

Burke City Council
Regular Meeting
December 13, 2021

The regular meeting of the Burke City Council was called to order by Mayor JJ Wolf at 7:01 PM in the Jack Broome Community Civic Center Meeting Room. Council members present were Wyatt Reis, Mark Benter, 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, Chief of Police Mark Green, Brad Stangoehr, Corey Maynard & Mel Juran.

Mayor Wolf lead the group in the Pledge of Allegiance.

Approve Agenda:

Motion by Tyler Van Metre, second by Megan Lindholm to approve the agenda with the addition of Old Community Room Kitchen. Motion carried.

Conflict of Interest:

None.

Public Input:

Mel Juran on Economic Development.

Approve Minutes:

Minutes of the November 8, 2021 Regular Meeting:

Motion by Todd Halsne, second by Wyatt ReisaHhhh to approve the minutes of the November 8, 2021 Regular Meeting. Motion carried.

Minutes of the December 6, 2021 Special Meeting:

Motion by Vickie Dobesh, second by Megan Lindholm to approve the minutes of the December 6, 2021 Special meeting. Motion carried.

Approve Reports:

Motion by Megan Lindholm, second by Mark Benter to approve the November 2021 financial statement. Motion carried.

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

Claims:

The claims were presented for approval. After some discussion motion by Tyler Van Metre, second by Todd Halsne to approve and authorize payment of claims presented by the Finance Officer with the addition of last month's Ulteig invoice and SD One Call bill that has not come in yet. Motion carried.

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Payroll: Finance Office-2,969.05; Electric-2,520.89; Police-1,875.30; Streets-2,721.94; Shop-2,568.45; Sewer-1,427.04; Library-519.62; First Fidelity Bank, WH & OASI-4,472.41; SD Retirement System- 2,419.54; AFLAC-67.21; Lincoln National Life Insurance Co.- 190.38; WellMark BC/BS - 821.29.

General Fund: ABC, Annual Fire Alarm Contract CC-240.00; American Legal, 2nd half of Revising City Ordinance-2,865.61; Appera, Rugs, Mops, Towels & Air Fresheners-224.09; Be Creative Advertising Services, Website Management-75.00; Wade Broome, Clothing Allowance & Staples-176.61; Bruns Market, Supplies-36.90; Burke Building Center, Maintenance & Repairs-13.99; Burke True Value, Repairs & Maintenance-575.88; Burke Gazette, Publishing-405.93; Community Memorial Hospital, Drug Test-47.00; CHS, Diesel Fuel-2,403.39; First Fidelity Bank, ACH Processing Fee-25.00; Golden West Communications, Phones, Internet and Fax-487.99; David Green, Clothing Allowance & Postage-218.85; Gregory County Sheriff's Dept, November Contract-2,617.50.00; Karla Johnson Municipal Building Cleaning Contract -350.00; Jim's Garbage, Garbage Pick-Up-300.00; KWYR, Radio Spots-240.00; Main Street Auto Parts, Maintenance & Repairs-289.24; Menning Excavating, 8th & 9th St Project-398,710.21; Michael Todd Co, Street Sign & Post Caps-106.47; Gunvordahl. Gunvordahl & Norberg, Legal Fees-1,190.00; Office Products Center, FO Supplies, Police Furniture & Copier Contract-498.90; ProRate Services, LLC, Drug Testing Contract-75.00; Purvis Electric, Repair Light in FO-99.49; SDML, 2022 Dues-935.29; SDML FO Assn, 2022 Dues-40.00; SDML Police Chiefs Assn, 2022 Dues-95.81; SDML Code Enforcement Assn, 2022 Dues-40.00; SDML Human Resources Assn, 2022 Dues-25.00; Ulteig Engineering, Inc., Engineering-54,025.87; Verizon, Police Cell Phone-47.11 & October-44.79; Visa, Books, Shop Other & Police Other-1,452.85; WellMark BC/BS, Health Insurance-3,361.05; Voyager Fleet Systems, Fuel-894.05; Jessie Eliason, Civic Center Cleaning Contract-500.00; Jamie Hood, Civic Center Cleaning Contrct-500.00.

