

Burke City Council  
Regular Meeting  
December 12, 2022

The regular meeting of the Burke City Council was called to order by Mayor JJ Wolf at 7:00 PM in the Municipal Building Meeting Room. Council members present were Tyler Van Metre, Megan Lindholm, Wyatt Reis, Mark Benter & Todd Halsne. Also present was Finance Officer Mike Glover, City Attorney Rachelle Norberg, Chief of Police Mark Green, Superintendent of Utilities Wade Broome & Kelsea Sutton. Absent was Andrew Steffen.

Mayor Wolf led the group in the Pledge of Allegiance

**Approve Agenda:**

Motion by Todd Halsne, second by Megan Lindholm to approve the agenda as presented. Motion carried.

**Conflict of Interest:**

None

**Public Input:**

None.

**Approve Minutes:**

Minutes of the November 14, 2022 Regular Meeting:

Motion by Megan Lindholm, second by Mark BenteraHhhh to approve the minutes of the November 14, 2022 Regular Meeting. Motion carried.

**Approve Reports:**

Motion by Megan Lindholm, second by Mark Benter to approve the November 2022 financial statement. Motion carried.

The November 2022 expense and revenue budget analysis reports were given for informational purposes.

**Claims:**

The claims were presented for approval. After some discussion motion by Megan Lindholm, second by Wyatt Reis to approve and authorize payment of claims presented by the Finance Officer, with the addition of SD DANR bill not yet received. Motion carried.

Payroll: Finance Office-3,117.55; Electric-2,516.58; Police-2,203.21; Streets-2,834.13; Shop-2,705.35; Sewer-1,475.71; Library-653.79; First Fidelity Bank, WH & OASI- 4,798.88; SD Retirement System- 2,577.08; AFLAC-67.21; Lincoln National Life Insurance Co.- 190.38; WellMark BC/BS-883.66; City-85.00.

General Fund: ABC, 2023 Contract Renewal-220.00; Appera, Rugs, Mops, Towels & Air Fresheners-307.99; Be Creative Advertising Services, Website Management-75.00; Bouquets & Brushstrokes, Flowers for Funeral-42.60; Bruns Market, Supplies-23.48; Burke Building Center, Maintenance & Repairs-215.57; Burke True Value, Repairs & Maintenance-497.74; Burke Gazette, Publishing-132.79; CHS Inc., Diesel Fuel-2,735.96; CHS River Plains, Maintenance-21.40; Connecting Point, Connect Care-66.00; First Fidelity Bank, ACH Processing Fee-25.00; Display Sales, Flags, LED Light Bulbs & Brackets-3,943.00; Golden West Communications, Phones, Internet and Fax-601.55; David Green, Clothing Allowance & Postage-272.35; Gregory County Sheriff's Dept, Nov Contract-808.00; Karla Johnson Municipal Building Cleaning Contract -350.00; Jim's Garbage, Garbage Pick-Up-330.00; Johnson Auto Repair, Repair Police Pickup-551.42; KWYR, Radio

Regular Meeting December 12, 2022

Spots-160.00; Main Street Auto Parts, Maintenance & Repairs-733.09; Nelson Machine & Welding, Maintenance & Repairs-94.09; Office Products Center, Copier Contract & Supplies-85.40; ProRate Services, LLC-Contract Renewal-79.88; SDML Finance Officers Assoc, 2023 Dues-40.00; SDML Code Enforcement Assoc, 2023 Dues-75.00; SDML Street Maintenance Assoc, 2023 Dues-35.00; SDML Human Resources Assoc, 2023 Dues-25.00; Verizon Wireless, Police Phone-47.03; Visa, Books, FO Supplies & Police Supplies-456.75; WellMark BC/BS, Health Insurance-3,651.16; Voyager Fleet Systems, Fuel-855.74; Tamara Larsen, Civic Center Cleaning Contract-1,000.00.

Electric Fund: City of Burke, Utilities-3,011.13; SD State Treasurer, Sales Tax-1,902.76; Missouri River Energy Services, Power Purchases-15,004.62; Rosebud Electric COOP, Maint. Contract, Wheeling, & Repairs-6,274.22; T & R Service, Transformers-8,351.04; WAPA, Power Purchases-11,350.69; SD One Call, Message Fees-Nov-2.10.

Water Fund: City of Burke, Utilities-616.10; Core & Main LP, Supplies-924.00; Tripp County Water Dist., Minimums-2,100.00; Bulk Water-5,584.67; SD DANR, Water Samples-15.00.

Sewer Fund: Rosebud Electric COOP, Utilities-78.68.

### **Supt of Utilities:**

The water loss for November was 32.15%. With 726,800 gallons lost. The city had a couple big water leaks this month. The City's meters and Tripp County Water meters are not read on the same day. Through 11 months the water loss for 2022 is 16.25%.

### *Street Sealing:*

Superintendent of Utilities, Wade Broome wanted to know if the council wanted to use the same process for street sealing in 2023 as we did in 2022. Wade thought everything went well & liked going through Brosz Engineering. Motion by Wyatt Reis, second by Todd Halsne to use Brosz Engineering to oversee the street sealing process in 2023. Motion carried.

### *Street Sweeper:*

Superintendent of Utilities, Wade Broome was not the winning bidder for the 2016 Elgin Street Sweeper that was on Purple Wave Auction. Wade will keep looking.

Wade informed the council that David Green needs to get some contact hours & will be attending the technical conference in Pierre in January. Motion by Tyler Van Metre, second by Mark Benter to approve David Green attending the technical conference in Pierre. Motion carried.

Discussion was held about contacting Matthew Lacey with the SD DOT Local Government Assistance and seeing what type of funding they have & the possibility of him coming to a meeting.

