

REGULAR MEETING DE SMET COMMON COUNCIL

May 9, 2018

The De Smet Common Council met in regular session on May 9, 2018, at 5:00 p.m., with the following present: Don Bohn, Lowell Hansen, Larry Jensen, George Cavanaugh, Norman Whitaker, Jay Slater, Mayor Gary Wolkow, FO Tracey Larson, and council person elect Alex Botkin. Absent: none. Also present: Attorney Todd Wilkinson.

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

ANNOUNCEMENTS: Mayor Wolkow announced the City of De Smet has been awarded the 2017 Drinking Water Certificate of Achievement Award and thanked Water Supt. Randy Asleson and Richard Stoddard for a job well done.

MINUTES: Motion was made by Slater, seconded by Cavanaugh, to approve the minutes of the March 19, 2018 Equalization Meeting and April 11, 2018 Regular Meeting, all voting aye, motion carried.

CLAIMS: Motion by Whitaker, seconded by Bohn, to approve payment of the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$34,567.67; OASI Benefit 2,644.38; Aflac, ins. premium 371.76; Dearborn National, life insurance 140.80; Farm Bureau Bank, health savings 1,000.00; Delta Dental of South Dakota 457.52; VSP 200.81; Wellmark Blue Cross Blue Shield, health insurance premium 5,573.44; SDRS, retirement benefit 3,839.12; 211 EN CO, deposit and rent refund 480.00; A-OX Welding Supply, rental 317.95; Ace's Door Corp., LLC, repairs 198.97; Avid Hawk LLC, web site fee 35.00; Bau Plumbing & Heating, LLC, repairs 87.76; Black Tie Floral, supplies 30.00; Building Sprinkler, Inc. repairs & maintenance 475.00; Castlerock, repairs & maintenance 10,408.18; Castlerock, repairs 10,461.34; Center Point Large Print, library supplies 29.21; Century Link, utilities 454.56; City of De Smet, petty cash 21.56; City of De Smet, utilities 332.50; Connecting Point, repair and maintenance 35.00; Cook's Wastepaper & Recycling, maintenance 235.50; Cook's Wastepaper & Recycling, residential garbage collection 6,202.89; Cowboy Country Store, fuel 489.90; Curt Bau, reimburse for mileage 78.48; City of De Smet, utility paid 60.50; De Smet Trustworthy, supplies 528.82; Dept. of Revenue, maintenance 58.00; The De Smet News, publishing 380.04; The De Smet News, library publishing 83.90; Farmer Bros. Co., supplies 169.68; Friends of SD Public Broadcast, marketing 375.00; Great Plains Zoo, library summer reading program 257.00; Groove, Inc., Old Settler Days 400.00; Hawkins, Inc., chemicals 2,028.60; Jerry Hink, deposit refund 50.00; Kingsbury Electric Cooperative, repairs & maintenance 348.00; Kingsbury Electric Cooperative, maintenance 220.00; Kingsbury County Auditor, maintenance 6,283.33; Kingsbury Electric Cooperative, utilities 619.09; Lyle Signs, Inc. supplies 84.35; M & T Fire and Safety, supplies 35.00; Maynard's, supplies 22.65; MC & R Pools, Inc., supplies 53.46; Mediacom, utilities 47.91; Michael Todd & Company, Inc., repairs & maintenance 708.50; Micro Marketing LLC, library supplies 557.26; Nelly Entertainment, supplies 2,750.00; Nicholas Ruskin, meter deposit refund 64.50; Northern Improvement Co., repairs & maintenance 240.00; Northwestern, utilities 1,083.07; O'Keefe Implement, Inc., supplies & repairs 755.18; Office Peeps, Inc., library supplies 180.58; Office Peeps, Inc., supplies 316.57; Ottertail, utilities 5,566.21; People, library supplies 118.26; Pool Petty Cash, pool supplies 150.00; Postmaster, supplies 210.00; Prairie Ag Partners, repairs 525.17; Reader Service, library supplies 34.44; REED, debt service principal 1,448.41; REED, Inc., debt service principal

690.58; REED, Inc., debt service principal 2,500.00; Rich's Gas & Service, fuel 1,392.42; Ryan Petersen, reimburse mileage & meals 54.62; SD Department of Revenue, sales tax 162.45; SD Department of Revenue, garbage sales tax 424.32; SD Governmental Finance, conference 75.00; SD Governmental Human Resource, conference 50.00; SD Municipal League, conference 25.00; Share Corp, supplies 2,737.75; Sierra Blachford, meter deposit refund 125.00; Smith's Lumber, supplies 259.69; State of SD, utilities 26.55; Steven Kracht deposit refund 50.00; Topkote, repairs & maintenance 18,007.04; Ward's supplies 30.00.

