

SPECIAL MEETING DE SMET COMMON COUNCIL  
December 30, 2025

The De Smet Common Council met in special session on December 30, 2025, at 5:00 pm, with the following present: Pam Spader, Lowell Hansen, George Cavanaugh, Dustin McCune, Bret Jensen, Mayor Gary Wolkow, and Finance Officer Tracey Larson. Absent: Dane Coughlin.

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

**CLAIMS:** Motion by McCune, seconded by Cavanaugh, to approve payment of the claims as presented, all voting, motion carried. The claims are as follows: AA Motorsports, repairs & maint 99.99; American Water Works, travel & conference 85.00; Anderson Lumber, supplies, repairs & maint 41.13; Anna Howard, deposit refund 275.00; Avid Hawk, monthly web site fee 35.00; Butler Machinery, repairs & maint 4875.41; TwoTrees Technologies, off-site backup & software 79.42; CR Corner, fuel 1,367.91; De Smet Development Corporation, marketing 6,031.31; De Smet Trustworthy Hardware, supplies 120.18; Health Laboratory, water labs 76.00; Efraimson Electric, south lift backup generator project 45,973.10; Hawkins, water chemicals 20.00; Hilex, repairs & maint 15,140.16; Jessica Wilkinson, deposit refund 30.00; John Goebel, deposit refund 355.00; Johnson Sand & Gravel, supplies, repairs & maint 5,6417.44; Kingsbury Electric, repairs & maint 1,134.83; Kingsbury Journal, publishing 750.86; Kingsbury Journal, library publishing 185.00; Kramer Mechanical, repairs & maint 714.30; Kristy Hubbard, event center supplies 47.75; Larsen Construction, repairs & maint 5,205.94; Maguire Iron, repairs & maint 1,200.00; Maynards, event center supplies 37.60; Micro Marketing, library books 209.93; Napa De Smet, street supplies 15.99; Northern Salt, street supplies 1,155.00; O'Keefe Implement, fire dept supplies 508.42; Office Peeps, library supplies 66.14; Office Peeps, finance office supplies 321.82; Olson's Pest Technicians, pest control 75.00; Rachel Lee, deposit refund 30.00; Schaefer Home Improvements, repair & maint 250.00; SD Association of Rural Water, travel & conference 590.00; Share Corp, supplies 173.50; Socially Untapped, marketing 200.00; Susan Thomas, deposit refund 50.00; The Oxbow Restaurant, supplies 203.18; Valley Fibercom, franchise reimbursement 573.26; VISA, supplies, software, utilities, travel & conference 1,420.54; Zell Manufacturing, repair & maint 720.00; Flatland Enterprise, 4,773.74; Helms & Associates, airport apron project 5,280.01; RDO Equipment, airport SRE equipment 293,556.00

**2<sup>ND</sup> & CHASE STREET PAY APP REVISION:** Motion was made by Cavanaugh, seconded by McCune, to approve the 2<sup>nd</sup> & Chase Street Project pay app revision #11 in the amount of \$4,773.74, all voting aye, motion carried.

**PROJECT PAYMENTS:** Motion was made by Spader, seconded by Jensen, to approve pay requests: Helms & Associates, airport apron project design \$5,280.01; RDO Equipment Co., airport SRE equipment project \$293,556.00; and Flatland, 2<sup>nd</sup> & Chase Street Sewer project, pay app #11 revised \$4,773.74, all voting aye, motion carried.

**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, Old Republic Insurance, and Travelers Insurance Company insurance for airport, general liability, property, auto, and airport insurance is quoted \$70,346.00 and the fire department is quoted \$12,098.00 prior to any amendments made by the council. The total increase for all the insurance premiums was \$7,383.00. Additional questions asked by the council regarding the insurance policy were answered by Bindert. Motion was made by

Cavanaugh, seconded by McCune, to renew the city's fire department policy and the General liability, property, auto, and airport insurance coverage as presented in the total amount of \$82,444.00 without any pending changes for the year 2026 with American Trust Insurance Agency, all voting aye, motion carried.

**DEMO PERMIT:** Motion was made by McCune, seconded by Hansen, to approve the Demo Permit submitted by Curtis Smith - accessory building, all voting aye, motion carried.

**FIRST READING TO AMEND WATER/WASTEWATER RATES:** Motion was made by Cavanaugh, seconded by Hansen, to approve the first reading to amend Ordinance No. II-2Q, Section II-2-6. Water Services Hookups and Rates, to increase the water flat rate from \$22.13 to \$23.24 per month, the usage rate from \$5.97 to \$6.27 per 1,000 gallons water, and the meter deposit fee from \$150.00 to \$200.00 and the first reading to amend Ordinance No. II-4N, Section II-4 Entitled Wastewater Charges, to increase the wastewater flat rate from \$22.13 to \$23.24 per month, the usage rate from \$5.97 to \$6.27 per 1,000 gallons of water, wastewater users with other water sources from \$32.06 to \$35.78, all voting aye, motion carried.

**CONTINGENCY TRANSFER:** Motion was made by Cavanaugh, seconded by Jensen, to approve transferring \$56,500.00 from the contingency fund to Attorney \$6,000.00, Finance Office \$20,000.00, Fire Department \$25,200.00, Event Center \$5,000.00, and Liquor 300.00, all voting aye, motion carried.