### **Police:**

Chief Green gave his monthly report.

### **Code Enforcement:**

Finance Officer, Mike Glover gave an update on the properties at 833 Franklin St. & 220 East 3<sup>rd</sup> St. Both properties have had letters sent with specific dates for when fines will start to be implemented.

### **Economic Development:**

Work continues on the construction of the house the BPPC is building.

### **Burke City Park Basketball/Tennis & Volleyball Courts:**

Regular Meeting December 12, 2022

Kelsea Sutton met with the council to discuss the basketball/tennis & volleyball courts. Kelsea passed out an updated drawing of where the courts will go. The proposed size of the basketball/tennis court is 90'x50' & the volleyball court is 78'x44'. There will need to be chain link fence on each end of the basketball/tennis court. Wade believes the city guys can get the volleyball court constructed themselves. Also, to be included in this phase is adding some sidewalks that connect the splash pad and courts & a sidewalk on the east side of the playground to connect to the courts. After some discussion the following action was taken.

Motion by Tyler Van Metre, second by Megan Lindholm to put out to bid the cement work for the basketball/tennis court. Motion carried.

Motion by Megan Lindholm, second by Todd Halsne to put out to bid the chain link fence for the basketball/tennis court. Motion carried.

Motion by Tyler Van Metre, second by Megan Lindholm to put out to bid the cement sidewalks connecting the newly installed items. Motion carried.

#### **Plat Approval for Lot 1, Throne First Subdivision:**

Finance Officer, Mike Glover presented the Plat for Lot 1, Throne First Subdivision for approval. After having City Attorney Rachelle Norberg review the plat. Motion by Wyatt Reis, second by Tyler Van Metre to approve Plat for Lot 1, Throne First Subdivision. Motion carried.

#### **Plat Approval for Johnson Fifth Subdivision:**

Finance Officer, Mike Glover presented the Plat for Johnson Fifth Subdivision for approval. After having City Attorney Rachelle Norberg review the plat. Motion by Todd Halsne, second by Mark Benter to approve Plat for Johnson Fifth Subdivision. Motion carried.

#### **Civic Center Snow Removal Bid Opening:**

There were not any bids received for the Civic Center snow removal. After some discussion, motion by Tyler Van Metre, second by Mark Benter to approve the Finance Officer and/or Superintendent of Utilities to negotiate with any interested parties. Motion carried.

#### **Contract Renewals:**

The Civic Center cleaning contract & Ballparks Mowing contracts need to be renewed.

Motion by Megan Lindholm, second by Mark Benter to renew the Ballparks mowing contract with David Indahl for 2023. Motion carried.

Motion by Todd Halsne, second by Wyatt Reis to renew the Civic Center cleaning contract with Tamara & Josey Larsen for 2023. Motion carried.

The 3-year municipal building cleaning contract expires on 12/31/2022. Karla Johnson has done this job for a long time & is willing to keep doing it. The council discussed how good of a job Karla does, & how much she is appreciated. Motion by Wyatt Reis, second by Mark Benter to approve a new 3-year Municipal Building cleaning contract with Karla Johnson for \$450/month. Motion carried.

#### **2022 Supplemental Appropriation Ordinance 1<sup>st</sup> Reading:**

The 2022 Supplemental Appropriation Ordinance was presented to the Council for the first reading. After a brief discussion and Finance Officer Mike Glover going over each line item with the Council, motion by Todd Halsne, second by Tyler Van Metre to approve the first reading of the 2022 Supplemental Appropriation Ordinance. Motion carried. The second reading will be held at the December 29<sup>th</sup>, 2022 special meeting.

Regular Meeting December 12, 2022

**2023 Drug & Alcohol Program Renewal:**

Motion by Tyler Van Metre, second by Megan Lindholm to approve the 2023 drug and alcohol program renewal with Prorate Services, LLC. Motion carried.

**Surplus Police Equipment:**

**Surplus Police Equipment Resolution #2022-12**

The surplus equipment resolution #2022-12 was offered by Mark Benter and second by Todd Halsne and is as follows:

**WHEREAS**, the Burke City Council has determined that the following equipment is no longer needed, necessary or suitable for the purpose for which it was acquired:

**THEREFORE, BE IT RESOLVED**, that the Burke City Council has declared Police Pick Up Light Bar surplus and having no value. Upon roll call vote, Lindholm-aye; Van Metre-aye; Benter-aye; Reis-aye; Halsne-aye; Resolution #2022-12 was passed and adopted on this 12<sup>th</sup> day of December, 2022.

The city will donate the light bar to the Burke Fire Department.

**WAPA Renewable Energy Certificate Option:**

WAPA has informed the City of Burke that they are depositing our Renewable Energy Certificates (RECs) into a subaccount Midwest Renewable Energy Tracking System (M-RETS). We will not have access to this account and RECs cannot be retired in this subaccount. There are 3 options, create our own independent M-RETS and transfer RECs to this account, request a Designated Entity to manage RECs from WAPA on its behalf or create our own independent tracking system outside of M-RETS. After some discussion, motion by Mark Benter, second by Tyler Van Metre to approve having Missouri River Energy Services manage the City of Burke's Renewable Energy Certificates. Motion carried 4-1 with Reis voting nay.

**Executive Session - SDCL 1-25-2:**

Motion by Wyatt Reis, second by Megan Lindholm to go into executive session at 8:10 pm to discuss employee salaries. Motion carried.

Mayor Wolf declared the executive session ended at 8:52 pm with no action taken.

**Adjournment:**

Mayor Wolf declared the meeting adjourned at 8:55 pm.

**ATTEST:**

\_\_\_\_\_  
Mike Glover, Finance Officer

\_\_\_\_\_  
JJ Wolf, Mayor