

**REGULAR MEETING    DE SMET COMMON COUNCIL**  
**DECEMBER 13, 2017**

The De Smet Common Council met in regular session on December 13, 2017, at 5:00 p.m., with the following present: Don Bohn, Lowell Hansen, Larry Jensen, George Cavanaugh, Norm Whitaker, Jay Slater, Mayor Gary Wolkow, and FO Tracey Larson. Absent: none.

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

**ANNOUNCEMENTS:** Mayor Wolkow announced that the City of De Smet was presented the Gold Level Loss Control/Safety Achievement Award and thanked Safety Coordinator Karen Hansen for the job well done; congratulated Richard Stoddard for completing and passing the Class I Water Distribution Operations Certification; and also extended condolences to former Finance Officer Eileen Wolkow's family.

**MINUTES:** Motion was made by Whitaker, seconded by Bohn, to approve the minutes of the November 8, 2017 Regular Meeting, all voting aye, motion carried.

**CLAIMS:** Motion by Jensen, seconded by Cavanaugh, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$30,719.36; OASI Benefit 2,350.05; Aflac, ins. premium 371.76; Dearborn National, life insurance 140.80; Farm Bureau Bank, health savings 1,000.00; Delta Dental of South Dakota 451.92; VSP 200.81; Wellmark Blue Cross Blue Shield, health insurance premium 6,009.12; SDRS, retirement benefit 3,667.12; Visa (November), lodging, internet 518.68; American Bank & Trust, TIF loan payment 35,209.36; Arlen Buckmaster, meter deposit refund 125.00; Ashley Worth - Dept of Tourism, BBB marketing 2,250.00; Avera Occupational Medicine, water supplies 66.00; Avid Hawk LLC, website 35.00; Butler, maintenance 428.43; Caryn Pastian, deposit refund 50.00; Cathy Childress, meter deposit refund 75.00; Center Point Large Print, books 29.21; Century Link, phones 504.08; City of De Smet, petty cash 31.75; Clark Engineering, deposit refund 562.50; Connecting Point, library software 352.50; Connecting Point, maintenance 35.00; Cook's Wastepaper & Recycling, residential garbage collection 11,598.68; Cowboy Country Store, fuel 41.59; Dakota Pump and Control, repairs & maintenance 4,074.24; De Smet Chamber, deposit refund 275.00; De Smet Community Women, deposit refund 275.00; De Smet Bucks, supplies 1,000.00; De Smet Cemetery, cemetery interest 5.55; De Smet Trustworthy Hardware, supplies 78.70; Dept. of Revenue, water testing, 28.00; The De Smet News, publishing 313.36; The De Smet News, library 52.00; Ferguson Waterworks, supplies 398.36; Hawkins, chemicals 3,004.87; Heartland Paper Co., supplies 253.50; HGTV; library supplies 34.97; Howard School, deposit refund 330.00; Johnson Sand & Gravel, hauling pea rock and repairs 2,536.11; Karen Hansen, reimburse mileage and meal 87.63; Kingsbury Electric Cooperative, maintenance contract 220.00; Kingsbury County Auditor, law enforcement 6,283.33; Kingsbury Electric Cooperative, utilities 522.87; Mack Landscaping, repairs & maintenance

230.00; Mary Wienk, deposit refund 30.00; Maynard's De Smet, supplies 48.48; Melissa Burmesiter, deposit refund 75.00; Micro Marketing LLC, library supplies 589.95; Midstate Agronomy, deposit refund 50.00; Midstate Agronomy, deposit refund 275.00; NAPA, supplies 13.59; Norma Cecil, meter deposit refund 10.00; Northwestern, utilities 1,075.85; O'Keefe Implement Inc., repairs & supplies 1,022.85; Office Peeps, Inc., library supplies 47.80; Office Peeps, Inc., supplies 916.65; Ottertail Power Co., utilities 5,438.90; Palmlund Automotive, repairs 162.00; Prairie Ag Partners, repairs 339.39; Prevention, library supplies 36.00; Rapid City, Pierre & Eastern, rental property 67.53; Reader Service, library supplies 17.22; REED, INC, debt service 1,448.41; REED, Inc. debt service 690.58; REED, Inc. debt service 2,500.00; Rich's Gas & Service, supplies 793.35; Richard Stoddard, reimburse supplies & meals 69.31; Robin Gigov, deposit refund 30.00; Schweiss Distributing, repairs & maintenance 1,399.40; SD Dept of Revenue, garbage sales tax 793.31; Share Corp., supplies 4,648.10; Sharon Williams, deposit refund 50.00; Sharry Knock, deposit refund 50.00; State of SD, long distance 48.64; The Main Stop, fuel 364.68; True North Steel repairs & maintenance 1,316.00; Victoria Albrecht, deposit refund 50.00; WW Tire Service, repairs 225.40; De Smet Community Foundation, baseball field project 2,415.07; Mediacom, utilities 257.48; Mediacom, utilities 64.54; Visa, lodging, internet, & supplies 306.41.

**STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE:** Motion was made by Slater, seconded by Whitaker, to approve the Statement of Support for the Guard and Reserve, pledging that the City of De Smet will recognize, honor and comply with the Uniformed Services Employment and reemployment Rights Acts and will continually recognize and support our country's Service members, all voting aye, motion carried.

**AIRPORT: Project** Engineer Mike Schmit, with Helms & Associates met with the council to discuss the status of the current airport project for the instrument approach at the airport which would allow the medical helicopter or fixed wing to land at the airport in various situations instead of landing at Huron or Brookings, and to review the 2018 project plan. The 2018 project would include removing and replacing approximately 50' x 150' of existing apron and replacing with a concrete hardstand. If additional funds from the State were to become available, it may be possible to expand the airport project to include a taxiplane expansion. Schmit also informed the council that the City of De Smet currently has \$509,223.00 of entitlement funds to apply toward approved projects. Motion was made by Hansen, seconded by Cavanaugh, to approve the pre-application to investigate the 2018 concrete hardstand airport project and to authorize the Mayor as the person to sign the project documents, all voting aye, motion carried.

**INSURANCE RENEWAL:** Brian Bindert, American Bank & 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 adjusted premium quoted for liability, property, auto, and airport insurance is \$39,314.00.00 which is a \$185.00 increase than the prior year, and the fire department is \$8,605.00 which is a \$4.00 increase than the prior year. There were additional questions discussed. Motion was made by Jensen, seconded by Cavanaugh, to renew the city's liability, property, auto, and fire department insurance coverage for the year 2018 with American Bank & Trust Insurance Agency, for a total annual premium cost of \$47,919.00, all voting aye, motion carried.

**LONNY PALMLUND - INQUIRY TO AMEND ZONING:** Lonny Palmlund met with the council to inquire about amending the city ordinance to allow a limited number of chickens in residentially zoned areas. Palmlund informed the council that chickens can make friendly pets, help control pests, provide better eggs, and the waste is good fertilizer. The council will look for more information and discuss it more at the January 2018 regular meeting.

**SPECIAL LIQUOR LICENSE:** Wheaties Bar & Grill requested a special liquor license for an event to raise money for the baseball field scoreboard to be held at the De Smet Event on December 31, 2017 from 4:00 PM to 2:00 AM. Motion was made by Slater, seconded by Jensen, to approve a special liquor license for Wheaties Bar & Grill, for an event to be held at the De Smet Event Center on December 31, 2017 from 4:00 PM to 2:00 AM and to waive the rental fee since the event proceeds will be donated directly to the city, all voting aye, motion carried.

**WATER & SEWER:** Water & Sewer Supt. Randy Asleson and Finance Officer Larson have been reviewing the current water and sewer rates. Water and sewer rates are currently reviewed every two years and compared with the state average. Supt. Asleson reported he had attended a water class that day, and in discussion with other communities, De Smet is much lower in utility rates when comparing with other communities and increases are necessary to keep up with infrastructure repairs and maintenance. More information from other communities will be obtained and the rates will be reviewed at the year-end meeting.

**BUILDING & DEMO PERMITS:** One building permit was submitted from Prairie Baptist Church - structure addition; and one demo permit from Jake Vincent. Permit applications were reviewed by the council. Motion by Slater, seconded by Whitaker, to approve the building permit for an addition submitted by Prairie Baptist Church and the demo permit submitted by Jake Vincent, all voting aye, motion carried.

**PROPERTY DEED:** Motion was made by Hansen, seconded by Whitaker, to approve Resolution #2017-4 , approving the transfer of property

legally described as Lot 2, Block 2 of the Subdivision Government Lot 1 in Section Thirty -Four (34), Township One Hundred Eleven (111) North, Range Fifty-Six (56) West of the 5th P.M., City of De Smet, Kingsbury County, South Dakota to the De Smet Development Corporation for economic development use, all voted aye, motion carried.

RESOLUTION #2017-4

WHEREAS, the City of De Smet, South Dakota, has declared the following described real property surplus and De Smet Development Corporation, of De Smet, South Dakota has requested the real property be transferred by the City to the De Smet Development Corporation, to-wit:

Lot 2, Block 2 of the Subdivision Government Lot 1 in Section Thirty -Four (34), Township One Hundred Eleven (111) North, Range Fifty-Six (56) West of the 5th P.M., City of De Smet, Kingsbury County, South Dakota. Subject to easements and reservations of record.

WHEREAS, pursuant to SDCL 9-27-36, the City of De Smet has the authority to transfer to the De Smet Development Corporation for no money consideration.

NOW, THEREFORE, BE IT RESOLVED that the City of De Smet, does hereby agree to transfer to the De Smet Development Corporation of De Smet, South Dakota, the above described property for economic development use and purpose.

Dated this 13th day of December, 2017.

Upon motion duly made and seconded.

All voted aye, motion carried.

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Mayor

ATTEST:

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Finance Officer

**SURPLUS PROPERTY:** Motion was made by Jensen, seconded by Cavanaugh, to declare the HP laser Jet P2035 printer, the Sharp VCR Model VC 785U, and the sharp 19" television Model #19MP17 as surplus property to be disposed of at the electronic recycling, all voted aye, motion carried.

