

Burke City Council  
Regular Meeting  
May 13, 2019

The regular meeting of the Burke City Council was called to order by Mayor Thomas Glover at 7:04 PM in the Municipal Building Meeting Room. Council members present were Wyatt Reis, Joel Johnson, Garry Wetzler, Vickie Dobesh, 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, Mark Green, Brad Stangohr-Ultieg Engineer, Kent Wells and Deputy Sheriff Cody Spann.

**Approve Agenda:**

Motion by Garry Wetzler, second by Vickie Dobesh to approve the agenda with the addition of the Civic Center. Motion carried.

**Conflict of Interest:**

None

**Public Input:**

None

**Approve Minutes:**

Minutes of the April 8<sup>th</sup> Regular Meeting:

Motion by Joel Johnson, second by Todd Halsne to approve the minutes of the April 8, 2019 Regular Meeting, with the following correction. Add Mark Green to the list of those in attendance. Motion carried.

Minutes of the May 3<sup>rd</sup>, 2019 Special Meeting:

Motion by Joel Johnson, second by Vickie Dobesh to approve the minutes of the May 3<sup>rd</sup>, 2019 Special Meeting:

**Approve Reports:**

Motion by Todd Halsne, second by Garry Wetzler to approve the April, 2019 financial statement. Motion carried.

The April 2019 expense and revenue budget analysis were given for informational purposes.

**Claims:**

The claims were presented for approval. After some discussion motion by Joel Johnson, second by Wyatt Reis to approve and authorize payment of claims presented by the Finance Officer with the addition of the Hillcrest Motel that has not been acquired yet. Motion carried.

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Payroll: Finance Office-2,387.60; Electric-2,369.37; Police-2,874.45; Streets-2,477.36; Shop-2,431.99; Sewer-1,363.69; Library-822.43; First Fidelity Bank, WH & OASI-4,201.68; SD Retirement System- 2,277.47; AFLAC-93.21; Lincoln National Life Insurance Co.- 236.53.

General Fund: Appeara, Rugs, Mops, Paper Towels & Air Freshners-151.12; Be Creative Advertising Services, Website Creation-595.00; Blue Valley Public Safety, Repair Siren-1,760.12; Book System, Inc, Library Software-995.00; Burke Building Center, Repairs & Maintenance-29.97; Burke True Value, Repairs & Maintenance-790.79; Burke Gazette, Publishing-726.24; Center Point Large Print, Books-44.34; Community Memorial Hospital, Drug & Alcohol Tests-145.00; CHS, Diesel Fuel-2,171.58; Mike Deneui, Meals for Training-47.94; Jessie Eliason, Vertical Blind Replacement Slats-179.80; Jessie Eliason, Civic Center Cleaning Contract-283.29; Jamie Hood, Civic Center Cleaning Contract-283.29; First Fidelity Bank, ACH Processing Fee-25.00; Golden West Communications, Phones, Internet and Cable-518.35; Greens Grocery, Supplies-117.39; Gunvordahl & Gunvordahl, 2018 Legal Fees-1,721.70; The Insurance Center, 2019 Ball Teams Insurance-317.00; Clint Hitchcock, Civic Center Cleaning Contract-433.42; John E. Reid & Associates, Inc., Police Training Registration-575.00; Johnson Auto Repair, Repairs-434.73; Jones Supplies, Buffer Pads for Civic Center-71.92; Karla Johnson Municipal Building Cleaning Contract -350.00; Jim's Garbage, Garbage Pick-Up-300.00; Johnson Implement, Inc., Repairs-80.31; Main Street Auto Parts, Maintenance & Repairs-92.60; Nelson Machine & Welding, Maintenance & repairs-48.26; Gunvordahl, Gunvordahl & Norberg, Legal Fees 2019 Jan-April-735.00; Office Products Center, FO Supplies, 2 Chairs, Filing Cabinet-822.86; Penworthy Company, Books-97.48; Prorate Services, LLC., Drug Test-35.00; Marc Rolf, Driving Truck-150.00; Runnings Supply Inc., Repairs-95.24; SDML Finance Officers Assoc., 2019 School-75.00; SDML Human Resources, 2019 School-50.00; Pat Vaughn, Clothing Allowance-70.27; Kaitlyn Steffen, Summer Reading Supplies-69.24; Visa, Library Books & Police & Other-1124.41; WellllMark BC/BS, Health Insurance-4,008.21; Voyager Fleet Systems, Fuel-707.86.

Electric Fund: City of Burke, Utilities-2,470.59; Dakota Supply Group, Electrical Supplies-205.94; Missouri River Energy Services, Dues-75.00 Power-5,686.79; Missouri River Energy Services, School Kits-427.56; Rosebud Electric Coop, Utilities, Wheeling and Contract-5,010.67; SD State Treasurer, Sales Tax-3,386.58; Dept. of Energy, Power-11,564.97; Wesco Distribution Inc., Electrical Supplies-522.50.

