

Burke City Council  
Regular Meeting  
April 14, 2020

The regular meeting of the Burke City Council was called to order by Mayor Thomas Glover at 5:59 PM in the Municipal Building Meeting Room. Council members present were Wyatt Reis, Mark Green, Garry Wetzler, Vickie Dobesh, Megan Lindholm and Todd Halsne. Also present was Finance Officer Mike Glover, City Attorney Rachelle Norberg, Tyler Van Metre, Pete Eng and George Kenzy. Joining via phone, Chris Langford, Jolene Van Metre, Tania Witt and Joni Laska.

**Executive Session:**

Motion by Garry Wetzler, second by Mark Green to go into executive session at 6:00 pm to conduct an interview for the Chief of Police position. Motion carried.

Mayor Glover declared the executive session over at 7:15 pm. With no action taken.

**Approve Agenda:**

Motion by Mark Green, second by Megan Lindholm to approve the agenda with the addition of Comments from Vickie Dobesh. Motion carried.

**Conflict of Interest:**

None

**Public Input:**

Tania Witt – Tania gave an update on the status of the Girls Softball League. The league plans to start June 1<sup>st</sup> and there will be guidelines they will have to follow. The Council thanked Tania for her time and update.

George Kenzy – Building Permit Variance.

Joni Laska – Barrel Racing at the Burke Rodeo Arena.

**Approve Minutes:**

Minutes of the April 14, 2020 Regular Meeting:

Motion by Garry Wetzler, second by Mark Green to approve the minutes of the April 14<sup>th</sup>, 2020 Regular Meeting. Motion carried.

Minutes of the April 29, 2020 Special Meeting:

Motion by Todd Halsne, second by Wyatt Reis to approve the minutes of the April 29, 2020 Special Meeting. Motion carried.

Minutes of the May 5, 2020 Special Meeting:

Motion by Wyatt Reis, second by Todd Halsne to approve the minutes of the May 5, 2020 Special Meeting. Motion carried.

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**Approve Reports:**

Finance Officer, Mike Glover ask the Council for approval to transfer \$70,000 out of the Civic Center Fund into the General Fund to help cover the costs associated with the upgrades to the Civic Center.

Motion by Todd Halsne, second by Garry Wetzler to approve transferring \$70,000 from the Civic Center fund to the General fund. Motion carried.

Motion by Garry Wetzler, second by Vickie Dobesh to approve the April, 2020 financial statement. Motion carried.

The April 2020 expense and revenue budget analysis were given for informational purposes.

**Claims:**

The claims were presented for approval. After some discussion motion by Wyatt Reis, second by Vickie Dobesh to approve and authorize payment of claims presented by the Finance Officer. Motion carried.

Payroll: Finance Office-2,517.70; Electric-2,332.33; Streets-2,607.50; Shop-2,493.60; Sewer-1,374.72; Library-656.17; First Fidelity Bank, WH & OASI- 3,479.33; SD Retirement System- 1,735.96; AFLAC-67.21; Lincoln National Life Insurance Co.- 144.23.

General Fund: Appera, Rugs & Air Freshners-35.00; Be Creative Advertising Services, Website Management-75.00; Burke Building Center, Maintenance & Repairs-260.33; Burke True Value, Repairs & Maintenance-78.96; Burke Gazette, Publishing & Envelopes-1014.76; Connecting Point, Virus Protection Renewal & Computer Screen & Stand-349.00; First Fidelity Bank, ACH Processing Fee-25.00; Golden West Communications, Phones, Internet and Fax-336.44; Greens Grocery, Supplies-43.49; Gregory County Sheriff's Dept, Contract-3,750; Karla Johnson Municipal Building Cleaning Contract -350.00; Jim's Garbage, Garbage Pick-Up-225.00; Main Street Auto Parts, Maintenance & Repairs-372.69; Nelson's Machine & Welding, Maintenance & Repairs-573.12; Office Products Center, Copier Maintenance Contract & FO Supplies-83.52; US Postal Service, Postage & Stamps-730.00; Puetz Corporation, Civic Center Rebuild-260,572.89; Runnings Supply, Inc., Snow Fence-199.96; Verizon Wireless, Police Phone-4616; Visa, Library Books & Small Furniture-966.10; WelllMark BC/BS, Health Insurance-1,063.35; Voyager Fleet Systems, Fuel-226.28; Wells Utilities, House Demos-6,471.54.

