

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
August 11, 2025  
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, Jess Schlosser and Brent Biegler.
  - Board Absent: Tanner Kraft
  - Employees Present: Jerimiah Garon, Robin Hinsz and Jenny Bollinger
  - Guests/Others Present: Kathy Nelson, Trent Baumeister, Dylan Gallagher, and Martin Biegler
  
- 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) Approval of Agenda:  
Schlosser motioned to approve the agenda with no changes. Traversie seconded. Motion carried.
  
- 5) Approval of Last Meeting Minutes:  
Schlosser motioned to approve the regular meeting minutes of July 9, 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 July.
  
  - B) Cash Flow Report  
The Board reviewed and discussed the monthly financial report. Schlosser motioned to approve the July Cash Flow Report. Traversie seconded. Motion carried.

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

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (as of 07/01/2025)	976,974.03	549,225.83	427,114.58	1,953,314.44
Total Receipts (Income)	48,338.45	32,671.37	334,783.23	415,793.05
Total Expenditures	42,528.96	4,633.22	328,645.49	375,807.67
Ending Balance (Checking Account) (as of 07/31/2025)	982,783.52	577,263.98	433,252.32	1,993,299.82
 Savings Account Balance (as of 07/31/2025)	 58,332.35			 58,332.35
Cash Value of Certificate of Deposits (as of 07/31/2025)	28,000.00			28,000.00
Petty Cash (as of 07/31/2025)	150.00			150.00
<b>TOTAL FUND BALANCES (as of 07/31/2025)</b>	<b>1,069,265.87</b>	<b>577,263.98</b>	<b>433,252.32</b>	<b>2,079,782.17</b>

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Daily Ledger Balance (Bank) -- Checking Account  
(as of 07/31/2025) 2,132,664.56

7) Accounts/Claims Payable:

Hermes motioned to approve the claims presented for payment totaling \$290,365.33 and \$25,463.72 payroll expenses. Traversie seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS: None

9) NEW BUSINESS

A. Request to us Community Center as Temporary Red Cross Shelter: Jenny informed the Board that Della Dearborn the Dewey County Emergency Management Coordinator, Jaimi Mueller and Nancy McKenney with Red Cross stopped to in the finance office to visit about using the Community Center as a temporary shelter if there was to be any kind of disaster in the community and area. Schlosser made a

motion to approve the Timber Lake Community Center as a Temporary Red Cross Shelter. Traversie seconded. Motion carried.

- B. Easement request for CRST Telephone Authority to Rodeo Grounds. Timber Lake Rodeo Association would like to put internet to the crow's nest for announcers. Biegler made a motion to approve the easement. Schlosser seconded. Motion carried.
- C. Temporary Construction Easement Agreement: City of Timber Lake needed temporary easements to complete the line to the new lift station on the south side of town.
  - a. Patricia Keller temporary construction easement. Schlosser made a motion to approve the temporary construction easement. Biegler seconded. Motion carried.
  - b. Thomas N. Hermes and Crystal K. Hermes temporary construction easement. Schlosser made a motion to approve the temporary construction easement. Biegler seconded. Motion carried.
  - c. Drew Hermes temporary construction easement. Schlosser made a motion to approve the temporary construction easement. Biegler seconded. Motion carried.
- D. Special Event Permit (Jackie Biegler):
  - a. The Board reviewed and discussed Special Event Permit Applications submitted by Jackie Biegler, doing business as Biegler's Timber Lake Service Bar. She is applying to utilize Retail (On-Sale) Liquor License Number RL-5261 at a wedding reception scheduled at the Timber Lake Community Center on September 13, 2025. She is the manager of this City license. Biegler motioned to approve both applications. Traversie seconded. Motion carried.
- E. Water Tower/MNI Waste Water (Leo Fischer): Mr. Fischer was not present to visit with the board. The board discussed to reach out to Mr. Fischer for a time frame for their project. Discussion will be tabled till the next meeting.

#### 10) Department Reports:

- A) Custodial (vacant): The board did not receive any applications as of the board meeting. They will run ad until position is filled.
- B) Maintenance (Jerimiah Garon)
  - i) Streets: Jerimiah reported he has a few spots he needs to work on, but nothing major with the streets. He also stated he will be painting lines up by the school for the crosswalks.
    - (1) Street Improvements around Timber Lake School and Holy Cross Church: Martin Biegler was present to discuss some options to fix the streets around the School

