

CITY OF LAKE NORDEN

July 1, 2019

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

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

Others present: Scott Mohror - Banner Associates.

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

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

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

Motion made by Layman and seconded by Lemme 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	TeamLogocom	83.00	UNIFORM
AAS***5494	POST OFFICE	32.80	POSTAGE
REIDBURN***6502	COWBOY	44.24	SUPPLIES
REIDBURN***6502	COWBOY	38.04	SUPPLIES
REIDBURN***6502	COWBOY	37.06	SUPPLIES
REIDBURN***6502	COWBOY	32.55	SUPPLIES

All Voted Aye. Thus, motion carried.

Motion made by Jacobsen and seconded by Larson to approve the quarterly loan report, as presented. All vote aye.

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

KYLE NAMKEN	712.63	SALARY/LESS DEDUCTIONS
TONY AAS	2458.90	SALARY/LESS DEDUCTIONS
DAN L. KOISTINEN	2919.16	SALARY/LESS DEDUCTIONS
STACY HAKEMAN	275.33	SALARY/LESS DEDUCTIONS
ROY HAUSCHILDT	2550.14	SALARY/LESS DEDUCTIONS
DELORES KANGAS	2490.45	SALARY/LESS DEDUCTIONS
Jeremy Steffensen	277.05	SALARY/LESS DEDUCTIONS
BROOKE REIDBURN	583.18	SALARY/LESS DEDUCTIONS
KIRBY ANTONEN	1014.00	SALARY/LESS DEDUCTIONS
RYAN MACDONELL	1025.26	SALARY/LESS DEDUCTIONS

AUSTIN HAKEMAN	1211.31	SALARY/LESS DEDUCTIONS
JACOB MACDONELL	1008.45	SALARY/LESS DEDUCTIONS
HEALTH POOL OF SD	870.13	EMPLOYER MONTHLY PREMIUMS
SD RETIREMENT SYSTEM	1720.02	EMPLOYEE-EMPLOYER PER-CENT
DENTAL NETWORK OF AMERICA	90.50	EMPLOYER MONTHLY PREMIUMS
SD SUPPLEMENTAL RETIREMENT	175.00	EMPLOYEE CONTRIBUTIONS
EFTPS	4642.75	DEDUCTIONS DEPOSIT
AAA PURE WATER	193.50	INV. #5971/SERVICES
BADGER OIL COMPANY	149.00	INV. #15794/SERVICES
CHRISTINA BAHR	200.00	LNCC DEPOSIT REFUND
BANNER ASSOCIATES	6595.70	INV. #31141/31072/SERVICES
BOYD LAW FIRM, PROF. L.L.C.	1044.00	LEGAL FEES
BROOKINGS REGISTER	150.00	CUSTOMER #107738
BRYANT DAKOTAN	118.80	PUBLICATIONS
CITY OF LAKE NORDEN	100.00	DEPOSIT LESS BILLING
CITY OF SAINT PAUL	180.00	INV35615/TRAINING
COLONIAL RESEARCH CHEMICAL COR	612.94	INV. #143580/SUPPLIES
CONNECTING POINT COMPUTER	1180.00	INV. #406933/407033/407247
COOK'S WASTEPAPER & RECYCLING	2289.00	MONTHLY SERVICE(181)DUMPSTER
CORE & MAIN LP	1861.49	INV. #K754759;05549/SUPPLIES
COUNTRY STORE	878.21	ACCOUNT #101569
DAKOTA PORTABLE TOILETS	125.00	INV. #8411/SERVICES
DAKOTA PUMP & CONTROL INC.	1978.28	INV. #25082/SUPPLIES
DEPARTMENT OF HEALTH	131.00	INV. #10588413/TESTING
JAKE DEVINE	200.00	UMPIRE 7/1
ECSDBA	75.00	TOURNEY FEE
ECSDBA	75.00	TOURNEY FEE
EFRAIMSON ELECTRIC INC.	4650.98	INV. #2416/SERVICES
GALLS, LLC	154.61	INV. #012960907/SUPPLIES
GEOTEK ENGINEERING & TESTING	2600.00	INV. #1985010-LN/5TH & PARK
GREAT AMERICAN FINICIAL SVCS.	110.76	LEASE FEES
HAMLIN BUILDING CENTER	1872.37	SUPPLIES
HAMLIN COUNTY PUBLISHING	593.62	PUBLICATIONS
HAWKINS, INC	6386.99	INV.#2931743;2564;7022
HD ELECTRIC COOPERATIVE, INC.	55.55	ACCOUNT 8346/35107
INDEPENDENT AUDIT SERVICES, PC	1400.00	2-YR. AUDIT ENDING 12/31/2017
INNOVATIVE OFFICE SOLUTIONS	576.47	INV. #52644-1/SUPPLIES
ITC	538.73	ACCT. #00040683-9
JEFF/SHARON JAGER	25.00	WATER DEPOSIT REFUND
BLAKE JENSEN	100.00	UMPIRE 6/29
JUSTIN/JOLENE JOHNSON	100.00	WATER DEPOSIT REFUND
JUTTING'S GROCERY	31.16	SUPPLIES
KAISER WELL DRILLING, INC.	3180.59	INV. #1333/SERVICES
KIBBLE EQUIPMENT COMPANY	212.53	INV. #1921006/SUPPLIES
JEFF KRUSE	400.00	UMPIRE 6/17 & 6/20
JEFF KRUSE	100.00	UMPIRE 6/10
LAKER CHEMICAL COMPANY	3282.50	INV.INV0016455;572;769/SUPPL
LN DEVELOPMENT CORPORATION	1000.00	MONTHLY DONATION
SETH MADSEN	100.00	UMPIRE 6/29
MILBANK BALL DAMOND ASSOCIATION	200.00	TOURNEY FEE
MINNESOTA VALLEY TESTING LAB.,	14240.00	INV. #981976/SEWER PROJECT
NELLY ENTERTAINMENT	1000.00	ORDER 0504/JULY 4 CELEBRATION
BRYAN NELSON	200.00	UMPIRE 6/8
BRYAN NELSON	200.00	UMPIRE 6/27

