

Pursuant to the due call and notice thereof, the City Council met in regular session on November 2, 2020, at 7:00PM at the City Finance Office in Gettysburg, SD and via ZOOM. Those present were Mayor Bill Wuttke, Philip Nagel, Brad Frost, Fran VanBockel (via ZOOM), Eric Ellwanger, Kelly Archer (via ZOOM), and Adam Roseland. Also present were Dave Mogard, Chief of Police, Shiann Hauptert, Police Officer, Russell Anderson, Maintenance Supervisor, Sheila Schatz, Finance Officer, Michael Larson, City Attorney (via ZOOM), Kara Williams, Economic Development (via ZOOM), Appointments – Joel Johnson and Steven Zuber (via ZOOM), and a few participants (via ZOOM).

Moved by Nagel, Roseland seconded, to approve the proposed agenda with the amendment of adding (3) items: (1) the Amendment to Engineer-Owner Agreement, Amendment No. 2, on the US Highway 212 Project for approval and signature under Maintenance Report; (2) update on alleyway vacates under Old Business; and (3) update on status of letter Mayor Wuttke wanted Attorney Larson to write to the Highway Department, the Governor, and (3) Representatives stating that as City Council, we are not in favor of losing 11’ in the changeover to a 3-lane, as it is felt in losing the 11’, it will be unsafe with the size of farming equipment, etc., under Old Business. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Moved by Archer, Nagel seconded, to approve the minutes of the October 5, 2020 regular council meeting with (1) amendment as follows:

Archer expressed since we are having some council members attend the meetings via ZOOM every month, he would like to have Schatz include a report showing all bills paid for the month in each council member’s meeting packet. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, Ellwanger – Aye, Archer – Aye, and Roseland - Aye. Motion carried.

VOUCHERS PAYABLE

Payroll Expense by Department:

Airport	\$1,136.01
Ambulance	\$649.23
Council	\$4,020.00
Finance Office	\$1,783.78
Mayor	\$1,180.00
Parks	\$890.40
Police	\$7,486.89
Rubble Site	\$1,557.27
Sewer	\$1,104.88
Snow Removal	\$2,374.73
Streets	\$4,432.34
Swimming Pool	\$3,949.58
Water	\$4,413.17
West Nile	\$0.00
Total Payroll Expense by Department	\$34,978.28

Net Payroll		\$25,323.27
Agtegra	Fuel	\$2,100.16
American Legal Publishing Corp.	Prof. Svs. – Ordinance Recodification	\$1,928.13
Avera/DASFlex	Health Flex Plan	\$150.59
Avera Health Plans	Health Ins.	\$9,129.46
Avera Occupational Medicine	Random Drug Testing	\$92.55
Bank of the West	Sales Tax & Payroll Taxes	\$7,669.99
Bermac, Inc.	Ambulance Repairs/Maintenance	\$181.00
Bohle, Trevor	Water Deposit Refund	\$100.00
Cam-Wal	Unmetered LED Light	\$22.00
Child Support Services	Payroll Deduction	\$401.00
City of Gettysburg	Petty Cash	\$24.35
Dakota Farm & Ranch Supplies	Streets, Parks, Water, Police, Animal Control, Airport, Sewer, Pool, & Snow Removal Supplies	\$689.84
DCI Credit Service	Payroll Deduction	\$150.00
Dean's Repair	Police Repairs/Maintenance	\$217.92
Decker Repair & Welding	Streets, Sewer, Airport, Pool, & Snow Removal Supplies	\$864.25
Dollar General	Finance Office Supplies	\$74.85
Frederick, Shawnie	Finance Office Supplies	\$104.05
Gall's, Inc.	Police Supplies	\$157.61
Gettysburg Development Corp.	BBB Taxes	\$168.66
Great Western Bank	Police & Finance Office Supplies	\$300.45
Heartland Pymt. Systems	Monthly CC Fees	\$545.90
Heartland Waste Mgmt., Inc.	Garbage	\$6,101.81
John Deere Financial	Streets Supplies	\$138.96
KLJ Engineering	Airport & Sewer Prof. Svs.	\$1,890.01
Keep It Safe	Computer Backups	\$160.00
Larson, Michael	Legal	\$679.50
Logan Electric	Fire Hall Repairs/Maintenance	\$2,099.15
Marco	Copier Lease	\$90.93
Mid Dakota Rural Water Systems	Water Usage	\$15,687.05
Midway Parts	Streets, Parks & Water Supplies	\$451.36
Mogard, David	Police Supplies	\$40.73
Montana Dakota Utilities	Gas, Electric and Lighting	\$3,864.18
New Creations	Finance Office & Police Supplies	\$58.57
Northern Plains Co-Op	Parks Supplies	\$375.00
Northwest Pipe Fittings, Inc.	Sewer Supplies	\$1,873.34
Potter County News	Finance Office & Pool Publishing	\$434.83
Praxair	Ambulance Oxygen	\$191.33
Principal Financial Group	Life Insurance	\$80.34
Rees Communications	Police Minor Equip.	\$175.00
Schatz Electric, Inc.	Sewer Repairs/Maintenance	\$69.00
Schlachter Lumber, Inc.	Streets & Parks Supplies	\$830.97
SD Dept. of Revenue	Water Testing	\$330.00
SDML Workers Comp Fund	Annual Workers Comp Ins. Policy	\$14,441.00
SD One Call	One Calls	\$14.70
SD Public Assurance Alliance	Annual Auto & Liability Ins. Policy	\$41,551.94

