

Regular Meeting May 9, 2022

Burke City Council
Regular Meeting
May 9, 2022

The regular meeting of the Burke City Council was called to order by Mayor JJ Wolf at 7:01 PM in the Municipal Building Meeting Room. Council members present were Megan Lindholm, Wyatt Reis, Mark Benter, Todd Halsne, Tyler Van Metre and Vickie Dobesh. Also present was Finance Officer Mike Glover, Superintendent of Utilities Wade Broome, City Attorney Rachelle Norberg, Chief of Police Mark Green, Mistie Drey, Andrew Steffen, Kent Wells, David Green and Dr. Megan Smith.

Mayor Wolf led the group in the Pledge of Allegiance

Approve Agenda:

Motion by Tyler Van Metre, second by Todd Halsne to approve the agenda as presented. Motion carried.

Conflict of Interest:

None.

Public Input:

Mistie Drey thanked Vickie Dobesh for her service to the City & Community of Burke.

Approve Minutes:

Minutes of the April 11, 2022 Regular Meeting:

Motion by Tyler Van Metre, second by Megan LindholmaHhhh to approve the minutes of the April 11, 2022 Regular Meeting. Motion carried.

Approve Reports:

Motion by Megan Lindholm, second by Tyler Van Metre to approve the April 2022 financial statement. Motion carried.

The April 2022 expense and revenue budget analysis lists were given for informational purposes.

Discussion was held about creating a fund for street maintenance. The Council will have Finance Officer Mike Glover put together some options for starting a street maintenance fund and present the information at the June regular meeting.

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 the SD One Call & Missouri River Energy Services bills that have not come in yet. Motion carried.

Regular Meeting May 9, 2022

Payroll: Finance Office-3,117.54; Electric-2,422.94; Police-2,203.21; Streets-2,822.16; Shop-2,705.36; Sewer-1,475.73; Library-535.96; First Fidelity Bank, WH & OASI-4,740.49; SD Retirement System- 2,577.08.00; AFLAC-67.21; Lincoln National Life Insurance Co.- 190.38; WellMark BC/BS – 883.66.

General Fund: Appera, Rugs, Mops, Towels & Air Fresheners-261.71; Be Creative Advertising Services, Website Management-75.00; Book Systems, Inc., Library Software Renewal-995.00; Bruns Market, Supplies-71.94; Wade Broome, Post Driver-697.56; Brosz Engineering, Street Sealing Bid Work-2,000.00; Burke Riding Club, SD Comm Foundation Grant-4,543.41; Burke Building Center, Maintenance, Repairs, Old Community Room Kitchen & Poles for Picnic Shelters-4,095.97; Burke True Value, Repairs & Maintenance-489.83; Burke Gazette, Publishing & Camping Tickets-327.75; Burke Golf Club, Annual Donation-1,200.00; Confluence, Inc., Designing Picnic Shelters-1,012.50; Connecting Point, Connect Care & Antivirus Renewal-136.83; First Fidelity Bank, ACH Processing Fee-25.00; Golden West Communications, Phones, Internet and Fax-481.48; Gregory County Sheriff's Dept, April Contract-1,344.00; Karla Johnson Municipal Building Cleaning Contract -350.00; Jim's Garbage, Garbage Pick-Up-300.00; Main Street Auto Parts, Maintenance & Repairs-52.16; Nelson's Machine & Welding, Repairs & Maintenance-38.44; Office Products Center, Copier Contract-35.00; Peg's Cookies, Cookies for MRES Meeting-70.00; SD Federal Surplus Property, Police Supplies-25.00; SD Sec of State, Filing Fee for Notary-30.00; Kaitlyn Steffen, Summer Reading Program Supplies-80.80; Taylor Plumbing & Heating, Maintenance at Civic Center-225.92; Van Diest Supply Company, Chemical-46.00; Verizon Wireless, Police Phone-47.06; Visa, Books, CNA Surety Bond & Postage-558.07-516.91; WellMark BC/BS, Health Insurance-3,651.16; Voyager Fleet Systems, Fuel-1,061.77; Tamara Larsen, Civic Center Cleaning Contrct-1,000.00; Wells Utilities, Splash Pad Work-13,072.18.

Electric Fund: City of Burke, Utilities-2,603.63; First Fidelity Bank, Lighting Rebate-1,134.00; Rosebud Electric COOP, Maint. Contract, Wheeling & Repairs-6,510.47; SD State Treasurer, Sales Tax-2,851.13; Missouri River Energy Services, Power Purchases-9,299.39; WAPA, Power Purchases-12,050.97; SD One Call, April Message Fess-10.50.

