

REGULAR MEETING DE SMET COMMON COUNCIL
October 13, 2021

The De Smet Common Council met in regular session on October 13, 2021, 2021, at 5:00 p.m., with the following present: Council members Cole Munger, Bret Jensen, Pam Spader, Lowell Hansen, George Cavanaugh, Shon Asleson (via speaker phone), Mayor Gary Wolkow, Finance Officer Tracey Larson, and City Attorney Todd Wilkinson. Absent: none.

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: The City of De Smet was awarded the Gold Level for Loss Control/Safety Achievement Award by SD Public Assurance Alliance/SDML Workers' Compensation. The Council thanked Karen Hansen for her work organizing the safety prevention. The City of De Smet was requestee to proclaim November 20, 2021 as Giving Tuesday, to encourage the continued De Smet community generosity and support to others, businesses, and organizations. Mayor Wolkow issued the following proclamation:

GivingTuesday 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 30, 2021 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 13th day of October, 2021.

Gary Wolkow, MAYOR

MINUTES: Motion was made by Spader, seconded by Cavanaugh, to approve the minutes of the September 8, 2021 Regular Meeting and the September 22, 2021 Special Meeting as previously corrected, all voting aye, motion carried.

CLAIMS: Motion by Cavanaugh, seconded by Jensen, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$35,581.99; OASI Benefit 2,722.01; Aflac, ins. premium 275.00; Dearborn National, life insurance 140.80; Delta Dental of South Dakota 368.40; VSP 190.96; The Health Pool of SD, health insurance premium 8,007.59; SDRS, retirement benefit 4,264.58; American Fence Company, airport repair & maintenance 510.20; Avera Occupational Medicine, supplies 71.00; Avid Hawk LLC, monthly web site fee 35.00; Barbara Paulson, meter deposit refund 125.00; Broderick Poppinga, meter deposit refund 125.00; Caury Hofer, deposit refund 355.00; Center Point Large Print, supplies 29.21; Century Link, utilities 69.17; City of De Smet, supplies 45.28; City of De Smet, utilities 465.40; Connecting Point, repairs & maintenance & off-site back-up 55.00; Cook's Wastepaper & Recycling, residential garbage 6,596.12; Dakota Portable Toilets, Inc., repairs & maintenance 225.00; De Smet Community Foundation, deposit refund 50.00; De Smet Trustworthy Hardware, supplies 89.19; Delton Wiebe, deposit refund 50.00; Demco, supplies 309.61; DENR, test fee 60.00; Department of Health, water labs 28.00; Dustin Sik, deposit refund replacement check 325.00; George Cavanaugh, deposit refund 425.00; Grant and Williams, Inc., audit fees 6,182.64; Hawkins, Inc., chemicals 2,571.67; Karla Cleveland, deposit refund 275.00; Kingsbury Electric Cooperative, repairs & maintenance 220.00; Kingsbury Electric Cooperative, supplies, repairs & maintenance 521.05; Kingsbury County Auditor, law enforcement contract 6,283.33; Kingsbury Electric Cooperative utilities 152.03; Kingsbury Journal, publishing 22.40; Kingsbury Journal, publishing 967.31; Kristy Hubbard, supplies 31.96; Lyle Signs, supplies 23.00; M & T Fire and Safety, bunker gear 23,075.00; Madison Birkel, deposit refund 50.00; Mark & Lisa Cleveland, deposit refund 100.00; Maynard's, supplies 107.24; Michael Todd & Company, Inc., repairs & maintenance 366.78; Micro Marketing LLC, supplies 277.49; Midwest, repairs 3,695.00; Napa, repairs & maintenance 39.99; Northwestern, utilities 118.82; O'Keefe Implement, Inc., supplies, repairs & maintenance 567.05; Office Peeps, Inc., supplies 142.18; Office Peeps, Inc., supplies 328.37; Ottertail, utilities 4,458.54; Pam Spader, travel & conference 437.92; Postmaster, supplies 258.00;

Prevention, supplies 48.00; Rich's, fuel 1,561.06; Richard Stoddard, repairs, travel & conference 181.47; Savanna Fonkert, deposit refund 10.00; SD Dept. of Revenue, sanitation sales tax 449.81; Share Corp, chemicals & supplies 4,077.33; Smith's Lumber, supplies 219.98; The Main Stop, fuel & supplies 259.93; Tracey Larson, travel & conference 458.08; US Bank, water loan 2,666.22; Valley Fibercom, utilities 430.42; Ward's, supplies 27.50; Zep Sales & Service, supplies 216.19; Foester Testing Limited, water project 500.00; Helms & Associates, turnaround project 3,461.84; J & J Earth Works, Inc., turnarounds project 58,647.25. Mediacom, utilities 84.20; REED, INC., final debt service pmt. 625.58.

