

REGULAR MEETING DE SMET COMMON COUNCIL
November 9, 2022

The De Smet Common Council met in regular session on November 9, 2022, at 5:00 p.m., with the following present: Council members Cole Munger, Bret Jensen, Pam Spader, George Cavanaugh, Shon Asleson, Mayor Gary Wolkow, Finance Officer Tracey Larson, and City Attorney Todd Wilkinson. Absent: Lowell Hansen.

Mayor Wolkow 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.

PROCLAMATION: Mayor Wolkow announced that, Tuesday, November 29, 2022 Horizon Health Care and SDN Communications are partnering to celebrate #GivingTuesday. GivingTuesday is a day to recognize the help and giving for other people. Mayor Wolkow declared Tuesday, November 29, 2022 as GivingTuesday in De Smet and issued the following proclamation:

PROCLAMATION

WHEREAS, GivingTuesday was established as a national day of giving on the Tuesday following Thanksgiving; and

WHEREAS, GivingTuesday is a celebration of philanthropy and volunteerism where people give whatever they are able to give; and

WHEREAS, GivingTuesday is a day where citizens work together to share commitments, rally for favorite causes, build a stronger community, and think about other people; and

WHEREAS, it is fitting and proper on GivingTuesday and on every day to recognize the tremendous impact of philanthropy, volunteerism, and community service in the City of De Smet, South Dakota; and

WHEREAS, GivingTuesday is an opportunity to encourage citizens to serve others throughout this holiday season and during other times of the year.

NOW, THEREFORE, I, Gary Wolkow, Mayor of the City of De Smet, South Dakota, do hereby proclaim November 29, 2022 as GivingTuesday in the City of De Smet, South Dakota, and encourage all citizens to join together to give back to the community in any way that is personally meaningful.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of De Smet, to be affixed this 9th day of November, 2022.

Gary Wolkow, Mayor

MINUTES: Motion was made by Cavanaugh, seconded by Spader, to approve the minutes of the October 12, 2022 Regular Meeting and October 31, 2022 Special Meeting, all voting aye, motion carried.

CLAIMS: Motion by Spader, seconded by Munger, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$32,267.86; OASI Benefit 2,469.46; Aflac, ins. premium 187.98; Dearborn National, life insurance 123.20; Delta Dental of South Dakota 335.20; VSP 169.80; The Health Pool of SD, health insurance premium 6,955.97; SDRS, retirement benefit 3,854.22; De Smet Postmaster, De Smet School Special Exception 123.25; De Smet Postmaster, De Smet School variance 43.50; Mediacom., utilities 90.20; Visa, supplies and utilities 82.90; Avera Occupational Medicine, supplies 84.00; Avid Hawk LLC, supplies 35.00; Ben Muhlstein, event center refund 10.00; Blake Koehlmoos, meter deposit refund 125.00; Butler Machinery Co., repairs & maintenance 117.11; Center Point, supplies 30.71; Century Link, utilities 67.33; City of De Smet, supplies 42.50; City of De Smet, utilities 509.28; Coca-Cola of Mitchell, supplies 168.50; Complete Automotive LLC, repairs & maintenance 481.00; Connecting Point, supplies, repairs & maintenance 57.00; Cook's Wastepaper & Recycling, services 264.50; Cook's Wastepaper & Recycling, repairs & maintenance 6,984.45; Core & Main LP, repairs & maintenance 260.11; Cowboy Country Store, fuel 497.04; Dakota Data Shred, repairs & maintenance 368.03; Dakota Pump, repairs & maintenance 1,355.10; Dakota Supply Group, repairs & maintenance 200.00; De Smet Development Corp., contributions 2000.00; De Smet Trustworthy Hardware, supplies, repairs & maintenance 79.93; Dept. of Health, repairs & maintenance 43.00; De Smet Development Corp., event center deposit refund 275.00; Environmental Equipment & Service, repairs & maintenance 739.12; George & Cindy Cavanaugh, event center deposit refund 50.00; Good Housekeeping, supplies 17.97; Green Energy Solution, Inc., repairs & maintenance 1,619.76; Hawkins, Inc., chemicals 2318.95; Huron Area Community Theater, event center deposit refund 275.00; Jordan Hargens, meter deposit refund 75.00; Karen Hansen, mileage 185.00; Kingsbury Electric Cooperative, repairs & maintenance 940.00; Kingsbury Electric Cooperative, repairs & maintenance 220.00; Kingsbury County Auditor, law enforcement contract 6,283.33; Kingsbury Electric Cooperative, utilities 151.77; Kingsbury Journal, library publishing 42.00; Kissner Paving, repairs & maintenance 2,040.82; Kristy Hubbard, supplies 77.67; Kristy Timp, event center deposit refund 50.00; LIW PTO, supplies 290.00; Mack Landscaping Lawn Irrigation, repairs & maintenance 85.00; Maynard's, supplies 3.98; Micro Marketing LLC, supplies 485.18; Napa, supplies, repairs & maintenance 169.80; Northwest Pipe Fittings, Inc., repairs & maintenance 156.42; Northwestern, utilities 274.53; O'Keefe Implement, Inc., supplies, repairs & maintenance 633.15; Office Peeps, Inc., library supplies 49.68; Office Peeps, Inc., supplies 244.03; Ottertail, utilities 5,052.04; Pioneer Research, chemicals 670.39; Postmaster, supplies 220.00; Randi Albrecht event center deposit refund 30.00; Rapid City, Pierre & Eastern RR, rental 110.25; Rich's Gas & Service, fuel, repairs & maintenance 841.11; SD Dept. of

