

Unapproved Minutes  
 Gettysburg, South Dakota  
 August 6, 2007

Pursuant to the due call and notice thereof, the City Council met in regular session on Aug 6, 2007 at 7:00 PM at the City Finance Office. Those present included Mayor Axsom and Council members Pat Everson, Sandra Ackerman, Bill Wuttke ,Natalie Harer, Philip Nagel and absent Brandy Hansen. Also present was Maintenance Supervisor Russell Anderson, Sharleen Eliason, Finance Officer, Joe Senyak, Chief of Police, Mark Schmidt President Economic Development, Bruce Williams, Gary Nickerson, Deputy Sheriff, and Delvin Worth.

Motioned by Wuttke, seconded by Ackerman, motion carried to approve the minutes from July 2, 2007 with no corrections noted.

Motioned by Wuttke, seconded by Ackerman, motion carried to approve accounts payable with the following late bills to be paid later: Cam Wal-welcome sign \$ 9.25, Duckwalls-supplies 155.11, Eco Lab-spray chemicals at fire hall & Rescue Unit--\$95.00, Gas N Goodies –car washes \$21.00, North Central Inc.-payment on Firehall & Rescue Unit-3052.30, Northern Plains Fuel--\$ 2357.80, Rips Repair—repairs of truck-\$ 792.63, PC Tres office-1/2 teletype--\$900.00, Schatz Repair-tire repair-\$ 8.00, Schlachters lumber-supplies-\$ 74.29 and True Value-Supplies---234.77 for a total of \$7700.15 to be paid in August 2007.

VOUCHERS PAYABLE

Payroll Expense by Department:

Total Payroll Expense by Department		
Mayor & Council	July Payroll	3,984.17
Finance Office	July Payroll	2,683.57
Police	July Payroll	5,388.02
Streets	July Payroll	3,256.62
Snow Removal	July Payroll	00.00
Garbage	July Payroll	877.85
Airport	July Payroll	220.57
West Nile	July Payroll	310.05
Swimming Pool	July Payroll	5,940.27
Parks	July Payroll	1,937.46
Water	July Payroll	1,348.48
Sewer	July Payroll	579.52
Ambulance	July Payroll	00.00
Total Payroll Expense by Department		26,526.58

Net Payroll		21,237.21
3 D SPECIALTIES	SUPPLIES	406.12
ALTELL	AMBULANCE PHONE	42.87
AVERA-QUEEN OF PEACE	EMPLOYEE TESTING	63.50
BANK OF THE WEST	SAFETY DEP BOX	10.00
BANK OF THE WEST	WITHHOLDING	3,359.42
BANK OF THE WEST	WITHHOLDING	2,363.27
BEST BUSINESS PRODUCTS	MAINT COPIER	24.00
BLIESE MACHINE SHOP	SUPPLIES & LABOR	1,096.94
BOYD LAKE	WATER DEPOSIT	50.00
BRET BAUER	IRRIGATION-PARK	4,325.00
CAM-WAL ELECTRIC	WELCOME SIGN	9.25
CAPMARK	WATER LOAN	39,400.00
CENEX FLEET FUELING	AMBULANCE FUEL	34.91
CENTRAL CULVERT SUPPLY	SUPPLIES	4,255.20
CITY OF GETTYSBURG	PETTY CASH	31.43
CITY OF GETTYSBURG	PETTY CASH	42.00
CMS LABORATORY PROGRAM	CERTIFICATE FEE	150.00
DAKOTA FARM & RANCH	SUPPLIES	667.55
DAKOTA FIRE EQUIPMENT	EQUIP CHECK	184.50
DAKOTACARE INS.	INSURANCE	4,748.41
ELIASON,SHAR	MILEAGE	83.88
FARM PLAN	SUPPLIES	769.58
FIRST NATIONAL BANK	WATER LOAN	10,748.12
GAS N GOODIES	CAR WASHES	49.00
GETTYSBURG DEVELOPMENT	TRIPLE B TAX	2,227.29
GETTYSBURG TV & APPLIANCE	SUPPLIES	69.98
HANSEN PLUMBING	SUPPLIES	111.73
HAWKINS INC.	SUPPLIES	2,438.81
HEARTLAND WASTE	GARBAGE	4,135.70
HELMS & ASSOC	AIRPORT ENGINEERING	665.48
JACK AXSOM	MILEAGE	134.80
JENSEN ROCK & SAND	COLD MIX	462.40
JOAN WAGER	WATER DEP REFUND	65.00
JOYS GREENHOUSE	FLOWERS-PARK	29.20
JULIE KRAMER	WATER DEP REF	58.00
KEITH STARKS	WATER DEP REF	65.00
KOHLMAN,BIERSCHBACH &ANDERSON	AUDIT	5,040.00
LAMBS MOTOR CO	OIL CHANGE	11.40
LOGAN ELECTRIC	SUPPLIES	490.63
MDU	VARIOUS DEPTS	4,074.87
MELISSA SHARP	WATER METER DEP	65.00
MICHAEL TODD & CO	SUPPLIES	425.08
MIDWAY PARTS	MISC SUPPLIES	172.43
MID DAKOTA	WATER	11,385.26
MN WIRELESS	AIRPORT	45.00

