

CITY OF LAKE NORDEN

January 04, 2023

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

City employees present: Shari Layman, Dan Koistinen, Roy Hauschildt, Tony Aas, James Donnelly, and Michael Morgan. Absent: Delores Kangas.

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

Motion made by Larson and seconded by Layman 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.

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

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

AAS***6494	APPLE.COM	1.03	SERVICES
AAS***6494	OPTICPLANTET, INC	96.19	SUPPLIES
HAUSCHILD***2717	USA BLUEBOOK	364.68	SUPPLIES

All Voted Aye. Thus, motion carried.

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

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

JAMES DONNELLY	3280.07	HOURLY WAGES/LESS DEDUCTIONS
TONY AAS	3378.05	HOURLY WAGES/LESS DEDUCTIONS
DAN L. KOISTINEN	4738.36	HOURLY WAGES/LESS DEDUCTIONS
STACY HAKEMAN	891.18	SALARY-HRLY.WAGES/LESS DEDUCTIONS
ROY HAUSCHILD	3292.34	HOURLY WAGES/LESS DEDUCTIONS
DELORES KANGAS	2165.79	HOURLY WAGES/LESS DEDUCTIONS
MICHAEL MORGAN	3025.80	HOURLY WAGES/LESS DEDUCTIONS
SHARI LAYMAN	3073.39	HOURLY WAGES/LESS DEDUCTIONS
HPSD	1034.54	2022-5092/HEALTH INSURANCE
HPSD	915.61	2022-5092/HEALTH INSURANCE
MUTUAL OF OMAHA	88.50	EMPLOYEE/LIFE INSURANCE
SOUTH DAKOTA RETIREMENT	3675.10	EMPLOYER/EMPLOYEE 6%/8%
DENTAL NETWORK OF AMERICA	168.10	EMPLOYEE DENTAL INSURANCE
SD SUPPLEMENTAL RETIREMENT	400.00	EMPLOYEE CONTRIBUTIONS
EFTPS	8328.42	DEDUCTIONS DEPOSIT
BADGER OIL COMPANY	122.95	INV #40140
BANNER ASSOCIATES	18710.14	INV 38895 / 38895 / 38861
RICHARD BERG	50.00	WATER DEPOSIT REFUND/R BERG

