

REGULAR MEETING DE SMET COMMON COUNCIL
December 14, 2016

The De Smet Common Council met in regular session on December 14, 2016, at 5:00 p.m., with the following present: Alex Botkin, Lowell Hansen, Larry Jensen, George Cavanaugh, Wendy Currier, Norman Whitaker, Mayor Gary Wolkow, 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 thanked the City Street crew for the job well done with snow removal.

MINUTES: Motion was made by Botkin, seconded by Jensen, to approve the minutes of the November 9, 2016 Regular Meeting, all voting aye, motion carried.

CLAIMS: Motion by Hansen, seconded by currier, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$31,185.42; OASI Benefit 2,385.69; Aflac, ins. premium 278.81; Dearborn National, life insurance 123.20; Farm Bureau Bank, health savings 750.000; Delta Dental of South Dakota 353.68; VSP 156.99; Wellmark Blue Cross Blue Shield, health insurance premium 4,591.76; SDRS, retirement benefit 3,742.24; Kingsbury Co. Register of Deeds, filing fees 60.00; Alyssa Weber, event center refund 50.00; American Bank & Trust, TIF loan payment 28,186.25; American Bank & Trust, loan payment 4,003.12; American Legion Post 138, supplies 20.00; Ashley Worth, advertising 2,000.00; Avera Occupational Medicine, supplies 64.90; Avid Hawk, LLC website; 35.00; Butler Machinery Co., streets 93.61; Center Point Large Print, library 28.46; Century Link, utilities 652.29; Chad Kruse, event center deposit refund 30.00; City of De Smet, water meter deposit refund 75.00; City of De Smet, meter deposit refund 75.00; City of De Smet, postage 26.91; Connecting Point, backup 35.00; Cook's Wastepaper & Recycling, contract 224.75; Cook's Wastepaper & Recycling, sanitation 11,213.38; De Smet Bucks, supplies 1,000.00; De Smet Community Women, event center deposit refund; De Smet Trustworthy Hardware, supplies 161.95; Dept. of Revenue, water testing, 28.00; De Smet Chamber of Commerce, event center deposit refund, 275.00; The De Smet News, publishing 309.68; Faulkton High School, event center deposit refund, 330.00; Hawkins, chemicals 2,959.26; Horizon Health Care, Inc., supplies 70.00; Jennifer Noem, event center deposit refund 30.00; Johnson Sand & Gravel, water repair & maint., 183.60; Kent Sckerls's Tree Service, parks 100.00; Kingsbury Electric Cooperative, maintenance contract 220.00; Kingsbury County Auditor, law enforcement 6,283.33; Kingsbury Electric Coop, utilities 379.92; Lisa Slater, center dep refund 150.00; Maynards, supplies 40.29; Media Com, event center utilities 255.63; Media com, utilities 57.45; Micro Marketing LLC, library 659.87; NAPA, repairs 9.96; Northwestern, utilities 879.54; O'Keefe Implement, Inc., repairs 1,583.30; Office Peeps, library supplies 348.69; Office Peeps, Inc., supplies 404.43; Ottertail Power Co., utilities 5,581.26; Pam Fox, reimburse mileage

160.92; Postmaster, supplies 204.00; Postmaster, library supplies 67.40; Reader Service, library 17.22; REED, INC, debt service principal 1,448.41; REED, Inc. debt service 2,357.25; REED, Inc. debt service 2,500.00; Rich's Gas & Service, supplies 986.57; SD Dept. of Revenue, 778.27; Share Corp., supplies 3,367.25; Smith's Lumber, supplies 62.37; State of SD, utilities 5.33; The Main Stop, supplies 379.11; Trakside Custom Tarps, repairs 216.50; Bowes Construction, Inc., airport 52,092.30; De Smet Community Foundation, recreation equip. 24,411.31; Helms & Associates, airport 4,091.38; Visa, utilities 66.94;

2017 AIRPORT PROJECT: Brooke Edgar, engineer for Helms & Associates met with the council to explain and answer questions for a 2017 airport project. The 2017 project discussed would include an instrument approach at the airport which would allow the medical helicopter or fixed wing to land at the airport in various situations instead of landing at Huron or Brookings. Edgar explained that this project would need to be completed at the airport in order to qualify for the federal funding. Motion was made by Hansen, seconded by Jensen, to approve the pre-application to investigate the 2017 instrument approach airport project and to authorize the Mayor as the person to sign the project documents, all voting aye, motion carried.

OFF-SALE LIQUOR LICENSE: The business that held the off-sale liquor license has notified the City of De Smet that they will not be renewing the on-sale or off-sale liquor licenses held by their business. Two applications for the off-sale liquor license were received and reviewed by the City Council. A special meeting will be held on Wednesday, December 21, 2016 at 5:00 at City Hall to review and award the off-sale liquor license.

EXECUTIVE SESSION: At 5:45 PM, motion was made by Hansen, seconded by Currier, to go into executive session to consult with the city attorney regarding contractual issues, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 6:15 PM.

