

REGULAR MEETING DE SMET COMMON COUNCIL  
January 13, 2021

The De Smet Common Council met in regular session on January 13, 2021, at 5:00 p.m., with the following present: Council members Bret Jensen, Pam Spader, George Cavanaugh, Shon Asleson, Jay Slater, Council President Lowell Hansen, Finance Officer Tracey Larson, and City Attorney Todd Wilkinson. Mayor Gary Wolkow arrived later. absent: none.

President Hansen called the meeting to order at 5:00 PM.

**ANNOUNCEMENTS:** President Hansen asked anyone attending the meeting by phone or video conference to please mute their devices.

**PLEDGE OF ALLEGIANCE:** The meeting was started with the council and those from the public reciting the Pledge of Allegiance.

**MINUTES:** Motion was made by Cavanaugh, seconded by Jensen, to approve the minutes of the December 13, 2020 Regular Meeting and December 30, 2020 Special Meeting, all voting aye, motion carried.

**CLAIMS:** Motion by Cavanaugh, seconded by Asleson, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$36,192.82; OASI Benefit 2,768.75; Aflac, ins. premium 280.95; Dearborn National, life insurance 140.80; Delta Dental of South Dakota 360.44; VSP 190.96; The Health Pool of SD, health insurance premium 6,624.73; SDRS, retirement benefit 4,247.98; Mediacom, utilities 111.99; American Trust Insurance, insurance premium 43,301.00; Building Sprinkler, repairs & maintenance 250.00; Century Link, utilities 540.67; City of De Smet, supplies 17.15; City of De Smet, utilities 329.74; Cook's Wastepaper & Recycling, city garbage services 264.25; Cook's Wastepaper & Recycling, repairs & maintenance 6,631.13; Coreline, LLC, sewer repairs & maintenance 4,081.64; De Smet Community Foundation, contribution to event center audio project 10,000.00; DENR Fiscal Management Program, annual dues 50.00; Dustin Olson, event center deposit refund 50.00; Hawkins, Inc., water chemicals 20.00; Innovative Office Solutions, supplies 210.60; Kingsbury Electric Cooperative, repairs & maintenance 220.00; Kingsbury County Auditor, law enforcement contract 6,283.33; Kingsbury Electric Cooperative utilities 192.13; Kristy Hubbard, supplies 69.99; Maggie Sprang, event center deposit refund 30.00; Maynard's, supplies 40.48; Micro Marketing LLC, library supplies 180.65; Midwest Glass LLC, hospital repairs & maintenance 12,459.00; Northwestern Energy, utilities 646.86; O'Keefe Implement, Inc., repairs & maintenance 58.35; Office Peeps, Inc., library supplies 69.38; Office Peeps, Inc. supplies 220.82; Ottertail, utilities 5,548.99; Pioneer Research Corp., chemicals 519.65; Postmaster, supplies 175.00; Reader Service, library supplies 18.33; Reed, Inc., debt service payment 690.58; Reed, debt

service payment 2,500.00; Richard Stoddard, supplies 28.08; Scott Palmlund, repairs & maintenance 250.00; SD Airport Management Assoc., annual dues 25.00; SD Dept. of Revenue, sales tax 288.61; SD Dept. of Revenue, sanitation sales tax 452.37; SD Governmental HR Assoc., annual dues 25.00; SD Governmental F Assoc., annual dues 40.00; SDML Worker's Compensation, insurance premium 10,646.00; US Bank, water loan principal & interest 2,666.22; Vernon Manufacturing, repairs & maintenance 50.00; Watertown Bridal Fair, registration 125.00; Wilkinson & Schumacher Law, event center deposit refund 50.00; Mediacom, utilities 487.46; Mediacom, utilities 108.20; SD Municipal Street Maintenance, annual dues 35.00; SD Municipal League, annual dues 1,273.68; Visa, utilities and supplies 1,845.67.

**RESOLUTION 2020-1:** At the June 10, 2020 Regular Council meeting, the council approved amending Resolution 2020-1 to allow establishments to open to 50% of building capacity at a time for on-premise consumption of food/beverage excluding employees, with six (6) feet social distancing between people, businesses being responsible to monitor their establishment, to be effective June 11, 2020, with no additional special meetings to be held unless drastic changes happen with the number of COVID-19 cases. Motion was made by Cavanaugh, seconded by Asleson, to approve extending the current Resolution 2020- until February 10, 2021, four voting aye, one voting nay, motion carried.

