

TIMBER LAKE CITY BOARD
REGULAR MEETING
MAY 10, 2022
6:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:08 PM.
 - Board Present: Tom Hermes, Michael LaCompte, and Sandra Koenig
 - Board Absent: Brent Biegler and Jess Schlosser
 - Employees Present: Karla Nordyke and Jerimiah Garon
 - Guests/Others Present: Kathy Nelson and Ann LaCompte

- 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) Approval of Agenda:
Koenig motioned to approve the agenda with no changes. LaCompte seconded. Motion carried.

- 4) Public Forum and Visitors: None

- 5) Approval of Last Meeting Minutes:
Koenig motioned to approve the minutes of April 11, 2022 with no corrections. LaCompte seconded. Motion carried.

- 6) Financial Report:
 - A) Reconciliation Report (April)
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of April.
 - B) Cash Flow Report
The Board reviewed and discussed the monthly financial report. Koenig motioned to approve the April Cash Flow Report. Hermes seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (As of 04/01/2022)	510,071.63	242,305.55	82,557.86	834,935.04
Total Receipts (Income)	21,378.27	17,078.56	6,702.05	45,158.88
Total Expenditures	34,283.14	4,154.12	9,509.49	47,946.75
Ending Balance (Checking Account) (As of 04/30/2022)	497,166.76	255,229.99	79,750.42	832,147.17
Savings Account Balance (As of 04/30/2022)	57,142.50			57,142.50
Cash Value of Certificate of Deposits (As of 04/30/2022)	28,000.00			28,000.00
Petty Cash (As of 04/30/2022)	150.00			150.00
TOTAL FUND BALANCES (As of 04/30/2022)	582,459.26	255,229.99	79,750.42	917,439.67

**Daily Ledger Balance (Bank) -- Checking Account
(As of 04/30/2022)** 833,767.52

C) Quarterly Reports (First Quarter 2022)

i) Budget versus Actual Comparison Report

The Board reviewed the Budget vs. Actual Report for January 1 through May 10, 2022, which was tabled from the last meeting. Discussion occurred. It is noted that total General Fund revenue is as expected (34%); Water Fund revenue is as expected to date (37%); Sewer Fund income is 49% of expected. It is also noted that expenditures to date by fund are as follows: Sewer Fund (16%); Water Fund (12%); and General Fund (21%).

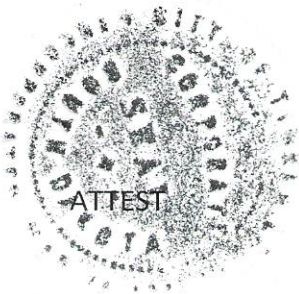
7) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$25,995.16 and \$16,658.14 payroll expenses. LaCompte seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS – None

9) Adjourn:

At 6:17 PM, Hermes motioned the 2021-2022 Board of Trustees meeting be adjourned. Koenig seconded. Motion carried.



APPROVED: Tom Hermes
Tom Hermes, Board President

Karla Nordyke
Karla Nordyke, City Finance Officer

Recorded: May 12, 2022

Published: May 19, 2022

Published at an approximate cost of _____

GENERAL GOVERNMENT

Postalia	400.00	Already Paid: 04/06/22); EFT	Postage
SD Dept. of Labor	15.75	Already Paid: 04/14/22; EFT	Reemployment Assistance, Investment & Admin Fee (1st Qtr. 2022)
SD Dept of Revenue	304.20	Already Paid: 04/21/22; EFT	Sales Tax Liability (March)
SD Retirement System	536.80	Already Paid: 04/25/22; Check #31578	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
VISA	769.95	Already Paid: 04/25/22; Check #31579	Office Supplies: Microsoft & Intuit Payroll System Software
US Treasury (Internal Revenue Service)	1,358.46	Already Paid: 04/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (April)
Timber Lake Topic	458.42		Publishing (April)
Penfield Law	300.00		Legal Services (April)
Dewey County Treasurer	5,000.00		Law Enforcement Services (May)
Health Pool of SD	1,434.54		Employee Benefits: Health & Life Insurance & Payroll Liabilities
ELO Prof., LLC	140.00		Cloud Fees (March & April)
A&B Business Solutions	95.79		Printer Maintenance (April)
American Solutions for Business	54.67		Office Supplies
Servall Uniform & Linen Supply	275.96		Mats & Mops & Linens
G&O Paper and Supplies	182.90		General & Cleaning Supplies
Lawson Products	433.12		Floor Cleaning Supplies
Country Market	49.78		Paper Products
Century Link	199.40		Telephone & Fax Lines
CRST Telephone Authority	146.90		Internet
Moreau Grand Electric Coop.	724.45		Electricity: Community Center, Fire Hall
Menards -- Aberdeen	201.83		Flooring - Finance Office
Menards -- Pierre	157.75		Flooring - Finance Office, USB Ext Cords
Biegler Equipment	656.69		Community Center: Finance Office
DVL Fire and Safety	1,150.20		Fire Extinguishers: Community Center, Ambulance Shed, Library, Fire Hall
	<u>15,047.56</u>		

