

Unapproved Minutes  
 Gettysburg, South Dakota  
 March 7, 2004

Pursuant to the due call and notice thereof, the City Council met in regular session on March 7, 2005 at 7:00 PM at the City Finance Office. Those present included Mayor Jerald A. Bown, Finance Officer Sharleen Eliason and Council members Bobbie Potts, Bill Wuttke Pat Everson, Tonya Tanner ,Larry Madsen and absent Jack Axsom. Also present was Alvin Phillips, Maintenance Supervisor, Joe Senyak, Chief of Police, Kevin Logan, Robert Williams from Brosz Engineering , Mandy Luikens and City Attorney Emily Sovell.

Motioned by Madsen seconded by Wuttke, motion carried to approve the minutes from February 7th and February 17<sup>th</sup>2005 with no corrections noted.

Motioned by Potts, seconded by Everson, motion carried to approve vouchers payable for February and in addition the council also approved the following for payment to be received in March: Schlachter Lumber-189.60, Northern Plains Coop –fuel \$ 2442.55, Cenex Fleet Fueling-ambulance fuel--\$117.24 ,Emily Sovel-legal \$347.00 and Praxair-ambulance supplies—110.79.

VOUCHERS PAYABLE

Payroll Expense by Department:

Total Payroll Expense by Department

Mayor & Council	February Payroll	00.00
Finance Office	February Payroll	2,811.66
Police	February Payroll	4,208.32
Streets	February Payroll	1,873.75
Snow Removal	February Payroll	894.00
Garbage	February Payroll	10.50
Airport	February Payroll	10.50
Swimming Pool	February Payroll	00.00
Parks	February Payroll	209.50
Water	February Payroll	3,285.00
Sewer	February Payroll	702.00
Ambulance	February Payroll	00.00

Total Payroll Expense by Department 12,319.23

Net Payroll		10,237.05
AMERICAN NEWS	POLICE AD	154.80
AVERA QUEEN OF PEACE	EMPLOYEE-NEW HIRE	58.85
BANK OF THE WEST	WITHHOLDING	1,751.47

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BEST BUSINESS PRODUCTS	MAINT COPIER	34.65
BLIESE MACHINE SHOP	SUPPLIES	61.50
BOWN, JERALD	MILEAGE	39.00
BUHL'S LAUNDRY	F O RUGS	21.60
CELLULAR ONE	AMBULANCE PHONE	41.93
CITY OF GETTYSBURG	OLSON-WATER OUTREAD	40.60
CRAWFORD TRUCKS	SUPPLIES	101.13
DAKOTACARE INS.	HEALTH INS.	3,884.19
DAKOTA FARM & RANCH	SUPPLIES	354.79
DUCKWALLS	SUPPLIES	22.45
FARM PLAN	SUPPLIES	185.03
GALLS	SUPPLIES	48.96
GAS N GOODIES	SUPPLIES	18.00
DEVELOPMENT CORP	TRIPLE B TAX	1,090.85
GETTYSBURG TV & APPL	SUPPLIES	113.98
GETTYBURG COUNTRY CLUB	BRIDGE	200.00
HANSEN PLUMBING	PARTS	142.59
HARER, DAVE	WATER DEPOSIT	65.00
HAWKINSON, MICHELLE	MILEAGE	38.40
HEARTLAND WASTE	GARBAGE	3,261.07
HELMS & ASSOC	AIRPORT PROJECT	11,447.76
HIGH PLAINS ART COUNCIL	DONATION	500.00
KING, EUGENE	SUPPLIES	304.74
LOGAN ELECTRIC	LABOR	271.54
LOGAN ELECTRIC	AIRPORT PROJECT	766.12
LOGAN ELECTRIC	AIRPORT PROJECT	15,583.52
MIDLAND CONTRACTING	AIRPORT PROJECT	2,227.50
MIDWAY PARTS	MISC SUPPLIES	134.72
MID DAKOTA	WATER	10,139.07
MONTANA-DAKOTA	MISC. ELECTRIC DEPTS	3,354.79
NEW CREATIONS	SUPPLIES	53.95
NORTHWEST PIPE	SUPPLIES	231.84
OLSON, FREDRIC	WATER DEPOSIT	24.40
ONE CALL	WATER LOCATES	1.96
POTTER CO NEWS	PUBLICATIONS	211.10
POTTER CO. TREAS	½ OF TELETYPE	900.00
PRAXAIR	AMBULANCE SUPPLIES	65.78
RIPS REPAIR	POLICE REPAIRS	286.16
SCHATZ ELECTRIC	LABOR	115.59
SCHLACHTER LUMBER	SUPPLIES	144.21
DEPT OF REVENUE	SALES TAX –GARBAGE	178.10
SD DEPT OF REVENUE	WATER SAMPLES	48.00
SD RETIREMENT	RETIREMENT	1,849.00
SD COOPERATIVE	WORKSHOP	10.00
SHARE CORP	SUPPLIES	61.40

