

**REGULAR MEETING DE SMET COMMON COUNCIL**  
**April 15, 2019**

The De Smet Common Council met in regular session on April 15, 2019, at 5:00 p.m., with the following present: Don Bohn, Alex Botkin, Lowell Hansen, George Cavanaugh, Norman Whitaker, Jay Slater, Mayor Gary Wolkow, and Finance Officer Tracey Larson. Also present was City Attorney Todd Wilkinson. Absent: none.

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

**ANNOUNCEMENTS:** Mayor Wolkow announced that the Arbor Day program will be held on April 16, 2019 with the De Smet 3rd graders and a tree will be planted by the baseball field this year. Mayor Wolkow issued the following proclamation:

ARBOR DAY PROCLAMATION 2019

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Gary Wolkow, Mayor of the City of De Smet, SD, do hereby proclaim April 26, 2019 as ARBOR DAY, in the City of De Smet, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 15th day of April, 2019.

Mayor Wolkow congratulated the De Smet Girls basketball team on their championship win and De Smet Boys basketball team on winning 2<sup>nd</sup> place at the State B's Basketball Tournament. The council also commended the city crew on the job well done with the snow removal after the last storm.

**BASEBALL LIGHTS:** A quote in the amount of \$30,000.00 without excise tax from Kingsbury Electric for baseball lights, wood poles, and labor was presented to the council. Shawn Wallen, electrical contractor for Kingsbury Electric explained the quote and answered questions from the council. Metal poles were also discussed and quoted, but the cost of the metal poles was cost prohibitive. Discussion was also held on the installation of the poles/lights and identifying where the irrigation lines and heads are before the project begins. Motion was made by Bohn, seconded by Cavanaugh, to approve accepting the quote from Kingsbury Electric in the amount of \$30,000.00 without excise tax to install baseball lights and poles with a completion date of July 1, 2019 weather permitting and to coordinate the lighting project with George Cavanaugh, Richard Stoddard, and Kent Munger, upon roll call vote, voting aye was: Slater, Whitaker, Cavanaugh, Hansen, Botkin, and Bohn. Voting nay was: none. Motion carried.

**FIRST READING TO SUPPLEMENT THE 2019 EXPENDITURE BUDGET:** Finance Officer Larson reported that the baseball lights were not included in the 2019 expenditure budget and the recreation budget will need to be supplemented for the baseball lights project even if donations are received for the light project. Motion was made by Cavanaugh, seconded by Whitaker to approve the first reading to approve Ordinance No. IV-215 to supplement the 2019 budget, upon roll call vote, voting aye was: Slater, Whitaker, Cavanaugh, Hansen, Botkin, and Bohn. Voting nay was: none. Motion carried.

**CITY SHOP LIGHTS:** A quote in the amount of \$2,790.72 without excise tax from Kingsbury Electric to replace the lights with new LED lights in the city shop building was presented to the council. The quote presented does not include the \$500.00 to \$600.00 energy rebate that is reimbursed directly back to the city. Motion was made by Slater, seconded by Botkin, to approve the quote for replacing the city shop lights with LED lights in the amount of \$2,790.72 without excise tax, upon roll call vote, voting aye was: Slater, Whitaker, Cavanaugh, Hansen, Botkin, and Bohn. Voting nay was: none. Motion carried.

**AIRPORT:** Michael Schmit, engineer for Helms & Associates and Alan Aughenbaugh met with the council to discuss the current information on the request made by Aughenbaugh to build a new hangar next to his current hangar. Engineer Schmit presented an idea to move the current tie-down area in the current project 50' further to the North without impacting the current project budget and grant funding. If the new hangar is approved, there are still other items that need to be completed. Those items include completing an air space study, updating the future Airport Layout Plan, moving electric lines, and moving a light pole. Motion was made by Slater, seconded by Cavanaugh, to go into executive session at 5:43 PM for contract negotiations, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 6:10 PM.

**CRACK SEALING BIDS:** This being the date and time public noticed for the opening of bids for crack sealing one bid was opened. Bid received was as follows: Topkote, Inc. \$0.64/lineal foot. Motion was made by Cavanaugh, seconded by Slater to accept the bid from Topkote, Inc. for crack sealing approximately 24,000 lineal feet in the amount

of \$0.64/lineal foot, upon roll call vote, voting aye was: Slater, Whitaker, Cavanaugh, Hansen, Botkin, and Bohn. Voting nay was: none. Motion carried.

**GARBAGE RATES:** A letter from Cook's Wastepaper & Recycling, was presented to request an increase of the solid waste collection rate of 2.1% due to increases for tipping fees at Millennium Recycling. This increase would amount to an increase of \$0.33 per month on a regular garbage service and an increase of \$0.32 per month on a senior garbage service. Motion was made by Cavanaugh, seconded by Slater to approve the first reading to amend Ordinance No. VIII-2GA, Collection of Solid Waste, Section VII-2-3. Standards and Regulations, increasing the residential garbage rates by 2.1% as allowed by the contract, all voting aye, motion carried.

