

REGULAR MEETING DE SMET COMMON COUNCIL
February 12, 2025

The De Smet Common Council met in regular session on February 12, 2025, at 5:00 p.m., with the following present: Council members, George Cavanaugh, Bret Jensen, Dustin McCune, Dane Coughlin, Pam Spader, Lowell Hansen, Mayor Gary Wolkow, Finance Officer Tracey Larson, and City Attorney Todd Wilkinson. Absent: none.

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

PLEDGE OF ALLEGIANCE: The meeting started with the council and those from the public reciting the Pledge of Allegiance.

ANNOUNCEMENTS: Mayor Wolkow thanked the City Crew and Halme Construction Crew for their diligent and devoted work during the water breaks.

MINUTES: Motion was made by Spader, seconded by Cavanaugh, to approve the minutes of January 8, 2025, Regular Meeting, all voting aye, motion carried.

CLAIMS: Motion was made by Cavanaugh, seconded by Coughlin, to approve paying the claims as presented, all voting aye, motion carried. The claims are as follows: PAYROLL \$47,250.42; OASI Benefit 3,614.64; Aflac, ins. premium 187.98; Dearborn National, life insurance 123.20; Delta Dental of South Dakota 461.40; VSP 191.40; The Health Pool of SD, health insurance premium 9,115.88; SDRS, retirement benefit 5,340.70; Kingsbury Electric Cooperative, utilities 873.12; Mediacom, utilities 112.20; Visa, supplies, utilities & computer software 494.50; American Bank & Trust, supplies 60.00; American Fence Company of SD, repairs & maintenance 367.00; American Water Works, travel & conference 83.00; Anderson Lumber, supplies 63.73; Avid Hawk LLC, supplies 35.00; Brightarrow, repairs & maintenance 1,120.00; Building Sprinkler, Inc. repairs & maintenance 320.00; Butler Machinery Co, repairs & maintenance 2,720.04; Carolyn Vandecar, meter deposit refund 150.00; Chesterman Company, supplies 240.50; City of De Smet, utilities 605.23; City of De Smet, supplies 51.49; Colonial Research, supplies 276.32; Twotrees Technologies, supplies, computer software, repairs & maintenance 1,554.37; Consumer Reports, supplies 52.04; Continental Western Group, insurance 67, 139.00; Cook's Wastepaper & Recycling, repairs & maintenance 7,398.15; Core & Main LP, repairs & maintenance 2,309.87; Country Living, supplies 14.97; Cowboy Country Store, fuel 601.76; CR Corner, LLC, diesel & fuel 506.84; Dakota Pump, repairs & maintenance 321.43; DBT Transportation, LLC, repair & maintenance 6,750.00; De Smet Development Corp, contributions 1,000.00; De Smet Trustworthy Hardware, supplies 90.35; De Smet Welding & Machine, equipment 4,317.25; Demco, supplies 100.10; Department of Health, labs 30.00; Doyle Langland, meter deposit refund 125.00; Efraimson Electric, Inc. repair & maintenance 191.33; ELO Prof., LLC, audit 10,899.89; Esperanza Gutierrez, deposit refund 50.00; Ferguson Waterworks, repairs & maintenance 198.84; First District Assoc., supplies 1,591.35; Glacial Lakes and Prairies Tourism, marketing 1,285.00; Good Old Days, supplies 38.23; Hawkins, Inc, chemicals 2,931.27; Heather Peckenpaugh, deposit refund 30.00; Innovative Office Solutions, supplies 1,949.37; Jeania Koehlmoos, deposit refund 50.00; Kasy Surat, deposit refund 30.00; Kingsbury

