

Burke City Council
Regular Meeting
August 10, 2020

The regular meeting of the Burke City Council was called to order by Mayor Thomas Glover at 7:01 PM in the Municipal Building Meeting Room. Council members present were Wyatt Reis, Mark Green, Tyler Van Metre, Vickie Dobesh, Megan Lindholm and Todd Halsne. Also present was Finance Officer Mike Glover, Supt of Utilities Wade Broome, City Attorney Rachelle Norberg, Charlene Juran, Brad Stangohr, Cory Maynard.

Approve Agenda:

Motion by Wyatt Reis, second by Mark Green to approve the agenda as presented. Motion carried.

Conflict of Interest:

Mark Green – Building Permit.

Public Input:

Charlene Juran – Charlene spoke about the upcoming 8th & 9th St Project scheduled for the summer of 2021. Charlene is wanting to know how it is going to affect the residents at the Park View Manor. Brad Stangohr and Cory Maynard, engineers from Ultieg Engineering commented that they are just starting the design phase and that they are definitely going to have steps taken to accommodate the residents during the construction of the project. They will stay in contact with Charlene during the whole process.

Approve Minutes:

Minutes of the July 13, 2020 Regular Meeting:

Motion by Todd Halsne, second by Tyler Van Metre to approve the minutes of the July 13th, 2020 Regular Meeting. Motion carried.

Minutes of the July 17, 2020 Special Meeting:

Motion by Vickie Dobesh, second by Megan Lindholm to approve the minutes of the July 17th, 2020 Special Meeting. Motion carried.

Minutes of the July 21, 2020 Special Meeting:

Motion by Tyler Van Metre, second by Wyatt Reis to approve the minutes of the July 17th, 2020 Special Meeting. Motion carried.

Approve Reports:

Motion by Mark Green, second by Vickie Dobesh to approve the July, 2020 financial statement. Motion carried.

The July 2020 delinquent list and 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 Todd Halsne to approve and authorize payment of claims presented by the Finance Officer and the SD One Call bill that has not come in yet. Motion carried.

Payroll: Finance Office-2,517.70; Electric-2,471.11; Streets-3,715.64; Shop-2,493.60; Sewer-1,374.70; Library-570.46; First Fidelity Bank, WH & OASI- 2,800.25; SD Retirement System- 1,739.52; AFLAC-67.21; Lincoln National Life Insurance Co.- 190.38.

General Fund: Appeara, Rugs, Mops, Towels & Air Fresheners-229.33; Burke Backpack Program, 2020 Donation-2,000.00; Be Creative Advertising Services, Website Management & CC Sign Design-170.00; Burke Building Center, Maintenance & Repairs-33.98; Burke Fire Department, 2020 Donation-7,000.00; Burke True Value, 10 White Tables, Shelving, CC Supplies, Repairs & Maintenance-2,666.41; Burke Golf Club, 2020 Donation-1,200.00; Burke Gazette, Publishing-604.94; First Fidelity Bank, ACH Processing Fee-25.00; Connecting Point, Support Contract-1,065.00; Golden West Communications, Phones, Internet and Fax-576.60; Green's Grocery, Supplies-148.48; Gregory County Sheriff's Dept, July Contract-3,875.00; Karla Johnson Municipal Building Cleaning Contract -350.00; Jim's Garbage, Garbage Pick-Up-300.00; Main Street Auto Parts, Maintenance & Repairs-286.91; Michael Todd Co., Posts for Mounting Signs-514.40; Office Products Center, FO Supplies-45.95; Puetz Corporation, Civic Center Rebuild Final Payment-37,171.85; Runnings Supply, Inc., Maintenance & Repairs-69.98; SDML, Elected Officials School-50.00; Spencer Quarries Inc., 7/16" Chips-5,303.55; Verizon Wireless, Police Phone-51.34; Visa, Library Books & Summer Reading-437.13; WelllMark BC/BS, Health Insurance-2,491.02; Voyager Fleet Systems, Fuel-216.15; Jessie Eliason, Civic Center Cleaning Contract-500.00; Jamie Hood, Civic Center Cleaning Contract-500.00; David Indahl, Mowing Contract-767.00; Restaurant 4 Less, 70 Black Vinyl Chairs for CC-1,708.90.

