

CITY OF LAKE NORDEN

January 5, 2015

Council met in regular session at 7:00 PM, City Building, Mayor Jason Aho, presiding. Members present: Jason Aho, Larry Aho, Janet Andrews, John Layman, Dan Koistinen and Dorene Lemme. Absent Renae Jager.

City employees present: Delores Kangas, Phillip Johnson and Brad Steffensen. Absent: None.

Others present: None.

Motion made by L. Aho and seconded by Layman to approve the agenda with the addition of the following: Brad Steffensen addressing council, well pump cost estimate, stop signs located on the corners of Main Avenue & Prairie Street and Main Avenue & Spring Street. All voted aye.

Motion made by Lemme and seconded by Andrews to approve the previous minutes, with the following correction: November Sales tax payment published as \$122.58 should state \$115.13. All voted aye.

Motion made by Koistinen and seconded by Layman to approve the following financial reports Fund Cash Balance, Budget Expenditure Totals and Fiscal Revenue (Detail), as presented. All voted aye.

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

Motion made by Aho and seconded by Layman to approve the itemized credit card payments, as follows:

Wheelco	12.50	Supplies
Post Office	5.75	Testing/Postage
C-Store	94.00	Fuel

All voted aye. Thus, motion carried.

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

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

Phillip Johnson	1806.52	Salary/less Deductions
Brad Steffensen	1487.74	Salary/less Deductions
Delores Kangas	2061.69	Salary/less Deductions
Nola Osborne	168.86	Salary/less Deductions
Wellmark BCBS	1558.68	Employer Monthly Premiums
SD Retirement System	980.74	Employee-Employer 6%
Wellmark BCBS	779.37	Employee Family Premium
Dental Network of America	206.90	Employer Monthly Premiums
EFTPS Processing Center	2200.52	Deductions Deposit
Arneson Electric Inc	29.70	Inv. #4521/Services
Banner Associates	1055.82	Inv. #24391/Services
Cook's Wastepaper & Recycling	2333.25	Monthly Service (169) Dumpster
Country Store	824.31	Account #73125/Supplies
Dearborn National Life Ins.	116.70	Quarterly Life Insurance Pymt.

Department Of Revenue	26.00	Inv. #10561268/Testing
First Premier Bank	10.65	Collections
Gunderson, Evenson, Boyd, Knig	210.00	Legal Services
Hamlin Building Center	779.56	Supplies
Hamlin Co. Highway Department	1795.20	Customer #21/Supplies
Hamlin County	2036.67	Contracted Police Service
Hamlin County Publishing	149.78	Publications
Hamlin County Farmers Coop	6.50	Account #73125/Supplies
Hamlin PACH Program	500.00	Annual Donation
Hawkins, Inc	3293.84	Inv. #3672209/Supplies
HD Electric Cooperative, Inc.	17.20	Acct. #8346 Services
Hillyard/Sioux Falls	100.30	Inv. #601436746/Supplies
Glacial Lakes Humane Society	900.00	Annual Donation
ITC	410.40	Account #00040683-9
Phillip Johnson	298.96	Mileage Reimbursement
Phillip Johnson	130.24	Mileage Reimbursement
Delores Kangas	74.00	Reimbursement/Travel
Kingbrook Rural Water	127.26	Monthly Debt Fee
Laker Chemical Company	840.62	Inv. #99243/Supplies
LL & Sons Excavating, Inc.	758.16	Inv. #782192/Services
LN Baseball Hall of Fame	500.00	Annual Donation
LN Community Center Organization	2500.00	Annual Donation
LN Development Corporation	1000.00	Monthly Donation
LN Historical Society	1000.00	Annual Donation
LN Senior Citizens	1000.00	Annual Donation
Menards	70.54	Account #30970407/Supplies
Northwestern Energy	1526.64	2540703; /879/2747404/2948926
Office Peeps, Incorporated	251.34	Inv. #636115-0/637837-0/Supplies
Ottertail Power Company	4099.31	14-030431-2/Fire Hall
Diane Prince	100.00	Water Meter Deposit Refund
Productivity Plus Account	1578.93	WO#635762sv/Uptime Inspection
SD Assoc. Of Code Enforcement	40.00	Annual Membership Fee
SD DENR-Board of Operator Cert	10.00	Exam Fee/Johnson
SD DENR-Board of Operator Cert	10.00	Exam Fee-Johnson
SD DENR-Board of Operator Cert	24.00	Operator Fees #2361/3186
SD DENR	50.00	Wastewater Fee/Sdg820621
SD Gov't Fin. Officers' Assoc.	40.00	Annual Membership Fee
SD Municipal League	80.00	Registration Fees/Municipal Day
SD Municipal League	20.00	Registration Fees/Municipal Day
SDML Street Mt. Assoc. of SD	35.00	Annual Membership Fee
SD Municipal League	499.06	Annual Membership Fee
Star Laundry & Dry Cleaners	233.20	Services
Bradley Steffensen	12.54	Reimbursement
Toshiba Financial Services	149.48	Inv. #268636040/Lease Fees
US Postal Service	68.00	Utility Postage
US Postal Service	302.65	Supplies
Vessco, Inc.	4734.00	Inv. #62114/Supplies
First Premier Bank	20.54	Bank Charge
First Premier Bank	26.00	ACH Charge
REVTRAK Charge	30.07	Service 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
SD Department of Revenue	115.94	December/Sales Tax Return

