

Burke City Council
Regular Meeting
January 14, 2019

The regular meeting of the Burke City Council was called to order by Mayor Thomas Glover at 7:02 PM in the Municipal Building Meeting Room. Council members present were Wyatt Reis, Joel Johnson, Vickie Dobesh, Garry Wetzler, Tyler Van Metre and Todd Halsne. Also present was Finance Officer Mike Glover, Supt of Utilities Wade Broome, Chief of Police Mike Deneui, City Attorney Rachelle Norberg, Charlene Juran, Kaitlyn Steffen & Andrew Steffen.

Approve Agenda:

Motion by Garry Wetzler, second by Tyler Van Metre to approve the agenda as presented. Motion carried.

Conflict of Interest:

Wyatt Reis – Burke Lake

Public Input:

No one signed up.

Approve Minutes:

Motion by Joel Johnson, second by Wyatt Reis to approve the minutes of the December 3, 2018 Special Meeting. Motion carried.

Motion by Todd Halsne, second by Garry Wetzler to approve the minutes of the December 10, 2018 Regular Meeting. Motion carried.

Approve Reports:

Motion by Garry Wetzler, second by Vickie Dobesh to approve the December, 2018 financial statement. Motion carried.

Motion by Joel Johnson, second by Wyatt Reis to approve the 2018 Year-End financial statement. Motion carried.

The December 2018 expense and revenue budget analysis were given for informational purposes.

Claims:

The claims were presented for approval. After some discussion motion by Todd Halsne, second by Tyler Van Metre to approve and authorize payment of claims presented by the Finance Officer. Motion carried.

Payroll: Finance Office-2,505.02; Electric-3,056.84; Police-2,836.37; Streets-3,288.38;

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Shop-2,765.29; Sewer-1,2717.72; Library-404.96; First Fidelity Bank, WH & OASI-4,525.84; SD Retirement System- 2,268.77; AFLAC-93.21; Lincoln National Life Insurance Co.- 236.53.

General Fund: Appeara, Rugs, Mops, Paper Towels & Air Freshners-151.12; BG's Electronics, Police Supplies-79.97; Burke Building Center, Repairs & Maintenance-43.87; Burke Fire Department, Clothing Allowance-904.00; Burke True Value, Repairs & Maintenance-254.81; Burke Ambulance Dept., SD Foundation Grant-1,000.00; Burke Gazette, Publishing-315.37; Center Point Large Print, Books-182.89; Burke Community Club, 2019 Dues-75.00; Connecting Point, Work on Computer-290.00; Country Pride, Diesel Fuel-1,185.34; ELAN City, Inc., Solar Radar Signs-5,849.00; Mike Deneui/Bank West HSA, 2019 HSA Deposit-1,500.00; Mike Glover, Mileage to Annual Report Workshop-105.00; Mike Glover/Bank West HSA, 2019 HSA Depsoit-1,500; First Fidelity Bank, ACH Processing Fee-25.00; Golden West Communications, Phones, Internet and Cable-518.09; GOVOffice LLC, Year 3 of Contract-750.00; David Green/Bank West HSA, 2019 HSA Deposit-1,500; Greens Grocery, Supplies-53.50; Todd Halsne, Snow Removal-240.00; Clint Hitchcock, Civic Center Cleaning Contract-900.00; Karla Johnson Municipal Building Cleaning Contract -350.00; Jim's Garbage, Garbage Pick-Up-230.00; Main Street Auto Parts, Maintenance & Repairs-49.48; MCLEOD Printing & Supply, W2s & 1099s-35.58; OCCS, Code Enforcement 2019 Retainer-2,500.00; Office Products Center, FO Supplies-14.99; District III Planning & Development, 2019 Dues-1,123.00; US Postal Service, Stamps-300.00; Pro-Tainer, Recycling Trailer-14,125.00; Purvis Electric, Civic Center-44.90; Rosebud Farmers COOP, Propane-436.71; Landon Schonefeld, Snow Removal-108.00; SD Unemployment Ins. Division, 4th Quarter-1.97; Taylor Plumbing & Heating, Worked on Units at Shop-278.74; Visa, Library Books & Police & Other-589.73; Pat Vaughn/Bank West HAS, 2019 HSA Deposit-1,500; WelllMark BC/BS, Health Insurance-4,008.21; Voyager Fleet Systems, Fuel-509.48.

