

Pursuant to the due call and notice thereof, the City Council met in regular session on April 1, 2024, at 7:00PM at the City Finance Office in Gettysburg, SD and via ZOOM. Those, present, were Mayor Bill Wuttke, Philip Nagel, Michael Fischer (zoom), Fran VanBockel (zoom), Eric Ellwanger, Kelly Archer, and Seth Warner (zoom). Also, present, were Ryan Vogel, City Attorney (zoom), Dave Mogard, Chief of Police, Greg Gerber, Maintenance Supervisor, Sheila Schatz, Finance Officer, Shane Wager, Deputy Finance Officer, Thomas Matthews, EMT Director (zoom), Kara Williams, Economic Development, and a few participants via ZOOM.

Moved by Nagel, Archer seconded, to approve the April 1, 2024, proposed agenda with the addition of adding old business/timeclocks. All members present voted Aye. Motion carried.

Moved by VanBockel, Nagel seconded, to approve the March 4, 2024, regular council meeting minutes and March 21, 2024, special council meeting minutes. All members present voted Aye. Motion carried.

Moved by Nagel, Ellwanger seconded, to go into Executive Session at 7:05PM for personnel. All members present voted Aye. Motion carried. Council reconvened at 7:23PM.

Moved by Ellwanger, Archer seconded, to approve hiring Callie Hartung for the police officer position with a start date of April 21, 2024, and starting wage of \$22 per hour moving to \$24 per hour after she finishes her post certification. All members present voted Aye. Motion carried.

Moved by Nagel, Ellwanger seconded, to hire LaDonna Phillips as a new EMT at \$22.50 per hour for runs and \$5 per hour for on-call. All members present voted Aye. Motion carried.

Moved by Ellwanger, Archer seconded, to approve vacation request from Josh Zweber, maintenance. All members present voted Aye. Motion carried.

Moved by Ellwanger, VanBockel seconded, to approve signing into and paying for a renewal on the ambulance Stryker 3-year service contract on ambulance equipment (\$6,969.60 per year – gave 10% discount to pay \$20,908.80 upfront). All members present voted Aye. Motion carried.

VOUCHERS PAYABLE

Airport	\$64.02
Ambulance	\$14,908.49
Council	\$0.00
Finance Office	\$7,880.62
Mayor	\$0.00
Parks	\$0.00
Police	\$10,526.29
Rubble Site	\$4,630.00
Sewer	\$4,300.92
Snow Removal	\$1,276.76
Streets	\$10,329.90

Swimming Pool	\$0.00
Water	\$5,451.72
<b>Total Payroll Expense by Department</b>	<b>\$59,368.72</b>

Net Payroll	\$44,724.56	
Aflac	Aflac Insurance	\$348.27
Agtegra	Street Fuel	\$3,676.95
American Red Cross	Prof. Svs. – Pool – Annual Renewal	\$200.00
Aramark	Police Rugs	\$126.36
AT&T Mobility	Police Cell Phones & Hot Spot and Ambulance Hot Spots	\$251.00
Banyon Data Systems, Inc.	Prof. Svs. – Fin. Off.	\$400.00
BMO Bank	Mar. Payroll Taxes & Feb. Sales Tax	\$13,401.84
Building Sprinkler, Inc.	Auditorium Repairs/Maintenance	\$7,723.46
Cam-Wal Electric Co-Op	Airport Lighting & Rubble Site Energy-Electric	\$80.33
CDW Government	Prof. Svs. – Police – Access Edge	\$585.90
Century Business Products	Prof. Svs. – Police Monthly Copier Fee	\$26.25
City of Gettysburg	Petty Cash	\$13.15
Colonial Life Ins.	Life Ins. & Volunteer Policies (payroll deducted)	\$751.96
Dakota Supply Group	Water Supplies	\$477.96
Dean's Repair	Police Repairs/Maintenance	\$303.67
Deluxe	Finance Office Supplies	\$103.43
Dollar General	Finance Office & Street Supplies	\$211.05
ECI	Payroll Deduction	\$100.00
Emergency Medical Products, Inc.	Ambulance Supplies	\$351.77
First Interstate Bank	CC Payoff	\$571.17
Frost, Tammy	Prof. Svs. – Finance Office	\$4,000.00
Gettysburg Ace Hardware	Street, Fire Hall, & Ambulance Supplies	\$366.52
Gettysburg Collision Center	Street Repairs/Maintenance	\$1,156.60
Gettysburg Development Corp.	March BBB Taxes	\$1,482.41
Heartland Payment Systems	Airport Fuel CC Fees	\$89.94
Heartland Waste Mgmt., Inc.	February Garbage Collection	\$6,893.69
Helm's & Associates	Prof. Svs. – Airport	\$825.00
John Deere Financial	Snow Removal Supplies	\$246.87
JT's quick Stop, LLC	Ambulance Fuel	\$45.00
KLJ Engineering, LLC	Prof. Svs. – Lagoon	\$1,000.00
Lamb's Chevrolet & Implement	Snow Removal Supplies	\$150.83
Logan Electric	Auditorium Supplies & Lighting Rprs./Maint.	\$361.20
Marco	Copier Lease	\$195.86
Matthews, Thomas	Ambulance Travel & Conference	\$105.06
Michael Todd Industrial Supply	Street, Park & Fire Hall Supplies	\$347.40
Mid Dakota Rural Water System	Water Usage	\$15,619.58
Midway Parts	Street Supplies	\$29.86
Milbank Winwater Works Co.	Water Supplies	\$220.00
Montana Dakota Utilities	Gas & Electric	\$12,789.15
New Creations	Fin. Off., Pool, Street, & Police Supplies	\$697.64
PCC Ambulance Billing Service	Prof. Svs. – Ambulance	\$1,245.09

