

REGULAR MEETING DE SMET COMMON COUNCIL
December 19, 2022

The De Smet Common Council met in regular session on November 19, 2022, at 5:00 p.m., with the following present: Council members Cole Munger (via speaker phone), Bret Jensen, Pam Spader, Lowell Hansen, George Cavanaugh, Shon Asleson, Mayor Gary Wolkow, Finance Officer Tracey Larson, and City Attorney Todd Wilkinson. Absent: none.

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

PLEDGE OF ALLEGIANCE: The meeting was started with the council and those from the public reciting the Pledge of Allegiance.

ANNOUNCEMENTS: The City of De Smet was awarded the SD DOT Community Access Grant in the maximum amount of \$600,000.00 for a Main Street Project. De Smet was one of four communities awarded the Community Access Grant.

MINUTES: Motion was made by Cavanaugh, seconded by Jensen, to approve the minutes of the November 19, 2022 Regular Meeting, all voting aye, motion carried.

CLAIMS: Motion by Cavanaugh, seconded by Asleson, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$32,649.55; OASI Benefit 2,497.71; Aflac, ins. premium 187.98; Dearborn National, life insurance 123.20; Delta Dental of South Dakota 335.20; VSP 169.80; The Health Pool of SD, health insurance premium 6,955.97; SDRS, retirement benefit 3,908.96; 605Portables, check replacement 490.00; American Bank & Trust, supplies 60.00; Arlington School District, event center deposit refund 330.00; Avid Hawk LLC, supplies 35.00; Bau Plumbing & Heating, repairs & maintenance 175.51; Beth Poppen, water meter deposit refund 125.00; Butler Machinery Co., repairs & maintenance 2669.22; Carlton Penner, water meter deposit refund 75.00; Cathy Pillar, event center deposit refund 30.00; Center Point, supplies 30.71; Century Link, utilities 67.69; City of De Smet, donation 30.00; City of De Smet, donation 10.00; City of De Smet, utilities 390.30; City of De Smet, supplies 53.30; City of Huron, repairs & maintenance 560.00; Connecting Point, supplies, repairs & maintenance 57.00; Consumer Reports, supplies 30.00; Cook's Wastepaper & Recycling, repairs & maintenance 6,797.49; Core & Main LP, repairs & maintenance 121.83; De Smet Development Corp., contributions 1000.00; De Smet Bucks, supplies 2200.00; De Smet Cemetery, interest 4.62; De Smet Flowers & Gifts, supplies 80.00; De Smet Trustworthy Hardware, supplies 118.30; Dept.of Health, water labs 43.00; Display Sales, supplies 140.75; Efraimson Electric, Inc., repairs & maintenance 1,412.35; Farmer Brothers, supplies 413.12; Feld Fire, repairs & maintenance 712.50; Ferguson Waterworks, supplies, repairs & maintenance 481.29; Gray, publishing 790.00; Halme, Inc., repairs & maintenance 2460.32; Hawkins, Inc., chemicals 2294.10; Innovative Office Solutions, supplies 173.31; Jane Pommer, event center deposit & rent refund 445.00; Robert Johnson, supplies, repairs & maintenance 3594.52; JP Cooke Co, supplies 86.15; Kathy Kaufman - Soil First, event center deposit refund 50.00; Kingsbury Electric Cooperative, repairs & maintenance 94.52; Kingsbury

