

**REGULAR MEETING    DE SMET COMMON COUNCIL**  
**August 10, 2016**

The De Smet Common Council met in regular session on August 13, 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, and City Attorney Todd Wilkinson. Also present: DFO Pam Fox, Event Center Dir. Kristy Hubbard, and Street Supt. Ryan Petersen. Absent: none.

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

**ANNOUNCEMENTS:** The Museum Board thanked the city council and city guys for getting the museum sign done and installed.

**MINUTES:** Motion was made by Currier, seconded by Whitaker, to approve the minutes of the July 13, 2016 Regular meeting, July 22, 2016 Special meeting, all voting aye, motion carried.

**CLAIMS:** Motion by Whitaker, seconded by Jensen, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$45,683.44; OASI Benefit 3,494.74; Aflac, ins. premium 278.81; Dearborn National, life insurance 140.80; Farm Bureau Bank, health savings 875.00; Delta Dental of South Dakota 394.06; VSP 173.63; Wellmark Blue Cross Blue Shield, health insurance premium 5,307.37; SDRS, retirement benefit 3,791.44; Asphalt Paving & Materials, repairs 410.97; Avid Hawk, LLC website; 1385.00; Baete-Forseth HVAC, event center repairs 733.56; Baker & Taylor, books 359.24; Bau Plumbing & Heating, clinic repairs 1,067.13; Booklist, library 159.50; Center Point Large Print, library 28.46; Century Link, utilities 554.98; Christian Small, refund 10.00; Nine & Dine, meter deposit refund; 75.00; City of De Smet, postage 28.90; Clark Engineering; repairs 1,900.00; Connecting Point, repairs 35.00; Cooks Wastepaper & Recycling, contract 10,694.81; Cowboy Country Store, fuel 604.92; Cycle America, event center refund 275.00; De Smet Development Corp., economic development 1,500.00; De Smet Trustworthy Hardware, supplies 423.06; Del Trebil, meter deposit refund; 75.00; Delmar Bowes, water meter deposit 67.97; Department of Revenue, maintenance 115.00; Derek Hoefert, key deposit refund 10.00; De Smet News, publishing 649.29; De Smet Community Foundation, contribution 10,000.00; De Smet Postmaster, supplies 136.00; Environmental Equipment & Services, Inc., supplies 491.48; First District Assoc., event center deposit refund., 50.00; Gale Anderson, event center deposit refund 305.00; Good Old Days, library 44.97; Hawkins, supplies 5,887.79; Jean Wilkinson, event center deposit refund 50.00; Julie Baszler Piano Studio, event center deposit refund 30.00; Julie Coughlin, key deposit refund 10.00; Kingsbury Electric Cooperative, repairs 122.44; Kingsbury Electric, maintenance contract 220.00; Kingsbury County Auditor, law enforcement 6,283.33; Kingsbury Electric Coop. utilities 225.30; LG Everist, Inc., supplies 2,901.14; Lamar Koistinen, meter deposit refund 75.00; Legend Seeds, event center deposit refund 525.00; Lyle Signs, event center deposit refund 275.00; Mediacom, utilities 54.95; Maynard's supplies 71.40; Maynards,

supplies pool 510.48; Micro Marketing, books 139.27; Midwest Glass, LLC repairs 184.18; Napa, supplies 55.93; Northwest Pipe Fittings, repairs 154.17; Northwestern, utilities 91.31; O'Keefe Implement, repairs 24.38; Office Peeps, Inc., library supplies 65.39; Office Peeps, Inc. supplies 169.49; Parents, library 7.99; People, library 116.07; Reader Service, library 17.22; REED, Inc., debt service 1,448.41; REED, Inc., debt service 2,357.25; REED, Inc., debt service 2,500.00; SD Dept of Revenue, sanitation sales tax 730.71; Rich's Gas & Service, supplies 564.14; Roadway Services, Inc., repairs 22,995.84; SD Library Association, travel/registration 230.00; SD Southeast Tourism Assoc., marketing 1,419.00; SD Southeast Tourism Assoc., marketing 225.00; SDWWA, water/sewer travel/conference 120.00; Share Corp., chemicals 2,754.85; Sioux Falls Two Way Radio, repairs/supplies 779.91; State of South Dakota, utilities 8.07; The Main Stop, fuel 39.00; Theresa Jung, event center deposit refund 275.00; American Bank & Trust, interest 3,429.62; Mediacom, utilities event center 247.36; Ottertail Power Co., utilities 5,173.13; Visa, utilities 66.94;

