

Pursuant to the due call and notice thereof, the City Council met in regular session on February 5, 2024, at 6:30PM at the City Finance Office in Gettysburg, SD and via ZOOM. Those, present, were Mayor Bill Wuttke, Philip Nagel, Michael Fischer, Fran VanBockel (zoom), Eric Ellwanger, Kelly Archer, and Seth Warner. Also, present, were Ryan Vogel, City Attorney (zoom), Dave Mogard, Chief of Police, Greg Gerber, Maintenance Supervisor, Sheila Schatz, Finance Officer, Thomas Matthews, EMT Director, Kara Williams, Economic Development, Allen Pope, Maintenance, Mike Devine, Maintenance, Josh Zweber, Maintenance, Adam Roseland, Director of Equalization, and a few participants via ZOOM.

Moved by Fischer, Nagel seconded, to approve the February 5, 2024, proposed agenda with the addition of fire hall doors and maintenance thereof. All members present voted Aye. Motion carried.

Moved by Fischer, Warner seconded, to approve the January 8, 2024, regular council meeting minutes and the January 18, 2024, special meeting minutes. All members present voted Aye. Motion carried.

VOUCHERS PAYABLE

Payroll Expense by Department:

Airport	\$1,965.00
Ambulance	\$5,640.76
Council	\$0.00
Finance Office	\$4,381.21
Mayor	\$0.00
Parks	\$0.00
Police	\$4,482.61
Rubble Site	\$415.00
Sewer	\$185.42
Snow Removal	\$1,559.80
Streets	\$1,660.58
Swimming Pool	\$0.00
Water	\$2,458.23
Total Payroll Expense by Department	\$22,748.61

Net Payroll	\$21,106.18
Aflac	Aflac Insurance \$629.33
Agtegra	Shop Fuel \$2,971.62
Aramark	Police Rugs \$73.80
AT&T Mobility	Police Cell Phones & Hot Spot and Ambulance Hot Spots \$251.00
Avera Medical Group Pierre	Prof. Svs. – Fire - Fire Fighter TB Shot Series \$169.00
Avera Occupational Medicine	Prof. Svs. – Random Employee Drug Testing \$122.00
Banyon Data Systems, Inc.	Prof. Svs. – Finance Office \$1,190.00
Benz, Ma Teresa	Water Deposit Refund \$15.30
BMO Bank	12/2023 & 01/2024 Payroll Taxes & 12/2023 Sales Tax \$16,229.29