**EXECUTIVE SESSION:** At 7:06 PM, motion was made by Slater, seconded by Whitaker, to go into executive session for the discussion of litigation and contracts, all voted aye, motion carried. The council was declared out of executive session by Mayor Wolkow at 7:42 PM.

**EVENT CENTER DIRECTOR:** Event Center Director, Kristy Hubbard met with the council to present the Advisory Board recommendation to increase the party rental rate when adding the exhibit hall or theater to the rental of another room from \$10.00 to \$25.00 with a 60 day bump option in the event of a full price rental, and to increase the Exhibit Hall rental from \$420.00 to \$450.00. Hubbard asked the council to consider offering a winter wellness membership of a three month membership for the price of a two month membership during the months of January through March. Motion was made by Cavanaugh, to approve increasing the party rental rate for the exhibit hall or theater with another room rental from \$10.00 to \$25.00 with a 60 day bump option when there is a full price rental and to increase the exhibit hall from \$420.00 to \$450.00 with half day rentals to be adjusted accordingly, effective January 1, 2018, all voted aye, motion carried. Motion was made by Slater, seconded by Jensen, to approve the winter wellness special offer of a three (3) month membership for the price of a two (2) month membership during the months of January, February, and March, 2018, all voted aye, motion carried. At the November 2017 regular meeting, discussion regarding a request for holiday rentals had been tabled and was revisited. Motion was made by Cavanaugh, seconded by Slater, to approve opening the Event Center for holiday rentals to be made at discretion of the Event Center director based on staffing availability, all voted aye, motion carried. Motion was made by Slater, seconded by Cavanaugh, to approve the Event Center holiday rental rate at a minimum of \$450.00 with the rental period to be a maximum of four (4) hours long and will be based on a first come first service basis, five voted aye, Bohn voted nay, 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 Bohn, seconded by Cavanaugh, 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.

**ARMORY/GYM FACILITY COORDINATOR:** Motion was made by Cavanaugh, seconded by Slater, to table the contract for the position of Armory/Gym coordinator, all voting aye, motion carried.

**BASEBALL FIELD PROJECT UPDATE:** Council members Jensen and Cavanaugh updated the council on the new baseball field project with the following information: Jensen and Cavanaugh will be looking at the bleachers in Arlington and a scoreboard in Brookings for the ball diamond. Motion was made by Cavanaugh, seconded by Jensen, to approve contributing \$2,401.09 to the De Smet Community Foundation for the baseball field project, five voted aye, Slater voted nay, motion carried.

**SPECIAL MEETING:** Motion was made by Slater, seconded by Whitaker, to approve holding the Year End Special Council Meeting on Thursday, December 28, 2017 at 5:00 PM at City Hall, all voted aye, motion carried.

**DEVELOPMENT COORDINATOR REPORT:** Development Coordinator Rita Anderson reported on the following: Anderson presented the annual report newsletter that highlights the development and activities in De Smet in 2017; power will need to be installed to the new spec building in the industrial park. In order for the installation of the new service to be completed, a temporary electric line will need to be constructed. While the temporary electric line is in place, other electric improvements will be done in the industrial park; and gave an update on the grant money still available for the baseball field project and grant money already spent for the project.

**TEMPORARY POWER IN THE INDUSTRIAL PARK:** Motion was made by Slater, seconded by Cavanaugh, to approve the installation of a temporary electric line on city property, at the expense of the power company, during electric expansion and improvements in the industrial park, all voted aye, motion carried.

**FINANCIAL REPORTS & FIRST READING TO SUPPLEMENT THE 2017 EXPENDITURE BUDGET:** Finance Officer Larson gave a report on ending fund balances to date and funds that will need to be supplemented. Funds to be supplemented are funds that have received more TIF revenue or pledge donations and the expenditure budget is based on the revenues received. Motion was made by Hansen, seconded by Cavanaugh to approve the first reading to approve Ordinance No. IV-211 to supplement the 2017 budget, all voting aye, motion carried. FO Larson reported that the request from the City to make an additional principal payment on the water loan has been approved for January 2018 in addition to the quarterly payment due in January, 2018. Motion was made by Hansen, seconded Whitaker, to approve the November 2017 Cash Balances Report as presented by the Finance Officer, all voting aye, motion carried.

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

**OTHER:** Other non-action items of discussion were as follows: 1) the November law enforcement report; 2) implementing work order forms; 3)

the legislative rib dinner; 4) snow piled at an intersection; and 5) the utility permits.

**ADJOURN:** There being no further business the meeting was adjourned on motion by Whitaker, seconded by Slater, all voted aye, motion carried.

To comply with SDCL 6-1-10. Publication of Payroll information, the payroll changes were effective as follows: Deputy Finance Officer Karen Hansen \$13.90/hour; Bldg./Park Supt. Richard Stoddard \$17.05/hour effective December 1, 2017.

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Gary Wolkow, Mayor

ATTEST:

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Tracey Larson, Finance Officer

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