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

Due to weather conditions, Todd Kayes from First District Planning was unable to attend the meeting.

Motion made by Lemme and seconded Koistinen to authorize the Mayor and Finance Officer to sign in behalf of the City of Lake Norden a *Release and Termination of Easement* contingent upon the addition of the following recitals to the proposed document:

- Whereas, , Banner Associates, Inc., Brookings SD certifies that the lines for which the easement was granted are no longer useful to the City of Lake Norden.
- Whereas, Davisco Foods International, Inc. or any of its successors shall take 100% responsibility regarding all current and future aspects of the abandoned lines.

All voted aye. Thus, motion carried.

Discussion held concerning Davisco Foods International Incorporated's request for *Vacation of Alley*. Motion made by L. Aho and seconded by Andrews to table action. All voted aye.

Discussion held concerning the nuisance violations of Ordinance #255 "AN ORDINANCE REPEALING ORDINANCE 246 IN ITS ENTIRETY AND REPLACING IT WITH A ORDINANCE 255 PROVIDING FOR THE DECLARATION AND ABATEMENT OF NUISANCES WITHIN AND FOR THE CITY OF LAKE NORDEN". Notice and Order to Abate letters were mailed to violators via certified mail. No one appeared to appeal said violation notices.

Brad Steffensen resigned his position as City Maintenance effective February 28, 2015. Motion made by Lemme and seconded by L. Aho to accept Steffensen's resignation.

Motion made by Andrews and seconded by Layman to approve the following salaries for city employees and/or city official for the City of Lake Norden for the year 2015:

- ❖ 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;
- ❖ Gary Person/part-time City Landfill -- \$9.50 per hour, \$50.00 Christmas bonus;
- ❖ Delores Kangas/Finance Officer \$34,120.40 annually/\$50.00 for special meetings/Health insurance (\$519.56 monthly)/Life insurance (\$41.40 quarterly)/Family Dental Insurance (\$90.50 monthly)/ 6% City contribution for SD Retirement / \$250.00 Christmas Bonus;
- ❖ Brad Steffensen/City Maintenance -- \$37,634.61 annually/Employee Health insurance (\$519.56 monthly)/Life Insurance (\$41.40 quarterly)/Family

Dental Insurance (\$90.50 monthly)/6% City contribution for SD Retirement/\$250.00 Christmas Bonus;

- ❖ Phillip Johnson/City Maintenance -- \$29,263.23 annually/Employee Health (\$519.56 monthly)/Life Insurance (\$33.90 quarterly)/ Dental Insurance (\$25.90 monthly)/6% City contribution for SD Retirement/\$250.00 Christmas Bonus;
- ❖ Nola Osborne/ part-time Janitor -- \$16.35 per hour, \$50.00 Christmas bonus;
- ❖ Brian Jager/ part-time (backup) Janitor -- \$16.35 per hour
- ❖ Darryl Kastein/ part-time City Maintenance -- \$15.00 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;
 - Summer Youth Umpiring -- \$25.00 per game.