Electric Fund: City of Burke, Utilities-4,162.03; Wade Broome/Bank West HSA, 2019 HSA Deposit-750.00; South Dakota One Call, Nov & Dec Message Fee-3.15; Missouri River Energy Services, Dues-75.00 Power-18,309.91 Rosebud Electric Coop, Utilities, Wheeling and Contract-6,779.81; SDML Electric Assoc., 2019 Dues-547.00; SD State Treasurer, Sales Tax-2,456.23; Dept. of Energy, Power-12,372.54.

Water Fund: City of Burke, Utilities-931.80; Burke Building Center, Wireless Heater-165.99; First National Bank, Loan Payments-1,372.19 SD DENR, Water Samples-15.00; Tripp County Water Dist., Minimums-2100.00; Bulk Water-3,816.00; Wells Utilities, Maintenance & Repairs-2,710.20.

Sewer Fund: Wade Broome/Bank West HSA, 2019 HSA Deposit-1,500.00; First National Bank, Loan Payments-2,642.52; SD DENR, Certificate Renewals-66.00; SD DENR, 2019 Wastewater Fee-50.00; SDWWA, Membership Renewal-20.00.

Economic Development:

The annual membership meeting of the Burke Business Promotion Corporation will be held on January 16th at noon in Stella's.

Supt. of Utilities:

Engineers for the proposed 8th & 9th Street projects.

The Engineers from Ultieg Engineering were unable to make it to tonight's meeting. This item will be moved to the February regular meeting.

Sand Spreader.

Wade informed the council that the current sand spread is rusting out and the City is in need of a new one. Wade got a quote from Sanitation Products for a 5-yard stainless steel sand spreader. The quote was \$13,907.00. There was discussion on the subject. If Sanitation Products has one on hand it would be here fairly soon, but if they have to make one it would take 90 days to get here.

Motion by Wyatt Reis, second by Joel Johnson to purchase a new stainless-steel sand spreader from Sanitation Products for \$13,907.00. Motion carried.

Pick Up for City Crew.

Wade informed the council that he had found a pick up and had Finance Officer Mike Glover put it on the agenda. But after researching the pick up more, Wade thinks they are asking too much money for it and would like to wait for a better deal.

Water loss for December was 10.91% and for the year the loss was 23.33% which is down 6% from last year. Since 2014 our yearly average for water loss has dropped 15.89%. Our yearly water main replacement projects are helping.

Police Report:

Chief Deneui gave his monthly report.

Chief Deneui stated that things have been busy and he is spending a lot of time at Kopper Key Apartments.

Code Enforcement:

Finance Officer, Mike Glover presented the 2019 contract from Mike Olson (OCCS) for Code Enforcement. His retainer fee went up to \$2,500. Which means the City pays \$2,500 up front and then Mr. Olson won't bill the City again until his expenses reach \$2,500 then he will bill us. The council was happy with his first year of work and wants to keep cleaning up our town.

Motion by Joel Johnson, second by Vickie Dobesh to enter into a contract with OCCS for code enforcement for the 2019 year and pay Mr. Olson the \$2,500 retainer fee. Motion carried.