MORRIS INC.	OMEGA MIX	515.57
NEW CREATIONS	SUPPLIES	680.65
NORTHWEST PIPE FITTINGS	SUPPLIES	282.06
ONE CALL SYSTEMS	WATER LOCATES	12.00
POTTER COUNTY NEWS	PUBLICATIONS	422.32
POTTS TRUCKING	SAND	472.60
PRAXAIR	SUPPLIES	162.46
RDP CONSTRUCTION	SUPPLIES	2,435.00
RYANS CANDY	POOL SUPPLIES	259.65
SCHATZ ELECTRIC	POOL REPAIR	83.56
SCHLACHTER LUMBER	SUPPLIES	39.14
SCHLACHTER LUMBER	SUPPLIES	124.93
SD DEPT OF REVENUE	WATER SAMPLES	596.00
SD DEPT OF REVENUE	RUBBLE & POOL TAX	564.12
SD RETIREMENT	RETIREMENT	2,133.27
SERVALL UNIFORM	FO RUGS	33.44
SOVELL, EMILY	LEGAL SERVICE	91.53
TREV STAMEN	WATER DEP REFUND	65.00
TRUE VALUE	SUPPLIES	175.58
USDA RURAL DEV	FIREHALL & R LOAN	25,122.00
VENTURE COMMUNICATIONS	PHONES	594.30
VERIZON WIRELESS	CELL PHONES	165.77
WAYNE HOLZWARTH	WATER DEP REFUND	50.00
<b>TOTAL CHECKS</b>		<b>161,406.17</b>

Gary Nickerson, Potter County Sheriff's Office just completed the DARE program and will be the instructor in Potter County. He will be instructing the 5<sup>th</sup> grade and was wondering if the City would like to donate to the program. This will be discussed at the next meeting.

Mark Schmidt, Gettysburg Whitlock Bay Development President gave the Council an updated list of the GWBDC members , reported on the planning session that was held on July 25, 2007 and a copy of the balance sheet for June 30, 2007. In September or October 2007 there will be another planning session and Mark would like one council member from each ward to attend the planning session. Motioned to pay GWBDC a quarterly payment of \$5750.00 was motioned by Harer, seconded by Everson, motion carried.

Mark also gave the Council a copy of a letter that will be sent out asking for donations for the Firehall & Rescue Unit from GWBDC .

Penrod sold the old firehall at a public auction on July 23<sup>rd</sup> and for \$25,000.00 to Bret Bauer. Motioned by Harer, seconded by Wuttke, motion carried to authorize Mayor Axsom to sign the necessary paperwork issued by Bob Houck. The fire sirens was discussed and will be discussed again in the future.

Police report was given to the Council with an update on Code enforcement. Senyak also stated that the Pet Vet Clinic was a success with 73 pets being seen and 57 new pet registrations. There will be a child seat safety clinic to be held on Tuesday Aug 14th at the Potter County Fair. Joe Senyak stated that Craig Smith is organizing a teen court for Potter County and Joe has volunteered to help. There was a written complaint regarding someone cleaning out combines and having the dust and chaff entering their property. Joe will check on SD codified laws regarding this. Joe also wanted the Council's input regarding code enforcement. Joe Senyak stated that one house does have black mold and is a health hazard and needs authorization from the owner to have the house demolished.

Bruce Williams representing the Fire Dept wanted to extend an invitation to everyone for the open house for the new Firehall & Rescue Unit that will be held on August 18<sup>th</sup> from 5 to 8 PM with ribbon cutting at 6:00 PM. They would like to invite the Council, NECOG, Gettysburg Whitlock Bay Development Corporation, and all the building contractors that were involved in the project.

Joe Senyak reported on animal control. There have been complaints of dogs getting into yards and garbage. The large dog trap will be placed in yards with the landowner's permission.

The City has started the chip seal project for this year. The City anticipates doing around 71 blocks. The irrigation project in the City Park, in conjunction with the school, is completed and is working great. Russell Anderson has been spraying for mosquito control about once a week and it has really helped. Russell contacted Don Frost for stump removal quotes for the City Park.

