

City of Lake Norden

February 12, 2024

The council met in regular session at 7:00 PM. Mayor John Layman presiding. Members present: Janet Andrews, Thomas Swafford, Cameron Larson, Doreen Lemme, and Kim St. John.

Absent: Gordon Kangas

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

Absent: Sgt. Michael Morgan

Others present: Jason Aho, Burt Tulson, Gregg Jorgensen – Banner Associates, Amy Arnold and Kelli Hendricks – First District

Motion made by Larson and seconded by Lemme to approve the February 12th agenda, as presented. All voted aye.

Motion made by Andrews and seconded by St. John to approve the January 25, 2024, minutes, as presented. All voted aye.

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

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

Aas***6494	Apple.com	\$1.05	Services
Aas***6494	Cenex Sioux Watertown	\$43.82	Fuel
Aas***6494	McAfee	\$159.29	Services

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

Finance Office	\$7,014.93	Salary/Less Deductions
Police Department	\$11,128.92	Salary/Less Deductions
Street Admin.	\$2,021.70	Salary/Less Deductions
Auditorium	\$712.35	Salary/Less Deductions
Water Administration	\$3,883.44	Salary/Less Deductions
Sewer Administration	\$603.91	Salary/Less Deductions
Sewer Maintenance	\$50.00	Salary/Less Deductions
AED Superstore	\$614.00	PO #PD24001/Supplies
Banner Associates	\$37,795.71	INV #41769, 41514/Services

Basin Construction & Drain Til	\$126,407.56
Boyd Law Firm, Prof. L.L.C.	\$92.00
City of Lake Norden	\$186.03
City of Lake Norden	\$150.00
Colonial Research Chemical Cor	\$810.96
Connecting Point Computer	\$37.00
Consolidated Electrical Dist.	\$425.00
Cook's Wastepaper & Recycling	\$2,772.75
Dakota Supply Group	\$1,082.77
Department of Revenue	\$600.00
Eframson Electric INC	\$2,059.73
First District	\$772.50
Galls, LLC	\$89.49
Glacial Lakes & Prairies Tour	\$2,430.00
Governor's Office of Economic	\$330.00
GR-Emergency Vehicle Outfitter	\$2,450.00
Great American Financial Svcs.	\$143.17
Hamlin Building Center	\$779.12
Hamlin County Publishing	\$269.10
Hamlin County Farmers Coop	\$2,183.03
Hawkins, INC	\$7,266.44
HD Electric Cooperative, INC	\$1,516.19
Hendrickson Heating & Cooling	\$122.45
International Assoc. of Police	\$190.00
ISG	\$4,736.25
ITC	\$1,068.96
J & J Earth Works	\$593,851.77
LN Association	\$4,000.00
LN Development Corporation	\$1,000.00
LN Historical Society	\$1,000.00
LN Senior Citizens	\$1,500.00
Lyle Signs, INC	\$329.42
Macksteel Warehouse, INC	\$1,225.24
Maguire Iron, INC	\$29,970.00
Menards	\$831.93
Midwest Alarm Company, INC	\$905.94
Motorola Solutions, INC	\$2,430.00
N'tl Assoc, of Surplus Property	\$39.00
Norden Welding & Machine	\$602.15
Northwest Energy	\$1,038.16
Office Peeps, Incorporated	\$1,066.98
Ottertail Power Company	\$6,374.70
Ray Allen Manufacturing	\$3,256.69
Sanford	\$306.00
SD Amateur Baseball Hall	\$1,000.00
Sharp Automotive	\$98.83
Star Laundry & Dry Cleaning	\$272.44
Steffenson Insurance	\$2,319.00

