

Pursuant to the due call and notice thereof, the City Council met in regular session on October 3, 2022, at 7:00PM at the City Finance Office in Gettysburg, SD and via ZOOM. Those, present, were Mayor Bill Wuttke, Philip Nagel, Michael Fischer, Fran VanBockel, Eric Ellwanger, Kelly Archer, and Seth Warner. Also, present, were Dave Mogard, Chief of Police, Greg Gerber, Maintenance, Sheila Schatz, Finance Officer, Kaylee Broker, Deputy Finance Officer, Kara Williams, Economic Development, Attorney Ryan Vogel (via Zoom), Joel Johnson – Code Enforcement (via Zoom), Russell Anderson, Joshua Zweber, Michael Jager, Kyle Kusser, Levi Broker, Maria Mogard, and a few public participants (via ZOOM).

Moved by Nagel, Fischer seconded, to approve the October 3, 2022, proposed agenda after amending it by rearranging order of agenda with moving approval of vouchers payable until after Executive Session toward end of meeting and, also, to include adding pool as a topic to the agenda. All members present voted Aye. Motion carried.

Moved by Nagel, Archer seconded, to approve the minutes of the September 12, 2022, regular council meeting. All members present voted Aye. Motion carried.

Moved by Nagel, Warner seconded, to approve the minutes of the September 16, 2022, special council meeting. Discussion was had regarding timing issue of when special meeting was posted before meeting occurred. It was discussed to go into Executive Session per Attorney Vogel before motion to approve the minutes of the September 16, 2022, special council meeting is voted upon. Moved by VanBockel, Ellwanger seconded, to go into Executive Session at 7:10PM for personnel and legal. All members present voted Aye. Motion carried. Council reconvened at 7:30PM.

Motion prior to Executive Session: Moved by Nagel, Warner seconded, to approve the minutes of the September 16, 2022, special council meeting. After executive session, all members present voted Nay. Motion failed.

Moved by Archer, Ellwanger seconded, to rescind the September 16, 2022, special council meeting agenda and minutes and they are hereby null and void on record, as if meeting never existed. All members present voted Aye. Motion carried.

Discussion was had regarding the process of changing City of Gettysburg council from wards to voting at large and a sample petition that Attorney Vogel sent was reviewed.

Discussion was had on the status of alleyway vacates. Moved by Ellwanger, Archer seconded, to gather alleyway vacates information from Attorney Michael Larson and switch over project to Attorney Ryan Vogel to complete. All members present voted Aye. Motion carried.

Two topics regarding ambulance were discussed – 1) possibility of hiring a full-time EMT/Paramedic to handle transfers and emergency calls during business hours of 8AM-5PM CST; 2) possibility of putting a policy in place wherein City of Gettysburg EMTs will not do non-emergent transfers outside the business hours of 8AM-5PM CST. It was decided that Steven Zuber, EMT Director, should write up a job description for a full-time EMT/Paramedic position and present it to the ambulance committee to go over. The ambulance committee can then bring their recommendations to the November 7, 2022, regular council

meeting and a motion can be made to advertise said position. Moved by Nagel, VanBockel seconded, to approve adding to the City of Gettysburg Official Employee Handbook that non-emergent EMT transfers are to be scheduled only within the business hours of 8AM-5PM CST and this will not go into effect until after the full-time EMT/Paramedic position has been advertised and the position has been filled. All members present voted Aye. Motion carried.

Joel Johnson with Code Enforcement updated council on current code enforcement violations and/or abatements.

Moved by Fischer, Ellwanger seconded, to approve Resolution No. 2022-10-03 Resolution Establishing Contract for Legal Services. All members present voted Aye. Motion carried.

Moved by Fischer, Archer seconded, to approve Resolution No. 2022-10-03(a) Resolution to Form a Consolidated Board of Equalization for the 2023 Assessment Year. All members present voted Aye. Motion carried.

Moved by Ellwanger, Archer seconded, to agree to pay for (3) EMTs to attend the EMT Conference in Sioux Falls wherein cost of conference registration, hotel rooms and mileage will be covered. All members present voted Aye. Motion carried.

Moved by VanBockel, Warner seconded, to approve contracting David Mogard, for the next four (4) years, as the City of Gettysburg Chief of Police, full-time with benefits, at the same rate he is at, currently, with a 3% annual increase every year. Long discussion was had regarding employment agreement. Questions from the public were answered by council and legal counsel. All members present voted with (3) - Aye and (3) – Nay with Mayor Wuttke breaking the tie vote with a vote of Aye. Motion carried.