The following building permits were presented to the Council for their review:

Josh Bausch            Lot 3, Block 7 Hurleys addn            garage and dog fence

Bryan Haberer        S 1.2 of Lot 10, 11,12 Hurleys addn    storage blg

Jeremy Genzler       W ½ Lot 3 Block 7 Browers 1<sup>st</sup> Addn   storage shed

Vaughn Larson        Lots 21,22 Block 9 Houcks Replat     addition on home

Motioned by Wuttke, seconded by Ackerman, motion carried to approve the above building permits.

The following demolition permit was presented to the Council for their review from Northern Plains Coop for the concrete building sitting on the corner of N. Potter St and E. Court Street to be demolished by Bobbie Potts. Motioned by Wuttke, seconded by Ackerman, motion carried to approve this demolition permit.

Delvin Worth asked the Council if those that live out of the City limits could dispose of white goods at the City landfill for a fee. Mayor Axsom stated that the City does have

a tonnage limit. Potter County does not operate a landfill. Right now the City landfill is funded with City taxpayers funds so only those City residents on our water billing system can utilize this service. But the council will research this and discuss this in the future.

Mayor Axsom would like to start the Spruce up Gettysburg project. He would like the Council to consider adapting this program of helping individuals tear down buildings that need to be demolished. The buildings will be leveled and then taken to the City of Gettysburg landfill. The city will waive the landfill fees and an assessment could be placed against their property if needed. Motioned by Everson, seconded by Nagel motion carried to adapt this program.

There being no other bid received, motioned by Wuttke seconded by Ackerman, motion carried to accept the following fuel bid form Northern Plains Coop: Super unleaded \$2.87, no lead \$2.94, # 2—\$ 2.66, # 1--\$ 2.81 and LP \$ 1.55.

Employee Policy book will be redone this year. Mayor Axsom obtained ideas from Aberdeen and typed up some revisions so be approved. Everyone should read their copy and make their comments then Council member Harer, Mayor Axsom and Finance Officer Eliason will draft it with the revisions. It will also be sent to City attorney Emily Sovell. Then the final revision will be presented to the Council for their approval.

Kohman, Biersbach and Anderson from Miller did an audit for the years 2005 and 2006. And the following findings will be published in the PCN. 1. A reportable condition and material weakness was reported for a lack of segregation of duties for revenues, which could result in errors not being found in a timely manner. 2. The City does not have a written policy regarding suspension and debarment for federal grants. 3. The City had a contract to have work done for them by one of the board members. 4. The gross receipt tax fund had more revenues and equal expenses more in 2005 than in the budget for industrial development.

The following policies were presented to the Council for their approval.

## **POLICIES FOR THE CITY OF GETTYSBURG**

### ***Policy # 1-Payment of bills***

#### **1. MOTION FOR ACCOUNTS PAYABLE**

Policy of the City of Gettysburg authorizing Finance Officer (with Mayors approval and 2<sup>nd</sup> signature on check) to pay payroll, payroll taxes, mileage vouchers and utility bills when due to avoid penalties. The finance officer will present these vouchers for Council approval at the next scheduled meeting. **Motioned by Harer, seconded by Ackerman, motion carried to approve this accounts payable policy.**

### ***Policy # 2 Investment and Deposit Policy and Interest Policy***

## **2. Policy for Investments**

A. Pursuant to SDCL 4-5-8 it is the policy of the City of Gettysburg to invest idle public funds in a manner to meet the daily cash flow demands of the City of Gettysburg with the primary objectives, in priority order, being:

- a) Safety
- b) Liquidity
- c) return

### **Delegation of Authority**

B. Authority to manage the investment program is granted to the Finance Officer, who shall refrain from personal business activity that could impair their ability to make impartial decisions. The Finance Officer acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. In case of extended leave of absence, the Governing Board shall appoint a replacement officer.

### **Authorized Financial Dealer or Institution**

C. The Governing Board authorizes the placement of Cash resources in the following financial institutions:

- \* Bank of the West, Gettysburg, South Dakota
- \* Great Western Bank, Gettysburg, South Dakota
- \* FIT investment funds

### **Authorized and Suitable Investments**

D. The City of Gettysburg is empowered by statute to invest in the following types of securities:

- \* Interest bearing checking accounts
- \* United States Treasury bills, bonds and notes
- \* United States Government Agencies
- \* Certificates of Deposit
- \* Money Market Mutual Funds
- \* Sweep account through the Bank of the West

### **Interest Earned**

E. The interest earned from investments shall be credited to the respective fund.

**Motioned by Wuttke, seconded by Nagel, motion carried to accept this investment and interest policy for the City of Gettysburg.**

### ***# 3 POLICY FOR SUSPENSION AND DEBARMENT OF CONTRACTORS***

It is the policy of the City of Gettysburg that before a Federal project is awarded that the engineer in charge of that project check for suspension and debarment of the contractor to ensure that they are in compliance with regulations in regards to federal awards. The City of Gettysburg will prohibit the awarding of a federal contract to anybody who has been suspended or debarred. **Motioned by Nagel, seconded by Harer, motion carried to accept this policy for the City of Gettysburg.**

Mid Dakota informed the City that they would be increasing their rates as of October 1, 2007 by 9.8% of demand charges. This will be cost increase of around \$6000.00 per year to the cost of water for the City. Due to the already high cost of water for consumers the council wanted time to review this and it will be discussed at the next meeting.