Burke Lake:

The Burke Lake committee that was formed last month (Wade Broome, Joel Johnson & Vickie Dobesh) reported back to the council. They had met and went out to Burke Lake and looked around. The SD GF & P has done a lot of work recently clearing out trees. The committee said it looks really nice. After some discussion, motion by Joel Johnson, second by Vickie Dobesh to approve the City to enter into a contract with SD GF & P for 1 year to perform the maintenance of the Burke Lake. SD GF & P will reimburse the City \$6,500 and

provide the chemicals for spraying. The city will be responsible for the mowing, spraying, cleaning of bathrooms, snow removal and some general maintenance. Plus, the city will get the camping fees. Motion carried 4-1, with Reis – Abstaining & Halsne voting no.

After some more discussion motion by Tyler Van Metre, second by Joel Johnson to advertise for bids on mowing the Burke Lake area according to the requirements that are listed in the contract. Motion carried 5-0, with Reis – Abstaining.

Finance Officer, Mike Glover will draw up a bid notice and then send a copy to the council and Justin Thede for their review before placing bid in paper.

Wade Broome informed the council that he had been contacted by Justin Thede asking him if he could come out to the Burke Lake and move the trees that are piled up in the parking lot to the tree pile. The council was fine with this.

Release & Waiver of Liability Policy:

Finance Officer Mike Glover presented a Release & Waiver of Liability Policy that City Attorney Rachelle Norberg has drawn up. After reading the policy, motion by Todd Halsne, second by Joel Johnson to adopt the Release & Waiver of Liability Policy that was presented. Motion carried.

Abatement of Taxes at 125 W 4th St.:

Motion by Garry Wetzler, second by Tyler Van Metre to approve the abatement of the taxes on the property at E 70' of Lot 12; E 70' N2 of Lot 11 BLK 24 OT Burke. Motion carried.

Fire Department & Ambulance Department Rosters:

The Finance Officer presented the rosters for the Burke Fire Department and Burke Ambulance Service. Volunteers for the Burke Fire Department and the Burke Ambulance Service for 2019 were recognized and it is the intent of the Burke City Council to cover these volunteers for Work Comp purposes. The rosters are on file at the City Finance Office.

Motion by Wyatt Reis, second by Vickie Dobesh to approve the Burke Fire Department and Burke Ambulance Service rosters and Work Comp coverage for all volunteers listed on the rosters. Motion carried.

Election Date:

Motion by Vickie Dobesh, second by Tyler Van Metre to set the City Election date at April 9th, 2019. The second Tuesday in April. Motion carried.

Vacating of Alley in Block 3, OT Burke:

Finance Officer, Mike Glover presented Mayor Glover with a Petition for Vacation of Alley from Andrew and Kaitlyn Steffen. The alley they are wishing to vacate is the alley located in Block 3 of the original town of Burke.

Next Mike presented and Mayor Glover read Resolution #2019-1A verifying the Petition to Vacate Alley and announcing a public hearing.

The forgoing Resolution 2019-1A was offered by Wyatt Reis, second by Vickie Dobesh. Upon roll call vote, Resolution 2019-1A was carried unanimously and was adopted.

RESOLUTION #2019-1A

A verified Petition for Vacation of Alley, executed by Andrew Steffen and Kaitlyn Steffen, husband and wife, as joint tenants with rights of survivorship and not as tenants in common, praying for the vacation of an alley located between Lots Seven (7) to Twelve (12) inclusive, Block Three (3) and All of Block Three (3) lying West of Lincoln Street, all in the original town, now city, of Burke, Gregory County, South Dakota. Subject to easements and rights-of-way of record, owned by Andrew Steffen and Kaitlyn Steffen, husband and wife, as joint tenants with rights of survivorship and not as tenants in common, having been presented to the City Council of the City of Burke, South Dakota.

WHEREAS, the said City Council deems it expedient that the matter should be proceeded with.

BE IT RESOLVED and ordered that said Petition be filed with the Finance Officer of the City of Burke, South Dakota, and the said Finance Officer shall give notice by publication as provided for in Section 9-45-8 of the South Dakota Codified Laws.

The foregoing Resolution was offered by Alderman Wyatt Reis and seconded by Alderman Vickie Dobesh, and upon roll call, the Resolution was carried unanimously and was adopted.

