

Pursuant to the due call and notice thereof, the City Council met in regular session on March 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, Fran VanBockel (via ZOOM), Eric Ellwanger, Kelly Archer, and Seth Warner. Also, present, were Greg Gerber, Maintenance Supervisor, 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, Levi Broker, Mike DeVine, and a few other participants via ZOOM.

Moved by Fischer, Archer seconded, to approve the March 6, 2023, proposed agenda. All members present voted Aye. Motion carried.

Moved by Nagel, Fischer seconded, to approve the minutes of the February 6, 2023, regular council meeting. All members present voted Aye. Motion carried.

VOUCHERS PAYABLE

**Payroll Expense by Department:**

Airport	\$1,675.34
Ambulance	\$838.00
Council	\$0.00
Finance Office	\$2,650.93
Mayor	\$0.00
Parks	\$0.00
Police	\$9,180.92
Rubble Site	\$459.00
Sewer	\$3,933.37
Snow Removal	\$3,380.89
Streets	\$3,549.76
Swimming Pool	\$838.00
Water	\$5,327.53
<b>Total Payroll Expense by Department</b>	<b>\$31,833.74</b>

Net Payroll	\$22,417.35
Advanced Auto Parts	Streets Supplies \$171.37
Aflac	Aflac Insurance \$675.04
Aflac, Inc. (Dental)	4 mos. Dental Ins. Premiums \$1,137.52
Agtegra	Streets Fuel \$5,179.82
Avera Gettysburg	Police Pre-Employment Physical \$136.00
Bank of the West	Payroll Taxes & Sales Tax \$7,510.31
Banyon Data Systems, Inc.	Prof. Svs. – Water & Sewer \$1,235.00
Butler Machinery Co.	Streets Supplies \$222.03
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

CHS River Plains	Streets Supplies	\$377.30
City of Gettysburg	Petty Cash	\$25.78
Dakota Farm & Ranch Supply, Inc.	Streets, Police, Airport, & Snow Removal Supplies	\$958.79
DANR	Water Distribution & Stabilization Pond Exam Fees	\$120.00
D.A.R.E Program	D.A.R.E. Program Contribution	\$1,250.00
DBT Transportation Services, LLC	Prof. Svs. – Airport – NADIN Renewal	\$800.00
Dean’s Repair	Ambulance Repairs/Maintenance	\$89.50
Decker Repair & Welding	Streets Supplies	\$106.10
Division of Motor Vehicles	Streets License Plate for 14’ Dump Trailer	\$14.20
Dollar General	Finance Office Supplies	\$49.20
Efraimson Electric, Inc.	Airport AWOS Repairs/Maintenance	\$3,810.59
Emergency Medical Products, Inc.	Ambulance Supplies	\$512.18
First Interstate Bank	CC Payoff	\$852.45
Gas-n-Goodies	Police Car Washes	\$11.00
Gettysburg Cemetery Assoc.	Private Donor Contribution/Donation	\$250.00
Gettysburg Development Corp.	February BBB Taxes	\$1,351.27
Gettysburg Inn & Suites	Hotel for Police Help	\$217.00
Heartland Payment Systems	Airport Fuel CC Fees	\$88.75
Heartland Waste Mgmt., Inc.	February Garbage Collection	\$5,966.43
Holzwarth Sales & Service, Inc.	Streets Supplies	\$29.00
Jensen Rock & Sand, Inc.	Streets Supplies	\$83.75
KLJ Engineering	Prof. Svs. – Sewer	\$633.85
Lamb’s Chevrolet & Implement Langer’s	Streets Machinery/Equipment	\$11,955.00
Linde Gas & Equipment, Inc.	Ambulance Supplies	\$14.99
Marco	Ambulance Oxygen	\$124.09
Michael Todd Industrial Supply	Copier Lease	\$94.75
Mid Dakota Rural Water System	Streets Supplies	\$285.07
Midway Parts	Water Usage	\$15,396.77
Midwest Alarm Company, Inc.	Streets Supplies	\$114.15
Montana Dakota Utilities	Prof. Svs. – Auditorium	\$93.20
Ness, Jennifer	Gas & Electric	\$6,589.61
New Creations	Prof. Svs. – Police Help	\$772.25
Northwest Pipe Fittings, Inc.	Finance Office, Police & Streets Supplies	\$57.34
PCC Ambulance	Water Supplies	\$261.28
Pope, Allen	Prof. Svs. – Ambulance	\$1,268.48
Potter County News	Sewer Travel & Conference	\$55.65
Potter County Treasurer	Fin. Off., Ambulance & Streets Publications	\$352.85
Principal Life Insurance Company	Title Fee for 14’ Dump Trailer	\$10.00
Ramkota Hotel – Watertown	Life Insurance	\$72.16
Sam’s Club	Sewer Travel & Conference	\$314.70
Schatz Electric, Inc.	Finance Office & Police Supplies	\$83.07
Schlachter Lumber, Inc.	Fire Hall – Ambulance Repairs/Maintenance	\$2800.10
SD Dept. of Revenue	Ambulance & Streets Supplies	\$53.19
SD Municipal League	Water Testing	\$30.00
	Finance Office Travel & Conference	\$192.00
	District 7 Annual Meeting	