BUILDING PERMITS: Motion was made by Munger, seconded by Hansen, to approve the building permit application submitted by Randy Asleson for a privacy fence, all voting aye, motion carried.

SPECIAL LIQUOR LICENSE: Two requests for special liquor licenses have been requested as follows: De Smet Volunteer Fire Department has requested two special liquor licenses for events to be held at the De Smet Event Center on November 6, 2021 from 4:00 PM to 10:00 PM, and on November 27, 2021 from 4:00 PM to 12:00 AM; Motion was made by Cavanaugh, seconded by Spader, to approve the two special liquor licenses for the De Smet Volunteer Fire Department for events to be held at the De Smet Event Center on November 6, 2021 from 4:00 PM to 10:00 PM, and on November 27, 2021 from 4:00 PM to 12:00 AM, all voting aye, motion carried.

WATER & WASTEWATER DEVELOPMENT: At two previous council meetings, the council has reviewed and discussed possible corrections to two water and wastewater service lines that run through another residential structure that are not up to code, and extending utility services for a new residential structure on Brewster. Shane Waterman, Engineer for IMEG had been contacted in regard to expanding the water and wastewater mains for a cost estimate. The cost estimate to extend the water main and wastewater main from HWY 25 to Sherwood Ave. was \$110,000.00. Extending the two utility mains an addition block from Sherwood Ave. to Ingalls Ave. would be an additional \$65,000.00. Installation of water and wastewater mains from Front Street to Brewster Street were estimated to cost \$65,000.00. Water & Wastewater Supt. Stoddard has also contacted four various contractors for an estimate to extend the two mains and is waiting for the estimates. This area of De Smet has been identified in previous plans as areas that need utility expansions if there were to be new development. The council asked the patrons attending the meeting in regard to the water and wastewater expansion to come to City Hall and identify on a map where they were interested in building and when, and the map will be given to the engineer for better estimates.

JIM SIVER: Jim Siver requested permission to connect a private wastewater service line for his new residence to another private wastewater service line. Siver stated if the wastewater main was

installed along Brewster, he would then connect to the main utility line at that time. Attorney Wilkinson explained that granting permission to connect to another private wastewater service line creates an identical situation as across the street with two other residents and it would not be up to State Plumbing Code. No action was taken.

PUBLIC COMMENTS: Roberta Elkins, Tony & Dawn Halverson, Jodi & Troy Halverson, and Kathy & Dave Heller expressed their concerns regarding the unkempt conditions, unlicensed and inoperative vehicles located at another property near their residences. The Sheriff Office will be contacted again about ticketing the unlicensed/inoperative vehicles and other cleanup information will be given to the City Attorney for further action.

WATER LOOPING PROJECT/MAIN STREET: Shane Waterman, Engineer with IMEG reported that he had met with the representative from SD DANR for a final review of the water looping project. Pictures were taken and final list will be completed. Waterman has been working with the contractor to finalize material quantities for final billing and asked the council to consider compensation to the contractor for a service call back to De Smet to uncover an area of the project for further inspection. The line was repaired correctly, is still in place, and was not at the fault of the contractor.

Survey work has recently begun on Main Street. Documentation will be noted for challenge areas, drainage, and handicap accessibility. Application timelines were reviewed and public meetings will be held for questions and input.

DE SMET DEVELOPMENT COORIDNATORS REPORT: Rita Anderson, De Smet Development Coordinator reported that a committee is still working on a Hwy 14 trails project grant applications. Anderson reported that De Smet has been selected as One of Ten Best USA Today Best Small Historic Towns in the USA and encouraged people to keep voting for De Smet; De Smet was featured in the Pioneer Woman Magazine that current has 5 million followers on Facebook; the Rooster Rush Campaign will be held the weekend of October 22nd 23rd, and 24th with Fields Fish & Bait Shop holding their open house; The Kingsbury Area Transit is organizing a mystery dinner theater to raise funds for a new transit bus/van; and the Master Plan Task Force will be meeting again.

