

**LENNOX CITY COUNCIL REGULAR MEETING**

**MONDAY, DECEMBER 11, 2017**

**LENNOX CITY HALL – 107 S MAIN ST.**

The regular meeting of the Lennox City Council was called to order by Mayor Wiebers at 7:01 PM and all present recited the Pledge of Allegiance. Members present were Orville Wiebers, Greg Poppenga, John Kirchner, Billy Welch, Mike Gregg, and Brock Rops. Absent: Chad Wulf. Staff present was City Administrator Amanda Anglin, Finance Officer Donna Houck, Water/Wastewater Supt. Jeremy Gulbranson, City Engineer Mitch Mergen, and Streets Supt. Dave Tipton. Others present were Kellie Bultena, Stacy Duchene, and Les Hyronimus.

**AGENDA:**

Motion by Poppenga, second by Gregg to approve the agenda with no additions. Motion carried. Unanimous.

**CONSENT AGENDA:** Motion by Poppenga, second by Rops to approve the consent agenda which includes the minutes of the meeting of November 27, 2017, Finance Officer Reports of November Revenues and Expenditures, and November Cash Balance, November Ambulance Report, claims for the month of December, and November Payroll amounts. Upon roll call vote, all members present voted aye. Motion carried.

**CLAIMS:**

Ace Lennox, supplies-\$468.33; Baker & Taylor Books, books-\$397.97; Builders First Source, bandshell building materials-\$497.87; Cardmember Service, MSFT, jacket, police gear, motel-601.88; Claritus, red ink cartridge-\$101.31; Dakota Date Shred, document shredding-\$57.50; Dakota Supply Group, curb box end-\$23.32; Dave's Service & Repair, fuel & service-\$1,207.52; Duininck, Main Street Pay Request #6-\$600,551.19; Wayne Fischer, mileage-\$262.92; Geotek Engineering, Windsong Place work-\$317.50; Health Pool, employee health insurance-\$9,522.82; Henry Schein, ambulance sodium chloride-\$666.35; Independent Publishing, publishing for November-\$612.65; Infra-Track, Inc., televising lines-\$250.00; Koopman, Jolynn, deposit refund-\$86.15; Leaguepro, Inc. park & rec website-\$299.40; Lennox Municipal Band, 2017 travel expenses-\$3,149.64; Lewis & Clark, November water-\$7,368.73; Lincoln County Treasurer, delinquent property taxes on old football field-\$2,450.29; Lyle Signs, Inc. speed limit signs-\$83.85; Midwest Tape, library movies-\$55.64, Office Depot, office supplies-\$124.38; Alan Perry, training mileage reimbursement-\$104.34; Petty cash, miscellaneous supplies-\$43.67; Pitney Bowes, postage machine lease-\$396.69; Postmaster, PO box rent-\$46.00; Presto-X, Pedersen well pest control-\$74.56; Ramkota-Watertown, rooms for police training-\$144.00; Register of Deeds, copies-\$1.00; Rent-All, rent aerial boomlift for Xmas decorations-\$160.00; Rural Route 1 Services, rugs and towels-\$68.50; Scott Bolte Sanitation, garbage services-\$220.96; Scott's Automotive, tower repair-\$350.00; SD Dept of Health, wastewater and water testing-\$506.00; Seam Design, logo embroidery on jacket-\$13.00; Sigler Fire Equipment, inspect extinguisher-\$36.00; Southeastern Electric, utilities at 6 wells-\$678.32; Stockwell Engineers, engineering fees-\$1,368.35; Sturdevant's Auto Parts, fire dept vehicle supplies-\$14.97; Sunshine, water & supplies-\$61.55; U Drive Technology, texting service-\$50.08; Vast, police internet-\$110.91; Verizon Wireless, police cell-\$134.03; Xcel Energy, electric utilities-\$11,364.56; IRS, payroll taxes-\$7,561.34; TMC, credit card processing fees-\$285.00; Valley Exchange Bank, ACH fee-\$3.00; South Lincoln Rural Water, December charge-\$106.20; Total \$653,070.24.

**NOVEMBER PAYROLL:**

Finance-\$14,379.24; General-\$1,242.14; Police-\$21,643.81; Street-\$8,466.19; Rubble-\$310.04; Parks-\$2,358.62; Library-\$4,599.78; Water-\$6,108.35; Sewer-\$7,805.56; PR-\$6,150.82; Ambulance-\$9,981.16.

**VISITORS TO BE HEARD:** None.

## **OLD BUSINESS:**

### **Boynton Avenue Maintenance Agreement:**

City Administrator Anglin gave an overview of her conversation with a Perry Township representative regarding maintenance of Boynton Avenue from approximately Elm Street, west to Cleveland. Perry Township is requesting the City remove the truck route from that portion of Boynton Avenue. Gregg moved and Welch seconded to remove the truck route from that portion of Boynton Avenue, therefore, ending the truck route at Main Street on Boynton. Motion carried. Unanimous.

