

Pursuant to the due call and notice thereof, the City Council met in regular session on February 6, 2023, at 7:00PM at the City Finance Office in Gettysburg, SD and via ZOOM. Those present, were Mayor Bill Wuttke, Philip Nagel, Michael Fischer, Eric Ellwanger, Kelly Archer, and Seth Warner. Also, present, were Dave Mogard, Chief of Police, Sheila Schatz, Finance Officer, Kaylee Broker, Deputy Finance Officer, Ryan Vogel, City Attorney (via ZOOM), Kara Williams, Economic Development, Steven Zuber, EMT Director, and a few other participants via ZOOM.

Moved by Nagel, Ellwanger seconded, to approve the February 6, 2023, proposed agenda. All members present voted Aye. Motion carried.

Moved by Nagel, Warner seconded, to approve the minutes of the January 9, 2023, regular council meeting. All members present voted Aye. Motion carried.

VOUCHERS PAYABLE (2nd Half of December 2022)

Payroll Expense by Department: (December 16-31, 2022)

Airport	\$727.71
Ambulance	\$4,016.82
Council	\$0.00
Finance Office	\$962.44
Mayor	\$0.00
Parks	\$0.00
Police	\$4,017.00
Rubble Site	\$378.00
Sewer	\$951.25
Snow Removal	\$6,102.15
Streets	\$576.06
Swimming Pool	\$382.36
Water	\$1,440.24
Total Payroll Expense by Department	\$19,554.03

Net Payroll	(December 2022)	\$29,775.45
Bank of the West	December 31, 2022, Payroll Taxes	\$4,341.24
Child Support Services	December 2022 Payroll Deduction	\$401.00
Gettysburg Development Corp.	December 2022 BBB Taxes	\$1,700.72
Heartland Waste Mgmt., Inc.	December 2022 Garbage Collection	\$7,153.04
SD Retirement Systems	December 2022 SD Retirement	\$4,668.96
TOTAL CHECKS		\$48,040.41

VOUCHERS PAYABLE (January 2023)

Payroll Expense by Department: (January 2023)

Airport	\$1,582.28
Ambulance	\$916.56
Council	\$3,910.00
Finance Office	\$2,299.87
Mayor	\$1,180.00
Parks	\$0.00
Police	\$8,176.22
Rubble Site	\$0.00
Sewer	\$1,987.09
Snow Removal	\$4,307.22
Streets	\$3,522.21
Swimming Pool	\$916.56
Water	\$6,672.29

Total Payroll Expense by Department **\$35,470.30**

Net Payroll	(January 2023)	\$25,628.25
Advanced Auto Parts	Streets Supplies	\$220.20
Aflac	Aflac Insurance	\$640.59
Agtegra	Airport Supplies	\$67.17
American Red Cross	Prof. Svs. – Pool – Annual LTS Facility Fee	\$200.00
AT&T Mobility	Police Cells & Hot Spots & Ambulance Hot Spots	\$250.88
Bank of the West	Payroll Taxes & Sales Tax	\$8,128.44
B&R Truck Repair, Inc.	Streets Repairs/Maintenance	\$879.65
Butler Machinery Co.	Streets Supplies	\$1,141.81
Cam-Wal Electric Co-Op	Airport Lighting	\$23.00
Century Business Products	Prof. Svs. – Police Monthly Copier Fee	\$22.50
Child Support Services	Payroll Deduction	\$401.00
City of Gettysburg	Petty Cash	\$46.56
Code Enforcement Specialists	Prof. Svs. – Code Enforcement	\$1,500.00
Crimestar USA, LLC	Prof. Svs. – Police – Annual Support Fee	\$350.00
Dakota Farm & Ranch Supply, Inc.	Fire Dept., Airport, Police, Streets, Snow Removal, and Water Supplies	\$288.31
DANR	Prof. Svs. – Water – Annual Drinking Water Fee & Water Testing Fee	\$1,560.00
DCI	Payroll Deduction	\$150.00
Dean's Repair	Police Repairs/Maintenance	\$121.50
Decker Repair & Welding	Streets Supplies	\$64.46
Dollar General	Streets & Finance Office Supplies	\$274.45
Elliott Co.	Sewer Supplies	\$1,486.42
First Interstate Bank	CC Payoff	\$1,287.90
Gas-n-Goodies	Police Car Washes & Ambulance Fuel	\$104.43
Gettysburg Collision Center	Streets Repairs/Maintenance	\$436.15
Gettysburg Development Corp.	January BBB Taxes	\$1,818.19
Gettysburg Inn & Suites	Hotel for Police Help	\$74.00