STREETS/PARKS/LANDFILL

SD Dept. of Labor	6.26	Already Paid: 04/14/22; EFT	Reemployment Assistance, Investment & Admin Fee (1st Qtr. 2022) 40%
SD Retirement System	170.86	Already Paid: 04/25/22; Check #31578	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
VISA	283.20	Already Paid: 04/25/22; Check #31579	Equipment Maintenance (Running Boards)
US Treasury (Internal Revenue Service)	362.26	Already Paid: 04/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (April) 40%
Health Pool of SD	312.87		Employee Benefits: Health & Life Insurance (40%)
Western Dakota Bank	1,605.35		Loan Payment #17/60 (Blade): Principal (1,392.00) & Interest (213.35)
Moreau Grand Electric Coop.	1,389.34		Electricity: Airport, Fire Hall, City Shop, Street Lights, Camper Site
Mobridge Gas	453.60		Propane: City Shop
AT&T Mobility	33.40		iPad Connectivity (40%)
Titan Machinery	602.90		Equipment Maintenance (Pins/Bushings/Ring)
Biegler Equipment	328.36		Supplies, Tools, Equipment & City Shop Maintenance; Landfill Supplies
DVL Fire and Safety	139.50		Fire Extinguishers: City Shop, Equipment
Herman's Service	658.46		Fuel: Maintenance & Snow Removal
	<u>6,346.36</u>		

WATER/SEWER

SD Dept. of Labor	9.38	Already Paid: 04/14/22; EFT	Reemployment Assistance, Investment & Admin Fee (1st Qtr. 2022) 60%
SD Retirement System	256.30	Already Paid: 04/25/22; Check #31578	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	543.40	Already Paid: 04/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (April) 60%
Health Pool of SD	469.31		Employee Benefits: Health & Life Insurance (60%)
Moreau Grand Electric Coop.	922.69		Electricity: Well Houses & Lift Stations
AT&T Mobility	50.10		iPad Connectivity (60%)
ND Dept of Health	16.00		Water Analysis
Hawkins	1,388.31		Water Treatment Chemicals

Schlosser Ditching & Plumbing
Tom Ducheneaux
Country Market
Biegler Equipment
DVL Fire and Safety
Herman's Service

132.06
75.00
83.16
566.55
18.75
70.23
4,601.24

Grand Total

25,995.16

Well-House: PVC Saddle
Deposit Refund (Minus Final Bill)
Lift-Station Cleaner (Vinegar)
Well-House & Lift-Station Maintenance
Fire Extinguishers: Well-Houses, Lift-Stations
Fuel: Maintenance

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT
April 2022

	Board Trustees	Board President	Financial Administration	General Government	Streets, Parks, Landfill	Water	Sewer	Total
Gross Pay	2,000.00	450.00	3,851.74	779.52	1,701.04	1,275.78	1,275.78	11,333.86
SD Retirement System								
Employee Contribution	0.00	0.00	231.10	37.30	85.43	64.07	64.07	481.98
Employer Contribution	0.00	0.00	231.10	37.30	85.43	64.07	64.07	481.98
Federal Tax Withholding								
Employee Contribution	0.00	0.00	270.00	5.00	102.00	76.50	76.50	530.00
Employer Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Social Security Tax Withholding								
Employee Contribution	124.00	27.90	238.80	48.34	105.46	79.10	79.10	702.70
Employer Contribution	0.00	0.00	238.80	48.34	105.46	79.10	79.10	550.80
Medicare Tax								
Employee Contribution	29.01	6.53	55.85	11.30	24.67	18.50	18.50	164.36
Employer Contribution	29.01	6.53	55.85	11.30	24.67	18.50	18.50	164.36
Medical & Life Insurance								
Employee Contribution	0.00	0.00	652.36	0.00	0.00	0.00	0.00	652.36
Employer Contribution	0.00	0.00	782.18	0.00	312.87	234.65	234.65	1,564.35
SD Reemployment Assistance Tax (Employer)								
Employee Contribution	0.00	0.00	14.11	1.64	6.26	4.69	4.69	31.39
Workers' Compensation Insurance (Employer)								
Employee Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Payroll Liabilities (Employee)								
Employee Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2,182.02	490.96	6,621.89	980.04	2,553.30	1,914.97	1,914.97	16,658.14