Mogard gave police report. Mogard informed he recently completed his taser instructor training recertification, his medical health training, and his domestic violence training. Mental health training is completed every (2) years.

Mogard informed a complaint was turned into the finance office in which he addressed. Complaint forms can be picked up at the finance office and will be addressed by proper chain of command and also be brought to the attention of council and are filed at the finance office.

Mogard also stated a complementary note was mailed along with a ticket payment wherein a driver was pulled over and given a ticket for speeding by Officer Robbennolt. The note stated: "September 18, 2022, although I didn't like getting a speeding ticket, Officer Robbennolt was very professional and handled himself well."

Gerber gave maintenance report.

There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE \$3.325, Ruby Fieldmaster at \$4.19, #1 Ruby Fieldmaster \$4.30, Aviation Gas at 5.264, and Jet-A at \$4.34. Moved by Ellwanger, Archer seconded, to accept the fuel bid from Agtegra. All members present voted Aye. Motion carried.

Gerber stated snow will be here before we know it, so snow removal reminders need to be advertised soon. Moved by Ellwanger, Warner seconded, to approve putting snow removal ad in the newspaper

the first week of November and December as well as being listed on the city website. A second ad will also be placed regarding how to sign up for emergency alerts on a person's phone if so chooses to. This, also, will be listed on the city's website. All members present voted Aye. Motion carried.

A short discussion was had on the new backhoe equipment Gerber was given permission to order via a motion at the September 12, 2022, regular council meeting. It is through a state bid and a decision needed to be made whether to lease the equipment or to purchase it outright on this year's budget. Moved by Ellwanger, VanBockel seconded, to order the backhoe and purchase it outright on the 2022 budget. All members present voted Aye. Motion carried. Gerber stated the backhoe would probably not arrive until mid-March of 2023 or later.

The city-owned trees that were discussed at the September 12, 2022, council meeting wherein Schatz was going to research the proper protocol to surplus them, if the city so chose to do so, have now been re-discussed. It was decided not to surplus them, but city will instead transplant them in different areas where needed at the proper time next year. The Park Committee will get together to discuss where to transplant them at said time.

Gerber gave an update on the Airport CIP meeting held over zoom wherein several different possible future projects for the airport were discussed. A new FY 2023 Bipartisan Infrastructure Law (BIL) – Airport Terminals Program (ATP) that recently became available was discussed wherein there is a possibility of utilizing approximately \$110,000 each year over the next 5-years on upcoming airport infrastructure projects. Another short meeting will be coming up soon to determine which projects city council are interested in and what order they shall be done.

Gerber and Mayor Wuttke gave an update on the Highway 212 Project.

Rate-of-pay for part-time police pay was discussed. Moved by VanBockel, Warner seconded, to approve hiring part-time police help as needed with certified officers at \$22.00 per hour and uncertified officers at \$20.00 per hour paid through Police/Professional Services 101-42100-42200. All members present voted Aye. Motion carried.

Schatz gave finance office report. Schatz updated pricing of airport fuel: Av-Gas at \$7.10 per gallon and Jet-A at \$6.10 per gallon.

Moved by Archer, Warner seconded, to accept ambulance write-offs in the amount of \$786.76. All members present voted Aye. Motion carried.

Moved by Ellwanger, Archer seconded, to approve (1) water deposit refund in the total amount of \$100. All members present voted Aye. Motion carried.

Schatz reminded that CD #300017793, a 12-month term at 1.50% with Plains Commerce Bank, is up for renewal. Interest rates were researched from First Interstate Bank, Bank of the West, and Plains Commerce Bank and were shared with council. Moved by Nagel, Fischer seconded, to renew the CD with First Interstate Bank with a 15-month term at 2.76%. All members present voted Aye with Ellwanger voting Nay. Motion carried.

Schatz presented a letter to council that the State has reviewed and accepted the City's 2021 audit.

Schatz reminded Nagel and VanBockel a date needs to be set yet for annual employee reviews. It was asked for all employees to have their self-evaluations completed and handed into their supervisors and for supervisors to have their reports ready by the end of October. A date in November will be given to Schatz and she will inform everyone of set date and time and get the reviews set up accordingly.

Schatz stated she put together and handed out a new office phone & email list which also includes alderman wards/terms information.

