

**LENNOX CITY COUNCIL SPECIAL MEETING
TUESDAY, DECEMBER 27, 2016
LENNOX CITY HALL – 107 S MAIN ST.**

The special meeting of the Lennox City Council was called to order by Mayor Wiebers at 6:00 PM and all present recited the Pledge of Allegiance. Members present were Mayor Wiebers, Greg Poppenga, Tracy West, Alan Ratliff, and Mike Gregg. Absent was Phil Fett. Joining the meeting in progress was Chad Wulf. Staff present was Finance Officer Jerry Jones, Public Relations Director Amanda Anglin, Water/Sewer Supt Jeremy Gulbranson, and City Engineer Mitch Mergen. Also present was Ben Elliot.

AGENDA:

Motion by Gregg, second by West to approve the agenda as presented. Motion carried.

VISITORS TO BE HEARD: None at this time.

YEAR END CLAIMS: Motion by Gregg, second by Poppenga to approve the year end claims as presented. Upon roll call vote, all members present voted aye. Motion carried.

ALLEGIANT EMERGENCY SERVICES	POLICE SUPPLY	\$567.04
ARGUS LEADER	RENEWAL 1/1-6/30/17	\$118.01
CARDMEMBER SERVICE	SUPPLY	\$1,748.84
ELECTRIC PUMP	WWTF REPAIR	\$841.50
HACH	CHEMICALS	\$117.45
MACS INC	TRAILOR JACKS/EXTION CORDS	\$103.56
MID-AMERICAN RESEARCH CHEM	WWTF SUPPLY	\$132.34
MARCO, INC.	NOV CONTRACT FEE	\$149.65
MATHESON LINWELD	AMBULANCE SUPPLY	\$94.99
MIDCONTINENT	PHONE AND CABLE	\$1,354.48
PETTY CASH	SUPPLIES	\$51.41
SD WATER/WASTEWATER ASSOC	CERTIFICATE RENEWALS	\$20.00
SDARWS	CONFERENCE JEREMY	\$230.00
VERN EIDE MANAGEMENT GROUP	NOV TEXT FEES	\$295.36
***** REPORT TOTAL *****		\$5,824.63

OLD BUSINESS: None at this time.

NEW BUSINESS:

2015 Financial Audit: Ben Elliot of Independent Audit Services presented the draft of the 2015 audit of the City of Lennox finances. After review, motion by West, second by Gregg to authorize the close out the 2002 special assessment fund as it is not used. Motion carried. Mr. Elliot will put to final adjustments to the report and present it to the State for approval.

2017 Force Account Stockwell Engineers: City Engineer Mitch Mergen presented the 2017 force account agreement between the City of Lennox and Stockwell Engineers in the amount of \$35,000.00. After addressing questions of the Council, motion by West, second by Gregg to approve the 2017 force account agreement with Stockwell Engineers in the amount of \$35,000.00. Motion carried.

EXECUTIVE SESSION: Motion by West, second by Wulf to go into executive session at 6:20 PM to discuss personnel wages. Motion carried. Mayor Wiebers declared executive session ended at 6:47 PM with no action taken.

PERSONNEL:

City Administrator Position: The Council addressed the creation of the city administrator position and the filling of the position. Councilman Ratliff questioned if whether the City needs to advertize for the position or if the position can be filled by promoting within the current employees. The Finance Office was instructed to contact legal to clarify the question. After further discussion, motion by West, second by Wulf to create the city administrator position and to set the starting salary at \$62,000 annual with full benefit package and after a successful 6 month probation period, adjust the salary to \$63,500 annual. Upon roll call vote, all members present voted aye. Motion carried.

ADJOURNMENT: Motion by Gregg, second by West to adjourn at 7:50 PM. All members present, voted aye. Motion carried.

ATTEST: _____
Jerry Jones, Finance Officer

Orville Wiebers, Mayor