

unapproved Minutes  
 Gettysburg, South Dakota  
 March 1, 2010

Pursuant to the due call and notice thereof, the City Council met in regular session on March 1, 2010 at 7:00 PM at the City Finance Office. Those present Acting Mayor, Bill Wuttke, and Council members Peggy Lehman, Pat Everson, Phil Nagel, Josh Bausch, and Fran VanBockel Also present was Russell Anderson, Maintenance Supervisor, Sharleen Eliason, Finance Officer, Gayle Kludt, Police Chief, Gene King, Patrolman, Gerry Knox, and Larry Madsen.

Motioned by Bausch seconded by Everson, motion carried to approve the minutes from January 4th and February 1, 2010.

Motioned by Lehman, seconded by VanBockel motion carried to approve the vouchers payable and to pay the following bills that arrived later: Cenex Fleet Fueling—166.34, Schlachters---14.72 and True Value---22.33 for a total of 203.39.

VOUCHERS PAYABLE

Payroll Expense by Department:		
Total Payroll Expense by Department		
Mayor & Council	February Payroll	00.00
Finance Office	February Payroll	3,454.26
Police	February Payroll	6,249.28
Streets	February Payroll	1,892.73
Snow Removal	February Payroll	3,278.78
Garbage	February Payroll	97.62
Airport	February Payroll	227.78
Swimming Pool	February Payroll	00.00
Parks	February Payroll	300.30
Water	February Payroll	2,026.45
Sewer	February Payroll	865.10
Ambulance	February Payroll	163.52
West Nile	February Payroll	00
Total Payroll Expense by Department		18,555.82
Net Payroll		13,638.43
AFLAC	EMPLOYEE-CANCER	103.25
BANK OF THE WEST	WITHHOLDING TAXES	2,393.61
BANK OF THE WEST	WITHHOLDING TAXES	1,960.80
BEST BUSINESS	MAINT COPIER & SUPP	26.16
BANYON DATA SYSTEMS	UTILITY SUPPORT	965.00
BOBBY JENNER	WATER DEP REFUND	65.00

BLIESE MACHINE SHOP	IRON AND SUPPLIES	1,333.86
BSN SPORTS	SUPPLIES FOR BASEBALL	2,611.16
CAM WALL ELECTRIC	WELCOME SIGN	10.00
CHAMBER OF COMMERCE	DUES	25.00
CITY OF GETTYSBURG	PETTY CASH	56.68
COTTONWOOD COURTS	WATER DEP REFUND	65.00
DAKOTA BACKUP	COMPUTER BACKUPS	57.99
DAKOTA FARM & RANCH	SUPPLIES	220.07
DAKOTACARE	INSURANCE	5,438.84
DAVID TONSTAD	POLICE WAGES	401.00
DUCKWALLS	SUPPLIES	52.00
DUCKWALLS	SUPPLIES	168.51
ELIASON,SHAR	MILEAGE PIERRE	60.00
ERLA	AMBULANCE SUPPLIES	391.60
FARM PLAN	TIRE REPAIR	34.00
GAYLE KLUDT	EMT-TRAINING	632.99
GETTYSBURG BAKERY	POLICE SUPPLIES	20.80
GETTYSBURG DEV CORP	TRIPLE B	2,399.37
GETTYSBURG INN & SUITES	DAVE TONSAD	140.00
HASCO	PET TAGS	93.22
HEARTLAND WASTE	GARBAGE	3,975.41
HIGH PLAINS ARTS COUNCIL	DONATION	500.00
KATHLEEN SCHLACHTER	EMT TRAINING	21.00
KING, EUGENE	WATER DEP REFUND	100.00
KOHLMAN, BIERSCHBACH & ANDERSON	ANNUAL REPORT	950.00
KORMENDY USED VEHICLES	REPAIRS	421.18
MEDICINE ROCK SR CITIZENS	DONATION	1,000.00
MICHELLE HAWKINSON	WATER DEP REFUND	65.00
MID DAKOTA WATER	WATER	11,364.40
MIDWAY PARTS	PARTS	347.86
MN WIRELESS	WIRELESS	69.00
MONTANA DAKOTA UTILITES	ELECTRICITY	4,467.57
NEW CREATIONS	SUPPLIES	55.43
NORTHERN PLAINS	FUEL	1,165.00
OFFICE EQUIPMENT	SHREDDER	199.99
ONE CAL	WATER LOCATES	1.13
POTOMAC AVIATION TECH	AWAS LINK	250.00
POTTER COUNTY NEWS	PUBLICATIONS	537.41
PRAXAIR	AMBULANCE SUPPLIES	117.16
RANDY HEGSTROM	WATER DEPOSIT	65.00
RAYMOND VANBOCKEL	WATER DEPOSIT	100.00
RIPS REPAIR	REPAIRS POLICE	292.72
ROBBENOLT, LAURIE	EMT TESTING	26.00
SCHLACHTER LUMBER	SUPPLIES	176.71
SCHLACHTER LUMBER	SUPPLIES	198.92
SD MUNICIPAL ATTORNEYS ASSOC	DUES	20.00