SD One Call Board	One-Calls	\$1.05
SD Retirement Systems	Retirement	\$4,132.16
Servall	Rugs	\$118.12
Standard Ins., Co.	Monthly Vision Ins. – ACH	\$46.16
TASC	Health Flex Plan	\$824.98
Titan Machinery	Streets Supplies	\$326.00
True Value	Streets, Airport, Police, & Fin. Off. Supplies	\$160.87
US Postmaster	Water Bills & 2023 #19 Permit	\$290.00
Venture Communications	Telephone/Fax/Internet/AWOS	\$865.16
Verizon Wireless	Maintenance Cell Phones	\$125.49
Wager, Shane	Monthly IT Retainer	\$180.00
Wellmark BC/BS Health Plans	Health Ins.	\$7,618.71
WEX Bank	Ambulance Fuel	\$496.00
Zuber, Steven	Ambulance Travel/Conf. & Ambulance Equipment	\$4,746.22
<b>TOTAL CHECKS</b>		<b>\$124,101.95</b>

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

Two sealed bids for the “2023 Street Sealing Project” were presented: Dakota Seal, LLC, \$73,720 and ProSeal, Inc. - \$1.58 seal coat (2-applications) per square yard and \$.54 crack seal per linear foot - \$3,500 mobilization. Moved by Fischer, Warner seconded, to accept and award the bid submitted from ProSeal, Inc., on the 2023 Street Sealing Project in the amount of \$1.58 seal coat (2-applications) per square yard and \$.54 crack seal per linear foot - \$3,500 mobilization. All members present voted Aye. Motion carried.

Appointment – Steven Zuber, EMT Director

Zuber gave a breakdown to council for 2022 911 ambulance calls: 35 calls were in town (56%) and 27 calls were out-of-town (44%) which none of these include transfers or flight crew runs. So far for 2023, there have been 7 calls in town and 4 calls out-of-town. The calls seem to be very similar and then towards the middle of the year, a lot of out-of-town calls increase due to river people, etc.

Zuber spoke with the city’s ambulance third party billing, PCC, and currently we are charging \$250 for a flight crew pick up run, and it was determined it should be raised to \$300-\$400. Also, the current ambulance run rates and mileage need to be re-evaluated, as well. This will be discussed further at April’s council meeting once PCC has sent their report information on current pricing.

Zuber stated that Medicaid is currently doing a program that both PCC and he would like to join. Currently, Medicaid only reimburses us \$250 per run, but by joining the program, they would basically allow us to recover our entire cost from them per call. We do not do very many Medicaid runs but every dollar helps.

Zuber reminded that on the current schedule, the city has been purchasing a new ambulance approximately every 5 years. Looking into new ambulances, Zuber stated that lead times on a new ambulance are 2-3 years at this point. He stated that currently for a comparable 4x4 ambulance, the pricing was \$289,000. This ambulance would be 4-wheel drive and gas. Council is planning on having a couple council members attend the April County Commissioner’s meeting in hopes to discuss ambulance with county. Pricing will be discussed further at the April council meeting.