BRENDA BLUDORN	350.00	LNCC DEPOSIT REFUND / BLUDORN
BOYD LAW FIRM, PROF. L.L.C.	723.67	LEGAL FEES
CODE ENFORCEMENT SPEC., LLC	836.33	CODE ENFORCEMENT
CONNECTING POINT COMPUTER	162.00	INV #422739:819/SERVICES
CONNECTING POINT COMPUTER	79.95	INV #422636/SERVICES
COOK'S WASTEPAPER & RECYCLING	2626.00	MONTHLY (196) DUMPSTER
DAKOTA PORTABLE TOILETS	75.00	INV #16110/SERVICES
DAKOTA PUMP & CONTROL	589.80	INV #28594 / SERVICES
DAKOTA PUMP INC	1502.75	INV#16466/CONTRACT
DEPARTMENT OF HEALTH	69.00	INV #10607787/TESTING
DON'S BODY SHOP	245.00	2009 PICKUP / SERVICES
EFRAIMSON ELECTRIC INC.	14.45	INV #15728/SUPPLIES
GLACIAL LAKES HUMANE SOCIETY	900.00	ANNUAL DONATION
GREAT AMERICAN FINICIAL SVCS.	166.44	COPIER LEASE
GREENLINE PRODUCTS	3119.86	INV #G4178 / SUPPLIES
HAMLIN BUILDING CENTER	13873.63	SUPPLIES
HAMLIN COUNTY FARMERS COOP	2163.07	ID#101569
HAMLIN COUNTY SHERIFF'S OFFICE	310.00	CONTRACTED SHERIFF SERVICE
HAMLIN COUNTY HWY. DEPARTMENT	1833.75	CUST #21 / SUPPLIES
HAMLIN COUNTY PUBLISHING	262.84	PUBLICATIONS
HAWKINS, INC	20.00	INV#6360187/SUPPLIES
HD ELECTRIC COOPERATIVE, INC.	1551.84	8346/35853/35107
HENDRICKSON HEATING & COOLING	224.49	INV #6592 / SERVICES
ITC	652.20	785-3602/CITY OFFICE
SHARI LAYMAN	175.71	REIMBURSEMENT
LL & SONS EXCAVATING, INC.	735.39	INV #12991 / SUPPLIES
LN DEVELOPMENT CORPORATION	2189.29	DONATION
LN DEVELOPMENT CORPORATION	1000.00	DONATION
NAPA CENTRAL	16.49	
NORTHWESTERN ENERGY	3518.37	#2540703:879/2747404/2948926
OFFICE PEEPS, INCORPORATED	598.55	INV #1010295/SUPPLIES
OTTERTAIL POWER COMPANY	31.41	14043731/NORTH-EAST WELLS
OTTERTAIL POWER COMPANY	5454.69	14043731/NORTH-EAST WELLS
SALLY RHOADES	350.00	LNCC DEPOSIT REFUND/RHOADES
RUNNINGS SUPPLY INC.	32.99	INV #0028-5609157/SUPPLIES
SD DANR - FISCAL OFFICE	50.00	INV#0000228/DANRFEEES
SD DANR - FISCAL OFFICE	100.00	SDR10J831/PERMIT
SOUTH DAKOTA 811	5.25	INV#SD22-03320/SERVICES
STAR LAUNDRY & DRY CLEANERS	299.07	ACCT#3710:01:02-03
ALEXA STENERSEN	150.00	WTR DPT REFUND/A STENERSEN
BLAYNE STENERSEN	150.00	WTR DPT REFUND/B STENERSEN
CHARLES STRANDE	70000.00	CONTRACT DOWN PYMT
TOWN OF HAYTI	367.32	REIMBURSEMENT
US POSTAL SERVICE	88.00	UTILITY POSTAGE
VESSCO, INC.	600.00	0064306 / SUPPLIES
WELD IT ALL	356.93	INV #090609/SERVICES
WHEELCO TRUCK & TRAILER PARTS	110.96	INV #290476 / SUPPLIES
MILBANK WINWATER WORKS	1103.30	INV#181527 02/SUPPLIES
SD DEPARTMENT OF REVENUE	165.43	SALES TAX/GARBAGE
FIRST NET	151.39	SERVICES
REVTRAK CHARGE	102.83	SERVICE CHARGE
RURAL DEVELOPMENT	1939.00	AUTO-LOAN #97-06

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

Alderman Brian Jacobsen - Ward II did not file a Petition of Nomination. Thus, a vacancy exists in Ward II. No Council action was taken.

Motion made by Larson to approve the following amendments to the annual salaries for the city officials and employees:

