

## LENNOX CITY COUNCIL REGULAR MEETING

**MONDAY, APRIL 14, 2014**  
**LENNOX CITY HALL – 107 S MAIN ST.**

The regular meeting of the Lennox City Council was called to order by Mayor Wiebers at 7:00 PM and all present recited the Pledge of Allegiance. Members present were Orville Wiebers, Tracy West, Darin Olson, Greg Poppenga, Mike Gregg, Russ Nelson and Glenn Nelson. Staff present was Finance Officer Jerry Jones, Public Works Director Greg Stack, Water Supt. Roger Almond and Street Supt. Dave Tipton. Others present were Paul Jacobson, Wayne Peterson, Mitch Mergen, Chad Wulf, Sam Bowers, Debbie Schmidt, Joe Kidd, and Richard Schriever.

### **AGENDA:**

Mayor Wiebers asked for additions to the agenda and with no additions, motion by Gregg, second by Poppenga to approve the agenda as presented. Motion carried.

### **MINUTES:**

Motion by Gregg, second by Poppenga to approve the minutes of the March 18, 2014 and March 31, 2014 special meetings. Motion carried.

### **PAYROLL REPORT:**

Motion by Olson, second by Poppenga to approve the March 2014 payroll report. Upon roll call vote, all present voted aye. Motion carried.

### **CLAIMS:**

Motion by Gregg, second by Olson to approve March 2014 claims as presented. Upon roll call vote, all present voted aye. Motion carried.

#### CLAIMS REPORT

|                              |                            |            |
|------------------------------|----------------------------|------------|
| ACE                          | REC                        | \$57.72    |
| ALMOND, ROGER                | HEATER REIMBURSEMENT       | \$63.58    |
| AMBILL ASSOCIATES            | AMB FEB BILLING            | \$1,400.00 |
| ARROW MANUFACTURING          | AMB                        | \$56.13    |
| AVERA MCKENNAN PHARMACY      | AMB FEB                    | \$91.93    |
| AVERA QUEEN OF PEACE         | STREET DRUG TEST           | \$86.40    |
| BADGER METER INC             | WATER CHRGS 1/1/14-3/31/14 | \$1,146.21 |
| BARNES & NOBLE               | LIB MARCH 36               | \$502.45   |
| BOUND TREE                   | AMB SUPPLIES               | \$942.09   |
| BROWN & SAENGER              | ELECTION                   | \$27.50    |
| CARDMEMBER SERVICE           | SUPPLY                     | \$282.88   |
| CARTRIDGE WORLD              | AMB                        | \$103.98   |
| CENEX FLEETCARD              | FUEL FROM FEBRUARY         | \$1,470.78 |
| CENEX FLEETCARD              | FUEL FOR MARCH             | \$1,272.26 |
| DANKO                        | FIRE FLASHLIGHTS           | \$609.65   |
| DATA TECHNOLOGIES            | FIN TRAINING               | \$918.88   |
| DATA TECHNOLOGIES            | FIN TRAINING UPDATE INFO   | \$95.00    |
| DAVES SERVICE & REPAIR       | STREET                     | \$1,643.20 |
| DECOU HEATING&COOLING SERLLC | AMB REPLACE FURNACE        | \$2,500.00 |

