257.96 | Already Paid: 02/25/25; Check #32982 |
| US Treasury (Internal Revenue Service) | 503.30 | Already Paid: 02/25/25; EFT |
| AT&T Mobility | 38.20 | |
| Biegler Equipment | 263.31 | |
| Biegler's Timber Lake Service | 131.70 | |
| CRST Telephone Authority | 40.76 | |
| Health Pool of SD | 374.05 | |
| Hearland Waste Management | 11,250.00 | |
| Hernan's Service | 424.57 | |
| Mobridge Gas | 1,194.83 | |
| Moreau Grand Electric Coop. | 1,605.35 | |
| Western Dakota Bank | 17,776.59 | |

| | | |
|---|--|--------------------------|
| Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40% | | |
| Payroll Liabilities & Employer Payroll Taxes (February -- 40%) | | |
| IPad Connectivity (40%) | | |
| Supplies, Equipment Maintenance, Tools | | |
| Fuel (January) -- 40% | | 999-865-0098 |
| Internet (City Shop) 40% | | 2025-0197 |
| Employee Benefits: Health & Life Insurance 40% | | |
| Garbage Collection (January and February) | | |
| Fuel (January) | | |
| City Shop: Propane | | 2/3/25; 2/12/25; 2/19/25 |
| Electricity: Airport, City Shop, Street Lights, Camper Site, Street Light Maintenance | | |
| Loan Payment #5160 (Blada): Principal (1,557.62) & Interest (47.73) | | |

WATER/SEWER

| | | | |
|--|------------------|--------------------------------------|--|
| SD Retirement System | 386.94 | Already Paid: 02/25/25; Check #32982 | |
| Via | 11.20 | Already Paid: 02/24/25; Check #32983 | |
| US Treasury (Internal Revenue Service) | 754.36 | Already Paid: 02/26/25; EFT | |
| AT&T Mobility | 57.30 | | |
| Biegler Equipment | 17.89 | | |
| Biegler's Timber Lake Service | 197.54 | | |
| CRST Telephone Authority | 61.14 | | |
| Eurofins | 796.00 | | |
| Hawkins | 3,211.92 | | |
| Health Pool of SD | 561.09 | | |
| Millbank Winwater Works | 692.12 | | |
| Moreau Grand Electric Coop. | 1,369.13 | | |
| Mueller Co, LLC | 2,000.00 | | |
| ND Department of Health | 54.00 | | |
| SD Public Health Lab | 19.00 | | |
| Vidalinda Thompkins | 125.00 | | |
| | 10,315.23 | | |
| Grand Total | 44,812.26 | | |

Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
 Postage to ship lagoon sample
 Payroll Liabilities & Employer Payroll Taxes (February) -- 60%
 iPad Connectivity (60%)
 Supplies
 Fuel (January) -- 60%
 Internet (City Shop) 60%
 PFA Water Analysis
 Water Chemicals and Pump
 Employee Benefits: Health & Life Insurance (60%)
 Meters
 Electricity: Well Houses & Lift Stations
 AMI Water Host 2025
 Water Analysis (January/February)
 Lagoon Analysis
 Deposit Refund Replacement Check

999-865-0098
 8100129152
 6987696 & 6994894
 2025-0197
 195881
 66184991
 10012877/0013070
 10619876

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT
Feb-25

| | Board Trustees | Board President | Financial Administration | General Government | Streets, Parks, Landfill | Water | Sewer | Total |
|--|----------------|-----------------|--------------------------|--------------------|--------------------------------|----------|----------|-----------|
| Gross Pay | 0.00 | 0.00 | 5,758.68 | 656.71 | 2,149.69 | 1,612.27 | 1,612.27 | 11,789.62 |
| SD Retirement System | | | | | | | | |
| Employee Contribution | 0.00 | 0.00 | 345.52 | 27.43 | 128.98 | 96.74 | 96.74 | 695.40 |
| Employer Contribution | 0.00 | 0.00 | 345.52 | 27.43 | 128.98 | 96.74 | 96.74 | 695.40 |
| Federal Tax Withholding | | | | | | | | |
| Employee Contribution | 0.00 | 0.00 | 851.00 | 79.23 | 174.40 | 130.80 | 130.80 | 1,366.23 |
| 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 | 357.03 | 40.73 | 133.28 | 99.96 | 99.96 | 730.96 |
| Employer Contribution | 0.00 | 0.00 | 357.03 | 40.73 | 133.28 | 99.96 | 99.96 | 730.96 |
| Medicare Tax | | | | | | | | |
| Employee Contribution | 0.00 | 0.00 | 83.51 | 9.52 | 31.17 | 23.38 | 23.38 | 170.96 |
| Employer Contribution | 0.00 | 0.00 | 83.51 | 9.52 | 31.17 | 23.38 | 23.38 | 170.96 |
| 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 | 9,116.95 | 891.30 | 3,285.01 | 2,463.77 | 2,463.77 | 18,220.79 |