Thomas J. Glover, Mayor

ATTEST:

Michael Glover, City Finance Officer

Legislature Day at the Capitol:

Finance Officer Mike Glover informed the council of the dates for the 2019 Municipal Day at the Legislature. The dinner is on February 5th and Legislature Day is February 6th. No one from the City of Burke will be attending.

City Website:

The Finance Officer, Mike Glover informed the council of some options for the City Website. We are currently in year 3 of a 3-year contract with GovOffice for \$750 per year. Mike presented 2 other options. One is using a company out of Bonesteel, operated by Kelly Wollman, called Be Creative Advertising Services. Her cost is \$500 Website creation and then \$75.00 per month for Web hosting and Management. Another option would be to go

through Golden West. The City of Montrose does this and their website is very simple but effective. Going through Golden West you pay a Domain Name fee of \$93 for nine years and then a \$8.95 fee per month. With this option everything is done by yourself (creating, maintaining & updates). The main issue for the City is having time to keep the website up to date. Mike will check with Kelly and see what her \$75 per month includes.

Conferences/Schools for The Finance Officer:

The Finance Officer asked for approval to attend the following Conferences/Schools in 2019:

Human Resource School	June 11-12 Pierre,
Finance Officers School	June 12-14 Pierre,
SDML Annual Conference	Oct 8-11 Aberdeen

Motion by Todd Halsne, second by Garry Wetzler to approve travel for Mike Glover to attend the Conferences/Schools listed. Motion carried.

New Shop Building:

In the 2019 budget there is a line item for a new heated building for the City Maintenance crew. Discussion was held on if the City was going to proceed with the building. After some discussion the item was tabled until the February Regular meeting.

PAYROLL RESOLUTION #2019-1:

After a brief discussion the council has agreed upon the following: The Mayor pay will increase by \$300 and Council members pay will increase by \$200. Increase Finance Officer Mike Glover's wage \$.70 per hour, Wade Broome \$.59 per hour, David Green \$.55 per hour, Pat Vaughn \$.51 per hour, Lavella Lambley \$.39 per hour, Marilyn Simpson \$.10 per hour and Janiene Wilson \$.25. Seasonal Summer help is \$12 per hour. Raise the minimum wage to \$9.10 per hour and leave everyone else's wage the same. Also offer a clothing allowance to the three Maintenance workers of up to \$150.00 a year.

The following 2019 payroll resolution #2019-1 was offered by Garry Wetzler, second by Tyler Van Metre.

THEREFORE, BE IT RESOLVED, by the City Council of Burke, South Dakota that the salaries and wages for the Mayor, Council Members and Employees are set as follows for the year 2019, effective January 1, 2019. Mayor-\$1000.00 per year plus \$50.00 per meeting attended; Council-\$500.00 per year and \$50.00 per meeting attended; Employees annual – Wade Broome - \$41,787.20 plus \$50.00 per meeting attended; David Green - \$39,104.00; Mike Glover - \$37,668.80 plus \$50.00 per meeting attended; Mike Deneui - \$41,600.00; Pat Vaughn - \$36,420.80; Kathy McMillian - \$3,534.00/9.50 per hour; LaVella Lambley \$13.39 per hour; Marilyn Simpson - \$9.10 per hour. Seasonal help at \$12 per hour. The three maintenance workers (Wade, David & Pat) to receive up to \$150 per year for clothing allowance. All full-time employees will receive a longevity bonus of \$25.00 per full year of service to the City of Burke to be paid in the December 15, 2019 payroll. Upon Roll call vote: Wetzler-aye, Van Metre-aye, Johnson-aye, Reis-aye, Dobesh-nay and Halsne-aye. The 2019 payroll resolution was passed and adopted on this 14th day of

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Adjournment:

Mayor Glover declared the meeting adjourned at 8:50 PM.

ATTEST:

Mike Glover, Finance Officer

Thomas Glover, Mayor