

Pursuant to the due call and notice thereof, the City Council met in regular session on December 4, 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 (via ZOOM). Also, present were Dave Mogard, Chief of Police, Aaron McPheeters, Police Officer, Greg Gerber, Maintenance Supervisor, Sheila Schatz, Finance Officer, Tammy Frost, Deputy Finance Officer, Thomas Matthews, EMT Director, Steven Zuber, EMT/Paramedic, Kara Williams, Economic Development, Ryan Vogel, City Attorney (via ZOOM), Adam Roseland, Board of Equalization, and a few participants via ZOOM.

Moved by Nagel, Fischer seconded, to approve the December 4, 2023, proposed agenda after amending agenda to include Building Permit for Devyn & Hope Lemler, Demolition Permit for Gary Nagel, and moving executive session up toward beginning of the meeting before old business. All members present voted Aye. Motion carried.

Moved by Ellwanger, Archer seconded, to approve the November 6, 2023, Regular Meeting Minutes & November 20, 2023, Special Meeting Minutes. All members present voted Aye. Motion carried.

VOUCHERS PAYABLE

Payroll Expense by Department:

Airport	\$49.00
Ambulance	\$4,820.00
Auditorium	\$89.46
Council	\$0.00
Finance Office	\$10,127.93
Mayor	\$0.00
Parks	\$843.00
Police	\$8,969.02
Rubble Site	\$2,447.88
Snow Removal	\$0.00
Sewer	\$2,897.12
Streets	\$4,745.61
Swimming Pool	\$0.00
Water	\$8,626.66
West Nile	\$0.00

Total Payroll Expense by Department **\$43,615.68**

Net Payroll		\$32,297.23
Aflac	Aflac Ins.	\$281.06
Agtegra	Airport Jet-A Fuel & Maintenance Fuel	\$27,615.38
Aramark	Police Rugs	\$110.70
Automatic Building Controls	Fire Hall Machinery & Equipment	\$1,170.41
AT&T Mobility	Police Cells & Hot Spots and Amb. Hot Spots	\$250.96
Avera Careflight	New Employee Membership	\$49.00
Avera Occupational Medicine	Random Employee Drug Testing	\$122.00
Balco Uniform Co., Inc.	Police Supplies	\$355.39

Best Western Ramkota – Rapid City	Water & Sewer Travel & Conference	\$257.00
BMO Bank, N.A.	Payroll Taxes & Sales Tax	\$15,784.64
Butler Machinery Co.	Streets Supplies	\$42.74
Cam-Wal Electric Co-Op	Unmetered LED Light @ Airport & Electric @ Rubble Site	\$68.62
CDW Government	Police Minor Equipment	\$465.65
Central Square Technologies	Police Machinery & Equipment	\$17,477.98
Century Business Products	Police Monthly Copier Contract Fee	\$26.25
CHS River Plans	Street & Snow Supplies	\$460.35
City of Gettysburg	Petty Cash	\$12.74
Code Enforcement Specialists	Prof. Svs. – Code Enforcement	\$959.34
Colonial Life	Monthly Life Ins. & Voluntary Policies	\$959.74
Core-Mark Midcontinent, Inc.	Auditorium Supplies	\$110.30
DANR	Annual Drinking Water Fee	\$600.00
Decker Repair & Welding	Snow Rprs./Maint. & Water Supplies	\$192.33
DMC Wear Parts, LLC	Snow Supplies	\$3,788.00
Dollar General	Street Supplies	\$91.30
First Interstate Bank	Finance Office & Animal Control Supplies	\$625.89
Gall's, Inc.	Police Supplies	\$104.70
Gettysburg Ace Hardware	Street, Police, Sewer, Water, Fire, Snow, & Ambulance Supplies	\$1,030.20
Gettysburg Development Corp.	BBB Taxes	\$2,398.84
Gettysburg Inn & Suites	Police Travel & Conf.	\$894.00
Graham Tire Co.	Police Supplies	\$872.00
Hauptert, Shiann	Prof. Svs. – Police Help	\$264.00
Heartland Payment Systems	Credit Card Fees	\$97.10
Heartland Waste Mgmt., Inc.	Garbage	\$7,284.61
In Stitches	Police Supplies	\$160.00
Jensen Rock & Sand, Inc.	Snow Supplies	\$409.50
John Deere Financial	Park Supplies	\$27.56
JT's Quick Stop, LLC	Finance Office & Police Supplies	\$103.99
Lamb's Chevrolet & Implement	Park Machinery & Equipment	\$11,501.00
Linde Gas & Equip. Co.	Ambulance Oxygen	\$699.14
Logan Electric	Street Supplies	\$147.06
Marco	Copier Lease	\$195.86
McPheeters, Aaron	Prof. Svs. – Police Help	\$867.81
Menards	Rubble Site & Park Supplies	\$490.65
Mid Dakota Rural Water System	Water Usage	\$15,974.05
Midway Parts, Inc.	Street, Snow & Airport Supplies	\$155.13
Midwest Alarm Company, Inc.	Prof. Svs. - Auditorium	\$101.59
Midwest Fire & Safety	Prof. Svs. – Update Fire Extinguishers	\$721.00
Mike's Repair	Street Supplies & Repairs/Maintenance	\$201.16
Milbank Winwater Works Co.	Water Supplies	\$978.52
Montana Dakota Utilities	Gas & Electric	\$4,825.51
New Creations	Police & Finance Office Supplies	\$553.71
Northwest Pipe Fittings, Inc.	Water & Sewer Supplies	\$1,169.07
PCC Ambulance Billing Service	Prof. Svs. – Ambulance	\$2,054.15