|                                |                                |             |
|--------------------------------|--------------------------------|-------------|
| DIVISION OF CRIMINAL INVESTIG  | REC FINGER PRINTS              | \$86.50     |
| DAKOTA SUPPLY GROUP            | WATER                          | \$37.75     |
| EASTERN FARMERS                | WEEDS                          | \$33.44     |
| EVELYN METCALF                 | GEN 5 SUN IN MARCH CLEAN 3X    | \$150.00    |
| GUILDCRAFT                     | LIB SUMMER READING PROGRAM     | \$92.66     |
| IDEAL YARDWARE                 | KAWASAKI MOWER                 | \$12,094.40 |
| BENJAMIN ELLIOTT CPA           | AUDIT 2013                     | \$8,750.00  |
| INDEPENDENT PUBLISHING         | PUBLISHING                     | \$670.23    |
| INFRA-TRACK                    | WASTE WATER WORK DONE ON CHERR | \$1,243.04  |
| JACOBSON, MARLYN               | DRAINAGE FEE REFUND            | \$35.85     |
| JERRYS AUTO BODY               | AMB REAR VIEW MIRROR           | \$49.15     |
| JONES, JERRY                   | FIN 2 TRAVEL TO CANTON         | \$28.12     |
| KNOLOGY, INC. DBA WOW!         | CABLE                          | \$1,303.02  |
| KOERNER, PATRICIA              | ELECTION WORKER                | \$135.00    |
| KUPER, ESTHER M                | ELECTION WORKER                | \$135.00    |
| LACEY RENTALS INC              | REC 2 PORTAPOTS 3/26-4/23/14   | \$220.00    |
| LENNOX SCHOOL DISTRICT         | GEN DRUG PREVENTION            | \$3,000.00  |
| LENNOX FIRE DEPT.              | INSURANCE REIMBURSEMENT        | \$3,000.00  |
| LEWIS & CLARK REGIONAL WATER S | WATER MARCH USE 3,375,540      | \$7,094.00  |
| LEWIS & CLARK REGIONAL WATER S | 3RD QRT OF FY 2014             | \$1,369.25  |
| LEWIS DRUG                     | FIRE SMOKE DETECTORS           | \$11.98     |
| MARCO, INC.                    | LIB                            | \$233.62    |
| MATHESON LINWELD               | AMB                            | \$171.58    |
| MENARDS                        | SUPPLY                         | \$24.00     |
| MIDAMERICAN ENERGY             | UTILITIES                      | \$2,672.97  |
| MIDAMERICAN ENERGY             | UTILITIES                      | \$11.26     |
| MIDAMERICAN ENERGY             | UTILITIES                      | \$2,573.05  |
| NEVES UNIFORMS                 | POLICE SUPPLIES                | \$69.84     |
| NEWELL, BRENDA                 | SOFTBALL REFUND                | \$50.00     |
| NORDMANN, LORRAINE             | LIB TRAVEL TO LARGE PRINT CIRC | \$23.18     |
| ODLAND TIM                     | GEN 1ST QRT CELL PHONE         | \$45.00     |
| OFFICE MAX                     | OFFICE SUPPLY                  | \$207.01    |
| ORVILLE JORGENSEN              | POLICE 1ST QT CELL PHONE       | \$45.00     |
| PETTY CASH                     | SUPPLY                         | \$15.42     |
| PETTY CASH                     | DISTRESS TAXES AUCTION         | \$4,000.00  |
| PITNEY BOWES                   | POSTAGE                        | \$400.00    |
| PITNEY BOWES INC.              | WATER POSTAGE                  | \$465.00    |
| QUALIFIED PRESORT              | MARCH BILLING                  | \$513.49    |
| RENS, RITA                     | ELECTION WORKERS               | \$135.00    |
| RENT-ALL INC                   | MUSEUM                         | \$240.00    |
| DBA RURAL ROUTE 1 SERVICES     | RUGS                           | \$264.20    |
| SCOTT BOLTE SANTITATION        | TRASH PICKUP                   | \$149.93    |
| SD ASSOCIATION OF CODE         | SEWER TRAINING CONF            | \$50.00     |
| SD DEPARMENT OF HEALTH         | SAMPLE TESTING                 | \$482.00    |
| SDML                           | DISTRICT MEETING MEALS         | \$100.00    |
| SDML WORKERS COMPENSATION      | AUDIT BILLING                  | \$66.00     |
| SDWWA                          | REGISTRATION FEE               | \$65.00     |
| SEFSA                          | PLAYER REGISRATION FEE         | \$6,020.00  |

|                           |                             |              |
|---------------------------|-----------------------------|--------------|
| SF TWO WAY RADIO          | AMB                         | \$101.94     |
| SIGLER FIRE EQUIPMENT{    | SENIOR CENTER               | \$78.00      |
| SIOUX FALLS HUMANE        | POLICE SERVICE IN MARCH     | \$37.50      |
| SOUTH DAKOTA ONE CALL     | LOCATE FEES                 | \$12.12      |
| SOUTH LINCOLN RURAL WATER | WATER                       | \$134.00     |
| SOUTHEASTERN ELECTRIC     | ARMIN                       | \$1,466.52   |
| STACK GREG                | SEWER 1ST QRT CELL PHONE    | \$120.00     |
| STAN HOUSTON EQUIPMENT    | STREET                      | \$192.32     |
| STIEN, MELINDA            | BASEBALL REFUND             | \$100.00     |
| STOCKWELL ENGINEERS       | FEES                        | \$44,398.53  |
| STRASSER, MAHLI           | POOL LIFEGUARD TRAINING     | \$180.00     |
| STURDEVANT'S AUTO PARTS   | FIRE                        | \$138.54     |
| SUNSHINE                  | GEN                         | \$67.61      |
| TIPTON, DAVE L.           | STREET 1ST QRT CELL PHONE   | \$45.00      |
| TMC                       | FEB USE                     | \$192.86     |
| VERIZON WIRELESS          | CELL PHONE                  | \$183.58     |
| WALLENSTEIN, MELISSA      | BASEBALL REFUND             | \$100.00     |
| WILLIAMS PLUMB & HEATING  | SENIOR REPLACE WATER HEATER | \$932.52     |
| XCEL ENERGY               | POWER                       | \$8,187.68   |
| ZIELGLER, CHERYL          | BASEBALL REFUND             | \$100.00     |
| **** PAID TOTAL *****     |                             | \$128,671.30 |

**VISITORS TO BE HEARD:** Sam Bowers and Chad Wulf reported that the Parks and Recreation Advisory Board discussed having electricity run to Evergreen Park, cleanup at the ball field complex and the potential of land acquisition for the pool project.

