

City of Lake Norden

January 9, 2024

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

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

Absent Sgt. Michael Morgan and Roy Hauschildt.

Others present: Jason Koistinen and Carina Smith

Motion made by Lemme and seconded by Layman to approve the January 9th agenda, as presented. All voted aye.

Motion made by Layman and seconded by Lemme to approve the December 18th minutes, as presented. All voted aye.

Motion made by Andrews and seconded by Kangas 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 Kangas and seconded by Andrews 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	USPS	\$1.83	Supplies

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

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

Finance Office	\$6,322.51	Salary/Less Deductions
Police Department	\$9,943.00	Salary/Less Deductions
Street Admin.	\$1,736.92	Salary/Less Deductions
Auditorium	\$997.19	Salary/Less Deductions
Water Administration	\$3,334.29	Salary/Less Deductions
Sewer Administration	\$515.78	Salary/Less Deductions
Sewer Maintenance	\$50.00	Salary/Less Deductions
Banner Associates	\$3,449.50	INV #41321/LN Water Tower
Basin Construction & Drain Til	\$648,087.00	Pay Request #1 Municipal Bld
Boyd Law Firm, Prof. L.L.C.	\$45.00	Legal Fees
CentralSquare Technologies	\$371.10	INV #399824/Services

City of Lake Norden	\$100.00	ACCT #21200.00/PYMT WTR DPST
Colonial Research Chemical Cor	\$1,516.56	INV #151642, 151643/Supplies
Connecting Point Computer	\$1,710.80	INV #427478, 4279
Cook's Wastepaper & Recycling	\$2,772.75	Monthly Services (202)
Core & Main LP	\$2,097.75	INV #4483, U086553/Supplies
Dakota Pump & Control	\$702.04	INV #29602/Services
Eframson Electric INC	\$1,058.82	INV #17171, 17271, 17164
Evolution Powersports	\$577.51	INV #322591, 4738015/Service
Federal Signal Corporation	\$18,987.78	INV #8478376
First Premier Bank	\$4.65	Bank Collections January
Galls, LLC	\$415.95	INV #26610928,26574459,26600293
GR-Emergency Vehicle Outfitter	\$1,300.00	INV #588
Great American Financial Svcs.	\$143.17	Lease Fees
Hamlin Building Center	\$265.42	Supplies
Hamlin County Sheriff's Office	\$895.25	Contracted Services November
Hamlin County Publishing	\$336.78	Publications
Hamlin County Farmers Coop	\$1,489.30	ID #101569
Hawkins, INC	\$20.00	INV #6646751
HD Electric Cooperative, INC	\$1,525.64	Acct #8346, 35107, 35853
Hendrickson Heating & Cooling	\$1,2070.41	INV #7304/Sanford
Hydro-Klean, LLC	\$3,235.00	REF #86639
ISG	\$24,843.75	INV #99438, 100516/Municipal
ITC	\$773.24	City Phone/internet
JJJ Properties, LLC	\$1,020.00	Yearly Storage Rental
Jutting's Grocery	\$149.71	Supplies
Kaiser Well Drilling, Inc	\$7,641.60	INV #42655
KDM Equipment, INC	\$153.25	INV #38550/Service
Shari Layman	\$310.24	Reimbursement Supplies
LMD Townhouse AirBnB	\$2,530.00	K9 Training School Housing
LN Development Corporation	\$1,000.00	Monthly Donation
Maguire Iron, INC	\$127,943.41	Pay App #8 LN Water Tower
Michael Morgan	\$151.28	Reimbursement for vest purchase
Motorola Solutions, INC	\$269.45	INV #1411046790
Northwest Energy	\$1,901.02	ACCT #2747404-8/Office & Museum
Office Peeps, Incorporated	\$140.25	INV #1049364, 1047681/Supplies
Ottetail Power Company	\$5,073.85	INV #62189
Ottetail Power Company	\$89,392.71	INV #900228/Municiple Bld
Productivity Plus Acct. (Titan)	\$61.19	ACCT #3495685
Sally Rhoades	\$375.00	LNCC Deposit Refund
Runnings Supply, Inc	\$24.38	INV #5860850
Sharp Automotive	\$122.30	INV #432044/Services
Brian or Karen Simmons	\$150.00	WTR DPST Refund
South Dakota 811	\$15.75	INV #SD23-03606, SD23-03337
Star Laundry & Dry Cleaners	\$272.44	INV #3710:01, 02/Services
Team Laboratory Chemical, LLC.	\$7,317.00	INV #0039203/Supplies
Vessco, Inc	\$566.93	INV #092721/Supplies
Milbank Winwater Works	\$2,473.74	INV #18914401, 18935401

