

SPECIAL MEETING DE SMET COMMON COUNCIL  
December 30, 2021

The De Smet Common Council met in special session on December 30, 2021, at 5:00 pm, with the following present: Pam Spader, Lowell Hansen, George Cavanaugh, Shon Asleson, Cole Munger, Bret Jensen, Mayor Gary Wolkow, and Finance Officer Tracey Larson. Absent: none.

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

**CLAIMS:** Motion by Cavanaugh, seconded by Asleson, to approve payment of the claims as presented, all voting, motion carried. The claims are as follows: Mediacom, utilities 84.20; Visa, utilities, supplies & repairs 592.62; Allegra, supplies 617.26; American Bank & Trust, deposit refund 50.00; Avid Hawk LLC, supplies 35.00; Bau Plumbing & Heating, supplies 184.32; BSN Sports, supplies 2,475.00; Building Sprinkler, Inc., repairs & maintenance 475.00; Butler Machinery Co., supplies 628.84; Cathy Alderman, deposit refund 50.00; Center Point Large Print, supplies 29.96; City of De Smet, supplies 51.57; Consolidated Plastics, supplies 569.55; De Smet American Legion, supplies 114.00; De Smet Development Corp., marketing 653.12; De Smet Trustworthy Hardware, supplies 52.97; Demco, supplies 169.12; DENR, supplies 60.00; Department of Health, water labs 43.00; Efraimson Electric, repairs & maintenance 627.55; Ferguson Waterworks, supplies 392.01; Hawkins, Inc., repairs & maintenance, 466.51; IMEG, main street project 720.00; Innovative, supplies 344.72; Jackie Griffith, deposit refund 30.00; Kent Sckerl's Tree Service, repairs & maintenance 175.00; Kingsbury Electric Cooperative, repairs & maintenance 2,778.14; Kingsbury Journal, publishing 517.92; Maynard's, supplies 2.89; Micro Marketing LLC, supplies 157.99; NAPA, supplies 3.99; O'Keefe Implement, Inc., repairs & maintenance 6.29; Office Peeps, Inc., supplies 61.35; Office Peeps, Inc., supplies 322.69; Reader Service, supplies 18.33; Rich's, fuel, supplies, repairs & maintenance 1304.37; Share Corp, chemicals 2,614.32; Soil First, deposit refund 50.00; South Dakota 811, repairs & maintenance 34.65; The Oxbow, supplies 135.00; Wilder Pass, LLC, loan payment 19,269.97; Winwater, repairs & maintenance 557.86; Helms & Associates, turnaround project 293.54; IMEG, (final) water looping project 243.29.

**PROJECT PAYMENTS:** Motion was made by Hansen, seconded by Cavanaugh, to approve pay request #16 in the amount of \$293.54 to Helms & Associates for the turnarounds project, and request #10 (split) (final) in the amount of \$243.29 to IMEG for the water looping project, all voted aye, motion carried. These airport project expenses will be reimbursed by 100% from grant funding.

**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 \$41,823.00 and the fire department is quoted \$7,626.00. The total increase for all of the insurance premiums was \$2,804.00. Additional questions asked by the council in regard to the insurance policy were answered by Bindert. Motion was made by Asleson, seconded by Jensen, to renew the city's fire department policy as presented in the amount of \$7,626.00.00 the General liability, property, auto, and airport insurance coverage for the year 2022 with American Trust Insurance Agency, for a total annual premium cost of \$41,823.00 with Continental Western Group, all voting aye, motion carried.

**SECOND READING TO AMEND WATER/WASTEWATER RATES:** Motion was made by Hansen, seconded by Asleson, to approve the second reading to amend Ordinance No. II-2Q, Section II-2-6. Water Services Hookups and Rates, to increase the water flat rate from \$18.22 to \$19.12 per month, the usage rate from \$3.32 to \$5.16 per 1,000 gallons water, bulk water rates at \$25.00 for the first 1,000 gallons water and \$10.00 for every 1,000 gallons after, and increase the meter deposit from \$125.00 to \$150.00, all voting aye, 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 1000 gallons for billing purposes. A minimum monthly rate of \$19.12 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 \$5.16

Other Water charges, the City of De Smet hereby establishes a surcharge of \$4.35 payable by each customer of its system who receives or benefits from the services of the project financed by the DW-02 loan with the borrower bond Series 2020. The collection of the surcharge shall start on January 1, 2021. The surcharge shall remain in effect until such time as the borrower bond is paid in full, it shall be collected at the same time as other charges of the system, and establish a surcharge account to segregate the income from other system income for book keeping purposes to be pledged to the South Dakota Conservancy District. The surcharge shall be reviewed from year to year and modified in order to provide the required 110 percent debt coverage. Bulk water charges for bulk water dispensed at the hydrant are hereby established at a rate of \$25.00 for the first 1,000 gallons and \$10.00 per 1,000 gallons after the first 1,000 gallons.

