

City of Lake Norden

July 8, 2024

The council met in regular session at 7:00 PM. Mayor Layman presiding. Members present: Cameron Larson, Gordon Kangas, Dorene Lemme, Tom Swafford and Kim St. John.

Absent: Janet Andrews

City employees present: Shari Layman, Kellee Dragt, K-9 Sgt. Michael Morgan, Patrol Officer Cody Gregg, Dan Koistinen, and Roy Hauschildt.

Absent: Chief Tony Aas

A request was made to add Lake Norden Farmer's Market and CDBG Payment Request to the agenda prior to approval.

Motion made by Larson and seconded by Lemme to approve the July 8th agenda, with addition of Lake Norden Farmer's Market and CDBG Payment Request added. All voted aye.

Motion made by Lemme and seconded by Larson to approve the June 10th minutes, as presented. All voted aye.

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

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

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

Aas***6494	Apple.com	\$1.05	Services
Aas***6494	Amazon Marketplace	\$236.89	Meeting room flags
Aas***6494	Amazon Marketplace	\$80.65	Meeting room flags
Aas***6494	Amazon Marketplace	\$58.40	Banner
Aas***6494	Amazon Marketplace	\$19.53	Banner

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

Finance Office	\$6,561.23	Salary/Less Deductions
Govt. Buildings	\$480.12	Salary/Less Deductions
Police Department	\$10,380.75	Salary/Less Deductions
Sanitation	\$1,134.31	Salary/Less Deductions
Street Admin.	\$1,882.14	Salary/Less Deductions

Auditorium	\$903.41	Salary/Less Deductions
Water Administration	\$3,603.78	Salary/Less Deductions
Sewer Administration	\$557.20	Salary/Less Deductions
Sewer Maintenance	\$50.00	Salary/Less Deductions
Park	\$5,644.07	Salary/Less Deductions
Jason Aho	\$100.00	WTR DPST RFND/Jason Aho
Amazon Capital Services	\$647.00	#14P6-MJHM-NTNY/14P-MJHM-NTNY
Area, Inc.	\$350.00	INV #LMN INV-13605/Services
AT&T Mobility	\$292.36	ACCT #28733887022/Services
Badger Oil Company	\$186.95	INV #50535, 51304/Services
Banner Associates	\$21,867.13	INV #42642, 42740, 42822, 42898
Beld Tree Service	\$3,500.00	INV #4869/Services
Dave Bestie	\$375.00	Ump 6/25 (2) & 6/29 (1) CERT.
Boyd Law Firm, Prof. L.L.C.	\$562.50	Legal Fees
City of Lake Norden	\$270.00	Reciepts/Cash Box
CK Drywall	\$2,244.90	INV #133/Services
Claremont Hutterian Brethren	\$22,924.00	INV #CLA29461/Playground Set
Colonial Research Chemical Cor	\$811.28	INV #152384/Supplies
Cook's Wastepaper & Recycling	\$3,345.14	INV #4188425T032; 4186170T032
Core & Main LP	\$4,562.22	INV #V142457/Supplies
Culligan of Watertown	\$221.00	ACCT #592-00109884-03; 92-6
Dakota Portable Toilets	\$135.00	INV #19410/Services
Dakota Pump & Control	\$31.25	INV #18245
Kellee Dragt	\$436.16	Travel Remb. Finance School
First Premier Bank	\$3.90	Bank Collections Jan-June
Great American Financial Svcs.	\$143.17	Lease Fees
Hamlin Building Center	\$2,689.32	Supplies
Hamlin County Farmer's Coop	\$2,415.59	ID #101569
Hamlin County Publishing	\$354.07	Publications
Brad Harr	\$500.00	Ump 6/25 (2) 7/7 (2) Certified
Hawkins, INC	\$40.00	INV #6783976/Supplies
HD Electric Cooperative, INC	\$1,653.16	Acct. #8346, 35107, 35853
ISG	\$500.00	INV #106082/Capital Imp. Plan
ITC	\$896.42	785-3602/City Office
Jutting's Grocery	\$172.43	Supplies
KDM Equipment, INC	\$511.20	INV #40222, 40383, 40472
John Layman	\$196.90	Meeting on behalf of the city
Shari Layman	\$956.04	Reimbursement for travel
LL & Sons Excavating, Inc.	\$1,020.41	INV #13728/Services
LN Development Corporation	\$1,000.00	Monthly Donation
Bryan Nelson	\$250.00	Ump 7/77 (2) Certified
Bryan Nelson	\$250.00	Ump 6/25 (2) Certified
Nimble Wash, LLC	\$84.76	INV #1361/Services
Office Peeps	\$612.83	INV #1063460-0;-1;1065686;714
Tony Opdahl	\$125.00	LNCC DPST Rent & Deposit
Ottertail Power Company	\$6,175.93	20099481/Public Safety Building
Popham Construction	\$700.00	INV #10716/Services