Zuber stated EMT classes are going good and hopefully they will gain (2) new EMTs when finished. However, he still feels the ambulance services will probably need to go to an on-call schedule as previously discussed. Summer months are the most difficult.

Appointment – Joan Powell (telephonically) – House in Gettysburg

It was explained to Powell that she needs to hire a private entity to spray or mow at her house location so she won't remain in violation of code enforcement. Powell asked if the city wanted the house mowed or torn down or both and council stated both. Powell asked if the city is interested in purchasing that lot. Discussion. Powell has gotten a quote to tear the house down from R&K Mechanical but will try to get one from LEC, Inc. and let us know her thoughts.

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 April meeting. Discussion was had on (3) petitions which would need easements drawn up for MDU and it was decided since these (3) alleyways had utilities, they would not be vacated and just remain open as alleyways.

Nagel mentioned when the sidewalks and highway project were completed this last summer and State replanted a bunch to grass, at the fire hall to the east of the building which is a gravel parking lot, there is a narrow strip that was planted to grass and now it is very soft. The firemen would like to have that strip dug out to get rid of the dirt and put in some ground asphalt, ground concrete or rock so it is firm again. Gerber stated Dean VanDeWiele would need to be called to discuss this. Permission will need to be given and documentation will need to be signed off on.

On the Hepatitis B Vaccine Notice that was drawn up for the firemen last month, the clinic is asking if the city can send a simple letter stating the clinic has permission to send billing of same to the city finance office. Nagel gave a two-paragraph example of letter that could be sent. Moved by Fischer, Warner seconded, to approve Schatz write and send a letter to the clinic from the city giving them permission to send billing of any firemen wanting to go ahead with the Hepatitis B Vaccine series to the city finance office. All members present voted Aye. Motion carried.

Mayor Wuttke stated he had received a couple phone calls asking why a person cannot get through to the Potter County news office. When calling into the news office, if no one answers, it states the voicemail is full and a message cannot be left. Also, the digital newspaper site was not working for a while but has been rectified.

Mogard gave police report. Mogard stated the Police Department's base station is not working. Moved by Ellwanger, Fischer seconded, to approve the purchase of a new Motorola APX 4500 VHF Base Station for the City of Gettysburg Police Department in the amount of \$3,750 from Rees Communications. All members present voted Aye. Motion carried.

Mogard informed he put in for a Central Square Zuercher grant and explained it is a computer-aided dispatch. Moberge is our main dispatcher and out of all the people they dispatch, both the city and county police departments in Potter County are the only ones that are not on the system. The price for the Zuercher is \$17,477.98 and we will wait to see if we are approved the grant before moving forward.

Mogard also put in for a grant for new computers for the squads. He received a state bid quote for same which was \$6,594.32 for (2) computers and (2) docking stations, one for each squad.

Mogard put in for one more grant for (2) new tasers through Axon Enterprise, Inc., in the total amount of \$8,449.20 or there was a 5-year plan available for approximately \$70 a month which replaces a cartridge at no cost if one was used and gives training cartridges, etc. Mogard's taser is currently not working properly. Life expectancy on tasers is 5 years. Discussion.

Mogard informed he does have the stats for the most recent multi-jurisdictional criminal enforcement task force if anyone would like to see them.

Mogard will be attending a Public Safety Grant meeting on March 20, 2023, in Pierre, SD.

Gerber gave maintenance report.

There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE at \$3.025, Ruby Fieldmaster at \$3.43, #1 Ruby Fieldmaster \$4.43, Aviation Gas at \$4.805, and Jet-A at \$4.35. Moved by Fischer, Archer seconded, to accept the fuel bid from Agtegra. All members present voted Aye. Motion carried.

Allen Pope completed his Wastewater Collection course and passed the test gaining his certification for same. A raise for this certification will need to be discussed in Executive Session – Personnel. Pope was going to Rapid City this week to complete his Water Distribution course and take both that test and the Stabilization Pond test, gaining those (2) certifications, but the weather did not allow him to go. He will be completing these certifications in July now.

Moved by Fischer, Ellwanger seconded, to approve setting date for the annual Spring Clean-Up Week to be May 8-13, 2023, and to also approve to advertise pending a few wording changes that Gerber will be making to the ad. All members present voted Aye. Motion carried.