Gettysburg Rotary Club	Police Annual Membership Dues	\$269.50
Heartland Payment Systems	Airport Fuel CC Fees	\$98.25
Heartland Waste Mgmt., Inc.	January Garbage Collection	\$7,304.47
Holzwarth Sales & Service, Inc.	Streets Supplies	\$1,088.00
In Stitches	Police Supplies	\$40.00
John Deer Financial	Streets Supplies	\$744.00
Johnson, Dax	Prof. Svs. – Police Help	\$834.88
KLJ Engineering	Prof. Svs. – Sewer	\$2,134.90
Linde Gas & Equipment, Inc.	Ambulance Oxygen	\$291.25
Logan Electric	Streets Supplies & Snow Removal Fuel	\$656.55
Marco	Copier Lease	\$94.75
MAS Modern Marketing	Police Supplies	\$199.74
Mid Dakota Rural Water System	Water Usage	\$15,082.70
Mid-States Organized Crime	Prof. Svs. – Police – Annual MOCIC	\$100.00
Midway Parts	Streets & Fire Dept. Supplies	\$147.68
Mogard, David	Police Supplies	\$31.93
Montana Dakota Utilities	Gas & Electric	\$8,298.73
Ness, Jennifer	Prof. Svs. – Police Help	\$1,171.00
New Creations	Finance Office, Police & Streets Supplies	\$1,076.26
Potter County News	Fin. Off., Amb., Snow, Police, Water, & Rubble Site Publications	\$943.31
Potter County Treasurer	½ Teletype Fee 1/2022 – 12/2022	\$2,340.00
Principal Life Insurance Company	Life Insurance	\$72.16
Richardson, Wyly, Wise	Prof. Svs. – Legal	\$5,821.95
Schatz Electric, Inc.	Streets Repairs/Maintenance	\$480.55
Schlachter Lumber, Inc.	Streets Supplies	\$174.90
SD Dept. of Revenue	Water Testing	\$30.00
SD One Call Board	One-Calls	\$3.15
SD Public Assurance Alliance	Annual Liability/Auto Insurance	\$48,569.17
SD Retirement Systems	Retirement	\$3,972.68
Servall	Rugs	\$270.74
Standard Ins., Co.	Monthly Vision Ins. – ACH	\$46.16
Stanley's, Inc.	Streets Fuel	\$1,208.10
Syntech Systems, Inc.	Prof. Svs. – Airport – Maintenance Agreement	\$3,573.00
TASC	Health Flex Plan Annual Membership & Monthly Admin Fees	\$1,950.27
Titan Machinery	Streets Supplies	\$1,229.74
True Value	Streets, Auditorium & Fin. Off. Supplies	\$128.28
US Bank	Qtrly. Sewer Loan	\$8,930.13
US Postmaster	Water Bills & Fin. Off. Postage Stamps	\$783.39
Venture Communications	Telephone/Fax/Internet/AWOS	\$882.26
Verizon Wireless	Maintenance Cell Phones	\$125.49
Wager, Shane	Monthly IT Retainer	\$180.00
Wellmark BC/BS Health Plans	Health Ins.	\$8,570.15
Zuber, Cassie	Ambulance Travel/Conf.	\$185.00
TOTAL CHECKS		\$177,301.03

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

Appointment – Craig Smith, State’s Attorney - Corrective Land Plat (Cancelled)

Appointment – Steven Zuber, EMT Director

Zuber informed that he is currently working on updating the ambulance protocols in which advanced life support protocols will be added to. Zuber informed he took and passed his paramedic testing last week and Christopher Zuber also passed his advanced testing, so a few new items will be purchased for the ambulance in the near future. Zuber stated that the EMT Class now going on is down to only (4) participants of which only (2) reside in Gettysburg. Zuber suggested pulling the ad the city was running for a Certified EMT/AEMT Paramedic as there has been no interest. Zuber feels that possibly ambulance will need to go to an on-call system similar to Hoven. Zuber also stated it would be nice for EMTs to get paid for attending monthly meetings. Zuber was asked to bring in some data regarding runs per year, time of day runs were done, etc., so an on-call schedule could be built that is financially responsible but still accommodate the EMTs with the help they need. Some discussion was had regarding possibly county helping out if they are aware the ambulance is struggling to this point and not wanting to lose our community ambulance services. Two council members along with Steven Zuber, EMT Director, would like to maybe get on the next county meeting’s agenda to get county’s thoughts. Steven reminded that Sanford has a class now every spring and fall and we can keep trying to get people interested in taking the class. Currently, Gettysburg Ambulance is offering a \$1500 sign-up bonus if an individual takes the class and passes the testing. Archer feels that perhaps the sign-on bonus needs to be advertised better when a class is going to be happening.