B&R Truck Repair	Street Supplies	\$127.41
Cam-Wal Electric Co-Op	Airport Lighting & Rubble Site Energy-Electric	\$141.76
Carbone, Shaina	Prof. Svs. – Police Help	\$964.75
Century Business Products	Prof. Svs. – Police Monthly Copier Fee	\$26.25
City of Gettysburg	Petty Cash	\$20.96
City of Gettysburg	Water Deposit Refunds Applied to Outstanding Account Balances	\$184.70
Colonial Life Ins.	Life Ins. & Volunteer Policies (payroll deducted)	\$998.92
Crimestar USA, LLC	Prof. Svs.–Police Records Management System Annual Support Fee	\$350.00
DMC Wear Parts, LLC	Snow Supplies	\$202.66
Dollar General	Streets Supplies	\$78.95
Emergency Medical Products, Inc.	Ambulance Supplies	\$1,147.95
First Interstate Bank	CC Payoff	\$1,018.03
Gall's, Inc.	Police Supplies	\$581.75
Gettysburg Ace Hardware	Street, Police, Sewer & Snow Removal Supplies	\$318.28
Gettysburg Development Corp.	January BBB Taxes	\$1,916.45
Gettysburg Rotary Club	Annual Police Membership	\$341.00
Heartland Payment Systems	Airport Fuel CC Fees	\$88.85
Heartland Waste Mgmt., Inc.	January Garbage Collection	\$7,194.75
Holzwarth Sales & Service, Inc.	Snow Supplies	\$863.60
John Deere Financial	Street Supplies	\$205.28
JT's Quick Stop, LLC	Police Car Washes & Finance Office Supplies	\$72.43
KLJ Engineering, LLC	Prof. Svs. – Sewer	\$129.00
Linde Gas & Equipment, Inc.	Ambulance Oxygen	\$366.70
Marco	Copier Lease	\$195.86
Mid Dakota Rural Water System	Water Usage	\$15,252.48
Mid-States Organized Crime	Prof. Svs.-Police – Police MOCIC Membership	\$100.00
Midway Parts	Police & Street Supplies	\$187.66
Montana Dakota Utilities	Gas & Electric	\$7,422.74
Mustang Disaster CleanUp	Prof. Svs. Fin. Off. & Police	\$765.00
New Creations	Finance Office& Police Supplies	\$86.33
Noridian Medicare JF Part B	Ambulance Overpayment Reimbursement	\$386.96
PCC Ambulance Billing Service	Prof. Svs. – Ambulance	\$1,154.40
Potter County News	Snow, Rubble Site, Water, Finance Office, Police, Airport, Ambulance, West Nile, & Elections Publications	\$1,251.02
Principal Life Insurance Company	Life Insurance	\$57.48
Richardson, Wyly, Wise	Prof. Svs. – Legal	\$415.00
Schatz Electric, Inc.	Auditorium Supplies, Fire Hall Repairs/Maint. & Prof. Svs. - Street	\$236.15
Schlachter Lumber, Inc.	Street & Auditorium Supplies	\$120.04
SD Dept. of Revenue	Water Testing	\$30.00
SD One Call Board	One-Calls	\$5.25
SD Retirement Systems	Retirement	\$4,534.84
Servall	Rugs	\$206.72
Standard Ins., Co.	Monthly Vision Ins. – ACH	\$39.48
Tiger's Fire Extinguisher, Inc.	Prof. Svs. – Ambulance	\$166.00

Titan Machinery	Street Supplies	\$76.00
True Value	Street, Fin. Off., Water, & Airport Supplies	\$267.96
US Bank	Sewer Loan	\$8,930.13
US Postmaster	Postage Stamps & Post Card Postage Stamps	\$924.62
Venture Communications	Telephone/Fax/Internet/AWOS	\$865.96
Verizon Wireless	Maintenance & Ambulance Cell Phones	\$125.79
Wellmark BC/BS Health Plans	Health Ins.	\$12,334.51
WEX Bank	Ambulance Fuel	\$222.62
Zander Auto Parts	Street Supplies	71.75
TOTAL CHECKS		\$116,530.70

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

Moved by Fischer, Ellwanger seconded, to go into Executive Session at 6:38PM for personnel. All members present voted Aye. Motion carried. Council reconvened at 7:58PM.

Appointment: Adam Roseland, Director of Equalization - (2) Tax Abatement Approvals

Roseland presented (2) tax abatements the county is asking for the city's approval on. The first is on behalf of the county at 509 S East Street in the amount of \$791.02 which is uncollectible. Discussion. Moved by Archer, Warner seconded, to approve tax abatement in the amount of \$791.02 on behalf of the count at 509 S East Street. All members present voted Aye. Motion carried. The second is on behalf of Paul Kellogg at 207 S Main Street for a partial refund in the total amount of \$1,339.79 due to a house fire. Discussion. Moved by Nagel, Archer seconded to approve tax abatement in the total amount of \$1,339.79 on behalf of Paul Kellogg at 207 S Main Street due to a house fire. All members present voted Aye. Motion carried.

Appointment: Thomas Matthews – EMT Director – New Ambulance & Continuing Education

Matthews passed out spec sheets and a quote on a new ambulance to all council at the January 8, 2024, council meeting. Matthews stated he is trying to gather information on any monetary donations/contributions that may be able to be contributed toward the new ambulance purchase and that the unit (high-end) estimate came in at \$311,000 (the earlier ordered, the less it may be), and if ordered soon, the estimated date of delivery would be early 2025. Matthews asked for a motion to go ahead and put in an order for the new ambulance so the building process could start. Discussion. Council decided to table this until Matthews can bring to council some concrete monetary numbers on possible donations/contributions and/or sale cost of the current 2015 ambulance the city has and then a discussion will be had regarding a motion to place a new ambulance order.

