

CITY OF LAKE NORDEN

January 7, 2019

Council met in regular session at 7:00 PM. Mayor Aho presiding. Members present: Jason Aho, Janet Andrews, Brian Jacobsen, Kim St. John, Cameron Larson and Dorene Lemme. Absent: John Layman (joined the meeting at 7:52 PM).

City employees present: Tony Aas, Roy Hauschildt, Delores Kangas and Dan Koistinen. Absent: Brooke Reidburn.

Others present: Jenna Aderhold-Herald Enterprise, Terry Kasten, Tanya Miller-Banner Associates and Burt Tulson.

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 Jacobsen to approve the previous minutes, as presented. All voted aye.

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

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

Aas ***5494	APL*Itunes	1.05	Cloud Backup
Aas ***5494	Post Office	1.42	Postage
Aas ***5494	Walmart	77.73	Supplies
Aas ***5494	Parts Creek LLC	333.93	Supplies
Reidburn ***6502	Kones Korner	41.78	Fuel
Hauschildt ***2717	Best Western	319.47	Travel
Hauschildt ***2717	DRI*AVG	-5.00	Misc.

All Voted Aye. Thus, motion carried.

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

TONY AAS	2787.62	SALARY/LESS DEDUCTIONS
DAN L. KOISTINEN	2854.82	SALARY/LESS DEDUCTIONS
STACY HAKEMAN	395.94	SALARY/LESS DEDUCTIONS
ROY HAUSCHILD	2420.83	SALARY/LESS DEDUCTIONS
DELORES KANGAS	1666.49	SALARY/LESS DEDUCTIONS
JEREMY STEFFENSEN	361.07	SALARY/LESS DEDUCTIONS
BROOKE REIDBURN	2709.71	SALARY/LESS DEDUCTIONS
HEALTH POOL OF SD	1740.26	EMPLOYER MONTHLY PREMIUMS
SD RETIREMENT SYSTEM	2300.06	EMPLOYEE-EMPLOYER CONTRIBUTIONS
HEALTH POOL OF SD	770.10	EMPLOYEE MONTHLY PREMIUM
DENTAL NETWORK OF AMERICA	116.40	EMPLOYER MONTHLY PREMIUMS
SD SUPPLEMENTAL RETIREMENT	175.00	EMPLOYEE CONTRIBUTIONS