Water Fund: City of Burke, Utilities-292.10; Core & Main LP, Supplies & Repairs-3,688.07; Rosebud Electric COOP, Utilities-112.30; SD DENR, Water Samples-15.00; Tripp County Water Dist., Minimums-2100.00; Bulk Water-4,734.00.

Sewer Fund: Dakota Pump Inc., Sewer Pump Repairs-1,664.24; Rosebud Electric COOP, Utilities-102.46; Rosebud Auto Parts, Repairs-55.33.

### **Adjournment:**

Mayor Glover declared the old council adjourned at 7:12 PM.

Mayor Glover Re-Conventioned the new council at 7:13 PM.

### **Oath of Office:**

Finance Officer Mike Glover administered the oath of office to Mayor Thomas Glover. The Mayor signed the oath of office and was officially seated as Mayor for a two-year term. Mayor Glover then administered the oath of office to Todd Halsne-Ward I, Wyatt Reis-Ward II and Mark Green-Ward III. The oath of office was signed by each alderman and each was officially seated as alderman of their respective wards for a two-year term.

### **COUNCIL ORGNIZATION AND APPOINTMENTS:**

Council President: Motion by Tyler Van Metre, second by Garry Wetzler to elect Wyatt Reis Council President. Motion carried.

Council Vice President: Motion by Garry Wetzler, second by Wyatt Reis to elect Vickie Dobesh Council Vice President. Motion carried.

Motion by Tyler Van Metre, second by Mark Green to approve Mayor Glover's appointments of the following personnel and committees. Motion carried.

Library	<b><u>Todd Halsne</u></b> , Vickie Dobesh, Mark Green
Parks & Recreation	<b><u>Garry Wetzler</u></b> , Vickie Dobesh, Todd Halsne
Electric, Water, Sewer	<b><u>Tyler Van Metre</u></b> , Mark Green, Wyatt Reis
Public Buildings	<b><u>Vickie Dobesh</u></b> , Todd Halsne, Mark Green
Street & Alley	<b><u>Garry Wetzler</u></b> , Tyler VanMetre, Wyatt Reis
Liquor	<b><u>Todd Halsne</u></b> , Tyler VanMetre, Wyatt Reis
Personnel	<b><u>Wyatt Reis</u></b> , Mark Green, Todd Halsne, Todd Halsne, Tyler VanMetre, Vickie Dobesh
Council President	Wyatt Reis
Council Vice-President	Vickie Dobesh
Finance Officer	Mike Glover
Supt of Utilities	Wade Broome
Chief of Police	Mike Deneui
City Attorney	Gunvordahl. Gunvordahl & Norberg
Health Officer	Dr. Megan Smith
Official Newspaper	Burke Gazette
Official Depository	First Fidelity Bank, Burke, SD SD Public Funds Investment Trust, Pierre, SD

### **Supt. of Utilities:**

Brad Stangohr, Engineer from Ultieg Engineering met with the Council concerning the proposed 8<sup>th</sup> & 9<sup>th</sup> Street project. Brad is asking for permission to apply to get on the state's water plan. This step is needed if the City has any plans on applying for grants or loans. Motion by Garry Wetzler, second by Tyler Van Metre to approve Brad Stangohr to apply to get on the State's Water Plan. Motion carried.

**Bucket Truck**

This item was tabled until next month.

**City Pickup:**

Discussion was held on purchasing a pickup for David to use and then letting the summer help use David's old pickup. Motion by Vickie Dobesh, second by Wyatt Reis to authorize Wade Broome to purchase a pick up when he finds one that meets what he is looking for. Motion carried.

Water loss for April was 33.25% with 783,733 gallons lost. Wade informed the Council that there were 3 significant leaks in the month of April.

Wade informed the council that the City crew continues to patch pot holes and that getting hot or cold mix hasn't been easy.

Next Vickie Dobesh asked Wade about adding Sewer hook-ups at the park campground. There are 5 camping spots. Wade asked Kent Wells for a rough estimate for installing 5 sewer hook-ups. It would approximately 270' to get to the sewer line. Kent thought it would cost about \$2,700 to open dig the line in and \$2,970 if it was drilled in. This item will be on the agenda for next month.

**Building Permit:**

Building Permit 2019-5-13B for Todd Halsne was presented for approval. Motion by Garry Wetzler, second by Tyler Van Metre to approve building permit #2019-5-13B, with appropriate variance signatures of Todd Halsne to move an 18' x 20' garage from 1101 Lincoln St to 1117 Lincoln St. and construct a 26' x26' garage and fence. Motion carried. Todd Halsne abstained.

**Police Report:**

Chief Deneui gave his monthly report.

**Economic Development:**

Nothing new to report.

**Bid Opening for 2019 Water Main Replacement Project:**

No bids were submitted.

Kent Wells met with the council and presented an estimate for the 2019 Water Main Replacement Project. The Estimate is for \$85,878.18. After some discussion motion by Vickie Dobesh, second by Todd Halsne to accept Wells Utilities estimate for the 2019 Water Main Replacement Project. Motion carried.