**CITIZEN COMMENTS:** Jim Siver met with the council to express his concerns regarding the need to blade two streets, an intersection that is difficult to see around due to overgrowth of bushes, and spraying the weeds along Brewster Street and Sherwood Ave. Siver also added that the dust has increased with more traffic on these streets. Street Supt. Petersen will look at the streets discussed and take care of blading and spraying. The City will also look into the cost to spray a dust control product to see if it can be added into the 2017 budget.

**LIQUOR LICENSE/OPERATING AGREEMENT TRANSFER:** This being the date and time set for the hearing of the transfer of the Nine & Dine on-sale liquor and off-sale malt beverage licenses and Operating Agreement from F.B. Inc. (Roberta Elkins) to Chan Clarey dba Kingsbury Club House appearing in favor of said transfer and no one appearing in opposition, motion was made by Currier, seconded by Botkin, to approve the transfer of the Nine & Dine on-sale liquor and off-sale malt beverage licenses and Operating Agreement from F.B. Inc. (Roberta Elkins) to Chan Clarey dba Kingsbury Club House, all voting aye, motion carried.

**SPECIAL LIQUOR LICENSES:** The De Smet Fire Department requested a special liquor license for an event to be held at 705 Wilder Lane on September 10, 2016 from 5:00 PM to 12:00 AM. Gary Wiggins, owner of the Dugout requested a special liquor license for an event to be held at 705 Wilder Lane on August 20, 2016 from 12:00 PM to 1:00 AM. Motion was made by Hansen, seconded by Whitaker, to approve a special liquor license for the De Smet Fire Department for an event to be held at 705 Wilder Lane on September 10, 2016 from 5:00 PM to 12:00 AM and a special liquor license for Gary Wiggins, owner of the Dugout for an event to be held at 705 Wilder Lane on August 20, 2016 from 12:00 PM to 1:00 AM, all voting aye, motion carried.

**AIRPORT IMPROVEMENTS PROJECT:** Bids for an airport improvement project consisting of paving the airport access road, paving the parking lot, and installing an electronic key card opener to the existing gate were opened on August 2, 2016 at 1:00 pm at City Hall. Bid results were presented to the council as follows: Halme, Inc., Bryant, SD \$325,187.00; Bowes Construction, Brookings, SD \$280,114.25; and J&J Earthworks, Inc., Milbank, SD \$293,528.30. The council reviewed the Engineer's recommendation of award for the airport improvement project. Motion was made by Cavanaugh, seconded by Jensen to accept the lowest bid in the amount of \$280,114.25 to Bowe Construction, Brookings, SD for an airport improvement project consisting of paving the airport access road, paving the parking lot, and installing an electronic key card opener to the existing gate, all voting aye, motion carried. An Agreement for Professional Services from Helms Engineering for the proposed airport improvement project in the amount of \$58,710.00 was reviewed by the council. Motion was made by Currier, seconded by Whitaker to authorize the Mayor to sign the Agreement for Professional Services with Helms & Associates Inc. in the amount of \$58,710.00, all voting aye, motion carried.

**STREETS:** Street Supt. Petersen presented an estimate in the amount of \$4,500 to include street patching to repair another area of street that is located west of the hospital. Motion was made by Hansen, seconded by Cavanaugh, to approve the additional street patching, all voting aye, motion carried.

**SECOND READING TO AMEND GARBAGE RATES:** Motion was made by Currier, seconded by Cavanaugh to approve the second reading to amend Ordinance No. VIII-2GA, Collection of Solid Waste, Section VII-2-3. Standards and Regulations, increasing the residential garbage rates as follows: 2 month Regular Garbage rate \$31.58 and 2 month Senior Garbage rate \$30.48, all voting aye, motion carried.

