

TIMBER LAKE CITY BOARD
REGULAR MEETING
June 8, 2026
7:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 7:02 PM.
 - Board Present: Tom Hermes, Ty Traversie, Brent Biegler and Jess Schlosser (by telephone)
 - Board Absent: Tanner Kraft
 - Employees Present: Jerimiah Garon and Jenny Bollinger
 - Guests/Others Present: Lori Enright, Jeremy Meis, Ann Arnold, Marty Biegler and Ashley Arpan
- 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: Traversie motioned to approve the agenda with no changes. Biegler seconded. Motion carried.
- 5) Approval of Last Meeting Minutes: Biegler motioned to approve the regular meeting minutes of May 11, 2026, 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 May.
 - B) Cash Flow Report
The Board reviewed and discussed the monthly financial report. Biegler motioned to approve the May Cash Flow Report. Traversie seconded. Motion carried.

CASH FLOW REPORT
(MONTHLY FINANCIAL REPORT)
May 2026

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (as of 5/01/2026)	1,149,112.94	568,325.20	165,278.64	1,882,716.78
Total Receipts (Income)	81,991.75	264,406.99	16,765.79	363,164.53
Total Expenditures	31,777.36	15,089.03	3,104.40	49,970.79
Ending Balance (Checking Account) (as of 5/31/2026)	1,199,327.33	817,643.16	178,940.03	2,195,910.52
 Savings Account Balance (as of 5/31/2026)	 58,661.38			 58,661.38
 Cash Value of Certificate of Deposits (as of 5/31/2026)	 28,000.00			 28,000.00
 Petty Cash (as of 5/31/2026)	 150.00			 150.00
 TOTAL FUND BALANCES (as of 5/31/2026)	 1,286,138.71	 817,643.16	 178,940.03	 2,282,721.90

Daily Ledger Balance (Bank) -- Checking Account
(as of 5/31/2026)

2,197,763.13

7) Accounts/Claims Payable: Hermes motioned to approve the claims presented for payment totaling \$450,649.19 and \$17,362.74 payroll expenses. Biegler seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS: None.

- 9) Adjourn: At 7:05 PM, Traversie motioned the meeting be adjourned. Biegler seconded.
Motion carried.



APPROVED: Tom Hermes
Tom Hermes, Board President

Jennifer Bollinger
Jennifer Bollinger, City Finance Officer

Recorded: June 9, 2026

Published: June 18, 2026

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TIMBER LAKE CITY BOARD
REGULAR MEETING
June 8, 2026 (REORGANIZATION)
7:06 PM
CITY FINANCE OFFICE

- 1) Finance Officer, Jennifer Bollinger, called the meeting to order at 7:06 PM
 - Board Present: Tom Hermes, Ty Traversie, Brent Biegler and Jess Schlosser (by Telephone)
 - Board Absent: Tanner Kraft
 - Employees Present: Jerimiah Garon and Jenny Bollinger
 - Guests/Others Present: Lori Enright, Jeremy Meis, Ann Arnold, Marty Biegler and Ashley Arpan.
- 2) Appointment to Vacant Trustee Position: Hermes nominated Tanner Kraft be appointed to the vacant Trustee position on the 2026-2027 Board. Biegler seconded. Motion carried.
- 3) 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.
- 4) Approval of Agenda: Hermes motioned to approve the agenda with one change, adding a Building Permit for Leah Peterson. Biegler seconded with change to agenda. Motion carried.
- 5) Public Forum and Visitors: None
- 6) Organization of 2026-2027 City Board of Trustees
 - A. Election of Board President (SDCL 9-7-5): Biegler nominated Tom Hermes for the Board President position. Traversie seconded. Hermes accepted. Motion carried. Bollinger relinquished the meeting chair role to the Board President.
 - B. Election of Board Vice President: Biegler nominated Tanner Kraft for the Board Vice-President position. Schlosser seconded. Motion carried.
 - C. Designate Official Signatories (SDCL 9-23-3): The Board agreed the Board President, the Board Vice-President, and the Finance Officer should continue as the designated official signatories. This authority is relevant to the City's financial accounts, safety deposit box, and business documents. Biegler motioned Tom Hermes (Board President), Tanner Kraft (Board Vice-President), and Jennifer Bollinger (Finance Officer) be designated as the official signatories (no change). Traversie seconded. Motion carried.
 - D. Designate Official Financial Depository (SDCL 9-22-6): Biegler motioned Western Dakota Bank continued as the designated official financial depository. Hermes seconded. Motion carried.

