

REGULAR MEETING DE SMET COMMON COUNCIL  
December 8, 2021

The De Smet Common Council met in regular session on December 8, 2021, at 5:00 p.m., with the following present: Council members Cole Munger, Bret Jensen, Lowell Hansen, George Cavanaugh, Shon Asleson, Mayor Gary Wolkow, Finance Officer Tracey Larson, and City Attorney Todd Wilkinson. Absent: Pam Spader.

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:** Mayor Wolkow thanked Larry and Roxy Jensen for installing the lights on the new Event Center reception desk, and there will be a bi-annual community meeting held on Tuesday, December 14, 2021 at the Oxbow at 7:00 AM and encouraged people to attend this informative meeting.

**MINUTES:** Motion was made by Cavanaugh, seconded by Jensen, to approve the minutes of the November 10, 2021 Regular Meeting minutes, all voting aye, motion carried.

**CLAIMS:** Motion by Cavanaugh, seconded by Munger, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$34,654.23; OASI Benefit 2,651.05; 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 4,076.60; Visa, utilities, supplies & marketing 2,391.79; Abi Vanregenmorter, deposit refund 50.00; Avid Hawk LLC, web site monthly fee 35.00; Bradley Doyle & Lauren Himley, deposit refund 50.00; Butler Machinery Co., repairs & maintenance 1,046.00; Center Point Large Print, supplies 29.21; City of De Smet, utilities 405.64; City of De Smet, supplies 47.75; Connecting Point, repairs & maintenance 220.00; Connecting Point, supplies, repairs & maintenance 55.00; Cook's Wastepaper & Recycling, repairs & maintenance 6,528.11; Dakota Pump, repairs & maintenance 750.00; De Smet Bucks, supplies 1,100.00; De Smet Cemetery, interest 6.47; De Smet Trustworthy Hardware, supplies 69.91; Department of Health, water labs 58.00; Display Sales, supplies 141.00; Efraimson Electric, repairs & maintenance 3,111.57; Halme Inc., repairs & maintenance 3,064.88; Hawkins, Inc., repairs & maintenance, water chemicals 3,671.35; IMEG, repairs & maintenance 10,950.00; Innovative, supplies 168.79; Johnson Sand & Gravel, supplies 1,870.00; Joyce Hitchcock, meter deposit refund 75.00; Kingsbury Electric Cooperative, repairs & maintenance 339.16; Kingsbury Electric Cooperative, repairs & maintenance 220.00; Kingsbury County Auditor, law enforcement contract 6,283.33; Kingsbury Electric Cooperative utilities 164.65; Kingsbury Journal, publishing 13.60; Kingsbury Journal, publishing

285.47; Kristy Hubbard, supplies 32.95; Maynard's, supplies 32.34; Micro Marketing LLC, supplies 419.44; Northwest Pipe Fittings, repairs & maintenance 233.64; Office Peeps, Inc., supplies & computer software, 456.00; Office Peeps, Inc., supplies 518.83; Postmaster, supplies 98.00; Postmaster, supplies 200.00; Ramkota Hotel, lodging 98.00; Reader Service, supplies 18.33; Renae Aughenbaugh, deposit refund 325.00; Rich's, fuel, supplies, repairs & maintenance 688.32; SD Association of Rural Water, annual dues 565.00; SD Dept. of Revenue, sanitation sales tax 445.07; Shannon Small, deposit refund 50.00; Share Corp, chemicals & supplies 2,823.86; Smith's Lumber, supplies 103.23; The Main Stop, fuel 584.40; Valley Fibercom, utilities 432.25; Wessington Springs School District, deposit refund 330.00; Wilder Pass, LLC, debt service 14,539.87; Wilkinson & Schumacher Law, services & fees 3,620.00; Winwater, repairs & maintenance 458.30; Century Link, utilities 68.47; Northwestern, utilities 1,334.32; Ottertail Power Company, utilities 4,709.05; Helms & Associates, airport turnaround project 2,669.87; and IMEG, water looping project 5,850.00.