Electric Fund: City of Burke, Utilities-2,754.68; Kenneth McKenzie, Utility Service Refund-42.80; Missouri River Energy Services, Power Purchases-9,076.16; Dakota Supply Group, Meters-1,453.18; SD One Call, October Message Fees-4.20; SD State Treasurer, Sales Tax-2,246.33; Rosebud Electric, Wheeling, Maint. Contract-5,397.98; SDML Electric Assn, 2022 Dues-549.00; WAPA, Power Purchases-11,350.69; WESCO Distribution, Inc., Electrical Supplies-1,184.12.

Water Fund: AWWA, 2022 Membership-221.00; City of Burke, Utilities-543.30; Menning Excavating, 8th & 9th St Project-86,012.00; Rosebud Electric COOP, Utilities-27.48; SD DENR, Water Samples-15.00; Tripp County Water Dist., Minimums-2,100.00; Bulk Water-5,275.92.

Sewer Fund: Main Street Auto Parts, Repairs-46.08; Rosebud Electric COOP, Utilities-152.48; SDWWA, 2022 Membership-20.00.

Supt of Utilities:

The water loss for November was 30.85% with 658,860 gallons lost.

Wade informed the Council that the new light pole for big baseball field has been ordered. The LED lights for the big baseball field have also been ordered. These items will be installed in the Spring.

Finance Officer, Mike Glover informed the council of a complaint he has received from a resident at 222 W 7th St. about a neighbor pushing snow from their property across the street onto someone else's property. City Attorney Rachelle Norberg informed the council that it is against city ordinances to push snow from private property onto someone else's property.

Police:

Chief of Police Mark Green gave his monthly report.

Next Chief Green informed the council that there are a couple high school students interested in law enforcement and have asked if they can ride along with Chief Green. Chief Green has looked into this and is having City Attorney Rachelle Norberg draw up a form that will need to be filed out and he has talked with our insurance company to make sure it is ok with them. Motion by Wyatt Reis, second by Mark Benter to approve the ride along program and the drafting of the appropriate documents. Motion carried.

Code Enforcement:

Nothing to report.

Economic Development:

Mel Juran met with the council to discuss economic development in our community. A lengthy discussion followed. It was agreed, a good starting point is to have a list of potential properties owners that are willing to sell. Once a list is made the city would post it on their website. The city will see if the Burke Business Promotion Corporation can come up with a list.

8th & 9th Street Project Completion:

Brad Stangohr & Corey Maynard from Ulteig Engineering met with the Council to wrap up the project. The contractor has returned to repair the issues. There is a 1-year warranty on the construction work. There is also a list of areas on the project that will be watched over the year to make sure everything is working correctly.

Next Brad Stangohr informed the Council that the engineering fees went over budget and asked the Council to approve \$12,804 worth of additional fees. Majority of the fees were incurred because of lack of communication between Ulteig & Menning Excavating and inefficiencies by Menning Excavating. A lengthy discussion followed. One of the added expenses was an extra inspection that SD DANR requested. After the discussion motion by Tyler Van Metre, second by Vickie Dobesh to approve paying Ulteig Engineering for half (\$6,402) of the requested amount of \$12,804. Motion carried.

City Land Appraisals:

The Council was able to find three people willing to give an appraisal on the 2 pieces of city land that they surplused last month. The three people are Dillion Lambley, George Kenzy

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& John Jacobsen. Motion by Vickie Dobesh, second by Wyatt Reis to approve Dillion Lambley, George Kenzy & John Jacobsen to provide land appraisals on the 2 pieces of land that were surplus last month. Motion carried. The appraisals will be discussed at the January regular meeting.

