

Pursuant to the due call and notice thereof, the City Council met in regular session on October 2, 2023, at 7:00PM at the City Finance Office in Gettysburg, SD and via Zoom. 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, Kara Williams, Economic Development, Shirley Drew, Jenny Trudo, and a few other participants via Zoom.

Moved by Fischer, Ellwanger seconded, to approve the October 2, 2023, proposed agenda. All members present voted Aye. Motion carried.

Moved by Archer, Fischer seconded, to approve the September 11, 2023, regular meeting minutes and the September 15, 2023, special meeting minutes. All members present voted Aye. Motion carried.

VOUCHERS PAYABLE

**Payroll Expense by Department:**

Airport	\$2,522.04
Ambulance	\$14,770.19
Council	\$0.00
Finance Office	\$3,916.75
Mayor	\$0.00
Parks	\$1,761.30
Police	\$5,603.14
Rubble Site	\$4,221.00
Sewer	\$3,189.97
Snow Removal	\$0.00
Streets	\$5,859.23
Swimming Pool	\$1,629.14
Water	\$6,970.28
West Nile	\$0.00
<b>Total Payroll Expense by Department</b>	<b>\$50,443.04</b>

Net Payroll	\$35,541.00
Aflac	Aflac Insurance \$647.87
Agtegra	City Shop Fuel \$2,588.21
Ahlemeier, Jamie	Pool Supplies \$44.54
Aramark	Police Rugs \$110.70
AT&T Mobility	Police Cell Phones and Police & Ambulance \$250.72
	Hot Spots
Avera	Careflight \$294.00
Avera Gettysburg	Supplies \$506.84
Bank of the West	Payroll Taxes & Sales Tax \$4,928.95
Cam-Wal Electric Co-Op	Airport Lighting \$23.00
Century Business Products	Prof. Svs. – Police Monthly Copier Fee \$26.25

City of Gettysburg	Petty Cash	\$56.27
Code Enforcement Specialists	Prof. Svs. – Code Enforcement	\$752.36
Colonial Life	Colonial Insurance	\$803.90
Dakota Fluid Power, INC.	Streets Repairs/Maintenance	\$2,479.79
Economic Development	3 <sup>rd</sup> Qtr. Stipend	\$5,000.00
Emergency Medical Products	Ambulance Supplies	\$535.73
First Interstate Bank	CC Payoff	\$532.79
Gas-n-Goodies	Police Car Washes	\$18.00
Gettysburg Ace Hardware	Street, Park & Water Supplies	\$684.79
Gettysburg Development Corp.	BBB Taxes	\$451.20
Heartland Payment Systems	Airport Fuel CC Fees	\$97.00
Heartland Waste Mgmt., Inc.	Garbage Collection	\$6,594.74
Henry Schein, Inc.	Ambulance Supplies	\$317.32
In Stitches	Police Supplies	\$32.00
Jager, Megan	Pool Supplies	\$75.00
Jensen Rock & Sand, Inc.	Street Improvements Other than Bldgs.	\$81.75
John Deere Financial	Ambulance Minor Equip. & Street Supplies	\$518.85
Langer's	Finance Office & Pool Supplies	\$2.95
Linde Gas & Equipment, Inc.	Ambulance Oxygen	\$123.12
Logan Electric	Park Supplies	\$100.00
Marco	Copier Lease	\$195.86
Maria Mogard	Prof. Svs. – Finance Office	\$950.00
Menards - Pierre	Police Supplies	\$159.93
Mid Dakota Rural Water System	Water Usage	\$16,903.88
Midway Parts, Inc.	Street Supplies	\$25.75
Montana Dakota Utilities	Gas & Electric	\$4,498.23
New Creations	Police & Finance Office Supplies	\$73.20
Potter County News	Finance Office, Ambulance&Street Publications	\$431.22
Principal Life Insurance Company	Life Insurance	\$72.16
Red River Grain Co.	Sewer & Street Supplies	\$73.12
Richardson, Wyly, Wise	Prof. Svs. – Legal	\$2,622.50
Schatz Electric, Inc.	Airport Supplies	\$2,685.59
Schlachter Lumber, Inc.	Water, Pool & Street Supplies	\$3,346.68
SD Dept. of Revenue	Water Testing	\$180.00
SD Municipal League	Travel	\$60.00
SD Retirement Systems	Retirement	\$3,603.36
Servall	Rugs	\$120.38
Shiann Hauptert	Prof. Svs. – Police Help/DARE	\$264.00
South Dakota One-Call	One-Calls	\$17.85
Standard Ins., Co.	Monthly Vision Ins. – ACH	\$46.16
Stryker Sales, LLC	Ambulance Supplies	\$209.56
SYN-Tech Systems	Airport Minor Equip.	\$440.00
TASC	Health Flex Plan	\$824.98
True Value	Police, Park, Street, Rubble Site, & Pool Supplies	\$235.45
US Postmaster	Water Bills	\$761.11
Vandervorst, Tanner	Pool Supplies	\$64.08
Venture Communications	Telephone/Fax/Internet/AWOS	\$835.70