Revenue, sales tax 262.65; SD Dept. of Revenue, sanitation sales tax 475.64; Share Corp., chemicals 3,067.29; Smith's Lumber, supplies 181.00; Sonja & Willie Rydbom, meter deposit refund 150.00; Suzanne Sinclair, event center deposit refund 10.00; Tayla Doyle & Matt Van Moes, event center deposit refund 325.00; Valley Fibercom, utilities 437.82; Helm's & Associates, Airport AWOS III 5,499.18.

BUILDING PERMITS: Motion was made by Jensen, seconded by Asleson, to approve the building permit application submitted by TJ Kissner - driveway paving; Aruba, LLC - concrete driveway; and Daniel Bettin - garden shed, all voting aye, motion carried.

SPECIAL LIQUOR LICENSE: The De Smet Volunteer Fire Department has requested a special liquor license for an event to be held at the Event Center on December 17, 2022, from 4:00 pm to 12:00 am, Motion was made by Asleson, seconded by Cavanaugh, to approve the special liquor licenses to the De Smet Volunteer Fire Department for an event to be held at the De Smet Event Center on December 17, 2022, from 4:00 pm to 12:00 am, all voting aye, motion carried.

2023 LIQUOR & WINE LICENSE RENEWALS: This being the date and time advertised motion was made by Cavanaugh, seconded by Munger, to reissue liquor licenses to the Main Stop (off-sale), Klinkels III (on-sale), Wheaties (on-sale), Kingsbury Club House (on-sale), Oxbow Restaurant (on-sale wine & cider), Dollar General (on/off-sale wine & cider), and Maynard's (off-sale liquor and on/off-sale wine & cider) for the year 2023, excluding the 2023 on-sale renewal application for Grumpy's that was not renewed, all voting aye, motion carried.

SIVER ADDITION: A request from Cody Siver to approve the Siver Addition, Block 1 of Siver's Addition, in the Northeast $\frac{1}{4}$ of Section 33, T111N, R56W of the 5th P.M., in the City of De Smet, Kingsbury County, South Dakota was presented to the council. The property listed is in city limits. A motion was made by Asleson, seconded by Munger to adopt and pass the following Resolution #2022-11 to approve the plat, all voting aye, motion carried.

RESOLUTION #2022-11

BE IT RESOLVED by the City of De Smet, South Dakota,

WHEREAS, Helen Jacobson and Richard A. Close, owners of the hereinafter described real property, have submitted to the governing board a proposed plat of the following described real estate situated in the City of De Smet in the State of South Dakota to-wit:

PLAT OF BLOCK 1, SIVER'S ADDITION, in the Northeast $\frac{1}{4}$ of Section 33, T111N, R56W of the 5th P.M., in the City of De Smet, Kingsbury County, South Dakota.

And the Board of the City Council of said City having examined the proposed plat and it appearing that all municipal taxes and special assessments, if any, upon said plant and survey have been executed according to the law.

NOW, THEREFORE, BE IT RESOLVED THAT SAID PLAN AND SURVEY BE AND ARE HEREBY IN ALL THINGS ACCPTED AND APPROVED.

PASSED AND APPROVED THIS 9TH DAY OF NOVEMBER, 2022.

Mayor, De Smet, SD

ATTEST:

City Finance Officer, De Smet, SD

PUBLIC COMMENTS: Mark Siefkes wished the council Happy Veteran's Day and commented about the problems of miscommunication.

PROJECT UPDATES: Shane Waterman, Engineer for IMEG submitted a written update for ongoing projects. The Brewster Street wastewater project has been completed and in the one-year warranty period. The utility mapping and survey work is still progressing and will be completed soon.

2021 AUDIT: Motion was made by Jensen, seconded by Cavanaugh, to accept and sign the engagement letter for the 2021 Audit submitted by Grant & Williams, Inc. in the amount of fees not to exceed \$15,000 for the audit, \$10,000 for the single audit (required due to federal grant regulations), and \$750 for travel, all voting aye, motion carried.