TONY AAS	1438.44	REIMBURSEMENT
BADGER OIL COMPANY	539.38	INV. #12575/SUPPLIES
BANNER ASSOCIATES	18471.10	INV. #30444; 453/SERVICES
BLUE VALLEY PUBLIC SAFETY, INC	66.49	INV. #13672/SUPPLIES
BOYD LAW FIRM, PROF. L.L.C.	1179.30	LEGAL FEES
COLONIAL RESEARCH CHEMICAL COR	599.60	INV. #142647/SUPPLIES
CONNECTING POINT COMPUTER	50.00	INV. #404742/SERVICES
COOK'S WASTEPAPER & RECYCLING	2220.25	MONTHLY SERVICE (179) DUMPSTER
COUNTRY STORE	504.06	ACCOUNT #101569
CUSTOM CAGE	875.00	INV. #CC18-0449/SUPPLIES
DAKOTA PORTABLE TOILETS	62.50	INV. #7725/SERVICES
DAKOTA PUMP & CONTROL INC.	433.67	INV. #24671/SERVICES
DAKOTA SUPPLY GROUP	996.74	E398882; 939/SERVICES
DEPARTMENT OF REVENUE	13.00	INV. #10585587/TESTING
DON'S BODY SHOP	200.00	REPAIR 2005 DODGE RAM
EFRAIMSON ELECTRIC INC.	117.35	INV. #10158/SERVICES
EVOLUTION POWERSPORTS	39.99	R'CPT. #73843/SUPPLIES
FIRST DISTRICT	544.91	ANNUAL FEES
FIRST PREMIER BANK	3.75	COLLECTIONS
FOREST EXCAVATING	561.23	INV. #400560/SERVICES
GALLS, LLC	361.64	011422518/011565073/SUPPLIES
HALME INC	200.00	LNCC DEPOSIT REFUND
HAMLIN BUILDING CENTER	290.89	SUPPLIES
HAMLIN CO. HIGHWAY DEPARTMENT	1181.63	CUSTOMER 21/SUPPLIES
HAMLIN COUNTY PUBLISHING	178.27	PUBLICATIONS
ROY HAUSCHILDT	160.80	REIMBURSEMENT
HAWKINS, INC	3140.38	INV. #4411932/SUPPLIES
HD ELECTRIC COOPERATIVE, INC.	56.18	ACCT. 8346/35107
GLACIAL LAKES HUMANE SOCIETY	900.00	ANNUAL FEE
ITC	530.68	ACCT. #00040683-9
J&L MACHINE AND WELDING, INC.	318.35	INV. #62242/SERVICES
JJJ PROPERTIES, LLC	1020.00	ANNUAL RENTAL FEES
JUTTING'S GROCERY	106.83	SUPPLIES
KAISER WELL DRILLING, INC.	2408.17	INV. #1309/SERVICES
DELORES KANGAS	999.82	HEALTH INSURANCE REFUND
JONATHAN/AMANDA KASKI	100.00	WATER DEPOSIT REFUND
KDM EQUIPMENT, INC.	370.33	INV. #5193
LL & SONS EXCAVATING, INC.	2372.45	INV. #10477/SERVICES
LN BASEBALL HALL OF FAME	500.00	ANNUAL DONATION
LN DEVELOPMENT CORPORATION	1000.00	MONTHLY DONATION
LN HISTORICAL SOCIETY	1000.00	ANNUAL DONATIONS
LN SENIOR CITIZENS	1000.00	ANNUAL DONATION
MEIERHENRY SARGENT LLP	14770.00	INV. #41037/WATER BOND FEES
MENARDS	59.76	INV. #85642/SUPPLIES
MICROBAC LABORATORIES	600.00	INV. 3YA8H000463/SERVICES
MIDWEST AUTOMOTIVE INC.	600.00	INV. #2543/SERVICES
NITTEBERG CONSTRUCTION CO.	2305.20	INV. #5578/SERVICES
NORDEN MOTOR COMPANY	647.70	SUPPLIES
NORTHWESTERN ENERGY	964.18	2540703; 879/2747404/2948926
OFFICE PEEPS, INC.	122.53	23992008/LEASE FEES
OFFICE PEEPS, INCORPORATED	259.46	829803/830374/832331/832259
OTTERTAIL POWER COMPANY	4664.06	14-045355-6/WATER TOWER
PRINT 'EM NOW	50.48	INV. #73307/SUPPLIES
PRINT 'EM NOW	130.00	INV. #73439/SUPPLIES

RUNNINGS SUPPLY INC.	410.91	4416004/443003/4431195
SD DENR-BOARD OF OPERATOR CERT	42.00	CERTIFICATION FEES/CITY MAINT.
SD DENR	50.00	SDG820621 WW FEE
SD FEDERAL PROPERTY AGENCY	14000.00	INV. 553760925/210 CHEVY TAHOE
SD GOV'T FIN. OFFICERS' ASSOC.	40.00	ANNUAL DUES
SDML STREET MT. ASSOC. OF SD	35.00	ANNUAL DUES
SD MUNICIPAL LEAGUE	597.24	ANNUAL DUES
SD ONE CALL	19.95	INV. #SD18-3710/SERVICES
SD POLICE CHIEFS ASSOCIATION	120.65	ANNUAL DUES
SDML WORKERS COMPENSATION FUND	6975.00	INV. 17383/MEMBER 449
CHARLES/JOANNE SMITH	25.00	DEPOSIT LESS RENTAL FEES
STAR LAUNDRY & DRY CLEANERS	112.73	ACCOUNT #3710/SERVICES
STEFFENSEN INSURANCE	1923.11	PPL0951623.01/POLICE LIABILITY
TITAN MACHINERY	3249.06	11796297/976808/11860425
TOWN OF HAYTI	278.00	REIMBURSEMENT
US POSTAL SERVICE	70.00	UTILITY POSTAGE
WATCHGUARD VIDEO	5375.00	ACCINV0017941
EFTPS	4251.06	DEDUCTIONS DEPOSIT
AT&T	97.48	POLICE PHONE
SD DEPARTMENT OF REVENUE	140.39	SALES TAX RETURN
REVTRAK CHARGE	53.37	SERVICE CHARGE
FIRST PREMIER BANK	39.00	ACH CHARGE
FIRST PREMIER BANK	545.19	AUTO-LOAN #310471007 PAYMENT
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 Jacobsen and seconded by Andrews to issue warrants and pay the bills. All voted aye.

