

CITY OF LAKE NORDEN

DECEMBER 12, 2022

Council met in regular session at 7:00 PM. Mayor Aho presiding. *Members present:* Jason Aho, Cameron Larson, John Layman, Janet Andrews, Dorene Lemme and Kim St. John. *Absent:* None

City employees present: Shari Layman and Dan Koistinen. *Absent:* Roy Hauschildt, Delored Kangas, Tony Aas, James Donnelly, and Michael Morgan

Others present: Gordon Kangas, Isaac Seppanen, Lars Seppanen and Michael Cook of Cook's Wastepaper and Recycling

Motion made by Lemme and seconded by St. John to approve the agenda, as presented. All voted aye.

Motion made by Larson and seconded by Layman to approve the previous minutes, as presented. All voted aye.

Motion made by St. John and seconded by Andrews to approve the following financial reports: Fund Cash Balance; Budget Expenditure Totals, Fiscal Revenue (Detail) and General Ledger Activity List, as presented.

Motion made by Andrews and seconded by Layman to approve the monthly reconciliation report, as presented. All voted aye.

Motion made by Larson and seconded by Lemme to approve the itemized credit card payment, as follows:

AAS***6494	APPLE.COM	1.03	SERVICES
AAS***6494	BOOTBARN	117.13	SUPPLIES
AAS***6494	BOOTBARN	8.56	SUPPLIES
AAS***6494	VISTAPRINT	27.68	SUPPLIES
AAS***6494	VISTAPRINT	27.68	SUPPLIES
AAS***6494	ZERO9 SOLUTIONS	184.75	SUPPLIES

All Voted Aye. Thus, motion carried.

The finance officer submitted the following bills with verified vouchers for payment:

KYLE NAMKEN	209.68	HOURLY WAGES/LESS DEDUCTIONS
JANET K ANDREWS	369.40	SALARY/LESS DEDUCTIONS
JAMES DONNELLY	3017.63	HOURLY WAGES/LESS DEDUCTIONS
TONY AAS	3393.06	HOURLY WAGES/LESS DEDUCTIONS
DAN L. KOISTINEN	3413.09	HOURLY WAGES/LESS DEDUCTIONS
STACY HAKEMAN	937.35	SALARY-HRLY.WAGES/LESS DEDUCTIONS
JASON AHO	969.68	SALARY/LESS DEDUCTIONS
JOHN LAYMAN	461.75	SALARY/LESS DEDUCTIONS
CAMERON LARSON	461.75	SALARY/LESS DEDUCTIONS
ROY HAUSCHILDT	3463.73	HOURLY WAGES/LESS DEDUCTIONS
DELORES KANGAS	2728.24	HOURLY WAGES/LESS DEDUCTIONS
DORENE LEMME	554.10	SALARY/LESS DEDUCTIONS
MICHAEL MORGAN	3172.42	HOURLY WAGES/LESS DEDUCTIONS
SHARI LAYMAN	4026.10	SALARY/LESS DEDUCTIONS
KIMBERLY ST. JOHN	461.75	SALARY/LESS DEDUCTIONS

