

**REGULAR MEETING DE SMET COMMON COUNCIL**  
**June 13, 2018**

The De Smet Common Council met in regular session on June 13, 2018, at 5:00 p.m., with the following present: Don Bohn, Alex Botkin, Lowell Hansen, George Cavanaugh, Norman Whitaker, Jay Slater, Mayor Gary Wolkow, FO Tracey Larson, and Attorney Todd Wilkinson. Absent: none.

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

**ANNOUNCEMENTS:** Mayor Wolkow thanked the volunteers that cleaned up the Washington Park Legacy Garden area, and congratulated Chad Kruse for being chosen for the 2018 De Smet Community Service Award.

**MINUTES:** Motion was made by Hansen, seconded by Cavanaugh, to approve the minutes of the May 9, 2018 Regular Meeting and the May 29, 2018 Special Meeting, all voting aye, motion carried.

**CLAIMS:** Motion by Bohn, seconded by Botkin, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$35,779.11; OASI Benefit 2,737.11; Aflac, ins. premium 371.76; Dearborn National, life insurance 140.80; Farm Bureau Bank, health savings 1,000.00; Delta Dental of South Dakota 457.52; VSP 200.81; Wellmark Blue Cross Blue Shield, health insurance premium 6009.12; SDRS, retirement benefit 3984.38; Mediacom, utilities 257.44; Mediacom, internet 66.60; Visa, utilities, fuel, & supplies 332.21; De Smet Postmaster, postage 43.40; American Bank & Trust, Event Center loan interest; Mediacom, utilities 47.91; Ace Bordeaux, meter deposit refund 125.00; Ace's Door Corp., LLC, repairs 153.06; American Bank & Trust, loan principal and interest 19,075.62; Austie Albrecht, deposit refund 50.00; Avera Occupational Medicine, supplies 792.00; Avid Hawk LLC, web site fee 35.00; Brianne Martens, deposit refund 50.00; Brookings Engraving, supplies 55.00; Center Point Large Print, library supplies 29.21; Century Link, utilities 483.03; Cindy Albrecht, deposit refund 50.00; City of De Smet, petty cash 61.54; City of De Smet, utilities 304.60; CMI Architectural, repairs & maintenance 40.90; Colonial Research, supplies 311.11; Commercial-2<sup>nd</sup> Wind Exercise, equipment 3,385.00; Connecting Point, repair and maintenance 35.00; Cook's Wastepaper & Recycling, maintenance 235.50; Cook's Country, library supplies 29.95; Cook's Wastepaper & Recycling, residential garbage collection 6,222.81; Dakota Pump & Control, repairs & maintenance 430.00; Dakotaland, deposit refund 30.00; Daktronics, equipment 3,250.00; De Smet Development Corp., marketing 625.00; De Smet Trustworthy, supplies 350.78; DEMCO, library supplies 139.49; Dept. of Revenue, maintenance 28.00; The De Smet News, publishing 433.41; Ferguson Waterworks, support contract 1,000.00; Girl Scouts Troop #40245, deposit refund 30.00; Hawkins, Inc., chemicals 5,603.46; Heartland Paper Company, supplies 461.67; Jason & Hannah Ogren, deposit refund 275.00; Jason Gruenhagen reimburse supplies 210.00; Kent Sckerl's Tree Service, stump grinding 300.00; Kevin Scotting deposit refund 275.00; Kingsbury Electric Cooperative, repairs & maintenance 878.09; Kingsbury Electric Cooperative, maintenance