Meters shall be read monthly and water bills shall be due and payable on the 1<sup>st</sup> day of every month of each year at a place designated by the City. After 5:00 P.M. on the 15<sup>th</sup> 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 \$150.00 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 30th day of December, 2021.

CITY OF DE SMET

ATTEST:

\_\_\_\_\_  
Gary Wolkow, Mayor

\_\_\_\_\_  
Tracey Larson, Finance Officer

Passed First Reading: December 8, 2021

Second Reading: December 30, 2021

Published: January 12, 2022

Motion was made by Hansen, seconded by Munger, to approve the second reading to amend Ordinance No. II-4N, Section II-4 Entitled Wastewater Charges, to increase the wastewater flat rate from \$18.22 to \$19.12 per month, the usage rate from \$3.32 to \$5.16 per 1,000 gallons water, and wastewater users with other water sources from \$23.82 to \$24.86, all voting aye, motion carried.

**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 \$19.12, as long as the water shall be turned on to the service. An additional monthly charge shall be imposed at a rate of \$5.16 for each 1,000 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 \$24.86.

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

Date this 30th day of December, 2021.

CITY OF DE SMET

ATTEST:

\_\_\_\_\_  
Gary Wolkow, Mayor

\_\_\_\_\_  
Tracey Larson, Finance Officer

Passed First Reading: December 8, 2021

Second Reading: December 30, 2021

Published: January 12, 2022

**SECOND READING TO AMEND WATER/WASTEWATER HOOKUP RATES:** Motion was made by Cavanaugh, seconded by Asleson, to approve the second reading to amend Ordinance No. II-2K, Section II-2-6. Water Services Hookups and Rates, increasing the water hookup fee for a one (1) inch line from \$185.00 to \$225.00, a two (2) inch line from \$275.00 to \$450.00, and removing the one and a fourth ( $1\frac{1}{4}$ ) inch and one and one half ( $1\frac{1}{2}$ ) inch line fees from the ordinance, and Ordinance No. II-3B Sewers, Drains, and Sewage Disposal, Section II-3-4 Building Sewers and Connections increasing the wastewater connection fee from \$100.00 to \$175.00, all voting aye, motion carried.

**ORDINANCE NO. II-2K AMENDMENT**

**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.

The following charges shall be made for service from mains to and including curb box:

1 inch water line	\$225.00 cash
2 inch water line	\$450.00 cash

Meters shall be furnished by the City for one (1) inch lines, but shall be charged to the consumer for larger lines. Connections from curbs to premises must be made by the owner or consumer, subject to the regulations of the City. Connections requiring two (2) inch pipe or larger shall be material approved by the City, and specific rates will be made therefore by the City. A separate connection with the water mains and pipes of the City shall be made and a separate meter installed for each dwelling, residence, place of business, building or other premise or place comprising a single unit hereafter receiving water service from the City of De Smet, except that outbuildings or other buildings appurtenant to, and used in connection with the dwelling house, residence, place of business, building or other premise or place for which connection is made may be serviced from a single connection and meter, provided that all buildings and premises serviced from a single connection and meter must be occupied by the same consumer. One meter shall be installed in apartment houses and in commercial mobile home parks where the owner holds title to both the real estate and the mobile homes, and the owner thereof shall be liable for the charges. A separate connection and metering shall be required for mobile homes and/or trailer houses and such properties shall be the same as for residence properties.

No meter rent will be charged, but any meter becoming out of repair or destroyed by means of other than the usual or ordinary use thereof must be repaired or replaced at the expense of the consumer or owner of the premises.

Dated this 30<sup>th</sup> day of December, 2021.