Electric Cooperative, repairs & maintenance 220.00; Kingsbury County Auditor, services 6,933.33; Kingsbury Electric Cooperative, utilities 1,325.60; Kingsbury Journal, supplies 65.00; Kingsbury Journal, library supplies 65.00; Magnolia Journal, supplies 35.00; Maynards, supplies 71.94; Maynards, library supplies 71.23; Michael Todd & Company, Inc., repairs & maintenance 923.94; Micro Marketing, supplies 681.72; Mid America Books, supplies 24.95; Midwest Living, supplies 30.00; Napa, supplies, repairs & maintenance 367.47; Northwestern, utilities 2,178.20; O'Keefe Implement, Inc, repairs & maintenance 46.92; Office Peeps, Inc., library supplies 60.12; Office Peeps, supplies, 904.36; Olson's Pest Technicians, repairs and maintenance 75.00; Onsite, LLC, improvements 10,270.22; Ottertail Power Company, utilities 5,795.68; Overdrive, Inc., supplies 600.00; People, supplies 125.28; Postmaster, supplies 336.00; Proline, Inc., supplies 272.56; Ramkota Hotel, conference 116.00; Schaefer Home Improvements, repairs 1,224.48; Schubloom Constr., Inc., repairs & maintenance 6,487.94; SD Dept. of Agriculture & Natural Resources, supplies 35.00; SD Dept of Revenue, sanitation sales tax 503.29; SD Public Utilities Commission, deposit refund 250.00; Share Corp., supplies & chemical 14,483.35; South Dakota 811, locates 34.65; The Penworthy Company LLC, supplies 245.18; True North Steel, repairs & maintenance 2,036.66; US Bank, water loan principal & interest 2,666.22; US Bank, water looping loan principal & interest 4,043.31; USPS, supplies 129.00; Valley Fibercom, utilities 494.97, Zell Manufacturing, equipment 6,379.88; Helms & Associates, SRE Project 155.00; IMEG, water tower project 3,000.00.

SPECIAL LIQUOR LICENSES: Two applications for special liquor licenses were submitted by Lu Ann Klinkel, owner of Klinkel's III for events to be held at the De Smet Legion Hall on March 15, 2025, from 5:00 pm - 11:00 pm, and at the De Smet Event Center on March 28, 2025, from 5:00 pm - 12:00 am. Motion was made by Cavanaugh, seconded by McCune, to approve two special liquor licenses submitted by Lu Ann Klinkel, owner of Klinkel's III for events to be held at the De Smet Legion Hall on March 15, 2025, from 5:00 pm - 11:00 pm, and at the De Smet Event Center on March 28, 2025, from 5:00 pm - 12:00 am all voting aye, motion carried.

APPLICATION OF MALT BEVERAGE LICENSE: This being the date and time advertised motion was made by Spader, seconded by Cavanaugh, to approve the application issuing an on-off sale malt beverage with SD Farm Wine licenses to Half Pint, LLC, all voting aye, motion carried.

HAYLAND BID OPENING: This being the date and time set for the opening of bids on the rental of hayland on the city property located south of 4th Street in the Industrial Park and at the Restricted Use Site, and two bids having been received for each property, Attorney Wilkinson opened the bids submitted: City Lots (Industrial Park) - Blake Koehlmoos \$200.00/year, and Doug Janssen \$145.00/year; Restricted Use Site - Blake Koehlmoos \$1,500.00/year, and Austin Gehm \$1,000.00/year. Motion was made by Cavanaugh, seconded by Jensen, to accept the bid from Blake Koehlmoos in the amount of \$200.00/year for the city lots (Industrial Park), and the bid from Blake Koehlmoos in the amount of \$1,500.00/year for the Restricted Use Site hayland, with the rental period for each location to be three years, all voting aye, motion carried.

PUBLIC COMMENTS: None.

INFRASTRUCTURE, MAIN STREET & WATER TOWER PROJECTS: Karen Schaefer, Engineer for IMEG, met with the council to discuss the infrastructure projects, water tower, and Main Street project updates. Engineer Schaefer reported that as of today, the Bowes Construction for blading 2nd Street & Chase Street was not sent to the City of De Smet. Base coarse work to be done on 2nd Street and Chase Street will be done by Bowes. The completion date for the 2nd and Chase Street project is July 1, 2025. Schaefer has been in contact with O&A Coatings regarding the water tower project that will be done in 2025. A pre-construction meeting will be scheduled for the end of April. While O&A Coatings are here, they will be taking paint samples from the water tower to test for lead. The company will be here at the beginning of July and anticipate completing the tower project by August 16, 2025. Also discussed were the logos and paint color on the tower. Schaefer informed the council that a memo will be sent to business owners inviting them to meet with IMEG to discuss the Main Street Project one on one on Tuesday, February 25, 2025, at City Hall. IMEG will also meet with the city staff and some council members that same day. A Main Street Project pre-construction meeting has been scheduled for March 11, 2025. Schaefer presented a proposal for construction administration for the Main Street Project in the amount of \$473,000.00.