SD Retirement Systems	Retirement	\$3,782.55
SDWWA	Annual Membership Dues	\$20.00
Servall	Rugs	\$211.57
Standard Ins. Co.	Monthly Dental & Vision Ins. – ACH	\$218.96
True Value	Police, Streets, Pool, Sewer, Parks, & Airport Supplies	\$328.90
US Bank	Sewer Loan	\$8,930.13
US Postmaster	Water Bills Postage & Extra Postage	\$624.99
Venture Communications	Telephone/Fax/Internet	\$904.77
Verizon Wireless	Streets & Police Phones & Amb. Equip.	\$405.51
Wager, Shane	Monthly IT Retainer	\$120.00
Watch Guard Digital	Police Supplies	\$340.00
WEX Bank	Fuel	\$352.89
Zuber, Nicholas	Travel & Conference	\$100.00
Zuber Refrigeration & Heating	Streets Supplies	\$59.77
TOTAL CHECKS		\$158,425.77

Moved by Nagel, Frost seconded, to approve the vouchers payable. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, Ellwanger – Aye, Archer – Abstained Vote, and Roseland – Aye. Motion carried.

Attorney Larson updated that he needs to get caught up at work and continue to work on the alley vacates. Mayor Wuttke updated that he needs to get together with Attorney Larson to get the letter put together on the 212 Highway Project to send to the Highway Department, the Governor, and (3) Representatives.

Attorney Larson explained the Resolution for Easement on behalf of Tregg M. Cronin and Sara J. Cronin he drew up in his office and informed that a motion will need to be made approving both said Resolution, which Mayor Wuttke will need to sign, and the Extract of Minutes, which will need to be filled out by Schatz with Mayor Wuttke and herself signing, and then will need to be recorded at the Register of Deeds Office. Moved by Ellwanger, Frost seconded, to approve the Resolution for Easement on behalf of Tregg M. Cronin and Sara J. Cronin and the Extract of Minutes, both to be signed, and the Extract of Minutes to be recorded at the Register of Deeds Office. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Appointment: Joel Johnson (via ZOOM) - Joel Johnson of Code Enforcement Specialists, LLC from Burke, SD, explained the operation of his business as a code enforcement specialist for South Dakota communities and what this entails. Mr. Johnson emailed information, which Council received a copy thereof, and expressed his interest in possibly joining with the City of Gettysburg to handle code enforcement as he handles several surrounding communities. Discussion. Council agreed to read over information and discuss at a future meeting and get back to Mr. Johnson with Council's thoughts.