SOVELL, EMILY	LEGAL	299.00
TRAIL MOTEL	POLICE	30.00
TRUE VALUE	SUPPLIES	461.55
VENTURE COMMUNICATIONS	PHONES	432.27
US POSTMASTER	STAMPS	185.00
VERIZONE WIRELESS	CELL PHONES	136.98
VILAS DRUG	SUPPLIES	169.14
WESTERN COMMUNICATIONS	LABOR	80.00
ZUBER REFRIGERATION	LABOR	304.05
TOTAL CHECKS		74,540.73

Nineteen letters were sent regarding non-operating curb stops that need to be fixed by June 1, 2005. Ordinance # 13.04.160 states that curb stops need to be operating properly within the City of Gettysburg. One resident has the non-operating curb stop located in the driveway and they were wondering if the curb stop could be located in a different area. The Council stated they could move it 5 ft but the old curb stop still needs to be taken out in case it would develop a leak in the future.

At this time the **bid for the 1. bathroom-shower and 2. Bathroom-Shower with concession** stand was opened. The only bid was from Logan Electric for the following:

1. Bathroom/ shower \$ 61,129.00
2. Bathroom/ shower with concession stand \$ 80,143.00

Motioned by Everson, seconded by Tanner, motion carried, to reject the bid and discuss further the possibly of re-evaluating the size of the building needed and to possibly check into Game Fish & Parks grants.

There is a grant that is available until March 31,2005 to help insulate auditoriums. Kevin Logan checked and there is only a couple of inches of insulation in the attic of the auditorium. He estimated that it should have 14" of insulation at a cost of around \$ 6,000.00. Motioned by Madsen, seconded by Potts, motion carried to apply for the grant for funding the insulating of the auditorium.

Mandy Luiken, Gettysburg Whitlock Bay Development Corporation, stated that the Spec Building is now paid for from Triple B funds, and she wanted to update the Council with the future triple B goals. 1. Land purchase for the new Firehall, which includes destruction of current building. 2. Signage for Downtown Businesses. 3. Land purchases for new and expanding businesses. 4. Continue Wind Energy Study. Mandy Luiken also discussed the Fire Hall grant with the Council. The grant that will be applied for the fire hall will be up to 250,000 and Mandy needs to know who will be responsible for the rest of the financing. At this time Mayor Bown stated that at the meeting he attended with representatives from the Fireman, EMT's, County and City it was not discussed and that this should have been discussed before the plans escalated. Mayor Bown did state that he felt there would be contributions from other sources if the need arises. Mandy stated that in the beginning she thought the Fireman would be applying for the loan but they feel

they need to finish paying for the fire truck they purchased before taking on additional debt. Mandy did state that according to the information she has that if the Fireman secure the loan it could be for forty years and if the City obtains the financing it would be for thirty years and it is a 60-40 grant. The estimated projecting from Brosz was for about 750,000, but Mandy stated other fire halls this size averaged about 500,000 so she is checking this out yet. Council member Madsen asked Luiken questions regarding the fire hall. Ted Dickey from NECOG will be attending the next Council meeting.

Joe Senyak, Chief of Police, gave the council an update regarding the problems with the Ford Police car. Kevin Lomheim has worked on the Ford and it has been performing better. Joe showed pictures to the Council of a Crown Victoria car with about 39,000 miles for \$9950.00. He would like to upgrade and then sell the 95 Chev Caprice. Motioned by Madsen, seconded by Wuttke, to purchase the 2000 Crown Victoria. Madsen-yea, Wuttke-yea, Potts-yea, Everson-nay, and Tanner nay. Motion failed. Tanner and Everson stated they would like to possibly check into the possibility of checking into new vehicles as the last car that was purchased used now has problems. Joe Senyak stated that he had to transport a female prisoner to Selby and would like reimbursement for 2 ½ hours for Janelle Senyak. Emily Sovell, City attorney will check with other law enforcement to see what policies they have in force for transporting female prisoners. Motioned by Potts, seconded by Everson, motion carried to pay Janelle Senyak \$25.00 for her help. Council member Tanner asked if our City police were going outside of City limits for accidents, Joe Senyak stated that the City Police should be only in City limits.