MAIN STREET PROJECT CA AGREEMENT: Motion was made by Coughlin, seconded by McCune, to approve the Main Street Project CA Proposal with IMEG in the amount of \$473,000.00, all voting aye, motion carried.

EXECUTIVE SESSION: Motion was made by Jensen, seconded by Spader, to go into executive session to consult with the City Attorney at 5:25 pm, all voting aye, motion carried. Mayor Wolkow declared the council out of executive session at 6:05 pm.

AIRPORT: Kingbrook Rural Water has asked for authority to request a categorical exclusion of airport property that they would like to run two water lines in the Southeast corner of the airport property. The City would like Kingbrook Rural Water to keep the two water lines closer and parallel to the wildlife fence and to consider running a service line to the airport buildings. Motion was made by Hansen, seconded by Cavanaugh, to authorize the Mayor signing the FAA categorical exclusion for Kingbrook Rural Water, all voting aye, motion carried.

SCHOOL DRAINAGE: De Smet School Superintendent Abi Van Regenmorter met with the council to discuss drainage problems on the North side of the new elementary school addition. The school would like to install underground drainage to carry the water to the east and tie-in to a drop inlet at the corner of 3rd Street & Sherwood. Motion was made by Jensen, seconded by McCune, to approve the school installing a drainage line on their property that will tie-in to the storm sewer drop inlet at the corner of 3rd Street & Sherwood, all voting aye, motion carried.

STREETS: Street Supt. Ryan Petersen presented the council with a list of streets planned for 2025 chip sealing, crack sealing, and masking. Discussions have been held with the City of Arlington to bid the 2025 street maintenance for chip sealing and crack sealing together. Supt.

Petersen also informed the council that the flight inspection at the airport has been rescheduled for February 17, 2025.

CHIP SEAL/CRACK SEAL CALL FOR BIDS: Motion was made by Coughlin, seconded by McCune, to approve calling for bids in combination with Arlington for chip sealing approximately 29,000 sq. yards, and crack sealing approximately 21,000 lin. feet in De Smet, all voting aye, motion carried.

GARBAGE SERVICES: Motion was made by Jensen, seconded by Hansen, to approve calling for bids for residential sanitation services for a five-year contract, all voting aye, motion carried.

OUTDATED INVOICE: An invoice in the amount of \$6,487.94 for repairs and maintenance completed between 2021 to 2024 was presented to the council. Motion was made by Cavanaugh, seconded by Coughlin, to approve paying the invoice in the amount of \$6,487.94 from Schubloom Construction in the amount of \$6,487.94, all voting aye, motion carried.

HARVEY DUNN PAINTINGS: A request has been made by the SD Art Museum to borrow two original Harvey Dunn paintings that are on display at the library. The two paintings requested are *Prairie Wife* and *In Search of the Land of Milk and Honey*. The paintings would be included in the Harvey Dunn: The Founding Gift Exhibit from March 29, 2025, to September 21, 2025, at the SD Art Museum in Brookings, SD showcasing the paintings from that original exhibit displayed by Dunn himself back in 1950. Motion was made by Jensen, seconded by Cavanaugh, to approve loaning two original Harvey Dunn paintings, *Prairie Wife* and *In Search of the Land of Milk and Honey*, to the SD Art Museum, all voting aye, motion carried.

FIRE DEPARTMENT TRUCK: Fire Chief, Mike Warne, met with the council to discuss purchasing a vehicle for transporting the rescue tools and would include a foam fire suppression system. Most of the funding for the truck would come from pledges. Motion was made by Cavanaugh, seconded by Coughlin, to call for bids for a one-ton pickup with 4-wheel drive, crew cab, eight (8) foot box, automatic transmission, and V8 engine, all voting aye, motion carried.

