

REGULAR MEETING DE SMET COMMON COUNCIL
January 8, 2020

The De Smet Common Council met in regular session on January 8, 2020, at 5:00 p.m., with the following present: Bret Jensen, Lowell Hansen, George Cavanaugh, Norman Whitaker, Jay Slater, Mayor Gary Wolkow, and FO Tracey Larson. Absent: Alex Botkin.

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

ANNOUNCEMENTS: Mayor Wolkow commended the city crew on the job well done on snow removal. The public is also reminded to please remove the vehicles off the street during snow removal and make sure your sidewalks are cleared of snow.

MINUTES: Motion was made by Whitaker, seconded by Jensen, to approve the minutes of the December 11, 2019 Regular Meeting and December 30, 2019 Special 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 \$35,579.34; OASI Benefit 2,721.83, Aflac, ins. premium 280.95; Dearborn National, life insurance 123.20; Delta Dental of South Dakota 330.16; VSP 163.27; Health Pool of SD, health insurance premium 5,496.96; SDRS, retirement benefit 4,099.60; Mediacom, utilities 66.49; American Bank & Trust Insurance, insurance premium 40,651.00; Building Sprinkler, Inc., repairs & maintenance 725.00; City of De Smet, supplies 8.78; City of De Smet, utilities 329.69; Connecting Point, supplies 484.00; Cook's Wastepaper & Recycling, city garbage services 255.25; Cook's Wastepaper & Recycling, residential garbage services 6,635.80; De Smet Chamber of Commerce, annual dues 100.00; DENR Board of Operator Certification, annual dues 12.00; DENR Fiscal Management Program, annual dues 50.00; First District Association, annual dues 1,310.28; Good Old Days, library supplies 29.97; Hawkins, Inc., chemicals & supplies 1,747.00; Kingsbury Electric Cooperative, maintenance contract 220.00; Kingsbury County Auditor, law enforcement contract 6,283.33; Kingsbury County, GIS service 690.00; Krier & Blain, Inc., repairs & maintenance 1,100.00; Mary Jensen Estate, meter deposit refund 25.00; Micro Marketing LLC, supplies 179.37; O'Keefe Implement, Inc., equipment 10,134.00; Office Peeps, Inc., supplies 21.11; Ottertail Power Company, utilities 6,021.70; Postmaster, supplies 175.00; Reader Service, supplies 18.33; Reed, Inc., dept service pmt. 1,448.41; Reed Inc., debt service pmt. 690.58;

Reed, Inc., debt service pmt. 2,500.00; Rich's Gas & Service, fuel 652.61; SD Municipal Street Assoc., annual dues 35.00; SD Airport Management Assoc., annual dues 25.00; SD Dept. of Revenue, recreation sales tax 132.32; SD Dept. of Revenue, garbage sales tax 453.32; SD Governmental FO Assoc., annual dues 40.00; SD Governmental HR Assoc., annual dues 25.00; SD Municipal League, annual dues 1,237.13; SDML Worker's Compensation Fund, insurance premium 12,737.00; The Oxbow Restaurant, museum supplies 483.20; US Bank, water loan pmt. 2,666.22; Century Link, phones 503.95; Kingsbury electric Cooperative, utilities 507.72; Mediacom, utilities 260.17; Mediacom, utilities 75.17; Northwestern, utilities 1,180.18; O'Keefe Implement, Inc., water dept. pickup 24,900.00; SDWWA, conference registration fee 60.00; State of SD, long distance 11.76; Helms & Associates, taxilane project 1,695.40.

KINGSBURY COUNTY CONSERVATION DISTRICT- Tonya Flegel, District Manager for the Kingsbury County Conservation District informed the council that they are submitting an Urban Forestry Grant application that could help the county and cities. The application would help take out ash trees to be replaced with a different tree. This grant would also have education funds included. District Manager Flegel asked the city to submit a letter of support with the grant application. Motion was made by Slater, seconded by Jensen, to submit a letter of support from the City with the Urban Forestry Grant application, all voting aye, motion carried.

DE SMET DEVELOPMENT COORDINATORS REPORT: Rita Anderson, De Smet Development Coordinator reminded the council about the Community Meeting to discuss child care in De Smet on Sunday, January 12th at 3:00 pm, at the Event Center. Anderson informed the council that a new business would be locating in De Smet. The new business is BCom Solutions and the company helps with digital consulting services. Anderson also reported that work continues with Freedom Manufacturing, the new company moving into the spec building.