Electric Fund: City of Burke, Utilities-2,390.93; Main Street Auto Parts, Maintenance & Repairs-34.03; Missouri River Energy Services, Power Purchases-5,646.38; Rosebud Electric Coop, Utilities, Wheeling & Contract-6,413.39; SD State One Call, Message Fees-11.55; SD State Treasurer, Sales Tax-2,782.05; Dept. of Energy, Power-11,564.97; Wesco Distribution, Inc., Electrical Supplies-1,334.10.

Water Fund: Burke True Value, Repairs-35.33; City of Burke, Utilities-593.30; Core & Main LP, repairs & Supplies-2,311.79; Rosebud Electric COOP, Utilities-113.12; SD DENR,

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Water Samples-15.00; Tripp County Water Dist., Minimums-2,100.00; Bulk Water-4,680.00.

Sewer Fund: Main Street Auto Parts, Repairs-34.03; Rosebud Electric COOP, Utilities-158.22.

### **Adjournment:**

Mayor Glover declared the old council adjourned at 7:27 PM.

Mayor Glover Re-Convened the new council at 7:28 PM.

Mayor Glover presented out going Councilman, Garry Wetzler with a Community Club Gift Certificate and thanked Garry for 23 years of service on the Burke City Council. Garry thanked the other Council members and the City of Burke.

### **Oath of Office:**

Mayor Glover administered the oath of office to Tyler Van Metre-Ward I, Vickie Dobesh-Ward II and Megan Lindholm-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 Mark Green to elect Wyatt Reis Council President and Vickie Dobesh Council Vice President. Motion carried.

Motion by Vickie Dobesh, second by Megan Lindholm to approve Mayor Glover's appointments of the following personnel and committees. Motion carried.

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

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

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The water loss for April was 22.65%, with gallons lost at 471,170.

**Building Permits:**

Public Hearing for a Variance on Building Permit #2020-5-11C of Mark Lillibridge c/o Chris Langford: Mayor Glover opened the public hearing at 7:37 pm. Mr. Langford is requesting to build a 5'x7' chicken coop/tool shed. The building is 7' from the property line of Steve and Karla Johnson. Mr. Langford discussed his project with the Council and those listening on the phone & Facebook. Next Jolene Van Metre & George Kenzy both spoke against the building permit. Mr. Langford informed the Council he only plans to have 4-6 chickens. The Council questioned keeping 4-6 chickens in a 5'x7' coop. Mr. Langford informed the Council he would build a small chicken run for his chickens, approximately 6'x4'. Mr. Langford has the required number of signatures for his variance and is following all the City of Burke's ordinances. Mayor Glover closed the public hearing at 8:04 pm.

Building Permit #2020-5-11C for Mark Lillibridge c/o Chris Langford was presented for approval. Having collected the required signatures for the variance motion by Wyatt Reis, second by Todd Halsne to approve Building Permit #2020-5-11C of Mark Lillibridge c/o Chris Langford to construct a 5'x7' lawn shed & not a chicken coop. Motion carried.

Building Permit #2020-5-11A for DJ & Heather Steffen was presented for approval. Motion by Tyler Van Metre, second by Mark Green to approve building permit #2020-5-11A of DJ & Heather Steffen to construct a chain link fence around their back yard at 421 W 8<sup>th</sup> St. Motion carried.

Building Permit #2020-5-11B for Jean Duerfeldt was presented for approval. Motion by Todd Halsne, second by Tyler Van Metre to approve building permit #2020-5-11B of Jean Duerfeldt to construct a wood privacy fence around the back & sides of her property at 145 W 4<sup>th</sup> St. Motion carried.

**Police Department:**

The Council conducted an interview for the Chief of Police position.

**Code Enforcement:**

Finance Officer Mike Glover gave an update to the Council. Code Enforcement officer provided the Council will a list of properties that he would like to send a letter to. There were 13 properties that have building issues and 7 properties that have vehicle or junk issues. Motion by Vickie Dobesh, second by Megan Lindholm to approve the letters to be sent to the property owners that are in violation of the City of Burke's Maintenance Code. Motion carried.

