

**REGULAR MEETING DE SMET COMMON COUNCIL**  
**February 8, 2017**

The De Smet Common Council met in regular session on February 8, 2017, at 5:00 p.m., with the following present: Alex Botkin, Lowell Hansen, Larry Jensen, George Cavanaugh, Wendy Currier, Norm Whitaker, Mayor Gary Wolkow, and FO Tracey Larson. Absent: none. Also present: City Attorney Todd Wilkinson.

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

**ANNOUNCEMENTS:** Mayor Wolkow acknowledged the Laura Ingalls Wilder Society for the celebration of the 150<sup>th</sup> birthday of Laura Ingalls Wilder.

**MINUTES:** Motion was made by Botkin, seconded by Currier, to approve the minutes of the December 28, 2016 Special Meeting with the correction to delete the claim paid to the American Bank and Trust in the amount of \$7,942.10 and January 11, 2017 Regular Meeting, all voting aye, motion carried.

**CLAIMS:** Motion by Currier, seconded by Cavanaugh, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$35,172.06; OASI Benefit 2,690.68; Aflac, ins. premium 278.81; Dearborn National, life insurance 140.80; Farm Bureau Bank, health savings 875.00; Delta Dental of South Dakota 526.18; VSP 156.99; Wellmark Blue Cross Blue Shield, health insurance premium 5,646.24; SDRS, retirement benefit 3,803.64; American Water Works Assoc., water conference 79.00; Arbor Day Foundation, annual fees 35.00; Avid Hawk, LLC website; 35.00; Brookings Register, event center publishing 269.00; Brown & Saenger supplies 275.00; Building Sprinkler, event center maintenance 250.00; Center Point Large Print, library 28.46; City of De Smet, postage 35.66; Connecting Point, backup & repair 695.00; Cook's Wastepaper & Recycling, sanitation 11,523.58; Cowboy Country Store, fuel 354.25; De Smet Flowers & Gifs, supplies 30.00; De Smet Trustworthy Hardware, supplies/snow blower 1,156.87; Dept. of Revenue, water testing, 43.00; The De Smet News, publishing 380.72; The De Smet News, library 55.00; Family Circle, library 7.99; George Cavanaugh, reimburse mileage 159.43; Glacial Lakes and Prairies, marketing 535.00; Hach Company, chemicals 185.97; Hawkins, chemicals 2,764.49; Heartland Paper Company, event center supplies 348.33; Heiman, maintenance 810.75; Jackie Griffith, event center deposit refund 30.00; Kaitlin Johnson, meter deposit refund 75.00; Kim Eichacker, event center deposit refund 10.00; Kingsbury Electric Cooperative, maintenance contract 220.00; Kingsbury County Auditor, law enforcement 6,283.33; Kingsbury Electric Coop, utilities 1,081.93; Legend Seeds, Inc., event center deposit refund 50.00; Lewis Family drug, library 39.00; Lyle Signs, Event Center Deposit Refund 525.00; Lyle Signs, event center deposit refund 275.00; Maggie Sprang, event center deposit refund 30.00; Maynard's, supplies 47.01; Melissa Framstad, event center deposit refund 30.00; Micro Marketing LLC, library 256.74; NAPA, repairs 59.52; Norman Gutzmer, event center deposit refund 50.00; Northwestern, utilities 1,919.09; O'Keefe Implement, Inc., repairs 13.51; Office Peeps, Inc., supplies 282.77; Ottertail Power Co., utilities 6,942.92; Postmaster, supplies 204.00; Prairie Ag, event center deposit refund 50.00; R & D Tech Services, event center repairs 1,486.23; Reader Service, library 17.22; REED,

INC, debt service principal 1,448.41; REED, Inc. debt service 690.58; REED, Inc. debt service 2,500.00; Rich's Gas & Service, supplies 1,133.60; SD Dept. of Revenue, sales tax 787.61; SD One Call, maintenance 26.88; Share Corp., supplies 2,207.25; Sports Illustrated, library 94.50; State of SD, utilities 10.71; Ulti-Med, event center deposit refund 30.00; Waylor Enterprises, sewer repairs 3,421.08; Wilkinson Insurance Agency 1,083.00.

**AIRPORT HAYLAND:** This being the date and time set for the bid opening and auction on the airport hay land, Attorney Wilkinson opened the three bids received as follows: Geyer Cattle Company \$55.00/acre; Darrel Mandernach \$60.00/acre; and Brandon Doyle \$110.00/acre. All three of the bidders being present, Attorney Wilkinson noted that the high bid was \$110/acre. None of the bidders present increased their submitted bid. The final bid was the written submitted by Brandon Doyle at \$110.00/acre. Motion was made by Whitaker, seconded by Cavanaugh, to enter into a lease agreement with Brandon for a period of three years, for 173.4 acres of crop and hay land at a cost of \$110.00 per acre, with payments due by March 1 annually during the term of the lease, all voting aye, motion carried.

