

REGULAR MEETING DE SMET COMMON COUNCIL  
January 12, 2022

The De Smet Common Council met in regular session on January 12, 2022, at 5:00 p.m., with the following present: Council members Pam Spader, Cole Munger (via speaker phone), Bret Jensen, George Cavanaugh, Shon Asleson, President Lowell Hansen, Finance Officer Tracey Larson, and City Attorney Todd Wilkinson. Absent: Mayor Gary Wolkow.

President Hansen 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:** None.

**MINUTES:** Motion was made by Cavanaugh, seconded by Jensen, to approve the minutes of the December 8, 2021 Regular Meeting and December 30, 2021 Special Meeting minutes, all voting aye, motion carried.

**CLAIMS:** Motion by Cavanaugh, seconded by Spader, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$39,140.55; OASI Benefit 2,994.27; Aflac, ins. premium 275.00; Dearborn National, life insurance 140.80; Delta Dental of South Dakota 368.40; VSP 190.96; The Health Pool of SD, health insurance premium 9,401.68; SDRS, retirement benefit 4,645.84; AA Motorsports, LLC, repair & maintenance 158.76; American Trust Insurance, insurance 49,449.00; Brianne Martens, rental refund 50.00; Building Sprinkler, Inc. repairs & maintenance 265.00; Century Link, utilities 68.47; City of De Smet, utilities 339.24; City of De Smet, supplies 12.26; Connecting Point, supplies, repairs & maintenance 55.00; Cook's Wastepaper & Recycling, city garbage service 264.26; Cook's Wastepaper & Recycling, residential garbage service 6,720.61; De Smet Chamber, supplies 100.00; De Smet Community Foundation, deposit refund 550.00; Glacial Lakes & Prairie Tourism, marketing 550.00; Hawkins, Inc., chemicals 2,306.86; Cassidy Maznio, deposit refund 275.00; Kingsbury Electric Cooperative, repairs & maintenance 220.00; Kingsbury County Auditor, law enforcement contract 6,283.33; Kingsbury Electric Cooperative, utilities 206.78; Maynard's, supplies 24.97; Northwestern, utilities 2,105.67; O'Keefe Implement, Inc., repairs & maintenance 291.15; Office Peeps, Inc., supplies 126.98; Ottertail, utilities 5,594.20; Postmaster, supplies 200.00; SD Airport Management Assoc., dues 25.00; SD DANR - Fiscal Office, dues 50.00, SD Dept. of Revenue, recreation & surplus property sales tax 433.18; SD Dept. of Revenue, sanitation sales tax 458.49; SD Municipal League, dues 1,308.07; SD Municipal Street Maintenance Assoc, dues 35.00; Valley Fibercom, utilities, 441.06; Insurance Benefits, Inc., workmen's compensation 10,786.00, Mediacom, utilities 89.20;

**MOVING PERMIT:** Motion was made by Jensen, seconded by Cavanaugh, to approve the Moving permit application submitted by Roberta Brown (Knobloch), to move a small garage from property legally described as OL P in N2SW 27-111-56 91' x 475', Western Town Lot Co. Addition, De Smet, Kingsbury County, SD, all voting aye, motion carried.

**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 two bids having been received for each property, Attorney Wilkinson opened the bids submitted: Restricted Use Site - Austin Gehm \$1,220.00/year, and Austin Hoffman \$250.00/year \$255.00/year; City Lots - Austin Hoffman \$50.00/year, and Doug Janssen \$135.00/year. Motion was made by Cavanaugh, seconded by Spader, to accept the bid from Austin Gehm in the amount of \$1,220.00/year for the Restricted Use Site hayland, and the bid from Doug Janssen in the amount of \$135.00/year for the city lots, with the rental period for each location to be three years, all voting aye, motion carried.

**NOAH ROTH:** Noah Roth met with the council to discuss placing an AED machine at the swimming pool. Roth also informed the council that certified lifeguards are trained to use the AED machines and the success rate to restart the heart with an AED machine is higher. Cost of an AED machine is between \$1,500.00 and \$2,500.00. Kristy Hubbard, member of the Wellness Coalition, informed the council that the Wellness Coalition may be able to get an AED machine for the pool location or for a lower cost. The Wellness Coalition will get more information on getting an AED machine for the swimming pool.

**PUBLIC COMMENTS:** Mark Siefkes expressed his opinion that increasing water rates was because of other organizations and inflation that doesn't need to occur; and would like the city to reduce their budget by 25%.

**FIRE DEPARTMENT MEMBER:** Motion was made by Cavanaugh, seconded by Asleson, to approve Dane Coughlin as a new member of the De Smet Volunteer Fire Department replacing retiring member Tom Crain, all voted aye, motion carried.