#### **ORDINANCE No. VIII-2GA AMENDMENT**

**AN ORDINANCE AMENDING ORDINANCE NO VIII-2GA AS AMENDD,  
ENTITLED AN ORDINANCE FOR THE COLLECTION OF SOLID WASTE WITHIN  
THE CITY OF DE SMET.**

BE IT ORDAINED BY THE CITY OF DE SMET, SOUTH DAKOTA:

That the following Section shall be amended to read as follows:

#### **Section VII-2-3. Standards and Regulations**

- a. All persons residing in a single family dwelling shall be billed for the garbage collection services provided for in this ordinance by the City of De Smet. The charges for collection services shall be as follows:
  - 1) Single residential regular service with one(1)65 or 95 gallon container supplied by contactor: Monthly charge - \$15.79 which shall include a \$1.00 monthly administrative fee to the City of De Smet.

- 2) Special Exception for persons over the age of 65, living alone, or for married person both over the age of 65, living by themselves in a single residential unit: Monthly charge shall be \$15.24 which shall include a \$1.00 monthly administrative fee to the City of De Smet.

This Ordinance shall be effective with the September/October 2016 billing cycle. All other provisions of this ordinance not specifically modified by the amendment shall remain in full force and effect.

**Dated this 10<sup>th</sup> day of August, 2016.**

CITY OF DE SMET

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Mayor - Gary Wolkow

ATTEST:

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Finance Officer - Tracey Larson

Passed First Reading: July 13, 2016

Passed Second Reading: August 10, 2016

Published: August 24, 2016

**BASEBALL FIELD PROJECT:** An update on the baseball field project was given by council members that are on the baseball field project committee. It was reported that the irrigation will be installed by Mack Landscaping after final decisions on the elevation of the field and prep work are completed. The committee will be obtaining prices for fence materials. Motion was made by Cavanaugh, seconded by Botkin, to approve contributing \$10,000.00 of the budgeted funding to the De Smet Community Foundation, all voting aye, motion carried. The City is considering applying for a Land and Water Conservation fund grant to apply to the lights for the new baseball field. Motion was made by Currier, seconded by Whitaker to approve Resolution #2016-3 authorizing the filing of a grant application for baseball lights, all voting aye, motion carried.

Resolution #2016-3

Resolution of Governing Body City of De Smet

WHEREAS, the United States of America and the State of South Dakota have authorized the making of grant from the Land and Water Conservation Fund (LWCF) to public bodies to aid in

financing the acquisition and/ or construction of specific public outdoor recreation projects;

NOW, THEREFORE BE IT RESOLVED:

1. That Gary Wolkow, Mayor is hereby authorized to execute and file an application of behalf of the City of De Smet with the National park Service, U.S. Department of the Interior, through the State of south Dakota, Department of Game, Fish and Parks, division of Parks and Recreation, for an LWCF grant to aid in financing the De Smet Baseball Field Lights project for the City of De Smet, South Dakota and its Environs.
2. That Gary Wolkow, Mayor, is hereby authorized and directed to furnish such information as the above mentioned federal and/or state agencies may reasonably request in connection with the application which is hereby authorized to be filed.
3. That the City of De Smet shall provide a minimum of 50% of the total cost of the project; and will assume all responsibility in the operation and maintenance of the project upon completion of construction, for the reasonable life expectancy of the facility.

Dated this 10<sup>th</sup> day of August, 2016.

City of De Smet

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Mayor - Gary Wolkow

ATTEST:

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Finance Officer - Tracey Larson

**BUILDING PERMITS:** Motion was made by Botkin, seconded by Jensen to approve the building permits submitted by Jeremy Josephson - sign; and Josh & Kim Nelson - fence & garage; all voting aye, motion carried.