- E. Designate Official Newspaper (SDCL 9-12-6): Schlosser motioned *Timber Lake Topic* be continued as the designated official newspaper. Biegler seconded. Motion carried.
 - F. Designate Official City Attorney: Hermes motioned Shane Penfield, Penfield Law Firm, PLLC, of Lemmon, South Dakota continue as the official city attorney. Traversie seconded. Motion carried.
 - G. Designate Official Airport Manager: Biegler motioned Jake Kraft be continued as the designated airport manager. Traversie seconded. Motion carried.
 - H. Designate Board of Equalization Representative: Hermes motioned Brent Biegler be continued as Timber Lake's representation on the consolidated Dewey County Board of Equalization. Traversie seconded. Biegler accepted the position. Motion carried.
 - I. Designate Official Single Audit Accountable Official (OMB; COFAR): Biegler motioned the Board President continue to serve this position; he nominated Tom Hermes. Traversie seconded. Hermes accepted the position. Motion carried.
 - J. Designate Official Single Audit Liaison (OMB; COFAR): Biegler motioned the Board President continue to serve this position; he nominated Tom Hermes. Traversie seconded. Hermes accepted the position. Motion carried.
 - K. Approve Volunteers (Storm Watchers, Recreational, Miscellaneous): The Board discussed and agreed to the continued approval of volunteers representing twelve (12) storm watchers (unnamed); four (4) recreation volunteers (unnamed); and six (6) miscellaneous volunteers (unnamed), including volunteerism for City-sponsored events. Biegler motioned 12 storm watcher positions, 4 recreation volunteer positions, and 6 miscellaneous volunteer positions be approved for SDCML-Workers' Compensation coverage. Traversie seconded. Motion carried.
 - L. Approve Volunteer Fire Department 2026-2027 Roster: Biegler motioned to approve the Timber Lake Volunteer Fire Department 2026-2027 Roster presented by Fire Chief Shad Bollinger for SDML-Workers' Compensation coverage of 34 volunteer fire fighters. Traversie seconded. Motion carried.
- 7) NEW BUSINESS:
- A. Building Permit (John Linderman): The Board reviewed and discussed the New Construction & Improvements – Building Permit application submitted by John Linderman. Linderman is applying to remove the structure located on Block 18 Lot 1 (811 E St). Discussion occurred. Biegler motioned to approve the Building Permit. Traversie seconded. Motion carried. A copy of the approved Permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the permittee.
 - B. Building Permit (Chris Thompson – CRST Housing Authority): The Board reviewed and discussed the New Construction & Improvements – Building Permit application submitted by Chris Thompson. Thompson is applying to remove the structure located on Block 59 Lots 11 & 12. Discussion occurred. Biegler motioned to approve the

Building Permit. Traversie seconded. Motion carried. A copy of the approved Permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the permittee.

- C. CSDED Membership Renewal: Central South Dakota Enhancement District (CSDED) services have benefited the City of Timber Lake greatly with the current projects. Schlosser made a motion to approve the membership renewal at a cost of \$1007.86 and a contribution to Dewey County membership, per agreement. Biegler seconded. Motion carried.
 - D. Crow River Construction Change Order #2: The change order would add in one additional block to the project, on E Street from 4th Street south to 3rd Street. The reason for the change order is we encountered a faulty valve when trying to isolate sections of the system that the City would like to replace on this block, in addition this would eliminate a block of 4" mains separating the new 6" mains we've installed on E street from existing 6" mains on the south end of town. The change order is coming from the money with removing the Rodeo Grounds line (\$263,192.80), the change order will be \$105,557.25. Traversie made a motion to approve the Change order for Crow River Construction. Hermes seconded. Motion carried.
 - E. Special Event Permit (Ryan Maher): The Board reviewed and discussed Special Event Permit Applications submitted by Ryan Maher, doing business as RMM Enterprises. He is applying to utilize Package (Off-Sale) Liquor at a wedding reception scheduled at the Timber Lake Community Center on August 8, 2026. He is the manager of this license held in Isabel. Biegler motioned to approve the application. Traversie seconded. Motion carried.
 - F. Building Permit (Leah Peterson): The Board reviewed and discussed the New Construction & Improvements – Building Permit application submitted by Leah Peterson. Peterson is applying to remove the structure located on Block 19 Lots 1 & 2 (811 F St). Discussion occurred. Biegler motioned to approve the Building Permit. Traversie seconded. Motion carried. A copy of the approved Permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the permittee.
- 8) Department Reports:
- A. Custodial (Betty Dupris): Betty was not present. The board stated they thought she was doing a great job.
 - B. Maintenance (Jerimiah Garon)
 - i) Streets: Jerimiah reported he got invited along with the Dewey County Highway Department to get some training for blading the streets. The guys came into town and followed him around helping him improve his blading skills. Jeremy Meis with Crow River Construction reported to the board that they were looking to be done

with the west side of town by this week and will be focusing on the east side of town.