POLICY FOR REQUEST FOR PUBLIC INFORMATION: A policy for requesting of public information was presented to the council. The policy outlines requests will be made in writing, time to comply with the request, and fees involved. Motion was made by Cavanaugh, seconded by McCune, to approve Resolution 2025-1, a Request of Public Information Policy to be effective immediately, all voting aye, motion carried.

Resolution No. 2025-1

Request for Public Information Policy

The City of De Smet strives to provide its citizens with superior service in all areas of operation. Citizens are encouraged to email, call, or visit City Officials/City Hall to inquire about City business, policy, or operations. Occasionally, citizens may wish to receive additional City records. Chapter 1-27 of South Dakota Codified Law grants the public certain rights to view or receive copies of most of the documents and data created and compiled by government entities, including municipalities.

The City of De Smet has enacted policies and procedures to ensure requests for records are fulfilled promptly:

- Current public records for the City of De Smet will be filed and maintained at the City Hall.
- All public records requests must be made by completing a Request for Public Information Form and returned to City Hall. Verbal requests will not be accepted. Requests must describe the records sought with reasonable particularity.
- Each request shall contain the name, address, and telephone number of the requester.
- The Finance Officer, or his or her designee, will respond to the request within ten business days. The response will:
 - Comply with the request in whole or in part with a reason for the denial;
 - Acknowledge receipt of the request; or
 - Request clarification of which records are being requested or the delivery format.
- Requests must be for documents or data that are in existence at the time of the request and will be provided in the format or media in which the information is stored.
- Certain records are exempt for disclosure and may be withheld or redacted. If the request for information is denied, an explanation of the denial will be sent to the requester and will be kept on file for up to three years.
- The City may recover the costs associated with fulfilling a request. Fees for requests could include copy fees; printing fees; mailing fees; facsimile transmission of copies, and staff time for research, retrieval, and compilation of requests. Actual or estimated fees associated with each request will be included in the initial response to each request.
- This resolution will be in effect immediately upon passage.

Dated this 12th day of February 2025

Mayor - Gary Wolkow

Finance Officer - Tracey Larson

Published: February 26, 2025

EQUALIZATION: Tammy Anderson, Director of Equalization for Kingsbury County met with the council to present annual information property valuations changes, and process to appeal property assessments.

Assessment changes reported state that structures will increase by 20% and land assessments will increase by 25%. The Equalization Office will be doing reappraisals in De Smet this summer. Assessment notices will be mailed out by March 1st and March 13, 2025, is the last day for property owners to file a written appeal. The De Smet City Council will meet as the Equalization Board to review the assessment records and review filed appeals

PROPERTY TAX ABATEMENT: A letter from the Kingsbury County Treasurer for a veterans exemption tax abatement of property taxes in the total amount of \$1,291.88 for the taxes was presented to the council. Motion was made by Spader, seconded by Cavanaugh, to approve the request for an abatement of city property taxes for a veterans exemption for parcel #6049, all voting aye, motion carried.

EQUALIZATION MEETING: Motion was made by Cavanaugh, seconded by Hansen, to approve holding the Equalization Meeting on Monday, March 17, 2025, at 5:00 pm at City Hall, all voting aye, motion carried.

SUMMER SOFTBALL: Dawn Whitten and Amber Nelsen met with the council to discuss converting the summer softball from slow pitch to fastpitch and combining with Lake Preston softball. The teams would need to join a league in Madison at a cost of \$100.00 per player. T-ball age players would not be part of the league. Other area teams have converted to fast pitch and converting to fast pitch would start preparing players if they wish to play on the high school fast pitch team. Motion was made by Cavanaugh, seconded by McCune, to approve the city paying \$25.00 per softball team player for league fees, all voting aye, motion carried.

DE SMET CHAMBER: De Smet Chamber President, Chad Kruse, met with the council to give an update of the Old Settler Day Celebration and All-school Reunion activities. Activities have been moved from Main Street to Washington Park. The car show will be by the football field, and inflatables will be where the volleyball court was. They would like extra garbage cans and picnic tables available for the event.

