

approved Minutes
Gettysburg, South Dakota
December 7, 2009

Pursuant to the due call and notice thereof, the City Council met in regular session on December 7, 2009 at 7:00 PM at the City Finance Office. Those present included Acting Mayor Council President Bill Wuttke, Council members Pat Everson, Phil Nagel, Josh Bausch, Fran VanBockel and absent Peggy Lehman. Also present was Russell Anderson, Maintenance Supervisor, Sharleen Eliason, Finance Officer, Gayle Kludt, Darrin LaQua from LaQua Logics Inc. (A-1 Tech),

Motioned by Bausch, seconded by VanBockel motion carried to approve the minutes from the November 2nd meeting.

Motioned by Nagel, seconded by Bausch, motion carried to approve the vouchers. With the following bills approved for payment later in December: City of Gettysburg-Petty Cash

40.23, Cam Wall Electric—Welcome Sign—9.75, EMP—Ambulance Supplies 971.70, Schatz Electric- shop lights—167.62, One Call System—locate tickets—8.80, Dakota Backup—finance office-backup-\$52.49, Sopers Inc.—4 wheeler repair—164.81, Zuber—
firehall—Potts-sand---448.00, Holzwarth Sales—concrete mix—450.30, Sirchie –police supplies—150.78, Sirchie Police supplies—220.84, Potter County news—257.81 for a total of 3199.86

VOUCHERS PAYABLE

Payroll Expense by Department:

Total Payroll Expense by Department		
Mayor & Council	November Payroll	240.00
Finance Office	November Payroll	3,502.30
Police	November Payroll	6,067.26
Streets	November Payroll	4,432.92
Snow Removal	November Payroll	00.00
Garbage	November Payroll	00.00
Airport	November Payroll	196.10
Swimming Pool	November Payroll	00.00
Parks	November Payroll	2,120.15
Water	November Payroll	1,931.60
Sewer	November Payroll	482.80
Ambulance	November Payroll	49.60
West Nile	November Payroll	00.00
Total Payroll Expense by Department		19,022.73

Net Payroll		14,029.43
AFLAC	PAYROLL DEDUCTIONS	103.25
AVERA QUEEN OF PEACE	EMPLOYEE TESTING	63.50
BANK OF THE WEST	WITHHOLDING TAXES	2,091.70
BANK OF THE WEST	WITHHOLDING TAXES	2,106.23
BANYON	PAYROLL SUPPORT	720.00
BAUSCH ELECTRIC	LABOR	70.23
BEST BUSINESS PROD	MAINT COPIER	26.16
BLIESE MACHINE	SUPPLIES	439.94
CAM WALL ELECTRIC	WELCOME SIGN	9.75
CENEX FLEET FUEL	AMBULANCE FUEL	175.87
COLONIAL RESEARCH	SEWER SUPPLIES	568.96
DAKOTA BACKUP	COMUTER BACKUP	50.67
DAKOTA FARM & RANCH	SUPPLIES	1,653.54
DAKOTA CARE INS	INSURANCE	5,438.84
DUCKWALLS	SUPPLIES	51.60
ELIASON,SHAR	MEETING MILEAGE	114.40
ELIASON, WILLIAM	AIRPORT MGR	525.00
FARM PLAN	SUPPLIES	126.32
FIREFOX RESCUE	SUPPLY	67.00
GAS N GOODIES	POLICE SUPP	35.00
GETTYSBURG BAKERY	SUPPLIES	40.89
GETTYSBURG DEV CORP	TRIPLE B	2,035.42
GETTYSBURG EMT'S	AWARD-SANFORD	250.00
GLASS PRODUCTS	SUPPLY	256.70
HANSEN PLUMBING	SUPPLIES	4.20
HEARTLAND GARBAGE	GARBAGE	4,101.13
HOLZWARATH SALES	FENCE-PARK	3,483.30
KOHLMAN, BIERSBACH & ANDERSON	REST OF AUDIT	2,660.00
KORMENDY USED VEHICLES	LABOR	996.55
LAERDAL	SUPPLIES	206.00
LAMB MOTOR CO	TIRE REPAIR	35.00
MID DAKOTA WATER	WATER	11,567.16
MIDWAY PARTS	PARTS	217.47
MN WIRELESS	WIRELESS	69.00
MONTANA DAKOTA UTILITIES	ELECTRICITY	82.80
MONTANA DAKOTA UTILITES	ELECTRICITY	3906.33
NEW CREATIONS	SUPPLIES	213.37
NORTHERN PLAINS COOP	FUEL	1,388.38
NORTHWEST PIPE FITTINGS	SUPPLIES	475.70
ONE CALL SYSTEMS	LOCATES	18.70
POTTER COUNTY HIGHWAY	CHIP SEALING	65,513.02
POTTER COUNTY NEWS	PUBLICATION	320.89
PRAXAIR	OXYGEN	115.30
SCHATZ ELECTRIC	SUPPLIES	432.82