2018 BUDGET SUPPLEMENT: Motion was made by Slater, seconded by Whitaker, to approve and adopt the second reading of Ordinance IV-212 to supplement the 2018 Appropriation Budget in the amount of \$10,500.00 due to replacing the roof at City Hall, all voting aye, motion carried.

ORDINANCE IV-212

AN ORDINANCE AMENDING APPROPRIATION ORDINANCE IV-210 AND PROVIDING FOR A SUPPLEMENTAL BUDGET AND ADJUSTING APPROPRIATIONS OF THE CITY OF DE SMET, FOR THE YEAR 2018.

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

410 General Government

419 Other \$10,500.00

TOTAL APPROPRIATIONS \$10,500.00

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SOURCE OF FUNDING:

Undesignated Fund Balance \$10,500.00

TOTAL FUNDING \$10,500.00

Dated this 9th day of May, 2018.

ATTEST:

Gary Wolkow, Mayor

Tracey Larson Finance Officer

Passed First Reading: April 11, 2018

Passed Second Reading & Adopted: May 9, 2018

Published: May23, 2018

SHOOTING RANGE: An agreement for use of a portion of the De Smet Restricted Use Site for a shooting range by the De Smet Club Range, LLC was presented to the council. Questions regarding the agreement were explained by Attorney Wilkinson. Motion was made by Jensen, seconded by Cavanaugh, to approve the two - year shooting range agreement between the City of De Smet and the De Smet Club Range, LLC, five voted aye, Slater abstained. Motion carried.

THANK YOU TO COUNCIL MEMBER: Motion was made by Slater, seconded by Whitaker to approve Resolution 2018-1, thanking Larry Jensen and for his years of service as a council member, all voting aye, motion carried. Jensen was presented a certificate of appreciation.

Resolution 2018-1

Thank you to Larry Jensen, as the Ward II Alderman for his two years of service to the City of De Smet.

Mayor Gary Wolkow

Finance Officer Tracey Larson

Dated: May 9, 2018

COUNCIL REORGANIZATION: Motion was made by Hansen, seconded by Whitaker, to adjourn as the old council, all voting aye, motion carried. Mayor Wolkow declared the new council in session. The Oath of Office was administered by Attorney Wilkinson to Lowell Hansen - Alderman Ward I, Alex Botkin - Alderman Ward II, Norman Whitaker - Alderman Ward III, and George Cavanaugh - Alderman Ward III.

The May meeting being the reorganization meeting for the Council, motion was made by Cavanaugh, to nominate Norman Whitaker for the position of Council President, motion was seconded by Slater. Motion was made by Bohn, to nominate Jay Slater for the position of Council President. Motion died due to lack of second. Mayor Wolkow called for any other nominations for the position of Council President. Being there were no further nominations for the position of Council President, Mayor Wolkow called for those voting in favor of the nomination of Norman Whitaker for the position of Council President, all voting aye, motion carried. Motion was made by Cavanaugh to nominate Jay Slater for the position of Council Vice-President, seconded by Whitaker. Mayor Wolkow called for any other nominations for the position of Council Vice-President. Being there were no further nominations for the position of Council Vice-President, Mayor Wolkow called for those voting in favor of the nomination of Jay Slater for the position of Council Vice-President, all voting aye, motion carried.

APPOINTED OFFICIALS: Nominations were made by Mayor Wolkow to appoint Tracey Larson as Finance Officer, and Todd Wilkinson as City Attorney, Motion by Cavanaugh, seconded by Botkin, that the appointive offices for the year 2018-2019 shall be filled as follows: Tracey Larson reappointed as Finance Officer, and Todd Wilkinson reappointed as Attorney, all voting aye, motion carried.