Maintenance Supervisor Alvin Phillips updated the Council with tool purchases for the tool truck. Last year the clean up week was May 8<sup>th</sup> through May 15<sup>th</sup> this year it will be scheduled for April 30<sup>th</sup> through May 7<sup>th</sup>, 2005. Alvin Phillips also discussed the possibility of hiring a green thumb worker for help with the rubble site. Motioned by Potts, seconded by Wuttke, motion carried to check into hiring a green thumb worker for part time help. The Finance officer will check with Geraldine Biel representative of experience works out of Mobridge which is what the program is now called. Discussion also regarding seasonal help was also discussed. Motion to advertise for seasonal help was made by Everson, seconded by Tanner, motion carried. Motioned by Everson, seconded by Tanner, motion carried to start advertising for lifeguards and pool manager. Alvin stated that the Water dept had a call from a private citizen to check out their water due to a health concern. Alvin did obtain a water sample it was sent in to the state and the report came back that the water was within regulation guidelines. Alvin Phillips stated that the City needs a cutting edge blade for the road grader. Motioned by Madsen, seconded by Potts, motion carried to purchase this. Phillips also asked if they were to blade the alley by the Museum and in other areas that need it. He was advised that yes they should be using the blading these areas as needed.

Building permits were presented to the Council from:

Robert Thomas      Shop      E 100' of Lot 1 Block3Burdicks addition  
Irving Potts      addition to house      beginning point1210 ft S of the N.East corner  
25-118-76 unplatted portion of Gettysburg

Rich& Joy Penrod    green house & Office    lot 2 of outlot15 less the S 150'Brothers outlots

Grace Bible Church    storage shed      Lots5,6,7,8.A plus vacated Fisk Court Block 84  
Western Town Lot Company Addition

Motioned by Potts, seconded by Everson, motion carried to approve the building permits.

A demolition permit was presented to the Council for the following:

Richard & Joy Penrod (former Baptist Parsonage) lots 2-9 Western town lot Co.  
Motioned by Wuttke, seconded by Madsen, motion carried to approve the demolition permit.

Brosz Engineering sent a proposal on February 24<sup>th</sup> for a Street Maintenance, Chip and Seal Project; they proposed they would provide the following services:

1. Meet with City and establish Streets to be rehabilitated and obtain requirements and crack seal lengths.
2. Provide City with a final set of plans and specifications by March 10,2005 for a March 31<sup>st</sup>, 2005 bid letting.

They anticipated the cost for the site to be around \$3,000.00. Mayor Bown had the Finance Officer Eliason poll the Council at that time and the council was in approval for Brosz to do the required work but some members of the Council wanted to review the streets to be done because of drainage issues. Council stated to have Mayor Bown sign the

Notice to proceed agreement and then they would address what streets to be included at the March 7<sup>th</sup> meeting.

Robert Williams from Brosz Engineering was present to answer questions about a proposal for 2005 Chip & Seal and Crack Sealing project for 2005. Robert handed out a map to the Council regarding an area of streets to be done. There was questions regarding Harrison St. with drainage issues. Robert Williams stated that they did check out elevations on this street and it is going to be very difficult to change the drainage but they will try and do what they can. Also the Council raised concerns about doing a chip & seal on Ellsworth , this street is gravel right now and the Council wondered if a chip & Seal would be sufficient due to some truck traffic. The Council agreed to the streets that Robert Williams proposed and agreed to publish in the paper the Notice of Call of bids to be published in the Potter County news March 10<sup>th</sup> and March 17<sup>th</sup>,2005 with date of March 31<sup>st</sup> at 2:00 PM that bids are to be back at the Finance Office. Council member Madsen asked if the bidding also includes drainage and Robert Williams stated that the bids does not include for drainage issues. The drainage issues will be addressed by the City maintenance crew. Motioned by Potts, seconded by Wuttke, motion carried (Madsen-nay) to proceed with the proposed Chip & Seal and crack sealing Street Project for 2005. Robert Williams stated that he is anticipating the bids to be lower

than last year and that possibly the contractors with the new bid could finish last years project if the Council so desires. Mayor Bown also stated that Ron Tanner told him that the County is planning on Chip Sealing Court Street and the City will be paying half of this project.