City of De Smet

---

Mayor - Gary Wolkow

ATTEST:

---

Finance Officer - Tracey Larson

First Reading: December 8, 2021  
Second Reading: December 30, 2021  
Published: January 12, 2022

**ORDINANCE No. II-3B**  
**AN ORDINANCE AMENDING CHAPTER II-3 ENTITLED: SEWERS, DRAINAGES, AND SEWAGE DISPOSAL.**

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

That Section II-3-4, Sec. 2 be amended as follows to-wit:

**Section II-3-4.** Building Sewers and Connections.

Sec. 2. There shall be two (2) classes of building and sewer permits: (a) for residential and commercial service, and (b) for service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a special form furnished by the city. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Superintendent. A permit and inspection fee of one hundred seventy-five dollars (\$175.00) for a residential or commercial building sewer permit and one hundred seventy-five dollars (\$175.00) for an industrial building sewer permit shall be paid to the city at the time the application is filed.

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

Dated this 30<sup>th</sup> day of December, 2021.

CITY OF DE SMET

---

Mayor - Gary Wolkow

ATTEST:

---

Finance Officer - Tracey Larson

First Reading: December 8, 2021  
Second Reading: December 30, 2021  
Published: January 12, 2022

**SECOND READING TO AMEND WARD AND VOTING PRECINCTS:** Every ten years, the city is required to review the wards and voting precincts to make the voting precincts similar in size. First District Association of Local Governments has reviewed and re-conformed the existing wards to meet the requirements. The amended wards were present to the council at the December 8, 2021 regular meeting. Motion was made by Cavanaugh, seconded by Munger, to approve the Second Reading to amend Ordinance No. 1-6 Wards and Voting Precincts, all voting aye, motion carried.

**CITY OF DE SMET  
ORDINANCE NO. 1 - 6 AMENDMENT**

AN ORDINANCE FOR WARDS AND VOTING PRECINCTS:

BE IT HEREBY ORDAINED BY THE CITY OF DE SMET THAT PURSUANT TO SOUTH DAKOTA CODIFIED LAW AS FOLLOWS:

**Wards and Voting Precincts.** The City shall be divided into three wards, which shall be combined and consolidated into one election precinct, and shall be designated respectively as Wards One, Two and Three as follows:

**Ward 1** - All that portion of the City lying east of Highway 25 between Chase Street and south to Highway 14, including all that portion of city limits north and east of Highway 14 to the south city limits, and that portion lying east of Calumet Avenue between Chase Street and north to the city limits.

**Ward 2** - All that portion of city limits north of Chase Street from Highway 25 to Calumet Avenue, all that portion lying west of Highway 25 between 2<sup>nd</sup> Street and north to the city limits, and lying between 2<sup>nd</sup> Street and 3<sup>rd</sup> Street between Sherwood Avenue and Prairie Avenue.

**Ward 3** - All that portion of the City lying West of Highway 25 between 2<sup>nd</sup> Street and south to the city limits, excluding that lying between 2<sup>nd</sup> Street and 3<sup>rd</sup> Street and between Sherwood Avenue and Prairie Avenue, and including all that portion of city limits south and west of Highway 14. (SDCL 9-13-16)

Dated this 30th of December, 2021

DE SMET COMMON COUNCIL

---

Gary Wolkow, Mayor

ATTEST:

---

Tracey Larson, Finance Officer

First Reading: December 8, 2021

Second Reading: December 30, 2021

Published: January 12, 2022

**GENERAL FUND RESERVE ACCOUNT:** Motion was made by Munger, seconded by Asleson, to approve transferring \$20,000.00 for 2021 and 2022 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.

**STATE WATER PLAN:** Motion was made by Cavanaugh, seconded by Jensen, to approve the City of De Smet submitting an application to be put on the State Water Plan for a water and sewer improvements proposed project, an authorize the Mayor as the official to sign documents for the State Water Plan, all voting aye, motion carried.

**WATER AND WASTEWATER FACILITY PLANS:** Agreements for IMEG to update the water and the wastewater facility plans in the amount up to \$12,500.00 each to be billed at an hourly rate was presented to the council. Motion was made by Hansen, seconded by Munger to approve signing the agreements for IMEG to update the Water Facility Plan in the amount of

\$12,500.00 and the Wastewater Facility Plan in the amount of \$12,500, all voting aye, motion carried.