Pay App #3/Public Safety Bld
 Legal Fees
 Receipts/Cash Box
 Acct. #14375.00/Water Deposit
 INV #151714/Supplies
 Services
 INV #925939-00/Services
 Monthly Services (202)
 INV #S103396295.001/Services
 Liquor License/El Charrito
 INV #17313, 17016/Services
 2024 Municipal Dues
 INV #025855149/Supplies
 INV #4837/2024 Membership Dues
 GOED Conference
 INV #590
 Lease Fees
 Supplies
 Publications
 ID #101569
 INV #6663079, 6665543, 6673628
 Acct #8346, 35107, 35853
 INV #7341/Sanford
 INV #0321625/Membership
 INV #101600/Municipal Bld
 City Phone/Internet
 Pay App #1/Sewer Ponds
 Donation
 Monthly Donation
 Donation
 Donation
 INV #00350647/Supplies
 INV #PS1011669/Supplies
 SRF #C462256-03 Pay App #9
 INV #4085/Supplies
 INV #367230/Services
 INV #1411052973/Services
 INV #20602/Membership 2024
 INV #5972, 5983/Services
 City utility payments
 INV #1052081, 1053545, 1053553
 City utility payments
 INV #RINV352103
 INV #320252614/Employment Phys
 Donation
 INV #433583/Services
 INV #3710:01/Services
 Cyber Liability/K-9 Insurance

Team Laboratory Chemical, LLC	\$2,064.00	INV #0039506/Supplies
US Postal Service	\$106.00	Utility Postage
Tyler or Zhanna West	\$100.00	Water Deposit Refund

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

Committee Reports:

Community Center: Request to consider raising the toilet paper dispensers in the Women’s bathroom

Parks: Gravel will be added to the parks drives and a request was made to check the condition of all the bathrooms

Police: Nothing to report

Streets: Nothing to report

Summer Youth: Nothing to report

Motion made by Lemme and seconded by Andrews to approve Reimbursement Request #7 for DWSRF (Drinking Water Loan) C462256-03 for \$7,379.00. All voted aye.

Motion made by Larson and seconded by St. John to approve Reimbursement Request #11 for CWFCP Clean Water (Sewer) Grant 2022G-100 for \$11,231.84. All voted aye.

Motion made by Larson and seconded by Lemme to approve Reimbursement Request #11 CWSRF Clean Water (Sewer) Loan C461256-03 for \$14,066.00. All voted aye.

Motion made by Larson and seconded by St. John to table funding for Jay Headley Avenue Mill and Overlay Project. All voted aye.

Motion made by St. John and seconded by Larson to approve advertising for bids for the Jay Headly Avenue Mill and Overlay Project. All voted aye.

Motion made by Larson and seconded by Lemme for approval to replace the air valve at the water plant. All voted aye.

Motion made by Lemme and seconded by Larson to table replacing the siding on the crow’s nest and concession stand at the amateur baseball field. All voted aye.

Motion made by Larson and seconded by Andrews to approve city office remodel. All voted aye.

Motion made by Lemme and seconded by Larson to approve Maguire Iron Inc. Pay App #9 SRF C462256-03 for \$29,970.00 on the Water Tower project. All voted aye.

Motion made by Lemme and seconded by Andrews to approve Maguire Iron Inc.’s Change Order #6 for the Water Tower Project. Installing one logo on the new tower instead of two logos the change creates a \$600 **decrease**. All voted aye.

Motion made by Larson and seconded by Andrews to approve the Senior Citizen’s Center’s building insurance. Swafford and Lemme voted aye, St. John abstained.

Motion made by St. John and seconded by Lemme to approve the replacement of the water hydrant on the corner of 1st Avenue North and Spring Street. All voted aye.

Amy Arnold and Kelli Henricks with First District spoke to Council about a Pre-Disaster Mitigation Plan Review. No action was taken.

Motion made by Larson and seconded by St. John to approve the compliance report as presented. All voted aye.

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

There was discussion regarding the Lake Norden Community Center entry method and updating policies on the usage of the facility. No action was taken.

Motion made by Larson and seconded by Andrews to approve looking into adding a handicap parking space in front of the Community Center. All voted aye.

Motion made by Larson and seconded by St. John to go into executive session per 1-25-2 Section 1&3 at 8:37 pm. All voted aye.

Mayor Layman declared the council out of executive session at 9:38 pm.

Motion made by Lemme and seconded by St. John to table furnishings for the Municipal Building. All voted aye.

Motion made by Larson and seconded by Lemme to approve hiring a Youth Director to coordinate Baseball / Softball summer activities. All voted aye.

Motion made by Lemme and seconded by Larson to approve hiring a part-time maintenance employee. All voted aye.

There was discussion on the city office meeting room floor plan and possible renovation.

Motion made by Larson and seconded by Lemme to adjourn at 9:53 pm. All voted aye.

John Layman
Interim Mayor

Shari Layman
Finance Officer



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Publish once at an approximate cost of _____