Motion made by Lemme and seconded by Andrews 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: Nothing to report

Summer Youth: Nothing to report

Motion made by Layman and seconded by Larson to approve the Notice of Award and Notice to Proceed for Bid Package #3 on the Municipal Safety Building project. All voted aye.

Motion made by Kangas and seconded by Larson to approve Basin's Pay App #1 for the Municipal Safety Building project for \$648,087.00 (\$375,242.37 paid out of CDBG Grant Funds; \$272,844.63 of City Funds). All voted aye.

Motion made by Layman and seconded by Lemme to approve Reimbursement Request #1 for the Municipal Safety Building project for \$375,242.37 (CDBG Grant Funds). All voted aye.

Motion made by Larson and seconded by Andrews to approve Reimbursement Request #2 for the Municipal Safety Building project for \$1,068,994.66 (CDBG Grant Funds). All voted aye.

Motion made by Layman and seconded by Lemme to approve paying Invoice #100516 received from ISG for engineering costs for the Municipal Safety Building project totaling \$3,217.50 (\$2,947.50 Post Design and \$270.00 Construction Support Services). All voted aye.

Motion made by Kangas and seconded by Larson approve Maguire's Pay App #8 for the Water Tower Project for \$36,000.00. All voted aye.

Motion made by Layman and seconded by Andrews to approve J&J Earth Works Pay App #1 for the Wastewater Treatment Facility Pond Improvement Project for \$593,851.77. All voted aye.

Motion made by Kangas and seconded by Layman to approve Drinking Water SRF Reimbursement Request #6 Lake Norden Water Tower Project for \$39,449.00. All voted aye.

Motion made by Kangas and seconded by Layman to approve the replacement of Well #2 after receiving the water test results for the potential new well site. All voted aye.

Motion made by Larson and seconded by Lemme to approve Eframson Electric's estimate of cost to move well controls, power, and reconnecting controls to a new location. All voted aye.

Motion made by Layman and seconded by Andrews to approve Dakota Pump and Control's estimate of cost to purchase a spare pump and parts to have on hand. All voted aye.

Director of Hamlin County Emergency Management Brett Schutt inquired if the City of Lake Norden would select an individual to serve on the Pre-disaster Mitigation Planning Team. Council appointed Chief Tony Aas. Motion to approve was made by Andrews and seconded by Lemme. All voted aye.

Motion made by Lemme and seconded by Layman to approve the designation of the Hamlin County Herald Enterprise as the City of Lake Norden's official newspaper. All voted aye.

Motion made by Kangas and seconded by Layman to approve the designation of First Premier Bank, Lake Norden, SD as the City of Lake Norden's official depository. All voted aye.

Motion made by Kangas and seconded by Layman to approve the 2024 Lake Norden Ambulance Roster as presented. All voted aye.

Motion to approve the 2024 Lake Norden Volunteer Firefighter's Roster as presented. All voted aye.

Lake Norden Housing and Redevelopment Commission (Sherry Antonen, Executive Director) requesting governing board appointments as follows: Janet Andrews (expired 1/1/2024); Charlotte Nielson (expired 1/1/2024); and Barb Routsalainen (expired 1/1/2024). The foregoing expired board members shall be reappointed for a 3-year term expiring 1/1/2027. Motion made by Layman and seconded by Larson to approve appointments. All voted aye.

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

Motion made by Larson and seconded by Lemme to approve the Police Departments purchase of an AED for a patrol car and two AED batteries for \$2,940.00. The Department has received a grant paying for a portion of the cost. All voted aye.

Motion made by Layman and seconded by Larson to approve the Police Departments purchase of holographic sights for two rifles and a light for one rifle for \$1,496.21. All voted aye.

Motion made by Lemme and seconded by Andrews to approve the Police Departments purchase for two suppressors and a Colt M-4 rifle for \$2,345.00. All voted aye.