- (1) Street Project on E Street & 6th Street: Marty Biegler was present to visit with the board about seeing if the City, Holy Cross Church and the Timber Lake School could go in together improve the street up around the school and church. Marty and Tom Hermes had met with Kyle Jensen with Jensen Rock & Sand who provided an estimate on repairing the street with a 2" inch overlay. They ask that the City pay 65% of the cost they are estimating the project being around \$151,000.00 with the City paying \$98,150.00. Hermes made a motion on the contingency that the School and Church would be willing to help pay. Traversie seconded. Motion Carried. Marty also asked if the Holy Cross Church could pay for asphalt or concrete to be placed on 6th Street next to the Church which is in the City Right-of-Way. Hermes made a motion to approve the Holy Cross Church to asphalt or concrete the City Right-of Way next to the church. Biegler seconded. Motion carried.
 - ii) Water: Jerimiah reported that he was working on some stuff to help with the water loss, stating that if we could get the water loss under control, we could possibly qualify for some grant help with a new water tower. Jerimiah said they have been flushing and testing the new lines to make sure they have no leaks. Jerimiah reported he had talked with Wyatt Hix with SDARWS (South Dakota Association of Rural Water System) about coming in this fall and doing some leak tests. Jerimiah also reported that well #2 is still acting up and losing power. He said they was looking at and figured out the VFD board was going bad and needs to be replace, he was going to look around and see if he could find a used one to replace it instead of putting in a brand new one to save money.
 - iii) Sewer: Jerimiah had nothing new to report.
 - iv) Landfill: Jerimiah reported that he was going to be calling around and looking for someone who could come and crush some of the asphalt out at the landfill.
 - v) Park: Jerimiah reported that he's had a few people ask about water at the City Park and he would like to hook that up sometime soon.
 - 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 May. The report details the following services provided to Timber Lake: total records of 91. Discussion occurred.

D. Finance (Jenny Bollinger)

- i) Project(s) Funding and Next Steps – Update: Jenny reported that she was processing expense reimbursement documents as needed.
 - ii) 2027 Budget Planning – Historical Financial Discussion: Jenny provided the Board with a 2027 budget planning worksheet showing historical financial information from 2021 to 2025 and a five-year average prepared by Jenny. Jenny also requested everyone begin thinking about the City's financial needs for 2027.
 - 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) – 11 accounts were assessed a \$10 late payment charge and 5 accounts were assessed a \$10.00 late payment charge with disconnection warning.
 - (2) Disconnections – 2 service disconnection is scheduled if not paid by deadline.
 - (3) Due Process Notice(s) – 1 customer received a first notice. 2 customers received a second notice. 0 customers received a final notice.
 - (4) Court Collection Process – No discussion.
 - (5) Financial Arrangements – 3 accounts have an approved financial arrangement and 1 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 a decrease from last month (\$672.55).
 - (8) Uncollectable Debt and Board Write-Off – None
 - iv) Other Matters: Jenny had presented the board with two different options for a new copier/printer/scanner from A & B Business. Option 1 was to lease it for 63 months for \$132.21 plus service contract fee. Option 2 was to purchase the printer for \$2,419.23 with a monthly contract fee for maintenance of \$62.54. Hermes made a motion to purchase the new copier/printer/scanner. Biegler seconded. Motion carried.
- 9) Schedule Next Meeting: The next regularly scheduled meeting is set for Monday, July 13, 2026 at 7:00 PM in the City Finance Office.
- 10) Adjourn: At 8:36 PM, Biegler motioned the meeting be adjourned. Traversie seconded. Motion carried.



APPROVED: Tom Hermes
Tom Hermes, Board President

Jennifer Bollinger
Jennifer Bollinger, City Finance Officer

Recorded: June 9, 2026

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Payroll & Benefits Summary -- By Department								
	May-26							
	Board Truste	Board Presic	Financial Adminis	General Govern	Streets, Par Water	Sewer	Total	
Gross Pay	0.00	0.00	4528.15	1550.95	2210.23	1640.54	1640.54	11570.41
SD Retirement System								
Employee Contribution	0.00	0.00	271.69	0.00	131.79	98.84	98.84	601.17
Employer Contribution	0.00	0.00	271.69	0.00	131.79	98.84	98.84	601.17
Federal Tax Withholding								
Employee Contribution	0.00	0.00	329.00	0.00	175.20	131.40	131.40	767.00
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	280.75	96.16	136.18	102.14	102.14	717.37
Employer Contribution	0.00	0.00	280.75	96.16	136.18	102.14	102.14	717.37
Medicare Tax								
Employee Contribution	0.00	0.00	65.66	22.48	31.85	23.89	23.89	167.77
Employer Contribution	0.00	0.00	65.66	22.48	31.85	23.89	23.89	167.77
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	307.90	307.91	2052.71
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	7119.71	1788.23	3395.63	2529.58	2529.59	17362.74