**SECOND READING OF THE 2025 BUDGET SUPPLEMENT:** The City has incurred unexpected and extra expenses for audit fees, Fire Department truck, airport equipment project, hospital repair, and water and sewer infrastructure improvement. Therefore, it is necessary to supplement the 2025 Appropriations Ordinance for the expenses. Motion was made by Jensen, seconded by Cavanaugh to approve the second reading of Ordinance IV-231 to supplement the 2025 Appropriations Ordinance, all voting aye, motion carried.

## **ORDINANCE IV-231**

### **AN ORDINANCE AMENDING APPROPRIATION ORDINANCE IV-228 AND PROVIDING FOR A SUPPLEMENTAL BUDGET AND ADJUSTING APPROPRIATIONS OF THE CITY OF DE SMET, FOR THE YEAR 2025.**

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:**

422.9 Fire Department	\$ 50,000.00
431 Streets	\$2,025,000.00
435 Airport	\$ 325,000.00

<b>TOTAL APPROPRIATIONS</b>	<b>\$2,400,000.00</b>
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#### **SOURCE OF FUNDING:**

Undesignated Fund Balance	\$ 66,250.00
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331/334 Federal/State Revenue	\$2,333,750.00
<b>TOTAL FUNDING</b>	<b>\$2,400,000.00</b>
<b><u>GROSS RECEIPTS TAX</u></b>	

**OTHER FINANCING USES:**

430 Conservation & Development	\$ 1,000.00
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 1,000.00</b>
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**SOURCE OF FUNDING:**

Undesignated Fund Balance	\$ 1,000.00
<b>TOTAL FUNDING</b>	<b>\$ 1,000.00</b>
<b><u>HOSPITAL TAX</u></b>	

**OTHER FINANCING USES:**

447.1 Hospital	\$ 25,000.00
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 25,000.00</b>
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**SOURCE OF FUNDING:**

Undesignated Fund Balance	\$ 25,000.00
<b>TOTAL FUNDING</b>	<b>\$ 25,000.00</b>

**WATER FUND**

**OTHER FINANCING USES:**

447.1 Improvements	\$3,490,000.00
<b>TOTAL APPROPRIATIONS</b>	<b>\$3,490,000.00</b>
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**SOURCE OF FUNDING:**

331/334 Federal/State Revenue	\$3,490,000.00
<b>TOTAL FUNDING</b>	<b>\$3,490,000.00</b>
<b><u>SEWER FUND</u></b>	

**OTHER FINANCING USES:**

447.1 Improvements	\$1,071,000.00
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,071,000.00</b>
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**SOURCE OF FUNDING:**

331/334 Federal/State Revenue	\$1,071,000.00
<b>TOTAL FUNDING</b>	<b>\$1,071,000.00</b>

**Dated this 30th day of December, 2025.**

**ATTEST:**

**Gary Wolkow, Mayor**

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**Tracey Larson Finance Officer**

Passed First Reading: December 10, 2025

Passed Second Reading & Adopted: December 30, 2025

Published: January 14, 2026

**EXECUTIVE SESSION:** Motion was made by Hansen, seconded by McCune, to approve going into executive session at 6:00 pm for the purpose of personnel, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 6:28 pm.

**EMPLOYEE SALARIES:** Motion was made by McCune, seconded by Hansen, to authorize a 3.5% increase for all hourly and salaried employees in Grades 1-12, to be effective December 29, 2025, all voting aye, motion carried.

**STREET & AIRPORT SUPERINTENDENT:** Motion was made by Jensen, seconded by Cavanaugh, to approve advancing Casey Hartly from Department Assistant to the Street & Airport Superintendent at a rate of \$27.75 per hour starting December 29, 2025, all voting aye, motion carried.

**GENERAL FUND CD:** Motion was made by McCune, seconded by Spader, to approve adding an additional \$10,000.00 to the General Fund CD from the General Fund MMDA in January, 2026 when the CD matures, all voting aye, motion carried.

**EVENT CENTER RENTAL RATES:** Motion was made by McCune, seconded by Cavanaugh, to approve the recommended Event Center rental rate increases to: Exhibit Hall- full day \$1,275.00, weekend additional \$650.00, stage \$50.00,  $\frac{1}{2}$  day \$725.00, Sunday clean-up \$50.00, deposit \$275.00; Conference Center West - full day \$180.00,  $\frac{1}{2}$  day \$135.00, deposit \$50.00; Meyer Room - full day \$115.00,  $\frac{1}{2}$  day 75.00, deposit \$30.00; Theater w/Exhibit Hall - full day \$250.00,  $\frac{1}{2}$  day \$160.00, deposit \$250.00, productions \$1,675.00; and Kitchen - full day \$55.00, and deposit \$40.00, all voting aye, motion carried.

**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: Department Assistant Casey Harty \$25.03/hour, and Finance Officer Tracey Larson \$7,376.85/month effective January 1, 2026.

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Gary Wolkow, Mayor

ATTEST:

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Tracey Larson, Finance Officer

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