Potter County News	Elections, Finance Office, Ambulance & Street Publications	\$370.12
Potter County Treasurer	Prof Svs. – Police	\$2,340.00
Principal Life Insurance Co.	Life Ins.	\$77.70
R&K Mechanical	Water & Sewer Repairs/Maintenance	\$3,862.34
Red River Grain Co.	Park Supplies	\$383.75
Rees Communications	Police Repairs/Maintenance	\$300.00
Richardson, Wyly, Wise	Prof. Svs. – Legal	\$897.50
Sanitation Products, Inc.	Street Supplies	\$1,856.36
Schatz Electric, Inc.	Lighting & Sewer Supplies and Airport Repairs/Maintenance	\$417.26
Schlachter Lumber, Inc.	Street Minor Equip. and Park, Street & Snow Supplies	\$1,236.63
SD Airport Management Assoc.	Annual Membership Dues	\$50.00
SD Ass’n of Code Enforcement	Annual Membership Dues	\$75.00
SD Dept. of Revenue	Water Testing	\$330.00
SD Federal Property Agency	Street Supplies	\$210.00
SD Government Finance Officer	Annual Membership Dues	\$70.00
SD Human Resources Assoc.	Annual Membership Dues	\$50.00
SD Municipal League	Annual Membership Dues	\$1,422.71
SD Municipal Street Maint. Assoc.	Annual Membership Dues	\$35.00
SD One Calls	One Calls	\$15.75
SD Police Chief’s Assn.	Annual Membership Dues	\$200.00
SD Public Assurance Alliance	Auto&Property Liability Ins. Annual Renewal	\$54,117.35
SD Water & Wastewater Assoc.	Sewer Annual Membership Fee	\$10.00
Servall	Rugs	\$244.49
Standard Ins. Co.	Monthly Vision Ins.	\$47.56
Team Lab	Sewer Supplies	\$14,434.00
TASC	Health Flex Plan	\$1,730.61
The Radar Shop	Prof. Svs. – Police	\$192.00
True Value Hardware	Rubble Site, Street, Airport, Police, & Sewer Supplies	\$201.25
US Postmaster	Water Bills	\$149.48
Venture Communications	Telephone/Fax/Internet/AWOS	\$888.71
Verizon Wireless	Maintenance Cell Phones	\$125.76
Wager, Shane	Monthly IT Retainer	\$180.00
Wellmark BC/BS Health Plans	Health Ins.	\$9,433.31
WEX Bank	Ambulance Fuel	\$319.73
Zuber Refrigeration	Auditorium Repairs/Maintenance	\$37.50
TOTAL CHECKS		\$254,768.78

Moved by Fischer, Ellwanger seconded, to approve the vouchers and accounts payable as presented. All members present voted Aye. Motion carried.