2021 Supplemental Appropriation Ordinance 2nd Reading:

Motion by Vickie Dobesh, second by Tyler Van Metre to approve the 2021 Supplemental Ordinance upon the second reading. Upon roll call vote; Lindholm-aye; Benter-aye; Reis-aye; Halsne-aye; Dobesh-aye; Van Metre-aye. The 2021 Supplemental Appropriation Ordinance was passed and adopted on this 13th day of December, 2021.

2022 Drug & Alcohol Program Renewal:

Motion by Vickie Dobesh, second by Todd Halsne to approve the 2022 drug and alcohol program renewal with Prorate Services, LLC. Motion carried.

Contract Renewals:

The Municipal Building cleaning contract, Civic Center cleaning contract and Ballparks Mowing contract need to be renewed. Motion by Megan Lindholm, second by Todd Halsne to renew the Municipal Building, Civic Center cleaning contract and Ballparks Mowing Contract for 2022. Motion carried.

The Ballparks mowing contract is with David Indahl. The Municipal Building cleaning contract is with Karla Johnson and the Civic Center cleaning contract is with Jamie Hood & Jessie Eliason.

Computer Security Options:

Finance Officer, Mike Glover provided a quote from Connecting Point for computer security. The quote was per computer. The quote is \$33 per month per computer and \$33 per computer for 1 time set up fee. For the 2 office computers it would be a set up fee of \$66 dollars and a monthly fee of \$66. The cost per computer from Cybertek was \$90 per computer per month. Connecting Point is the company that provides us our software for utilities, payroll, cash disbursement/misc. receipts, fixed assets & general ledger. The council has a couple questions they would like Mike to ask Connecting Point and report back at the January regular meeting when a decision will be made.

Surplus Office Equipment:

Surplus Equipment Resolution #2021-12

The surplus equipment resolution #2021-12 was offered by Tyler Van Metre and second by Megan Lindholm 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 Office Chair, Brother Laser 8065 Copier and HP Laser Jet 4100 Printer surplus and having no value. Upon roll call vote, Lindholm-aye; Dobesh-aye; Van Metre-aye; Benter-aye; Reis-aye; Halsne-aye; Resolution #2021-12 was passed and adopted on this 13th day of

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Splash Pad/City Park:

The Splash Pad committee is wanting approval from the council to hire Lyle Pudwill from Confluence to do some light engineering at the City Park for the new picnic shelter & concrete work. Motion by Todd Halsne, second by Tyler Van Metre to approve hiring Lyle Pudwill from Confluence to do some light engineering at the City Park. Motion carried.

1st Reading of Ordinance 2021-12-13:

Motion by Wyatt Reis, second by Todd Halsne 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 first reading. Motion carried. The second reading will be held at the January 10, 2022 regular meeting.

Old Community Room Kitchen Remodel:

Discussion was held about picking a cabinet color for the kitchen. The Council was in agreement to have council member Vickie Dobesh pick out the cabinet color.

Executive Session - SDCL 1-25-2:

Motion by Tyler Van Metre, second by Todd Halsne to go into executive session at 8:46 pm to discuss employee salaries. Motion carried.

Mayor Wolf declared the executive session ended at 9:15 PM, with the following action taken: Motion by Tyler Van Metre, second by Todd Halsne to set the hourly wage for the following employees at, Mike Glover - \$20.69, Mark Green - \$23.00 per contract, David Green - \$21.40, Wade Broome - \$22.73, Pat Vaughn - \$20.07, LaVella Lambley - \$14.92, Jamie Hood - \$12.91, Kay Matucha - \$10.00, Janiene Wilson - \$10.00, Summer help based on experience, extra truck drivers \$18.00/hr. & Clothing Allowance of \$200 per year. Motion carried.

Adjournment:

Mayor Wolf declared the meeting adjourned at 9:20 pm.

ATTEST:

Mike Glover, Finance Officer

JJ Wolf, Mayor