

Regular Meeting January 11th, 2021

Burke City Council
Regular Meeting
January 11, 2021

The regular meeting of the Burke City Council was called to order by Mayor Thomas Glover at 5:02 PM in the Civic Center Meeting Room. Council members present were Megan Lindholm, Wyatt Reis, Vickie Dobesh, Mark Benter and Todd Halsne. Tyler Van Metre joined via phone. Also present was Finance Officer Mike Glover, Supt of Utilities Wade Broome, City Attorney Rachelle Norberg, Chief of Police Mark Green, Mistie Drey and Kelsea Sutton.

Mayor Glover lead the group in the Pledge of Allegiance

Approve Agenda:

Motion by Todd Halsne, second by Mark Benter to approve the agenda as presented. Halsne-aye, Lindholm-aye, Reis-aye, Benter-aye, Dobesh-aye & Van Metre-aye. Motion carried.

Conflict of Interest:

None.

Public Input:

None.

Approve Minutes:

Minutes of the December 7, 2020 Special Meeting:

Motion by Mark Benter, second by Tyler Van MetreaHhhh to approve the minutes of the December 7, 2020 Special Meeting. Lindholm-aye, Halsne-aye, Dobesh-aye, Reis-aye, Benter-aye & Van Metre-aye. Motion carried.

Minutes of the December 14, 2020 Regular Meeting:

Motion by Wyatt Reis, second by Vickie Dobesh to approve the minutes of the December 14, 2020 Regular Meeting. Lindholm-aye, Halsne-aye, Dobesh-aye, Reis-aye, Benter-aye & Van Metre-aye. Motion carried.

Approve Reports:

Motion by Vickie Dobesh, second by Tyler Van Metre to approve the December, 2020 financial statement and the end of year 2020 financial statement. Lindholm-aye, Halsne-aye, Dobesh-aye, Reis-aye, Benter-aye & Van Metre-aye. Motion carried.

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

The December 2020 delinquent list was given for informational purposes.

Regular Meeting January 11th, 2021

Motion by Wyatt Reis, second by Mark Benter to approve the Finance Officer to transfer \$248,240 from the Electric Fund and \$182,786 from the Sewer Fund to the General Fund. Lindholm-aye, Halsne-aye, Dobesh-aye, Reis-aye, Benter-aye & Van Metre-aye. Motion carried.

Claims:

The claims were presented for approval. After some discussion motion by Todd Halsne, second by Megan Lindholm to approve and authorize payment of claims presented by the Finance Officer with the addition of SD One Call and Missouri River Energy Services bills that have not come in yet. Lindholm-aye, Halsne-aye, Dobesh-aye, Reis-aye, Benter-aye & Van Metre-aye. Motion carried.

Payroll: Finance Office-2,649.07; Electric-3,328.58; Police-2,222.75; Streets-3,168.29; Shop-2,770.16; Sewer-1,761.15; Library-641.10; First Fidelity Bank, WH & OASI-5,113.58; SD Retirement System- 2,602.75; AFLAC-67.21; Lincoln National Life Insurance Co.- 190.38; WellMark BC/BS – 470.59.