Electric Cooperative, maintenance contract 220.00; Kingsbury County Auditor, law enforcement contract 6,283.33; Kingsbury Electric Cooperative, utilities 503.98; Kingsbury Journal, publishing 630.10; Kingsbury Journal, library publishing 18.80; Mack Landscaping Lawn Irrigation, repairs & maintenance 235.00; Maguire Iron, Inc., repairs & maintenance 1836.00; Marilyn Skyberg, event center deposit refund 10.00; Maynard's, supplies 12.57; Maynard's library supplies 49.36; Mediacom, utilities 100.20; Micro Marketing LLC, supplies 163.80; Mike Tordoff, supplies 591.23; Mikenna Hojer, event center deposit refund 250.00; Motorola Solutions, equipment 659.12; Northwest Pipe Fittings, Inc., repairs & maintenance 1063.72; Northwestern, utilities 1,185.17; O'Keefe Implement, Inc., supplies, repairs & maintenance 402.98; Office Peeps, Inc., library supplies 49.68; Office Peeps, Inc., supplies 862.25; Ottertail, utilities 5,405.98; Pioneer Research, chemicals 670.39; Postmaster, supplies 280.00; Randi Albrecht, replacement check 30.00; Reader Service, books 19.12; Rich's Gas & Service, fuel, 403.08; Roy's Sport Shop, supplies 2,284.87; SD Association of Rural Water, smoke testing 750.00; SD Association of Rural Water, annual dues 565.00; SD Dept. of Revenue, sanitation sales tax 462.90; Share Corp., chemicals 3,196.32; Tad Flood, replacement check 375.00; Taylor Coughlin, deposit refund 50.00; The Main Stop, fuel 443.36; Valley Fibercom, utilities 441.41; Wilkinson & Schumacher, attorney fees 3,965.00; Visa, utilities and supplies 82.90; Helm's & Associates, Airport AWOS III 5,499.19; IMEG, update water facility plan 1,525.00; IMEG, update sewer facility plan 1,400.00; IMEG, main street project engineering 27,400.00; IMEG, utility mapping 10,000.00; IMEG, sewer project engineering 1,200.00; IMEG, sewer project engineering 2,100.00; IMEG, sewer project engineering 3,840.00; IMEG, sewer project engineering 2,280.00; IMEG, water project engineering 1,611.00; IMEG, water project engineering 8,220.00; and IMEG, water project engineering 1,650.00.

SPECIAL LIQUOR LICENSE: Klinkells III owned by LuAnn Klinkel has requested four special liquor licenses for one of the events to be held at the Event Center on January 14, 2023, from 4:30 pm to 12:00 am, and three of the events to be held at the De Smet Legion Hall On January 15, 2023 from 12:00 pm to 11:00 pm, January 29, 2023 from 12:00 pm to 11:00 pm, and February 12, 203 from 3:00 pm to 11:00 pm. Motion was made by Asleson, seconded by Cavanaugh, to approve the special liquor licenses to Klinkells III for an event to be held at the Event Center on January 14, 2023, from 4:30 pm to 12:00 am, and events to be held at the De Smet Legion Hall On January 15, 2023 from 12:00 pm to 11:00 pm, January 29, 2023 from 12:00 pm to 11:00 pm, and February 12, 203 from 3:00 pm to 11:00 pm, all voting aye, motion carried.

2023 LIQUOR LICENSE: This being the date and time advertised motion was made by Cavanaugh, seconded by Asleson, to approve the new on-sale liquor license application to the City of De Smet, all voting aye, motion carried.

Greg Carmon: Greg Carmon met with the council to discuss placement of western and patriotic themed statues along Main Street. Carmon was joined by members of the Master Plan Main Street Committee. Carmon is

working with Jim Clark from Sioux Falls and presented pictures of statues. The committee has five statues they would like to start displaying starting in May, 2023 with a goal of having 12 total. The statues rent for \$2,000 per year and would be changed each year. Carmon also discussed other items of the Main Street Project including the light poles, trees, and a more decorative concrete. Motion was made by Hansen, seconded by Jensen, to approve the Main Street Committee displaying statues on Main Street, all voting aye, motion carried.

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 premium quoted by Continental Western Group insurance for airport, general liability, property, auto, and airport insurance is quoted \$49,415.00 and the fire department is quoted \$9,329.00. The total increase for all of the insurance premiums was \$9,470.00. Additional questions asked by the council in regard to the insurance policy were answered by Bindert. Motion was made by Cavanaugh, seconded by Spader, to renew the city's fire department policy and the General liability, property, auto, and airport insurance coverage as presented in the total amount of \$58,744.00 for the year 2023 with American Trust Insurance Agency, with Continental Western Group, all voting aye, motion carried.

ISAAC WILDE: A request was made by Isaac Wilde to install a well on his airport rental property. A copy of his well permit with the state was presented to the council. Wilde was not present for the meeting due to the meeting date rescheduling. Motion was made by Hansen, seconded by Jensen, to table the request from Isaac Wilde to install a well on airport property until the January 10, 2023 regular council meeting, all voting aye, motion carried.

PUBLIC COMMENTS: Mark Siefkes thanked the person who helped him start his car after the last council meeting and commented about unclaimed property filed with the state.

