

**REGULAR MEETING DE SMET COMMON COUNCIL
JANUARY 9, 2019**

The De Smet Common Council met in regular session on January 9, 2019, at 5:00 p.m., with the following present: Don Bohn, Alex Botkin, Lowell Hansen, George Cavanaugh, Jay Slater, President Norman Whitaker, Finance Officer Tracey Larson, and City Attorney Todd Wilkinson. Absent: Mayor Gary Wolkow.

President Whitaker called the meeting to order at 5:00 PM.

MINUTES: Motion was made by Botkin, seconded by Cavanaugh, to approve the minutes of the December 12, 2018 Regular Meeting and December 29, 2018 Special Meeting, all voting aye, motion carried.

CLAIMS: Motion by Hansen, seconded by Cavanaugh, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$33,790.16; OASI Benefit 2,584.96; Aflac, ins. premium 371.76; Dearborn National, life insurance 123.20; 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 5,922.12; SDRS, retirement benefit 3,624.40; Visa, internet, supplies & lodging refund 932.64; Mediacom, utilities 47.91; American Trust Insurance, insurance 47,546.00; Century Link, utilities 529.07; City of De Smet, event center refund applied to utilities, 50.00; City of De Smet, petty cash 6.42; City of De Smet, utilities 273.60; City of De Smet, check reissue 30.00; Connecting Point, software 72.50; Connecting Point, software 235.00; Cook's Wastepaper & Recycling, city garbage services 247.50; Cook's Wastepaper & Recycling, residential garbage collection 6,220.23; De Smet Chamber of Commerce, 2019 dues 100.00; De Smet Trustworthy Hardware, supplies 10.48; Denae Ward, meter deposit refund 125.00; Dept. of Revenue, supplies 100.00; DENR, 2019 dues, 50.00; The De Smet News, publishing, 350.50; Farm Credit Services of America, deposit and rent refund, 75.00; First District Association, office supplies 1,272.12; Grumpy's Grill & Pub, reimbursement for outstanding liquor invoice 38.02; Hawkins, Inc., chemicals 15.00; James & Susan Thomas, deposit refund 50.00; Kingsbury Electric Cooperative, repairs & maintenance 220.00; Kingsbury County Auditor, law enforcement contract 6,283.33; Kingsbury County, supplies 690.00; Kingsbury Electric Cooperative, utilities 797.11; Maynard's De Smet, supplies 7.28; Northwestern, utilities 1,253.51; O'Keefe Implement, Inc., repairs & maintenance, supplies 532.47; Office Peeps, Inc., supplies 50.17; Ottertail, utilities 7,280.57; Postmaster, Inc., supplies 175.00; Reader Service, supplies, 18.33; Reed Inc., debt service principal 1,448.41; Reed Inc., debt service principal 690.58; Reed Inc., debt service principal, 2,500.00; Rich's Gas & Service, fuel & supplies, 884.98; SD Assoc. of Rural Water System, 2019 annual dues, 550.00; SD Dept. of Revenue, sales tax 138.82; SD Dept. of Revenue, supplies 137.55; SD Department of Revenue, sanitation sales tax 425.55; SD Governmental HR Assoc., 2019 membership dues 25.00; SD

Airport Management Assoc., 2019 membership dues, 25.00; SD Governmental FO Assoc., 2019 membership dues, 40.00; SD Municipal Street Maintenance Association, 2019 membership dues, 35.00; SD Municipal League, 2019 membership dues 1,195.84; SDML Workers' Compensation, insurance 12,832.00; SDWWA, sewer supplies 20.00; Share Corp., sewer chemicals 330.50; State of South Dakota, utilities 8.12; Steve & Vikki Hasche, deposit refund 325.00; Todd Albrecht, deposit refund 30.00; US Bank, water debt service 2,666.22; Waylor Enterprises, maintenance & repair, 3,572.66; Zell Manufacturing, supplies, 93.64; Helms & Associates, airport project 355.84; Mediacom, utilities 259.65; Mediacom, internet 71.60.

BASEBALL FIELD LIGHT: Shawn Wallen, Kingsbury Electric representative, met with the council to discuss the lighting for the new baseball diamond. To use the current lights donated to the City, new ballast and bulbs would need to be purchased, and the electric service would need to be updated. Wallen reported that if new LED lights were purchased, the lights would be more energy efficient, have a warranty, and the electric service would not need to be updated. A quote for the LED lights will be obtained and compared with the cost to install the donated lights.

HAYLAND BID OPENING: This being the date and time set for the opening of bids on the rental of hayland on the city property located south of 4th Street in the Industrial Park and at the Restricted Use Site, and one bid having been received for each property, Attorney Wilkinson opened the bids submitted: City Lots - Doug Janssen \$102.00/year; and Restricted Use Site - Daniel Menzel \$255.00/year. Motion was made by Cavanaugh, seconded by Slater, to accept the bid of Doug Janssen in the amount of \$102.00/year for the city lots and the bid of Daniel Menzel in the amount of \$255.00/year for the Restricted Use Site hayland, with the rental period for each location to be three years, all voting aye, motion carried.

SPECIAL LIQUOR LICENSES: Larry Jenkins, owner of Grumpy's Grill & Pub has requested a special liquor license for an event to be held at the De Smet Event Center on January 12, 2019 from 4:00 PM to 1:00 AM. Motion was made by Hansen, seconded by Botkin, to approve the special liquor license for Grumpy's Grill & Pub, for an event to be held at the De Smet Event Center on January 12, 2019 from 4:00 PM to 1:00 AM, all voting aye, motion carried.

PUBLIC COMMENTS: Mark Siefkes commented on an advertisement and his utility bill.