STREETS: Street Superintendent, Ryan Petersen met with the council and gave a brief update. The streets have been swept for the fall season and if the weather stays clear, the street department will do more patching; the equipment is ready for winter snow removal; and the new patch trailer has been put inside the shop building for storage during the winter. The council asked Supt. Petersen to check streets lights that are out.

EXECUTIVE SESSION: Motion was made by Asleson, seconded by Cavanaugh, to approve going into executive session at 5:21 pm for legal consultation, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 6:00 pm.

ZONING APPLICATION FEES: After discussion of the current zoning fees, motion was made by Spader, seconded by Cavanaugh, to approve and adopt Resolution 2022-12, amending the zoning fees, all voting aye, motion carried.

RESOLUTION 2022-12

NOW, THEREFORE LET IT BE RESOLVED, that zoning permit fee amounts set by prior Resolutions are amended in their entirety and the following zoning permit application fee amounts be established for each application as follows:

Concrete Permit Application - \$25.00

Building Permit Application - \$25.00 for the first \$1,000 project expense, and \$1.00 for every \$1,000 project expense after the first \$1,000

Variance Permit Application - \$100.00 and publishing and certified mailing expenses

Special Exception Permit Application - \$100.00 and publishing and certified mailing expenses

Re-zoning Permit Application - \$200.00 and publishing and certified mailing expenses

NOW, THEREFORE LET IT BE RESOLVED, that the zoning permit application fees will be effective January 1, 2023.

Upon all voting "aye", Resolution declared passed and adopted on the 9th day of November, 2022

CITY OF DE SMET

Mayor - Gary Wolkow

ATTEST:

Finance Officer - Tracey Larson

HEALTH INSURANCE RENEWAL: A contract from The Health Pool of South Dakota for employee health insurance with a renewal premium of \$7,234.22/month was reviewed. The new premium would be an increase of 4% to keep the current policy. Motion was made by Cavanaugh, seconded by Jensen, to renew the Plan B health insurance policy for the full-time city employees, to be effective January 1, 2023, all voting aye, motion carried.

DE SMET DEVELOPMENT: Jamie Lancaster, Director for the De Smet Development Corporation, gave an update on current activities and projects being worked on by the Development Corporation as follows: The Master Plan Task Force Main Street Committee will be meeting to discuss goals for adding specialized features while the City is doing the Main Street Infrastructure Project; additional housing; the Mini-maker Camp that will be held for one day with the high school students; and presented state economic statistics.

SURPLUS PROPERTY: Motion was made by Cavanaugh, seconded by Asleson, to table declaring the 1998 Chevrolet Pumper Truck as surplus property until the pump is fixed, all voting aye, motion carried.

FIRE DEPARTMENT RADIOS PROJECT: The City of De Smet was awarded \$35,945.31 to purchase seven (7) radios for the fire trucks and four (4) handheld radios for the De Smet Volunteer Fire Department. Following the grant application and awarding, the price of the radios has increased by \$5,660.86. Motion was made by Cavanaugh, seconded by Jensen, to approve the City paying for the additional \$5,660.86 expense for the radio purchase that is not funded by the grant, all voting aye, motion carried.

PROJECT PAYMENTS: Motion was made by Munger, seconded by Asleson, to approve pay request #10 in the amount of \$5,499.18 to Helms & Associates for the Airport AWOS III project, all voting aye, motion carried. The airport project expenses will be reimbursed by 95% from grant funding.

CONTINGENCY TRANSFER: Motion was made by Cavanaugh, seconded by Munger, to approve transferring \$7,553.00 from the Contingency Department to the Buildings Department for the City Hall flooring project, all voting aye, motion carried.

HOSPITAL CD: Motion was made by Cavanaugh, seconded by Spader, to approve transferring \$200,000.00 from the Hospital MMDA account to the Hospital CD when the CD renews in December, 2022, all voting aye, motion carried.

FINANCIAL REPORTS: Motion was made by Jensen, seconded by Asleson, to approve the October, 2022 Cash Balances Report as presented by the Finance Officer, all voted aye, motion carried. Finance Officer Larson also reported that the Water Looping Project SFR Loan #2 repayment will begin in January, 2023.

OVERTIME: Motion was made by Spader, seconded by Cavanaugh, to approve the October, 2022 overtime as presented, all voting aye, motion carried.

OTHER: Other non-action items of discussion were as follows: 1) October law enforcement, contract hours, ad coverage; and 2) property reviews.

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

Gary Wolkow, Mayor

ATTEST:

Tracey Larson, Finance Officer

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