- and Church which are heavily used streets. He stated the church would like to put concrete on the north side of the church. Discussion was held and everyone decided to wait till the water projects were done to do anything with the streets.
- (2) Land Leveler Attachment: Jerimiah presented the board with a quote for 78-inch land leveler attachment for the skid steer for \$1,625.00 from Premier Equipment. Discussion was held and was tabled for now.
- ii) Water: Jerimiah had nothing new to report on the water side.
  - iii) Sewer: Jerimiah stated everything with the sewer project is going well.
  - iv) Landfill: Jerimiah had nothing new to report on the landfill.
  - v) Park: Jerimiah had nothing new to report.
  - vi) Other Matters: Jerimiah informed the Board he will be having knee surgery August 26<sup>th</sup> and will be out for at least a week and on light duty for a while.
- C) Law Enforcement Activity Report (Sheriff Arpan): No one from the Sheriff's department was present, no discussion held.
- D) Finance (Karla Nordyke/Jenny Bollinger)
- i) Resignation of finance officer Karla Nordyke. Karla handed in a letter of resignation taking effect August 8, 2025. Biegler made a motion to accept Karla's resignation. Schlosser seconded. Motion carried.
  - ii) Probation status completed for Jenny Bollinger. Schlosser made a motion to remove Jenny from her probation status. Traversie seconded. Motion carried.
  - iii) Transition Jenny to Finance Officer. Biegler made a motion to hire Jennifer Bollinger as the Finance Officer. Traversie seconded. Motion carried. Traversie made a motion to remove Karla Nordyke from the signature cards and add Jennifer Bollinger to the checking, savings and safety deposit box. Schlosser seconded. Motion carried.
  - iv) Project(s) Funding and Next Steps – Update: Jenny reported she is processing expense reimbursement documents as needed. Trent notified the Board and Finance Officer that there might be a possible change order and he will know more by the next meeting.
  - v) 2026 Rates & Charges Planning (Discussion): The board reviewed the current rates and charges and decided to leave the rates and charges at current amounts.
  - vi) 2026 Budget Planning – 2025 Budget Plan (Discussion): Jenny provided the Board a 2026 budget planning document that details the 2025 ordinance. Discussion occurred. She explained she was waiting for the Growth Rate from the County Auditor and that would change things a little.
  - vii) Delinquent Accounts – Update and Actions: Jenny reported the following information regarding customer accounts.
    - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 17 accounts were assessed a \$10 late payment charge and 9 accounts were assessed a \$10.00 late payment charge with disconnection warning.

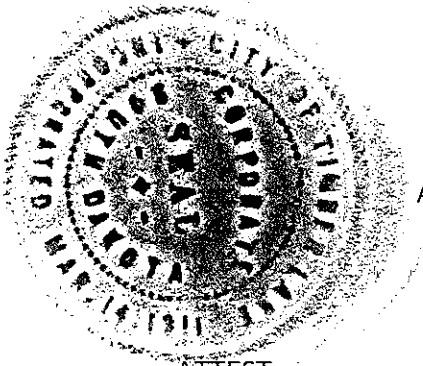
- (2) Disconnections – 1 service disconnection is scheduled if not paid by deadline.
  - (3) Due Process Notice(s) – 0 customers received a first notice. 0 customers received a second notice. 0 customers received a final notice.
  - (4) Court Collection Process – No discussion.
  - (5) Financial Arrangements – 4 accounts have an approved 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 a decrease from last month (\$1050.30).
  - (8) Uncollectable Debt and Board Write-Off – None
- viii) Other Matters: Jenny asked the council if she could have the office closed September 9, 2025 to help with the Freshman Impact Program at the Timber Lake School. The council all agreed that it was fine to close the office for the day resuming normal business the next day.

11) Schedule Next Meeting:

The next regularly scheduled meeting is set for Monday, September 8, 2025 at 7:00 PM in the City Finance Office.

12) Adjourn:

At 8:25 PM, Schlosser motioned the meeting be adjourned. Biegler seconded. Motion carried.



ATTEST

APPROVED:

*Tom Hermes*

Tom Hermes, Board President

*Jennifer R. Bollinger*

Jennifer Bollinger, City Finance Officer

Recorded: August 12, 2025

Published: August 21, 2025

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

ACCOUNTS/CLAIMS PAYABLE: July 2025

APPROVED: August 11, 2025

GENERAL GOVERNMENT

SD Dept of Revenue	320.52	Already Paid: 07/15/25; EFT Chk #33189	
SD Retirement System	1,110.98	Already Paid: 07/23/25; Check #33196	
US Treasury (Internal Revenue Service)	221.82	Already Paid: 07/07/25; EFT	
US Treasury (Internal Revenue Service)	2,490.63	Already Paid: 07/25/25; EFT	
VISA	100.19	Already Paid: 07/25/25; Check #33197	
A&B Business Solutions	219.55		IN1279319
American Solutions for Business	196.30		INV08277354
Biegler Equipment	18.99		
Century Link	213.01		Bill Date 7/10/25
Country Market	21.31		
CRST Telephone Authority	146.90		999-865-0002
Dewey County Treasurer	5,000.00		per contract
ELO Prof. LLC	8,284.00		75015
FP Mailing Solutions	104.85		RI106703828
Health Pool of SD	1,870.30		2025-0638
Morreau Grand Electric Coop.	588.58		
Postalia	1,000.00		3725384
Runnings	54.96		1078630/1083992/
Sernall	558.00		416528
Slater Oil & L.P. Gas	252.90		15087
Timber Lake Topic	1,060.80		
	<u>23,834.59</u>		