ACCOUNTS/CLAIMS PAYABLE: May 2026

APPROVED: June 8, 2026

GENERAL GOVERNMENT

SD Dept of Revenue	321.15	Already Paid: 5/15/26; EFT Chk #33578	Sales Tax Liability (April)
SD Retirement System	543.38	Already Paid: 5/22/26; Check #33583	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
US Treasury (Internal Revenue Service)	1,259.10	Already Paid: 5/22/26; EFT	Payroll Liabilities & Employer Payroll Taxes (May)
VISA	1,847.96	Already Paid: 5/22/26; Check #33584	Office Supplies: Microsoft; Adobe; Quickbooks Monthly Payroll Fees
A&B Business Solutions	168.55		Printer Maintenance (May)
American Solutions for Business	33.15		Office Supplies
Century Link	223.27		Telephone & Fax Lines
Country Market	45.38		Cleaning Supplies: Community Center/Library
CRST Telephone Authority	146.90		Internet
Dewey County Treasurer	5,000.00		Law Enforcement Services (June)
ELO Prof. LLC	1,750.00		Annual Audit
G & O Paper Supplies	230.50		Cleaning Supplies
Health Pool of SD	1,026.36		Employee Benefits: Health & Life Insurance
Madison National Life Ins Co. Inc	2.00		Life Insurance
Moreau Grand Electric Coop.	534.75		Electricity: Community Center, Fire Hall
Penfield Law Firm	300.00		Legal Services (May)
Schott's Sales LLC	15.69		Community Center: Supplies
Servall	442.90		Mats, Mops, Linens
Timber Lake Topic	648.72		Publishing (May)
	14,539.76		

STREETS/PARK/LANDFILL/SANITATION

SD Retirement System	263.58	Already Paid: 5/22/26; Check #33583	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
US Treasury (Internal Revenue Service)	511.27	Already Paid: 5/22/26; EFT	Payroll Liabilities & Employer Payroll Taxes (May- 40%)
AT&T Mobility	38.36		iPad Connectivity (40%)
Craig Lemburg	45.00		Day Labor at landfill
CRST Telephone Authority	43.68		Internet (City Shop) 40%
Greg Garon	180.00		Day Labor at landfill
Health Pool of SD	410.54		Employee Benefits: Health & Life Insurance 40%
Herman's Service	303.05		Fuel (April/May) - 40%
Heartland Waste Management	6,325.96		Garbage Collection - May / Roll Off Dumpster City Wide Cleanup
Madison National Life Ins Co. Inc	0.80		Life Insurance (40%)
Moreau Grand Electric Coop.	1,441.28		Electricity: Airport, City Shop, Street Lights, Camper Site, Street Light Maintenance
Runnings	359.75		Battery/Hose/Flowers
Schott's Sales LLC	490.85		Supplies
Titan Machinery	38.03		Lock Assy
	10,452.15		

WATER/SEWER

SD Retirement System	395.38	Already Paid: 5/22/26; Check #33583	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	766.91	Already Paid: 5/22/26; EFT	Payroll Liabilities & Employer Payroll Taxes (May- 60%)
VISA	112.54	Already Paid: 5/22/26; Check #33584	Water Analysis Mailed - Repair Kit for Sewer Pump
AT&T Mobility	57.64		iPad Connectivity (60%)
Crow River Construction	405,373.61		Water Systems Improvements
CRST Telephone Authority	65.50		Internet (City Shop) 60%
ELO Prof. LLC	10,000.00		Single Audit for Sewer Project
Health Pool of SD	615.82		Employee Benefits: Health & Life Insurance (60%)
Herman's Service	344.20		Fuel (April/May) - 60%
IMEG	7,000.00		Engineering Services - Water Project
Madison National Life Ins Co. Inc	1.20		Life Insurance (60%)
Moreau Grand Electric Coop.	789.48		Electricity: Well Houses & Lift Stations
ND Department of Health	135.00		Water Analysis
	425,657.28		
Grand Total	450,649.19		