**BUILDING PERMITS:** Motion was made by Asleson, seconded by Munger, to approve the building permit application submitted by Seth Wallen, residential structure with garage, all voting aye, motion carried.

**SPECIAL LIQUOR LICENSES:** Motion was made by Cavanaugh, seconded by Asleson, to approve three special liquor license applications submitted by Klinkel's III for Jan. 15, 2022 at the Event Center from 5:00 PM to 12:00 AM, Jan. 16 & Jan 30<sup>th</sup>, 2022 at the American Legion Hall from 12:00 PM to 10:00 PM, all voting aye, motion carried.

**PUBLIC COMMENTS:** None.

**INFRASTRUCTURE PROJECTS:** Shane Waterman, Engineer with IMEG reported that the Main Street project will be included with other water and wastewater projects to be submitted to SD DANR on the State Water Plan. The wastewater extension construction will not be started until the spring season. Waterman presented a power point of the existing water and wastewater infrastructure and identified areas that need to be replaced. Waterman reviewed the process to apply for project funding. A meeting will be scheduled for the next week with a committee to prioritize the infrastructure plan.

**WATER LOOPING PROJECT CHANGE ORDER:** Motion was made by Cavanaugh, seconded by Asleson, to approve Change Order #2, increasing the engineering fees by \$5,850.00 and payment of the additional \$5,850.00 engineering fees, all voting aye, motion carried.

**FIRST READING TO AMEND WATER/WASTEWATER RATES:** Finance Officer Larson presented the council two options to amend the water and wastewater rates in order to qualify for grant funding. Water and Wastewater usage rates were last amended in January, 2020. A water surcharge was implemented in January, 2021 for the Water Looping Project SRF loan repayment. Motion was made by Jensen, seconded by Cavanaugh, to approve the first reading to amend Ordinance No. II-2Q, Section II-2-

6. Water Services Hookups and Rates and Ordinance No. II-4N Wastewater Charges, all voting aye, motion carried.

**FIRST READING TO AMEND WATER/WASTEWATER HOOKUP RATES:** Motion was made by Hansen, seconded by Cavanaugh, to approve the first reading to amend Ordinance No. II-2K, Section II-2-6. Water Services Hookups and Rates and Ordinance No. II-3B Sewers, Drains, and Sewage Disposal, Section II-3-4 Building Sewers and Connections, all voting aye, motion carried.

**AIRPORT ENGINEER:** FO Larson reported the Airport Engineer Selection Committee met on November 24, 2021 reviewed the following submitted engineering firm profile: Helms & Associates. Helms & Associates was selected by the committee to serve as the engineer for De Smet Municipal Airport projects in FY2022-2027. Motion was made by Cavanaugh, seconded by Hansen to approve the selection of Helms & Associates to serve as the engineer for De Smet Municipal Airport projects in FY2022-2027, all voting aye, motion carried.

**AIRPORT:** Motion was made by Hansen, seconded by Munger, to approve signing the airport Collateral Assignment of Tenant's (Aughenbaugh) Leasehold Interests, all voting aye, motion carried.

**TEMPORARY EASEMENT:** The SD DOT has requested a temporary easement for the approach entering the De Smet Wilder Field property. The temporary easement would be during the road construction on SD HWY 25 in 2022 and would not alter the airport approach in any way. Motion was made by Cavanaugh, seconded by Asleson, to approve the temporary airport approach easement to the SD DOT during the 2022 construction on SD HWY 25, all voting aye, motion carried.

**EXECUTIVE SESSION:** Motion was made by Asleson, seconded by Munger, to go into executive session at 6:27 PM to discuss personnel, all voting aye. Mayor Gary Wolkow declared the council out of executive session at 6:55 PM.

**PERSONNEL:** Due to current circumstances with employee shortages, motion was made by Cavanaugh, seconded by Asleson, to approve giving the full-time employees a stipend in the amount of \$1,000.00 all voting aye, motion carried.

