

Burke City Council
Regular Meeting
January 13, 2020

The regular meeting of the Burke City Council was called to order by Mayor Thomas Glover at 7:00 PM in the Municipal Building Meeting Room. Council members present were Wyatt Reis, Mark Green, Garry Wetzler, Vickie Dobesh, Tyler Van Metre and Todd Halsne. Also present was Finance Officer Mike Glover, Superintendent of Utilities Wade Broome, Rachelle Norberg, and Brad Stangohr. Absent was Police Chief David Baker.

Approve Agenda:

Motion by Garry Wetzler, second by Mark Green to approve the agenda with the addition of Trees & Employees. Motion carried.

Conflict of Interest:

None

Public Input:

None

Approve Minutes:

Minutes of the December 9th, 2019 Regular Meeting:

Motion by Mark Green, second by Tyler Van MetreaHhhh to approve the minutes of the December 9, 2019 Regular Meeting. Motion carried.

Minutes of the December 17th, 2019 Special Meeting:

Motion by Todd Halsne, second by Wyatt Reis to approve the minutes of the December 17, 2019 Special Meeting. Motion carried.

Approve Reports:

Motion by Garry Wetzler, second by Vickie Dobesh to approve the December, 2019 financial statement. Motion carried.

Motion by Wyatt Reis, second by Todd Halsne to approve the 2019 Year-End financial statement. Motion carried.

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

Claims:

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

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Payroll: Finance Office-2,500.20; Electric-3,038.19; Police-3,235.78; Streets-3,474.34; Shop-2,912.89; Sewer-1,795.54; Library-974.30; First Fidelity Bank, WH & OASI-5,344.82; SD Retirement System- 2,083.17; AFLAC-93.21; Lincoln National Life Insurance Co.- 190.38.

General Fund: Appera, Rugs & Air Freshners-70.00; Be Creative Advertising Services, Website Management-75.00; David Baker/Bank West HSA, 2020 HSA Deposit-2,000.00; Burke Fire Department, Clothing Allowance-1,032.00; Burke True Value, Repairs & Maintenance-287.81; Burke Gazette, Publishing-243.36; Code Enforcement Specialists, 2020 Retainer Fee-2,500; Center Point Large Print, Books-66.51; Burke Community Club, 2020 Dues-75.00; Mike Glover, Mileage Annual Report Workshop-105.84; Mike Glover/Bank West HSA, 2020 HSA Depsoit-2,000.00; First Fidelity Bank, ACH Processing Fee-25.00; Golden West Communications, Phones, Internet and Fax-339.50; David Green/Bank West HSA, 2020 HSA Deposit-2,000.00; Greens Grocery, Supplies-120.59; Gregory County Sheriff's Dept, Contract-2,625.00; Karla Johnson Municipal Building Cleaning Contract -350.00; Jim's Garbage, Garbage Pick-Up-230.00; Little Lou Trucking, Gravel Hauling-1,611.45; Main Street Auto Parts, Maintenance & Repairs-1,297.09; Nelson's Machine & Welding, Maintenance & Repairs-116.95; Nuss Equipment, 2019 Volvo Loader & Grapple Attachment-149,107.00; Office Products Center, FO Supplies & New Color Copier-3,171.40; OverDrive, 2020 Digital Consortium Fee-600.00; Irene Pejsa, Refund Civic Center-150.00; Planning & Development District III, 2020 Dues-1,148.00; US Postal Service, Stamps-330.00; Rosebud Farmers COOP, Propane & Repairs-553.33; Runnings Supply, Inc., Maintenance-7.59; SD Unemployment Insurance Division, 4th Quarter-2.81; Tran Source, Repairs-201.85; Pat Vaughn/Bank West HSA, 2020 HSA Depsoit-2,000.00; Verizon, Phone & 2 Months of Service-155.03; Visa, Library Books, Rooms for Water Conf. & Police Other-1,177.66; WelllMark BC/BS, Health Insurance-3,120.55; Voyager Fleet Systems, Fuel-464.67.

Electric Fund: Wade Broome/Bank West HSA, 2020 HSA Deposit-1000.00; City of Burke, Utilities-2,495.60; Dakota Riggers & Tool Supply, Rope Puller Tool-137.81; Missouri River Energy Services, Power Purchase-15,803.22; Rosebud Electric Coop, Utilities, Wheeling & Contract-6,513.03; SD One Call, Message Fees-3.15; SD State Treasurer, Sales Tax-2,937.21; Dept. of Energy, Power-12,372.54; Wesco Distribution Inc., Supplies-338.75.