**TAX ABATEMENT:** A letter was presented from the Kingsbury County Director of Equalization, requesting a tax abatement on property legally described as N2 of Lot 16 and all of Lot 17, Block 3, Original Plat, De Smet City, Kingsbury County, South Dakota in the amount of \$1,079.90. The reason for the request was the property was amended to centrally assessed and neither the Department of Revenue or the Kingsbury Director of Equalization were notified of the change. Motion was made by Slater, seconded by Spader, to approve of the tax abatement in the amount of \$1,079.90 for property legally described as N2 of Lot 16 and all of Lot 17, Block 3, Original Plat, De Smet City, Kingsbury County, South Dakota, all voting aye, motion carried.

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

**PUBLIC COMMENTS:** None.

**FIRE DEPARTMENT:** Motion was made by Asleson, seconded by Slater, to approve the De Smet Volunteer Fire Department applying for grant funding to FEMA for a radio base, and applying for a grant to Assistance to Fire Fighters for the handheld radios, all voting aye, motion carried.

**INSURANCE:** A quote in the amount of \$2,500.00 to insure the artwork at the Library was verified by Brian Bindert with American Trust Insurance as presented as the December 30, 2020 special meeting. Motion was made by Slater, seconded by Jensen, to approve adding the

insurance in the amount of \$2,500.00 for the artwork on display at the library, all voted aye, motion carried.

**FIRST READING TO SUPPLEMENT THE 2021 EXPENDITURE BUDGET:** With the contribution for the Event Center Audio project and re-allocation of where the Development Corporation Annual contributions will be paid from, it is necessary to amend the 2021 Appropriation Ordinance to reflect the change and increase. Motion was made by Cavanaugh, seconded by Spader, to approve the first reading to approve Ordinance No. IV-221 to supplement the 2021 budget, four voted aye, one voted nay, motion carried.

**ZONING:** Motion was made by Slater, seconded by Jensen, to approve the first reading to amend Zoning Ordinance VII-8, Chapter 2.05 "R-1" Section 2.05.01 Permitted Uses, to amend 1. to include Duplexes, all voting aye, motion carried.

**IRRIGATION CONTRACT:** Motion was made by Cavanaugh, seconded by Jensen, to approve the 2021 irrigation contract with Mack Landscaping for the Spring start-up and Winterization in the amount of \$235.00 each season, all voted aye, motion carried.

**SURPLUS PROPERTY:** Motion was made by Cavanaugh, seconded by Asleson, to approve declaring a four-seat office seat/bench as surplus property to be disposed of at the De Smet Rubble Site, all voted aye, motion carried.

**EXECUTIVE SESSION:** Motion was made by Slater, seconded by Cavanaugh, to approve going into executive session at 5:21 pm to discuss contract negotiations and personnel policy, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 6:23 pm.

**EMPLOYEE COVID POLICY:** With the on-going coronavirus, motion was made by Slater, seconded by Cavanaugh, to approve extending the COVID Employee Policy through March, 31, 2021, all voted aye, motion carried.

**WATER AND WASTEWATER:** Richard Stoddard, Water & Wastewater Supt. informed the council that the sewer main on 1<sup>st</sup> St. from Calumet to Joliet will need to be relined in the future; there has been a problem with masks being flushed into the sewer lines; and the quarterly water reports have been submitted.

**FINANCIAL REPORTS:** Motion was made by Hansen, seconded Slater, to approve the December 2020 Cash Balances Report as presented by the Finance Officer, all voted aye, motion carried.

**OVERTIME:** Motion by Asleson, seconded by Slater, 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) nuisance properties; 3) election updates; and 4) setting a date to interview for the Parks/Building Supt. position

**ADJOURN:** There being no further business the meeting was adjourned on motion by Hansen, seconded by Slater.

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 \$16.43/hour; Supt. of Parks & City Buildings Cole Munger \$20.00/hour; Supt. of Streets, Ryan Petersen \$23.74/hour; Asst. Streets, Jason Springer \$17.30/hour; Street help Curt Bau \$19.83/hour; Library Director, Mary Purintun \$21.37/hour; Assistant Librarian, Jeanette Todd \$15.04/hour; Supt. of Water & Wastewater, Richard Stoddard \$21.29/hour; Water & Wastewater help Randy Asleson \$26.57/hour; Event Center Custodian/Maintenance Patty Garry \$15.09/hour; all other employees \$11.59/hour; and to set the annual salary for the Finance Officer Tracey Larson at \$5,481.45/mo. and Event Center Director Kristy Hubbard at \$3,674.22/mo. to be effective December 29, 2020, Mayor Gary Wolkow \$375.00/qtr. & \$50.00/reg. & sp. mtgs; Council members Bret Jensen, Lowell Hansen, Pam Spader, George Cavanaugh, Jay Slater, and Shon Asleson \$250.00/qtr. & \$25.00/reg. & sp. mtgs.

---

Gary Wolkow, Mayor

ATTEST:

---

Tracey Larson, Finance Officer

Published once at the approximate cost of \$\_\_\_\_\_