DE SMET HOUSING & REDEVELOPMENT: Lynn Kruse and Lynn Beck met with the council to inform them that the De Smet Housing & Redevelopment organization is applying for funding to develop two new units at the Calumet Townhomes. The units would be three bedrooms. They also discussed finding lot pins and survey work.

NEW FIRE DEPARTMENT MEMBER: Motion was made by Cavanaugh, seconded by McCune, to approve Shon Asleson joining the De Smet Volunteer Fire Department to replace Colt Wilkinson, all voting aye, motion carried.

ALERT SYSTEM: Finance Officer Larson presented information for an alert system subscription from Bright Arrow. The current alert system is not working well, and Verizon customers do not receive the whole alert message. The cost for the initial subscription would be \$1,120.00 and would include 15,000 minutes and 3,000 additional minutes could be added when needed \$200.00 in the first year. The new system has the capability of sending text alerts, emails, or voicemail. Motion was made by McCune, seconded by Jensen, to approve the subscription with Bright Arrow for alert messages in the amount of \$1,120.00, all voting aye, motion carried.

TRAFFICE CONTROL DEVICE GRANT: Motion was made by Spader, seconded by Jensen, to approve applying for the Traffic Control Device Grant through SDML Street Association, all voting aye, motion carried.

SURPLUS PROPERTY: Motion was made by Cavanaugh, seconded by Coughlin, to approve declaring four (4) Michelin and two (2) Bridgestone 14/24 tires as surplus to be disposed of by WW Tire, all voting aye, motion carried.

2025 SEASONAL HELP: Motion was made by Cavanaugh, seconded by McCune, to approve hiring Sophia Gigov as lifeguard in the amount of \$12.50/hour and \$750.00 for the 2025 season as head lifeguard, Oscar Petersen as lifeguard in the amount of \$12.50/hour and \$750.00 for the 2025 season as head lifeguard, Stephanie Botkin as a fill-in lifeguard in the amount of \$14.25/hour, Owen Anderson as lifeguard in the amount of \$12.50/hour, Adalyn Gross as lifeguard in the amount of \$12.50/hour, Audi Currier as lifeguard in the amount of \$12.50/hour, Savannah Larson as lifeguard in the amount of \$12.20/hour pending she passes her lifesaving certification, Jordan Botkin as lifeguard in the amount of \$12.50/hour, Dawn Whitten as softball coach in the amount of \$1,200.00/2025 summer season, Josh Starnes as softball coach in the amount of \$1,200.00/2025 summer season, Amanda Starnes as softball coach in the amount of \$1,200.00/2025 summer season, Aaron Grubb as baseball coach in the amount of \$1,200.00/2025 summer season, Chris St. Sauver as baseball coach in the amount of \$1,200.00/2025 summer season, and Ryan Sauter as baseball coach in the amount of \$1,200.00/2025 summer season, all voting aye, motion carried.

PROJECT PAYMENTS: Motion was made by Spader, seconded by Cavanaugh, to approve pay request 23007847.00-5 IMEG, water tower project \$3,000.00, Pay request #7 Helms & Associates, SRE project \$155.00, all voting aye, motion carried.

DE SMET DEVELOPMENT CORPORATION: De Smet Development Coordinator, Jamie Lancaster, gave an update to the council of activities happening. Updates included: legislative session topics and action; and they are working on a way to keep the local Dairy Queen open.

FINANCIAL REPORT: Motion was made by Spader, seconded by Cavanaugh, to approve the January 2025 Cash Balances Report as presented by the Finance Officer, all voting aye, motion carried. FO Larson also presented information of funding that has been received for the infrastructure project, and principal balances of current loans.

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

OTHER: Other non-action items of discussion were as follows: 1) the January law enforcement report; and 2) the notification from Cook's to increase the garbage rates.

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 Mark Birkel, \$18.82/hour effective February 1, 2025.

Gary Wolkow, Mayor

ATTEST:

Tracey Larson, Finance Officer

Published once at the approximate cost of \$_____