Water Fund: City of Burke, Utilities-689.40; Core & Main LP, Meters & Supplies-505.59; Rosebud Electric COOP, Utilities-108.20; SD Association of Rural Water Systems, 2020 Conference-450.00; SD DENR, Water Samples-15.00; Tripp County Water Dist., Minimums-2100.00; Bulk Water-4,626.00; VISA, Room for Water Conf.-123.96.

Sewer Fund: Wade Broome/Bank West HSA, 2020 HSA Deposit-1,000.00; Rosebud Electric COOP, Utilities-163.96; SD DENR, Wastewater Fee 2020-50.00.

Supt. of Utilities:

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Brad Stangohr met with the council to discuss the potential Water Distribution System Improvements on the 8th & 9th Street project. Brad handed out a preliminary engineering report. The cost of the proposed water system improvements are approximately \$535,302.00 including the engineering costs. The cost of the whole 8th & 9th Street project is projected to be \$2.3 million. After the council asked Brad some questions, the council was in agreement to continue with the project. The city of Burke has been awarded the max amount of \$600,000 through a Community Access Grant for the 8th & 9th Streets portion of the project. District III is applying for an SRF loan for up to \$540,000 for the Water Distribution System Improvements. The City is also checking for other funding options.

The water loss for December was 28.84% and the 2019 average was 19.09%. Since January 2014 to December 2019 the yearly average percentage has dropped 20.13% (2014-39.22% to 2019-19.09%). The gallons of water bought on a yearly average has dropped 21,074,500 gallons (2014-44,403,000 to 2019-26,017,000) and the gallons of water lost yearly average has dropped 13,503,047 (2014-18,469,955 to 2019-4,966,908).

Building Permits:

Building Permit # 2020-1-13AA for Main Street Auto Parts was presented for approval. Motion by Tyler Van Metre, second by Wyatt Reis to approve building permit #2020-1-13A of Main Street Auto Parts to construct a 51' x 34' addition to the east of existing building at 702 Main St. Motion carried.

Wade informed the Council that the new Volvo Loader is in.

Next Council Member Dobesh ask to discuss the possibility of building a salt shed for the City workers. This was discussed in the year-end employees' evaluation. After some discussion the council asked Wade to look into the cost of building a salt shed.

Police Department:

Chief Baker was sick and not in attendance. His monthly report was in the packets. Finance Officer, Mike Glover informed the council that the Gregory County Commissioners have offered to rent an office space to the Burke Police Department for \$150/month. After a short discussion the council was in agreement to rent the office space. The City will be reimbursed the rental amount from the City's insurance Company.

Next Mike presented a 2020 contract between the City and the Gregory County Sheriff's office for coverage when Chief Baker isn't on call/duty. Rates were the same as the 2019 contract.

Motion by Tyler Van Metre, second by Mark Green to approve the 2020 Law Enforcement Contract between the City of Burke and the Gregory County Sheriff's Office and authorize Mayor Tom Glover to sign the contract. Motion carried.

Code Enforcement:

Mike Glover asked the council what they would like to do with the property at 102 W. 10th St & 626 Jefferson St. The council was in agreement to continue with the process and send abatement letters to the property owners.

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Next Mike presented the Council with the 2020 code enforcement contract with Code Enforcement Specialists. The retainer fee is the same as 2019, \$2,500.

Motion by Todd Halsne, second by Wyatt Reis to approve the 2020 contract with Code Enforcement Specialists and approve paying the \$2,500 retainer fee. Motion carried

Economic Development:

The annual meeting will be held on January 23rd at noon at Stella's.

Building Permit Ordinance 16-8A-1.1 Variances 1st Reading:

Mike Glover, Finance Officer, presented Ordinance 16-8A-1.1 Variances for review. After some discussion motion by Tyler Van Metre, second by Vickie Dobesh to approve Ordinance 16-8A-1.1 Variances upon the first reading after the grammatical errors have been corrected. Motion carried. The second reading will be held at the February 9, 2020 meeting.

Also, Mayor Glover informed the council that municipalities are able to limit the number of cats & dogs if they want to. A concerned citizen had talked to code enforcement officer, Mike Olson and then relayed the information to Mayor Glover.

2020 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 2020 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 Vickie Dobesh, second by Tyler Van Metre 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 Todd Halsne, second by Mark Green to set the City Election date at April 14th, 2020. The second Tuesday in April. Motion carried.