PUBLIC COMMENTS: none.

FIRST READING TO AMEND THE GARBAGE RATES: A letter from Cook's Wastepaper & Recycling was presented to the council. The letter requested that the garbage rates increase by 3% due to increases tipping fees at Millennium Recycling. The rate would increase by \$0.48 per month for regular garbage service and by \$0.47 per month for senior garbage service. Motion was made by Slater, seconded by Whitaker, to approve the First Reading to amend Ordinance No. VIII-2GA, Collection of Solid Waste, Section VII-2-3. Standards and Regulations to increase the residential garbage rates by 3%, all voting aye, motion carried.

SECOND READING TO AMEND WATER/WASTEWATER RATES: Motion was made by Whitaker, seconded by Cavanaugh, to approve the second reading to amend Ordinance No. II-2Q, Section II-2-6. Water Services Hookups and Rates and Ordinance No. II-4N, Section II-4-3. Sewer Service Rates/Metered Services, to increase the water and wastewater rates by 1.97% (water flat increase \$0.37 and increase usage by \$0.06 per 1,000 gallons - wastewater increase flat \$0.37 and increase usage by \$0.06 per 1,000 gallons), three voting aye, two voting nay, motion carried.

ORDINANCE NO. II-2Q

AN ORDINANCE AMENDING ORDINANCE NO. II-2 ENTITLED: SECTION II-2-6. WATER SERVICE HOOKUPS & RATES:

BE IT ORDAINED BY THE CITY OF DE SMET, SOUTH DAKOTA, THAT SAID ORDINANCE SHALL BE AMENDED TO READ AS FOLLOWS:

Section II-2-6. Water Services Hookups and Rates.

RATE SCHEDULE FOR WATER USAGE

The rates for water consumption shall be computed on a monthly (1 month) basis. Any fractioned use of 1,000 gallons shall be rounded to the next 1,000-gallon increment and shall be considered as 1,000 gallons for billing purposes. A minimum monthly rate of \$18.22 of which sum \$2.50 per hookup shall be designated for debt retirement, shall be charged to the service regardless of usage as long as the water shall be turned on to the service. The following rates shall be effective for residential and commercial usage for water supplied by the City of De Smet, to-wit:

For usage, per 1000 gallons \$3.32

Meters shall be read monthly and water bills shall be due and payable on the 1st day of every month of each year at a place designated by the City. After 5:00 P.M. on the 15th day of said month, water bills shall be deemed delinquent and a 15% penalty shall be added to the unpaid customer's account having a balance of over \$10.00.

No utility connection shall be made for municipal water or sewer services until the owner, occupier or user of the premises shall deposit with the City the sum of \$125.00 as a guarantee of municipal utilities payment. Said deposit shall be retained by the City without interest until the municipal utility service is disconnected or terminated.

Upon vacating said building or location of the discontinuance of the use of the municipal utilities therein, the deposit shall be returned to the person who paid said amount, less any sums then due and owing to the City for utility services.

All other sections of said Ordinance and Ordinances amending Ordinance No. II-2, except those herein specifically modified, remain in full force and effect.

Dated this 8th day of January, 2020.

CITY OF DE SMET

ATTEST:

Gary Wolkow, Mayor

Tracey Larson, Finance Officer

Passed First Reading: December 11, 2019

Passed Second Reading and Adopted: January 8, 2020

Published: January 22, 2020

ORDINANCE NO. II - 4N

AN ORDINANCE AMENDING CHAPTER II-4 ENTITLED: WASTEWATER CHARGES.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF DE SMET, SOUTH DAKOTA:

That Section II-4-3 be amended as follows to-wit:

Section II-4-3. Sewer Service Rates/Metered Services. The rates for sewer usage shall be computed on a monthly (1 month) basis. There shall be only one class of users for purposes of rate calculation with rates to be determined based upon the users metered water usage. Any fractional use of 1,000 gallons shall be rounded to the next 1,000-gallon increment and shall be considered as 1,000 gallons for billing purposes. A minimum monthly rate of \$18.22, as long as the water shall be turned on to the service. An additional monthly charge shall be imposed at a rate of \$3.32 for each 1000 gallons or fraction thereof of metered water usage.