Gerber discussed rubble site and explained the city used to charge to take certain items out there. Schatz did some research and got information from several other communities on how they handle their rubble sites and if they charge or do not charge. Gerber and DeVine put together a new rubble site item listing and would like to have council go through this and approve or disapprove what they have come up with in starting to charge for certain items. Gerber explained that Heartland Waste will pick up several items right at the curb that our city residents are hauling out to the rubble site, but the residents are simply just not familiar with what those certain items are. Schatz will research to see what items Heartland Waste does and does not pick up and it can be listed on the city website and Facebook page and/or hung in the finance office window. Gerber will finalize this new rubble site listing and will discuss it further at the April council meeting. Keys to the rubble site will be handled differently, as well. There will be a contract that needs to be signed off on in order to purchase a key and the keys WILL NOT be copied. A possible new key system is being looked into at this time.

On March 2, 2023, we had a 5-year committee zoom meeting to discuss airport CIP. Fischer, Warner, Gerber, and Schatz attended along with Charlie Baker from KLJ Engineering and both Brad Remmich & Jon Becker from the State. Both AIP and BIL were discussed and possible projects to add to our airport CIP were discussed. Moved by Fischer, Nagel seconded, to add (3) possible new projects to our CIP that could be done over time: 1) a new snow tractor for airport 2) an airplane hangar for possible transient rent revenue 3) a new SRE building to store snow equipment into. All members present voted Aye. Motion carried.

Schatz gave finance officer report.

Moved by Nagel, Fischer seconded, to approve ambulance write-offs in the amount of \$5,819.19. All members present voted Aye. Motion carried.

Schatz reminded that the ad for pool personnel is running weekly and applications were also delivered to the school, and they are announcing the openings on school announcements. So far, we have had (3) interested in picking up an application.

Moved by Fischer, Ellwanger seconded, to approve advertising Notice of Deadline for Voter Registration for two consecutive weeks, March 9<sup>th</sup> and March 16<sup>th</sup>, 2023. All members present voted Aye. Motion carried.

Moved by Nagel, Ellwanger seconded, to set location of city election to be held at the City Finance Office, 109 E Commercial Avenue, Gettysburg, SD 57442 from 7AM to 7PM CST on April 11, 2023, and election workers will be paid \$200 each for the day. All members present voted Aye. Motion carried.

Mayor Wuttke reminded that Ellwanger and himself will be attending the Local Board of Equalization with county commissioners on April 11, 2023, representing the city council with Fischer being a backup in case one is unable to attend.

Moved by Nagel, Fischer seconded, to amend the following: Resolution #2022-12-28 Contingency Transfer to correctly state the \$4,000 for 101-42100-42200 was for "Professional Services" NOT "Salaries/Wages"; and Motion Automatic Budget Supplement – Water – 602-43200 to be properly coded as "602-43300" and 602-43200-43500 to be properly coded as "602-43300-43500" with same code corrections being amended in the December 28, 2022, council meeting minutes, Page 3, Paragraph 5. All members present voted Aye. Motion carried.

Schatz has turned over a claim to insurance for the replacement of the Airport AWOS III System transformer and is waiting to hear back on same. Schatz will update council with information once she receives it.

Schatz put in each council member's packet lists of different certifications available to achieve in each department. These lists were put together so that all are aware of what is available and to better understand these certifications and possible raise bump-ups for said certifications if achieved.

Schatz reminded that District 7 meeting is coming up on Wednesday, March 22, 2023, starting at 6:00PM in Akaska. Those signed up to go are Mayor Wuttke and wife Sara, Philip Nagel, Michael Fischer, David Mogard & wife Maria, Sheila Schatz, and Kaylee Broker.

At the February 6, 2023, council meeting, 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 was asked to research if federal and state follow same holidays and let council know at the March meeting. Schatz handed out both current lists for 2023 of state and federal holidays which each contain the (3) holidays in question. Schatz also asked for a

couple of clarifications to be made, as well, in the current employee handbook. Discussion. These items will be discussed and decided in Executive Session – personnel.

