

Pursuant to the due call and notice thereof, the City Council met in regular session on December 6, 2021, at 7:00PM at the City Finance Office in Gettysburg, SD and via ZOOM. Those present, were Mayor Bill Wuttke, Philip Nagel, Eric Ellwanger, Kelly Archer, and Seth Warner. Also present, were Dave Mogard, Chief of Police, Shiann Hauptert, Police Officer, Greg Gerber, Maintenance Manager, Sheila Schatz, Finance Officer, Kara Williams, Economic Development, and Kent Mauck, Heartland Waste Management.

Moved by Nagel, Archer seconded, to amend and approve the December 6, 2021, proposed agenda to include: 1) Discussion on Fireworks at GIA "Miracle on Main Street" fundraising event, December 19, 2021; and 2) Joan Powell's auction sale and possible use of city lot. All members present voted Aye. Motion carried.

Moved by Ellwanger, Warner seconded, to approve the minutes of the November 1, 2021, regular council meeting. All members present voted Aye. Motion carried.

VOUCHERS PAYABLE

Payroll Expense by Department:

Airport	\$1,595.53
Ambulance	\$707.00
Council	\$0.00
Finance Office	\$2,489.72
Mayor	\$0.00
Parks	\$343.42
Police	\$8,269.98
Rubble Site	\$626.75
Sewer	\$1,248.37
Snow Removal	\$294.30
Streets	\$3,674.73
Swimming Pool	\$707.00
Water	\$7,373.41
Total Payroll Expense by Department	\$27,330.21

Net Payroll	\$18,405.18
Absolute Exhibits	Police Supplies \$210.00
Aflac	Insurance \$716.08
Agtegra	Fuel \$16,434.49
Avera/DASFlex	Health Flex Plan \$1,866.95
Avera Missouri River Medical Ctr.	Prof. Svs. – Nurse Runs \$650.00
Bank of the West	Payroll Taxes & Sales Tax \$6,090.87
Banyon Data Systems, Inc.	Prof. Svs. – Fund Acctg. & Payroll Support \$1,590.00
B&R Truck Repair, Inc.	Snow Removal Supplies \$30.27
Cam-Wal Electric Co-Op	Airport Lighting \$22.50
Century Business Products	Prof. Svs. – Police Monthly Copier Fee \$22.50
Child Support Services	Payroll Deduction \$401.00

City of Gettysburg	Petty Cash	\$26.95
Code Enforcement Specialists	Prof. Svs. – Code Enforcement	\$806.12
Dakota Farm & Ranch Supply, Inc.	Streets, Police, Finance Office, & Airport Supplies	\$911.98
Dean’s Repair	Police Repairs/Maintenance	\$109.19
Gas-n-Goodies	Ambulance Fuel & Police Car Washes	\$116.95
Gettysburg Ambulance Gang	2/3 Cupboards in Fire Hall	\$500.00
Gettysburg Development Corp.	BBB Taxes	\$4,633.07
Great Western Bank	Finance Office, Police, & Streets Supplies	\$511.29
Heartland Payment Systems	Airport Fuel CC Fees	\$90.32
Heartland Waste Mgmt., Inc.	Garbage	\$6,098.35
Holzer, Cody & Sarah	Water Refund	\$100.00
Insurance Benefits, Inc.	Airport Liability Ins.	\$2,637.00
Jensen Rock & Sand, Inc.	Water Supplies	\$33.00
KLJ Engineering, Inc.	Prof. Svs.– Hwy 212 Projects	\$765.00
Logan Electric	Airport Repairs/Maintenance	\$1,134.35
Marco	Copier Lease	\$92.75
Menards	Finance Office Supplies	\$259.92
Mid Dakota Rural Water System	Water Usage	\$15,380.10
Midway Parts	Streets Supplies	\$211.61
Midwest Alarm	Prof. Svs. – Fire Alarm Monitoring	\$85.50
Milbank Winwater Works, Co.	Prof. Svs. – New Utilities System	\$6,600.00
Miller, Christy	Water Refund	\$100.00
Montana Dakota Utilities	Gas & Electric	\$3,977.23
New Creations	Finance Office, Parks, & Police Supplies	\$269.74
Northwest Pipe Fittings, Inc.	Water Supplies & Street Minor Equip.	\$606.42
PCC Ambulance Billing Service	Prof. Svs. – Ambulance Billing	\$281.11
Potter County News	Finance Office, Airport, & Streets Publications	\$794.24
Principal Financial Group	Life Insurance	\$48.76
Schatz Electric, Inc.	Sewer Repairs/Maintenance	\$517.11
Schlachter Lumber, Inc.	Police Supplies	\$36.10
SD Airport Management Assoc.	Annual Membership	\$25.00
SD Ass’n of Code Enforcement	Prof. Svs. – Annual Membership	\$40.00
SD Dept. of Revenue	Water Testing	\$30.00
SD Govt. Finance Officer	Annual Membership	\$70.00
SD Human Resource Assoc.	Annual Membership	\$50.00
SD Municipal League	Prof. Svs. – Annual Membership	\$1,331.59
SD Municipal Street Maintenance	Annual Membership	\$35.00
SD One Calls	One Calls	\$25.20
SD Police Chief’s Assn.	Annual Membership	\$96.55
SD Retirement Systems	Retirement	\$3,585.88
SD Water & Wastewater Assoc.	Prof. Svs. – Annual Membership	\$10.00
Secretary of State	Police Supplies	\$30.00
Servall	Rugs	\$276.18
Standard Ins. Co.	Monthly Dental & Vision Ins. – ACH	\$433.33
The Radar Shop	Prof. Svs. – Recertified Radar Unit	\$49.00
True Value	Streets, Finance Office & Police Supplies	\$994.28
US Postmaster	Water Bills & Police Pkg.	\$204.37

