

**CITY OF LAKE NORDEN**

**December 2, 2019**

Council met in regular session at 7:00 PM. Mayor Aho presiding. Members present: Jason Aho, Janet Andrews, Brian Jacobsen, John Layman and Dorene Lemme. Absent: Kim St. John.

City employees present: Tony Aas, George Gibbons, Delores Kangas, Dan Koistinen and Roy Hauschildt. Absent: None.

Others present: Jenna Aderhold-Herald Enterprise, Matt Anderson, Larry Barnett and Alida Botha.

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

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

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

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

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

Aas***5494	APL*ITUNES	1.05	CLOUD BACKUP
AAS***5494	CALENDARWIZ	9.00	SERVICES
AAS***5494	MENARDS	9.85	SUPPLIES
AAS***5494	ACTION TARGETS	179.38	SUPPLIES
AAS***5494	POST OFFICE	1.30	SUPPLIES
AAS***5494	DAVIS & STANTON	118.00	SUPPLIES
AAS***5494	VISTA PRINT	70.29	SUPPLIES
KANGAS***2725	US POSTAL SERVICE	334.50	ENVELOPES
HAUSCHILD***2717	AVG	74.54	VIRUS PROTECTION
HAUSCHILD***2717	AVG	-74.54	REFUND R'CV

All Voted Aye. Thus, motion carried.

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

GEORGE GIBBONS	977.30	SALARY/BONUS/LESS	DEDUCTIONS
KYLE NAMKEN	164.20	SALARY/BONUS/LESS	DEDUCTIONS
JANET ANDREWS	277.05	SALARY/LESS	DEDUCTIONS
TONY AAS	2650.16	SALARY/BONUS/LESS	DEDUCTIONS
BRIAN JACOBSEN	277.05	SALARY/LESS	DEDUCTIONS
DAN L. KOISTINEN	2286.52	SALARY/BONUS/LESS	DEDUCTIONS
STACY HAKEMAN	288.47	SALARY/BONUS/LESS	DEDUCTIONS
JASON AHO	484.83	SALARY/LESS	DEDUCITONS
JOHN LAYMAN	184.70	SALARY/LESS	DEDUCTIONS
CAMERON LARSON	184.70	SALARY/LESS	DEDUCTIONS