**EXECUTIVE SESSION:** Motion by Botkin, seconded by Currier, to go into executive session for the purpose of contract negotiations at 6:17 pm, all voting, motion carried. Mayor Wolkow declared the council out of executive session at 6:53 pm.

**2016 BUDGET SUPPLEMENT:** Due to the emergency repairs need on the south sewer lift in the amount of \$49,800.00, it is necessary to supplement the 2016 Appropriations Ordinance for the emergency repairs. Motion was made by Currier, seconded by Cavanaugh to introduce the first reading of Ordinance IV-207 to supplement the 2016 Appropriations Ordinance, all voting aye, motion carried.

**LIBRARY REPAIRS:** Three quotes have been obtained to replace one of the A/C units at the Library. Quotes received are as follows: Bau Plumbing, De Smet \$4,300.00; Warnes Appliance, De Smet \$3,900.00; and Burnison Plumbing & Heating, Huron \$4,255.93. Motion was made by Cavanaugh, seconded by Whitaker, to accept the quote from Warnes Appliance in the amount of \$3,900.00, all voting aye, motion carried.

**MUSEUM VOLUNTEERS:** Motion was made by Currier, seconded by Cavanaugh, to approve the 2016 Museum Volunteer Staff effective June 1, 2016, Nancy Anderson, Donna Askew, Billie Baird, LaVonne Bjordahl, Jean Colwell, Eileen Goreham, Cathy Gross, Joann Hanson, Jeff Hed, Roxene Helms, Kay Hendricks, Helen Janish, Roxy Jensen, Vivian Kaufman, Sharry Knock, Audrey Lembke, Dolly Montross, Bev Mulder, Diddy Mundhenke, Cheryl Noem, Dorothy Pitman, Ardis Price, Suzanne Roeder, Mavis Stoel, LeAnn Stofforan, Eileen Wolkow, Evelyn Wolkow, Sharon Williams, Will Ward all voting aye.

**EVENT CENTER DIRECTOR:** Dir. Kristy Hubbard updated the council that the Event Center is staying extremely busy; rules for usage of the basketball hoops; enforcing the rules for the Wellness Center; the landscaping around the Event Center is progressing and will be completed by Sept. 2<sup>nd</sup>; the health screening that will be held at the Event Center; and the pool will be closing on August 15<sup>th</sup>.

**DEVELOPMENT COORDINATOR:** Development Coordinator Rita Anderson reported that the concert held on Sunday went wonderfully and many great comments about the center were heard; the Plain Air will be held this weekend and has approximately 60 artist participating; the personalized bricks at the Event Center have been received and there is still room for additional bricks; there have been some regional meeting held at the Event Center; and they are working on funding for a sound system for the main event hall.

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

**FINANCIAL REPORTS & COMMUNITY CENTER FINANCIAL REPORT:** The Council reviewed a financial report on the Community Center project that showed expenses incurred through July 31, 2016 as follows: Architect fees \$174,628.31; Site preparation \$248,364.82; Management fees \$389,419.22; Building Construction \$2,648,379.66; and Administration fees \$15,000.00 for a total project cost paid to date of \$3,475,792.01. Funding sources received to date for the project have been the \$432,551.05 pledged by the city, \$2,072,000.00 from donations made to the De Smet Community Foundation, and \$512,500.00 from the CDBG grant. Motion was made by Jensen, seconded Whitaker to approve the July

2016 Cash **Balances**, the Community Center financial statement as presented by the Finance Officer all voting aye, motion carried. **OTHER:** Other non-action items of discussion were as follows: 1) July law enforcement report; 2) extending the draining between the baseball field and the football complex; 3) the city wide clean-up will be held on August 20<sup>th</sup> ; 4) setting the interview committee for the Event Center Custodian/Maintenance Position; 5) an update on the Main Street Project; 6) and there will be a special meeting will be held on August 24<sup>th</sup> at 5:00 at City Hall. **ADJOURN:** There being no further business the meeting was adjourned on motion by Hansen, seconded by Jensen.

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Gary Wolkow, Mayor

ATTEST:

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Tracey Larson, Finance Officer

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