Venture Communications	Telephone/Fax/Internet	\$938.33
Verizon Wireless	Maintenance & Police Cell Phones	\$439.96
Wager, Shane	Monthly IT Retainer	\$180.00
Wellmark BC/BS Health Plans	Health Ins.	\$10,850.47
WEX Bank	Fuel	\$416.54
Zuber Refrigeration	Auditorium Repairs & Maintenance	\$409.76
TOTAL CHECKS		\$114,695.44

Moved by Nagel, Archer seconded, to approve the vouchers payable. All members present voted Aye. Motion carried.

One sealed bid was opened and read aloud for the “Gettysburg Residential Garbage Collection Contract Bid”. The bid was from Heartland Waste Management, Inc., in the amount of \$15.25 a residence per month. Moved by Ellwanger, Archer seconded, to accept and award the bid on the “Gettysburg Residential Garbage Collection Contract Bid” to Heartland Waste Management, Inc., in the amount of \$15.25 a residence per month. All members present voted Aye. Motion carried.

Appointment – Kent Mauck of Heartland Waste Management, Inc., thanked council for awarding Heartland Waste the “Gettysburg Residential Garbage Collection Contract” and for trusting them with the City’s business.

Schatz explained the polling of council regarding possibly purchasing Christmas lights for GIA to decorate Loitwood Park and the Auditorium downtown as part of their fundraising event scheduled for December 19, 2021, at 7:00PM at the auditorium. Moved by Archer, Warner seconded, to agree to pay \$1,000 for the purchase of Christmas lights, which the City would own, to decorate downtown. Discussion. Moved by Archer, Warner seconded, to rescind original motion regarding purchase of Christmas lights in the amount of \$1,000.00 as council would like a few more questions answered first. It was decided to table further discussion until the January 2022 meeting. All members present voted Aye. Motion carried.

Discussion was had regarding the possibility of redistricting a small portion from Ward 1 into Ward 2. Moved by Nagel, Ellwanger seconded, to rescind Nagel’s prior motion made at the November 1, 2021, council meeting to approve redistricting of city wards by adding #1051 and #1052 from Ward 1 over into Ward 2, from the maps NECOG sent, pending State authorization. All members present voted Aye. Motion carried. Moved by Nagel, Ellwanger seconded, to do first reading on Ordinance 2021-12-06 An Ordinance Amending Chapter 11: City Standards – Section 11.02 Wards which will move approximately 1 block #1051 - (16) residents - out of Ward 1, putting them into Ward 2, wherein the deviation rate would be lowered from 10.32% to 1.63%. All members present voted Aye. Motion carried.

Mogard gave police report. Mogard shared that on December 14, 2021, Officer Hauptert will be holding a D.A.R.E. graduation at the Gettysburg School. Mogard stated that Officer Hauptert spent (1) week in Pierre completing a Certified Search & Seizer instructor class wherein she received her certificate for completion. Mogard informed that in each council member’s packets they should have a copy of the 2021 Fiscal Year Report for Traffic Violations. Mogard mentioned that the radar on the East end of town was taken down by DOT during the 212 Highway Project and from that move, it is now not working. Schatz Electric will be looking at it to see what the problem might be and DOT has been contacted regarding paying for the damage and/or replacement if need be.

Gerber gave maintenance report.

There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE at \$2.966, Ruby Fieldmaster at \$2.83, #1 Ruby Fieldmaster \$3.18, Aviation Gas at \$4.58, and Jet-A at \$2.95. Moved by Ellwanger, Archer seconded, to accept the fuel bid from Agtegra. All members present voted Aye. Motion carried.

Schatz gave finance officer report.

