

Pursuant to the due call and notice thereof, the City Council met in regular session on November 6, 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, Eric Ellwanger, Kelly Archer, and Seth Warner. Also present were Greg Gerber, Maintenance Supervisor, Dave Mogard, Chief of Police, Sheila Schatz, Finance Officer, Tammy Frost, Deputy Finance Officer, Kara Williams, Economic Development, Steven Zuber, EMT Director, Ryan Vogel, City Attorney (via Zoom), Ted Dickey, NECOG, Todd Goldsmith, KLJ Engineering, Alice Scheckel, and a few other participants via Zoom.

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

VOUCHERS PAYABLE

Payroll Expense by Department:

Airport	\$799.38
Ambulance	\$4,972.50
Council	\$4,085.78
Finance Office	\$9,390.74
Mayor	\$1,225.00
Parks	\$2,745.00
Police	\$5,854.76
Rubble Site	\$2,142.00
Sewer	\$5,142.58
Snow Removal	\$550.74
Streets	\$3,137.44
Swimming Pool	\$553.74
Water	\$6,773.70
West Nile	\$0.00
Total Payroll Expense by Department	\$47,373.36

Net Payroll	October 2023	\$22,095.73
Advanced Auto Parts	Street Supplies	\$510.58
Aflac	Aflac Insurance	\$281.06
Agtegra	Airport & Street Fuel	\$7,221.15
AlcoPro	Police Supplies	\$97.00
American Legion Post #135	Pool Supplies	\$52.00
Aramark	Police Rugs	\$36.90
AT&T Mobility	Police Cells & Hot Spots & Ambulance	\$250.96
	Hot Spots	
Automatic Building Controls	Fire Hall Machinery & Equipment	\$4,924.50
Avera Careflight	Careflight Ins.	\$49.00
BMO Bank	Payroll Taxes & Sales Tax	\$11,128.98
Cahill Bauer & Assoc.	Prof. Svs. – Finance Office	\$3,600.00
Cam-Wal Electric Co-Op	Airport Lighting & Rubble Site Electric	\$1,791.75

Carbone, Shaina	Prof. Svs. – Police Help	\$766.75
Century Business Products	Prof. Svs. – Police Monthly Copier Fee	\$26.25
City of Gettysburg	Petty Cash	\$16.33
Coach Cliffs Gaga Ball Pits, LLC	Parks Improvements Other than Buildings	\$4,835.72
Colonial Life	Insurance	\$803.90
DCI	Payroll Deduction	\$150.00
Dean’s Repair	Ambulance Repairs/Maintenance	\$93.50
Decker Repair & Welding	Streets Supplies	\$92.00
Dell Marketing, L.P.	Police Machinery & Equipment	\$6,322.20
Deluxe	Finance Office Supplies	\$171.37
Dollar General	Street & Finance Office Supplies	\$265.15
Emergency Medical Products, Inc.	Ambulance Supplies	\$974.76
First Interstate Bank	CC Payoff	\$2,128.74
Gas-n-Goodies	Police Car Washes & Ambulance Fuel	\$48.46
Gerber, Greg	Sewer Travel & Conference	\$75.00
Gettysburg Ace Hardware	Street, Park, Sewer, Amb., & Police Supplies	\$1,791.75
Gettysburg Development Corp.	October BBB Taxes	\$3,978.34
Golden West Industrial Supply	Street Supplies	\$692.76
Hauptert, Shiann	Police Help & D.A.R.E. Program	\$286.00
Heartland Payment Systems	Airport Fuel CC Fees	\$103.47
Heartland Waste Mgmt., Inc.	October Garbage Collection	\$8,523.15
Henry Schein, Inc.	Ambulance Supplies	\$122.27
Ingram Pest Service, Inc.	Prof. Svs. – Fire Hall & Ambulance	\$85.00
Insurance Benefits, Inc.	Airport Insurance Annual Renewal	\$3,100.00
Jensen Rock & Sand, Inc.	Water & Street Supplies	\$1,879.00
John Deer Financial	Street & Park Supplies	\$1,524.44
Johnson, Kenny	Prof. Svs. – Animal	\$112.00
KLJ Engineering	Prof. Svs. – Sewer	\$2,018.59
Linde Gas & Equipment, Inc.	Ambulance Oxygen	\$356.71
Logan Electric	Street Supplies & Rental	\$11,062.64
Marco	Copier Lease	\$195.86
Menards	Police & Street Supplies	\$140.93
Mid Dakota Rural Water System	Water Usage	\$16,381.15
Midway Parts	Street & Fire Dept. Supplies	\$139.02
Mogard, David	Police Travel & Conference	\$306.97
Mogard, Maria	Prof. Svs. – Finance Office	\$1,812.50
Montana Dakota Utilities	Gas & Electric	\$4,860.22
New Creations	Finance Office & Police Supplies	\$122.87
Northwest Pipe Fittings, Inc.	Water & Sewer Supplies	\$280.52
Pope, Allen	Sewer Travel & Conference	\$104.14
Positive Promotions, Inc.	Police Supplies	\$133.45
Potter County News	Fin. Off., Amb., Liquor & Streets Publications	\$416.52
Principal Life Insurance Company	Life Insurance	\$46.12
Richardson, Wyly, Wise	Prof. Svs. – Legal	\$327.50
Riteway Business Forms	Finance Office Supplies	\$493.29
Sam’s Club	Finance Office Supplies	\$76.98
Schatz Electric, Inc.	Streets Repairs/Maintenance & Sewer Improvements & Other than Buildings	\$4,828.63