Water Fund: City of Burke, Utilities-425.10; Core & Main, LP, Splash Pad Supplies-2,824.98; Rosebud Electric COOP, Utilities-112.30; SD DENR, Water Samples-15.00; Tripp County Water Dist., Minimums-2,100.00; Bulk Water-5,248.75; US Bank, 8th & 9th St Project Loan Payment-5,694.60.

Sewer Fund: Rosebud Electric COOP, Utilities-111.48.

Adjournment:

Mayor JJ Wolf declared the old council adjourned at 7:16 PM.

Finance Officer, Mike Glover presented out going Council member Vickie Dobesh with a Community Club gift certificate from all the other council members & employees. Mike & other members thanked Vickie for her 26 years of service on the Council.

Regular Meeting May 9, 2022

Mayor JJ Wolf Re-Convened the new council at 7:18 PM.

Oath of Office:

Mayor Wolf administered the oath of office to Tyler Van Metre-Ward I, Andrew Steffen-Ward II and Megan Lindholm-Ward III. The oath of office was signed by each alderman and each was officially seated as alderman of their respective wards for a two-year term.

COUNCIL ORGNIZATION AND APPOINTMENTS:

Council President: Motion by Megan Lindholm, second by Mark Benter to elect Wyatt Reis as Council President. Motion carried.

Council Vice President: Motion by Megan Lindholm, second by Wyatt Reis to elect Tyler Van Metre as Council Vice President. Motion carried.

Motion by Tyler Van Metre, second by Megan Lindholm to approve Mayor Wolf's appointments of the following personnel and committees. Motion carried.

| | |
|------------------------|--|
| Library | Andrew Steffen , Mark Benter, Todd Halsne |
| Parks & Recreation | Andrew Steffen , Todd Halsne, Tyler Van Metre |
| Electric, Water, Sewer | Mark Benter , Wyatt Reis, Megan Lindholm |
| Public Buildings | Todd Halsne , Mark Benter, Andrew Steffen |
| Street & Alley | Megan Lindholm , Wyatt Reis, Tyler Van Metre |
| Liquor | Megan Lindholm , Wyatt Reis, Todd Halsne |
| Personnel | Mark Benter , Megan Lindholm, Todd Halsne |
| | Andrew Steffen, Tyler Van Metre, Wyatt Reis |
| Council President | Wyatt Reis |
| Council Vice-President | Tyler Van Metre |
| Finance Officer | Mike Glover |
| Supt of Utilities | Wade Broome |
| Chief of Police | Mark Green |
| City Attorney | Gunvordahl, Gunvordahl & Norberg |
| Health Officer | Dr. Megan Smith |
| Official Newspaper | Burke Gazette |
| Official Depository | First Fidelity Bank, Burke, SD |
| | SD Public Funds Investment Trust, Pierre, SD |

Steven Melnick – Colonial Life Dental Insurance:

Mr. Melnick gave a presentation on some options he has for employees to add dental insurance or other types of insurance. A discussion followed. The council asked Mr. Melnick to provide some more information to the council for review & then they will make a decision.

Supt of Utilities:

The water loss for April was 16.17%. With 343,550 gallons lost.

AMI: Wade asked the council if they wanted to pursue AMI metering system. Core &

Regular Meeting May 9, 2022

Main, LP would like to show what they have to offer. The council was in agreement to look into AMI more & have Core & Main, LP come out.

Coach's Lawn Service:

Mike presented an estimate from Coach's Lawn Service to aerate, fertilize & weed control all 3 ball fields. The estimate was \$2,129.54. Last year Coach's just aerated the big baseball field & sprayed all 3 fields. Motion by Wyatt Reis, second by Mark Benter to approve Coach's Lawn Service's estimate for aerating, fertilizing & weed control for all 3 ballfields for a 1-time application. Motion carried.

Future Water Projects:

Discussion was held about future water projects. There is federal grant money available for water & sewer projects. The city needs to identify the projects before we can move forward with applying for funding.

Highway Speed Signs:

Discussion was held about replacing the 2 radar speed signs on Highway 18. Both have been damaged from the wind & no longer work. Wade is going to check into other companies that handle these signs & report back to the council.

Building Permit:

Building Permit #2022-5-9A for Deb Leibel was presented for approval. Motion by Wyatt Reis, second by Todd Halsne to approve building permit #2022-5-9A of Deb Leibel to construct a 8' x 8' front step, 20' x 20' patio behind house and install a tiered retaining wall behind garage at 325 Franklin St. Motion carried.

Building Permit #2022-5-9B for Rachele Norberg was presented for approval. Motion by Wyatt Reis, second by Mark Benter to approve building permit #2022-5-9B of Rachele Norberg to place a carport, a 12' x 16' lawn shed and pour a 24' x 24' concrete driveway at 126 W 5th St. Motion carried.

Police:

Chief Green gave his monthly report.

Code Enforcement:

Mike has forwarded an email update to the Council members that he received from Code Enforcement Specialists.