**FINANCE OFFICERS REPORT:** The Finance Officer presented the month end committee budget report for the month of March, 2014, public hearing for the renewal malt beverage licenses to be held in May, notice of the abandon tank removal program, the software users group meeting in LeMars, IA on May 13<sup>th</sup>, the Human Resource and Finance Officer School in Oacoma on June 10<sup>th</sup> through 13<sup>th</sup> and the request to have the City Hall as a polling place for the June 3<sup>rd</sup> primary election. Motion by West, second by Gregg to approve the Finance Officer report as presented. Motion carried.

#### **OLD BUSINESS:**

**Bid Opening for Police Car and Ambulance:** Mayor Wiebers called for bids for the surplus car and ambulance and 3 for the ambulance and 1 for the car were received. The ambulance bids are as follows: Dennis Gundvaldson-\$2,900.00; Lennox Fire Dept.-\$3,000.00; Robert Nelson-\$4,000.00; After discussion, motion by West, second by Gregg to accept the high bid for the 1997 Ford E-350 Ambulance from Robert Nelson in the amount of \$4,000.00. Upon roll call vote, R. Nelson-nay; Olson-aye; Gregg-aye; G. Nelson-aye; Poppenga-aye; West-aye; Motion carried on a 5 to 1 vote. The one bid for the police car was then opened and was from Alex Sinning in the amount of \$675.00. After discussion, motion by West, second by Gregg to accept the bid from Alex Sinning in the amount of \$675.00 for the 2006 Chevy Impala police car. Upon roll call vote, all present vote aye. Motion carried.

**Ordinance 543 Second Reading:** Ordinance 543 Planning and Zoning Membership, Terms and Compensation was presented for the second reading and approval from the Council. After discussion, motion by West, second by Gregg to approve the second reading of ordinance 543 Planning and Zoning Membership, Terms and Compensation. Upon roll call vote, all members present voted aye. Motion carried.

## **NEW BUSINESS;**

**Surplus Equipment:** A list of obsolete metal and wire was presented to the Council to have surplus. After discussion and explanation by Water Supt. Almond, motion by West, second by R. Nelson that the City Council has determined that the material is no longer necessary, useful or suitable for the purpose for which it was acquired and to deem it surplus. The material is as follows: 1,000# or more of yellow brass from water meters, 40# or more of copper wire, 10# or more stainless steel, 5# or more of aluminum wire, 120# or more of aluminum and old plastic meter registers. Upon roll call vote, all members present voted aye. Motion carried. The Finance Officer then presented a copy of a resolution from Brandon, SD establishing policies and requirements for the sale or transfer of solid waste or by-products, recyclable materials or scrap from restricted use site, recycling system or facility that is owned or operated by a political subdivision. The Council agreed to place a resolution for the City of Lennox on the May 12, 2014 regular meeting agenda.

**SD DOT Signage and Delineation Project:** PWD Stack presented the agreement between SD DOT and City of Lennox for the signage and delineation project for the City of Lennox to be done in 2016. The funding for the project is up to \$500,000 with 0% matching funds required from the City of Lennox. After further discussion, motion by West, second by R. Nelson to authorize Mayor Wiebers to sign all documents regarding the SD DOT Signage and Delineation Project identified as the Roadway Safety Improvement Project Number PH 8042(44) PCN 044F for the City of Lennox. Upon roll call vote, all members voted aye. Motion carried.

**SD DENR CWFCG:** PWD Stack presented the Council the Consolidated Water Facilities Construction Program Grant for the City of Lennox Wastewater Improvements Project. The grant is for 38.7% of approved costs not to exceed a maximum grant of \$1,000,000.00 for the wastewater improvement project. After further discussion, motion by Gregg, second by West authorize Mayor Wiebers to sign the documents regarding the SD DENR Consolidated Water Facilities Construction Grant Program. Upon roll call vote, all members voted aye. Motion carried.

**SECOG Administrative Assistance Agreement:** PWD Stack presented the Council an agreement with SECOG for administrative assistance for the Consolidated Water Facilities Construction Grant. A fee of \$3,000.00 to SECOG will be for the administration of the grant. After discussion, motion by Gregg, second by Poppenga to approve the agreement and to authorize Mayor Wiebers to sign the CWFCG Administration Assistance Agreement with SECOG. Upon roll call vote, all members present voted aye. Motion carried.