Potter County News	Fin. Off., Street, Police, & Pool Publications & 1 Yr. Annual Subscription Renewal	\$633.41
Potter County Treasurer	Prof. Svs. – Fin. Off. – NECOG Annual Dues	\$987.30
Potter County Treasurer	Prof. Svs. – Police – ½ Teletype Service	\$1,170.00
Principal Life Insurance Company	Life Insurance	\$48.70
Richardson, Wyly, Wise	Prof. Svs. – Legal	\$1,730.00
Sanitation Products, Inc.	Street Supplies	\$81.20
Schatz Electric, Inc.	Prof. Svs. – Fire Hall	\$11,888.42
SD Dept. of Revenue	Water Testing	\$30.00
SD Retirement Systems	Retirement	\$5,740.10
South Dakota One-Call	One-Calls	\$1.05
Servall	Rugs	\$245.30
Standard Ins., Co.	Monthly Vision Ins. – ACH	\$39.48
TASC	Health Flex Plan	\$1,354.37
Titan Machinery	Street Repairs/Maintenance	\$1,421.76
True Value	Rubble Site, Park, Street, Police, & Fin. Off. Supplies	\$497.53
US Postmaster	Water Bills, Postcard & Regular Postage	\$744.23
Venture Communications	Telephone/Fax/Internet/AWOS	\$869.75
Verizon Wireless	Maintenance & Ambulance Cell Phones	\$172.72
Wager, Shane	March IT Retainer	\$180.00
Wellmark BC/BS Health Plans	Health Ins.	\$6,678.24
WEX Bank	Ambulance Fuel	\$137.59
Zander Auto Parts	Street Supplies	\$47.88
<b>TOTAL CHECKS</b>		<b>\$156,995.81</b>

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

Appointment: Art Beringer (no-show) Mr. Beringer spoke with Mayor Wuttke regarding some trees they are removing from the cemeteries and are asking for permission to haul the trees to the rubble site or civil war site. Discussion. It was agreed they may be hauled to the rubble site at no cost.

Moved by Archer, Ellwanger seconded, to approve a proposal given to Council from Shane Wager, IT, for extra microphones and equipment to be purchased and installed in the City Finance Office conference room to improve the sound for the public during council zoom meetings in the approximate cost of \$1,100. All members present voted Aye. Motion carried.

Nagel researched timeclocks to be able to use for employees to clock in/out and to simplify payroll. Discussion. Moved by Nagel, Archer seconded, to approve purchasing and installing the Swipeclock program to use as a time clock system for the City of Gettysburg employees. All members present voted Aye. Motion carried.

