

City of Lake Norden

December 11th, 2023

The council met in regular session at 7:00 PM. Council President Cameron Larson presiding. Members present: Janet Andrews, John Layman, Kim St. John, Doreen Lemme and Gordon Kangas.

Absent: Mayor Jason Aho

City employees present: Shari Layman, Kellee Dragt, Dan Koistinen, Roy Hauschildt and Chief Tony Aas, Sgt. Michael Morgan, and Cody Gregg.

Absent: none

Others present: Carina Smith, Deidre Beck, and Gregg Jorgenson with Banner Associates.

Motion made by St. John and seconded by Lemme to approve the December 11, 2023; agenda as presented. All voted aye.

Motion made by Kangas and seconded by Layman to approve the November 13, 2023, minutes, as presented. All voted aye.

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

Motion made by Kangas and seconded by St. John to approve the itemized credit card payment, as follows:

Aas***6494	Lowes/City Office	30.78	Supplies
Aas***6494	Apple.com	\$1.05	Services
Hauschildt***2717	Linder Music	10.62	Supplies
Koistinen***2733	Taco Bell	9.64	Services
Koistinen***27333	Comfort Inn	13699	Services

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

Legislative	\$4,432.79	Salary/Less Deductions
Executive	\$1,572.38	Salary/Less Deductions
Finance Office	\$6,282.91	Salary/Less Deductions
Police	\$14,776.48	Salary/Less Deductions
Street Admin.	\$1,855.54	Salary/Less Deductions
Sanitation	\$46.17	Salary/Less Deductions
Auditorium	\$838.86	Salary/Less Deductions
Water Administration	\$3,917.55	Salary/Less Deductions
Sewer Administration	\$555.56	Salary/Less Deductions

Sewer Maintenance	\$50.00	Salary/Less Deductions
HPSD	\$4,933.11	2023-5092 Health Ins.
SD Retirement	\$4,614.12	Employer/employee 6%/8%
HPSD	\$1,000.00	2023-5092 Health Ins.
Dental Network of Amer.	\$168.10	Dental Insurance
Supplemental Retirement	\$450.00	Employee Contribution
EFTPS	\$10,717.55	Deductions Deposit
Area Inc.	\$306.12	INV #14111
Basin Construction & Drain	\$108,757.91	Pay Request #7/WW N Lift
Basin Construction & Drain	\$18,806.20	INV #22529, 22528/Services
Boyd Law Firm	\$387.50	Legal Fees
Butler Machinery	\$32,007.84	Inv #21WO0006
Connecting Point	\$76.95	INV #427030, 427094
Cook's Wastepaper	\$2,772.75	Monthly Services (202)
Dakota Pump & Control	\$310.20	INV#29559, 29576
Department of Health	\$412.00	INV #10612734/Testing
Glacial Lakes Human Society	\$900.00	Annual Donation
Great American Financial	\$143.17	Lease Fees
Grinnell Mutual	\$6803.00	INV #221885
Hamlin Building Center	\$1878.57	Supplies
Hamlin County	\$370.00	Contracted Services
Hamlin County Hwy Depart.	\$1,166.00	REF #21/Supplies
Hamlin County Publishing	\$236.45	Publications
Hamlin County Farmers Coop	\$1,660.41	ID #101569
Hawkins Inc	\$4,914.77	INV #6625449, 6631883
HD Electric Cooperative, INC	\$1,550.53	ACCT #8346, 35107, 35853
Hendrickson Heating & Cooling	\$120.00	INV #7229 / Sanford
Holiday Outdoor Décor	\$5,461.95	INV #12268
ISG	\$257,601.29	INV #96281,97613,98562
ITC	\$765.96	Telecommunication
J&L Machine and Welding	\$125.91	INV #4608 / Services
Jutting's Grocery	\$118.79	Supplies
KDM Equipment, INC	\$276.00	INV #38058 / Rental
Andria Koistinen	\$350.00	LNCC Deposit Refund
Shari Layman	\$44.99	LNCC Roaster
Light and Siren	\$6,632.55	INV #16712/K9
LN Development Corporation	\$1,000.00	Monthly Donation
Menards	\$33.69	INV #99945 / Supplies
Mid-American Meter	\$382.29	INV #0023, 5628
Motorola Solutions	\$3089.03	#1411022444, 42860, 8281749961
Northwestern Energy	\$1,744.52	Utilities
Office Peeps, Incorporated	\$8.62	INV #1045461-0
Ottertail Power Company	\$6,350.69	Utilities
Productivity Plus Acct. (Titan)	\$4,051.42	ACCT 3495685
Runnings Supply, Inc	\$189.45	INV #5854231/Supplies
SD DANR – Fiscal Office	\$50.00	SDG820621 Permit
SDML Workers Comp Fund	\$11,661.00	INV #22844/Work Comp 2024
Sharp Automotive	\$365.30	INV #429702 / Services