**Alley Improvements Agreement:** PWD Stack addressed the addition to the alley improvement plan to add the construction of curb and gutter along 3<sup>rd</sup> Avenue along with the sidewalk. Stockwell Engineers presented an agreement for both design and construction administration for the addition to the project. After further discussion, motion by Gregg, second by G. Nelson to authorize Mayor Wiebers to sign the agreement with Stockwell Engineers in the amount of \$4,450.00 for the design and construction administration for the addition to the project. Upon roll call vote, all members present voted aye. Motion carried.

**TSP Architectural Design for City Hall:** PWD Stack reviewed the proposal from TSP Inc. for the architectural design for the front of City Hall to include the new drop box. The cost of \$9,000 includes design of the new façade and construction services to install the new drop box. Also the proposal had a front office floor plan design in the amount of \$2,500. After considerable discussion and concern of the design cost, motion by West, second by G. Nelson to have further discussion of other options for the front of City Hall and drop box. Motion carried.

**Personnel:**

Appointment to the Planning and Zoning Commission: Motion by Poppenga, second by R. Nelson to approve Mayor Wiebers appointment of Dave Severson and Frank Jacobson to the Planning and Zoning Commission for the 2 year term of 2014-2016. Upon roll call vote, all members present voted aye. Motion carried.

Rubble site Manager: Motion by West, second by R. Nelson to approve the hiring of Kermit Tesch as the Lennox rubble site manager effective April 11, 2014 at the pay rate of \$10.50 per hour. Upon roll call vote, all members present voted aye. Motion carried.

**Committee Reports;**

Streets/Water/Sewer: Gregg informed the Council that Roger has only 8 customers water meters and 7 city water meters left to install for the water meter replacement project, scheduling to rehab 2 of the wells this year for maintenance of the units, planning to begin the jet/vac program of the City sewer mains again and discussion of who is responsible for traffic control of main street during the street dance. Gregg informed the Council of the awarding of the \$1,000,000 CWFCG grant for the wastewater improvement project and the 2013 DENR Award for Excellence for the Waste Water Plant. PWD Stack then previewed the 5 year street improvement plan for the City of Lennox. Clean up Days for the City of Lennox has been set for June 6<sup>th</sup> and 7<sup>th</sup>.

Zoning: G. Nelson reported the Planning and Zoning had a basic meeting this month.

Police/Fire: Poppenga reported not much has been happening and the Fireman's Pancake Feed is set for April 26<sup>th</sup>.

Park/Recreation/Pool: Mayor Wiebers stated that city personnel will begin to clean up the park complex and only the high school baseball team is using the ball field complex right now. There has been vandalism at the park grounds and the public has been asked to help keep an eye on the grounds for unusual activity and the list of coaches and volunteers were read for informational purposes.

Finance/Library: West reported on Library Week and encourages the Council to attend the open house and the need to budget for the new copier. The committee agreed to start pre-budget meetings in July to have the budget process go more smoothly. Information has been gathered on paying off the 2006 Pierce Dash Ladder Truck to save interest to the City and a payoff amount will be obtained for Council information. Other items discussed was specifying the second penny sales tax for street improvements only, where to dedicate the 3<sup>rd</sup> penny sales revenue and the job descriptions for Finance Officer and Public Work Director will be completed for the next meeting.

Building/Solid Waste/Recycling/Weeds: R. Nelson informed the Council of the new hire for the rubble site and with clean up day on June 6<sup>th</sup> and 7<sup>th</sup>, a list of items that can be accepted and will not be accepted need to be posted for public information.

Health/Ambulance/Goals/Accomplishments: Olson gave a monthly informational report of the activities of the Ambulance Department and stated that the Lennox Ambulance was included in a Public Awareness Advertisement Program. Also reported was maintenance items for the department which included replacing the exterior lights on the building, the need to repair the sidewalks and the replacement of the walk in doors for the building.

Motion by West, second by G. Nelson to approve the reports as presented. Motion carried.

**CANVESS OF ELECTION RETURNS:**

The City Council, acting as the Board of Canvassers, reviewed the results of the May 8, 2014 Mayoral election as reported in the official poll book. After the results were canvassed and recorded, the final official final results are Orville Wiebers 323 votes and Richard Schriever 89 votes. Motion by Poppenga, second by West to certify the results of the April 8, 2014 election results and to sign the canvass record. Motion carried.

**EXECUTIVE SESSION:**

Motion by West, second by Gregg to go into executive session at 8:45 PM to discuss personnel. Motion carried. Mayor Wiebers declared executive session open. Motion by West, second by R. Nelson to come out of executive session at 9:35 PM with no action taken. Motion carried. Mayor Wiebers declared executive session ended.

**ADJOURNMENT:**

Motion by Olson, second by West to adjourn at 9:40 PM. All members present voted aye. Motion carried.

ATTEST: \_\_\_\_\_  
Jerry Jones Finance Officer

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Orville Wiebers, Mayor