Appointment: Adam Roseland - Board of Equalization – Discussed and explained a tax abatement for Whitlock Bay Development Corporation and asked for Council to approve. Moved by Nagel, Ellwanger seconded, to approve the tax abatement for Whitlock Bay Development Corporation. All members present voted Aye. Motion carried.

Moved by Nagel, Ellwanger seconded, to go into executive session at 7:14PM for personnel. All members present voted Aye. Motion carried. Council reconvened at 7:33PM.

Moved by Ellwanger, Fischer seconded, to approve full-time employees David Mogard, Greg Gerber, Allen Pope, and Sheila Schatz to receive a 2023 end-of-year bonus of \$720 each; full-time employee Tammy Frost to receive a 2023 end-of-year bonus of \$150 since she has only been with the city as Deputy Finance Officer since October of 2023; a 2023 end-of-year bonus of \$150 each to be received by both Joshua Zweber and Michael Devine (as seasonal bonuses); and a 2023 end-of-year bonus to be received by each seasonal mower \$100, Michelle Hawkinson and Cyle Phillips with mowing of \$100. All end-of year bonuses will be included on each employee's December 15, 2023, payroll – and, also, to approve giving all full-time employees (Greg Gerber, Allen Pope, Sheila Schatz, and Tammy Broker) a 4% cost of living raise and Chief Mogard a 3% cost of living raise per employment contract, all effective the first payroll in January of 2024 – and to approve publication of the 2024 Salary Listing. Any and all possible merit raises will be discussed in Executive Session (personnel) at the January 2024 regular council meeting and decided at that time. All members present voted Aye. Motion carried.

Moved by Archer, Ellwanger seconded, to approve second reading and adoption of Ordinance No. 2023-11-20 2024 Appropriation Ordinance and publication of same in local newspaper. All members present voted by rollcall as follows: Nagel – Aye; Fischer- Aye; VanBockel – Aye; Ellwanger – Aye; Archer – Aye; and Warner – Aye. Motion carried.

Code enforcement and automobile abatement fines were discussed. Chief Mogard gave the council an overview of the fine amounts associated with non-licensed or non-operable vehicles (nuisance vehicles) which is \$120 per vehicle. Citizens will be warned and then ticketed to get their nuisance vehicles into compliance or continued fines will be issued. Chief Mogard also informed the council on other code enforcement areas that need to be addressed such as depositing snow in the street after the snowplow has gone by and putting snow on others' property, dog's running at large, etc. Residents will be warned then ticketed for disobeying these ordinances, as well.

Council agreed they are satisfied with the paint touch-ups AT&T took care of on the water tower after installation of their equipment was complete.

Fischer presented the council with financial updates on the pool project.

Alice Schekel presented the council with her medical verification on her (2) baby goats.

Meeting will be Dec. 28, 2023 @ 7 pm- Moved by Nagel, Fischer seconded, to approve the date and time for the end-of-the year special meeting to be held on Thursday, December 28, 2023, at 7:00PM. All members present voted Aye. Motion Carried.

Moved by Ellwanger, VanBockel seconded, to approve the 2024 Joint Cooperative Agreement (JCA) sent by NECOG. All members present voted Aye. Motion carried.

Moved by Fischer, Ellwanger seconded, to approve the Letter of Agreement – Gettysburg Municipal Airport – Snow Removal Equipment (SRE) Purchase Assistance A-9447 – AIP # 3-46-0017-016-2024 sent by Helms & Associates. All members present voted Aye. Motion carried.

Moved by Ellwanger, Archer seconded to change the start date of new EMT/EMT Director, Thomas Matthews from December 10, 2023, to December 1, 2023. All members present voted. Aye. Motion carried.

Moved by Nagel, Fischer seconded, to approve changing City’s employee handbook to strike the first sentence of section 5.5.3 and change the first words of the second sentence to “An optional deduction” (re: part-time employment and SDRS) and to be retroactive as of November 20, 2023. All members present voted Aye. Motion carried.