Motion made by Larson and seconded by Layman to approve the payment for housing costs during the K9 training school in Sioux Falls, SD. All voted aye.

Motion made by Layman and seconded by Larson to go into executive session per 1-25-2 Section 1&3 at 7:45pm. All voted aye.

Mayor Aho declared the council out of executive session at 8:26pm.

Hamlin County Sheriff's Department has chosen not to renew their contract with the City of Lake Norden for 2024.

Motion made by Larson and seconded by Layman to approve the following annual salaries for the city officials and employees as listed with revisions.

2024 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: \$15.45 per hour; \$50.00 Christmas bonus.
- Shari Layman/Finance Officer: \$61,800 annually plus \$50.00 for special council meetings; Health Insurance Monthly Premium (\$1,615.91) as wage compensation; Life Insurance (\$14.75 monthly); Employee Family Dental Insurance premium (\$122.00 monthly) as wage compensation; 6% city contribution for SD Retirement; \$50.00 phone reimbursement; \$250.00 Christmas Bonus.
- Kellee Dragt/Deputy Finance Officer: \$45,000 annually plus \$50.00 for special council meetings; Health Insurance Monthly Premium (\$1,122.48) as wage compensation; Life Insurance (\$14.75 monthly); Employee Family Dental Insurance premium (\$49.50 monthly) as wage compensation; 6% city contribution for SD Retirement; \$50.00 phone reimbursement; \$250.00 Christmas Bonus.
- Roy Hauschildt/City Maintenance: \$22.00 per hour; Health Insurance Monthly Premium (\$2,248.10) as wage compensation; Life Insurance (\$14.75 monthly); Family Dental Insurance (\$122.00 monthly); 6% city contribution for SD Retirement; \$50.00 phone reimbursement; \$250.00 Christmas Bonus.
- Dan Koistinen/City Maintenance: \$24.04 per hour; In lieu of insurance, ½ Employee Health Insurance Monthly Premium (\$561.24) as wage compensation; Life Insurance (\$14.75 monthly); In lieu of insurance, ½ Dental Insurance Premium (\$24.75 monthly) as wage compensation; 6% city contribution for SD Retirement; \$50.00 phone reimbursement; \$250.00 Christmas Bonus.
- Tony Aas/Police Chief: \$24.04 per hour; In lieu of insurance, ½ Employee Health Insurance Monthly Premium (\$561.24) as wage compensation; Life Insurance (\$14.75 monthly); In lieu of insurance, ½ Dental Insurance Premium (\$24.75 monthly) as wage compensation; 8% city contribution for SD Retirement; \$250.00 Christmas Bonus.
- Mike Morgan/Police Sgt.: \$22.66 per hour; In lieu of insurance, ½ Employee Health Insurance Monthly Premium (\$561.24) as wage compensation; Life Insurance (\$14.75 monthly); In lieu of insurance ½ Dental Insurance premium (\$24.75 monthly) as wage compensation; 8% city contribution for SD Retirement; \$250.00 Christmas Bonus.
- Cody Gregg/Police Officer: \$21.00 per hour; Health Insurance Monthly Premium (\$1,122.48) as wage compensation; Life Insurance (\$14.75 monthly); Dental Insurance Premium (\$49.50 monthly) as wage compensation; 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 \$21.22 per hour, \$50.00 Christmas bonus.

Motion made by Kangas and seconded by Lemme to amend employee policy 7.10.1: Work on a Holiday An employee required to work on a paid holiday observed by the municipality will receive double time wages for that day of work. All voted aye.

Motion made by Lemme and seconded by Larson to approve the reinstatement of Shari Layman as Finance Officer. Kangas, Andrews voted aye, Layman abstained.

Motion made by Larson and seconded by Layman to approve the reinstatement of council members to the Community Center, Parks, Police, Streets and Summer Youth committees that they currently serve on All voted aye.

Before the meeting was adjourned Mayor Jason Aho tendered his resignation as the Mayor of Lake Norden.

Motion made by Larson and seconded by Kangas to appoint John Layman as interim mayor to fill out the remaining term. All voted aye.

Motion made by Larson and seconded by Kangas to adjourn at 8:39pm. All voted aye.

Jason Aho
Mayor

Shari Layman
Finance Officer



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