INSURANCE RENEWAL: Kathy Hawkins, Meyer 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 adjusted premium quoted for liability, property, auto, and airport insurance is \$39,129.00.00 which is a \$3,504.00 decrease than the prior year, and the fire department is \$8,601.00 which is a \$366.00 decrease than the prior year. There were additional questions discussed with Attorney Wilkinson in regard to the liquor liability. Motion was made by Cavanaugh, seconded by Botkin, to renew the city's liability, property, auto, and fire department insurance coverage for the year 2017 with Meyer Insurance Agency, for a total annual premium cost of \$47,730.00 with the condition that the City Attorney review and approve the liquor liability portion of the policy, all voting aye, motion carried.

SEWER LIFT REPAIRS: Water/Sewer Supt. Randy Asleson met with the council to give an update on the south sewer lift repairs.

Supt. Asleson informed the council that one of the pumps was in place and the other pump would be put in before the end of the year.

STREET SIGNAGE: Street Supt. Ryan Petersen met with the council to discuss the street signs on each intersection. Motion was made by Hanson, seconded by Botkin to leave the current street signs at the intersections the way they are and to replace the street signs when needed, all voting aye, motion carried.

EVENT CENTER CUSTODIAN POSITION: Motion was made by Cavanaugh, seconded by Jensen, to hire Eric Eastin as the Event Center Custodian at \$13.40 per hour, all voting aye, motion carried.

ARMORY/GYM FACILITY COORDINATOR: Motion was made by Cavanaugh, seconded by Currier, to renew the contract for the position of Armory/Gym coordinator for a period of one year for the sum of \$600/year, five voting aye, one voting nay, motion carried.

AMBULANCE LEASE AGREEMENT: Motion was made by Hansen, seconded by Cavanaugh, to renew the Ambulance lease agreement with no changes for a period of five (5) years, all voting aye, motion carried.

BUILDING PERMITS: Motion was made by Botkin, seconded by Whitaker, to approve the building permit submitted by Mike Hesby - lean to, all voting aye, motion carried.

AIRPORT PROJECT CHANGE ORDER: Motion was made by Hansen, seconded by Currier to approve Airport Change Order #1 - reducing the project expenses by -\$5,907.85 for materials and to approve changing to the project completion date from October 27, 2016 to November 15, 2016 due to delays with receiving the FAA grant paperwork, all voting aye, motion carried.

AIRPORT PAY REQUESTS: Motion was made by Jensen, seconded by Cavanaugh to approve pay request #6 in the amount of \$4091.38 submitted by Helms & Associates - engineering services, and pay request #7 in the amount of \$52,092.30 submitted by Bowes Construction - construction for the airport improvement project, all voting aye, motion carried.

BASEBALL FIELD PROJECT: Motion was made by Botkin, seconded by Cavanaugh, to contribute \$24,411.31 of the budgeted funding to the De Smet Community Foundation for baseball field construction completed to date on the baseball field, all voting aye, motion carried.

SURPLUS PROPERTY: Motion was made by Cavanaugh, seconded by Hanson, to approve declaring HP 4100N laser jet printer as surplus property to be disposed of at the De Smet electronic recycling program, all voting aye, motion carried.

DE SMET DEVELOPMENT DIRECTOR: Rita Anderson, Director, gave a monthly review that included the following: the De Smet community was awarded the Bush Foundation in the amount of \$287,971.00 and is one of the first communities to receive this award; there will be a virtual conference held on Feb. 10, 2016 at the De Smet School to encourage and support young entrepreneurs; the 2017 concert series has been planned and tickets are being sold; a program with Mayo Clinic for rural communities about patient relations is being planned; and reported an estimate of the pledge dollars to be donated toward the Event Center building.

2016 BUDGET SUPPLEMENT: Motion was made by Hansen, seconded by Whitaker, to approve the first reading to approve Ordinance No. IV-209 to supplement the 2016 budget, all voting aye, motion carried.

FINANCIAL REPORTS: Motion was made by Botkin, seconded Cavanaugh, to approve the November 2016 Cash Balances Report as presented by the Finance Officer, all voting aye, motion carried.

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

OTHER: Other non-action items of discussion were as follows: 1) November law enforcement report; 2) a joint meeting with the De Smet Development Corporation, De Smet School Board, City Council, and other organizations will be held on January 23, 2017 at the Event Center at 6:00 Pm to discuss the De Smet 20 year plan; 3) the District meeting that will be hosted in De Smet on March 22, 2017; 4) the year-end meeting for the City will be held on Wednesday, December 28, 2016 at 5:00 PM at City Hall; 5) contacting other communities about liquor license charges, and nuisance property procedures; and 6) snow piles that are blocking visibility at intersection.

ADJOURN: There being no further business the meeting was adjourned on motion by Hansen, seconded by Cavanaugh, all voting aye.

To comply with SDCL 6-1-10. Publication of Payroll information, the payroll changes were effective as follows: Pam Fox, Deputy Finance Officer \$17.65/hour effective November 1, 2016.

Gary Wolkow, Mayor

ATTEST:

Tracey Larson, Finance Officer

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