ROY HAUSCHILDT	2315.70	SALARY/BONUS/LESS DEDUCTIONS
DELORES KANGAS	2678.12	SALARY/BONUS/LESS DEDUCTIONS
DORENE LEMME	184.70	SALARY/LESS DEDUCITONS
KIMBERLY ST. JOHN	184.70	SALARY/LESS DEDUCTIONS
HEALTH POOL OF SD	1740.26	EMPLOYER MONTHLY PREMIUMS
SD RETIREMENT SYSTEM	2149.78	EMPLOYEE-EMPLOYER PER-CENT
HEALTH POOL OF SD	1260.15	EMPLOYEE FAMILY INSURANCE
DENTAL NETWORK OF AMERICA	271.50	EMPLOYER MONTHLY PREMIUMS
SD SUPPLEMENTAL RETIREMENT	175.00	EMPLOYEE CONTRIBUTIONS
EFTPS	4656.01	DEDUCTIONS DEPOSIT
BANNER ASSOCIATES	18079.80	INV. #31871; 78/SERVICES
BANNER ASSOCIATES	6198.75	INV. #31927; 28/31995/SERVICES
BASIN CONSTRUCTION & DRAIN TIL	375.00	LNCC REFUND RENT/DEPOSIT
BOYD LAW FIRM, PROF. L.L.C.	110.00	LEGAL FEES
CITY OF LAKE NORDEN	63.32	DEPOSIT LESS BILLING/WILEN
CITY OF LAKE NORDEN	100.00	DEPOSIT LESS BILLING/CRUZ
COLONIAL RESEARCH CHEMICAL COR	773.86	INV. 144404; 42/SUPPLIES
CONNECTING POINT COMPUTER	70.00	408821/409193/SERVICES
COOK'S WASTEPAPER & RECYCLING	2349.00	MONTHLY SERVICE (186) DUMPSTER
CORE & MAIN LP	1810.90	INV. #L494846/L440733/SUPPLIES
COUNTRY STORE	735.16	ACCOUNT 101569
DAKOTA PORTABLE TOILETS	93.75	INV. #9352/SERVICES
DAKOTA PUMP & CONTROL INC.	1280.62	INV. #25537; 59/SUPPLIES
DAKOTA SUPPLY GROUP	459.92	INV. #F167694/SUPPLIES
DEPARTMENT OF HEALTH	1406.00	INV. #10590921/TESTING
EFRAIMSON ELECTRIC INC.	116.01	INV. #3104/SERVICES
EVOLUTION POWERSPORTS	69.97	INV. #96309/SUPPLIES
GREAT AMERICAN FINICIAL SVCS.	110.76	LEASE FEES
HAMLIN BUILDING CENTER	1841.15	SUPPLIES
HAMLIN COUNTY PUBLISHING	190.25	PUBLICATIONS
HAWKINS, INC	4474.47	INV. #4608229/SUPPLIES
HD ELECTRIC COOPERATIVE, INC.	56.05	8346/35107/SERVICES
HENDRICKSON HEATING & COOLING	724.49	INV. #3945; 46;67/SERVICES
ITC	539.12	ACCT. #00040683-9
JUTTING'S GROCERY	41.23	SUPPLIES
KDM EQUIPMENT, INC.	362.93	INV. 7020; 36; 89/SERVICES
LARRY KOISTINEN	100.00	WATER DEPOSIT REFUND
JOHN LARSON	75.00	WATER DEPOSIT REFUND
MAGUIRE IRON, INC.	2350.00	IVC011604/SERVICES
MENARDS	234.16	INV. #1183/CHRISTMAS LIGHTS
MIDWEST ALARM COMPANY, INC.	81.75	INV. #236662/SERVICES
NORDEN MOTOR COMPANY	815.73	SUPPLIES
NORTHERN PLAINS CONTRACTING	211924.13	CONTRACTOR PAY REQUEST #6
NORTHWESTERN ENERGY	707.12	2540879; 703/2747404/2948926
OFFICE PEEPS, INCORPORATED	31.45	INV. #875443-0; 083-0/SUPPLIES
OTTERTAIL POWER COMPANY	6893.71	14049136/MEMOIRAL PARK
RON'S SAW SHOP	44.99	INV. #143567/SUPPLIES
RUNNINGS SUPPLY INC.	59.08	INV. #4685055/SUPPLIES
SANFORD HEALTH OCCUPATIONAL ME	39.00	TESTING
SD ONE CALL	14.70	SD19-3051/SERVICES
STAR LAUNDRY & DRY CLEANERS	70.99	ACCT. 3710-00002
STEFFENSEN INSURANCE	1943.64	PPL0951623/POLICE LIABILITY
US POSTAL SERVICE	70.00	UTILITY POSTAGE
BROOK/TAYLOR WENDLING	75.00	WATER DEPOSIT REFUND

WESTECH	600.00	INV. #74691/TESTING
LANCE/MARILYN WILEN	36.68	DEPOSIT LESS
FIRST NET	52.03	WIRELESS SERVICE
AT&T	851.00	MONTHLY SERVICE
SD DEPARTMENT OF REVENUE	148.86	SALES TAX RETURN
FIRST PREMIER BANK	43.50	BANK CHARGES
REVTRAK CHARGE	52.86	SERVICE CHARGE
REED	2712.02	AUTO-LOAN PAYMENT
RURAL DEVELOPMENT	3597.00	AUTO-LOAN #91-01 PAYMENT
RURAL DEVELOPMENT	1678.70	AUTO-LOAN #91-03 PAYMENT
RURAL DEVELOPMENT	1939.00	AUTO-LOAN #97-06 PAYMENT

Motion made by Larson and seconded by Jacobsen to issue warrants and pay the bills. All voted aye.