**FIRST READING TO AMEND 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 in tipping fees, insurance, labor, supplies, and maintenance. The rate would increase by \$0.47 per month for regular garbage service and by \$0.45 per month for senior garbage service. Motion was made by Cavanaugh, seconded by Jensen, 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.

**AIRPORT:** Motion was made by Jensen, seconded by Cavanaugh, to approve the Mayor signing the agreement for engineering services with Helms & Associates in the amount of \$54,991.86 for the AWOS III-P Improvements Project, all voting aye. Initial services will include field survey, environmental review and preparation of the final design.

**EVENT CENTER ROOF CONTRACT:** A quote to inspect the Event Center roof in the amount of \$450.00 from ARS was presented to the council. Motion was made by Cavanaugh, seconded by Asleson, to approve contracting with ARS to do an annual inspection of the Event Center roof in the amount of \$450.00, all voting aye, motion carried.

**IRRIGATION CONTRACT FOR BASEBALL FIELD AND CITY HALL:** Motion was made by Munger, seconded by Asleson, to approve signing the contract with Mack Landscaping & Lawn Irrigation to do the spring start-up and the winterization of the baseball field irrigation in the total amount of \$470.00 and City Hall irrigation system in the total amount of \$150.00, all voting aye, motion carried.

**SURPLUS PROPERTY:** Motion was made by Cavanaugh, seconded by Jensen, to declare one (1) bulletin board, two (2) wood tables, and one (1) wheelchair as surplus property to be disposed of at the De Smet Rubble Site, all voting aye, motion carried.

**2022 SEASONAL HELP:** Motion was made by Jensen, seconded by Cavanaugh, to approve advertising for the 2022 swimming pool lifeguards, baseball and softball coaches, and summer helper, all voting aye, motion carried.

**EXECUTIVE SESSION:** Motion was made by Cavanaugh, seconded by Asleson, to approve going into executive session to discuss personnel at 5:29 pm, all voting aye, motion carried. President Hansen declared the Council out of executive session at 6:02 pm.

**EVENT CENTER:** Kristy Hubbard, Event Center Director, met with the council to discuss rentals that cancel. Two events had been scheduled the prior weekend and both events were canceled on short or no notice. One of the renters had paid the rent and deposit and the other renter had not. Dir. Hubbard asked with the status of the variety of illnesses, would the renter be refunded the deposit and rent. Dir. Hubbard was reminded that the deposit needs to be collected when the event is scheduled. Dir. Hubbard updated the Council on the progress of the skating rink sponsored by the Wellness Coalition. Volunteers helped prepare the rink area and have flooded the area once. Another layer of ice will be done in a few days.

**CONFERENCES:** Motion was made by Asleson, seconded by Spader, to approve Ryan Petersen attending the SD Asphalt Conference in Pierre, SD, Feb. 16<sup>th</sup> & 17<sup>th</sup>, 2022, all voting aye, motion carried.

**FINANCIAL REPORTS:** Motion was made by Cavanaugh, seconded Spader, to approve the December 2021 Cash Balances Report as presented by the Finance Officer, all voted aye, motion carried.

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

**OTHER:** Other non-action items of discussion were as follows: 1) the December law enforcement report; 2) adding June 19<sup>th</sup> as a paid holiday; 3) council member terms that end this May; and 4) employee evaluations.

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

To comply with SDCL 6-1-10. Publication of Payroll information, the payroll changes were effective December 29, 2020 as follows: Deputy Finance Officer, Karen Hansen \$17.40/hour; Supt. of Parks & City Buildings Jason Springer \$20.90/hour; Supt. of Streets, Ryan Petersen \$25.11/hour; Asst. Streets, Josh Halverson \$17.80/hour; Street help Curt Bau \$20.33/hour; Library Director, Mary Purintun \$22.64/hour; Assistant Librarian, Jeanette Todd \$15.95/hour; Supt. of Water & Wastewater, Richard Stoddard \$22.45/hour; Water & Wastewater help Randy Asleson \$27.07/hour; Event Center Custodian/Maintenance Patty Garry \$16.01/hour; all other employees \$12.09/hour; and to set the annual salary for the Finance Officer Tracey Larson at \$5,761.55/mo. and Event Center Director Kristy Hubbard at \$3,875.74/mo. to be effective December 28, 2021, Mayor Gary Wolkow \$500.00/qtr. & \$85.00/reg. & sp. mtgs; Council members Bret Jensen, Lowell Hansen, Pam Spader, George Cavanaugh, Cole Munger, and Shon Asleson \$300.00/qtr. & \$60.00/reg. & sp. mtgs. effective Jan. 1, 2022.

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Lowell Hansen, President

ATTEST:

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Tracey Larson, Finance Officer

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