Star Laundry & Dry Cleaners	\$320.26	INV #3710:01,02 / Services
Steffensen Insurance	\$842.00	INV #2129346/police truck
Town of Hayti	\$143.16	Reimbursement
US Postal Service	\$102.00	Utility Postage
USA Blue Book	\$483.90	INV #00194029
Watertown Ford	\$69.95	INV #38185 /Services
Milbank Winwater Works	\$2,347.02	INV #18881501
Bobby Zeller	\$100.00	Water Deposit Refund
Zip & Stitch Sewing	\$122.00	INV #802290 / Police

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

Committee Reports:

Community Center: Nothing to report

Parks: Nothing to report

Police: Nothing to report

Streets: Waiting on street signs for new additions

Summer Youth: Nothing to report

Motion made by Layman and seconded by Kangas to approve the Letter of Contract -Banner Engineering Services for Mill and Overlay Design/Construction for Jay Headley. All voted aye.

Motion made by Lemme and seconded by Layman to approve the Contract Amendment #3 with Banner Engineering for up to \$40,000 of additional construction phase services (360 additional hours) for the Wastewater Treatment Facility Improvements. All voted aye.

Motion made by Kangas and seconded by Layman to **table** the approval for the replacement of Well #2 as we are waiting for the water testing results. All voted aye.

Motion made by Kangas and seconded by St. John to approve IGS's Value Redesign of Bid Package #1 for \$12,000 in additional design fees. All voted aye.

Motion made by Lemme and seconded by Andrews to approve IGS's Value Redesign of Bid Package #3 for \$8,000 in additional design fees. All voted aye.

Motion made by Layman and seconded by Lemme to approve Change Order #1 for the Owner / CMAR Contract amendment to include a 5% retainage. All voted aye.

Motion made by Layman and seconded by St. John **to table** paying Invoices received from ISG for Engineering cost for the Municipal Building project totaling \$256,951.29 until the December 18th council meeting. All voted aye.

Motion made by St. John and seconded by Layman approve the first reading of **ORDINANCE #382 "AN ORDINANCE PROHIBITING PARKING OR OBSTRUCTION OF TRAVEL WITHIN AN ALLEY"** All voted aye.

Motion made by Andrews and seconded by Kangas to approve the first reading of **ORDINANCE #383 "A SUPPLEMENTAL APPROPRIATIONS ORDINANCE FOR THE YEAR ENDING DECEMBER 31, 2023"** All voted aye.

Motion made by Kangas and seconded by Lemme to approve Maquire's Pay App #7 for the Water Tower Project for \$91,943.41. All voted aye.

Motion made by Layman and seconded by Kangas to approve Basin's Pay App #7 for the North Lift Station and Gravity Improvements Project for \$108,757.91. (\$64,759.60 paid out of the Funding Package and \$43,998.31 with City Funds.) All voted aye.

Motion made by St. John and seconded by Lemme to approve Basin's Change Order #4 for the North Lift Station Project with an Increase of \$2,298.45. All voted aye.

Motion made by Layman and seconded by St. John to approve the Drinking Water SRF Reimbursement Request #5 for the Water Tower Project for \$446,319.00. All voted aye.

Motion made by Lemme and seconded by Andrews to approve the Clean Water SRF Reimbursement Request #10 for the Wastewater Project for \$60,469.00. All voted aye.

Motion made by Lemme and seconded by Layman to approve the Clean Water FCP Reimbursement Request #10 for the Wastewater Project for \$48,288.51. All voted aye.

Motion made by St. John and seconded by Andrews to approve changing the employee Dental plan from Dental Network of America to Delta Dental of South Dakota. Layman abstained

Motion made by Lemme and seconded by St. John to approve police report as presented. All voted aye.

Motion made by Layman and seconded by Lemme to approve police yearend report as presented. All voted aye.

Motion made by Kangas and seconded by Lemme to go into executive session per 1-25-2 Section 1&3 at 8:17 pm. All voted aye.

Council President Larson declared the council out of executive session at 10:11 pm.

Motion made by Layman and seconded by Lemme to **table** hiring Kellee Dragt as a fulltime employee with benefits until the December 18th meeting. All voted aye.

Motion made by Lemme and seconded by Kangas to adjourn at 10:12 pm. All voted aye.

Jason Aho
Mayor

Shari Layman
Finance Officer



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Publish once at an approximate cost of _____