Tanya Miller gave updates on the Water Expansion Project.

Public Comment: Burt Tulson addressed the council regarding a property tax record.

Terry Kasten addressed the council regarding the Cat #12 Maintainer purchased by Kasten in 2007. The City retained ownership of the v-plow and wing for said maintainer, as the City has no use or places no value on the two items, council stated Kasten may have them. Motion made by Lemme and seconded by Jacobsen to approve Kasten obtaining ownership of the two previously stated items. All voted aye.

Tanya Miller presented and update of the Wastewater Flows and CIPP Projects. Motion made by Lemme and seconded by Jacobsen to approve the *Letter of Contract for Wastewater System Flows and Facility Plan*, as presented. All voted aye.

Motion made by St. John and seconded by Larson to approve the quote from Minnesota Valley Testing Laboratories, Inc. for monitoring flow rates, as presented. All voted aye.

Motion made by Jacobsen and seconded by St. John to approve pay reimbursement request #7 for the *Wastewater - CIPP Project* for \$13,314.00

(thirteen thousand three hundred fourteen dollars), as presented. All voted aye. (See February minutes - request was not submitted until February 5, 2019)

Motion made by Lemme and seconded by Andrews to approve reimbursement request #2 for the *Water Systems Improvement Project* for #23,491.10 (twenty three thousand four hundred ninety one dollars and ten cents), as presented. All voted aye. (See February minutes - request was not submitted until February 5, 2019)

Motion made by St. John and seconded by Jacobsen to authorize the Finance Officer to void the following checks lost in the mail:

- #22046 Department of Revenue - \$28.00 dated 4/2/2018
- #22060 Northwestern Energy - \$1226.98 dated 4/2/2018
- #22094 Department of Revenue - \$56.00 dated 5/7/2018
- #22117 Office Peeps, Inc. - \$122.53 dated 5/7/2018

All voted aye. Therefore, the motion is passed.

Motion made by Andrews and seconded by Lemme to authorize Mayor Aho to sign an *Annual Inspection Agreement for the City's Wastewater System* with Dakota Pump and Control, as presented. All voted aye.

Motion made by Jacobsen and seconded by Lemme to approve the following salaries for the employees and elected officials of the City of Lake Norden for the year 2019:

- ❖ Mayor -- \$175.00 per council meeting;
- ❖ Council members -- \$100.00 per council meeting;
- ❖ City employees and/or officials attending meetings in behalf of the City --\$100.00 per whole workday meeting/\$50.00 per one-half workday meeting;
- ❖ Kyle Namken/part-time City Landfill -- \$9.83 per hour, \$50.00 Christmas bonus;
- ❖ Delores Kangas/Finance Officer \$38,144.87 annually/\$50.00 for special council meetings/Health insurance (\$870.13 monthly)/Life insurance (\$41.40 quarterly)/Family Dental Insurance (\$90.50 monthly)/6% City contribution for SD Retirement /\$50.00 phone reimbursement/\$250.00 Christmas Bonus;
- ❖ Roy Hauschildt/City Maintenance --\$15.45 per hour/ Health insurance (\$870.13 monthly) as wage compensation/Life Insurance (\$41.40 quarterly)/In lieu of insurance 1/2 Dental Insurance premium (\$12.95 monthly)as wage compensation/6% City contribution for SD Retirement/\$50.00 phone reimbursement/\$250.00 Christmas Bonus;
- ❖ Dan Koistinen/City Maintenance -- \$19.81 per hour/In lieu of insurance 1/2 Employee Health insurance premium (\$435.07 monthly) as wage compensation/Life Insurance (\$41.40 quarterly)/In lieu of insurance 1/2 Dental Insurance premium (\$12.95 monthly)as wage compensation/6% City contribution for SD Retirement/\$50.00 phone reimbursement/\$250.00 Christmas Bonus;
- ❖ Tony Aas/Police Chief -- \$17.31 per hour/ \$2.00 per hour for on-call time/ In lieu of insurance 1/2 Employee Health insurance premium (\$435.07 monthly)/Life Insurance (\$41.40 quarterly)/In lieu of insurance 1/2 Dental Insurance premium (\$12.95 monthly)as wage

compensation /8% City contribution for SD Retirement/\$250.00
Christmas Bonus;