**Economic Development:**

Jack Gunvordahl met with the Council to go over the plans for the property located east of Mike Green, Randy Sachtjen, Mike Sebern & Elaine Mahanke properties. Burke Estates, LLC has purchased the land and are hoping to develop 14 big lots that will be for sale. Jack informed the Council that the Burke Estates, LLC would like help from the City. The land that was purchased is out side the City limits. The City will form a 3-person

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committee to meet with the Burke Estates, LLC people and report back to the Council. The 3-person committee will be Tyler Van Metre, Todd Halsne & Mark Green. The Council thanked Jack for the update.

**Boys & Girls Ball Team Insurance:**

Motion by Vickie Dobesh, second by Tyler Van Metre to approve in access accident insurance for the boys and girls ball teams for the players and coaches during the 2020 season. Motion carried.

**Annual Authorization to Pay Bills:**

Motion by Wyatt Reis, second by Todd Halsne 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; and David Indahl-Ball Field Mowing Contract. Motion carried.

**City Insurance Renewal:**

Finance Officer, Mike Glover asked the Council if they would like quotes from all the local insurance companies for the City insurance. The Council was in agreement to ask all the local insurance companies to provide a quote for the City Insurance, if they are interested.

**2019 Annual Report:**

Finance Officer Mike Glover presented the 2019 annual report to the Council. After some discussion, motion by Tyler Van Metre, second by Todd Halsne to approve the 2019 annual report. Motion carried.

**Operating Agreements:**

Finance Officer, Mike Glover informed the Council that the current operating agreements expire on 12/31/2020.

Mike also asked the Council if the Council would be willing to wave a couple months of liquor license payments, to help our local establishments. Motion by Mark Green, second by Vickie Dobesh to wave the monthly fees for the 3 license holders for 2 months possibly longer depending on when things open up fully. Motion carried.

**2020-2021 Malt Beverage License Renewal Applications:**

Motion by Wyatt Reis, second by Tyler Van Metre to approve the 2020-2021 on-off sale malt beverage licenses for Burke Pump N Stuff and Burke One Stop, LLC. Motion carried.

**Civic Center:**

Work continues on the Civic Center. The Council had a walk through of the Civic Center on Friday May 8<sup>th</sup>. Everything looks good. Next Mike asked the Council if Jamie & Jessie will get their Cleaning Contract at the Civic Center back. The Council was in agreement to grant them their contract back. It was special circumstances that caused the contract to be terminated.

**Batting Cage for Softball/Baseball Players:**

During the Tornado, either the bleachers or a carport rolled through the old batting cage area, destroying the frame for the bating cage. That batting cage has been around for a long time. Mike asked the Council if they would be willing to approve purchasing a new one. A 12'x12'x70' packaged deal batting cage is \$2,440.99. The packaged deal comes with everything needed to set it up. Motion by Tyler Van Metre, second by Mark Green to approve purchasing the 12'x12'x70' batting cage packaged deal for \$2,440.99. Motion carried.

**COVID-19 Update:**

Not much has changed with the current restrictions that are in place.

Joni Laska met with the Council to ask if she can host a barrel racing event on May 23<sup>rd</sup> at the Burke Rodeo arena. The Council was ok with Joni hosting the event as long as she follows the appropriate guidelines.

Next the Council discussed purchasing a speaker to use at our meetings during this pandemic. Rachelle found a wireless speaker that can be used with cell phones. The cost is \$262.99. Motion by Todd Halsne, second by Wyatt to purchase the speaker for \$262.99. Motion carried.

The Council would like to wait one more month before deciding on Dog Days.

**Parking on City Streets:**

Vickie Dobesh would like Finance Officer, Mike Glover check into what other cities have for an ordinance on the number of cars that one resident can have parked in the street.

**Executive Session:**

Motion by Tyler Van Metre, second by Todd Halsne to go into executive session at 9:15 pm to discuss potential employee. Motion carried.

Mayor Glover declared the executive session over at 9:37 pm. With the following action taken, Motion by Tyler Van Metre, second by Todd Halsne to offer Pete Eng the position of Chief of Police with a salary of \$50,000 per year & terms agreed to by both parties. Motion carried.

**Adjournment:**

Mayor Glover declared the meeting adjourned at 9:42 pm.

**ATTEST:**

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Mike Glover, Finance Officer

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Thomas Glover, Mayor