

**REGULAR MEETING DE SMET COMMON COUNCIL  
FEBRUARY 13, 2019**

The De Smet Common Council met in regular session on February 13, 2019, at 5:00 p.m., with the following council members present: Don Bohn, Lowell Hansen, George Cavanaugh, Norm Whitaker, Jay Slater, Mayor Gary Wolkow, Finance Officer Tracey Larson, and City Attorney Todd Wilkinson. Council member Alex Botkin arrived later during the meeting. Absent: none.

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

**MINUTES:** Motion was made by Slater, seconded by Whitaker, to approve the minutes of the January 9, 2019 Regular Meeting with the correction listing FO Larson's monthly salary as \$5,109.00.00 should have been listed as \$5,109.00/mo., all voting aye, motion carried.

**CLAIMS:** Motion by Whitaker, seconded by Cavanaugh, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$50,420.42; OASI Benefit 2,925.79; Aflac, ins. premium 226.72; Dearborn National, life insurance 123.20; Farm Bureau Bank, health savings 875.00; Delta Dental of South Dakota 373; VSP 181.16; Wellmark Blue Cross Blue Shield, health insurance premium 6,868.60; SDRS, retirement benefit 3,815.42; Mediacom, utilities 47.91; American Bank & Trust, event center interest and principal payment 25,870.00; Avid Hawk LLC, web site fee 35.00; Becky Albrecht, event center refund 30.00; Brookings Register, publishing 269.00, Butler Machinery Co., supplies 966.15; Center Point Large Print, supplies 29.21; Century Link, utilities 528.99; City of De Smet, petty cash 26.53; City of De Smet, utilities 307.70; Clark Engineering, engineering fees 2,000.00; Connecting Point, equipment, repairs & maintenance, and supplies 4,289.00; Cook's Wastepaper & Recycling, residential garbage collection 6,076.89; Cowboy Country Store, fuel 377.19; Curt's Heating & Cooling, Inc., boiler 13,300.53; De Smet Trustworthy Hardware, supplies 177.42; Demco, supplies 143.45; Dept. of Revenue, water labs 43.00; The De Smet News, publishing, 405.42; The De Smet News, library publishing 8.20; Girl Scouts - Dakota Horizons, event center refund 275.00; Girls Scouts Troop #40245, event center refund 30.00; Glacial Lakes & Prairies, marketing 535.00; Hawkins, Inc., chemicals 2,683.23; Health, library supplies 13.81; Heartland Paper Company, supplies 257.60; Innovative Office Solutions, supplies 406.36; Kallie Hubbard, event center deposit refund 10.00; Kingsbury Electric Cooperative, maintenance contract 220.00; Kingsbury County Auditor, law

enforcement contract 6,283.33; Kingsbury Electric Cooperative, utilities 1,026.38; Kristy Hubbard, mileage 115.42; Maynard's De Smet, supplies 62.76; Michael Todd & Company, Inc., supplies 406.50; Micro Marketing LLC, supplies 479.81; Miles Siebelts, water meter refund 20.00; Napa De Smet, repairs & maintenance 82.90; Norman Gutzmer, event center refund 50.00; Northwestern, utilities 2,084.95; O'Keefe Implement, Inc., supplies, repairs & maintenance, 1,489.78; Office Peeps, Inc., supplies 88.27; Office Peeps, Inc., supplies 472.11; Ottertail, utilities 6,348.86; Postmaster, supplies 175.00; Reader Service, supplies, 18.33; Reed Inc., debt service 1,448.41; Reed Inc., debt service 690.58; Reed Inc., debt service, 2,500.00; Rich's Gas & Service, fuel & supplies, 2,335.15; Rose Burrel, event center refund 10.00; SD Dept. of Revenue, sales tax 415.78; SD One Call, locates 46.74; Share Corp., supplies & chemicals 5,377.10; Smith's Lumber, supplies 25.01; State of South Dakota, utilities 7.83; True North Steel, supplies 1,040.00; Warnes Appliance, supplies 550.00; Water Billboards, supplies 927.95; Waylor Enterprises, maintenance & repairs, 1,523.49; Zell Manufacturing, repairs & maintenance, 354.36; Mediacom, utilities 259.65; Mediacom, utilities 71.60; SDDOT-Office of Air, Rail & Transit-Aeronautics, registration, 170.00; Visa, supplies, parts, 326.39; Helms & Associates, airport engineering project fees, 488.41.