SOUTH DAKOTA RETIREMENT	3428.20	EMPLOYER/EMPLOYEE 6%/8%
DENTAL NETWORK OF AMERICA	219.80	EMPLOYEE DENTAL INSURANCE
SD SUPPLEMENTAL RETIREMENT	400.00	EMPLOYEE CONTRIBUTIONS
EFTPS	8426.75	DEDCUTIONS DEPOSIT
BANNER ASSOCIATES	11052.45	INV#38527:632:575:528/SERVICES
BLUE VALLEY PUBLIC SAFETY, INC	2340.00	INV #16855/SERVICES
BOYD LAW FIRM, PROF. L.L.C.	2252.00	LEGAL FEES
COLONIAL RESEARCH CHEMICAL COR	708.32	149886/SUPPLIES
CONNECTING POINT COMPUTER	5777.01	INV#422221:2:392:393:394
COOK'S WASTEPAPER & RECYCLING	5139.26	JAN 22/NOV 22/DUMPSTERS
DAKOTA PORTABLE TOILETS	140.00	INV #16012
DAKOTA PUMP & CONTROL	1303.06	INV#28566/SUPPLIES
DENTAL NETWORK OR AMERICA	103.40	INV#203535
EVANS HAIGH & ARNDT LLP	4.35	LEGAL FEES
GALLS, LLC	577.30	INV#022613153:18333:92617/SUPP
GREAT AMERICAN FINICIAL SVCS.	232.67	INV #32831301/LEASE FEES
HAMLIN BUILDING CENTER	1214.92	SUPPLIES
HAMLIN COUNTY SHERIFF'S OFFICE	310.00	CONTRACTED SHERIFF SERVICE
HAMLIN COUNTY PUBLISHING	286.35	PUBLICATIONS
HAMLIN COUNTY FARMERS COOP	1627.83	ID#101569
HAWKINS, INC	5182.54	INV#6337103:1490/6349139
HD ELECTRIC COOPERATIVE, INC.	1061.67	ACCT 8346/35107/35853
HPSD	1875.14	2022-5092/HEALTH INSURANCE
INNOVATIVE OFFICE SOLUTIONS	684.50	INV#143466-1 / SUPPLIES
ITC	647.93	785-3602/CITY OFFICE
JJJ PROPERTIES, LLC	1020.00	ANNUAL RENTAL FEE
CANDY JOHNSON	350.00	LNCC DEPOSIT REFUND/JOHNSON
KAISER WELL DRILLING, INC.	3469.39	INV#42556/SERVICES
LN DEVELOPMENT CORPORATION	1000.00	MONTHLY DONATION
LN DEVELOPMENT CORPORATION	62551.13	DONATION
MEIERHENRY SARGENT LLP	14350.00	INV#44344/SERVICES
MENARDS	328.30	INV381559/SUPPLIES
NAPA CENTRAL	52.69	INV#530-230034/SUPPLIES
NITTEBERG CONSTRUCTION CO.	7235.20	INV#8909/SUPPLIES
NORTHWESTERN ENERGY	970.64	ACCT#2540879/2948926
OFFICE PEEPS, INCORPORATED	378.20	994120/1004947:6782:5869:5330
OTTERTAIL POWER COMPANY	5781.11	14057220//COMMUNITY CENTER
PRODUCTIVITY PLUS ACCT. (TITAN)	3604.33	17622403/17838145 GP
SAFE LIFE DEFENSE	981.90	#909306 / SUPPLIES / UNIFORMS
SD GOV'T FIN. OFFICERS' ASSOC.	40.00	ANNUAL DUES 2023
SDML STREET MT. ASSOC. OF SD	35.00	ANNUAL DUES 2023
SD MUNICIPAL LEAGUE	985.97	ANNUAL DUES 2023
SD POLICE CHIEFS ASSOCIATION	96.00	ANNUAL DUES 2023
SDML WORKERS COMPENSATION FUND	8227.00	INV#21921/WORK COMP 2023
SOUTH DAKOTA 811	27.30	INV#SD22-03056/SERVICES
STAR LAUNDRY & DRY CLEANERS	299.07	ACCT#3710:01:02:03
TOWN OF HAYTI	418.39	REIMBURSEMENT
TWO WAY SOLUTIONS	241.46	INV#127152/SERVICES
US POSTAL SERVICE	88.00	UTILITY POSTAGE
KIM WEELBORG	350.00	LNCC DEPOSIT REFUND/ WEELBORG
WW TIRE SERVICE, INC.	80.20	3-353085/ SERVICES
SD DEPARTMENT OF REVENUE	166.28	SALES TAX/GARBAGE
FIRST NET	151.39	SERVICES
REVTRAK CHARGE	94.19	SERVICE CHARGE

RURAL DEVELOPMENT	1939.00	AUTO-LOAN #97-06
SRF LOAN #C461256-02	5475.54	AUTO-LOAN CW-02
SRF LOAN #C462256-02	10,794.83	AUTO-LOAN DW-02
SRF LOAN #C461556-01	10,962.48	AUTO-LOAN CW-01
SRF LOAN #C462256-01	22,446.02	AUTO-LOAN DW-01

Motion made by Lemme and seconded by Layman to issue warrants and pay the bills. All voted aye.