Electric Fund: Delbert Miller (Diane Audiss), Utility Service Refund-80.00; City of Burke, Utilities-2,227.43; Dakota Supply Group, Electrical Supplies-36.56; Missouri River Energy Services, Power Purchases-23,823.93; Glen Peters, Utility Service Refund-41.69; SD One Call, July Message Fees-12.60 & Rosebud Electric, Maint. Contract, Wheeling & Repairs-5,837.69; SD State Treasurer, Sales Tax-2,582.38; WAPA, Power Purchase-10,314.33.

Water Fund: City of Burke, Utilities-130.52; Core & Main LP, Maintenance & Repairs-415.77; H & H Contracting, Clean 100,000 Gallon Water Tower-2,838.66; Rosebud Electric COOP, Utilities-22.08; SDARWS, Annual Dues-405.00; SD DENR, Water Samples-15.00; Tripp County Water Dist., Minimums-2,100.00; Bulk Water-8,700.75; Wells Utilities, Fix Leak-382.65.

Sewer Fund: Rosebud Electric COOP, Utilities-21.00.

Supt. of Utilities:

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Brad Stangohr from Ultieg Engineering met with the Council to discuss the next steps in the 8th & 9th St Project. Mr. Stangohr presented the Council with a Master Professional Services Agreement, Scope of Services and a design plan. Next Mr. Stangohr introduced Cory Maynard, Design Engineer for Ulteig. Cory will be the one designing the project and all questions should be directed to him. The bid letting is schedule to take place in January 2021. The City Attorney will go over the agreement & the Council will have a special meeting to sign the agreement.

The water loss for July was 1.48%, with gallons lost at 57,270.

Building Permits:

Building Permit #2020-8-10A for Mark Green was presented for approval. Motion by Tyler Van Metre, second by Megan Lindholm to approve Building Permit #2020-8-10A of Mark Green to construct a 35' x 36' house addition and a 29' x 26' garage addition with driveway to street at 502 Jefferson St. Motion carried. Mark Green – Abstained.

Building Permit #2020-8-10B for Bill & Mavis Beckers was presented for approval. Motion by Wyatt Reis, second by Todd Halsne to approve Building Permit #2020-8-10B of Bill & Mavis Beckers to construct a 16' x 17' deck onto the house at 1001 Jackson St. Motion carried.

Building Permit #2020-8-10C for Stella's was presented for approval. After paying the additional \$50 for already moving the storage container, Motion by Todd Halsne, second by Mark Green to approve Building Permit #2020-8-10C of Stella's to move a 8' x 20' steel storage container to the back of restaurant at 813 Main St. Motion carried.

Building Permit #2020-8-10D for Anna Matucha was presented for approval. Motion by Wyatt Reis, second by Tyler Van Metre to approve Building Permit #2020-8-10D of Anna Matucha to construct a white steel privacy fence around property at 517 Main St. Motion carried.

A discussion was held about GIS Mapping of our water system. Mayor Glover thought it would be a great idea to have this done. Mayor Glover also informed the Council that District III in Yankton does this. Wade and/or Mike will check with District III for a cost and report back to the Council.

Police:

At this time no one has applied for the Chief of Police position. The closing date is September 14th at 4:30 pm.

Code Enforcement:

Mike presented pictures from eight properties that CES (Code Enforcement Specialist) has inspected. Motion by Vickie Dobesh, second by Wyatt Reis to approve CES to move forward with the eight properties by sending them letters. Motion carried.

Economic Development:

A lengthy discussion was held about Economic Development in the Burke Community. Mark Green, Todd Halsne & Tyler Van Metre met with developers Jack Gunvordahl and George Kenzy. They have bought the land east of Mike Green, Randy Sachtjen and Mike Sebern's property. This land is not in City limits.

Street Bandits:

The local Street Bandits car club is going to have their annual cruise night with a scavenger hunt on Saturday August 15th. They wanted to make sure the Council was aware of their event and were ok with them holding the event. All the Council members were fine with the Street Bandits having their cruise night.