Print 'em Now	\$230.00	INV #79439/Supplies
Ron's Saw Shop	\$1,048.01	INV #213134, 213186
Runnings	\$199.99	INV #6007325/Supplies
Stan Houston Equipment	\$226.50	INV #2483591/Supplies
Star Laundry & Dry Cleaners	\$272.23	INV #3710;01;02;03/Services
Jacob Steffensen	\$125.00	Ump 6/29 (1) Certified
Thomas Swafford	\$79.58	Meeting on behalf of the city
Team Laboratory Chemical, LLC	\$2,867.50	INV #0041781/Supplies
TwoTrees Technologies	\$743.24	INV #40741; 40742; 40292; 40890
US Postal Service	106.00	Utility Postage
Rachel Vogt	\$575.00	Refund DPST & Rental Fee/LNCC
Milbank Winwater Works	\$5,324.85	INV #191788; 191731/Supplies

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

Committee Reports:

Community Center: committee will meet to review policies for future rentals

Parks: trim the trees and clean up around them

Police: working on the budget with Chief Aas

Streets: let residents know when construction starts on Jay Headly

Summer Youth: Nothing to report

Motion made by St. John and seconded by Larson to table the ballfield fence project until February. All voted aye.

Motion made by Lemme and seconded by Larson to approve the second reading of Ordinance #386 "A Supplemental Appropriations Ordinance for the City of Lake Norden". St. John, Kangas, and Swafford all voted aye.

Motion made by Lemme and seconded by Larson to approve the purchase orders submitted. All voted aye.

A Letter of Contract and Scope of Service Drinking Water System Evaluation - Preliminary Engineering Report from Banner Associates was presented to city council.

Motion made by Lemme and seconded by Larson to approve Change Order #7 – Water Tower Project (Maguire) deduction of \$1,792.00. Adder of \$487 to install a new meter socket for the tower site electrical service. Ottertail requirements for meters have changed and the existing meter socket is no longer in compliance. All voted aye.

Motion made by St. John and seconded by Larson to approve Pay App #12 for the Water Tower Project (Maguire) for \$97,245.00. Payment is for completing coating work and additional work on interior building in the tower. All voted aye.

Motion made by Kangas and seconded by Lemme to approve Change Order #5 – North Lift Station Project (Basin) deduction of \$9,210.81. Final Change Order on this project. Deduct of (\$9,210.81) because fittings in the discharge lift station were 6" not 10" per Plans. All voted aye.

Motion made by Kangas and seconded by Larson to approve CDBG Payment request for \$70,762.97. All voted aye.

Motion made by St. John and seconded by Lemme to approve Pay App #9 – North Lift Station Project (Basin) for \$92,722. Project is complete and this is the final payment including retainage. \$58,819.30 funded expenses to be paid for out of funding package. \$33,903.67 of City funds for non-funded portion of the project (paving and water main). All voted aye.

Motion made by Kangas and seconded by Larson to approve DWSRF – Drinking Water Loan reimbursement request #11 of \$231,930. All voted aye.

Motion made by Lemme and seconded by St. John to approve CWFCP – Clean Water Grant (Sewer) reimbursement request #13 for \$96,912.51. All voted aye.

Motion made by Larson and seconded by Kangas to approve CWSRF – Clean Water (Sewer) Loan reimbursement request #13 for \$121,359.00. All voted aye.

Motion made by St. John and seconded by Lemme to approve Change Order #2 – Wastewater Pond Improvements Project (J&J Earthworks) increase of \$2,496.08. Deduct of (\$15,885.88) for removing one of the control structures (C-2) from the project. A damaged inlet pipe was found and it was decided to complete work with the next phase of the project. A bypass valve is operational, and valves will be shelved by the city. Adder of \$18,381.96 for switching from rehabilitation of structure lids to replacement for the remaining 4 control structures. Structure lids are in poor condition and would be difficult to repurpose and reuse. All voted aye.

Motion made by Larson and seconded by Kangas to approve Pay App #3 – Wastewater Pond Improvements Project (J&J Earthworks) for \$159,909.64. Payment is for work on control structures, additional rip rapping, and gravel for road. All voted aye.

Motion made by Larson and seconded by Kangas to approve improvements for drainage in-between the RV pads at the City Park in September or October by L&L. All voted aye.

Motion made by Kangas and seconded by Larson to go into executive session per 1-25-2 Section 1&3 at 8:35pm. All voted aye.

Mayor Layman declared the council out of executive session at 9:21pm.

Motion made by Kangas and seconded by Larson to approve an adjustment to K-9 Sergeant Morgan's pay to \$24.00 an hour, retroactive for July. All voted aye.

Motion made by Larson and seconded by Lemme to approve supporting the Lake Norden Farmer's Market. All voted aye.

Next council meeting will be held August 12, 2024, at 7:00pm in the Lake Norden Public Safety Building.

Motion made by Lemme and seconded by Larson to adjourn at 9:31pm. All voted aye.

John Layman
Mayor

Shari Layman
Finance Officer



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Publish once at an approximate cost of _____