Discussion was had on EMT pay at sporting events. It was verified that an EMT voluntarily covering a sporting event for the school should be paid on-call pay during that particular sporting event and run time pay only if an actual run occurs due to an incident occurring at that sporting event. EMT Director Matthews

will need to make sure there is an EMT available for on-call at any sporting event in need as well as the regular EMTs on-call for regular calls outside of that event.

Moved by Fischer, Ellwanger seconded, to approve publication of Notice of Public Hearing on Application for Sale of Alcohol & Malt Beverages for 2024 2-Day Permit for the special event of the annual car show to be held at the city park on June 29, 2024. All members present voted Aye. Motion carried.

Moved by VanBockel, Nagel seconded, to approve publication of Notice of Renewals for Sale of Malt Beverage and SD Farm Wine for 2024. All members present voted Aye. Motion carried.

Moved by Ellwanger, Nagel seconded, to approve signing the Buried Electric Line Easement sent by Cam-Wal to bury a new underground line on property described as (W2 36-118-76) approximately 4' deep. All members present voted Aye. Motion carried.

Two bills from Logan Electric were discussed for approval to pay. Moved by Ellwanger, VanBockel seconded, to approve paying invoice #53082 and #55592 dated 02/26/24 to Logan Electric pending Gerber verifying all lights are currently working properly. All members present voted Aye. Motion carried.

Police report was given. A grant was received for (2) bullet proof vests for the City of Gettysburg Police Department from the Deputy Sheriff's Association.

Mogard informed that the City of Gettysburg Police Department received one-half (\$6271.79) of what was asked for via grant application to Homeland Security for a generator to be purchased and installed by Schatz Electric, Inc., at the police department which Homeland Security approved (minus the green treated stand which maintenance will take care of building.)

Mogard stated he included Workforce Scholarship information from Lake Area Technical College in council's packets to look over for future possibilities and an informational worksheet on how funds get broken down and who they get disbursed to when fines are issued, such as a speeding ticket, for example.

Maintenance report was given. There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE at \$2.975, Ruby Fieldmaster at \$3.13, #1 Ruby Fieldmaster at \$3.43, AvGas at \$5.31, and Jet-A at \$3.74. Moved by Ellwanger, Nagel seconded, to accept the fuel bid from Agtegra. All members present voted Aye. Motion carried.

Schatz updated Council on current pool applicants and reminded that May 3, 2024, is the deadline to have applications turned to know if the pool may be open this season successfully.

Moved by Ellwanger, Fischer seconded, to approve dates and times and publications of Rubble Site Opening for summer season on Monday, May 6, 2024, and summer hours will be Monday-CLOSED, Tuesday-Friday 12PM-5PM, Saturday 9AM-5PM and Clean-Up Week will be May 6-11, 2024, this year. Ads will be published the week of April 23, 2024. All members present voted Aye. Motion carried.

Gerber needs new tires for the F250 Ford Pickup. Quotes were received from the State on cost of tires and two quotes on cost of mounting tires. Moved by Fischer, VanBockel seconded, to purchase tires at \$120 per tire through the State and Jager will mount at \$20 per tire. All members present voted Aye. Motion carried.

Gerber is getting surplus items together for sale through Purple Wave. Mayor Wuttke informed it was passed that anything surplus valued under \$2,500 does not have to be advertised.

Gerber stated B&B Recycling, LLC, just purchased metal scraps from the landfill at \$80 per ton in the total amount of \$5,817.60.

Gerber informed the new procedure is in place for demolition permits and Logan will be digging another hole at the rubble site for the City in the approximate cost of \$3,500.

Maintenance is working on getting water ran for the new Community Garden.

Gerber explained the city maintenance is in need of a new push broom for the bobcat. Quotes were received from Lambs Chevrolet in the amount of \$5,566 for a 68" and \$7,807 for an 84". Moved by VanBockel, Ellwanger seconded, to approve the purchase of an 84" push broom for the bobcat from Lambs Chevrolet in the amount of \$7,807. All members present voted Aye with Nagel abstaining from vote.

Gerber stated the city maintenance needs a new air compressor. He researched getting quotes and they range from approximately \$2000-\$4000. Moved by VanBockel, Ellwanger seconded, to approve the purchase of a new Quincy air compressor. All members present voted Aye. Motion carried.