Moved by Warner, Ellwanger seconded, to approve the following permits:

- Building: None
- Moving: None
- Demolition: Michael Fischer – 502 N Main – Building Demo (Logan Electric)

All members present voted Aye, with Fischer abstaining. Motion carried.

No further executive session was needed at this point of the meeting.

Warner asked if the renderings were in for both the indoor pool and outdoor pool ideas and what cost analysis came in for same. Fischer stated he brought in the photo layouts, and they could be looked over. Cost analysis for the outdoor pool idea is still being worked on. Fischer stated they will work to get all information in soon. Fischer also reminded Gerber to check on the cost and availability of a possible tarp system and a robo vacuum for the current pool as it may be able to be purchased on this year’s budget yet.

Correspondence: Sept. Bank Reconciliation; 3<sup>rd</sup> Qtr. Financials; Economic 3<sup>rd</sup> Qtr. Financials; Signed Ordinance No. 2022-9-12 2023 Appropriation Ordinance; Thank-You for City Park Note; FY22 Notice of Funding Opportunity (NOFO) for the new Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program (due 11-18-22); FY 2023 Bipartisan Infrastructure Law Airport Terminal Program (ATP) – BIL Info.; Status of Treasury’s Recovery Program Operations Info.;

Round Table: Everyone thanked Attorney Vogel for attending the meeting via zoom and for his direction throughout. Nagel stated that Mayor Wuttke, himself, and Kara, Economic Development, met with Senator Rounds’ field rep this morning and shared different issues or problems our community currently has. Some items of discussion were housing, staff/employment shortages everywhere, etc. Williams stated she included her coordinator’s report along with the Economic Development 3<sup>rd</sup> Quarter financials in council’s packets. Williams reminded that although we do have some community issues, she wants everyone to remember we are an affluent community. We are very fortunate in having our medical facility, our school, great recreation, etc. We do get frustrated at certain things, but overall, we have it very good. We need to keep smiles on our faces as we have company coming to town next summer for the 140<sup>th</sup> Celebration event. Letters were just sent out and soon we will know approximately how many are planning to attend. Mogard informed the older squad is currently at Lamb Motors in Onida getting the computer steering gear repaired. Ellwanger wanted to thank the maintenance crew again for keeping the parks in such great shape this year. They did a great job keeping on mowing, etc.

VOUCHERS PAYABLE

**Payroll Expense by Department:**

|           |            |
|-----------|------------|
| Airport   | \$1,742.64 |
| Ambulance | \$3,220.68 |
| Council   | \$0.00     |

|  |                    |
|--|--------------------|
| Finance Office                             | \$3,764.16         |
| Mayor                                      | \$0.00             |
| Parks                                      | \$1,145.29         |
| Police                                     | \$7,683.31         |
| Rubble Site                                | \$3,480.41         |
| Sewer                                      | \$2,045.73         |
| Snow Removal                               | \$0.00             |
| Streets                                    | \$3,581.46         |
| Swimming Pool                              | \$928.09           |
| Water                                      | \$7,610.86         |
| West Nile                                  | \$0.00             |
| <b>Total Payroll Expense by Department</b> | <b>\$35,202.63</b> |