General Fund: Anson Insurance Services, Add New Skid Steer-89.00; Appera, Rugs, Mops, Towels & Air Fresheners-203.59; Be Creative Advertising Services, Website Management-75.00; B & L Communications, Install New Antenna & Gun Lock-676.46; Burke Building Center, Maintenance & Repairs-78.48; Burke Fire Dept, Clothing Allowance-1,034.00; Burke True Value, Repairs & Maintenance-117.70; Burke Ambulance Department, COVID Relief Funding Reimbursement-2,930.49; Burke Gazette, Publishing & Police Supply-465.71; C. E. S., 2021 Code Enforcement Retainer-1,500.00; Community Memorial Hospital, Drug Test-46.00; DEH Land & Cattle, Gravel & Hauling of Gravel-1,233.18; Fitness On Main, SD Community Foundation Money-11,410.00; First Fidelity Bank, ACH Processing Fee-25.00; Golden West Communications, Phones, Internet and Fax-487.03; Green's Grocery, Supplies-16.66; Gregory County Sheriff's Dept, December Contract-875.00; Karla Johnson Municipal Building Cleaning Contract -350.00; Jim's Garbage, Garbage Pick-Up-250.00; KWYR, Radio Spots-140.00; Main Street Auto Parts, Maintenance & Repairs-313.18; Mcleod Printing & Supply, W2s & 1099s-40.10; Nelson's Machine & Welding, Maintenance & Repairs-75.54; Office Products Center, FO Supplies & Copier Contract-88.27; OverDrive, 2021 Library Digital Consortium-600.00; Planning & Development District III, 2021 Dues-1,175.00; Rosebud Farmers COOP, Propane-359.87; Rosebud Auto Parts, Repairs-5.47; SD Unemployment Insurance Division, 4th Quarter 2020-2.85; Verizon Wireless, Police Phone-47.21; Visa, Library Books & Amazon Prime Membership-307.24; WellllMark BC/BS, Health Insurance-3,361.04; Voyager Fleet Systems, Fuel-281.92; Jessie Eliason, Civic Center Cleaning Contract-500.00; Jamie Hood, Civic Center Cleaning Contrct-500.00.

Electric Fund: Burke School District, HVAC Rebate-3,500.00; City of Burke, Utilities-3,057.35; Missouri River Energy Services, Power Purchases-15,120.24; Rosebud Electric, Maint. Wheeling, Contract, & Repairs-6,161.01; SD State Treasurer, Sales Tax-2,476.55; WAPA, Power Purchase-12,372.54.

Regular Meeting January 11th, 2021

Water Fund: Burke True Value, Repairs-134.65; City of Burke, Utilities-761.70; First National Bank, Loan Payment-1,372.19; Rosebud Electric COOP, Utilities-80.94; SD DENR, Water Samples-15.00; Tripp County Water Dist., Minimums-2,100.00; Bulk Water-4,963.50.

Sewer Fund: Rosebud Electric COOP, Utilities-100.89; First National Bank, Loan Payment-2,642.52; SDENR, 2021 Wastewater Fee-50.00.

Supt. of Utilities:

8th & 9th Street Project:

Superintendent of Utilities, Wade Broome, informed the Council that Ulteig Engineering is looking at going to bid in the first week of March.

A couple items that Finance Officer Mike Glover asked the Council about on the 8th & 9th St project was to check with Meierhenry Sargent, LLP to see if they are interested in conducting the process of issuing Sales Tax Revenue Bonds and whether or not to assess the property owners along the project for curb & gutter. The Council was in agreement to contact Meierhenry Sargent, LLP and check on their interest in handling the Sales Tax Revenue Bond process. The Council was also in agreement to assess the property owners along the 8th & 9th St project just like it was done on the 7th St project in 2015. Mike will move forward with both items.

Kelsea Sutton asked about the bump out in the middle of the block where First Fidelity Bank is located. Kelsea wanted to know if she had the ok to pursue this item. After a brief discussion it was decided to place the Street Bump Out on the agenda for the February 8, 2021 regular meeting, as no decision can be made tonight as the item wasn't on the agenda.

The water loss for December was 26.19%. With 577,695 gallons lost.

The water loss for the year, 2020 was 12.24%. With 4,066,040 gallons lost.

Splash Pad Committee:

Mistie Drey & Kelsea Sutton met with the Council to present the latest concept for a potential Splash Pad and updates at the City Park. The Council liked the new design. Finance Officer, Mike Glover has found 2 options for grant funding. One is the Land and Water Conservation Fund, where 50% of allowable costs up to the grant amount being eligible. The second one is the Recreational Trails Program, with 80% of allowable costs up to the grant amount being eligible. Kelsea will look into both grants more. District III in Yankton will help with the process and will inform Mike when the grant applications for both open up.

Motion by Wyatt Reis, second by Tyler Van Metre to approve the Splash Pad Committee to pursue the grant funding options. Lindholm-aye, Halsne-aye, Dobesh-aye, Reis-aye, Benter-aye & Van Metre-aye. Motion carried.

