

**REGULAR MEETING DE SMET COMMON COUNCIL
DECEMBER 12, 2018**

The De Smet Common Council met in regular session on December 12, 2018, at 5:00 p.m., with the following present: Don Bohn, Alex Botkin, Lowell Hansen, George Cavanaugh, Norman Whitaker, Jay Slater, Mayor Gary Wolkow, and Finance Officer Tracey Larson. Absent: None.

Mayor Wolkow called the meeting to order at 5:00 PM.

MINUTES: Motion was made by Slater, seconded by Cavanaugh, to approve the minutes of the November 14, 2018 Regular Meeting, all voting aye, motion carried.

CLAIMS: Motion by Cavanaugh, seconded by Whitaker, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$32,092.16; OASI Benefit 2,455.04; Aflac, ins. premium 371.76; Dearborn National, life insurance 140.80; Farm Bureau Bank, health savings 1,000.00; Delta Dental of South Dakota 457.52; VSP 208.85; Wellmark Blue Cross Blue Shield, health insurance premium 7,012.95; SDRS, retirement benefit 3,851.08; Mediacom, utilities 47.91; American Bank & Trust, Tif loan pmt. 29,195.51; Avid Hawk LLC, web site fee 35.00; Black Tie Floral, supplies 126.00; Center Point Large Print, supplies 29.21; Century Link, utilities 529.07; City of De Smet, petty cash-supplies 88.33; City of De Smet, utilities 307.70; Cole & Allison Munger, deposit refund 325.00; Connecting Point, repair and maintenance 352.50; Connecting Point, repairs & maintenance 35.00; Cook's Wastepaper & Recycling, residential garbage collection 6,310.70; Dan & Karen Waldner, meter refund 125.00; De Smet Bucks, supplies 1000.00; De Smet Cemetery, interest 5.55; De Smet Trustworthy Hardware, supplies 409.74; De Smet Welding & Machine, supplies 62.70; Demco, supplies 151.04; Dept. of Revenue, water labs 28.00; The De Smet News, publishing 320.01; The De Smet News, publishing 117.90; Farmer Bros. Co, supplies 246.15; Hawkins, Inc., chemicals 15.00; HGTV Magazine, supplies 34.97; Jim Girard, deposit refund 10.00; Johnson Sand & Gravel, RUS new pit, 18,564.00; Kingsbury Electric Cooperative, repairs & maintenance 220.00; Kingsbury County Auditor, maintenance 6,283.33; Kingsbury Electric Cooperative, utilities 632.67; Kristy Hubbard, reimburse for supplies 63.64; Lawrence & Schiller, Inc., marketing 2,500.00; Lyle Signs, Inc., supplies 203.76; M & T Fire and Safety, repairs & maintenance 250.00; Maynard's, supplies 5.35; Micro Marketing LLC, supplies 417.03; Napa De Smet, supplies 1.98; Northwestern, utilities 1,290.78; O'Keefe Implement, Inc., supplies 358.77; Office Peeps, Inc., supplies 50.76; Office Peeps, Inc., supplies 273.20; Ottertail, utilities 5,862.61; Postmaster, supplies 175.00; Prevention, supplies 36.00; REED, debt service 1,448.41; REED, Inc., debt service 690.58; REED, Inc., debt service 2,500.00; Rich's Gas & Service, fuel, maintenance & repair 965.95; Richard Close, deposit refund 10.00; Ron's Saw Sales, repairs & maintenance 39.23; SD Department of Revenue, garbage sales tax 431.57; Share Corp, supplies

& chemicals 3,303.75; Smith's Lumber, supplies 13.49; State of SD, utilities 11.21; The Main Stop, fuel 417.86; Tracey Larson, reimburse for supplies 134.18; Helms & Associates airport project engineering 5,059.64; Media Com, utilities 71.60, Media Com, utilities 261.03

INSURANCE RENEWAL: Brian Bindert, American Trust Insurance Agency, was present to provide information regarding the city's airport, fire department, general liability, public official's liability, property, and vehicle insurance renewals. The total adjusted premium quoted for liability, property, auto, and airport insurance is \$38,945.00.00 which is a \$369.00 decrease than the prior year, and the fire department is \$8,601.00 which is a \$4.00 decrease than the prior year. There were additional questions discussed. Motion was made by Cavanaugh, seconded by Bohn, to renew the city's liability, property, auto, and fire department insurance coverage for the year 2019 with American Trust Insurance Agency, for a total annual premium cost of \$47,546.00, all voting aye, motion carried.