**BOARD OF EQUALIZATION:** Tammy Anderson, Kingsbury County Director of Equalization, addressed the Council regarding the upcoming Board of Equalization meeting and provided information on the process for property owners to appeal the valuation, classification or taxable status of their property. The deadline for a property owner to file an appeal is March 14, 2019, and the appeal must be in writing. The Board of Equalization must meet by law starting Monday, March 18, 2019. Anderson informed the council that all residential and commercial lots will not increase assessed valuations and are at 98% of the market value and in compliance with state law.

**SECOND READING VALLEY FIBERCOM FRANCHISE AGREEMENT:** Motion was made by Cavanaugh, seconded by Whitaker, to approve the second reading to approve Ordinance No. II-18A, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DE SMET, SOUTH DAKOTA: an ordinance adopting comprehensive regulations to Valley Communications Inc. DBA Valley Fibercom for the City of DeSmet, South Dakota to construct, operate, maintain, repair, replace, reconstruct and remove a cable television system in the City of De Smet, South Dakota for a six-year period, all voting aye, motion carried. Jeff Symens, CEO/GM of Valley FiberCom reported later during the

meeting that they expect to start placement of facilities in 2020 and start their building project in 2019.

**MALT BEVERAGE LICENSE TRANSFER:** This being the date and time advertised, motion was made by Cavanaugh, seconded by Slater, to approve the transfer of the On/Off Sale Malt Beverage & SD Farm Wine License from the 4 Caballeros, Inc. to the 4 Amigos, LLC dba Cowboy Country Store, all voting aye, motion carried.

**SPECIAL LIQUOR LICENSE:** Karen Hansen, owner of Wheaties Bar & Grill has requested a special liquor license for an event to be held outside in front of the business at 112 Calumet Ave. SE, De Smet on February 22, 2019 from 5:00 PM to 1:00 AM. Motion was made by Cavanaugh, seconded by Whitaker, to approve the special liquor license for Wheaties Bar & Grill, for an event to be held at in front of the business located at 112 Calumet Ave. SE, De Smet on February 22, 2019 from 5:00 PM to 1:00 AM, all voting aye, motion carried.

**SURPLUS PROPERTY BID OPENING:** Two sets of five row bleaches with metal seating (has some damage) were appraised and advertised for sale. This being the date and time advertised, bids were opened by Attorney Wilkinson as follows:

2 - Five Row Bleachers with Metal Seating (with some damage)

<u>Bidder</u>	<u>Bid</u>
David Josephson	\$110.00 total

Motion was made by Hansen, seconded by Cavanaugh, to accept the bid from David Josephson in the amount of \$110.00 for the 2-Five Row Bleachers with Metal Seating (with some damage), all voting aye, motion carried.

**FIRE DEPARTMENT:** Shawn Wolkow, De Smet Fire Chief, met with the council to inform the council that after the fire last weekend, the compressor unit used to fill the SCBA tanks broke down and needs to be replaced. The current compressor was purchased in approximately 1986. Wolkow has obtained a quote in the amount of \$15,894.00 for a new compressor unit. He also informed the council that the De Smet Fire Department can contribute \$8,000.00 from fund raising for the new compressor. Motion was made by Cavanaugh, seconded by Whitaker, to approve purchasing the compressor unit from M & T Fire and Safety in the amount of \$15,894.00 with the Fire Department contributing \$8,000.00 toward the purchase, all voting aye, motion carried.

**NEW HANGAR:** Alan Aughenbaugh reviewed with the council the proposed hangar he would like to build at the airport next to his current hangar. Aughenbaugh was asked to contact Kingsbury

County about acre minimums, setback requirements, and if a variance would be needed.

**WILDER LANE:** Don Weigel, engineer for Clark Engineering, presented and explained several options to improve the drainage along Wilder Lane and repairs to maintain the street. The Council inquired about removing the berm by the small youth baseball field. Weigel will look into the possibility of removing the berm and the effects to the drainage.

**PUBLIC COMMENTS:** None.

**FIRST READING TO AMEND THE LIQUOR ORDINANCE:** Attorney Wilkinson reviewed the amended liquor ordinance that would replace and update the current liquor ordinances. The revised ordinance would amend the number of off-sale liquor licenses to what is permitted by state statute, include the restaurant license, and sidewalk café alcoholic permits. Motion was made by Slater, seconded by Cavanaugh, to approve the first reading of Ordinance V - 10 Alcoholic Beverages BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DE SMET, SOUTH DAKOTA: An ordinance adopting comprehensive alcoholic beverage and related regulation and amending and replacing Previous Alcoholic beverage and related regulation for the City of DeSmet, South Dakota, all voting aye, motion carried.