Moved by Fischer, Ellwanger seconded, to approve the City Finance Office being a meeting place for all city & county personnel if a disaster were to occur at the county courthouse. All members present voted Aye. Motion carried.

Mogard gave police report. Mogard informed council about the issues the city’s police department is having with the dispatchers in Mobridge not relaying all the available information on a perpetrator when they let law enforcement know name, address, etc. Through the National Crime Information Center, law enforcement can obtain information if the subject they are stopping is wanted elsewhere on felony charges and if they are considered dangerous or violent, etc. Moved by VanBockel, Warner seconded, to approve purchasing the annual National Crime Information Center processing. All members present voted Aye. Motion carried.

Gerber gave maintenance report. There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE at \$2.815, Ruby Fieldmaster at \$3.28, #1 Ruby Fieldmaster at \$3.83, AvGas at \$5.06, and Jet-A at \$3.92. Moved by Fischer, Ellwanger seconded, to accept the fuel bid from Agtegra. All members present voted Aye. Motion carried.

Discussion was had on the fruit bearing trees along Commercial Avenue. The berries have become a nuisance for patrons and are very slippery as they start to freeze. Council members decided to have maintenance cut the fruit bearing trees down and replace them with some type of decorative flowers and/or grass. Maintenance will remove them before spring.

Schatz gave finance office report. Moved by Fischer, Ellwanger seconded, to approve annual renewal of Anniversary Rating Supplement Insurance from SDPAA and pay invoice for same. All members present voted Aye. Motion carried.

Schatz updated council on the BMO Bank sweep account being worked on. Discussion on the BMO Paychex system offered will be discussed at a later meeting date.

Moved by Nagel, Fischer seconded, to advertisement of the upcoming \$1.00 increase in water basic rates effective January 1, 2024. (REMINDER: \$1.00 Basic Water Fee Increase Eff. Jan. 2024 in-town from \$20.00 to \$21.00 & out-of-town from \$29.00 to \$30.00). All members present voted Aye. Motion carried.

Moved by Nagel, VanBockel seconded, to approve publication of the end-of-year bills due ad -- “Bills to City must be turned in by 12:00 Noon CST on December 27, 2023, for final payment by end-of-year.” All members present voted Aye. Motion carried.

Schatz introduced a Draft Resolution No. 2023-12-4 Contingency Transfer; Draft Automatic Budget Supplement – West Nile Prevention – 101-44130; Draft Automatic Budget Supplement – Police – 101-42100 and Draft Automatic Budget Supplement – Airport – 101-43500 for discussion. Finals will be approved at the December 28, 2024, special council meeting.

Moved by Nagel, Ellwanger seconded, to approve the first reading of Ordinance No. 2023-12-4(A) Supplemental Appropriations Ordinance. All members present voted aye. Motion carried.

Schatz stated some airport hangar renewals will be going out to owners by end-of-year and the 2024 billing for same will be sent out in January of 2024.

- Building Permit: Devyn & Hope Lemler – 401 E Commercial Ave. – Wood Fence
- Moving Permit: None
- Demolition Permit: Gary Nagel – 903 E Commercial Avenue – Wood & Concrete Structure (R&K)

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

Schatz is working on proper procedure process for the earmarking for police squad and ambulance to be in place for 2024 Budget.

Correspondence: October Checking Reconciliation; Updated Code Enforcement Nuisance Listing; Financial Reports; Keep Small Towns Alive Info.; Rubble Site Report 2023.

Round Table: Frost stated there are direct deposit forms for payroll everyone needs to please fill out and hand back to her. Nagel asked about getting the city’s website more complete. Fischer reminded everyone to attend the Miracle on Main Street event coming up downtown. Gerber thanked council for the Christmas bonuses and cost-of-living raises. Williams wanted to say “Great Job” to Eric Ellwanger and Shane on making the Schlachter apartments look so nice on the highway and also, to wish everyone a Merry Christmas.

Moved by Nagel, Fischer seconded, to adjourn meeting at 8:48pm. All members present voted Aye. Motion carried.

Attest:

Witness

Tammy Frost, Deputy Finance Officer

Bill Wuttke, Mayor

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