- ❖ Brooke Reidburn/Police Officer -- \$16.88 per hour/ \$2.00 per hour for on-call time/ Health insurance (\$870.13 monthly)Life Insurance (\$33.90 quarterly)/Dental Insurance (\$25.90 monthly)/8% City contribution for SD Retirement/\$250.00 Christmas Bonus;
- ❖ Stacy Hakeman part-time Janitor -- \$15.90 per hour, \$50.00 Christmas bonus;
- ❖ Brian Jager/ part-time (backup) Janitor -- \$15.90 per hour
- ❖ Darryl Kastein/ part-time City Weekend Water Operator -- \$12.50 per hour
- ❖ Summer Youth Program
 - Coaching -- \$550.00 per team;
 - Concession Stand Manager -- \$225.00 per team;
 - VFW Umpiring -- \$50.00 for non-certified umpires and \$100.00 for certified umpires per game;
 - Summer Youth Umpiring -- \$25.00 per game.

All voted aye. Therefore, the forgoing salaries are approved.

Discussion held concerning city attorney Todd Boyd's medical leave. Motion made by St. John and seconded by Jacobsen to authorize Mayor Aho to sign an employment agreement with Monte Hopper from the Law Firm of Austin, Hinderaker, Hopper, Strait & Benson LLP, as presented. All voted aye.

Request for a \$1000.00 donation from the LN Senior Citizens. Motion made by Andrews and seconded by Jacobsen to authorize disbursement of \$1000.00 (one thousand dollars). Voting aye: Andrews, Jacobsen, Larson and Lemme. Voting nay: St. John. Absent: Layman. Thus motion carried.

Request for a \$1000.00 donation from the LN Historical Society. Motion made by Jacobsen and seconded by Lemme to authorize disbursement of \$1000.00 (one thousand dollars). Voting aye: Andrews, Jacobsen, Larson and Lemme. Voting nay: St. John. Absent: Layman. Thus motion carried.

Request for any donation from the SD Amateur Baseball Hall of Fame. Motion made by Lemme and seconded by Jacobsen to authorize disbursement of \$500.00 (five hundred dollars). Voting aye: Andrews, Jacobsen, Larson and Lemme. Voting nay: St. John. Absent: Layman. Thus motion carried.

Motion made by Jacobsen and seconded by Larson to table action on Amendment #1 - "Equally Shared Police Officer Agreement" between the City of Lake Norden and the Town of Hayti until the regular council meeting in February. All voted aye.

Motion made by St. John and seconded by Jacobsen to approve the automatic supplemental budget for the following expense line item Police: Equipment/Vehicle 101 421.00 434.00 for \$5000.00 (five thousand dollars) with said funding source being a \$5000.00 State of SD Drug Control Grant. All voted aye.

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

RESOLUTION 01/01/2019

BE IT RESOLVED THAT THE LAKE NORDEN CITY COUNCIL authorizes the disbursement of \$14,000.00 (fourteen thousand dollars and zero cents) from Contingency Funds (101 411.1 411.50) to the following line item budgets:

\$14,000.00 (fourteen thousand dollars and zero cents) Police:
Equipment/Vehicle 101 421.00 434.00

ADOPTED THIS SEVENTH DAY OF JANUARY 2019 AT THE MEETING OF THE LAKE NORDEN CITY COUNCIL.

CITY OF LAKE NORDEN
Jason Aho, Mayor

ATTEST:
Delores Kangas, Finance Officer

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

Council reviewed #271 "AN ORDINANCE REPEALING ALL PREVIOUS ORDINANCES AND ESTABLISHING A NEW ORDINANCE PERTAINING TO SNOW REMOVAL WITHIN THE CITY OF LAKE NORDEN." No changes were suggested.

Motion made by Jacobsen and seconded by St. John to approve the first reading of Ordinance #350 "AN ORDINANCE PERTAINING TO THE LOITERING IN PUBLIC PLACES SUCH AS ON SIDEWALKS, PARKS MAINTANINED AND OR OWNED BY THE CITY, STREET CORNERS AND PARKING LOTS", as presented. All voted aye.

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

Motion made by Jacobsen and seconded by Layman to convene into executive session at 8:01 PM per SDCL 1-25-2 Section 3. All voted aye.

Mayor Aho declared the Council out of executive session at 8:17 PM.

Motion made by St. John and seconded by Jacobsen to adjourn at 8:18 PM. All voted aye.

Jason Aho
Mayor

Delores Kangas
Finance Officer

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Publish once at an approximate cost of _____.