Economic Development:

Wade has recently met with Jack Gunvordahl about the potential Burke Estates Development. Jack might be coming to the next council meeting.

City Park Picnic Shelter Change Order/Splash Pad Update:

Mistie Drey & Dr. Megan Smith gave an update on the progress on the Splash Pad, as construction has begun. Next a discussion was held about the features/design of the 2 picnic shelters. After the discussion, motion by Tyler Van Metre, second by Todd Halsne to

Regular Meeting May 9, 2022

approve placing LP siding on the gable ends, steel on the roof & on the ceiling and allowing the splash pad committee to pick out the colors for all 3 features. Motion carried.

Change Order to T & M Concrete Bid:

Mike presented change order #1 to the original contract for Burke Park Improvements – Excavation, Base Course and Concrete Placement. There were 3 specific changes & are as follows: Change the 25' x 25' square Shelter Pad to a 16' Radiused Shelter Pad.

Revise all 5' sidewalks to 6' sidewalks.

Install all additional sidewalks as shown on drawings.

Original Bid: \$33,732.00

Change Order #1: \$21,222.00

Total Project Cost: \$54,954.00

Motion by Tyler Van Metre, second by Megan Lindholm to approve and authorize Mayor JJ Wolf to sign change order #1 to the original contract from T & M Concrete. Motion carried.

Splash Pad Sign:

The splash pad committee presented a drawing of a sign for the splash pad. Motion by Megan Lindholm, second by Todd Halsne to approve the installation of the splash pad sign. Motion carried.

City Land by Golf Course:

Nothing new at this time.

Special Event Liquor License – Bill's Bar:

Finance Officer, Mike Glover presented the Council with a special event liquor license application for Bill's Bar II. The application is for Kerner wedding on May 28, 2022 in the Jack Broome Community Civic Center. Motion by Megan Lindholm, second by Tyler Van Metre to approve the special event liquor license application for Bill's Bar II for the Kerner wedding reception/dance on May 28, 2022 in the Jack Broome Community Civic Center. Motion carried.

2022 Audit:

Motion by Mark Benter, second by Todd Halsne to authorize Schoenfish & Co., Inc. from Parkston, SD to conduct an audit of the city for 2020 & 2021. Motion carried.

Electrical Rates:

Finance Officer, Mike Glover presented the council with a spread sheet of the last 3 electrical rates and a possible increase. Western Area Power Administration is increasing their rates 15.3% on January 1, 2023. Mike asked the council to review the information and think about what they would like to do. Burke's rates have not increased since January 2015 & according to MRES rate analysts they are very low.

Annual Authorization to Pay Bills:

Motion by Wyatt Reis, second by Mark Benter to authorize the Finance Officer and Mayor to pay payroll and all regular monthly bills in a timely manner to avoid penalties and take

Regular Meeting May 9, 2022

advantage of discounts and pay the following end of month bills: WellMark BC/BS-Health Insurance; Lincoln Financial-Life Insurance; AFLAC-Insurance; First Fidelity Bank-ACH Processing Fee; Tamara Larsen-Civic Center Cleaning Contract; Karla Johnson-Municipal Building Cleaning Contract; and David Indahl-Ball Field Mowing Contract. Motion carried.

2022-2023 Malt Beverage License Renewal Applications:

Motion by Todd Halsne, second by Megan Lindholm to approve the 2022-2023 on-off sale malt beverage licenses for Burke Pump N Stuff and Burke One Stop, LLC. Motion carried.

Camping Sites at the Rodeo Grounds:

Billie Sutton has talked with the council about putting in a few camping sites at the rodeo grounds. The Burke Riding Club would pay for all the costs associated with it. Motion by Mark Benter, second by Wyatt Reis to approve the Burke Riding Club to install camping sites at the Rodeo grounds. Motion carried.

Civic Center Floor:

The janitors at the Civic Center have informed Council member Wyatt Reis about some scuff marks/damage to the gym floor from the arrows hitting the floor during archery practice. Discussion was held about making sure some kind of mat/ protection is put over the floor for next season. The damage could be coming from the 4H archery group or the school's PE classes.

Signature Cards:

Mike informed the Council of the need for new signature cards at the bank. Vickie Dobesh was one of the signers. Now she has retired. Motion by Wyatt Reis, second by Mark Benter to approve authorizing Tyler Van Metre & Megan Lindholm to become signers for the City of Burke.

Municipal Building:

Finance Officer, Mike Glover informed the council of the need to have all the thermostats replaced in the building. Some of the heaters have come on & won't shut off. The kitchen remodel is just waiting on the installation of the counter tops & then the project will be done.

Adjournment:

Mayor Wolf declared the meeting adjourned at 9:08 pm.

ATTEST:

Mike Glover, Finance Officer

JJ Wolf, Mayor