**Sheriff's Department:**

Cody Spann Deputy Sheriff for the Gregory County Sheriff's Office met with the Council to discuss a potential contract between the City and the County for the County providing

police coverage or being on call when Chief Deneui is gone. A very productive discussion was held. Before the council makes a decision, they would like to wait until the next meeting as the deadline for applicants to apply for the open deputy police officer position is May 31<sup>st</sup>. The council thanked Deputy Spann for coming to the meeting.

### **Executive Session:**

Motion by Tyler Van Metre, second by Garry Wetzler to go into executive session at 8:18 PM to discuss potential contract. Motion carried 5-1, with Halsne voting nay.

Mayor Glover declared executive session over at 8:45 PM with no action taken.

### **ANNUAL AUTHORIZATION TO PAY BILLS:**

Motion by Tyler Van Metre, second by Vickie Dobesh to authorize the Finance Officer and Mayor to pay payroll and all regular monthly bills in a timely manner to avoid penalties and take advantage of discounts and pay the following end of month bills: WellMark BC/BS-Health Insurance; Lincoln Financial-Life Insurance; AFLAC-Insurance; First Fidelity Bank-ACH Processing Fee; Jamie Hood & Jessie Eliason-Civic Center Cleaning Contract; Karla Johnson-Municipal Building Cleaning Contract; David Indahl-Ball Field Mowing Contract and Burke Lake Mowing contract. Motion carried.

### **Code Enforcement:**

Code Enforcement Officer Mike Olson was in town May 7<sup>th</sup> through May 10<sup>th</sup>. Finance Officer Mike Glover gave each council member a follow up summary of the status of the buildings, vehicles and junk from where Mr. Olson left off in the fall. Four buildings are getting abatement notices. The property at 125 W 7<sup>th</sup> St. has been condemned and the residents have been removed. The City paid for one week of motel expenses for them to help them get situated. Properties at 102 W 10<sup>th</sup> St, 518 Jefferson St and 533 Main St all have until 8/1/2019 to remove the buildings on their property or the City will do it or hire someone to do it. The Property at 346 W 8<sup>th</sup> St. received a no occupancy notice until items get fixed.

### **City Attorney – Rachelle Norberg:**

Rachelle Norberg presented a proposed contract for Attorney Fees for the City of Burke. Items in the Proposed contract are:

\$2,500 annual retainer fee; \$140.00/hourly rate; Monthly, rather than annually, billing statements; Attendance at no less than 9 of 12 regular monthly Council meetings; No additional charge for attendance at additional regular or special meetings; If at least 9 regular meeting are not attended, credit to monthly invoices for each meeting not attended to reach nine meetings.

Motion by Todd Halsne, second by Mark Green to accept the contract with Rachelle Norberg for legal fees that she presented to the Council on May 13<sup>th</sup>, 2019. Motion carried.

### **Special On-Sale Liquor Event License Ordinance:**

Finance Officer Mike Glover presented Ordinance 7-3-3.1 Special On-Sale Liquor Event License to the Council. Some discussion followed. The City of Burke doesn't have any ordinances that are specific to the Special On-Sale Liquor Event License process or

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application. Along with the Ordinance, Mike also presented a new application for Special On-Sale Liquor Events. The Council decided to leave the fee for a Special On-Sale Liquor Event License at \$25.00 per application. Motion by Mark Green, second by Garry Wetzler to approve Special On-Sale Liquor Event License Ordinance 7-3-3.1 upon the first reading. Motion carried. The second reading will be held at the June 10<sup>th</sup>, 2019 Regular Meeting. Motion by Wyatt Reis, second by Todd Halsne to approve the new Special On-Sale Liquor Event application. Motion carried.

**Burke Golf Course:**

Todd Halsne gave a brief report on some projects that are going on at the golf course. Todd also asked Finance Officer Mike Glover when the annual check to the golf course was going to be paid. Mike informed Mr. Halsne that he would cut the check the next time he did checks.

**2019-2020 Malt Beverage License Renewal Applications:**

Motion by Todd Halsne, second by Tyler Van Metre to approve the 2019-2020 on-off sale malt beverage licenses for Burke Pump N Stuff and Burke One Stop, LLC. Motion carried.

**Special Event Liquor License – Bill’s Bar:**

Motion by Todd Halsne, second by Mark Green to approve the special event liquor license application of Bill’s Bar for May 25<sup>th</sup> in the Civic Center. Motion carried.

**Civic Center:**

Finance Officer Mike Glover discussed with the council about getting a quote on security cameras and getting a quote on installing a locking system at the Civic Center that would allow the doors to be locked automatically at a certain time and also be opened by an app on a cell phone. The council was fine with Mike getting a quote on these items. The Council would also like Mike to get a quote from Doug Koenig from Fairfax as well.

**Adjournment:**

Mayor Glover declared the meeting adjourned at 9:39 PM.

**ATTEST:**

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Mike Glover, Finance Officer

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Thomas Glover, Mayor