Regarding voting-at-large for the city, Schatz informed that petitions were circulated, handed in, signed and notarized with enough signatures to equal 15% of the registered voters from 2022. This will allow the city to be able to move forward with having a combined election with the school on April 11, 2023, in which the city will not have any vacancies, but will only have one ticket item on the ballot regarding the possibility of changing city from wards to voting-at-large. Discussion. Moved by Fischer, Nagel seconded, to approve publishing the Notice of Municipal Election Municipality of City of Gettysburg for (2) consecutive weeks. All members present voted Aye. Motion carried.

Moved by Nagel, Warner seconded, to approve paying the \$150 for Steven Zuber, EMT Director, to attend the EMS Leadership Class in Pierre, SD. All members present voted Aye. Motion carried.

Schatz updated council on phone calls she has made to have signatures and notarization completed on the current alleyway vacates Attorney Vogel has prepared for the city. She is hoping to have them completed by the March meeting.

Nagel quickly discussed work comp insurance regulations/recommendations for the city. One of the recommendations was each member of the city’s fire department be offered hepatitis B vaccinations at the city’s cost. Any member can refuse the vaccination but would need to sign off on a notice or waiver stating they were offered the hepatitis B vaccination but opted to refuse it. Discussion. Moved by Ellwanger, Archer seconded, to approve a hepatitis B vaccination notice or declination form be signed off on by each city fire fighter/first responder whether they would like to receive the hepatitis B vaccination

or not, and if yes, the city will be paying for said hepatitis B vaccination. All members present voted Aye. Motion carried.

Mogard gave police report. Mogard informed the Gettysburg Police Department D.A.R.E. Program donated \$750 to Emily's Hope wherein Angela Koeneke will speak representing Emily's Hope at the Gettysburg School on Tuesday, March 7, 2023, at 1:00PM.

Moved by Ellwanger, Archer seconded, to approve Mogard to attend the SD Police Chief's Convention on April 11-13, 2023, in Deadwood, SD. All members present voted Aye. Motion carried.

Moved by Nagel, Ellwanger seconded, to approve contributing \$1,250 toward the City Police Department D.A.R.E. Program. All members present voted Aye. Motion carried.

There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE at \$3.075, Ruby Fieldmaster at \$3.69, #1 Ruby Fieldmaster \$4.89, Aviation Gas at \$4.915, and Jet-A at \$5.04. Moved by Fischer, Warner seconded, to accept the fuel bid from Agtegra. All members present voted Aye. Motion carried.

Schatz handed out new information Gerber is hoping to have council look through and approve in making some changes at the rubble site. Gerber is hoping for council to make a motion on some changes for the rubble site at the March 6, 2023, regular council meeting.

Moved by Fischer, Ellwanger seconded, to approve Gerber to purchase a new generator with installation from Schatz Electric, Inc., in the amount of \$10,545.57 for use at the city shop to run overhead doors, lights, heat, and fuel pumps. All members present voted Aye. Motion carried.

Moved by Ellwanger, Fischer seconded, to approve Gerber to move forward with a loader repair from Titan Machinery in the amount of \$2,305. All members present voted Aye. Motion carried.

Moved by Ellwanger, Archer seconded, to approve Gerber to purchase a new 14' dump trailer from Lamb's Chevrolet for use by city maintenance department in the amount of \$11,955. Funds previously budgeted for in the 2023 budget toward lease payment of a new backhoe will be used toward the trailer purchase instead as the new backhoe was able to be purchased outright in the 2022 budget and this frees up said funds. All members present voted Aye with Nagel abstaining from vote. Motion carried.

Moved by Warner, Fischer seconded, to approve advertising for 2023 Street Sealing Bids. All members present voted Aye. Motion carried.

Moved by Warner, Fischer seconded, to approve advertising for 2023 swimming pool personnel until positions are filled. All members present voted Aye. Motion carried.

Moved by Ellwanger, Warner seconded, to approve Gerber to attend the 2023 SD Asphalt Conference, February 15-16, 2023, in Oacoma, SD, at the cost of \$125.00. All members present voted Aye. Motion carried.

Moved by Fischer, Ellwanger seconded, to approve Gerber to move forward with the replacement of the damaged transformer on the airport's AWOS III System by Efraimson Electric, Inc., in the amount of \$3,810.59. All members present voted Aye. Motion carried.

Schatz handed out an email from Charlie Baker of KLJ Engineering which discusses some ideas for the CIP with possible future projects at the airport, such as another hangar to lease out for overnights and/or a storage building for airport maintenance equipment with possible impoundment area. Discussion. Moved by Fischer, Ellwanger seconded, to approve adding a storage building as a possible CIP future project. All members present voted Aye with Nagel abstaining from vote. Motion carried.

Moved by Fischer, Warner seconded, to approve and sign the Certification of Economic Necessity Form for the Airport SDDOT Pavement Maintenance Project. All members present voted Aye. Motion carried.