Schlachter Lumber, Inc.	Street, Park & Rubble Site Supplies	\$569.50
SD Dept. of Revenue	Water Testing & ½ Malt Beverage License Transfer Fee	\$286.00
SDML Workers Comp Fund	Annual Renewal	\$14,069.00
SD One Call Board	One-Calls	\$13.65
SD Retirement Systems	Retirement	\$4,054.82
Servall	Rugs	\$120.38
Sewer Equipment Co of America	Sewer Supplies	\$157.06
Soper's, Inc.	Street Supplies	\$51.98
Standard Ins., Co.	Monthly Vision Ins. – ACH	\$52.80
TASC	Health Flex Plan Annual Membership & Monthly Admin Fees	\$824.98
True Value	Street, Park, Amb. & Police Supplies	\$506.62
US Bank	Qtrly. Sewer Loan	\$8,930.13
US Postmaster	Water Bills	\$243.61
Van Well, Andriea	Prof Svs. – Finance Office & Travel & Conf.	\$209.48
Venture Communications	Telephone/Fax/Internet/AWOS	\$887.08
Verizon Wireless	Maintenance Cell Phones	\$125.76
Vivint	Prof. Svs. – Police Security System	\$2,285.70
Wager, Shane	Monthly IT Retainer – Extra Hrs. & Supplies	\$704.34
Wellmark BC/BS Health Plans	Health Ins.	\$6,636.03
WEX Bank	Ambulance Fuel	\$341.82
Zuber, Steven	Ambulance Supplies	\$269.30
TOTAL CHECKS		\$175,269.00

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

Appointments – Alice Schekel (goats) - Moved by Fischer, VanBockel seconded, to approve Schekel to have (2) mini goats upon receiving medical documentation of them being support animals. All members present voted Aye. Motion carried.

--Ted Dickey, NECOG (grants & future projects)

-- Todd Goldsmith, KLJ (projects)

Mr. Dickey and Mr. Goldsmith gave updates on the lagoon study that was completed and the process that would occur should the council choose to follow through with the project. Mr. Dickey also informed the council of the availability of potential grants for the city to apply for on various projects.

Old Business:

- Fire Hall sensors will be installed as soon as all the parts have been received.
- A CIP Zoom meeting will be set up in the near future with Helms & Associates.

Moved by Nagel, Fischer seconded, to go into Executive Session at 7:52PM for personnel. All members present voted Aye. Motion carried. Council reconvened at 8:15PM. Moved by Nagel, Fischer seconded, to approve hiring Thomas Matthews as Certified EMT/AEMT & EMT Director full time for the ambulance department at \$24.04 per hour plus benefits with an effective start date of 12/10/23. All members present voted Aye. Motion carried.

Moved by Nagel, VanBockel seconded, to approve hiring Aaron McPheeters for the position of full-time police officer at \$22.00 per hour plus benefits with an effective start date of 11/10/23.

- Council informed public the job announcement for the full-time maintenance position has been closed and that all current applicants would be interviewed by Greg Gerber, Maintenance Supervisor, Allen Pope, Assistant Maintenance Supervisor, and maintenance committee council members. Applicants will be notified of an interview date and time.

New Business:

- Moved by Ellwanger, Warner seconded, to approve and sign Letter of Commitment as participating jurisdiction in Potter County Hazard Mitigation Plan. All members present voted Aye. Motion carried.

Public meeting for liquor license renewals for 2024

- 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

Kaylei's Liquor Store & More, LLC, is not renewing its Retail (on-sale) Liquor or Package (off-sale) Liquor licenses. Moved by Fischer, VanBockel seconded, to approve all 2024 liquor license renewals. All members present voted Aye. Motion carried.

Mogard gave the police report. Moved by VanBockel, Ellwanger seconded, to approve purchase of (4) new snow tires for a police squad and for Mike Jaeger to mount them. All members present voted Aye. Motion carried. Mogard informed the council that he and Deputy Finance Officer, Frost are currently researching some grants for the police department and will keep them informed of the research findings.