MITIGATION PLAN UPDATE: Greg Maag, representative for First District met with the council to review the current De Smet portion of the Kingsbury County Pre-Disaster Mitigation Plan with the council. The Pre-Disaster Mitigation Plan is updated every five (5) years to identify potential hazards and critical facilities/infrastructure. The council added installing generators at the Fire Hall and Event Center as possible projects in the future.

VALLEY FIBERCOM: Jeff Symens, Valley FiberCom GM/CEO, met with the council to present the council a fiber based communication services they would like to offer in De Smet for internet and TV services. A franchise agreement would be necessary prior to any work being done. Motion was made by Slater, seconded by Botkin, to table a franchise agreement pending legal counsel, all voting aye, motion carried.

SPECIAL LIQUOR LICENSES: The De Smet Volunteer Fire Department has requested a special liquor license for an event to be held at the De Smet Event Center on December 29, 2018 from 4:30 PM to 12:00 AM. Motion was made by Cavanaugh, seconded by Whitaker, to approve the special liquor license for the De Smet Volunteer Fire Department, for an event to be held at the De Smet Event Center on December 29, 2018 from 4:30 PM to 12:00 AM, all voting aye, motion carried.

SURPLUS PROPERTY BID OPENING: Two pieces of equipment were appraised and advertised for sale. This being the date and time advertised, bids were opened by Mayor Wolkow as follows:

1995 Vibrating Packer

Bidder

Cody Kelly

Bid

\$181.00

Murray Wilkins \$110.00

2010 Case RC 845 7 ft. Rotary Mower with PTO & Clutch
Bidder Bid
Murray Wilkins \$1,050.00

2010 Case RC 845 7 ft. Rotary Mower without PTO & Clutch
Bidder Bid
Murray Wilkins \$410.00

Motion was made by Cavanaugh, seconded by Slater, to accept the bid from Cody Kelly in the amount of \$181.00 for the 1995 Vibrating Packer, all voting aye, motion carried. Motion was made by Cavanaugh, seconded by Bohn, to accept the bid from Murray Wilkins in the amount of \$1,050.00 for the 2010 Case RC 845 7 ft. Rotary Mower with PTO & clutch, all voting aye, motion carried.

GENERATOR BIDS: This being the date and time advertised, bids for one (1) 80 KW diesel powered generator as specified were opened by Mayor Wolkow. Bids received are as follows:

<u>Bidder</u>	<u>Bid</u>
Kingsbury Electric	\$56,336.00
Efraimson Electric, Inc.	\$49,387.36

Motion was made by Slater, seconded by Cavanaugh, to accept the bid from Efraimson Electric, Inc. in the amount of \$49,387.36 for one (1) 80 KW diesel powered generator pending the verification of the specs, all voting aye, motion carried.

PUBLIC COMMENTS: None.

ARMORY/GYM FACILITY COORDINATOR: Motion was made by Cavanaugh, seconded by Slater to renew the contract for the Armory/Gym coordinator due in the amount of \$600.00 with the condition that a yearly activity report is submitted, all voting aye, motion carried.

BLUILDINGS/PARKS/POOL: Richard Stoddard, Supt. of Bldgs./Parks/Pool, met with the council. Supt. Stoddard informed the council that the boiler at the old city hall is getting worse every week and continues to leak. Supt. Stoddard inquired with four companies to obtain estimates to remove and replace the current boiler. Supt. Stoddard also discussed the number of bleachers that are used in various locations and the sets to be surplus property, and a different location by the City Shop for the garage offered for sale.

BOILER QUOTE: Three quotes to replace the boiler at the old city hall were presented to the council. Quotes received are as follows: Curt's Heating and Cooling, Inc., Huron, SD \$13,300.53; Woods Heating & Cooling LLC, Lake Preston, SD \$13,918.39; and for a forced air furnace system Bau Plumbing and Heating, LLC, De Smet, SD \$16,889.00. Motion was made by Cavanaugh, seconded by Botkin, to approve hiring Curt's

Heating and Colling, Inc. in the amount of \$13,300.53 to remove and replace the boiler at the old city hall building, all voting aye, motion carried.