SD MUNICIPAL STREET MAINT	REGISTRATION	35.00
SD DEPT OF REVENUE	GARBAGE FEES	310.29
SD RETIREMENT	RETIREMENT	2,517.60
SERVALL	FO RUGS	41.94
SOVELL, EMILY	LEGAL FEES	39.00
STRYKER	AMBULANCE COT	8,280.48
THE BURG	WATER DEP REFUND	65.00
TRUE VALUE	SUPPLIES	191.40
US POSTMASTER	POST CARDS	164.64
VENTURE	PHONE	546.32
VERIZONE WIRELESS	CELL PHONES	214.55
VILAS DRUG	EPIC PENS	596.80
TOTAL CHECKS		72,854.25

Dakota Kruisers was going to come before the Council regarding a 501-3-C for grants regarding the band shell that they would like to put in the park. Only non-profit agencies not municipalities can apply for a 501-3-C grant so they will be contacting the Chamber regarding this.

Curb Stops was discussed and the committee members of Nagel, Wuttke, Everson and Anderson will be meeting to draft a new ordinance .

Gayle Kludt, Chief of Police gave her report to the Council. The new vehicle is here and the striping is done. Gayle mentioned to the Council that she would like the 2006 vehicle to have the same striping if the budget allows this later. With all the snow this year the city

has been fortunate to have had only one accident due to all the snow . Gayle asked the Council for approval for training for Gene King –40 hrs to criminal interdiction class in Pierre and for Gayle – 3days training in Pierre. Motioned by VanBockel, seconded by Nagel, motion carried to approve the training. Gayle Kludt told the council she is now a certified EMT- I. This is the next step past a EMT and is now able to do administer intravenous solutions and some medications to patients in the ambulance.

Russell Anderson asked the Council if he could attend the Maint Conference in Pierre on April 14<sup>th</sup> and 15<sup>th</sup>. Motioned by Nagel, seconded by Bausch, motion carried to have him send in his registration. The maintenance dept has rented a Bob Cat snow Blower attachment for the Bob Cat to clean the waterways of snow before all the snow melts and so the water can flow properly. Russell stated that the City rented this equipment and if the Council approves he would like to purchase it. Motioned by Nagel seconded by VanBockel, motion carried to table this for now and to poll the Council Tuesday after calling PCI to see if they can order a snow blower attachment. The next day Bill Fischer, PCI was called and he could not obtain item until July or August so the Council was polled with the following results: Wuttke-yea, Nagel-yea, Bausch-yea Everson-yea, VanBockel ( left message), Lehman-nay. With 4 yeas Acting Mayor instructed Anderson to purchase the Bob Cat snow blower attachment.