Police:

Chief Green gave his monthly report.

Regular Meeting January 11th, 2021

Chief Green informed the Council of the 24/7 program being moved to the Burke Police Department Office. The location in Burke is more centrally located for the Gregor County residents. The Burke Police Department is working with the Gregory County Sheriff's Office in keeping track of the time Chief Green spends doing the 24/7 program and deducting that time from the monthly bill the City receives from the Sheriff's Office.

Code Enforcement:

The new 2021 contract will be presented at the February meeting. The 2021 retainer fee is \$1,500, which is \$1,000 less than last year.

Economic Development:

There will be a meeting on January 19th via Zoom.

2021 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 2021 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 Tyler Van Metre, 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. Lindholm-aye, Halsne-aye, Dobesh-aye, Reis-aye, Benter-aye & Van Metre-aye. Motion carried.

Election Date:

Motion by Vickie Dobesh, second by Megan Lindholm to set the City Election date at April 13th, 2021. The second Tuesday in April. Lindholm-aye, Halsne-aye, Dobesh-aye, Reis-aye, Benter-aye & Van Metre-aye. Motion carried.

Conferences/Schools for The Finance Officer:

The Finance Officer asked for approval to attend the following Conferences/Schools in 2021, if they are held:

Human Resource School	June 8-9 Pierre,
Finance Officers School	June 9-11 Pierre,
SDML Annual Conference	Oct 5-8 Spearfish

Motion by Todd Halsne, second by Wyatt Reis to approve travel for Mike Glover to attend the Conferences/Schools listed. Lindholm-aye, Halsne-aye, Dobesh-aye, Reis-aye, Benter-aye & Van Metre-aye. Motion carried.

Resolution 2021-1:

Finance Officer, Mike Glover presented Resolution 2021-1, a resolution of the City Council of Burke declaring its support for, and adoption of, the Gregory County Multi-Jurisdiction Pre-Disaster Mitigation Plan, for approval. Motion by Tyler Van Metre, second by Vickie

Regular Meeting January 11th, 2021

Dobesh to approve Resolution 2021-1, a resolution of the City Council of Burke declaring its support for, and adoption of, the Gregory County Multi-Jurisdiction Pre-Disaster Mitigation Plan. Upon roll call vote: Lindholm-aye, Halsne-aye, Dobesh-aye, Reis-aye, Benter-aye & Van Metre-aye. The 2021-1 Resolution was passed and adopted on this 11th day of January, 2021.

PAYROLL RESOLUTION #2021-2:

After a brief discussion the council has agreed upon the following: The Mayor and Council pay will remain the same. All fulltime employees will receive a 3% increase, except for Mark Green, who pay is according to his contract. Janiene Wilson, Kay Matucha and Katrina Haugen will increase \$.15 per hour. Seasonal Summer help is from \$9.45 to \$12.25 per hour. Raise the minimum wage to \$9.45 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 2021 payroll resolution #2020-2 was offered by Vickie Dobesh, second by Megan Lindholm.

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 2021, effective January 1, 2021. 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 - \$45,198.4 plus \$50.00 per meeting attended; David Green - \$42,432.00; Mike Glover - \$40,955.20 plus \$50.00 per meeting attended and \$498.11 per month for Health Insurance; Mark Green - \$41,600.00; Pat Vaughn - \$39,665.60; Jamie Hood \$12.36 per hour; LaVella Lambley \$14.42 per hour; Janiene Wilson \$9.45 per hour, Kay Matucha \$9.45 per hour, Katrina Haugen - \$9.45 per hour. Seasonal help at \$9.45 up to \$12.25 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, 2021 payroll. Upon Roll call vote: Lindholm-aye, Van Metre-aye, Benter-aye, Reis-aye, Dobesh-aye and Halsne-aye. The 2021 payroll resolution was passed and adopted on this 11th day of January 2021.

Adjournment:

Mayor Glover declared the meeting adjourned at 6:07 pm.

ATTEST:

Mike Glover, Finance Officer

Thomas Glover, Mayor