PROJECT UPDATES: Shane Waterman, Engineer for IMEG submitted a written update for ongoing projects. The water and wastewater facility plans have been completed and were both under the original contract amount, utility mapping and survey work is completed and the mapping will be given to First District to have added to the GIS mapping system.

FIRST READING TO AMEND WATER/WASTEWATER HOOKUP RATES: FIRST READING TO AMEND WATER/WASTEWATER RATES: Finance Officer Larson presented the council three samples to amend the water and wastewater rates. Water and Wastewater usage rates were last amended in January, 2022. The cost for supplies and materials has continued to increase over the last year. Motion was made by Cavanaugh, seconded by Hansen, to approve the first reading to amend Ordinance No. II-2Q, Section II-2-6. Water Services Hookups and Rates and Ordinance No. II-4N Wastewater Charges increasing the water and wastewater rates by 6%, all voting aye, motion carried.

FIRE DEPARTMENT MEMBER: Motion was made by Asleson, seconded by Spader, to approve Monte Albrecht as a De Smet Volunteer Fire

Department member to replace Kris Warne, all voting aye, motion carried.

EVENT CENTER: Event Center Director, Kristy Hubbard met with the council and gave a brief update. The Event Center Advisory Board has recommended that a clause be added to the rental contract adding up to a 10% increase in the rental rate if the current rate is higher than when the contract was signed. City staff expressed concerns about the amount of time would be put into making the amendments for contracts. No action was taken by the council. Also mentioned by Directory Hubbard was adding a volunteer, organizations serving alcohol during events, and ice on the sidewalks at the Event Center.

VOLUNTEER: Motion was made by Cavanaugh, seconded by Jensen, to approve Skye Thomson as a volunteer at the Event Center, all voting aye, motion carried.

EXECUTIVE SESSION: Motion was made by Cavanaugh, seconded by Spader, to approve going into executive session at 7:11 pm for legal consultation and personnel, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 7:52 pm.

PERSONNEL: Motion was made by Asleson, seconded by Cavanaugh, to approve giving the full-time employees a stipend in the amount of \$1,500.00 and part-time employees \$750.00, all voting aye, motion carried.

SPECIAL YEAR END MEETING: Motion was made by Asleson, seconded by Jensen, to hold the special year end meeting on Tuesday, December 27th, 2022 at City Hall at 5:15 PM, all voting aye, motion carried.

PROJECT PAYMENTS: Motion was made by Cavanaugh, seconded by Asleson, to approve pay request #10 in the amount of \$5,499.19 to Helms & Associates for the Airport AWOS III project, pay request #6, #7, & #8 (final) in the total amount of \$1,525.00 to IMEG for the Water Facility Plan update, pay request #6, #7, & #8 (Final) in the total amount of \$1,400.00 to IMEG for the Wastewater Facility Plan update, pay request #9 (Final) in the amount of \$27,400.00 to IMEG for main Street Preliminary engineering, pay requests #1 & #2 (Final) in the total amount of \$10,000 to IMEG for utility survey & mapping, pay request in the amount of \$9,420.00 to IMEG for the sewer project, and pay requests in the amount of \$11,481.00 to IMEG for the water project, all voting aye, motion carried. The airport project expenses will be reimbursed by 95% from grant funding.

FIRST READING TO SUPPLEMENT THE 2022 EXPENDITURE BUDGET: Finance Officer Larson gave a brief update on funds that will need to be supplemented in the 2022 expenditure budget after contingency transfers. Motion was made by Cavanaugh, seconded by Jensen to approve the first reading to approve Ordinance No. IV-225 to supplement the 2022 budget, all voting aye, motion carried.

CONFERENCES: Motion was made by Hansen, seconded by Jensen, to approve Ryan Petersen attending the 2023 SD Airport Conference on March 29th & 30th, Deadwood, and Jason Springer attending the SD Assoc. of Rural Water Conference, January 10th & 11th, Pierre, all voting aye, motion carried.

Council member Munger disconnected at this time.

FINANCIAL REPORTS: Motion was made by Asleson, seconded by Spader, to approve the November, 2022 Cash Balances Report as presented by the Finance Officer, all voted aye, motion carried.

OVERTIME: Motion was made by Spader, seconded by Cavanaugh, to approve the November, 2022 overtime as presented, all voting aye, motion carried.

OTHER: Other non-action items of discussion were as follows: 1) November law enforcement..

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

Gary Wolkow, Mayor

ATTEST:

Tracey Larson, Finance Officer

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