Matthews also asked permission to be able to attend (3) upcoming continuing education training sessions all out of town in which the training sessions are free of charge. Moved by Nagel, Warner seconded, to allow Matthews to attend the (3) different continuing education training sessions out of town and stated to save receipts and mileage, meals & hotel would be reimbursed accordingly. All members present voted Aye. Motion carried.

Nagel stated that discussion was had at the January 18, 2024, special council meeting about researching the cost of having Mustang Disaster Cleanup services come in and do mold inspection in both the finance office and the police building. Council was polled by T. Frost and quorum was in favor. Moved by Nagel, Fischer seconded, to approve Mustang Disaster Cleanup services to come and do mold inspections in both

the finance office and the police building. All members present voted Aye. Motion carried. The total cost of both inspections together was \$765 which was approved to be paid in vouchers payable and are currently waiting to receive the test results. Once the results have arrived, any action needing to possibly be taken will be discussed at the March 4, 2024, council meeting.

Schatz received an email from Todd Goldsmith & Jess Wagner of KLJ Engineering and Ted Dickey of NECOG regarding further information they are needing from the city on the lagoon study project. Council approved to go ahead and send the information they are seeking. Schatz will see that this is done.

Fischer stated that at the January 18, 2024, special meeting, a quick discussion was had regarding issues with the fire hall overhead doors. It was approved at that time to do one new circuit board installation on one of the doors having issues to see if this fixed the problem. It did work thus motion was made to fix other (5) doors, as well. Moved by Fischer, VanBockel seconded, to approve having the other (5) fire hall overhead doors repaired by doing new circuit board installations at an approximated overall cost of \$2,500 or less. All members present voted Aye. Motion carried.

Moved by Nagel, Warner seconded, to approve a .25 per hour new certification raise for Chief Mogard for completing the Arrest, Search, & Seizure (Fourth Amendment) Course #LEGL109. All members present voted Aye. Motion carried.

Moved by Fischer, Warner seconded, to approve to switch from Class Code 7370 "Paid Ambulance Services/EMT's" to Class Code "7370a Volunteer Ambulance/EMT's" with regard to the SDML Work Fund after being explained both policies by Brad Wilson of Insurance Benefits, Inc., Administrator – SDML WC Fund. All members present voted Aye (Nagel not present in the room for vote.) Motion carried.

Moved by Fischer, VanBockel seconded, to approve advertising Advertisement for Bids for "2024 Street Sealing Project" for (2) consecutive weeks. A list of specifications can be obtained at the Finance Office. All members present voted Aye. Motion carried.

Police report was given. Mogard asked permission to attend the 2024 Chief's Convention in Deadwood, SD on April 15-18, 2024. Moved by Archer, Fischer seconded, to approve Chief Mogard to attend the 2024 Chief's Convention in Deadwood, SD on April 15-18, 2024. All members present voted Aye. Motion carried.

Mogard discussed that he is in the process of getting (3) quotes on a back-up generator for the police building if a grant can be applied for and awarded. Moved by Fischer, VanBockel seconded, for Chief Mogard to apply for the Homeland Security Grant to purchase and install a back-up generator for the police building. All members present voted Aye. Motion carried.

Maintenance report was given. There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE at \$2.575, Ruby Fieldmaster at \$2.84, #1 Ruby Fieldmaster at \$3.319, AvGas at \$4.91, and Jet-A at \$3.38. Moved by Fischer, Warner seconded, to accept the fuel bid from Agtegra. All members present voted Aye. Motion carried.

Gerber explained that the city had some issues with sprinkler pipes freezing at the city auditorium when the severe cold spell hit earlier this winter. Gerber stated a heater with thermostat needs to be installed in the city auditorium so this does not happen again and cause severe damage. Gerber tried to obtain (3)

estimates and was able to hand in (1) estimate obtained from Schatz Electric, Inc., in the amount of \$884.53 for purchase of a 120V Heater with thermostat and installation of same. Moved by VanBockel, Fischer seconded, to approve the estimate from Schatz Electric, Inc., to purchase and install a 120V heater with thermostat in the city auditorium. All members present voted Aye. Motion carried.