Appointment: Steven Zuber, Ambulance Director (via ZOOM) – Zuber gave an update on ambulance runs for the month of October. A bill will be forthcoming for having a blown tire on the ambulance repaired and Schatz will take care of this. Zuber expressed that the dryer vent at the Fire Hall needs professionally cleaned and the boiler is going to need gauges replaced before the next inspection. Zuber informed that he is currently working with Beth Hamburger in trying to get an EMT class put together sometime in mid-January 2021. Zuber explained that currently the EMTs are short-handed during the day and asked Council to discuss and approve Joan Clement as a new hire to the EMTs and to be able to carry a pager.

This will be discussed in executive session. Zuber updated that the new ambulance will more than likely be delivered sometime in December 2020 or January 2021.

Roseland expressed if the City is interested in consolidating the Board of Equalization with the County, City, and school for 2021, a motion will need to be made to approve and sign a Resolution to do so. Discussion. Moved by Archer, VanBockel seconded, to approve Resolution No. 2020-11-2 Resolution to Form a Consolidated Board of Equalization for the 2021 Assessment Year. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Schatz went over information she included in Council’s packets regarding American Legal finishing the recodification of the City’s ordinances. Discussion. It was agreed Council will split the recodified ordinances amongst themselves to read over and check for any errors, discrepancies, or changes. Schatz will take care of getting the information to each member. American Legal would like the information back within 90 days, if possible.

The meeting was open to the public for the renewal of Liquor Licenses to operate within the City of Gettysburg for 2021:

- Stan’s Package (off-sale) Liquor
- Kaylei’s Liquor Store & More Package (off-sale) Liquor
- Gettysburg Country Club Retail (on-sale) Liquor
- Mug’s Bar & Grill Retail (on-sale) Liquor
- American Legion Retail (on-sale) Liquor
- Dollar General Retail (on-off sale) Wine and Cider
- Gettysburg Flowers/Coffee Bean Retail (on-off sale) Wine and Cider
- Westside Firehouse Diner, LLC Retail (on-sale) Liquor - Restaurant

Discussion was had regarding Westside Firehouse Diner, LLC will not be renewing their Retail (on-sale) Liquor – Restaurant license and the American Legion would like to change theirs to seasonal for (6) months rather than a full year, similar to the country club. Discussion. Moved by Roseland, Nagel seconded, to approve the renewal of said liquor licenses for 2021, along with changing the American Legion to seasonal for (6) months, and to reimburse Mug’s Bar & Grill \$300 toward its license due to COVID and having a short-term timeframe of shutdown, as we did for certain businesses at the time of Malt Beverage renewals. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Mogard gave police report. Mogard asked if anyone has heard an update regarding the Vail building being torn down. Nagel stated he had received a text message from Linda approximately a week ago but he would need to go back and pull it up and go over it. VanBockel stated she had missed a phone call from Linda and tried returning her phone call but was unable to reach her at the time. Further information for an update will be researched.

Mogard asked if certain street signs that need to be taken care of can get done. There are stop signs on East & Division, near the school, that need to be put on the north and south sides of the intersection and there is a yield sign missing on the intersection of Cottage and Blaine.

Mogard stated back in August, they did some training on an active shooter with Emergency Management and had to borrow some simulator guns from Mobridge, SD. The Sheriff's Department has since gotten an estimate to purchase simulator guns to have here locally for future training and asked if the City would like to split the expense with the County. Discussion. Moved by VanBockel, Ellwanger seconded, to approve Mogard to purchase simulator guns for the City, itself, for future training in the amount of \$983.34 from the quote given to Sherrif's Department from KWA Performance Industries, Inc. All members present voted with roll call as follows: Nagel – Aye, Frost – Nay, VanBockel – Aye, Ellwanger – Aye, Archer – Nay, and Roseland – Nay. Roll call vote was tied with Mayor Wuttke breaking the tie voting – Aye. Motion carried.