**HEALTH INSURANCE RENEWAL:** A contract from The Health Pool of South Dakota for employee health insurance with a renewal premium of \$8,407.97/month was reviewed. The new premium would be an increase of 5% to keep the current policy. Motion was made by Cavanaugh, seconded by Hansen, to renew the Plan B health insurance policy for the full-time city employees, to be effective January 1, 2022, all voting aye, motion carried.

**SURPLUS PROPERTY:** Motion was made by Asleson, seconded by Cavanaugh, to approve the presented appraisals for the following surplus items and to approve selling the items on a first come basis: one(1) handicap ramp - \$25.00, four (4) wood chairs with leather cushion seat - \$10.00 each, four (4) wood rounded back chairs - \$10.00 each, and 61 traffic cones - \$1.00 each, all voting aye, motion carried.

**HOSPITAL ROOF INSPECTION CONTRACT:** Motion was made by Hansen, seconded by Cavanaugh, to contract with ARS for two years in the amount of \$600.00 each year to inspect the hospital roof, all voting aye, motion carried.

**FIRST READING TO AMEND WARD AND VOTING PRECINCTS:** Every ten years, the city is required to review the wards and voting precincts to make the voting precincts similar in size. First District Association of Local Governments has reviewed and re-conformed the existing wards to meet the requirements. The amended wards were present to the council. Motion was made by Munger, seconded by Asleson, to approve the First Reading to amend Ordinance No. 1-6 Wards and Voting Precincts, all voting aye, motion carried.

**BUILDINGS & PARKS:** Jason Springer, Supt. of Buildings and Parks, met with the council and informed them the tree stumps in the park had been ground out, the water pumps and sewer lifts have been working well, and he will be getting assistance from the Kingsbury Conservation Office about tree removal in 2022. Springer was thanked by the council for the extra duties he has been doing while the city is short staffed.

**EVENT CENTER RENTAL RATES:** A recommendation to amend the Event Center rental rates were presented from the Event Center Advisory Board. Motion was made by Cavanaugh, seconded by Munger, to approve increasing the Event Hall full day rental rate from \$750.00 to \$950.00, the Meyer Room half day rent from \$50.00 to \$55.00, the Meyer Room full day rent from \$70.00 to \$80.00, the Conference Center West half day rent from \$90.00 to \$95.00, the Conference Center West full day rent from \$120.00 to \$130.00, the Theater half day rent from \$105.00 to \$110.00, and the Theater full day rent from \$170.00 to \$180.00, all voting aye, motion carried.

**PROJECT PAYMENTS:** Motion was made by Hansen, seconded by Asleson, to approve pay request #15 in the amount of \$2,669.87 to Helms & Associates for the turnaround's project, all voted aye, motion carried. The airport project expenses will be reimbursed by 100% from grant funding.

**CONFERENCES:** Motion was made by Asleson, seconded by Hansen, to approve Jason Springer attending the SD Rural Water Technical Conference in Pierre, SD, January 11-13, 2022, all voting aye, motion carried.

**SPECIAL YEAR END MEETING:** The special year end meeting will be held on Thursday, December 30<sup>th</sup>, 2021 at City Hall at 5:00 PM.

**FINANCIAL REPORTS:** Motion was made by Asleson, seconded Jensen, to approve the November 2021 Cash Balances Report as presented by the Finance Officer, all voted aye, motion carried.

**FIRST READING TO SUPPLEMENT THE 2021 EXPENDITURE BUDGET:** Finance Officer Larson gave a brief update on funds that will need to be supplemented in the 2021 expenditure budget after contingency transfers. Motion was made by Cavanaugh, seconded by Hansen to

approve the first reading to approve Ordinance No. IV-223 to supplement the 2021 budget, all voting aye, motion carried.

**OVERTIME:** Motion by Jensen, seconded by Munger, to approve the overtime hours for the month of October and November as presented, all voted aye, motion carried.

**OTHER:** Other non-action items of discussion were as follows: 1) the November law enforcement report; and 2) having an employee appreciation supper on January 21, 2022.

**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 December 1, 2021 as follows:  
Buildings/Parks Superintendent, Jason Springer \$20.10/hour.

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Gary Wolkow, Mayor

ATTEST:

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Tracey Larson, Finance Officer

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