BRAD NOEM	876.72	REIMBURSEMENT
NORDEN MOTOR COMPANY	395.15	SUPPLIES
NORTHWESTERN ENERGY	369.86	2540879/2948926/2747404
KOHJI NUMATA	200.00	UMPIRE 6/8
KOHJI NUMATA	200.00	UMPIRE 6/27
OFFICE PEEPS, INCORPORATED	918.05	855400;3927;5396;4852;3927-01
OTTERTAIL POWER COMPANY	7207.57	INV. #5051/SERVICES
OVERHEAD DOOR	970.00	FIRE HALL DOOR
PB ELECTRONICS	905.00	INV. #136957/SERVICES
PIPE MASTERS	1155.00	INV. #125290/SERVICES
POPHAM CONSTRUCTION	2920.00	INV. #6297/STREET SWEEPING
PRAIRIE LAKES WELLNESS CENTER	1616.44	REGISTRATION FEES
PRO TOUCH PAINTING	459.00	INV. #607/LNCC
RAINBOW MIDWEST	298.00	SUPPLIES
ROY'S SPORT SHOP	2776.73	162339;392;450;565/SUPPLIES
RUNNINGS SUPPLY INC.	17.98	INV. #4554290/SUPPLIES
RUST FENCING	120.00	SUPPLIES
SD DENR	230.00	FEES/0187/SDG860068
SD ONE CALL	9.45	INV. SD19-1204/SERVICES
SF SHOPPING NEWS	273.00	INV. #91590/SERVICES
STAR LAUNDRY & DRY CLEANERS	131.29	ACCOUNT3710/SERVICES
JACOB STEFFENSEN	200.00	UMPIRE 6/17
JACOB STEFFENSEN	160.00	UMPIRE 6/10 & CORRECT 6/17
MATTHEW STEFFENSEN	100.00	UMIRE 5/29
MATTHEW STEFFENSEN	100.00	UMPIRE 6/20
MATTHEW STEFFENSEN	100.00	UMPIRE 7/1/2019
JACOB STEFFENSEN	200.00	UMPIRE 7/1/2019
SHIRLEY STRANDE	100.00	WATER DEPOSIT REFUND
SHELLEY SWEENEY	400.00	SWIM BUS DRIVER
TOWN OF HAYTI	336.33	REIMBURSEMENT/MAY
US POSTAL SERVICE	70.00	UTILITY POSTAGE
WATERTOWN REGIONAL LANDFILL	325.50	332432/SERVICES
MILBANK WINWATER WORKS	1696.84	INV. #15955600/SUPPLIES
MAYEM ZAMORA	200.00	LNCC DEPOSIT REFUND
FIRST NET	52.03	WIRELESS SERVICE
SD DEPARTMENT OF REVENUE	139.06	SALES TAX RETURN
REVTRAK CHARGE	51.83	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 Lemme and seconded by Jacobsen to issue warrants and pay the bills. All voted aye.