OFFICIAL DEPOSITORIES/NEWSPAPER: Motion was made by Botkin, seconded by Cavanaugh to designate the American Bank & Trust and Dakotaland Federal Credit Union as the official depositories, and The De Smet News as the official newspaper, all voting aye, motion carried.

COMMITTEES/APPOINTMENTS/VOLUNTEERS: Motion was made by Cavanaugh, seconded by Slater, to approve the appointments of Roxene Helms and Evelyn Twite to the Library Board, and Rick Warne to the De Smet Housing & Redevelopment Board, All voting aye, motion carried. Motion was made by Cavanaugh, seconded by Whitaker, to approve the 2018 Museum Volunteer Staff effective June 1, 2018, Sharon Peterson, Marilyn Gehm, Gale Anderson, Nancy Anderson, Donna Askew, Billie Baird, Dee Baker, Elaine Behm, Lavonne Bjordahl, Jeanie Colwell, Amy Gruntmier, Connie Geyer, Cathy Gross, Barb Hansen, Jeff Hed, Helen Gehm, Kathy Heller, Roxene Helms, Helen Janish, Roxy Jensen, Sharry Knock, Dee Kruger, Audrey Lembke, Diddy Mundhenke, Cheryl Noem, Ardis Price, Suzanne Roede, Ellen Schubloom, Mavis Stoel, LeAnn Stofferson, Marlene Somson, Evelyn Twite, Sharon Williams, and Will Ward, all voting aye, motion carried. The Mayor presented the Alderman Committee appointments as follows: Streets & Alleys: Don Bohn, Alex Botkin; Water & Sewer: Norman Whitaker, Lowell Hansen; Parks/City Buildings/Museum/Library: George Cavanaugh, Jay Slater, Alex Botkin; Law Enforcement Board: Gary Wolkow, Don Bohn; Fire Department: Lowell Hansen, Gary Wolkow, Alex Botkin; Hospital:

George Cavanaugh, Gary Wolkow; Budget & Finance: Don Bohn, George Cavanaugh; Garbage & Restricted Use Site: Jay Slater, Lowell Hansen, Alex Botkin; Airport: Lowell Hansen, Don Bohn, Alex Botkin; Zoning Officers: Jay Slater, Gary Wolkow, George Cavanaugh, Alex Botkin; Zoning Board: Don Bohn, Norman Whitaker, George Cavanaugh, Jay Slater, Butch Hansen, Gary Wolkow, Alex Botkin; Safety Committee: George Cavanaugh, Jay Slater, Norman Whitaker; Armory Committee: Norman Whitaker; Tree Board: Lowell Hansen; RC & D District: Rita Anderson; and the following individuals to the respective advisory boards: Library: Jay Slater, Alderman; HOSPITAL BOARD: George Cavanaugh, Tracey Larson, and MUSEUM BOARD: Jay Slater, Alderman. Motion by Slater, seconded by Whitaker, to table the De Smet Housing & Redevelopment board appointment until the June regular meeting and it is determined if a council member can be added to that board, all voting aye, motion carried. Motion by Cavanaugh, seconded by Slater, to approve the Alderman Committees as appointed by the Mayor, all voting aye, motion carried. SOFTBALL TEAM VOLUNTER: Motion was made by Cavanaugh, seconded by Whitaker, to approve Lyric Gruenhagen as a volunteer to help with girls softball, all voting aye, motion carried.

OLD SETTLER DAYS: De Smet Chamber representative, Chad Kruse met with the council to request blocking several intersections for the Old Settler Day Celebration and to thank the City for the financial support to the celebration event. Motion was made by Cavanaugh, seconded by Slater, to approve the Chamber blocking the street for the parade, all voting aye, motion carried. Motion by Whitaker, seconded by Slater to approve payment in the amount of \$400.00 to Groove, Inc for entertainment during the Old Settler Days celebration, all voting aye, motion carried.