Alderman Brian Jacobsen - Ward II did not file a Petition of Nomination. Thus, a vacancy exists in Ward II. No Council action was taken.

Discussion held concerning purchase of a generator for the Lake Norden Fire Hall. No action taken.

Mayor Aho declared the council convene jointly acting as the Lake Norden City Council and as a Planning and Zoning Commission and Zoning Board of Adjustments

Isaac Seppanen appeared before the Planning and Zoning Commission and Zoning Board of Adjustments in regard to a summons dated November 23, 2022, issued by the Third Circuit Court, State of South Dakota, County of Hamlin, City of Lake Norden Plaintiff, vs. Isaac Seppanen, Defendant. Motion made by Layman and seconded by Larson to permit Seppanen to keep existing moved in structure contingent upon Seppanen updating the structure to color match the current residential building located at 710 2nd Ave South by August of 2023. All voted Aye.

Presentation and review of a plat from Gordon Kangas of Kangor Venture, LLC. Motion made by Layman and seconded by Lemme to recommend approval of said plat to the Lake Norden City Council. All voted aye.

Sealed bids were opened by Mayor Aho for a five (5) year contract for the collection and hauling of garbage and recyclable materials within the City of Lake Norden.

Sealed bids as follows:

1. Dakota Dumpsters submitted a bid for monthly residential garbage pickup per household is \$12. (Estimated 196 households) We do offer garbage dumpsters as well for both residential and commercial use. We will pick up garbage once a week. We will provide a 20-yard roll off dumpster for 7 days during summer clean up free of charge and will dump and replace as needed for those 7 days. We will not accept tires and batteries in any of our pickups including regular garbage pickup throughout the year. We will also offer customers the opportunity to purchase 94-gallon heavy duty garbage cans for \$63 or they can use what garbage can they currently own or choose to purchase.
2. Cook's Wastepaper & Recycling of Brookings submitted a bid for weekly garbage and recycling service in the amount of \$13.00 (thirteen dollars and zero - cents) plus tax per month for weekly garbage service and bimonthly curbside recycling service. This includes a 95-gallon cart at each home for garbage and recycling one 35- or 65-gallon cart as requested. Appliance pick up will be available one time per year at \$25.00 per appliance. Business establishment rates will be arranged between Waste Connections

of South Dakota, Inc. and owners and paid directly to Waste Connections of South Dakota, Inc. The residential fees will be collected by the City of Lake Norden and paid monthly to Waste Connections of South Dakota, Inc.

Motion made by Lemme and seconded by Layman to accept the bid from Cook's Wastepaper & Recycling. All voted aye.

Council member Larson introduced the following resolution and moved that the same be passed.

RESOLUTION #15/12/2022

WHEREAS, Kangor Venture, LLC, owners, of the hereinafter real property have submitted to the governing board a proposed plat of **LOTS 1,2,3,4,5,6 AND 7 IN BLOCK 1; LOTS 1,2,3 AND 4 IN BLOCK 2; LOTS 1,2,3 AND 5 IN BLOCK 3; LOTS 7 AND 8 IN BLOCK 6; EVENTIDE AVENUE R.O.W.; VESPER AVENUE R.O.W.; TWILIGHT AVENUE R.O.W.; AND EVENFALL AVENUE R.O.W., ALL IN KANGAS WEST ADDITION IN THE NW QUARTER OF SECTION 20, -T113-R53W OF THE 5TH P.M., HAMLIN COUNTY, SOUTH DAKOTA** and the Governing Body of said City having examined the proposed plat and it appearing that all municipal taxes and special assessments, if any, have been executed according to law. Access to the public streets, subject to all applicable municipal ordinances is hereby granted except as may be designated "no access" on the attached plat.