Conferences/Schools for The Finance Officer:

The Finance Officer asked for approval to attend the following Conferences/Schools in 2020:

Human Resource School	June 9-10 Aberdeen,
Finance Officers School	June 10-12 Aberdeen,
SDML Annual Conference	Oct 6-9 Spearfish

Motion by Wyatt Reis, second by Vickie Dobesh to approve travel for Mike Glover to attend the Conferences/Schools listed. Motion carried.

Civic Center & Upgrades:

Finance Officer, Mike Glover provided a brief update on the Civic Center rebuild to the

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Council members. The insurance company is waiting for another company to give them a price on replacing the roof on the lower part of the Civic Center. It seems to be taking a long time to get this quote.

The council agreed to set a special meeting for Tuesday January 21 at 6 pm and invite the insurance company and Chad Moore, the insurance adjuster, to attend.

Mike presented a list of costs for the additional items the City has chosen to upgrade. The upgrades are the following, exterior panels & façade, floor coverings, tile in bathrooms, bleacher seats, Storage room, window wells & sills, three compartment sink, delete accordion doors & add coiling doors, and new solid plastic bathroom partitions. The total of the additions is \$117,672.00.

After some discussion, motion by Vickie Dobesh, second by Todd Halsne to approve the additions to the Civic Center rebuild. Motion carried.

Next discussed was the roof top units. The insurance company requested a quote from Severson Oil & LP. Severson's quote was for \$55,475, which did not include testing and balancing. Taylor Plumbing and Heating quote was for \$62,377.2, which included testing and balancing. Puetz Construction thought that both are very similar if you take out the balancing & testing.

Motion by Tyler Van Metre, second by Garry Wetzler to stay with and approve the quote from Taylor Plumbing & heating for replacing the 4 Heating/Cooling top units at the Civic Center. Motion carried.

Long Term Recovery Group:

Mike asked the council to decide how much money the council was to give to the Long-Term Recovery Group. The City is holding \$8,000 that is for the Long-Term Recovery that came from the Frontier Motors Fundraisers. After some discussion and the fact, the City was denied FEMA money. Motion by Todd Halsne, second by Vickie Dobesh to approve giving the Long-Term Recovery Group \$8,000. Motion carried.

Burke Lake Mowing & Spraying Bid Notices:

After some discussion motion by Tyler Van Metre, second by Garry Wetzler to approve advertising for bids for the Burke Lake Mowing & Spraying. Motion carried. Before sending the bid notice to the paper, Mike will make some adjustments to them and send them to the Council to review.

PAYROLL RESOLUTION #2020-1:

After a brief discussion the council has agreed upon the following: The Mayor and Council pay will remain the same. Increase Finance Officer Mike Glover's wage \$1.00 per hour, Wade Broome \$1.00 per hour, David Green \$1.00 per hour, Pat Vaughn \$1.00 per hour, Lavella Lambley \$.61 per hour, Marilyn Simpson \$.20 per hour and Janiene Wilson \$.20 per hour. Seasonal Summer help is \$12 per hour. Raise the minimum wage to \$9.30 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 2020 payroll resolution #2020-1 was offered by Garry Wetzler, second by Wyatt Reis.

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 2020, effective January 1, 2020. 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 - \$43,867.20 plus \$50.00 per meeting attended; David Green - \$41,184.00; Mike Glover - \$39,748.80 plus \$50.00 per meeting attended; David Baker - \$50,000.00; Pat Vaughn - \$38,500.80; Jamie Hood \$12.00 per hour; LaVella Lambley \$14.00 per hour; Janiene Wilson \$9.30 per hour, Kay Matucha \$9.30 per hour, Marilyn Simpson - \$9.30 per hour. Seasonal help at \$12 per hour. Truck driver wage \$15 per hour. The three maintenance workers (Wade, David & Pat) to receive up to \$150 per year for clothing allowance. All approved 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, 2020 payroll. Upon Roll call vote: Wetzler-aye, Van Metre-aye, Green-aye, Reis-aye, Dobesh-aye and Halsne-aye. The 2020 payroll resolution was passed and adopted on this 13th day of January 2020.

Trees:

Council member Vickie Dobesh informed the council that a resident wanted to donate some money for the replacement of trees. The council was in agreement that the money would be better served in another area. The City has been approved for a tree grant to replace trees lost by the City of Burke and the City has applied for a grant to help buy trees for the residents of Burke.

Adjournment:

Mayor Glover declared the meeting adjourned at 9:52 PM.

ATTEST:

Mike Glover, Finance Officer

Thomas Glover, Mayor