Verizon	Maintenance Cell Phones	\$125.64
Wager, Shane	Monthly IT Retainer	\$180.00
Wellmark BC/BS Health Plans	Health Ins.	\$7,142.99
WEX Bank	Ambulance Fuel	\$571.65
Zweber, Jennifer	Pool Supplies	\$207.56
<b>TOTAL CHECKS</b>		<b>\$112,148.23</b>

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

Appointments -- Ted Dickey, NECOG (grants & future projects) – unable to attend  
 -- Todd Goldsmith, KLJ (projects) – unable to attend

Regarding purchasing and having sensors installed in the Fire Hall, Nagel received (2) quotes on the sensor equipment, one from Automated Building Controls, Inc., and one from Midwest Alarm Fire & Security Systems which neither included the cost of hiring an electrician to install said sensors. Only one quote was received for the electrical installation of said sensors from Schatz Electric, Inc. Discussion. Moved by Ellwanger, Nagel seconded, to accept the quotes from Automatic Building Controls, Inc., and Schatz Electric, Inc., for a total estimated project cost of \$19,003.28. All members present voted Aye. Motion carried. Discussion was had hoping the project could possibly be completed by end-of-year and in the 2023 budget pending no material issues.

Archer wanted the verbiage to the City’s current Private Aircraft Hangar Leases looked over and discussed to see if there were any changes needing to be made as several of the leases are renewing in December of 2023. It was decided all looked fine.

Attorney Vogel was unable to attend tonight’s meeting but sent an email asking for information regarding the water tower and AT&T’s newest equipment installation. Attorney Vogel received an email from AT&T stating the civil engineer, Jacob’s construction, has confirmed that the SOW has been completed and there has been no damage to the structure that would require painting. AT&T would like the City to confirm that it agrees no painting is required. Attorney Vogel needs to send a response. Discussion. Gerber and Fischer will work together in checking out the installation and make a determination to give to Attorney Vogel.

A decision on the City’s 5-year consultant selection for Airport CIP Projects (2024-2028) is to be made. The Notice of Request for Qualifications – Airport Engineering Services was published in the Potter County news for two consecutive weeks and (3) engineering companies submitted proposals – KLJ Engineering, Helms & Associates, and Moore Engineering, Inc. A committee consisting of Mayor Wuttke, Fischer, Ellwanger, and Gerber were formed at the September 11, 2023, council meeting to meet and go over all proposals submitted and give recommendations to council. Discussion. Moved by Fischer, Ellwanger seconded, to approve Hiring Helms & Associates as the City of Gettysburg’s 5-year consultant for engineering services for the Airport CIP Projects (2024-2028). All members present voted Aye. Motion carried.

Schatz was asked right after the September 11, 2023, regular council meeting to poll the Council regarding possibly holding an emergency special meeting on Friday, September 15, 2023, at 7:00AM, to discuss the Deputy Finance Officer opening and advertising. The meeting date and time was approved by Council via the poll and the agenda was posted on door 24 hours in advance, however, the meeting was early A.M.

and very short so was not live on Zoom. Moved by Ellwanger, Archer seconded, to approve the emergency special meeting to be held Friday, September 15, 2023, at 7:00AM. All members present voted Aye. Motion carried.

It was also asked to poll the Council regarding hiring the finance officers from the City of Mobridge who are also familiar with the Banyon software to come in and help a few days at the City of Gettysburg, as needed, if they would be available. Moved by Fischer, Ellwanger seconded, to approve hiring (1) or (2) of the finance officers from the City of Mobridge at their current hourly wages plus reimbursement of mileage to help with consulting and/or workload for the City of Gettysburg a few days if needed. All members present voted Aye. Motion carried.

Moved by Ellwanger, Fischer seconded, to approve the Retail (on-off sale) Malt Beverage & SD Farm Wine License transfer from City of Gettysburg/Gettysburg Gas N’ Goodies, Inc., to JT’s Quick Stop, LLC, 106 E Garfield Avenue. All members present voted Aye. Motion carried.

Moved by Ellwanger, Fischer seconded, to approve second reading and adoption of both Ordinance 2023-09-11 Title I: General Provisions – Chapter 11: City Standards – Section 11.03 Voting Precinct regarding boundaries of election precinct and Ordinance 2023-09-11(A) Title III: Administration – Chapter 30: Mayor and City Council – Section 30.15 Length of Terms regarding terms within voting at large. All members present voted by roll call as follows: Nagel – Aye; Fischer – Aye; VanBockel – Aye; Ellwanger – Aye; Archer – Aye; and Warner – Aye. Motion carried.