NOW, THEREFORE BE IT RESOLVED THAT said plat and survey by and are hereby in all things accepted and approved.

Dated this 12 day of December 2022.

Jason Aho, Mayor
City of Lake Norden, South Dakota

ATTEST:

Shari Layman, Finance Officer
City of Lake Norden, South Dakota

The foregoing resolution was duly seconded by Andrews. All voted aye. Therefore, resolution is passed and adopted.

Motion made by Larson and seconded by Layman to approve quote from Milbank Winwater Milbank South Dakota, as presented. All voted aye.

Motion made by St. John and seconded by Lemme to table action regarding **Amendment to Owner-Engineer Agreement** for Water tower 2021. All voted aye.

Motion made by Andrews and seconded by St. John to approve **Amendment to Owner-Engineer Agreement** for Wastewater Treatment Facility and North Lift Station Improvements, as presented. All voted aye.

Motion made by Layman and seconded by Larson to authorize advertising for bids for the **Wastewater Treatment Facility and North Lift Station Improvements Bid Schedule 1**. All voted aye.

Motion made by Lemme seconded by Larson to approve the Second reading of Ordinance No. 375 "AN ORDINANCE PROHIBITING PARKING ON MAIN STREET During the hours of 2:30 AM to 6:00 AM" AMENDING ORDINANCE #187." All voted aye.

Motion made by Layman and seconded by St. John to approve the Second reading of Ordinance No. 376 "AN ORDINANCE REGARDING CITY TRUCK ROUTE." All voted aye.

Motion made by Layman and seconded by Larson to approve the Second reading of Ordinance No. 377 "AN ORDINANCE REGARDING SNOW REMOVAL." All voted aye.

Motion made by St. John and seconded Larson to change the January 3, 2023 council meeting to Wednesday January 4, 2023 at 7:00 PM. All voted aye.

Motion made by Layman and seconded by Lemme to approve the quote by Motorola Solutions Quote - 1802202 as presented. All voted aye.

Discussion was held on quote from Everbridge Mass Notification Base for SLG users. No action taken.

Motion made by Larson and seconded by St. John to Authorize Mayor Aho to sign Pay Request #1 to CWSRF (CW-03) for \$163,026.00 (one hundred sixty-three thousand twenty-six dollars and zero cents) for reimbursement of accumulated expenses for the Wastewater Improvement and North Lift Station Project, contingent upon funding agency's approval. All voted aye.

Motion made by Larson and seconded by St. John to Authorize Mayor Aho to sign Pay Request #1 to CWFCP (DANR Project ID Number: 2022G-100) for \$130,186.89 (one hundred thirty thousand one hundred eighty-six dollars and eighty-nine cents) for reimbursement of accumulated expenses for the Wastewater Improvement and North Lift Station Project, contingent upon funding agency's approval. All voted aye.

Motion made by Layman and seconded by St. John to approve the December Police Report, as presented. All voted aye.

Motion made by St. John and seconded by Layman to go into executive session per SDCL 1-25-2 Section 1&3 at 8:07 PM. All voted aye.

Mayor Aho declared the Council out of executive session at 8:44 PM.

Motion made by Larson and seconded by Layman to authorize Mayor Aho to move forward with negotiations for purchase of a maintenance building for the city of Lake Norden. All voted aye.

Motion made by Larson to update the **City of Lake Norden Employee Policy Manuel** to include the following changes:

- I. Add New Year's Eve as a paid holiday;
- II. Convert all vacation and sick leave previously accrued to Paid Time Off (PTO);

- III. Employees and appointed officials shall accumulate PTO from employment starting date and according to the employees' years of service;
 - IV. Annually employees can carry over 40 hours of PTO to the next year.
 - V. Changes are effective January 1, 2023
- The foregoing motion was duly seconded by St. John. All voted aye.

Motion made by Lemme and seconded by Larson to adjourn at 8:55 PM. All voted aye.

Jason Aho
Mayor

Shari Layman
Finance Officer

☒ "This institution is an equal opportunity provider, and employer."

Publish once at an approximate cost of _____.