

SPECIAL MEETING DE SMET COMMON COUNCIL
December 30, 2020

The De Smet Common Council met in special session on December 30, 2020, at 5:00 pm, with the following present: Pam Spader, Lowell Hanse, George Cavanaugh, Shon Asleson, Jay Slater, Mayor Gary Wolkow, and Finance Officer Tracey Larson. Absent: Bret Jensen.

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.

CLAIMS: Motion by Cavanaugh, seconded by Asleson, to approve payment of the claims as presented, all voting, motion carried. The claims are as follows: ABC Lock & Key, repairs 175.00; ALA/Booklist, supplies 169.50; Avid Hawk LLC, supplies 35.00; Bonnie Michael, meter deposit refund 125.00; Brooke Scott, meter deposit refund 125.00; Building Sprinkler, Inc., repairs & maintenance 475.00; Center Point Large Print, supplies 29.21; City of De Smet, supplies 69.03; Connecting Point, library repairs & maintenance 110.00; Connecting Point, supplies, repairs & maintenance 264.00; Creative Printing, marketing 2,650.00; Dakota Pump, repairs & maintenance 305.00; De Smet Flower & Gifts, supplies 112.00; De Smet Trustworthy Hardware, supplies 81.42; Department of Health, water labs 198.00; Efraimson Electric, Inc., repairs & maintenance 730.01; EV of South Dakota, equipment, 3,183.00; Hali-Brite, Inc., supplies 47.60; Hawkins, Inc., chemicals 5,465.54; Helms & Associates, airport surveying 4,128.80; Hydro-Klean, LLC, sewer relining 14,485.83; Johnson Sand & Gravel, repairs & maintenance 1,235.00; Kingsbury Electric Cooperative, utilities 452.78; Kingsbury Journal, publishing 723.61; Kingsbury Journal, library publishing 85.50; Lyle Signs, supplies 189.60; M & T Fire and Safety, repairs & maintenance 1,186.39; Mark's, repairs & maintenance 728.33; Maynard's, supplies 42.97; Micro Marketing LLC, supplies 206.68; Napa, supplies 9.99; O'Keefe Implement, Inc., supplies 34.71; Office Peeps, Inc., supplies 206.76; Pearl Coughlin, meter deposit refund 75.00; Pioneer Research Corp., supplies and chemicals 519.65; Push Pedal Pull, repairs & maintenance 86.00; Reader Service, supplies 18.33; Rich's Gas & Service, fuel & supplies 1,101.35; Rustin Albrecht, meter deposit refund 125.00; Share Corp, chemicals & supplies 2,599.61; Smith's Lumber, supplies 11.03; Spencer Quarries/Commercial Asphalt, repairs & maintenance 950.60; Wilder Pass, LLC, TIF principal & loan interest 2,290.35; Wilkinson & Schumacher Law, attorney services & fees 7,284.00; Woods Heating & Cooling LLC, repairs & maintenance 229.59; Helms & Associates, airport taxilane project \$592.23; Helms & Associates, airport turnaround project \$1,274.39.

PROJECT PAYMENTS: Motion was made by Hansen, seconded by Spader, to approve pay request #27 (final) in the amount of \$592.23 to Helms & Associates for the taxilane and concrete hardstand project, and request #4 of Construction Phase in the amount of \$1,274.39 to Helms & Associates for the airport turnarounds project, all voted aye, motion

carried. These airport project expenses will be reimbursed by 90% and 100% from grant funding.

INSURANCE RENEWAL: Brian Bindert, American Trust Insurance Agency, was present to provide information regarding the city's airport, fire department, general liability, public official's liability, property, and vehicle insurance renewals. The total premium quoted by Continental Western Group insurance for airport, general liability, property, auto, and airport insurance is quoted \$35,923.00 and the fire department is quoted \$7,378.00. The total increase for all of the insurance premiums was \$2,282.00. An option to insure the artwork at the library was also quoted. The quote for the premium on the artwork will be verified by Bindert and discussed at the January, 2021 regular meeting. Additional questions asked by the council in regard to the insurance policy were answered by Bindert. Motion was made by Cavanaugh, seconded by Slater, to renew the city's airport policy as presented in the amount of 1,891.00, all voting aye. Motion was made by Slater, seconded by Cavanaugh, to approve the renewal of the General liability, property, auto, and fire department insurance coverage for the year 2021 with American Trust Insurance Agency, for a total annual premium cost of \$41,410.00 with Continental Western Group, all voting aye, motion carried.