**EXECUTIVE SESSION:** Motion was made by Cavanaugh, seconded by Whitaker, to approve going into executive session at 6:15 to discuss personnel, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 6:45 PM.

**BUILDING PERMIT:** One building permit application was submitted by Bill Halverson for an addition to the house and garage and concrete addition. Motion was made by Botkin, seconded by Slater, to approve the building permit submitted by Bill Halverson for a house and garage addition and concrete addition, all voting aye, motion carried.

**AERIAL SPRAYING PERMIT:** Motion was made by Hansen, seconded by Cavanaugh, to approve the 2019 aerial spraying permit application submitted by Wilde Aire Service, LLC (Isaac Wilde), all voting aye, motion carried.

**FLOWER BARRELS:** One quote was received to provide and plant flowers in 25 barrels on main street and 2 containers at the library were as follows: Poinsett Gardens Inc.-\$0/barrel. Motion by Cavanaugh, seconded by Slater, to accept the quote of Poinsett Gardens Inc. of \$0/barrel, to provide and plant the flowers, for a total cost of \$0.00, all voting aye, motion carried.

**CHAMBER EVENTS:** The De Smet Chamber informed the city that they will be doing the Old Settler Days parade, car show and shine, and kid's activities on June 8, 2019 and the rib fest will be held on a later date. The city has budgeted \$4,000.00 for the annual Chamber Events. Motion was made by Slater, seconded by Botkin, to approve spending up to \$4,000.00 for the De Smet Chamber summer activities, all voting aye, motion carried.

**PUBLIC COMMENTS:** Mark Siefkes addressed the council to apologize for speaking when it wasn't during the public comments item of the last council meeting.

**MINUTES:** Motion was made by Bohn, seconded by Slater, to approve the minutes of the March 13, 2019 Regular Meeting with the correction to the payment approved to Bryant Fire Department in the amount of \$1,113.00 was omitted, and the minutes of the March 18, 2019 Equalization Meeting, all voting aye, motion carried.

**CLAIMS:** Motion by Hansen, seconded by Cavanaugh, to approve payment of the claims as presented, upon roll call vote, voting aye was: Slater, Whitaker, Cavanaugh, Hansen, Botkin, and Bohn. Voting nay was: none. Motion carried.

The claims are as follows: PAYROLL \$31,224.59; OASI Benefit 2,388.66; Aflac, ins. premium 226.72; Dearborn National, life insurance 105.60; Farm Bureau Bank, health savings 875.00; Delta Dental of South Dakota 415.84; VSP 191.54; Wellmark Blue Cross Blue Shield, health insurance premium 5,982.48; SDRS, retirement benefit 3,493.58; Mediacom, utilities 69.21; American Bank & Trust, capital project loan principal 3,400.00; American Trust Insurance, recreation insurance 350.00; Amy Troutner, event center refund 30.00; Avera Occupational Medicine, supplies 68.55; Avid Hawk LLC, web site fee 35.00; Building Sprinkler, Inc., hospital repairs & maintenance 475.00; Center Point Large Print, supplies 29.21; Century Link, utilities 535.99; City of De Smet, petty cash 46.24; City of De Smet, utilities 286.00; Connecting Point, repairs & maintenance, 180.00; Cook's Wastepaper & Recycling, residential garbage collection 6,122.78; Core & Main, supplies 177.44; Dakota Supply Group, equipment 1,465.00; De Smet Trustworthy Hardware, supplies 57.92; De Smet Trustworthy Hardware, supplies 12.99; Denae Ward, event center refund 30.00; Dept. of Revenue, water labs 15.00; The De Smet News, publishing, 592.01; The De Smet News, library publishing & supplies 109.65; Hali-Brite, Inc., repair 147.72; Hawkins, Inc., chemicals 2,466.14; Heartland Paper Company, supplies 484.96; Josh Roth, event center deposit refund 10.00; Kingsbury Electric Cooperative, repairs & maintenance 570.91; Kingsbury Electric Cooperative, maintenance contract 220.00; Kingsbury County Auditor, law enforcement contract 6,283.33; Kingsbury Electric Cooperative, utilities 483.72; LIW Society, event center refund 50.00; Lyle Signs, Inc., supplies 177.00; Maynard's De Smet, supplies 33.02; Michelle Collier, event center refund 30.00; Micro Marketing LLC, supplies 685.60; Napa De Smet, supplies 24.99; Northwestern, utilities 1,400.02; O'Keefe Implement, Inc., supplies, repairs & maintenance, 329.01; Office Peeps, Inc., equipment and supplies 1,039.42; Ottertail, utilities 6,545.49; Postmaster, supplies 175.00; Potomac Aviation Technology, repair & maintenance 300.00; Reader Service, supplies, 36.66; Reed Inc., debt service payment 1,448.41; Reed Inc., debt service payment 690.58; Reed Inc., debt service payment, 2,500.00; Reminisce, supplies 19.98; Rich's Gas & Service, fuel & supplies, 2,636.70; Robin Gigov, event center refund 30.00; Scott Mausback, event center refund 30.00; Share Corp., supplies & chemicals 3,532.75; Smith's Lumber, supplies 19.95; Spencer Quarries/Commercial Asphalt, repairs & maintenance 767.20; State of South Dakota, utilities 10.00; The Pioneer Woman, supplies 18.00; Tracey Larson, reimburse for supplies 58.56; US Bank, loan principal & interest 2,666.22; Mediacom, utilities 73.10; SD Department of Revenue, sanitation sales tax 418.84; Mediacom, utilities 259.34; Visa, airport internet 66.94; Helms & Associates, airport taxilane expansion project 366.32; Helms & Associates, airport turnarounds project 991.40; SD Governmental Finance Officers' Assoc., mtg. registration fee 75.00; and SD Governmental Human Resource Assoc., mtg. registration fee 50.00.