Schatz again reminded that the 2024 SDML Work Comp Fund Safety Grant Applications are available to apply for safety equipment. Gerber is to get back to Schatz with any items needed. Moved by Fischer, Archer seconded, to approve applying for the 2024 SDML Work Comp Fund Safety Grant for safety items. All members present voted Aye. Motion carried.

Finance office report was given.

Moved by Nagel, Warner 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, Nagel seconded, to approve signing 2024 Independent Contractor Agreement with Code Enforcement Specialists in the amount of \$1,500 for another year. All members present voted Aye. Motion carried.

The position and duties for Deputy Finance Officer were discussed. An ad for opening will continue to run in local newspaper, on City's FB page, City's website page, and on Indeed until position is filled. Council asked to change position title to HR Administrator / Deputy Finance Officer and to revamp the duties of each. Schatz will get this done.

Discussion was had on currently being short-staffed until a HR Administrator / Deputy Finance Officer can be hired and fully trained. Moved by Nagel, Fischer seconded, to approve the finance office to be closed to the public on all Fridays for a temporary period of time until help can be hired and properly trained and to advertise same in the local newspaper and post on office door, FB page and website. All members present voted Aye. Motion carried.

Schatz informed council of the upcoming annual District 7 Meeting which will be held in Mobridge, SD this year on Tuesday, March 19, 2024, from 6PM-8PM and asked for a headcount of those wanting to attend so could register accordingly.

Schatz reminded that the city election is upcoming on April 9, 2024 (location to be determined). Petitions were able to be picked up at the finance office starting on January 26, 2024, and are due in final in the finance office by 5PM on February, 23, 2024. All positions are open (Mayor, (3) 2-Year Alderman & (3) 4-Year Alderman) due to change of form of government from wards to voting at large. A minimum of 39 signatures must be obtained (suggestion approximately 45 in case of any voids). A resident who is registered to vote within the City of Gettysburg may only sign as many petitions as there are openings – so may only sign (1) petition for Mayor, up to (3) total for 2-Year Alderman, and up to (3) total for 4-Year Alderman. **Schatz will be out-of-state Feb. 12 – Feb. 22, 2024, and the Finance Office will be CLOSED during this time unless temporary help is brought in by the council. IF someone needs to pick up a petition or hand in a final petition, Chief Mogard will be helping with this, as he is a notary, and may be reached on his work cell phone of 605-769-1765. Schatz sincerely apologies to the city residents for the inconvenience during this time period and is hoping all can be understanding and patient in the interim.

REMINDER: Government Days luncheon will be held on Tuesday, February 13, 2024, at CC Bar from 11:45AM-12:30PM and Mayor, all council, and/or city employees are welcome to attend.

The Local Consolidated Board of Equalization will start at 1:00PM on Tuesday, April 9, 2024, at the Potter County Courthouse. Attending from the City will be Eric Ellanger and Michael Fischer with Mayor Wuttke as a backup.

- Building Permit: Randy & Mary Banghart – 200 N Broadway – New Modular Frame Primary Residence (River Bluff Custom Homes)
- Moving Permits: None.
- Demolition Permits: Randy & Mary Banghart – 200 N Broadway – 2-Story House (Logan Construction)

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

Correspondence: November & December Bank Reconciliations; Financials; 2023 NECOG Performance Report;

Round Table: Gerber will meet with the rubble site committee and discuss rubble site issues and fixes. Williams stated that if the mold inspections come back and either finance office or police building have to have a temporary site, to possibly check the top floor rooms of the courthouse for availability or perhaps Neumayr & Smith office. Schatz wanted to thank council and the city residents for their support and patience during the interim of filling the HR Administrator / Deputy Finance Officer position and encourages anyone with qualifications or interest in the position to please apply.

Moved by Fischer, Warner seconded, to adjourn meeting at 9:38PM. All members present voted Aye. Motion carried.

Attest:

Witness

Sheila K. Schatz, Finance Officer

Bill Wuttke, Mayor

Published at the approximate cost of \$