Mayor Bown asked the Council's direction regarding the Sewer project that we had a study done from Helms in June 2004. If the Council was still interested in doing this project from 5<sup>th</sup> Avenue South to the lagoon, approximately 3000 ft and it would involve about 8-9 manholes. The cost estimate was around \$150,000 and the current interest rate for a State Revolving Fund loan is around 3.5% for 20 years. It was felt this project does need to be done and we will do further checking.

There being no other bid received, Council member Potts, seconded by Wuttke, motion carried to accept the following fuel bid from Northern Plains Coop: SNL-1.94 # 2-1.63 # 1—1.69 and LP 1.00.

Finance Officer Eliason asked the Council's approval to send a letter to Legislative Audit for a delay in the Annual Report. The City is switching from accrued to cash basis. Due to the complexity in changing accounting systems, Finance Officer Eliason asked the Council to have the auditing firm of Kohlman, Bierschbach & Anderson help with the adjusting journal entries and the Annual report. Motioned by Madsen, seconded by Potts, motion carried to sign the letter of agreement with the auditors to do the adjusting entries and the annual report at a cost of around \$800.00. The Auditing firm of Kohlman, Bierschbach & Anderson also sent a letter of intent for the audit of 2004. The cost of this audit will be higher this year due to the airport federal grant. The estimated cost for the 2004 audit is around \$3800.00 and will be done in June 2005. Motioned by Wuttke, seconded by Everson, motion carried to sign the letter of engagement for the audit.

Ambulance write offs were presented to the Council. Due to Medicare was \$164.08 and due to Medicaid was 257.14 for a total of \$421.22. Motioned by Wutke, seconded by Tanner, motion carried to approve these write offs.

Airport Conference is March 9-10,2005 at the Crossroads Hotel & Convention Center in Huron. Lonnie Burnham, airport manager and Council member Potts are registered for this conference. Council member Potts stated that the tentative date for the airport dedication is scheduled for May 14<sup>th</sup>, 2005. They are planning on having a noon luncheon with a program to follow. He is wondering if the City would assist in expenses. He will obtain quotes and get back to the Council.

Ordinance 2005-2-1 was presented to the Council for the second reading. This is an Ordinance regarding City Council voting. Roll call vote was taken with the following results: Wuttke-yea, Madsen-yea, Potts-yea, Tanner-yea, Everson-yea, Axsom-absent motion carried.

Ordinance 2005-2-2 was presented to the Council for the second reading. This ordinance

supplements the budget for the airport project that will be finished this year. Roll call vote was taken with the following results: Everson-yea, Tanner-yea, Potts-yea, Madsen-yea , Wuttke-yea ( Axsom-absent) motion carried.

An application for transient merchant license was presented to the Council. This was for Osborns Clothing. Motion to approve by Wuttke, seconded by Madsen, motion carried.

Correspondence included Central Plains Water Development District meeting on March 9, 2005 at Miller S.D. Mayor Bown said he would be attending this meeting. There will be

a District 7 dinner at Mobridge on April 5, 2005. Please let Finance Officer know by March 23<sup>rd</sup> if you are planning on attending. On Friday April 8,2005 at the Ramkota in Aberdeen there is a Finance Officer's meeting.

In Round table discussion Council member Madsen asked about the rubble being buried on the former lot where the Ben Anne apartment building was located. Council member Tanner asked questions regarding City limits for the Police vehicles. She has had questions from citizens regarding our police out by the grain bins west of town.

Motioned by Potts, seconded by Wuttke,motion carried to adjourn into executive session at 10:16PM. Council reconvened at 10:19 PM.

There being no further business. Council member Potts motioned, Wuttke seconded and motion carried to adjourn at 10:20PM.

Attest:

Witness:

\_\_\_\_\_  
Sharleen Eliason, Finance Officer

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Jerald A Bown, Mayor