HOSPITAL EQUIPMENT MAINTENANCE CONTRACT: Tom Hunstad, representative for Johnson Controls met with the council to present and review a contract proposal to inspect and provide preventive maintenance to the hospital boilers and roof top units. Several options available for different services and inspection frequency were provided to the council to review. The council also discussed the option to combine having the Hospital and Event Center equipment inspected and serviced at the same time to save on mileage expenses and acquire quotes from other companies that do inspection and service work on this type of equipment.

MOVING/BUILDING PERMIT: Motion was made by Slater, seconded by Cavanaugh, to approve the moving/building permit submitted by Dave Vanregenmorter to move a 30' x 20' garage already located in De Smet to his property, all voting aye, motion carried.

AIRPORT: The City was informed that the FAA is requiring an archaeological survey of the De Smet airport for the airport project. Helms & Associates has obtained quotes from four companies as follows: Metcalf Archaeological Consultants, Inc. - \$7,930.50; Quality Services, Inc. - \$8,084.00; Ethnoscience, Inc. - \$9,496.13; and Beaver Creek Archaeology - \$9,775.00. Once the archaeological survey has been completed of the airport, it will also be used for future projects. Motion was made by Cavanaugh, seconded by Hansen, to approve hiring Metcalf Archaeological Consultants, Inc. in the amount of \$7,930.50 to perform an archaeological survey of the airport, all voting aye, motion carried.

MALT BEVERAGE LICENSES: This being the date and time advertised motion was made by Cavanaugh, seconded by Whitaker, to reissue on-off sale malt beverage with SD Farm Wine licenses as follows: the Dugout, Wheaties Sports Bar, Kingsbury Club House, General Store, Maynard's, Oxbow, Cowboy Country, The Main Stop, and Dollar General, all voting aye, motion carried.

SPECIAL LIQUOR LICENSES: The De Smet Volunteer Fire Department requested two special liquor licenses for events to be held at the De Smet Event Center on May 19, 2018 and June 2, 2018 from 5 PM to 1 AM and a request from the Oxbow for an event to be held at the De Smet Event Center on June 3, 2018 from 3:30 PM to 9:00 PM. Motion was made by Cavanaugh, seconded by Slater, to approve two special liquor license for the De Smet Volunteer Fire Department, for an events to be held at the De Smet Event Center on May 19, 2018 and June 2, 2018 from 5 PM to 1 AM, and to approve a special

liquor license for the Oxbow for an event to be held at the De Smet Event Center on June 3, 2018 from 3:30 PM to 9:00 PM, all voting aye, motion carried.

EXECUTIVE SESSION: At 6:00 PM, motion was made by Hansen, seconded by Cavanaugh, to approve going into executive session to discuss contract negotiations, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 7:06 PM.

BUILDINGS/PARKS/POOL: Building & Park Supt. Richard Stoddard met with the council to inform them that the diving board that was ordered for the pool was delivered that day; the shutters for the old city hall building have been ordered; and he is starting on the pool prep work to get it ready for the summer. Stoddard was asked to remove the remaining Frisbee golf nets in Rose Vincent Park and put them with the other nets that have already been removed. A quote from Kingsbury Electric in the amount of \$3,307.36 without any taxes to replace three old RV outlets with new outlets and to install three additional RV outlets on the south side of the trees near the Event Center parking lot was reviewed by the council. Motion was made by Hansen, seconded by Cavanaugh, to approve Kingsbury Electric replacing the three old RV outlets North of the trees and to install and additional three RV outlets in the total amount of \$3,307.36 excluding any taxes, all voting aye, motion carried. A quote in the amount of \$1,816.80 without any tax from Kingsbury Electric to install LED lights and add a motion switch by the door of the museum was presented to the council. Motion was made by Slater, seconded by Hansen, to approve hiring Kingsbury Electric in the amount of \$1,816.80 excluding taxes to install LED lights and a motion switch, all voting aye, motion carried. The council also discussed replacing a door on the museum in 2019. Stoddard also reported that there was a De Smet Gardening group that has offered to help maintain the legacy area of Washington Park.

CAMPING FEES: Motion was made by Slater, seconded by Cavanaugh, to approve increasing the camping fees to \$20.00 per night with electricity and \$10.00 per night without electricity to be effective June 1, 2018, all voting aye, motion carried.

