

Regular Meeting January 10, 2022

Burke City Council
Regular Meeting
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The regular meeting of the Burke City Council was called to order by Mayor JJ Wolf at 7:02 PM in the Jack Broome Community Civic Center Meeting Room. Council members present were Wyatt Reis, Megan Lindholm Todd Halsne, Tyler Van Metre and Vickie Dobesh. Also present was Finance Officer Mike Glover, Superintendent of Utilities Wade Broome, City Attorney Rachelle Norberg, and Chief of Police Mark Green. Absent was Mark Benter.

Mayor Wolf lead the group in the Pledge of Allegiance.

Approve Agenda:

Motion by Megan Lindholm, second by Tyler Van Metre to approve the agenda with the addition of GIS Mapping System. Motion carried.

Conflict of Interest:

None.

Public Input:

None.

Approve Minutes:

Minutes of the December 13, 2021 Regular Meeting:

Motion by Vickie Dobesh, second by Megan LindholmaHhhh to approve the minutes of the December 13, 2021 Regular Meeting. Motion carried.

Approve Reports:

Motion by Vickie Dobesh, second by Todd Halsne to approve the Finance Officer to transfer \$209,234 from the Electric Fund, \$90,766 from the Water Fund and \$102,115 from the Sewer Fund to the General Fund. Motion carried.

Motion by Tyler Van Metre, second by Vickie Dobesh to approve the December 2021 financial statement. Motion carried.

Motion by Wyatt Reis, second by Todd Halsne to approve the 2021 end of year financial statement. Motion carried.

The December 2021 expense and revenue budget analysis lists were given for informational purposes.

Claims:

The claims were presented for approval. After some discussion motion by Vickie Dobesh,

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second by Wyatt Reis to approve and authorize payment of claims presented by the Finance Officer with the addition of Missouri River Energy Services, Rosebud Electric and SD One Call bills that have not come in yet. Motion carried.

Payroll: Finance Office-3,101.87; Electric-3,402.80; Police-1,831.25; Streets-3,304.97; Shop-3,021.67; Sewer-1,914.16; Library-644.49; First Fidelity Bank, WH & OASI-5,478.48; SD Retirement System- 2,760.83; AFLAC-67.21; Lincoln National Life Insurance Co.- 190.38; WellMark BC/BS – 883.66.

General Fund: Appera, Rugs, Mops, Towels & Air Fresheners-213.58; Be Creative Advertising Services, Website Management-75.00; Bruns Market, Supplies-102.12; Burke Building Center, Maintenance & Repairs-19.98; Burke True Value, Repairs & Maintenance-850.95; Burke Fire Department, Clothing Allowance-1,178.00; Burke Gazette, Publishing-254.52; Burke Ambulance Department, AED Pads & Batteries-192.00; Code Enforcement Specialists, 2022 Retainer Fee & November Invoice-1,774.68; Core Engineering & Consulting, 8th & 9th St Testing-6,084.00; First Fidelity Bank, ACH Processing Fee-25.00; Golden West Communications, Phones, Internet and Fax-483.47; Gregory County Sheriff's Dept, December Contract-649.00; Karla Johnson Municipal Building Cleaning Contract -350.00; Jim's Garbage, Garbage Pick-Up-230.00; KWYR, Radio Spots-140.00; Main Street Auto Parts, Maintenance & Repairs-709.82; Mcleod Printing & Supply, W2s & 1099s-33.28; Meierhenry Sargent, LLP, Revenue Bonds Execution-3,000.00; Nelson Machine & Welding, Repairs-166.51; Office Products Center, FO Supplies & Copier Contract-286.93; Opperman, Inc., Haul Omega Mix-365.91; OverDrive, 2022 Library Digital Contract-600.00; ProRate Services, LLC, Drug Test-40.00; Planning & Development District III, 2022 Contract-1,195.00; Purvis Electric, Civic Center Repairs-298.47; Rosebud Farmers COOP Association, Propane-307.35; SDML Street Maintenance Association, 2022 Dues-35.00; SD Unemployment Insurance Division, 4th Quarter-1.27; Spencer Quarries, Inc., Omega Mix-3,357.00; Verizon, Police Cell Phone-47.07; Visa, Books & Police Other-652.48; WellMark BC/BS, Health Insurance-3,651.16; Voyager Fleet Systems, Fuel-585.28; Jessie Eliason, Civic Center Cleaning Contract-500.00; Jamie Hood, Civic Center Cleaning Contract-500.00.

Electric Fund: City of Burke, Utilities-3,995.56; Tim Peppel, Utility Service Refund-15.30; Missouri River Energy Services, Power Purchases-18,012.78; SD State Treasurer, Sales Tax-2,213.11; Rosebud Electric, Wheeling, Maint. Contract & Repairs-7,422.22; Robert Tietgen, Utility Service Refund & Refund-309.71; WAPA, Power Purchases-12,899.54; WESCO Distribution, Inc., Electrical Supplies-540.33.

Water Fund: City of Burke, Utilities-719.00; First National Bank, Water Loan-1,372.19; Rosebud Electric COOP, Utilities-78.76; SD DENR, Water Samples-15.00; Tripp County Water Dist., Minimums-2,100.00; Bulk Water-4,984.46.

Sewer Fund: First National Bank, Sewer Loan-2,642.52; Rosebud Electric COOP, Utilities-116.19; SD DANR, 2022 Wastewater Fee-50.00.