Gerber gave the maintenance report. There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE at \$3.015, Ruby Fieldmaster at \$3.74, #1 Ruby Fieldmaster at \$4.29, Aviation Gas at \$5.25, and Jet-A at \$3.95. Moved by Fischer, Ellwanger seconded, to accept the fuel bid from Agtegra. All members present voted Aye. Motion carried.

Moved by Ellwanger, Archer seconded, to approve the rejection of the optional TRIA insurance on the annual aviation insurance renewal. All members present voted Aye. Motion carried.

Moved by VanBockel, Warner seconded, to approve the annual aviation insurance renewal through Insurance Benefits, Inc., in the amount of \$3,100. All members present voted Aye. Motion carried.

Moved by Fischer, Ellwanger seconded, to approve and sign the Airport Grant PreApplication Checklist and BIL Grant Application. All members present voted Aye. Motion carried.

Gerber informed DANR approved the City of Gettysburg's permit renewal application for the restricted use solid waste facility (city's rubble site).

Discussion was had on the city's current procedure for water shutoffs. Discussion was also had regarding Code Enforcement and the towing of vehicles via abatements. It was decided to research between code enforcement and law enforcement the regulations to start charging fines to homeowners with nuisance vehicles on their property. All vehicles must be licensed and the area around vehicles must be manicured and clear of debris.

Moved by Fischer, Ellwanger seconded, to approve the maintenance department to purchase a new lawn mower from the 2023 budget funds. All members present voted Aye. Motion carried.

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

Moved by Ellwanger, Nagel seconded, to renew current CD in the current amount of \$120,481.99 at First Interstate Bank in Gettysburg at 4.25% for 7 months. All members present voted Aye. Motion carried.

Moved by Fischer, VanBockel seconded, to approve the wages for finance office help in the amount of \$20 per hour in which Schatz polled the council on. All members present voted Aye. Motion carried.

Moved by Fischer, Ellwanger seconded, to again go into Executive Session at 9:16PM for personnel. All members present voted Aye. Motion carried. Council reconvened at 9:45PM. Moved by Nagel, VanBockel seconded, to approve hiring Aaron McPheeters for the position of full-time police officer at \$22.00 per hour plus benefits with an effective start date of 11/10/23.

Moved by Fischer, VanBockel seconded, to approve changing the city's employee handbook and current payroll from bi-monthly to bi-weekly as well as setting up direct deposit for payroll with both to take effect January 1, 2024. All members present voted Aye. Motion carried.

A discussion was had on possibly hiring BMO Bank through its Paychex system to handle the city's payroll. Discussion was tabled until December council meeting so could be looked over more closely before being decided upon. Discussion was also had regarding purchasing Banyon's software modules for both retirement and direct deposit but was also tabled until the December council meeting in which the BMO Bank Paychex system will need to be decided upon first.

Moved by Ellwanger, VanBockel seconded, to approve the day after Thanksgiving and day after Christmas as paid holidays this year as per Governor Noem's declaration. All members present voted Aye.

Moved by Ellwanger, Fischer seconded, to approve the city to now charge a \$40 return check or NSF fee per occurrence to take effect immediately. All members present voted Aye. Motion carried.

Schatz stated the finance office carpets have still not been cleaned this season, and it was decided to postpone the carpet cleaning until spring and to get a quote from Service Master to come and clean them.

Discussion was had on the new BMO Bank sweep account option available to the city. Moved by Ellwanger, Warner seconded, to approve a new corporate checking account specifically for the sweep account to be opened by BMO Bank and agreed upon the Federated Government/Institutional Shares fund at a current rate of 5.17%. All members present voted Aye. Motion carried.

Moved by Warner, Ellwanger seconded, to schedule a special council meeting on November 20, 2023, at 7PM for the 1st reading of Ordinance No. 2023-11-20 2024 Appropriation Ordinance with 2nd reading of same to be done at the regular council meeting on December 4, 2024, at 7PM. All members present voted Aye. Motion carried.

Schatz informed the city received a letter from the State of SD Dept of Legislative Audit approving the City of Gettysburg's 2022 Audit.

- Building Permit: None
- Moving Permit: Alice Schekel - 520 S. Mannston - Frame Shed
Wayne Vandervorst - 502 Meadowlark Lane - Metal Storage Container
Scott Sheehan - 104 Hilltop Drive - Wood Frame Shed
- Demolition Permit: Michael Jager - 310 S Exene St - Wood Frame Building

Moved by Ellwanger, Fischer seconded, to approve all building, moving and demolition permits. All members present voted Aye. Motion carried.

Moved by Fischer, Nagel seconded, to adjourn the meeting at 10:45PM. All members present voted Aye. Motion carried.

Attest:

Witness:

Tammy Frost, Deputy Finance Officer

Bill Wuttke, Mayor