All voted aye. Thus, motion carried.

Mayor Aho appointed the following to serve a three-year term on the Lake Norden Housing and Redevelopment Commission Governing Board of Directors: Charlotte Nielsen and Barb Ruotsalainen. Motion made by Layman and seconded by L. Aho to approve the above-mentioned appointments. All voted aye.

Motion made by Lemme and seconded by Koistinen to approve and acknowledge receipt of a letter from SD Department of Legislative Audit approving the audit of the City of Lake Norden's financial records for the two years ending 12/31/2013. All voted aye.

Motion made by L. Aho and seconded by Layman authorizing the Finance Officer to establish a **Sales Tax Revenue Bond Fund** #301 00 101.00 (Cash) & within said fund #301 00 107.00 (Restricted Cash Reserve). Said authorization approves transfer & disbursement of monies from the General Fund 101 00 101.00 (Cash) for \$23,268.00 to 301 00 101.00 & 101 00 107.40 (Reserve Bond Guarantee) for \$9,506.00 to 301 00 107.00. The before mentioned *Debt Service Fund* is a requirement of the Sales Tax Revenue Bond Series 2010. Said transfers of \$23,268.00 and \$9,506.00 shall establish the **Sales Tax Revenue Bond Fund** as a *Debt Service Fund* and further monies appropriated to this fund shall be derived from sales tax revenue. All voted aye.

Motion made by Lemme and Andrews authorizing Mayor Aho to sign in behalf to the City of Lake Norden a 2015 Annual Inspection Agreement with Dakota Pump for the lift stations, as presented. All voted aye.

Motion made by Layman and seconded by Koistinen to authorize a three percent (forty cent) rate increase for all contracted residential garbage/recycling services provided by Cook's Wastepaper & Recycling for the City of Lake Norden. Said increase is effective for January 2015 service. All voted aye.

Motion made by Lemme and seconded by Koistinen to approve a Liquor Operating Agreement for *The Bullpen Restaurant, LLC*, as presented. Voting

Aye: L. Aho, Andrews, Koistinen, and Lemme. Absent: Jager. Abstaining: Layman. Thus, motion carried.

Motion made by Lemme seconded by Andrews to authorize the transfer of the following liquor/malt beverage licenses from City of Lake Norden, Shiggs, LLC dba as *The Bullpen* to the City of Lake Norden, *The Bullpen Restaurant, LLC*:

1. RL-19977 - Retail (on-sale) Liquor License (LN Community Center location)
2. RB-2529 - Retail (on-off sale) Malt Beverage
3. RL-5694 - Retail (on-sale) Liquor License (Bullpen location)
4. PL-4642 - Package (off-sale) Liquor License

Said transfers are contingent upon completion of the *Affidavits of Transfer* by Shiggs, LLC and the applicable *Alcoholic Beverage License Applications completed & signed by The Bullpen Restaurant, LLC*. Voting Aye: L. Aho, Andrews, Koistinen, and Lemme. Absent: Jager. Abstaining: Layman. Thus, motion carried.

Motion made by Lemme and seconded by Koistinen to adopt the following statement regarding House Bill #1198:

"The City of Lake Norden supports a local option additional penny of municipal sales tax, with the approval of our voters, for specific infrastructure."

All voted aye. Thus, motion carried.

Motion made by Layman and seconded by L. Aho to approve Well Pump Estimate #3 from Kaiser Well Drilling Inc., as presented. All voted aye.

Discussion held concerning stop signs on the corners of Main Avenue and Prairie Street and Main Avenue and Spring Street. Council concurred to leave signs in place.

Motion made by Aho and seconded by Koistinen to adjourn. 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 _____.