VALLEY FIBERCOM: Jeff Symens, Valley FiberCom GM/CEO, met with the council to discuss the Valley FiberCom franchise agreement with the City of De Smet. Attorney Wilkinson explained that the franchise agreement is a non-exclusive franchise agreement, the city will receive a percentage fee of 5% for television services, and will include a density requirement for new development. A local channel for local activities will also be available, and an office will be opened in De Smet for local customers. Motion was made by Botkin, seconded by Slater, to approve the first reading to approve the Valley FiberCom Franchise agreement, all voting aye, motion carried.

FIRE DEPARTMENT MEMBER: Motion was made by Cavanaugh, seconded by Slater, to approve the appointment of Dane Coughlin as a member of the De Smet Volunteer Fire Department to replace retiring member Wade Camin, all voting aye, motion carried.

LIQUOR BILL: An outstanding liquor bill from a former bar establishment in the amount of \$38.02 with Johnson Brothers was presented to the council. It was previously reported to the council that there was a question on a credit invoice to the account that still needs to be checked by Johnson Brothers. The new owner paid the outstanding bill in order to have inventory delivered to the businesses and is asking for reimbursement. Johnson Brothers has provided documentation of the credit to the account prior to the statement date. Motion was made by Slater, seconded by Cavanaugh, to approve payment in the amount of \$38.02 to Grumpy's Grill and Pub for reimbursement of the outstanding liquor bill ensued by Alicia Springer Enterprises, LLC, all voting aye, motion carried.

EVENT CENTER/RECREATION: Kristy Hubbard, Event Center Director, presented a report that showed the 2018 rental usage of the different rooms at the Event Center. Hubbard also recommended an increase in the Event Hall rental fee of \$50.00 for a full day rental. The council has asked that the Event Center Advisory Board review the rates for the remaining rooms and make a recommendation to the council. Motion was made by Slater, seconded by Cavanaugh, to increase the full date rental rate for the main Event Hall by \$50.00 effective February 9, 2019, all voting aye, motion carried. Motion was made by Botkin, seconded by Cavanaugh, to approve advertising for 2019 summer help, baseball and softball coaches, and lifeguards, all voting aye, motion carried.

PERSONEL: Motion was made by Hansen, seconded by Botkin, to approve hiring Randy Asleson up to 19 hours per week at \$25.30, all voting aye, motion carried.

IRRIGATION CONTRACT: Motion was made by Cavanaugh, seconded by Slater, to approve the 2019 Spring start-up and Winterization irrigation contract with Mack Landscaping for \$230.00 each with a two day prior notice required and the startup and winterization to be done during business hours, all voting aye, motion carried.

AIPORT PAYMENTS: Motion was made by Hansen, seconded by Cavanaugh, to approve pay request #10 in the amounts of \$355.84 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.

DE SMET DEVELOPMENT COORIDNATORS REPORT: Rita Anderson, De Smet Development Coordinator reported that Leadership SD will have approximately 50 people from around SD meeting in De Smet to look at rural economic development. The group will tour the Collins Colony, De Smet, and the Event Center; they are finishing up the 2019 community guide; Anderson will be attending a Tourism Conference in January; the presented financial information from the SDSU conference that was held in De Smet. People who attended the SDSU conference spent approximately \$25,000.00 total locally with lodging, meal, gas, shopping, and conference expenses. The OLLI Classes have started and

have 22 classes organized. Brochures are available at the Event Center. Representatives of OLLI thanked the City for the use of the Event Center for the classes.

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

EVENT CENTER DEPOSIT REFUNDS: FO Larson reported that many of the Event Center deposit refund checks do not get cashed until after several phone calls have been made to ask the recipient to cash the check or replacement checks have been issued. There are approximately \$300.00 in uncashed checks that are over six months old. Motion was made by Botkin, seconded by Cavanaugh, to approve sending a letter after an Event Center deposit refund check is outstanding six months requesting the check to be cashed within 30 days, and after the additional 30 days, the outstanding check balance will be considered a donation back to the Event Center, all voting aye, motion carried.

OVERTIME: Motion by Botkin, seconded by Cavanaugh, 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) the December law enforcement report; 2) amending the liquor ordinance; and 3) the Event Center resolution for the loan.

EVENT CENTER LOAN: Motion was made by Slater, seconded by Cavanaugh, to approve payment on the principal of the Event Center loan with pledges as received before the February meeting, all voting aye, motion carried.

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

To comply with SDCL 6-1-10. Publication of Payroll information, the payroll changes were effective December 29, 2018 as follows: Supt. of Water & Wastewater, Randy Asleson \$25.30/hour; Asst. Streets, Curt Bau \$18.35/hour; Deputy Finance Officer, Karen Hansen \$14.85/hour; Supt. of Streets, Ryan Petersen \$21.75/hour; Library Director, Mary Purintun \$19.45/hour; Assistant Librarian, Jeanette Todd \$13.25/hour; Supt. of Parks & City Buildings Richard Stoddard \$18.10/hour, Event Center Custodian, Kent Munger \$14.20/hr; all other employees \$10.75/hour; and to set the annual salary for the Finance Officer Tracey Larson at \$5,109.00.00/mo. and Event Center Director Kristy Hubbard at \$3,376.53/mo. to be effective January 1, 2019, Mayor Gary Wolkow \$375.00/qtr. & \$50.00/reg. & sp. mtgs; Council members Don Bohn, Lowell Hansen, Alex Botkin, George Cavanaugh, Jay Slater, and Norman Whitaker \$250.00/qtr. & \$25.00/reg. & sp. mtgs..

Norman Whitaker, President

ATTEST:

Tracey Larson, Finance Officer

Published once at the approximate cost of \$ _____