Gerber informed that the city maintenance also needs a new cement vibrator as the old one has burned up and there will be quite a bit of cement work done this season for curb and gutter. The cement vibrators run for approximately \$399 to \$525.

Gerber stated he would like permission for the City to enter into a tractor mower lease through John Deere so that the city maintenance has a decent mower for the airport, lagoon and rubble site areas. John Deere quoted a 1-year annual rental with a \$20 per hour - minimum charge of 100 hours (\$2000) with a maximum of 250 hours. Moved by Archer, Ellwanger seconded, to approve the rental agreement on a tractor lease through John Deere for an annual rental of \$20 per hour - minimum charge of 100 hours (\$2000) with a maximum of 250 hours. All members present voted Aye with Nagel abstaining from vote. Motion carried. Gerber informed the old tractor currently at the airport will be traded in the future toward a new loader with a snow blower and pusher currently in the airport CIP plans.

Discussion was had regarding possibly ordering electronic tablets for use by council, mayor, and departmental supervisors for meeting and communication purposes, etc. Wager stated he believed 10" Lenovo tablets is what he would recommend and thought he could get them at a maximum of \$150 each, possibly lower through a volume discount. Moved by Archer, Ellwanger seconded, to approve Wager to research tablets and place an order for 10 tablets with a max-out expense of \$2,000. All members present voted Aye. Motion carried.

Gerber informed that he purchased quite a few filters for city equipment in the approximate cost of \$1,200 due to the City being able to get a 15% kickback for doing so and believes they should last for a good year or more.

Finance office report was given. Schatz asked for a motion to amend the vouchers payable in the February 5, 2024, meeting minutes. Moved by Ellwanger, Nagel seconded, to amend the February 5, 2024, council meeting vouchers payable amount from \$116,530.70 to the corrected amount of \$116,330.70. All members present voted Aye. Motion carried.

Schatz stated that code enforcement did send a letter to Linda Vail regarding the building teardown is adequate and remedied.

Schatz informed that both insurance claims sent into SDPAA for a windshield repair and the auditorium pipe freeze repair have been covered and a check has been received minus the deductibles.

Moved by Nagel, Archer seconded, to approve publication of the 2023 Drinking Water Report. All members present voted Aye. Motion carried.

Moved by Ellwanger, Archer seconded, to approve Banyon module training for Deputy Wager with the cost of \$400 for a total of (6) hours. All members present voted Aye. Motion carried.

Moved by Nagel, Ellwanger seconded, to approve hiring Service Master of Pierre to clean the finance office carpets. All members present voted Aye. Motion carried.

Moved by Archer, Ellwanger seconded, approving payment of annual stipend to the Oahe Youth Center in the amount of \$6,000. All members present voted Aye. Motion carried.

- Building Permits: None.
- Moving Permits: None.
- Demolition Permits: None.

Other Business: The current employee handbook was gone over line by line during the meeting with changes being discussed, agreed upon and made. Once the handbook is completely revised with new changes in type form, it will then be sent to Attorney Vogel for final approval. New copies will be made for all city employees to go over and signature pages gathered for same.

Correspondence: 2024 January & February Bank Reconciliations; Updated Code Enforcement Violations Listing; Economic Development 1<sup>st</sup> Qtr. Financials; SD FIT Newsletter; Area IV Senior Nutrition supporter card fundraiser info.

Round Table: Williams stated that, unfortunately, Gettysburg did not receive the childcare grant applied for but other funding is being looked into. Williams also informed that she met with Todd Goldsmith of KLJ Engineering due to grants opening up for sidewalk improvements. Discussion was had regarding sidewalks running from JT's Quick Stop down to the school and in the future, possible downtown sidewalks with ADA standards. Williams also wanted to thank the current council for their service. Nagel also wanted to thank the current council and Mayor Wuttke for serving. Ellwanger stated it has been an honor to serve on the council. Gerber thanked Council for all the current equipment approvals.

Moved by Archer, Ellwanger seconded, to adjourn meeting at 9:15PM. All members present voted Aye. Motion carried.

Attest:

Witness

\_\_\_\_\_  
Sheila K. Schatz, Finance Officer

\_\_\_\_\_  
Bill Wuttke, Mayor

Published at the approximate cost of \$