Scott Mohror presented a proposal and cost estimate for street improvements along the 5th Street, Park Street and parking along Ray Antonen Field.

Motion made by Layman and seconded by Jacobsen to accept quote #202 from Hendrickson Heating & Cooling for a heat/cooling system for the Lake Norden Fire Hall meeting room, police office and ambulance office, as presented. All voted aye.

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

No one appeared for the Public Hearing for Ordinance Number 351 which would amend Ordinance Number 320, by listing "sanitary sewer systems" as a conditional use in an "A" Agriculture District.

Motion made by Jacobsen and seconded by Larson to recommend approval of Ordinance #351 to the Lake Norden City council. All voted aye.

Motion made by Layman and seconded by Lemme to adjourn as Planning and Zoning Commission and Zoning Board of Adjustments at 7:40 PM. All voted aye.

Mayor Aho declared the Council convenes acting as the Lake Norden City Council.

Public Comment: No Public Comment.

Motion made by Larson and seconded by Jacobsen to approve the Second Reading of Ordinance # 351 "AN ORDINANCE TO AMEND DISTRICT REGULATION CHAPTER 2.04 'A' AGRICULTURAL DISTRICT, SECTION 2.04.03 CONDITIONAL USES ADOPTED BY ORDINANCE #320 "AN ORDINANCE ESTABLISHING ZONING REGULATIONS FOR THE CITY OF LAKE NORDEN, SOUTH DAKOTA, AND PROVIDING FOR THE ADMINISTRATION, ENFORCEMENT, AND AMENDMENT THEREOF, IN ACCORDANCE WITH THE PROVISIONS OF CHAPTERS 11-4 AND 11-6, 1967 SDCL, AND AMENDMENTS THEREOF, AND FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH. All voted aye.

Discussion held concerning Ottertail Power Company's request to allow Ottertail to construct a transmission line within the city limits of Lake Norden. Motion made by Lemme and seconded by Layman to table action until the August council meeting. All voted aye.

Motion made by Jacobsen and seconded by Lemme to approve the First Reading of ORDINANCE # 352 "A SUPPLEMENTAL APPROPRIATIONS ORDINANCE FOR THE CITY OF LAKE NORDEN FOR THE YEAR ENDING DECEMBER 31, **2019**." All voted aye.

Motion made by Lemme and seconded by Jacobsen to approve Change Order #8 for the CIPP Project, as presented. All voted aye.

Motion made by Layman and seconded by Larson to approve SRF loan pay request #12 for the Sanitary Sewer System CIPP Project for \$14,890.00 (fourteen thousand eight hundred ninety dollars and zero cents), contingent upon approval from First District Association of Local Governments. All voted aye.