SD DEPT OF REVENUE	WATER CHECKS	24.00
SD DEPT OF REVENUE	GARBAGE FEES	310.93
SWWA	GERBER,GREG	10.00
SD RETIREMENT	RETIREMENT	2,427.87
SERVALL	FO RUGS	41.94
SOVELL, EMILY	LEGAL	70.00
TRUE VALUE	SUPPLIES	220.05
US POSTMASTER	POST CARDS	167.16
VENTURE	PHONE	541.97
VERIZONE WIRELESS	CELL PHONES	215.84
WILLEY, CHUCK	EMT BOOKS	880.94
ZUBER REFRIGERATION	LABOR	341.51
TOTAL CHECKS		132,109.73

One Sewer Relining Phase II project bid was presented to the Council by Darrin from LaQua Logics Inc. The bid was for the following:

Item Description	Unit	Quantity	Unit Price	Total Price
Mobilization		1	6,000.00	6,000.00
8" Sanitary sewer liner-F & I	ft	17,457	34.50	602,266.50
12" Sanitary sewer Liner	ft	3,147	44.50	140,041.50
temp construction sign		1	450.00	450.00
		Total.....		748,758.00

Motioned by Nagel, seconded by Bausch, motion carried to accept the Sewer relining Phase II bid pending Goldsmith tabulations. The Finance Office was instructed to call NECOG to see if change order can be done for sewer relining up to full loan amount. This will be discussed at a future meeting to see if we can do an additional 19 blocks.

Police report was presented by Gayle Kludt, Chief of Police, she discussed with the council 2 properties that are in code enforcement violations. Gayle also asked the Council if she could purchase 2 shotguns and racks for them. The approximate cost would not exceed 600.00 per gun and 300.00 for the racks. A new safety cage is needed also for an approximate cost not to exceed \$600.00. Motioned by Everson, seconded by Nagel, motion carried to purchase these supplies.

Ordinance 2009-10-11 was presented to the Council for the second reading. This ordinance supplements the police budget with the police reserves for the purchase of a new vehicle for the police department. Motioned by VanBockel, seconded by Bausch to approve the ordinance with a roll call vote taken: VanBockel-yea, Nagel-yea, Everson-yea, Bausch-yea, Wuttke-yea and Lehman-Absent. motion carried.

Russell Anderson, Maintenance Supervisor, asked the Council to declare 2 tires from the tandem truck. Motioned by Everson, seconded by VanBockel, motion carried to approve these tires as surplus.

There being no other bid received, motioned by Bausch, seconded by Nagel, motion carried to accept the following fuel bid from Northern Plains Coop: Super Unleaded-\$2.64

no lead---\$ 2.67, # 2—2.40 and # 1---2.62.