220.00; Kingsbury Conservation District, supplies 61.50; Kingsbury County Auditor, maintenance 6,283.33; Kingsbury Electric Cooperative, utilities 234.20; Kristy Hubbard, reimburse supplies 208.44; Library Journal, library supplies 157.99; Lyle Signs, Inc. supplies 20.00; Mack Landscaping Lawn Irrigation, maintenance 230.00; Marcia Richards, maintenance 575.00; Mark's, repair & maintenance 515.38; Matt Asmussen, meter deposit refund 75.00; Maynards, supplies, 36.14; MC & R Pools, Inc., supplies 3,133.73; Micro Marketing LLC, library supplies 553.66; Midwest Living, library supplies 10.00; Northwestern, utilities 165.21; O'Keefe Implement, Inc., supplies & repairs 185.91; Office Peeps, Inc., library supplies 64.06; Office Peeps, Inc., supplies 648.24; Ottertail, utilities 4,096.33; Pheasantland Industries, supplies, 471.24; Poinsett Gardens, supplies 221.77; Postmaster, supplies 175.00; R & A Body Shop, repairs 325.00; RASDAK, deposit refund, 605.00; Reader Service, library supplies 17.22; REED, 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 & repairs 759.40; Richard Close, repairs & maintenance 300.00; Ron's Saw Shop, repairs & maintenance 1,130.31; SD Department of Tourism, marketing 550.00; SD Department of Revenue, garbage sales tax 425.70; SEAM, remove electronics 3,782.25; Share Corp, supplies 2,651.75; Smith's Lumber, supplies 917.47; Southeast South Dakota Tourism, marketing 240.00; Spencer Quarries/Commercial Asphalt, repairs & maintenance 888.30; State of SD, utilities 15.00; The Main Stop, fuel 855.66; Tracey Larson, reimburse 119.90 Women's Day, library supplies, 19.97; Woods Heating & Cooling LLC, repairs & maintenance 698.98; WW Tire, repairs 166.20; DGR, engineering fees 2,000.00; Helms & Associates, airport project engineering fees 21,348.77; Mediacom, utilities 257.44; Mediacom, internet 66.60; Visa, supplies, internet, & lodging 616.84.

**ZONING:** Motion was made by Slater, seconded by Whitaker, that the Council to be convened as the Board of Adjustment, all voting aye, motion carried. The Board of Adjustment was called to order by Mayor Wolkow. For clarification purposes, motion was made by Slater, seconded by Bohn, to deny the Variance application #62 as submitted by Jeff & Lindsay Nolte. Upon roll call vote, voting aye was: Cavanaugh, Whitaker, Slater, Bohn, Botkin, and Hanson. Voting nay: none. Motion carried. Mayor Wolkow declared the council back in session.

**RETENTION POND/BASEBALL FIELD UPDATE:** Former council member, Larry Jensen met with the council to discuss previous plans for a retaining wall by the sidewalk south of the retention pond. The council was informed that the city crew had raised the retention pond drop inlet approximately two inches, removed the silt fence, and have contacted a local contractor about obtaining a quote for the retaining wall. Motion was made by Slater, seconded by Bohn, to approve contacting Clark Engineering, Inc. about the retaining wall and the drain height. Upon roll call vote, voting aye was: Slater, Bohn, Cavanaugh, Whitaker, Botkin, and Hansen. Voting nay: none. Motion carried. Jensen and council member Cavanaugh reported that the two scoreboards at both fields are installed. Wiring of the scoreboards need to be

completed still. Signage for the donation of the scoreboards and dugouts still needs to be completed. The City also thanked the De Smet High School Shop class for building the dugouts. Two quotes from Kingsbury Electric to wire the two scoreboards were presented as follows: Baseball field wiring of scoreboard - \$910.64; Youth & Softball field wiring of scoreboard - \$350.35. Motion was made by Slater, seconded by Cavanaugh, to approve hiring Kingsbury Electric to wire the baseball field scoreboard in the amount of \$910.64 and the youth & softball field scoreboard in the amount of \$350.35, all voting aye, motion carried. It was also announced that the City of Aberdeen will be donating 42 Musco lights that have been surplused for the baseball field.

**DE SMET COMMUNITY FOUNDATION DONATION:** A check was presented to the City of De Smet in the amount of \$5,000.00 from the De Smet Community Foundation to use toward the baseball lighting project. Thank you to the De Smet Community Foundation for the generous donation!

**GIS PROGRAM:** Tammy Anderson, Director of Equalization, met with the council to inform them that Kingsbury County has purchased a Geographical Information System (GIS) software program and is working on entering the Kingsbury County property information into the program. If interested, Cities would be able to add their own information layers to the program for a donation toward the program. Motion was made by Hansen, seconded by Slater, to approve adding the contribution toward the GIS program into the 2019 Budget, all voting aye, motion carried.

**STREET/AIRPORT/RUS:** Ryan Petersen, Supt. of Streets, Airport, and the RUS met with the council and informed them that three residential structures and an out of town commercial building will be taken to the De Smet Restricted Use Site this summer. Supt. Petersen also stated that the current pit is getting full and a new pit will need to be dug. Supt. Petersen has already been in contact with the engineer about the location of digging a new pit and has contacted a local contractor for a quote. The expense to dig a new pit has been put the 2018 budget. It was also discussed that the rates for dumping at the RUS should be reviewed by the RUS committee. Supt. Petersen reported that the paving work on Front Street will be completed on Friday and the repair work that is planned on the Calumet railroad crossing will be completed by the end of June. The council inquired about the pothole repairs that are being done and still need to be completed. Petersen was thanked for helping with replacing the shutters on the old city hall building and the potholes that have been filled.