AIRPORT LOT LEASE AGREEMENTS: Motion was made by Hansen, seconded by Munger to approve amending the airport lot lease agreement length of lease term from three (3) years to 25 years, all voting aye, motion carried.

STREETS/AIRPORT: Street/Airport Supt. Ryan Petersen reported that the final inspection of the Airport Turnarounds Project had been completed. Most items on the final list have been completed but there are a couple areas that need to be seeded better. An inspection of the RUS has been completed by SD DANR. The inspection identified a few items such as railroad ties, tv, and vcr that had been dumped

without authorization and have been removed already. The tree pile has been chipped and removed, and the scrap metal has also been removed. Two street speed boards have been sent in for repair at an estimated cost of \$2,544.00 to fix both; Street Assistant Halverson will be sweeping streets; Supt. Petersen will be blading alleys; and street lights to be repaired have been called in. The council reminded Supt. Petersen that trees need to be trimmed away around corners and street signs.

Asleson disconnected at this time.

AUDIT REVIEWS: The Council was presented the audit reviews from Grant & Williams for years 2016, 2017, 2018, and 2019. The audits have been submitted to the State and have been approved. Motion was made by Hansen, seconded by Jensen, to approve the 2016, 2017, 2018, and 2019 audit reports submitted by Grant and Williams, all voting aye, motion carried.

2020 AUDIT: A letter of engagement to complete the 2020 audit from Grand and Willimas, Inc. in the amount not to exceed \$14,200.00 for the 2020 audit plus \$135.00 per hour for GASB 68. Motion was made by Cavanaugh, seconded by Spader, to approve the engagement contract with Grant and Williams, Inc., for the 2020 audit, all voting aye, motion carried.

FIRST READING OF ORDINANCE NO. 1-3, Chapter 1-3, ENTITLED: SALARIES OF OFFICERS: Motion was made by Cavanaugh, seconded by Spader, to approve the first reading of Ordinance No. 1-3C amending Salaries of Officers of the Municipal Code, to amend the rate of council member meeting pay from \$50.00 per regular or special meeting attended to \$60.00 per meeting attended and quarterly pay from \$250.00 to \$300.00; amend the mayor meeting pay from \$75.00 per regular or special meeting attended to \$85.00 per regular and special meeting attended and quarterly pay from \$375.00 to \$500.00; to add a quarterly rate of pay in amount of \$100.00 per quarter for the zoning officers; and to amend the quarterly payment date to the last working day of the quarter, all voting aye, motion carried.

ICE RINK: Kristy Hubbard, representing the Wellness Coalition, met with the council to present survey information from people who responded to installing an ice-skating rink. The liner and straw bales would be purchased by the Health Coalition, approximately 40 pairs of skates would be available to use, and a hockey net would also be available to borrow. Event Center Director Hubbard will monitor the lights and turn them off at 7:00 when the Event Center closes. Motion was made by Jensen, seconded by Munger, to approve the Health Coalition installing an ice-skating rink on the small softball field, all voting aye, motion carried.

PROJECT PAYMENTS: Motion was made by Hansen, seconded by Cavanaugh, to approve pay request #13 in the amount of \$3,461.84 to Helms & Associates for the airport turnaround's project; pay request #4 in the

amount of \$58,647.25 to J & J Earth Works for the airport turnaround's project; and \$500.00 to Foerster Testing Limited for the water looping project; all voted aye, motion carried. The airport project expenses will be reimbursed by 100% from grant funding.

SPECIAL MEETING: Motion was made by Cavanaugh, seconded by Jensen, to approve scheduling a special meeting on Wednesday, October 20, 2021 at 5:00 PM at the City Hall to work on the zoning ordinance update, all voting aye, motion carried.

FINANCIAL REPORTS: Motion was made by Cavanaugh, seconded Hansen, to approve the September 2021 Cash Balances Report as presented by the Finance Officer, all voted aye, motion carried.

OVERTIME: Motion by Spader, seconded by Cavanaugh to approve the overtime hours for the month of September as presented, all voted aye, motion carried.

OTHER: Other non-action items of discussion were as follows: 1) the September law enforcement report; 2) property reviews; 3) and a procedure policy if a backhoe is purchased.

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: Ryan Petersen, Street Supt. \$24.14/hour; Josh Halverson, Assistant Street Supt. \$17.12/hour effective October 1, 2021.

Gary Wolkow, Mayor

ATTEST:

Tracey Larson, Finance Officer

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