Building Permits: None

Moving Permits: None

Demolition Permits: None

Moved by Fischer, Ellwanger seconded, to go into Executive Session at 8:45PM for personnel. All members present voted Aye. Motion carried. Council reconvened at 9:00PM.

Moved by Ellwanger, Fischer seconded, to give Allen Pope a .50 per hour raise, effective immediately, for completing the Wastewater Collection certification. All members present voted Aye. Motion carried.

Moved by Ellwanger, Fischer seconded, to approve the following employee handbook revisions discussed: 1) to change the current media policy wording listed in employee handbook to be more generic in naming the “Mayor”, but taking out the current Mayor’s name, as authorized spokesperson; 2) to add language in the wording to 5.6.5 regarding meal reimbursement that “receipts are required” for meal reimbursement; and 3) to add the (3) new holidays as paid holidays “Martin Luther King Jr. Day, Juneteenth, and Native Americans Day. All members present voted Aye. Motion carried.

- Correspondence: January Bank Reconciliations; Ambulance Annual Comparison Report; PC Assessed Property for 2022 Taxes Payable in 2023 letter from auditor; Airport Funding Bills SB148 & SB158 Info.; Airport Grants Info.; Paint – South Dakota Info.; SD FIT Fund Info.; Small Community Transportation Planning Program Info.; Thank-You’s from the John Holzhauser Family; New Phone List;

Round Table: Nagle wanted to remind everyone to attend the Hope for Emily speaker event at the school on Tuesday, March 7, 2023, at 1:00PM. Fischer wanted to shout out congratulations to new owner, Tyler Fischer, of Gettysburg Ace Hardware, as well as congratulate Mike & Mary Bohnenkamp on 50 years of wonderful service to the community. Williams wanted to reiterate that the Paint – South Dakota is a wonderful opportunity and the Chamber of Commerce used to be who helped put this program to use. However, the Chamber is really no longer active, so the biggest challenge is to try and find volunteers to participate in this program again. Williams reminded there are still a few awning signs that need to be installed in town and these will be done once the weather changes. The City Finance Office awning sign is kind of drooping and looks like it is crying, and the installers will be checking on this to get it fixed properly. Williams stated grants are again opening up for the various trail program and recreation programs, etc., and they did speak about pools again, as well. The biggest thing to remember is on a lot of these grant programs, they require a 50% match and prices have jumped up a lot. Williams stated we also have been invited to submit an application to the transportation grant to try to hook the sidewalks up on the highway down to our downtown area and down to our city park. It was stated, however, that they are not going to do anything like this as long as the Vail building is still up. Williams also wanted to make everyone aware that childcare is again becoming a big issue in Gettysburg. They are trying to find facilities and there is a group that is exploring this now. The hope is to try and create a community childcare. The City of Hoven has gotten involved in their community and have donated land and were able to get a free building to put on this land, so they are able to have a childcare facility in Hoven. The community of Burke did the same thing where they were able to get the city to help them as they had some lots available. Williams wants the city to be prepared as they will probably be getting approached in the near future by people who want to partner with the city for a community childcare facility. Williams

also wanted to inform that Joan Powell, earlier, was incorrect in her statement. The Economic Development Corporation did not buy the Frank Jones land. The Economic Development Corporation does like to find some old houses and if are able to, demolish them to create a nice-looking lot so that someone else can come in and build there. The Economic Development Corporation is not interested in Joan Powell's lot as it is too small for what they would like to do. A conversation was had between Powell and Economic Development last Fall both verbally and through email, so I believe she was confused on that. Williams confirmed someone has bought the Frank Jones property and they plan on retiring here in Gettysburg within the next couple of years and salvaging what they can from the current building and then putting a new home there. Archer stated he has spoken with Gerber already but wanted it in the minutes that Bryson Street to the west of the antique shop needs some gravel on it as it is currently a mudhole. Gerber is aware of this and once weather changes and things dry up this Spring, this will be taken care of.

Moved by Fischer, Warner seconded, to adjourn meeting at 9:13PM. All members present voted Aye. Motion carried.

Attest:

Witness:

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Sheila K. Schatz, Finance Officer

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Bill Wuttke, Mayor