**AERIAL SPRAYING PERMIT:** Motion was made by Hansen, seconded by Slater, to approve the aerial spraying permit submitted by Fast Ag Air - Brady Fast, all voting aye, motion carried.

**AIRPORT:** Motion was made by Hansen, seconded by Whitaker, to approve Helms & Associates advertising for the Hangar Taxilane and Concrete Hardstand Project, all voting aye, motion carried.

**AIRPORT PAYMENTS:** Motion was made by Cavanaugh, seconded by Hansen, to approve payment in the amount of \$2,000.00 to DGR Engineering for engineering services and pay request #1 in the amount of \$21,348.77 to Helms & Associates for planning and design fees for the airport

project, all voting aye, motion carried. These airport project expenses will be reimbursed by 95% from grant funding.

**SPECIAL LIQUOR LICENSES:** The De Smet Volunteer Fire Department requested a special liquor license for an event to be held at the De Smet Event Center on June 23, 2018 from 4:30 PM to 12:00 AM. Motion was made by Cavanaugh, seconded by Whitaker, to approve the special liquor license for the De Smet Volunteer Fire Department, for an event to be held at the De Smet Event Center on June 23, 2018 from 4:30 PM to 12:00 AM, all voting aye, motion carried.

**DEMO/BUILDING PERMITS:** Motion was made by Slater, seconded by Cavanaugh, to approve building permit application submitted by Karen Kinney-fence; Bill Halverson-24'x36'shed; Mike Beyer-fence, demo permit applications submitted by David Smith and Steve Siver, all voting aye, motion carried.

**EXECUTIVE SESSION:** At 6:30 PM, motion was made by Whitaker, seconded by Slater, to approve going into executive session to discuss contract negotiations, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 6:49PM.

**PUBLIC COMMENT POLICY:** A public comment policy was presented and reviewed by Attorney Wilkinson for the council to discuss and amend. The public comment item will be added to the agenda each month as required beginning July 1, 2018.

**BOARD APPOINTMENTS:** Motion was made by Cavanaugh, seconded by Botkin, to approve the appointments of James Millman to the De Smet Housing & Redevelopment Board, Paul Casper and Dennis Helms to the De Smet Hospital Advisory Board, and De Smet Event Center Board - Sharry Knock, Randy Odegaard, Jackie Griffith, Cindy Albrecht, Nancy Montross, Laird Beck, Marilyn Skyberg, Dane Slater, Kathy Hawkins, Jason Davis, Rita Anderson, Tracey Larson, Kristy Hubbard, and council representative George Cavanaugh, all voting aye, motion carried. The Tree Board will be acted on at the next meeting.

**POOL FENCE GUARD:** An estimate in the amount of \$416.49 without shipping or tax was presented to the council to purchase the supplies needed to finish installing the fence guard at the pool. Motion was made by Cavanaugh, seconded by Botkin, to approve purchasing the additional fence guard supplies in the amount of \$416.49 for the pool, all voting aye, motion carried.

**DEVELOPMENT COORDINATOR REPORT:** Development Coordinator Rita Anderson reported on the following: the bi-annual development meeting was well attended by approximately 40-45 people; the Governor's Office of Economic Development is presenting a webinar for elected officials on June 20<sup>th</sup> at 10:30 AM; estimates and ideas to paint murals on the side of buildings; the new Power Hour schedule will be coming out soon; and the Hospitality conference was well attended.

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

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

**OTHER:** Other non-action items of discussion were as follows: 1) the May law enforcement report; 2) working on the application for the water project to bore under the railroad; 3) property clean-up reviews; and 4) having a representative from Kingbrook Rural Water at the next council meeting for an informational meeting.

**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 April 1, 2018 as follows: Supt. of Bldgs/Parks Richard Stoddard \$17.60/hour; effective June 2, 2018 Deputy Finance Officer, Karen Hansen \$14.35/hour, and Event Center Custodian, Kent Munger \$13.45/hr.

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Gary Wolkow, Mayor

ATTEST:

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Tracey Larson, Finance Officer

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