Schatz updated the new maintenance pickup has been ordered through Lamb Motors.

Discussion was had regarding research Schatz did on the current rubble site and permit the City has on the City rubble site.

Moved by Archer, Nagel seconded, to approve ambulance write-offs in the amount of \$8,209.96. All members present voted Aye. Motion carried.

Nagel stated GIA would like the City's permission to have a firework display shot off at their December 19, 2021, fundraising event downtown. Moved by Nagel, Ellwanger seconded, to approve GIA to have a firework display at their fundraising event downtown on December 19, 2021, in the empty City lot next to the police department anytime in between the hours of 5:00PM and 9:00PM. All members present voted Aye. Motion carried.

Discussion was had on Joan Powell's auction sales in which she asked permission to use the City's empty lot next to the police department to put her trailers and equipment on and to have the live auctions there and she would provide the City with proof of liability insurance. It was decided that since nothing had been committed to as far as a set auction date and it was already December 6, that the City did not want to allow the auction sales to happen on said lot until Spring due to the late season and winter snow soon arriving.

Schatz informed that it was discovered that the Hay Land Sealed Bid Notice that was currently approved at the November 1, 2021, meeting to be published in the paper was not supposed to be done until 2022, so the ad was immediately pulled. Discussion will need to be had in 2022 regarding the proper wording of the bid notice and/or contract before the bid notice publication is ran. Moved by Ellwanger, Archer seconded, to rescind prior motion made at the November 1, 2021, council meeting to approve to advertise for the hay land bid at the airport which is done every (5) years in which sealed bids will be due in the City Finance Office by November 29, 2021, 5PM CST and read aloud at the December 1, 2021, meeting at 7PM CST. All members present voted Aye. Motion carried. A short discussion was also had on the farm ground lease.

Moved by Ellwanger, Archer seconded to approve the second reading of and adopt Ordinance 2021-11-01 An Ordinance Amending Title V: Public Works, Chapter 52, Section 52.13 Entitled "Rates; Late Penalty; Deposit" of the Gettysburg Municipal Code which incorporates a \$1.00 increase on the city's basic water rate per year for the next (4) consecutive years. All members present voted with roll call as follows: Nagel – Aye, Ellwanger – Aye, Archer – Aye, and Warner – Aye. Motion carried. Notice of the \$1.00 increase on the water basic fee will be on each resident's January 2022 utility bill cards as a reminder of the increase.

Moved by Archer, Ellwanger seconded, to approve running an ad in paper reminding businesses that any and all bills to the City they are wanting paid by end-of-year "must" be into the City office no later than

November 29, 2021, by noon in order to be approved and paid by end-of-year. All members present voted Aye. Motion carried.

Moved by Ellwanger, Archer seconded, to approve signing of the Joint Cooperative Agreement (JCA) for 2022 received from NECOG. All members present voted Aye. Motion carried.

Moved by Warner, Ellwanger seconded, to approve signing off on the close-out reports sent on both the \$20,000 Cares Act Airport Grant and \$9,000 CRRSA Grant which are now complete and finalized. All members present voted Aye. Motion carried.

Moved by Nagel, Ellwanger seconded, to approve signing off on the Airport AWOS III Project Grant Conclusion Form and Project Closeout which is now complete and finalized. All members present voted Aye. Motion carried.

Moved by Ellwanger, Warner seconded, to approve signing off on the Grant Pre-Application form to the State and FAA which shows that the City of Gettysburg will not have an airport project in 2022 per the CIP meeting discussion held earlier. All members present voted Aye. Motion carried.

Schatz went over end-of-year financials with council for approval on any supplements needed. Moved by Ellwanger, Archer seconded, to approve Resolution #2021-12-30 Contingency Transfer in the total amount of \$28,650.00. All members present voted Aye. Motion carried.

Moved by Ellwanger, Archer seconded, first reading of Ordinance #2021-12-6(a) Supplemental Appropriations Ordinance with \$60,000 being supplemented from Means of Finance 101-26700, Unassigned Fund Balance to Appropriations 101-45200-42900 Parks – Other Expense; as well as, \$10,000 being supplemented from Means of Finance 101-33840, County Ambulance Subsidy to Appropriations 101-44600-42200 Ambulance-Professional Services, and \$4,500 being supplemented from Means of Finance 101-39130, Sale of General Fixed Assets (2003 Ambulance) to Appropriations 101-44600-42200 Ambulance-Professional Services. All members present voted Aye.