**EXECUTIVE SESSION:** At 6:33 PM, motion was made by Cavanaugh, seconded by Whitaker, to approve going into executive session for contract negotiations and personnel, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 7:02 PM.

**PERSONNEL:** Motion was made by Slater, seconded by Cavanaugh, to approve FO Larson to offer an hourly wage for extra snow removal based upon the step and grade rates, all voting aye, motion carried.

**LAW ENFORCEMENT CONTRACT:** A one-year contract with Kingsbury County for law enforcement coverage that includes 50 hours per week of coverage and an hourly rate of \$29.00 per hour, was reviewed by the council. Motion was made by Cavanaugh, seconded by Slater, to renew the contract with Kingsbury County for law enforcement coverage for 50 hours per week at a cost of \$29 per hour, for a period of one year, all voting aye, motion carried.

**STREETS/AIRPORT:** Ryan Petersen, Supt. of Streets & Airport, met with the council to discuss street repairs with the money budgeted for crack sealing, chip sealing, and matt repair work. Some of the locations for crack sealing will be determined after the winter season. Supt. Petersen was asked at a prior meeting to inquire with other airports regarding individual electric meters on private hangars. Supt. Petersen presented a list of municipal airports that replied. The airport engineering firm,

Helms & Associates, has complied the engineering fees for professional services for the Airport Turnaround Improvement Project in the amount of \$49,570.30. The SD DOT Office of Aeronautics has reviewed these fees and agrees that the fees are reasonable for this project. Snow removal and cars parked on the streets during snow removal was also discussed. Motion was made by Bohn, seconded by Botkin, to table calling for bids for the 2019 crack sealing, all voted aye, motion carried. Motion was made by Cavanaugh, seconded by Whitaker, to approve Mayor Wolkow signing the Agreement for Professional Services for the Airport Runway Turnaround Improvement Project in the amount of \$49,570.30, all voted aye, motion carried. Motion was made by Cavanaugh, seconded by Slater, to approve installing electric meters on all the private hangars to be paid by the hangar owner. Cavanaugh and Slater rescinded the motion to install electric meters on all private hangars until a written quote is received.

**WATER & WASTEWATER:** Randy Asleson, Water & Wastewater Supt. reported to the council that he has contacted the company that worked on one of the sewer mains last fall about getting their quote for several blocks for sewer main jetting, videoing, and relining work split by the block instead of one large quote.

**FIRST READING TO AMEND WATER/WASTEWATER RATES:** Supt. Asleson and FO Larson presented the council information that illustrated the average number of De Smet utility customers billed per 1,000 gallons, and the revenue increase estimated based on the usage with the increase recommended. The increase recommended would increase the water flat rate by \$0.85 and \$.16 per 1,000 gallons of water used. The same increase was recommended for the sewer rates. Motion was made by Cavanaugh, seconded by Whitaker, 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, to increase the water and sewer rates, all voting aye, motion carried.

**FIRE DEPARTMENT MEMBER:** Motion was made by Cavanaugh, seconded by Slater, to approve the appointment of Tate Munger as a member of the De Smet Volunteer Fire Department to replace retiring member Mike Jenkins, all voting aye, motion carried.

**EVENT CENTER/RECREATION:** At the January regular meeting, the City Council asked the Event Center Advisory board to review and recommend rental rates for the various rooms at the Event Center. Event Center Director, Kristy Hubbard presented the recommended rates to the council. Motion was made by Cavanaugh, seconded by Hansen, to approve the rates on the following rooms at the Event Center: Conference Center West - Full day rental \$120.00, Half day rental \$90.00; Meyer Room - Full day rental

\$70.00, Half day rental \$50.00; Theater - Full day rental \$175.00, Full day with Event Hall rental \$100.00, Half day rental \$105.00, Half day with Event Hall rental \$50.00, Production \$1,375.00, Production with Event Hall & Kitchen rental \$1,540.00; Kitchen - \$50.00, upon roll call vote, voting aye was: Botkin, Hansen, Cavanaugh, Whitaker, and Slater, voting nay was: Bohn. Motion carried.