**SPECIAL LIQUOR LICENSES:** Motion was made by Munger, seconded by Asleson, to approve a special liquor license application submitted by the De Smet Volunteer Fire Department for an event to be held on Jan. 7, 2022 at the Event Center from 5:30 PM to 12:00 AM, all voting aye, motion carried.

**CONTINGENCY TRANSFER:** Motion was made by Cavanaugh, seconded by Jensen, to approve transferring \$47,631.00 from the contingency fund to Finance Office \$29,631.00, Fire Department \$2,500.00, Streets \$3,500.00, Sanitation \$5,000.00, Restricted Use Site \$4,000.00, and Pool \$3,000.00, all voting aye, motion carried.

**SECOND READING OF THE 2021 BUDGET SUPPLEMENT:** The City has incurred unexpected expense for audits, an airport project, hospital repairs, and additional loan payments applied to the TIF loan. The airport has received an airport project grant during the 2021 fiscal year. Revenue received for the airport project is directly applied to the applicable project expenses. Therefore, it is necessary to supplement the 2021 Appropriations Ordinance for the expenses. Motion was made by Asleson, seconded by Cavanaugh to approve the second reading of Ordinance IV-223 to supplement the 2021 Appropriations Ordinance, all voting aye, motion carried.

#### **ORDINANCE IV-223**

#### **AN ORDINANCE AMENDING APPROPRIATION ORDINANCE IV-217 AND PROVIDING FOR A SUPPLEMENTAL BUDGET AND ADJUSTING APPROPRIATIONS OF THE CITY OF DE SMET, FOR THE YEAR 2021.**

BE IT ORDAINED BY THE CITY OF DE SMET, SOUTH DAKOTA that the following sums are supplementally appropriated to meet the obligations of the municipality:

#### **GENERAL FUND**

#### **OTHER FINANCING USES:**

414.2 Finance Office	\$ 22,000.00
435 Airport	\$ 63,000.00

<b>TOTAL APPROPRIATIONS</b>	<b>\$ 85,000.00</b>
	=====

#### **SOURCE OF FUNDING:**

Undesignated Fund Balance	\$ 22,000.00
331/334 Federal/ State Revenue	\$ 63,000.00

<b>TOTAL FUNDING</b>	<b>\$ 85,000.00</b>
----------------------	---------------------

#### **HOSPITAL FUND**

#### **OTHER FINANCING USES:**

447.1 Hospital	\$ 14,000.00
----------------	--------------



	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 14,000.00</b> =====
<b>SOURCE OF FUNDING:</b>		
Undesignated Fund Balance		\$ 14,000.00
	<b>TOTAL FUNDING</b>	<b>\$ 14,000.00</b>
	<b><u>DEBT SERVICE</u></b>	
<b>OTHER FINANCING USES:</b>		
470.0 TIF Wilder Pass		\$ 23,000.00
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 23,000.00</b> =====
<b>SOURCE OF FUNDING:</b>		
Restricted Cash		\$ 23,000.00
	<b>TOTAL FUNDING</b>	<b>\$ 23,000.00</b>

Dated this 30th day of December, 2021.

ATTEST:

\_\_\_\_\_  
Gary Wolkow, Mayor

\_\_\_\_\_  
Tracey Larson Finance Officer

Passed First Reading: December 8, 2021

Passed Second Reading & Adopted: December 30, 2021

Published: January 12, 2022

**EXECUTIVE SESSION:** Motion was made by Jensen, seconded by Spader to go into executive session at 5:59 pm for the purpose of personnel, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 6:28 pm.

**EMPLOYEE SALARIES:** Motion was made by Cavanaugh, seconded by Munger, to authorize a 4% increase for all hourly and salaried employees in Grades 1-12, to be effective December 28, 2021, an increase of \$0.50 per hour for seasonal hourly employees, and to approve a one-time stipend to the two year-round part-time library employees in the amount of \$500.00 each, all voting aye, motion carried.

**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 as follows: Finance Officer Tracey Larson \$5,539.95/month, and Sharon Peterson \$11.30/hour effective January 1, 2022.

\_\_\_\_\_  
Gary Wolkow, Mayor

ATTEST:

\_\_\_\_\_  
Tracey Larson, Finance Officer

Published once at the approximate cost of \$\_\_\_\_\_