Moved by Ellwanger, Fischer seconded, to approve and sign the FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements for the Airport SDDOT Pavement Maintenance Project. All members present voted Aye. Motion carried.

Moved by Fischer, Ellwanger seconded, to approve and sign the Super Extended Maintenance Agreement for the airport's Syntech Fuelmaster Fuel Management System and pay \$3,500 for the extended maintenance agreement. All members present voted Aye. Motion carried.

Moved by Fischer, Warner seconded, to approve, sign & pay for airport NADIN annual renewal in the amount of \$800. All members present voted Aye. Motion carried.

Schatz reminded that the 2023 SDML Workers' Compensation Fund Trenching and Confined Space Entry Safety Equipment Grant Application is available to apply for if we are in need of new safety equipment. This is distributed as a 50/50 match in which they pay 50% and is subject to a \$2,000 maximum per grant.

Schatz gave finance officer report.

Moved by Fischer, Ellwanger seconded, to approve ambulance write-offs in the amount of \$901.18. All members present voted Aye. Motion carried.

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

Moved by Nagel, Fischer seconded, to approve renewing CD Certificate #300017825 in the amount of \$19,915.91 with Plains Commerce Bank in Hoven for an 11-month term at 4.15%, in which Schatz polled council due to timeline. All members present voted Aye. Motion carried.

Schatz reminded that High School Government Days will be at the CC Bar this Wednesday, February 8, 2023, from 11:45-12:30 and all city council and employees are welcome to attend.

Schatz also reminded that our District 7 meeting will be held in Akaska this year on Wednesday, March 22, 2023, and she needs a headcount of who will be attending so payment can be sent in for the meal.

A reminder was given of the upcoming Board of Equalization meeting on April 4, 2023, wherein the city agreed via resolution to have (2) members present. Ellwanger and Wuttke will plan on being there representing the city with Fischer being an alternate.

Moved by Warner, Ellwanger seconded, to approve signing Contractor Certification Required by South Dakota Executive Order 2023-02. All members present voted Aye. Motion carried.

Schatz mentioned that many finance officers on the finance officer group email site have been asking if other municipalities who follow state for mileage, holidays, etc., are including Martin Luther King Jr. Day, Juneteenth, and Native Americans Day as paid holidays in their employee handbooks. City of Gettysburg has (8) paid holidays with (2) float holidays but the (3) holidays in question are currently not included. Schatz will research if federal and state follow same holidays and let council know at the March meeting. Council can then discuss and decide if they would like to add any of the (3) holidays to its employee handbook or not.

Schatz asked for permission to include on the city website a resource page link for the Division of Addictions. Moved by Warner, Fischer seconded, to approve including the link (<https://www.addictiontreatmentdivision.org/drug-alcohol/south-dakota/>) for resource page to help vulnerable South Dakota residents who are addicted to drugs or alcohol locate proper treatment options from the Division of Addictions onto the city website. All members present voted Aye. Motion carried.

Building Permits: None
Moving Permits: None
Demolition Permits: None

Moved by Fischer, Warner seconded, to go into Executive Session at 8:45PM for personnel. All members present voted Aye. Motion carried. Council reconvened at 9:10PM.

Moved by Ellwanger, Archer seconded, to approve a .25 raise for each of (4) separate certifications Chief Mogard has completed for continued law enforcement instructor classes in 2022. All members present voted Aye. Motion carried. Fischer and Ellwanger would like to check if wording for said certification raises for city employees is in the employee handbook currently and, if not, to include it in the employee handbook with each certification raise happening at the time the certification is completed and received.

- Correspondence: December Bank Reconciliations; NECOG 2022 Performance Report; Airport Project Status Report from KLJ; Dept. of Tourism - DMO Marketing Assistance Program Info.; Governor’s Office of Economic Development (GOED) Infrastructure First Project – future infrastructure improvements for populations under 5,000 (\$15,000 toward 5-year capital improvement plan (CIP) Info.; Code Enforcement Nomination form;

Round Table: Schatz wanted to remind per the postal service that no item other than actual postmarked mail can be put inside a mailbox of any kind at any time. Schatz also wanted to thank Deputy Broker for handling January council meeting in her absence and council for the merit/performance raises given. Nagel stated he believed that Bill Vandervorst was pretty much the spearhead on the Emily’s Hope speaker coming to the Gettysburg High School and wants everyone to know that anyone is invited to attend. Mogard wanted to say “thank-you” to the sheriff’s office and the officers who came into the community to help out with city police while he was recovering from surgery.

Moved by Fischer, Ellwanger seconded, to adjourn meeting at 9:45PM. All members present voted Aye. Motion carried.

Attest:

Witness:

Sheila K. Schatz, Finance Officer

Bill Wuttke, Mayor