FLOWER BARRELS: One quote was received to provide and plant flowers in 25 barrels on main street and 2 containers at the library were as follows: Poinsett Gardens Inc.-\$0/barrel. Motion by Cavanaugh, seconded by Botkin, to accept the quote of Poinsett Gardens Inc. of \$0/barrel, to provide and plant the flowers, for a total cost of \$0.00, all voting aye, motion carried.

AERIAL SPRAYING PERMIT: Motion was made by Hansen, seconded by Slater, to approve the 2018 aerial spraying permit application submitted by Wilbur-Ellis Air, LLC, all voting aye, motion carried.

HEALTH INSURANCE RENEWAL: A contract from Wellmark Blue Cross of SD for employee health insurance with a renewal premium of \$7,012.95/month was reviewed. The new premium would be an increase of \$1,037.17 per month to keep the current policy. Motion was made by Bohn, seconded by Slater, to renew the 2000 myBlue Silver (HSA) health insurance policy for the full-time city employees with a monthly premium cost of \$7,012.95/mo, to be effective July 1, 2017, all voting aye, motion carried.

VENDORS IN THE PARK: The council was asked to consider allowing vendors with a variety of products for sale one Saturday each month in June, July, and August to set up booths in Washington Park. Vendors would need to have a sales tax license and insurance. Motion was made by Slater, seconded by Cavanaugh, to approve the vendors setting up in Washington Park one Saturday per month during the months of June, July, and August, all voting aye, motion carried.

BASEBALL FIELD PROJECT UPDATE: A bill in the amount of \$259.69 for lumber for the baseball field dugouts was presented for payment to the council. Motion by Cavanaugh, seconded by Bohn, to approve payment for baseball field lumber in the amount of \$259.69 to Smith Lumber, all voting aye, motion carried. A quote in the amount of \$3,877.56 from Castlerock Construction & Concrete, Inc. for a concrete slab for the area where the bleachers will be located was reviewed by the council. Motion was made by Cavanaugh, seconded by Botkin, to approve hiring Castlerock Construction & Concrete, Inc. in the amount of \$3,877.56 for a concrete pad for the bleacher area, all voting aye, motion carried. The

council was informed that it may be necessary to purchase another load of agri-lime for the baseball field this fall; discussed naming of the baseball field; and installing plaques on the back of the dugouts for the Twins grant and Wellmark grant.

DEVELOPMENT COORDINATOR REPORT: Development Coordinator Rita Anderson reported on the following: there will be a free hospitality conference held in De Smet on June 5, 2018; the 'Energize! Exploring Innovative Rural Communities' held on May 8th & 9th was attended by 120 people and went very well; De Smet is the talk of the state and commended the council for the good work.

FINANCE OFFICER & HUMAN RESOURCE SCHOOL and HOSPITALITY CONFERENCE: Motion by Slater, seconded by Whitaker to approve FO Tracey Larson to attend the Finance Officers and Human Resources School, in Sioux Falls on June 5th – 8th, and City Staff to attend the Hospitality Conference in De Smet on June 5th, all voting aye, motion carried.

EMPLOYEE RESIGNATION: A resignation letter from Assistant Librarian Linda Reynhout was read by Mayor Wolkow. With deep regret, motion was made by Slater, seconded by Cavanaugh, to accept the resignation from Assistant Librarian Linda Reynhout and thanked for the job well done, all voting aye, motion carried. Motion was made by Slater, seconded by Hansen to approve advertising for the assistant librarian position, all voting aye, motion carried.

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

FINANCIAL REPORTS: Motion was made by Hansen, seconded Botkin, to approve the April 2018 Cash Balances Report as presented by the Finance Officer, all voting aye, motion carried.

OTHER: Other non-action items of discussion were as follows: 1) the April law enforcement report; 2) signage for the camping and park; 3) council reviews of property clean-ups; 4) sealing the Event Center floor in 2019; 5) irrigation of the football field; 6)and there will be a special meeting on May 29, 2018 at 5:00 at City Hall.

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

Gary Wolkow, Mayor

ATTEST:

Tracey Larson, Finance Officer

Published once at the approximate cost of \$_____