2023 Salaries

- ❖ Mayor -- \$250.00 per council meeting.
- ❖ Council members -- \$150.00 per council meeting.
- ❖ City employees and/or officials attending meetings on behalf of the city -- \$100.00 per whole workday meeting/\$50.00 per one-half workday meeting;
- ❖ Kyle Namken/part-time City Landfill -- \$15.00 per hour, \$50.00 Christmas bonus.
- ❖ Shari Layman/Finance Officer \$60,000 annually/\$50.00 for special council meetings/ Health insurance monthly premium (\$1034.54) as wage compensation /Life Insurance (\$14.75 monthly)/ Employee Plus 1 Dental Insurance premium (\$51.70 monthly) as wage compensation /6% City contribution for SD Retirement /\$50.00 phone reimbursement/\$250.00 Christmas Bonus.
- ❖ Roy Hauschildt/City Maintenance --\$20.16 per hour/In lieu of insurance ½ Employee Health insurance monthly premium (\$517.27) as wage compensation /Life Insurance (\$14.75 monthly)/ Family Dental Insurance (\$90.50 monthly)/6% City contribution for SD Retirement/\$50.00 phone reimbursement/\$250.00 Christmas Bonus.
- ❖ Dan Koistinen/City Maintenance -- \$23.34 per hour/In lieu of insurance ½ Employee Health insurance monthly premium (\$517.27) as wage compensation/Life Insurance (\$14.75 monthly)/In lieu of insurance ½ 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 -- \$23.34 per hour/In lieu of insurance ½ Employee Health insurance monthly premium (\$517.27) as wage compensation /Life Insurance (\$14.75 monthly)/In lieu of insurance ½ Dental Insurance premium (\$12.95 monthly) as wage compensation /8% City contribution for SD Retirement/\$250.00 Christmas Bonus.
- ❖ James Donnelly/Police Officer -- \$20.60 per hour/In lieu of insurance ½ Employee Health insurance monthly premium (\$517.27) as wage compensation /Life Insurance (\$14.75 monthly)/ Family Dental Insurance (\$25.90 monthly)/8% City contribution for SD Retirement/\$250.00 Christmas Bonus.
- ❖ Stacy Hakeman part-time Janitor for LNCC and Fire Hall - Monthly salary \$400.00 plus \$20.60 per hour, \$50.00 Christmas bonus.
- ❖ Mike Morgan \$20.00 per hour/In lieu of insurance ½ Employee Health insurance monthly premium (\$517.27) as wage compensation /Life Insurance (\$14.75 monthly)/In lieu of insurance ½ Dental Insurance premium (\$12.95 monthly) as wage compensation /8% City contribution for SD Retirement/\$250.00 Christmas Bonus.
- ❖ Summer Youth Program
 - Coaching -- \$550.00 per team.
 - Concession Stand Manager -- \$225.00 per team.
 - VFW Umpiring -- \$50.00 for non-certified umpires and \$125.00 for certified umpires per game.
 - Summer Youth Umpiring -- \$35.00 per game

The foregoing motion was duly seconded by Layman. All voted aye. Thus, motion

is passed and adopted.

Motion made by Larson and seconded by Andrews to approve **Amendment to Owner-Engineer Agreement** for Water tower 2021. All voted aye.

Motion made by Larson and seconded by Andrews for the purchase of lateral fireproof file cabinets for the finance office up to the amount of \$4,360 as quoted. All voted aye.

Motion made by Larson and seconded by Layman to approve DCP 2023 annual inspection agreement. All voted aye.

Council reviewed a new Maintenance Safety Manual. It was decided, to table action until further review.

Motion made by Andrews and seconded by Layman to approve a donation request from the Lake Norden Association to be used for fireworks for the July 4th celebration. A \$4,000 donation was agreed upon. All voted aye.

Council chose not to renew the Independent Contractor Agreement with Code Enforcement Specialists, LLC. Motion made by Larson and seconded by Layman to appoint Police Chief Tony Aas as the code enforcement officer. All voted aye.

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

Motion made by Larson and seconded by Layman to authorize Mayor Aho to sign a Purchase agreement with \$70,000 down on a maintenance building for the city of Lake Norden. All voted aye.

Motion made by Layman to approve the **City of Lake Norden Employee Policy Manual** to include the following changes:

- I. Christmas Eve as a paid holiday;
- II. Convert all vacation and sick leave previously accrued to Paid Time Off (PTO);
- III. Employees and appointed officials shall accumulate PTO from employment starting date and according to the employees' years of service.
1-10 years of continuous service - 12 hours monthly
10-15 years of continuous service - 15 hours monthly
15 years plus of continuous service - 17 hours monthly
- IV. Annually employees can carry over 40 hours of PTO to the next year.
- V. Maternity Leave: 2 weeks of paid leave for the employee, if the employee is the mother. 1 week of paid leave for the employee, if the employee is the father.
- VI. Changes are effective January 1, 2023

The foregoing motion was duly seconded by Andrews. All voted aye.

Motion made by Larson and seconded by Layman to adjourn at 7:53 PM. All voted aye.

Jason Aho
Mayor

Shari Layman
Finance Officer

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

Publish once at an approximate cost of _____.