**SPECIAL MEETING:** Motion was made by Cavanaugh, seconded by Slater, to approve scheduling a special meeting on Wednesday, May 1, 2019 at 5:00 at City Hall to review proposals submitted for an off-sale liquor

license, all voted aye, motion carried. A notice of the available off-sale license will be published in the legal paper and copies of the notice will be mailed to the current liquor license holders.

**ELECTRONICS COLLECTION AND RUS FREE DUMPING DATES:** Motion was made by Hansen, seconded by Slater, to approve the electronics collection date on Friday, May 10, 2019 from 7:30 AM - 6:00 PM, all voting aye, motion carried. Motion was made by Slater, seconded by Whitaker, to approve the free dumping dates at the Restricted Use Site as follows: Tuesdays - May 7<sup>th</sup> & 14<sup>th</sup> - 6:00 PM - 8:00 PM and Saturdays - May 11<sup>th</sup> & May 18<sup>th</sup> - 10:00 AM - 3:00 PM weather permitting, all voting aye, motion carried.

**STREETS/RUS/AIRPORT:** Ryan Petersen, Supt. of Streets/RUS/Airport, met with the council to discuss additional electric information at the airport, opening up the intersections more after the snow storm and leaving the remaining windrow of the snow on the street to melt. A quote to do additional survey & engineering evaluation from Clark Engineering in the amount of \$4,250.00 was discussed. Motion was made by Slater, seconded by Hansen, to approve the additional survey and engineering evaluation on Wilder Lane in the amount of \$4,250.00 with Clark Engineering, upon roll call vote, voting aye was: Salter, Whitaker, Hansen, Botkin, and Bohn. Voting nay was: Cavanaugh. Motion carried.

**EVENT CENTER CONCESSION STAND:** There have been various organizations that have inquired about renting the concession stand at the Event Center for various activities. There has not been a rental rate established for the concession stand at this time. A rental rate recommendation was presented to the council. Motion was made by Slater, seconded by Cavanaugh, to approve the rental rates for the Event Center concession stand as follows: 501c organization or an individual/group for a school fundraiser activity - Deposit \$50.00, and rent \$15.00 per event or \$50.00 for the seasonal event; Individuals or organizations that are not 501c - Deposit \$50.00, and rent \$30.00 per event or \$100.00 for the seasonal event, all voting aye, motion carried.

**PERSONNEL:** Motion was made by Slater, seconded by Cavanaugh, to approve Mayor Wolkow and FO Larson to offer an hourly wage for the Buildings/Park/Pool Supt. position based upon the step and grade rates, all voting aye, motion carried. Motion was made by Slater, seconded by Cavanaugh, to decline the applications for the part-time Event Center custodian and to re-advertise for the position, all voted aye, motion carried.

**AIRPORT PAYMENTS:** Motion was made by Hansen, seconded by Cavanaugh, to approve pay request #13 in the amounts of \$366.32 to Helms & Associates for taxilane project planning, design, and engineering fees, and pay request #2 in the amount of \$991.40 to Helms & Associates for the turnarounds, all voting aye, motion carried. These airport project expenses will be reimbursed by 95% from grant funding.

**SUPPLUS PROPERTY:** Motion was made by Cavanaugh, seconded by Slater, to approve declaring the following property as surplus to be disposed of at the Electronic Collection: 1 - HP Color Laser jet C02025 printer, all voting aye, motion carried.

**CONFERENCE:** Motion by Botkin, seconded by Whitaker to approve FO Tracey Larson to attend the Finance Officers and Human Resources School, in Pierre on June 11th - 14<sup>th</sup>, all voting aye, motion carried.

**FINANCIAL REPORT:** Motion was made by Hansen, seconded Whitaker, to approve the March 2019 Cash Balances Report as presented by the Finance Officer, all voting aye, motion carried.

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

**OTHER:** Other non-action items of discussion were as follows: 1) the March law enforcement report; 2) adding an airport advisory board; 3) cars parked on the street during snow removal; 4) the Event Center building loan that comes due in May; and 5) meeting with the De Smet Foundation Board at the May 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 as follows: Head Librarian Mary Purinton \$19.85/ hour and Assistant Librarian Jenny Todd \$13.50/hour effective February 1, 2019, Office Help Barb Hansen \$10.50/hour effective March 1, 2019.

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Gary Wolkow, Mayor

ATTEST:

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Tracey Larson, Finance Officer

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