Mogard stated this last month he has had (3) calls from pilots flying into Gettysburg regarding deer being on the runway. Mogard is concerned that the main airport gate near the pilots' lounge is not being closed as it should be thus allowing deer to enter. Discussion. Mogard explained that there are also (2) walk-thru gates that the magnets do not work. It was suggested to put a hook and latch on those (2) walk-in gates and to keep the main gate shut and locked as it is meant to be.

Mogard explained that he and Officer Hauptert recently got their taser instructor certifications, with Chief Mogard's being a re-certification and Officer Hauptert being newly certified. He asked Council to discuss a possible raise for Officer Hauptert's taser instructor certification in executive session.

Mogard went over the information he handed out for fiscal year 2019 wherein they are required to record their stops and contacts throughout the year for the Department of Public Safety Grant.

Anderson gave maintenance report. Under general updates, Anderson discussed the 212 Highway Project and his concerns with the existing sanitary sewer, thus KLJ Engineering sending us an Amendment to Engineer-Owner Agreement, Amendment No. 2. Discussion. Anderson stated a motion is needed to approve and sign said Amendment. Moved by Roseland, Frost seconded, to approve the Amendment to Engineer-Owner Agreement, Amendment No. 2 received from KLJ Engineering on the 212 Highway Project. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Anderson gave an update on the pool repairs. The pool raceway has been repaired and they are just waiting for the settling of the ground to be done and decent weather to be able to pour the concrete for it to be complete. There is the possibility the concrete will not be poured until Spring.

There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE \$1.815, Ruby Fieldmaster at \$1.62, #1 Ruby Fieldmaster at \$1.87, AvGas at \$2.856, and Jet-A at \$1.69. Moved by Nagel, Ellwanger seconded, to accept the fuel bid from Agtegra. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Anderson stated there is a Joint Powers Maintenance and Encroachment and Financial Agreement document between the City and SDDOT on the 212 Highway Project which a motion also needs to be made for approval and signature. Discussion. Moved by Roseland, Frost seconded, to approve and sign the Joint Powers Maintenance and Encroachment and Financial Agreement document between the City and SDDOT on the 212 Highway Project, NH 0212(165)224 PCN 039L. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Anderson explained the Grant 11 Taxilane Project is complete and the closeout report is put together wherein a motion needs to be made to approve and sign the Conclusion form on said project to complete the closeout in final. Moved by Ellwanger, Nagel seconded, to approve and sign the Conclusion form on the closeout report of the Grant 11 Taxilane Project. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Anderson informed that the City received its annual quote from AIG on the airport's liability insurance which is separate from insurance through SDPAA and a motion is needed to approve, sign and pay said insurance quote. Moved by Ellwanger, Nagel seconded, to approve, sign and pay the new quote from AIG regarding the airport's annual liability insurance, not including the terrorism policy. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Anderson asked for approval to put a city parking and snow removal reminder ad in the newspaper as the season is once again upon us. Moved by Archer, Roseland seconded, to approve putting a reminder ad in the local newspaper for two weeks on city parking and snow removal, as well as advertising one more week in the month of December. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Anderson discussed the need to purchase a sander. Research was done and there currently are no used sanders available to purchase. He did receive a quote from Sanitation Products, Inc. for a new 10' sander in the amount of \$14,704 and asked for permission to purchase said sander. Moved by VanBockel, Roseland seconded, to approve Anderson to purchase a new 10' sander in the amount of \$14,704 from Sanitation Products, Inc. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Moved by Ellwanger, Archer seconded, to accept ambulance write-offs in the amount of \$2,311.55. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Schatz gave finance office report. Schatz asked for a motion approving (1) water deposit refund in the amount of \$100 this month. Moved by Frost, Ellwanger seconded, to approve (1) water deposit refund of \$100 for the month. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Schatz asked permission to have Great Western Bank increase the City credit card credit limit. Discussion. Moved by VanBockel, Roseland seconded, to approve Great Western Bank to increase the credit limit on the City's credit card from \$700 to \$2500. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Schatz expressed the need to possibly order (1) or (2) laptops for the City office in case of having to work remotely from home due to COVID which would be 100% reimbursed through the COVID Cares Act. Shane Wager researched laptops and (2) styles and prices were discussed. Mogard mentioned checking out the tough books he previously purchased for the Police Department as they were fairly low in cost to see if they entailed what we were needing to be able to work efficiently from home, if necessary. Discussion. Schatz stated the memory, size of screen and a 10-key are the most important features needed for the