SURPLUS PROPERTY: Motion was made by Botkin, seconded by Cavanaugh, to correct the motion made at the November 14, 2018 meeting declaring three (3) sets of metal bleachers as surplus property to two (2) sets of metal bleachers as surplus property, all voting aye, motion carried. Motion was made by Cavanaugh, seconded by Slater, to accept the appraisal for the two (2) sets of five row metal bleachers with damage in the amount of \$100.00 for both or \$50.00 each, all voting aye, motion carried. The two sets of bleachers declared as surplus will be advertised for sale and sealed bids will be opened at the regular council meeting on January 9, 2019.

STORAGE GARAGE: Motion was made by Slater, seconded by Bohn, to approve purchasing 24'x28' garage in the amount of \$24,000.00 from Wendell Schubloom as proposed, five voted aye, Hansen voted nay, motion carried.

EMPLOYEE RESIGNATION: A resignation letter from Water/Sewer Supt. Randy Asleson was read by Mayor Wolkow. Motion was made by Botkin, seconded by Whitaker, to accept the resignation from Water/Sewer Supt. Randy Asleson, five voting aye, Hansen voting nay, motion carried. Motion was made by Whitaker, seconded by Slater to approve advertising for the Water/Sewer Superintendent position upon the completion of updating the Water/Sewer Supt. job description by the committee, all voting aye, motion carried.

AIRPORT PAYMENTS: Motion was made by Hansen, seconded by Cavanaugh, to approve pay request #9 in the amounts of \$5,059.64 to Helms & Associates for planning, design, and engineering fees, all voting aye, motion carried. These airport project expenses will be reimbursed by 95% from grant funding.

FIRST READING TO SUPPLEMENT THE 2018 EXPENDITURE BUDGET AND CONTINGENCY TRANSFER: Finance Officer Larson gave a report on funds that will need to be supplemented in the 2018 expenditure budget. Funds to be supplemented are funds that have added improvement or maintenance projects. Funds that will need supplementing or transferring from contingency include the Airport, Museum, Event Center, Recreation, Liquor, and Hospital. The airport project will have grant funding to cover 95% of the project expenses. Motion was made by Cavanaugh, seconded by Botkin to approve the first reading to approve Ordinance No. IV-214 to supplement the 2018 budget, all voting aye, motion carried. Motion was made by Whitaker, seconded by Cavanaugh, to approve transferring \$18,600.00 from Contingency to the Restricted Use Site for the new pit, all voting aye, motion carried.

SPECIAL MEETING: Motion was made by Slater, seconded by Botkin, to approve setting the 2018 year end special meeting for Thursday, December 27, 2018, at 5:00 PM, at City Hall, all voting aye, motion carried.

BASEBALL FIELD UPDATE: Council member, George Cavanaugh informed the council that they are still working on the lights for the baseball field.

DE SMET DEVELOPMENT COORIDNATORS REPORT: Rita Anderson, De Smet Development Coordinator reported that The De Smet Development Community meeting held on December 11, 2018 was well attended and had informative reports from various organization and businesses. Anderson also reported that De Smet was one of three communities in South Dakota selected by the SDSU Extension & 4-H Council for the "Well Connected Communities" pilot program to cultivate wellness across the country. This program will include the De Smet FCCLA group to assure that the wellness needs of the youth are considered along with all ages in the community. The first meeting will be held on Monday, December 17, 2018. A Steering committee that Anderson is serving on is planning a promotion campaign to encourage travelers to travel across the state on SD HWY 14 and visit the points of interest along SD HWY 14. Anderson was thanked for the great job on the Event Calendars at the local businesses.

FINANCIAL REPORTS: Motion was made by Hansen, seconded by Whitaker, to approve the November 2018 Cash Balances Report as presented by the Finance Officer, all voting aye, motion carried.

GENERAL FUND RESERVE ACCOUNT: Motion was made by Hansen, seconded by Cavanaugh, to approve transferring \$10,000.00 from the General Fund money market account into the current General Fund Reserve CD with the interest deposited into the General Fund money market, all voting aye, motion carried.

OVERTIME: Motion by Botkin, seconded by Cavanaugh, to approve the overtime hours for the month of November as presented, all voting aye, motion carried.

OTHER: Other non-action items of discussion were as follows: 1) the November law enforcement report; and 2) a conference for council members in February, 2019.

AJOURN: There being no further business the meeting was adjourned on motion by Hansen.

Gary Wolkow, Mayor

ATTEST:

Tracey Larson, Finance Officer

Published once at the approximate cost of \$ _____