And Section II-4-5 be amended as follows to-wit:

Section II-4-5. Sewer rates for wastewater users who use water in the dwelling, office or other structure from a source other than metered City Water shall be required to pay a monthly rate of \$23.82.

All other provisions not changed herein to remain valid and effective.

Date this 8th day of January, 2020.

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IRRIGATION CONTRACT: Motion was made by Cavanaugh, seconded by Whitaker, to approve the 2020 Spring start-up and Winterization irrigation contract with Mack Landscaping for \$235.00, all voting aye, motion carried.

WATER DEPARTMENT PICKUP: A quote from O'Keefe Implement in the amount of \$24,900.00 for a 2016 Ford F150 Super Crew XLT 3.5L Eco Boost Automatic Transmission pickup with 65,000 miles was reviewed by the council. Motion was made by Cavanaugh, seconded by Slater to purchase the 2016 Ford F150 Super Crew XLT 3.5L Eco Boost Automatic Transmission pickup with 65,000 miles in the amount of \$24,900.00 from O'Keefe Implement, all voting aye, motion carried.

SURPLUS PROPERTY: Motion was made by Slater, seconded by Cavanaugh, to declare the 2000 Ford F150 pickup as surplus property, seconded by Cavanaugh, all voting aye, motion carried. Motion was made by Slater, seconded by Cavanaugh, to approve that Shawn Wolkow, Scott Palmlund, and Cole Munger, to appraise the 2000 Ford F150 pickup, all voting aye, motion carried.

BUILDINGS/PARKS: Cole Munger, Superintendent of Buildings and Parks met with the council to reported that he has continued to work on the repairs at the Harvey Dunn School and has installed ventilation from the crawl space to the outside; discussed replacing the large front window, the drive-through window, and counter below the window at City Hall; replacing two outside light at the Fire Hall that are not working with LED lights; and drainage by the north dugout at the new baseball field.

AIRPORT PAYMENTS: Motion was made by Hansen, seconded by Slater, to approve pay request #21 in the amount of \$1,695.40 to Helms & Associates for the Hardstand & taxilane project, all voting aye, motion carried. These airport project expenses will be reimbursed by 95% from grant funding.

EXECUTIVE SESSION: Motion was made by Slater, seconded by Jensen, to go into executive session to discuss personnel at 5:58 pm, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 7:10 pm.

PERSONNEL: Motion was made by Cavanaugh, seconded by Slater to approve advertising for the custodian position at the Event Center, all voting aye, motion carried.

CONFERENCE: Motion was made by Hansen, seconded by Slater, to approve Richard Stoddard attending the SD Water and Wastewater Association Annual Water Seminar on February 12th & 13th, in Deadwood, all voting aye, motion carried.

FINANCIAL REPORTS: Motion was made by Slater, seconded Jensen, to approve the December 2019 Cash Balances Report as presented by the Finance Officer, all voting aye, motion carried.

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

OTHER: Other non-action items of discussion were as follows: 1) December law enforcement report; 2) snow on the street after the plow has gone around a vehicle left on the street; 3) public awareness during snow removal; and 4) the airport conference.

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

To comply with SDCL 6-1-10. Publication of Payroll information, the payroll changes were effective December 29, 2019 as follows: Deputy Finance Officer, Karen Hansen \$15.65/hour; Supt. of Parks & City Buildings Cole Munger \$17.90/hour; Supt. of Streets, Ryan Petersen \$22.65/hour; Asst. Streets, Jason Springer \$16.00/hour; Street help Curt Bau \$19.25/hour; Library Director, Mary Purintun \$20.35/hour; Assistant Librarian, Jeanette Todd \$14.30/hour; Supt. of Water & Wastewater, Richard Stoddard \$19.15/hour; Water & Wastewater help Randy Asleson \$25.80/hour;

all other employees \$11.25/hour; and to set the annual salary for the Finance Officer Tracey Larson at \$5,265.00.00.00/mo. and Event Center Director Kristy Hubbard at \$3,428.53/mo. to be effective December 29, 2020, Mayor Gary Wolkow \$375.00/qtr. & \$50.00/reg. & sp. mtgs; Council members Bret Jensen, Lowell Hansen, Alex Botkin, George Cavanaugh, Jay Slater, and Norman Whitaker \$250.00/qtr. & \$25.00/reg. & sp. mtgs.

Gary Wolkow, Mayor

ATTEST:

Tracey Larson, Finance Officer

Published once at the approximate cost of \$_____