type of work that they would be needed for and will have IT – Shane Wager, as well as herself, look over the tough books to see what they entail before ordering anything new.

Schatz explained information the City received in an email regarding participating in joining other city and county leaders across the Country in officially issuing a proclamation to provide an opportunity to shine a positive spotlight on the K-12 education options available for children and families by having a School Choice Week in Gettysburg January 24-30, 2021. Discussion. Moved by Nagel, Ellwanger seconded, to go ahead and participate by issuing a formal proclamation of having a School Choice Week in Gettysburg January 24-30, 2021. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Schatz updated Council on the 2019 audit findings and stated the audit went very well and that having it yearly was beneficial. Mayor Wuttke stated it was a job well done.

Schatz reminded that employee reviews need to be taken care of in the month of November and stated she would get the forms out to all employees and would touch base with the committee on dates and times to have reviews.

Schatz asked Council for the date they would like to approve as the special meeting in December for the final end-of-year meeting. Moved by Nagel, Frost seconded, to approve December 30, 2020, at noon as the special meeting for end-of-year. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Schatz informed that Deputy Finance Officer, Susanne Conradie, has handed in her resignation wherein her last day of work for the City would be November 5, 2020. Schatz asked for a motion accepting the formal resignation. Moved by Nagel, Roseland seconded, to accept the formal resignation of Deputy Finance Officer, Susanne Conradie. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Discussion was had on advertising in the local newspaper for the current open position of Deputy Finance Officer. Moved by Ellwanger, Nagel seconded, to extend the ad in the local newspaper another week. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried. Further discussion was had regarding other avenues of advertising that could also be used. It was suggested to also put the ad on the City website, City Facebook page, SDML email site, State Department of Labor Job Service site, and possibly Dakota Radio Group weekly news. Incoming applicants and interview dates and times will be discussed in executive session.

Moved by VanBockel, Ellwanger seconded, to approve the following building permit:

- Building Permit: Mark and Anne Robbenolt – 603 W Commercial Avenue – framed garage addition
- Moving Permit: None
- Demolition Permit: None

All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Moved by Nagel, Ellwanger seconded, to go into Executive Session for legal and personnel at 8:39PM. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried. Council reconvened at 9:30PM.

Moved by Nagel, Roseland seconded, to hire Joan Clement as an EMT for the City at \$17 per hour. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Moved by Nagel, Roseland seconded, to give Officer Haupert a .25 per hour raise for receiving her taser instructor certification. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Correspondence: Airport Fuel Report; Broadband Grant Info.; September Bank Reconciliation;

Round Table: Nagel updated that Logan Electric stated that the new part is in for the siren, however, the part that was actually faulty had to be sent back in to the manufacturer to get refurbished so we are waiting on that to get the siren update and repair completed. Nagel also wanted to say Thank-You to Susanne Conradie for her almost 5-years of service to the City office and express she will be missed. Roseland will be discussing private snow removal at next month’s meeting and wanted to remind everyone to go vote. VanBockel also wanted to say thank you to Susanne for her service.

Moved by Nagel, Archer seconded, to adjourn meeting at 9:38PM. All members present voted with roll call as follows: Nagel – Aye, Frost – Aye, VanBockel - Aye, Ellwanger – Aye, Archer – Aye, and Roseland – Aye. Motion carried.

Attest:

Witness

Sheila K. Schatz, Finance Officer

Bill Wuttke, Mayor

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