**SEASONAL HELP:** FO Larson informed the council that seven applications were received for the swimming pool positions, three applications for the softball coach position, and two applications for a seasonal helper. Motion was made by Botkin, seconded by Cavanaugh, to hire the following staff for the 2019 Swimming Pool: Callie Martens, lifeguard \$11.00/hour and co-head lifeguard \$750.00/season; Hannah Buchheim, lifeguard \$11.00/hour and co-head lifeguard \$750.00/season; Kristen Poppen, lifeguard \$10.75/hour; Reyna Beck, lifeguard \$11.00/hour; Cierra Sazue, lifeguard \$10.75/hour; Noah Roth, lifeguard \$10.50/hour; Ethan McCune, lifeguard \$10.25/hour pending he complete his lifesaving certification, all voted aye, motion carried. Motion was made by Cavanaugh, seconded by Whitaker, to approve hiring Kristen Poppen co-softball coach \$900.00/season; Hannah Buchheim co-softball coach \$900.00/season; and Jason Gruenhagen co-softball coach \$20.00/season, all voted aye, motion carried. Motion was made by Cavanaugh, seconded by Hansen, to approve hiring Jon Todd summer helper \$10.50/hour, all voted aye, motion carried.

**SURPLUS PROPERTY:** Motion was made by Cavanaugh, seconded by Slater, to declare the Hydrotherm low pressure boiler, model - VGA 200 Con from the old city hall as surplus property to be disposed of at the Restricted Use Site, all voting aye, motion carried.

**BASEBALL FIELD MOWER:** A quote for a 48" Hustler Raptor SD mower in the amount of \$4,699.00 was received from O'Keefe Implement, Inc. Motion was made by Cavanaugh, seconded by Whitaker, to approve purchasing the 48" Hustler Raptor SD mower in the amount of \$4,699.00 from O'Keefe Implement, Inc., five voted aye, Slater voted nay, motion carried.

**AERIAL SPRAYING PERMIT:** Motion was made by Hansen, seconded by Slater, to approve the 2019 aerial spraying permit application submitted by Agtegra Cooperative, all voted aye, motion carried.

**AIRPORT PAYMENTS:** Motion was made by Hansen, seconded by Cavanaugh, to approve pay request #11 in the amounts of \$488.41 to Helms & Associates for planning, design, and engineering fees, all voting aye, motion carried. These airport project expenses will be reimbursed by 95% from grant funding.

**BASEBALL FIELD UPDATE:** A quote to install lights at the baseball field is still being completed and will be submitted by

the next council meeting. Cavanaugh explained where there is a light installed that is like the lights to be installed for the baseball field if the other council members would like to see one for brightness.

**CONFERENCES & MEETINGS:** Motion was made by Cavanaugh, seconded by Slater, to approve Street Supt. Petersen attending the 2019 SD Asphalt Conference on February 27<sup>th</sup> & 28<sup>th</sup> in Pierre, all voted aye, motion carried. Motion was made by Cavanaugh, seconded by Whitaker, to approve Airport Supt. Petersen and FO Larson attending the 2019 Airport Conference in Watertown on March 27<sup>th</sup> & 28<sup>th</sup>, 2019, all voted aye, motion carried.

**DE SMET DEVELOPMENT COORIDNATORS REPORT:** Rita Anderson, De Smet Development Coordinator reported the weekly community calendars now include job opportunities; the first "Connect After Hours" meeting went well and they are putting together Welcome packets for new residents and planning the next meting in March; The De Smet Wellness Coalition organization met and is looking at short and long term needs in De Smet; the OLLI classes have been well attended and the Industrial Park tour was very interesting for the participants; and the De Smet sophomore class will be doing job shadowing in De Smet.

**FINANCIAL REPORTS:** FO Larson presented a financial report of the Event Center revenues and disbursement since the center opened in 2015; discussion was held regarding the remaining principal balance of the Event Center loan; and information for a Homeland Security Grant for three SCBA units is being put together. Motion was made by Cavanaugh, seconded by Slater, to approve FO Larson signing and submitting the Homeland Security Grant application for three Fire Department SCBA units, all voted aye, motion carried.

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

**OTHER:** Other non-action items of discussion were as follows: 1) the January law enforcement report; 2) snow removal around fire hydrants; 3) sending reminders about snow removal on Main Street sidewalks; 4) getting an annual report from the Community Foundation.

**AJOURN:** There being no further business the meeting was adjourned on motion by Hansen.

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Gary Wolkow, Mayor

ATTEST:

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Tracey Larson, Finance Officer

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