AIRPORT CHANGE ORDER: Motion was made by Cavanaugh, seconded by Hansen, to approve Change Order #4 to Helms & Associates for the airport taxilane and concrete hardstand project, due to modifications after the addition of a private hangar, in the amount of \$10,670.25, all voting aye, motion carried.

GENERAL FUND RESERVE ACCOUNT: Motion was made by Cavanaugh, seconded by Asleson, to approve transferring \$10,000.00 from the General Fund money market account into the current General Fund Reserve CD with the interest deposited into the General Fund money market, all voting aye, motion carried.

SECOND READING OF THE 2020 BUDGET SUPPLEMENT: The City has incurred unexpected expense for street equipment, a water project, and has received an airport project grant during the 2020 fiscal year. Revenue received for the airport project is directly applied to the applicable project expenses. Therefore, it is necessary to supplement the 2020 Appropriations Ordinance for the airport project, water project, and equipment replacement expenses. Motion was made by Cavanaugh, seconded by Asleson to approve the second reading of Ordinance IV-220 to supplement the 2020 Appropriations Ordinance, all voting aye, motion carried.

ORDINANCE IV-220

AN ORDINANCE AMENDING APPROPRIATION ORDINANCE IV-217 AND PROVIDING FOR A SUPPLEMENTAL BUDGET AND ADJUSTING APPROPRIATIONS OF THE CITY OF DE SMET, FOR THE YEAR 2020.

BE IT ORDAINED BY THE CITY OF DE SMET, SOUTH DAKOTA that the following sums are supplementally appropriated to meet the obligations of the municipality:

GENERAL FUND

OTHER FINANCING USES:

431 Streets

\$ 60,000.00

435 Airport	\$ 85,000.00
TOTAL APPROPRIATIONS	\$145,000.00
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SOURCE OF FUNDING:

Undesignated Fund Balance	\$ 60,000.00
331/334 Federal/ State Revenue	\$ 85,000.00
TOTAL FUNDING	\$145,000.00

WATER FUND

OTHER FINANCING USES:

447.1 Improvements	\$28,000.00
TOTAL APPROPRIATIONS	\$28,000.00
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SOURCE OF FUNDING:

Undesignated Fund Balance	\$28,000.00
TOTAL FUNDING	\$28,000.00

Dated this 30th day of December, 2020.

ATTEST:

Gary Wolkow, Mayor

Tracey Larson Finance Officer

Passed First Reading: December 9, 2020
 Passed Second Reading & Adopted: December 30, 2020
 Published: January 6, 2021

EXECUTIVE SESSION: Motion was made by Cavanaugh, seconded by Asleson to go into executive session at 6:01 pm for the purpose of personnel, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 7:23 pm.

EMPLOYEE SALARIES: Motion was made by Slater, seconded by Cavanaugh, to authorize a 3% increase for all hourly and salaried employees in Grades 1-12, to be effective December 29, 2020, to increase the water and wastewater certification completion to \$1.00/hour, and to pay a one-time stipend to the Finance Officer and Deputy Finance Officer in the amount of \$1,200.00 each for extra duties due to COVID-19, all voting aye, motion carried.

FINANCIAL: After reviewing current allocations and operating fund balance of the Bed, Board, and Booze Department, motion was made by Cavanaugh, seconded by Slater, to approve amending the funds where the contributions to the De Smet Development Corporation are paid out of to \$13,000 from the General Fund and \$25,000.00 from the BBB Fund, and to contribute \$10,000.00 from the BBB Fund to the De Smet Community Foundation for the Event Center audio fund raiser to be paid in January, 2021, all voting, motion carried.

PERSONNEL: Motion was made by Cavanaugh, seconded by Asleson, to accept the letter of resignation from Building/Park Supt. Cole Munger and to wish him the best of luck, four voting aye, Hansen voted nay, motion carried.

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 as follows: Finance Officer Tracey Larson \$5,323.50/month, and Sharon Peterson \$11.00/hour effective January 1, 2021.

Gary Wolkow, Mayor

ATTEST:

Tracey Larson, Finance Officer

Published once at the approximate cost of \$_____