Supt of Utilities:

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The water loss for December was 10.90% with 219,935 gallons lost. The water loss for 2021 was 12.71% up .50% from 2020.

Christmas Lights:

Wade informed the council of some prices he has got to replace the stars that are on the light poles. One option was called the 12 days of Christmas cost was \$6,700. Each decoration came with garland lights. Wade also received a quote on a banner to hang at the south end of Main Street, \$2,632. Discussion followed about the decorations. The Council would like to look at the options that are available. Mike will forward an email from Wade that has the company's website. The Council was in agreement that the decorations need to be updated.

GIS Equipment:

Wade has been in contact with District III's Harry Redmond on the proper equipment needed to load our information into an interactive mapping system. The price of the equipment is approximately \$3,321.64. The name of the company is Frontier Precision. The Council was fine with purchasing the equipment. Mike will get this item on the agenda for the February meeting.

Police:

Chief of Police Mark Green gave his monthly report.

Next Chief Green informed the council that there are some trainings he would like to attend. Mike will get the trainings on the agenda for the February meeting to get approved.

Code Enforcement:

Motion by Wyatt Reis, second by Todd Halsne to approve the 2022 contract with Code Enforcement Specialists for code enforcement in 2022. The retainer fee remained the same at \$1,500.00. Motion carried.

Economic Development:

Annual meeting is February 1.

City Land Appraisals:

The city land appraisals have come back from the 3 people that the council approved last meeting.

Motion by Wyatt Reis, second by Tyler Van Metre to advertise for sealed bids for the 2 pieces of land the city has surplus. Motion carried.

2022 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 2022 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.

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Motion by Tyler Van Metre, second by Wyatt Reis 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 Megan Lindholm to set the City Election date at April 12th, 2022. 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 2022:

Human Resource School	June 7-8 Huron,
Finance Officers School	June 8-10 Huron,
SDML Annual Conference	Oct 4-7 Watertown

Motion by Todd Halsne, second by Tyler Van Metre to approve travel for Mike Glover to attend the Conferences/Schools listed. Motion carried.

Computer Security Options:

Finance Officer, Mike Glover informed the council that if the City wished to end the contract with Connecting Point, before it expires it would cost the City 2 months' worth of fees, \$132.00. Motion by Vickie Dobesh, second by Megan Lindholm to enter into a contract with Connecting Point for computer security. Motion carried.

2nd Reading of Ordinance 2021-12-13:

Motion by Vickie Dobesh, second by Tyler Van Metre to approve Ordinance 2021-12-13, **AN ORDINANCE ENACTING A CODE OF ORDINANCES FOR THE CITY OF BURKE, SOUTH DAKOTA, REVISING, AMENDING, RESTATING, CODIFYING AND COMPILING CERTAIN EXISTING GENERAL ORDINANCES OF THE POLITICAL SUBDIVISION DEALING WITH SUBJECTS EMBRACED IN SUCH CODE OF ORDINANCES, AND DECLARING AN EMERGENCY**, upon the second reading. Upon roll call vote, Van Metre-aye, Lindholm-aye, Reis-aye, Halsne-aye, Dobesh-aye. Motion carried. Ordinance 2021-12-13 was passed and adopted on this 10th day of January, 2022.

PAYROLL RESOLUTION #2022-1:

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 \$1 increase, except for Mark Green, who pay is according to his contract. LaVella Lambley increase \$.50 per hour. Jamie Hood, Janiene Wilson, Kay Matucha and Amanda Vasquez will increase \$.55 per hour. Seasonal Summer help is dependent on experience. Raise the minimum wage to \$9.95 per hour and leave everyone else's wage the same. Also offer a clothing allowance to the three Maintenance workers of up to \$200.00 a year.

The following 2022 payroll resolution #2022-1 was offered by Megan Lindholm, 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 2022, effective January 1, 2022. 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 - \$47,278.40 plus \$50.00 per meeting attended; David Green - \$44,512.00; Mike Glover - \$43,035.20 plus \$50.00 per meeting attended and \$518.55 per month for Health Insurance; Mark Green - \$47,840.00; Pat Vaughn - \$41,745.60; Jamie Hood \$12.91 per hour; LaVella Lambley \$14.92 per hour; Janiene Wilson \$10.00 per hour, Kay Matucha \$10.00 per hour, Amanda Vasquez - \$10.00 per hour. Any other library help is \$10.00 per hour. Seasonal help is based on experience. Truck driver wage \$18 per hour. The three maintenance workers (Wade, David & Pat) to receive up to \$200 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, 2022 payroll. Upon Roll call vote: Lindholm-aye, Van Metre-aye, Reis-aye, Dobesh-aye and Halsne-aye. The 2022 payroll resolution was passed and adopted on this 10th day of January 2022.

Civic Center:

Mark Green has got an estimate from Purvis Electric to install motion sensor light switches for both bathrooms and a photo cell outside. The estimate was less than \$1,000.00. The council was in agreement on installing these items but would like a more definite quote before approving. This item will be on the agenda for the February meeting.

City Land by Golf Course:

Tyler Van Metre discussed with the council the possibility of developing the land south of the golf course. Items discussed were who would develop it and whether or not to annex the land into the city limits. More information will be gathered before the February meeting. Also needed is to have discussions with the Burke Business Promotion Corporation.

Adjournment:

Mayor Wolf declared the meeting adjourned at 8:10 pm.

ATTEST:

Mike Glover, Finance Officer

JJ Wolf, Mayor