Public Hearing for Special Event Liquor Licenses:

Mayor Glover opened the public hearing at 8:21 PM for the special event liquor license for the Burke Men's Club on August 29, 2020 for Nicole Green's wedding reception & dance. With no one appearing or in opposition to the license applications, Mayor Glover closed the public hearing at 8:23 PM.

Motion by Wyatt Reis, second by Megan Lindholm to approve the special event liquor license of the Burke Men's Club on August 29, 2020 for Nicole Green's wedding reception & dance. Motion carried 4-1, with Mark Green – Abstaining & Vickie Dobesh – nay.

Updating Ordinance Book:

Finance Officer, Mike Glover presented the Council with a quote from American Legal Publishing Company. The City Ordinances haven't been reviewed and organized since 2008. By using American Legal Publishing, they will review our ordinances and then organize them. In the proposal American Legal Publishing will have their legal team review our ordinances. The City will receive 4 copies of the City Ordinances that are bound and have divider tabs. The City will also receive a CD copy of the Ordinances. The cost is \$20 per page. For a 250-page document the cost is \$5,000.00. For \$500 more American Legal Publishing will convert the data to a searchable electronic format that will be put on our website. Total quote is \$5,500.00. The City currently doesn't have a quality digital copy. Motion by Todd Halsne, second by Vickie Dobesh to approve American Legal Publishing to update the City of Burke's Ordinance Book. Motion carried.

Special Maintenance Fee:

Finance Officer Mike Glover informed the Council that the first step in moving forward with a Special Maintenance fee is to set a price per linear foot, determine what constitutes front property, whether or not to assess empty lots and what specifically the money will go towards. A decision needs to be made in the next couple months.

2021 Insurance Quotes:

The three insurance quotes for the City's 2021 insurance are as follows:

The Insurance Center - \$30,209; South Dakota Public Assurance Alliance - \$28,012.66; Southern Dakota Insurance - \$19,814. After some discussion, motion by Wyatt Reis, second by Tyler Van Metre to approve the quote for the 2021 Insurance from Southern Dakota Insurance for \$19,814. Motion carried 5-1, with Dobesh voting nay.

Civic Center:

The punch list at Civic Center only has 1 item left. Install a transition strip. The Sound System is being installed this week. The insurance company is going to cover the Commercial Refrigerator and a new one has been ordered from Taylor Plumbing and Heating. The Black Vinyl chairs should be arriving anytime. Mike presented a quote from Steve Koenig for the sign out front of Civic Center. The quotes are for a 3x5 sign - \$180.00 & 4x8 sign - \$384.00. This doesn't include mounting. The Council would like to consult with the Broome family first and see what size they would like. Wade will check with his family.

On-Line Payments/Direct Deposit:

Finance Officer, Mike Glover presented some information about accepting on-line payments and credit card payments in the office. The information is from Gov-Pay. It doesn't cost the City anything and the equipment is free. The fees are paid by the customers when they use the system. The on-line payments and in office credit card payment will be for utility payments only. Motion by Tyler Van Metre, second by Megan Lindholm to approve adding the on-line payment and in office credit card option for paying utility bills. Motion carried.

Direct Deposit:

Next, Mike asked about using direct deposit for city payroll. Checks would not have to be written and employees can have their checks put into multiple accounts, if they would like. This option would be all employees or none. After a brief discussion, motion by Todd Halsne, second by Mark Green to approve direct deposit for city payroll. Motion carried.

2021 APPROPRIATION ORDINANCE:

Finance Officer Mike Glover presented the council with the 2021 Appropriation Ordinance for consideration upon the first reading. There were a few discussions and adjustments made to the Ordinance. Motion by Todd Halsne, second by Wyatt Reis to approve the 2021 annual appropriation ordinance upon the first reading. Motion carried. The second reading will be held at the September 14, 2020 regular meeting.

Adjournment:

Mayor Glover declared the meeting adjourned at 9:51 pm.

ATTEST:

Mike Glover, Finance Officer

Thomas Glover, Mayor