**BOARD OF EQUALIZATION:** Tammy Anderson, Kingsbury County Director of Equalization, addressed the Council regarding the upcoming Board of Equalization meeting and provided information on the process for property owners to appeal the valuation, classification or taxable status of their property. The deadline for a property owner to file an appeal is March 16, 2017, and the appeal must be in writing. The Board of Equalization must meet by law starting Monday, March 20, 2017. Anderson also provided the Council with property sale values in Kingsbury County for 2016. She noted that all residential and commercial lots will be increased by 10%, and structures excluding commercial will be increased by 10% to keep the city's assessed valuations in compliance with state law via sales.

**PARKING ON THRID STREET:** Kevin Scotting, Kingsbury County Sheriff, met with the council to discuss the options for the parking on the North side of Third Street across from the high school. Council member Botkin will talk to the property owner about painting a portion of the curb yellow to allow adequate room to access their driveway. The parking on Third Street will be discussed at the May regular council meeting.

**TAX ABATEMENT:** The council reviewed a letter from the Kingsbury County Treasurer regarding the taxes on a residential property that has a tax correction due to an error on the property owner senior/disable tax freeze application. The correction would reduce the 2016 taxes payable in 2016 from \$1,266.68 to \$958.16. Currier motioned to approve the abatement request to correct the 2016 taxes payable in 2017 from \$1,266.68 to \$958.16, seconded by Botkin, aye voting aye, motion carried.

**SPECIAL LIQUOR LICENSES:** Gary Wiggins, owner of the Dugout, requested a special liquor licenses for events to be held at 705 Wilder Lane on March 4, 2017 and March 22, 2017 from 4:00 PM to 2:00 AM. Motion was made by Cavanaugh, seconded by Hansen, to approve special liquor license to Gary Wiggins, owner of the Dugout, for events to be held at 705 Wilder Lane on March 4, 2017 and March 22, 2017 from 4:00 PM to 2:00 AM, all voting aye, motion carried.

**EXECUTIVE SESSION:** Motion was made by Currier, seconded by Whitaker, to go into executive session at 5:35 PM for the purpose of consulting with the City Attorney and to discuss personnel, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 6:10 PM.

**PERSONNEL POLICY:** To rectify how the overtime is calculated, motion was made by Cavanaugh, seconded by Botkin, to approve amending the personnel policy to define overtime as time worked in excess of the eight hour working day retroactive January 1, 2017 and to amend the work week start time to Monday at 7:00 AM, all voting aye, motion carried.

**CONFERENCES & MEETINGS:** Motion was made by Hansen, seconded by Whitaker to approve Street & Airport Supt. Ryan Petersen attending an asphalt conference on April 5<sup>th</sup> & 6<sup>th</sup>, 2017 in Pierre, and the 2017 Annual Airport Conference on March 29<sup>th</sup> & 30<sup>th</sup> in Mitchell, all voting aye, motion carried.

**EVENT CENTER DIRECTOR:** Kristy Hubbard, Event Center Director, met with the council to continue discussion from the January regular meeting in regard to charging an activity fee for city sponsored sports to help defray the expenses for tournament fees, and other expenses. Hubbard informed the council of the activity fee amounts that other nearby communities are charging. The council would like to have input from the coaches before deciding if an activity fee should be implemented. Hubbard also informed the council that the MMA event to be held in the Event Center on March 4, 2017 has submitted their certificate of insurance and has been reviewed by both the city attorney and insurance agent.

**DE SMET DEVELOPMENT DIRECTOR:** Rita Anderson, Director, gave a monthly review that included the following: the Community Planning Meeting that was held in January was very successful and a future meeting will be planned; De Smet has been selected to be a part of the Mayo Clinic patient/doctor relations one to two year project; the De Smet Arts Council will be bringing renowned pianist Calvin Jones to De Smet on March 20<sup>th</sup> or 21<sup>st</sup>; the open house for the new Calumet Town Homes was held and has had many positive responses; and the 2017 Community Guide is being compiled and will be printed soon.

**FINANCIAL REPORTS:** Motion was made by Hansen, seconded Whitaker, to approve the December 2016 and January 2017 Cash Balances Report as presented by the Finance Officer, all voting aye, motion carried.

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

**OTHER:** Other non-action items of discussion were as follows: 1) January law enforcement report; 2) city representatives attending the February De Smet School Board meeting; 3) the library is acquiring quotes to do furniture upgrades with a memorial contribution; 4) installing security cameras at the library and museum; and 5) reviewing properties in the spring that need to address clean-up issues.

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

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Gary Wolkow, Mayor

ATTEST:

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Tracey Larson, Finance Officer

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