There being no other bid received, motioned by Lehman, seconded by Bausch, motion carried to accept the following fuel bid from Northern Plains Coop: Super unleaded \$2.70 , no lead \$2.75, # 2—\$2.39 and # 1 \$ 2.48.

Building permits were presented to the Council from the following:

Air Kraft Spraying 31018 Airport Place- SW 1.4 of 36-118-76-Hanger at airport  
Brett Bauer Lots 19,20 Block 24 Western Town Lot Co Addn storage building  
Motioned by VanBockel, seconded by Nagel, motion carried to approve the building permits. Air Kraft Spraying also received the FAA's approval.

A change order for the sewer project was given to the Council. Because the project price was below that we estimated. The Council decided to do more blocks of relining up to the loan amount. It was estimated that we could do approximately 16-18 blocks more( 6262 LF of 8" Sanitary sewer line) and it would leave only about 10 blocks left to do. The change order is as follows:

change from original contract price of 748,758.00 and increasing by 216,039.00 to a grand total of \$964,797.00. Motioned by VanBockel, seconded by Nagel, motion carried to approve this change order. The change order was signed by Acting Mayor Wuttke, Todd Goldsmith, and Darrin from LaQua Logics, Inc.

There is a pre construction meeting for March 2, 2010 at 1:00 PM.

Gettysburg volunteer Fireman received a grant for exercise equipment and they would like permission from the Council to remodel the loft in the FireHall for this purpose. Motioned by Lehman, seconded by VanBockel, motion carried to allow this. The Finance Officer was instructed to check on liability insurance, as the firemen will be doing all the remodeling.

Finance Officer Eliason asked the Council to pass a resolution for the use of credit cards this is mainly for ambulance fuel and for possible concessions for the pool. Resolution 2010-1 was presented to the council after the review from City Attorney Emily and auditor's from Kohlman, Bierschbach & Anderson. Motioned by Bausch, seconded by Nagel, motion carried to approve the following resolution:

## RESOLUTION 2010-1

### CREDIT CARD ACQUISITION AND USE POLICY

WHEREAS: The City of Gettysburg City Council has determined that the City of Gettysburg has a need for a credit card as authorized by SDCL 4-3-27,

NOW THEREFORE, BE IT RESOLVED: The Finance Office (herein after referred to as the "designated Official") is hereby authorized to acquire and use credit card accounts for the purchase of certain necessities on behalf of and for the benefit of the City of Gettysburg in accordance with the policies set

out below.

The credit card account shall only be used for the purchase of meeting registration, motel room guarantees, or other purchases that cannot be accomplished by the issuance of a purchase order or billed directly to the City to be paid in the normal process, unless it is more economically advantageous to pay by credit card. Cards may be used to pay for pre-authorized purchases through the Internet, if it is the only means of payment accepted by the vendor. All purchases in excess of \$300.00 must be pre-approved by the City Council. All purchases less than that amount must be pre-approved by the Department Head.

The card may not be used to pay for meals that qualify for reimbursement through per diem or for any item, which does not directly benefit the City of Gettysburg.

The credit cards accounts shall be administered by the designated official at all times, and the designated official may assign sub-administrators for certain departments to oversee the usage, limits, and processing for that department. In all cases where a credit card is used by any city employee original receipts, invoices or other authentic documentation stating what the card was used for shall be submitted to the designated administrator or sub-administrator. The designated person shall immediately verify the purchase was necessary and to the benefit of the City of Gettysburg and submit the invoice to the Finance Office with appropriate account coding information. Charges submitted to the Finance Office for payment without proper documentation will not be processed and may become the responsibility of the employee. Personal use of the credit card is strictly prohibited. Misuse of credit card accounts or repeated failure to provide documentation will be the responsibility of the employee and will be considered grounds for disciplinary action up to and including termination and any restitution.

Any perks, credits or items of value earned because of the use of said cards shall only be used for the benefit of the City and not for that of any employee.