Moved by Ellwanger, Warner seconded, to approve Motion for Automatic Budget Supplement – Airport – 101-43500 in the total amount of \$333,584.74 (Airport Taxilane Project, AWOS III System Project, & Airport–COVID Cares Act Relief Fund) as per SDCL 9-21-9.1 from the following accounts for Grant Revenue (Federal \$329,220.48 101-33100 and State \$4,364.26 101-33400) to be expended on the Airport Departments (Professional Services & Fees) 101-43500-42200, (Improve Other Than Buildings) 101-43500-43300, (Supplies) 101-43500-42610, and (Wages) 101-43500-41100; AND Motion for Automatic Budget Supplement – Police – 101-42100 in the total amount of \$18,634.98 as per SDCL 9-21-9.1 from the following account for Grant Revenue received (Federal \$9,494.30 101-33100 Highway Safety Grant – Federal OT) and (Federal \$9,140.68 101-33100 - COVID Cares Act) to be expended on the Police Department (Police Machinery & Equipment – 2021 Squad, (3) Police Radios, & Camera Systems) 101-42100-43400; AND Motion for Automatic Budget Supplement – West Nile Prevention – 101-44130 in the total amount of \$2,951.00 as per SDCL 9-21-9.1 from the following account for State Grant Revenue received (Mosquito Control Grant) 101-33400 to be expended in the West Nile Department (Supplies) 101-44130-42610. All members present voted Aye. Motion carried.

Moved by Nagel, Warner seconded, to approve Schatz to purchase an HP color printer up to the amount of \$750.00 for City Finance Office. All members present voted Aye.

Schatz reminded council that this year both Christmas Day and New Year's Day fall on a Saturday. Per handbook policy, when a holiday falls on a Saturday, the preceding Friday is observed as the paid holiday for eligible City employees, so the office will be closed on Christmas Eve Friday, December 24, 2021, and New Year's Eve Friday, December 31, 2021.

Schatz also reminded that the end-of-year special meeting has been approved for December 30, 2021, at 12:00 noon. Also, Schatz reminded that at the upcoming January 2022 regular council meeting, Ted Dickey of NECOG will attend to go over current grants that are available for several different types of projects and discuss what the City of Gettysburg is thinking for possible future projects and answer any and all questions council may have. He would like to know any particular questions council may have on any particular type of grant ahead of time so that he can efficiently gather all information and have it readily available.

Moved by Nagel, Archer seconded, to approve the following building permits:

Michael Fischer – Court Street - New Stick Frame Shed (Ellwanger)

Loren Holzwarth – 400 S Broadway – Steel Roof

Greg Roseland – 201 S Park Street – Garage (R&K)

All members present voted Aye (Ellwanger abstaining from vote). Motion carried.

Moved by Nagel, Archer seconded, to go into Executive Session at 8:45PM for personnel. All members present voted Aye. Motion carried. Council reconvened at 9:20PM.

Mayor Wuttke thanked Chief Mogard for the nice Christmas card to all council.

Moved by Nagel, Ellwanger seconded, to approve giving Chief Mogard a 4% longevity raise of .96 for a total of \$24.86 per hour, effective December 16, 2021; to approve Officer Hauptert a .25 certification bonus for a total of \$20.08 per hour, effective December 16, 2021; and to approve all full-time employees a Christmas bonus of \$720 each with Pool Manager, Nadine Simon, to receive \$75 all on the December 15, 2021, payroll. All members present voted Aye. Motion carried.

Correspondence: October Bank Reconciliation; Financials; Gettysburg Airport Fuel Report; AirNav Fuel Report; 2022 Legislative Rib Dinner Invitation for 02-02-2022 (need to register BY 01-25-2022, if interested); 2022 SD Minimum Wage Requirement Info.;

Round Table: Mayor Wuttke reminded that there is a community pool meeting being held at the auditorium on Wednesday, December 8, 2021, at 7PM and explained a representative from the YMCA in Pierre will be there with some information. Nagel stated that the annual raises will be discussed at the special meeting on December 30, 2021, at 12:00 noon. Gerber thanked council for everything they do for the employees. Mogard wished everyone a Merry Christmas. Hauptert also said Thank You and Merry Christmas. Kara of Economic Development wished everyone Happy Holidays. Ellwanger congratulated Office Hauptert on her new certification and wished everyone a Merry Christmas. Archer wished everyone Happy Holidays. Warner stated that since Ted Dickey from NECOG will be attending the January 2022 regular council meeting, one thing that should be addressed are the lamp poles on Commercial Avenue. They are needing much updating if not needing to be completely replaced. Schatz stated that Logan dropped off two bids: 1) for light by bridge at the City Park; and 2) for installation of a new upgraded backup system which is a continuous backup for the airport fuel system.

Moved by Ellwanger, Archer seconded, to adjourn meeting at 9:30PM. All members present voted Aye.
Motion carried.

Attest:

Witness

Sheila K. Schatz, Finance Officer

Bill Wuttke, Mayor