Motion made by Jacobsen and seconded by Larson to approve grant pay request #12 for the Sanitary Sewer System CIPP Project for \$3,722.44 (three thousand seven hundred twenty two dollars and forty four cents), contingent upon approval from First District Association of Local Governments. All voted aye.

Motion made by Lemme and seconded by Jacobsen to approve Change Order #1 for the Water Systems Improvements Project, as presented. All voted aye.

Motion made by Layman and seconded by Larson to approve the quote from Kaiser Well Drilling, Estimate #5, for a new well pump, as presented. All voted aye.

Motion made by Larson and seconded by Jacobsen to approve the Audit Report submitted by Benjamin Elliot for the City's records for the two years ending December 31, 2017. All voted aye.

Council member Layman introduced the following resolution and moved that the same is passed.

Resolution 07/07/2019

WHEREAS, it has come to the attention of the City Council that there may be occasions hereafter when the City's council members, employees or others acting on behalf of the City are contacted by representatives of the media; and

WHEREAS, the council has determined after considering this issue that a proper procedure should be implemented and thereby avoid any confusion or misunderstanding by various comments being made on behalf of the City; now therefore,

IT IS HEREBY RESOLVED as follows:

1. City Attorney has been designated as the only authorized spokesperson for the City of Lake Norden in the event of communications with the media. Therefore, if you receive contact from the media, then advise them that you cannot comment and refer them to the City Attorney. His telephone number is 605-874-2240;
2. In addition to referring members of the media to our designated contact person, you should notify your immediate supervisor immediately of any media contact;
3. The media representatives will understand that you cannot comment. They will appreciate a referral to someone who may or may not be able to answer their questions;
4. Whenever an incident occurs that could give rise to a claim against you or others of your fellow employees, then please notify everyone that they may receive contact from the media and that they must be aware of and follow this media policy;
5. You should never give into what is a natural urge to be helpful if you are contacted hereafter by the media. You must follow this policy and the procedures described herein;

6. You should be friendly and not defensive or evasive when advising members of the media that you are not able to comment;
7. No comment means no comment. You do not need to explain or discuss any occurrence or event with the media unless you are authorized to do so as the designated spokesperson;
8. You must keep in mind that whatever you say will be viewed as an official statement on behalf of your employer and your co-workers. This is yet another reason to follow this policy by making no comment and directing the media representatives to the designated spokesperson;
9. If you are present during an Executive Session of the City Council where claims or litigation are discussed, then keep in mind that executive sessions are privileged, and that no record is made of these discussions, and that anyone present is absolutely forbidden to discuss the content of conversations which occurred during the course of an executive session.

If you have any questions about the application of this policy and its procedure, then please contact your immediate supervisor.

Dated this 1st day of July, 2019.

(SEAL)

CITY OF LAKE NORDEN
Jason Aho, Mayor

ATTEST:

Delores Kangas, Finance Officer

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

Discussion held concerning the open police officer position. Motion made by Layman and seconded by Larson to table action until further information is received from the Town of Hayti. All voted aye.

Motion made by Jacobsen and seconded by Layman to approve the First Reading of ORDINANCE # 353 "AN ORDINANCE REGULATING OFF ROAD VEHICLE OPERATION WITHIN THE CITY LIMITS OF THE CITY OF LAKE NORDEN." All voted aye.

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

Motion made by Jacobsen and seconded by Larson to approve police department purchase request for handgun, lock safe and rifle, as presented. Furthermore, said purchases shall be funded by police department grant funds. All voted aye.

Motion made by Larson and seconded by Jacobsen to convene into executive session per SDCL 1-25-2 Section 1 & 3 at 8:45 PM. All voted aye.

Mayor Aho declared the council out of executive session at 9:00 PM.

Motion made by Jacobsen and seconded by St. John to adjourn at 9:00 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 _____.