Firehall whistle clock can not be repaired. On the East end of town there needs to be a whistle for emergencies because they could not hear the previous whistle. Since the City does have the old siren yet it could be placed in the East end of town. Committee members

Wuttke and Ackerman will do research and see what the cost would be to obtain new clock and install on new Firehall & Rescue Unit and the cost and where to place the old whistle in the East end of town.

There will be a special meeting on August 20<sup>th</sup> regarding the budget for 2008.

Airport manger Bill Eliason stated that there will be a state inspection at the City Airport on Tuesday August 7, 2007. He stated that the airport fence project is completed there are a few items left on the punch list and then final payment will be made. At this time Mayor

Axson stated that he would like a one time bonus of \$250.00 for Airport Manager Eliason to cover his cost of fuel for overseeing this project. Motioned by Nagel, seconded

by Harer, motion carried to approve this bonus. A copy of the Hamburger lease for the airport farm lease was presented to the council for their approval. Motioned by Wuttke, seconded by Harer motion carried to approve this contract and present it to Doug Hamburger for his signature. This is a four year contract starting in Sept 2007 and is for \$43.00 per acre for 93.50 acres.

Ambulance write offs were presented to the Council for their review. We have medicare allowance write offs in the amount of \$ 513.92. Motioned by Harer, seconded by Ackerman motion carried to approve this write off.

Bethany Wuttke has graciously stated that since the swimming pool is short of lifeguards that she would be willing to help out. Motioned by Ackerman, seconded by Everson, motion carried, (Wuttke-abstained) to hire Bethany at 8.50 per hour as a lifeguard. There was also discussion on closing dates for the swimming pool. Most of the help

will not be available to work after the 13<sup>th</sup> of August. It was discussed if the pool could be open longer if volunteer help would be available. It was then decided that the pool committee of Hansen and Nagel should meet with Jamie Cronin and it will be discussed with different options.

Mayor Axsom stressed that he will be drafting a letter and sending it out that if any organizations want to receive funds from the City budget that it should be done in a written request and what the organization plans on spending the funds on and to emphasize that if any funds are given by the city the city has to have according to SDCL financial reports from that organization. The City did receive a written funding request in the amount of \$5000.00 from the Chamber.

Ordinance #2007-8-6 Emergency Water Conservation was recommended from Mid Dakota Water was presented to the Council for their review. Motioned Harer, seconded by Ackerman, motion carried to accept this first reading.

Resolution 2007-3 was presented to the Council. This transfers monies from contingencies to Park Expense. Motioned by Harer, seconded by Everson, motion carried to accept this resolution.

#### RESOLUTION 2007-3

BE IT ORDAINED , by the City of Gettysburg that the following sum is supplemental appropriated to meet the obligation of the municipality. The following monies of \$7,000. was transferred from Contingencies to the Park Fund.

transfer from Contingencies	101-41150-42900	7,0000.00
Park Expense	101-45200-42610	7,000.00

ATTEST:

WITNESS:

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Sharleen Eliason, Finance Officer

\_\_\_\_\_  
Jack Axsom, Mayor

Ordinance 2007-8-5 was presented to the Council for the first reading. This ordinance supplements the budget for the firehall & Rescue unit in the amount of \$50,000.00. Motioned by Harer, seconded by Ackerman ,motion carried to accept this first reading.

Motioned by Harer, seconded by Everson, motion carried to adjourn into executive session for personnel reasons.

Council reconvened at 10:00 PM. In round table discussion Mayor Axsom stated that an individual that moved only paid part of the water bill. It was discussed by Council to send a copy of the ordinance with a letter stating that our ordinance states that the bill is due



on the 10<sup>th</sup> for the full basic water and sewer payments. There will be an excel course in Aberdeen on Oct 2<sup>nd</sup>. Motioned by Harer, seconded by Everson, motion carried to have Finance Officer attend this class at a cost of \$150.00. Awnings for the Finance Office was discussed but will be discussed again next month.

There being no future business motioned by Ackerman, seconded by Nagel, motion carried to adjourn at 10:05 PM.

Attest:

Witness:

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Sharleen Eliason, Finance Officer

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Jack Axsom, Mayor