The following building permits were presented to the Council:

Quiett Farms Lot 18-B Bartels Addition grain bins(done)

Luikens-Hofer Funeral Home E70' of N.70 block 3 Burdicks Addn—steps (done)

Ron Tobin Lot 23, lot 24 Block 59 Western Addn—Garage(morton Building)

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

Ambulance write offs was presented to the council for their review. Motioned by Everson,

seconded by VanBockel, motion carried to approve the write off due to charity 923.92 as this person was not from the United States and our collection agency does not have the resources to collect out of the United States and 40.00 due to EKG monitor. Finance officer Eliason was instructed to call Medicare and see if this charge needs to be included with trip charge.

Airport Agreement was sent to us by Goldsmith & Heck for Phase 1, Master Plan and airport Layout plan update and survey work. An electronic copy was sent to Jon Becker and Andy Vandel with the SDDOT office of Aeronautics for their review. The proposed work generally consists of the following:

- Topographic survey for proposed public apron expansion and taxiway rehabilitation project
- preliminary apron expansion layout
- ALP update to include proposed apron expansion
- determination of airport's design aircraft and aviation forecasts to identify future airport infrastructure needs.

The totals for the year 2010 for the airport that is the city's share should be around \$17,850.00.

Motioned by VanBockel, seconded by Nagel, motion carried to have a special council meeting on December 31st at 12:00 noon to do accounts payable for year ending.

The audit report for 2007 and 2008 was given to the Council for their review. The Finance Officer also presented an agreement from the Auditors for the Annual Report and Year ending report with the cost not to exceed \$950.00. Motioned by VanBockel, and seconded by Everson, motion carried to accept this proposal by Kohlman, Biersbach and Anderson .

The NECOG agreement was presented to the council for the year 2010. Motioned by Bausch, seconded by Everson motion carried to approve this agreement.

Ted Dickey, NECOG sent an email notifying the City regarding an energy grant. The council had previously proposed to apply for the energy grant to replace the windows and to incorporate double doors for the finance office. Motioned by VanBockel, seconded by Nagel, motion carried to approve the following resolution:

RESOLUTION # 2009-10

WHEREAS, the City of Gettysburg has identified the need for the implementation of energy conservation measures, and

WHEREAS, the City of Gettysburg proposes to undertake the following project(s):
Replacement of windows and doors at city hall.

WHEREAS, the City of Gettysburg is eligible to apply to the State of South Dakota for Energy Efficiency and Conservation Block Grant (EECBG) assistance for the proposed project(s) as

- 1) City of Gettysburg is included in the latest Census of Governments (2007) as an incorporated municipality; and
- 2) City of Gettysburg has a governance structure with an elected official and governing body; and
- 3) City of Gettysburg was not eligible for a direct allocation of EECBG under the ARRA program; and

WHEREAS, with the submission of the EECBG application the City of Gettysburg assures and certifies that all EECBG program requirements will be fulfilled,

THEREFORE, BE IT RESOLVED that the governing body of the City of Gettysburg duly authorizes the Mayor to sign and submit all necessary paperwork for the EECBG application on behalf of the City of Gettysburg.

This resolution is effective immediately upon passage.

Adopted this 7th day of December, 2010

Bill Wuttke, Acting Mayor

City of Gettysburg
Applicant Unit of Governments Name

ATTEST: _____
Sharleen Eliason, Finance Officer

The city received a note from our City Attorney and she suggested that with the passing of ordinance 2009-10-10 appointive officers it did not detail out regarding employment dates

for those changes. Emily Sovell stated that a motion that all city employees who transitioned from a previously appointed position to an identical city employee position shall be entitled to carry over all employee benefits from his or her prior period of employment; employees shall not lose built up vacation time, sick leave and like benefits

accumulated during the period in which they were considered appointed. Motioned by VanBockel, seconded by Nagel, motioned carried to approve the above statement from the City attorney and to use the original employment start date for all benefits.