|                                   |  |             |
|-----------------------------------|--|-------------|
| Net Payroll                       | \$25,884.83  |             |
| Advance Auto Parts                | Streets Supplies   | \$205.49    |
| Aflac                             | Aflac Insurance  | \$784.13    |
| American Legal Publishing Corp.   | Prof. Svs. – Finance Office  | \$801.04    |
| AT&T Mobility                     | Police Cells & Police & Ambulance Hot Spots                                | \$250.94    |
| Avera Careflight                  | Annual Benefit Dues  | \$294.00    |
| Avera Missouri River Medical Ctr. | Prof. Svs. – Ambulance Nurse Runs  | \$175.00    |
| Bank of the West                  | Payroll Taxes & Sales Tax  | \$8,642.30  |
| Cahill Bauer & Associates, LLC    | Prof. Svs. – Finance Office  | \$1,925.00  |
| Cam-Wal Electric Co-Op            | Unmetered LED Light - Airport  | \$23.00     |
| Century Business Products         | Prof. Svs. – Police Monthly Copier Fee                                     | \$22.50     |
| Child Support Services            | Payroll Deduction  | \$401.00    |
| Civil Air Patrol Magazine         | Annual Airport Publishing  | \$105.00    |
| Dakota Farm & Ranch Supplies      | Streets, Fin. Off., Police, Airport, Parks,<br>Water, & Ambulance Supplies | \$678.03    |
| Dean’s Repair                     | Police Repairs/Maintenance   | \$121.50    |
| Decker Repair & Welding           | Streets Supplies & Streets Rprs./Maint.                                    | \$224.06    |
| Dollar General                    | Finance Office, Airport & Streets Supplies                                 | \$169.90    |
| Economic Development              | 3 <sup>rd</sup> Qtr. Stipend   | \$5,000.00  |
| Gettysburg Development Corp.      | BBB Taxes  | \$2,449.32  |
| Gettysburg Gas–N–Goodies          | Police Car Washes  | \$54.00     |
| Heartland Payment Systems         | CC Fees  | \$96.65     |
| Heartland Waste Mgmt., Inc.       | Garbage  | \$6,765.13  |
| Jensen Rock & Sand, Inc.          | Streets & Parks Supplies   | \$1,914.60  |
| Lamb Motor Corp., Inc.            | Streets Machinery & Equipment  | \$32,911.00 |
| Linde Gas & Equipment, Inc.       | Ambulance Oxygen x 2 mos.  | \$226.73    |
| Marco                             | Copier Lease   | \$195.10    |
| Marty’s Repair Service, LLC       | Prof. Svs. – Finance Office  | \$185.00    |
| Menards                           | Streets Supplies   | \$59.96     |
| Mid Dakota Rural Water System     | Water Usage  | \$16,875.94 |
| Milbank Winwater Works Co.        | Water Supplies   | \$686.70    |
| Mogard, Dave                      | Police Supplies  | \$47.80     |
| Montana Dakota Utilities          | Gas & Electric   | \$4,528.87  |
| New Creations                     | Fin. Off., Water, Police & Streets Supplies                                | \$356.99    |
| Northwest Pipe Fitting            | Water Supplies   | \$387.19    |

|                                |  |                     |
|--------------------------------|--|---------------------|
| Principal Financial Group      | Life Insurance   | \$58.26             |
| Red River Grain Co.            | Parks Supplies   | \$81.08             |
| Reede Construction, Inc.       | Prof. Svs. – Water & Sewer (Hwy 212 Proj.)                               | \$233,958.40        |
| Richardson, Wyly, Wise         | Prog. Svs. – Legal   | \$765.00            |
| Robbennolt, Allen              | Prof. Svs./Travel & Conference - Police                                  | \$1,902.03          |
| Sanitation Products, Inc.      | Streets Supplies   | \$496.85            |
| Schatz Electric, Inc.          | Airport Improvement Other than Building &<br>Prof. Svs. – Finance Office | \$474.42            |
| Schlachter Lumber              | Streets & Airport Supplies<br>Rprs./Maint.                               | \$456.01            |
| SD Dept. of Revenue            | Water Testing  | \$30.00             |
| SD Retirement Systems          | Retirement   | \$3,830.12          |
| Servall Uniform & Linen Supply | Rugs   | \$332.75            |
| South Dakota One Call Board    | One Calls  | \$18.90             |
| Standard Ins. Co.              | Monthly Dental & Vision Ins.   | \$348.72            |
| Stein Sign Display             | Prof. Svs. – Fin. Off.&Other – Firehall Canopies                         | \$8,655.29          |
| TASC                           | Health Flex Plan   | \$539.16            |
| Team Lab                       | Prof. Svs. – Sewer   | \$1,100.00          |
| True Value                     | Streets, Parks & Sewer Supplies  | \$390.40            |
| US Postal Service              | Water Bills  | \$224.32            |
| Venture Communications         | Telephone/Fax/Internet   | \$827.96            |
| Verizon Wireless               | Maintenance Cells  | \$125.70            |
| Wager, Shane                   | Monthly IT Retainer  | \$180.00            |
| Wellmark BCBS                  | Health Insurance   | \$6,926.35          |
| WEX Bank                       | Fuel   | \$191.82            |
| TOTAL CHECKS                   |  | <b>\$375,362.24</b> |

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

Moved by Nagel, Warner seconded, to adjourn meeting at 8:55PM. All members present voted Aye. Motion carried.

Attest:

Witness

\_\_\_\_\_  
Sheila K. Schatz, Finance Officer

\_\_\_\_\_  
Bill Wuttke, Mayor

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