Applying for credit card will have to be authorized by the City Council prior to applying for said credit card and with approval of whom are authorized to sign for purchases with said card.

ATTEST:

WITNESS:

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Sharleen Eliason, Finance Officer  
Dated this March 1, 2010

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Bill Wuttke, Acting Mayor  
and Council President

Finance Officer Eliason presented the petitions that were filed in her office. She received the following petitions:

Mayor— 2 yr term--Gerald (Jerry) Knox and Lawrence R. Madsen  
Ward 1-Alderman for four-year term: Fran VanBockel

Alderman for a two-year term: Peggy Lehman

Ward 2- Alderman for a four-year term: Nathanael Williams

Ward 3- Alderman for a four-year term: Pat Everson

Alderman for a two-year term: Josh Bausch

After review of the petitions duly filed with the Finance Officer for the upcoming election Motioned by VanBockel, seconded by Lehman, and the following motion calling for election was passed. An election for the Mayors position will be held at the City Finance Office on April 13, 2010. The polls will be open from 7:00 Am to 7:00 PM CDT without interruption on said date for the purpose of electing a Mayor. The Notice of Deadline for voter registration has been sent for publication and all supplies for the election have been ordered. Since Gerald Knox and Lawrence Madsen were present a draw to see how the candidates names would appear on the ballot was done. Gene King drew Gerald Knox's name for the first position on the ballot.

Motioned by Everson, seconded by VanBockel, motion carried to approve the hiring of the following election workers at \$8.00 per hour.

Beth Hamburger-Chairman of elections, Jackie Borszich, Judy Robbennolt and Jill Langer and Kathleen Nagel as alternates.

An agreement for Professional Services was presented to the Council from Goldsmith & Heck Engineers for the Gettysburg Municipal Airport project of the apron expansion and Taxi lane Construction. The proposed amount for engineering fees would be \$39,887.00 this is for the design and preparation of plans and specifications and a fee of \$3366.00 for the bidding process and negotiations of the project. The airport committee members Wuttke and Bausch were given copies of the contract to review. Motioned by VanBockel, seconded by Bausch, motion carried to approve the contract.

A proposal to widen the airport turn around layout was presented to the Council. It was mentioned by Dave Anderson that he thought it should have option 2 layout. This proposal the City's share would be around \$800.00 to \$1000.00 to improve the turnaround. Motioned by Everson, seconded by VanBockel motion carried to approve the option that Dave Anderson suggested.

Water Quality report for 2009 was given to the Council for their review and motioned by Bausch, seconded by Lehman, motion carried to have it published in the Potter County News.

Annual report was prepared by the Auditing firm of Kohlman, Bierschbach and Anderson and presented to the Council for their review. Motioned by Bausch, seconded by Nagel, motion carried to approve the report and have the Finance Officer publish it in the Potter County News and to forward the report to Dept of Legislative Audit.

Council member Bausch was wondering if the Council was interested in his lot the former D& D for City purposes. This was just brought up for informational purposes and will be on the next meetings agenda.

Finance Officer Eliason handed out Budget 2011 requests to Council members and Department Heads just to start the process of what they feel they need for new equipment and purchases for the next year.

Board of Equalization meets at the Potter County Court House on April 6<sup>th</sup>. The City needs volunteers from the Council. Pat Everson and Josh Bausch volunteered.

Correspondence included Paint a House project, District 7 meeting in Mound City on April 15<sup>th</sup> and April 24<sup>th</sup> elected officials workshop in Pierre.

In round table discussion Council member Bausch stated that there is a hole in the roof in the storage room at the Finance Office. Council member Nagel stated that he has employment out of town and will no longer be on the City Council. Acting Mayor and Council President Wuttke stated that the Council members should be thinking about appointments for May.

Motioned by Nagel, seconded by Everson, motion carried to adjourn at 8:25 PM.

ATTEST:

WITNESS:

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Sharleen Eliason, Finance Officer

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Bill Wuttke, President of Council  
and Acting Mayor