Alida Botha appeared before the Council to discuss her request to rent the Lake Norden Community Center kitchen on a day to day basis for a commercial business. Botha would purchase her own liability insurance and obtain the necessary licensing from the State of South Dakota to produce bakery products for her business. Motion made by Layman and seconded by Larson to approve rental of the kitchen by Botha on a day to day basis. All voted aye.

Mayor Aho declared the Council convene acting as a Planning and Zoning Commission and Zoning Board of Adjustments.

Larry Barnett and Matt Anderson appeared in full or in part for the following Public Hearing:

Notice is hereby given that a Public Hearing will be held December 2, 2019 at 7:00 PM in the City Building located at 508 Main Avenue, Lake Norden, SD to consider in full or in part the following proposed conditional use permit:

1. Permit #13/11/2019 by Larry Barnett, applicant, for a conditional use permit. The request, if granted, would permit the applicant to use the following properties: Lots 7, 8, 9, 10 and 11 in Block 1 of Central City Addition to the City of Lake Norden, Hamlin County, South Dakota whose street addresses is 702 Main Avenue, Lake Norden, SD in the following manner: Construction of a second floor apartment by conditional use in a "Central City Commercial District" as stated in Section 2.07.03 Conditional Uses: Item #6.

Discussion held concerning the required re-platting of the lots into one lot, parking concerns and current violations of city ordinances at the property. Layman made a motion and Larson seconded to table action concerning the above-mentioned *Conditional Use Permit*. All voted aye.

Motion by Jacobsen and seconded by Andrews to adjourn as a Planning and Zoning Commission and Zoning Board of Adjustments

Mayor Aho declared the Council reconvene as the Lake Norden City Council.

Public Comment: No Public Comment.

Motion made by Jacobsen and seconded by Larson to approve Water Systems Improvement Project - Pay Request #11 - SRF Loan \$121,673.00 and Interim Financing \$105,961.43. Said request includes Contractor Pay Request #6-Bid Pkg.1 \$211,924.13; Banner \$15,710.30; contingent upon funding agency approval. All voted aye.

Motion made by Lemme and seconded by Larson to approve the Waste Water Systems Improvement Project - Pay Request #17 -- SRF Loan \$1896.00 - Grant \$473.90, contingent upon funding agency approval. All voted aye.

Council reviewed a cost estimate from Banner Associates for improvements to Park Street and 5<sup>th</sup> Avenue North. Motion made by Larson and seconded Layman to authorize Mayor Aho to contact Banner Engineering Associates to set up a date and time for advertisement for bids for the project, as presented. All voted aye.

Motion made by Larson and seconded by Jacobsen to approve the Second Reading of Ordinance #355 "A Supplemental Appropriations Ordinance for the City of Lake Norden for the year ending December 31, 2019." All voted aye.

Discussion and review of the *City of Lake Norden's Employee Personnel Manual*. Motion made by Layman and seconded by Andrews to approve and adopt the changes to Lake Norden's Personnel Manual, as presented. All voted aye.

Motion made by Jacobsen and seconded by Larson to change the date of the January 2020 regular council meeting from Monday, January 6 to Monday, January 13, 2020. All voted aye.

Motion made by Larson and seconded by Layman to authorize and fund the *Annual Winter Fun Day* at the Lake Norden Community Center. The event shall take place in January 2020. All voted aye.

Motion made by Larson and seconded by Jacobsen to approve the November Police Report, as presented. All voted aye.

Motion made by Jacobsen and seconded by Larson to adjourn at 7:47 PM. All voted aye.

Jason Aho  
Mayor

Delores Kangas  
Finance Officer

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

Publish once at an approximate cost of \_\_\_\_\_.