Sewer rates was discussed. With the sewer relining project the enterprise fund for sewer will be impacted with the loan amount being approximately 40,000.00 per year. It was suggested by the Rate maker program that our rates should be increased. We also contacted area towns to compare rates and they are as follows:

Hoven---20.00 , Mobridge --- 17.00 , Ipswich—15.00, Selby—15.00, Big Stone City 15.00 base then 3.80 per thousand gallons , Ethan—17.00 increasing to 18.00 in 2010,

Herried—14.00 for 3,000 gallons then 1.50 per gallon, Britton—18.75, Letcher-19.10 Onida—17.00 , Webster—21.00 and Hosmer—14.00.

It was discussed that we only wanted to increase by 2.00 per month with the new increase to start with the reading of the meters on Feb 22nd which will be March 1, 2010 billing period. The council stated they hate to incorporate increases but the last sewer increase was in 2007. The first reading of the increase for the sewer is Ordinance 2009-12-12. Motioned by Bausch, seconded by Nagel, Motion carried (VanBockel-nay).

There was a municipal League meeting here in town that discussed a third penny sales tax.

This tax would generate income for special projects with a target date outlined. But this is only a suggestion from Municipal League and it does have to go through the Legislature

and then if it does pass through the legislature it will be a vote of the public to pass for each town.

Motioned by Bausch seconded by Everson to go into executive session due to personnel at 8:23 PM. Council reconvened at 8:31 Pm. Motioned by Everson, seconded by VanBockel to give the City full time employees a 3 % cost of living and merit increase

starting January 1, 2010. And to increase part time employees John Holzhauser and Leon Beitelspacher to \$ 10.30 per hour. Also to give the City employees time with their families

at Christmas to close at 12:00 noon and to give each full time employee 4 hours of holiday for December 24, 2009. It was also motioned to give each full time City employee a Christmas bonus of \$500.00 each and part time employees a bonus of \$100.00 each.

A concerned citizen called and asked the Finance Officer the Salaries of the Mayor and Council. He stated that he felt the salaries of the Gettysburg City Council and the Potter County Commissioners need to be more comparable due to the large turnover in the City Council. The next election in 2010 we will have 5 council seats and the Mayors position up for election. This citizen also called Mayor Elect Bill Wuttke and discussed this with him. The Finance Officer called the Auditor's office and the Potter County Commissioners each receive \$ 6099.00 for the meetings and they also receive Health Ins benefits. The health Insurance benefits for a single plan is approximately \$7656.00 and for a single plus one a benefit of around \$15,072.00 per year. So for some Potter County Commissioners it comes to \$13,755.00 and \$21,171.00 per year. The Finance Officer did call other counties and this is comparable to other counties for pay and benefits. Our Council is receiving approximately \$2010.00 per year and the Mayor a salary of around \$3610.00 per year. The last increase for the council was January 2005. Motioned by Bausch seconded by Nagel motion carried to increase the council and Mayors salary effective January 1st 2010 to the following:

- Mayor 900.00 per quarter (stipend) and 75.00 per meeting with special meetings being at 55.00 per meeting. Which depending on the number of special meetings the salary would be around \$4720.00 per year with 4 special meetings included.
 - Council 402.50 per quarter (stipend) and 75.00 per meeting with special meetings being at 55.00 per meeting. Which depending on the number of special meetings the salary would be around \$2730.00 per year with 4 special meetings included.
- The City's policy does not include the Mayor and Council for Insurance benefits so that is not an option for their package of compensation.

In round table discussion Council member VanBockel asked if more dumpsters could be placed at the City Shop. Discussion on the future ordinance of 2009-12-13 was discussed this ordinance changes the fines for parking in snow removal areas and will be on the agenda for the December 31st meeting.

There being no further business before the council motioned by Nagel, seconded by VanBockel motion carried to adjourn at 9:15 PM.

ATTEST:

WITNESS:

Sharleen Eliason, Finance Officer

Bill Wuttke, Acting Mayor and Council President

Published once at the total approximate cost of \$