## **REPORTS:**

**City Administrator:** City Administrator Amanda Anglin reported the street sign project is complete, a letter has been sent to City residents regarding the correct way to drain sump pumps. Rops expressed a couple concerns he has heard from some property owners. Anglin reported that Stockwell Engineers is sending a letter to Main Street residents regarding sump pumps on those properties. Anglin also reported that a draft of the 2016 audit report has been received and reviewed by Finance Officer Houck. Houck has recommended some changes and a revised draft has been sent to the Department of Legislative Audit for review. The final 2016 audit report should be ready for council review by the next meeting. Anglin has set a tentative date for a Council planning meeting for January 15, 2018. Anglin reported that the City is going to try to provide an ice skating rink for the 2017-2018 winter season.

**City Engineer:** City Engineer Mitch Mergen reported on the following projects: Central Basin Project Phase 2 & 3 potential postponement, Main Street Improvements substantially complete, and Highway 44 Recreational Trail still scheduled for January bid letting. He also reported the Windsong Plan has been sent back to the property owners for their review and response with a plan of action.

Motion by Kirchner, second by Rops to approve the reports as presented. Motion carried. Unanimous.

## **NEW BUSINESS:**

**2018 Stockwell Engineers Force Account Proposal:** Motion by Gregg, second by Kirchner to approve the proposal of \$15,000 for 2018. Upon roll call vote, motion carried. Unanimous.

**Central Basin Phase 2 & 3 Project:** City Administrator Anglin recommended to Council the Central Basin Phase 2 & 3 Project be postponed for one year in order to investigate ways to improve the City's water and sewer infrastructure for a larger area of the community, even though postponing this project may mean the City will have to rescind the grant monies that were awarded. Gregg moved and Welch seconded to delay the project as recommended by Anglin. Upon roll call vote, the motion carried. Unanimous.

**First Reading Supplemental Appropriation Ordinance No. 581:** Mayor declared first reading.

**Main Street/Boynton Avenue Stop Sign:** After Mrs. Duchene brought up concerns about the placement of this sign at the last council meeting, City Administrator Anglin contacted Clark Engineering who oversaw the project and received this response: "The intersection of Boynton & Main is a Tee intersection. Signing in tee intersections is normally set up for the through street to have the right-of-way. Prior to the signing project, the only direction with stop control was the west leg of the intersection. This is less desirable because it is harder for motorists to interpret the intersection control (particularly motorists unfamiliar with the intersection). As a result, the stop sign was moved from the west leg to the south leg. As engineers, we want the roads to be as safe as possible and I believe the change implemented provides the best and safest intersection control. The intersection control complies with applicable standards and regulations. At the time of the change, an engineer

did evaluate the placement of the sign. Ultimately, it is within the City's authority to determine the location of the stop signs, but I think the new signing arrangement to be the safest and therefore, the best arrangement."

The consensus of the Council was to leave the sign placement as it is currently.

**Approve Clayton Haan as new fire department member for workers compensation coverage:** Motion by Poppenga, second by Gregg to approve Clayton Haan as a new fire department member to be covered by the City's workers compensation insurance. Motion carried. Unanimous.

**Ordinance No. 583, Chapter 12 – Manufactured Homes:** Mayor declared first reading.

**Review Schedule of Rates:** City Administrator Anglin proposed Resolution 2017-12-26-01 Setting Forth a Schedule of Rates for Use by the City of Lennox. She will bring an updated resolution for council approval to a later meeting.

**SF Area Humane Society – Animal Control Services and Impoundment Facility Operations Agreement:** Poppenga moved and Gregg seconded to approve the agreement. Upon roll call vote, motion carried. Unanimous.

**PERSONNEL:**

**Job Descriptions:** Gregg moved and Welch seconded to table discussion of the job descriptions until the next council meeting. Motion carried. Unanimous.

**EXECUTIVE SESSION:**

Gregg moved and Poppenga seconded to go into executive session for discussion of personnel matters. Motion carried. Mayor Wiebers declared in Executive Session at 7:56 PM.

Mayor Wiebers declared out of Executive Session at 9:20 PM. Rops moved and Gregg seconded to give Audrea Buller a \$.25 per hour pay increase for completing the Library Institute Program –Year 1 Certification. Audrea will be eligible for a \$.25 per hour pay increase after successful completion of each Library Institute Program Certification for the next 3 years and then she will become a Certified Librarian.

**ADJOURNMENT:**

With no further business, motion by Gregg, second by Rops to adjourn at 9:21 PM. Motion carried.

ATTEST: \_\_\_\_\_  
Donna L. Houck, Finance Officer

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Orville Wiebers, Mayor