STREETS/PARK/LANDFILL/SANITATION

SD Retirement System	235.36	Already Paid: 07/23/25; Check #33196	
US Treasury (Internal Revenue Service)	521.58	Already Paid: 07/25/25; EFT	
AirKraft Spraying	550.00		433867
A/R Mobility	38.20		287270891388X07152025
Biegler Equipment	295.93		
Biegler's Timber Lake Service	159.12		
CRST Telephone Authority	43.68		
Heartland Waste Management	11,250.00		999-865-0098
Health Pool of SD	374.06		243800/245392
Herman's Service	225.15		2025-0638
Jansen Rock & Sand	6,895.75		286317/286318
Morreau Grand Electric Coop.	1,278.94		
Norman Hieb	465.17		
Schlosser Ditching & Plumbing	923.60		15303
Western Dakota Bank	1,605.35		
	<u>24,821.89</u>		

Sales Tax Liability (June)  
 Employee Benefits: Retirement (Payroll Liabilities & Employer Match)  
 Payroll Liabilities & Employer Payroll Taxes (2nd Qtr - Board)  
 Payroll Liabilities & Employer Payroll Taxes (July)  
 Office Supplies: Microsoft; Adobe; Quickbooks Monthly Payroll Fees  
 Printer Maintenance (July)  
 Supplies  
 Supplies  
 Telephone & Fax Lines  
 Supplies  
 Internet  
 Law Enforcement Services (August)  
 Annual Audit/Cloud Fee's (July-December)  
 Postage Machine  
 Employee Benefits: Health & Life Insurance  
 Electricity: Community Center, Fire Hall  
 Postage Download 7/31/25  
 Sprinkler, Manifold Brass  
 Mats, Mops, Linens  
 Propane & Tank Rental (Fire Hall)  
 Publishing (July) - Supplies

Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%  
 Payroll Liabilities & Employer Payroll Taxes (July-- 40%)  
 Weed Control  
 Pad Connectivity (40%)  
 Supplies  
 Fuel (June/July) -- 40%  
 Internet (City Shop) 40%  
 Garbage Collection - June and July  
 Employee Benefits: Health & Life Insurance 40%  
 Fuel (July) - 40%  
 Base Course Gravel  
 Electricity: Airport, City Shop, Street Lights, Camper Site, Street Light Maintenance  
 Day Labor  
 City Park  
 Loan Payment #156/60 (Blade); Principal (1578.66) & Interest (26.69)

WATER/SEWER

SD Retirement System	353.04	Already Paid: 07/23/25; Check #433196	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%	
US Treasury (Internal Revenue Service)	782.38	Already Paid: 07/25/25; EFT	Payroll Liabilities & Employer Payroll Taxes (July -- 60%)	
VISA	31.40	Already Paid: 07/23/25; Check #433197	Water Analysis mailed	
AT&T Mobility	57.30		IPad Connectivity (60%)	287270891388X07152025
Biegler Equipment	31.40		Supplies	
Biegler's Timber Lake Service	238.68		Fuel (June/July) -- 60%	999-865-0098
CRST Telephone Authority	65.50		Internet (City Shop) 60%	50609
Dahme Construction	220,594.54		Replacing Manholes	2025-0638
Dakota Pump & Control	1,136.74		Lift Station Inspections	22006748-02-4
Health Pool of SD	561.09		Employee Benefits: Health & Life Insurance (60%)	198340 01
Herman's Service	233.69		Fuel (July) - 60%	
IMEG	16,750.00		Engineering Services: Wastewater Project	
Willbank Wastewater Works	268.90		Safety Flange Kit	
Moreau Grand Electric Coop.	930.23		Electricity: Well Houses & Lift Stations	10014050
ND Department of Health	27.00		Water Analysis (August)	
<b>Grand Total</b>	<b>241,708.85</b>			
	<b>290,365.33</b>			

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT  
Jul-25

	Board Trustees	Board President	Financial Administration	General Government	Streets, Parks, Landfill	Water	Sewer	Total
Gross Pay	1,000.00	450.00	8,766.92	706.26	3,077.38	1,470.96	1,470.96	16,942.48
SD Retirement System								
Employee Contribution	0.00	0.00	526.01	29.48	117.68	88.26	88.26	849.69
Employer Contribution	0.00	0.00	526.01	29.48	117.68	88.26	88.26	849.69
Federal Tax Withholding								
Employee Contribution	0.00	0.00	962.00	79.23	153.20	114.90	114.90	1,424.23
Employer Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Social Security Tax Withholding								
Employee Contribution	62.00	27.90	543.55	43.78	190.79	91.20	91.20	1,050.42
Employer Contribution	62.00	27.90	543.55	43.78	190.79	91.20	91.20	1,050.42
Medicare Tax								
Employee Contribution	14.49	6.52	127.13	10.24	44.63	21.33	21.33	245.67
Employer Contribution	14.49	6.52	127.13	10.24	44.63	21.33	21.33	245.67
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	1,870.30	0.00	374.05	280.55	280.55	2,805.45
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
	1,152.98	518.84	13,992.60	952.49	4,310.83	2,267.99	2,267.99	25,463.72