Moved by Fischer, Ellwanger seconded, to approve requesting the maximum for the Tax Levy in the amount of \$757,778.06. All members present voted Aye. Motion carried.

Moved by Fischer, Archer seconded, to approve Resolution No. 2023-10-02 Resolution to Form a Consolidated Board of Equalization for the 2024 Assessment Year. All members present voted Aye. Motion carried.

Schatz has mailed out liquor license renewals to operate within the City of Gettysburg for 2023-2024 to the following:

- CC Bar, LLC Package (off-sale) Liquor
- CC Bar, LLC Retail (on-sale) Liquor
- Dollar General Store #17770 Retail (on-off sale) Wine and Cider
- Gettysburg Country Club, Inc. Retail (on-sale) Liquor
- Gettysburg Flowers/Coffee Bean Retail (on-off sale) Wine and Cider
- Kaylei’s Liquor Store & More, LLC Package (off-sale) Liquor
- Kaylei’s Liquor Store & More, LLC Retail (on-sale) Liquor
- Mug’s Bar & Grill Retail (on-sale) Liquor
- Stan’s Package (off-sale) Liquor

Notice of Public Hearing publication is not necessary as are renewals. Public Hearing on Applications for Sale of Malt Beverage and SD Farm Wine for 2024 will be at the November 6, 2023, council meeting wherein motion for approvals will be made once applications for those renewing have been turned in.

Mogard gave the police report. Mogard stated the City of Gettysburg Police Department has again received the federal overtime grant from the Department of Public Safety for 2024.

Mogard asked for approval to purchase a flag and flagpole light to be installed on the flagpole at Loitwood Park which will be well under \$500. Council did agree it would be nice and approved to go ahead with no motion needed.

Gerber gave the maintenance report. There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE at \$3.515, Ruby Fieldmaster at \$3.96, #1 Ruby Fieldmaster \$4.71, Aviation Gas at \$5.30, and Jet-A at \$4.00. Moved by Fischer, Warner seconded, to accept the fuel bid from Agtegra. All members present voted Aye. Motion carried.

Moved by Fischer, Ellwanger 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 and Facebook page. A second ad will also be placed regarding how to sign up for emergency alerts with on a person's phone if so chooses to. This will also be listed on the city's website and Facebook page. All members present voted Aye. Motion carried.

Moved by Fischer, Ellwanger seconded, to approve publication of when Rubble Site will be closed and winter hours which will need to be made by appointment at Gerber's discretion. All members present voted Aye. Motion carried.

(Full-Time Maintenance Worker Opening to be discussed in Executive Session – Personnel) – Schatz stated she did go back and doublecheck the motion made regard Full-Time Maintenance Worker Opening ad from September meeting, and it was requested to be ran for (4) weeks and it has only run for (2) so far at this time.

Gerber informed maintenance is currently doing their annual jetting of sewers and getting them cleaned out before winter hits. Gerber also stated a double grate was installed on Mannston.

Schatz gave the finance report. Schatz informed the check in the amount of \$43,510 on the claim turned into SDPAA for hail damage to the downtown city auditorium and police building toward the roof repairs completed has been received, and the claim has been settled and closed.

Gerber stated the damage to the ceiling inside the city auditorium has also been repaired and cleaned up.

Schatz is still awaiting information regarding the choices available to City for a new sweep account through BMO Bank. This will be discussed further at November meeting.

Moved by Fischer, Warner seconded, to approve Schatz sending in the 2024 SDPAA Insurance renewal to SDPAA for underwriting. All members present voted Aye. Motion carried. Once the final invoice is mailed to the city, a motion to approve will be handled at that time.

Moved by Ellwanger, Fischer seconded, to approve continuation of the employee TASC medical flex plan. All members present voted Aye. Motion carried.

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 in to their supervisors and for supervisors to have their reports ready by the end of October, if possible. A date for early-to-mid November will be given to Schatz and she will inform everyone of set date and time and get the reviews set up accordingly.

- Building Permit: None
- Moving Permit: None
- Demolition Permit: None

Moved by Nagel, Ellwanger seconded, to go into Executive Session at 7:48PM for legal and personnel. All members present voted Aye. Motion carried. Council reconvened at 8:55PM.

Moved by Ellwanger, Archer seconded, to hire Tammy Frost for the Deputy Finance Officer position with a starting wage of \$20 per hour. All members present voted Aye (VanBockel no longer on Zoom for vote). Ellwanger thanked Schatz for all the extra hours she has put in knowing that it has been hard.

Correspondence: August Bank Checking Reconciliation (on hold from completion until hear from BMO Bank); 3<sup>rd</sup> Qtr. Financials (on hold from completion until office fixes can be done); Thank-You from Glenda Summers on City Park Camp Site;

Round Table: Schatz thanked council and mayor for their patience until new Deputy Finance Officer is able to start.

Moved by Nagel, Ellwanger seconded, to adjourn meeting at 9:12PM. 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