

Regular Meeting March 13, 2023

Burke City Council
Regular Meeting
March 13, 2023

The regular meeting of the Burke City Council was called to order by Mayor JJ Wolf at 6:03 PM in the Municipal Building Meeting Room. Council members present were Tyler Van Metre, Andrew Steffen, Megan Lindholm, Mark Benter, Wyatt Reis, & Todd Halsne. Also present was Finance Officer Mike Glover, City Attorney Rachelle Norberg, Chief of Police Mark Green, Superintendent of Utilities Wade Broome & Brad Lingen.

Mayor Wolf led the group in the Pledge of Allegiance

Approve Agenda:

Motion by Megan Lindholm, second by Mark Benter to approve the agenda as presented. Motion carried.

AMI Presentation:

Brad Lingen from Missouri River Energy Services was in attendance to give a follow up presentation on AMI, Advanced Metering Infrastructure. The presentation showed what options the AMI system has and the benefits of using an AMI system. The Council ask questions after the presentation. The Council is going to talk with another vendor next week & then decide on what direction they would like to go. They thanked Brad for coming out to the meeting.

Conflict of Interest:

None

Public Input:

None.

Approve Minutes:

Minutes of the February 13, 2023 Regular Meeting:

Motion by Wyatt Reis, second by Tyler Van MetreaHhhh to approve the minutes of the February 13, 2023 Regular Meeting. Motion carried.

Approve Reports:

Motion by Megan Lindholm, second by Mark Benter to approve the February 2023 financial statement. Motion carried.

The February 2023 expense and revenue budget analysis lists were given for informational purposes.

Claims:

The claims were presented for approval. After some discussion motion by Megan Lindholm, second by Mark Benter to approve and authorize payment of claims presented by the Finance Officer. Motion carried.

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Payroll: Finance Office-3,385.55; Electric-2,902.49; Police-2,304.18; Streets-3,722.14; Shop-3,610.68; Sewer-1,952.76; Library-684.12; First Fidelity Bank, WH & OASI- 5,892.04; SD Retirement System- 3,132.52; AFLAC-67.21; Lincoln National Life Insurance Co.- 190.38; WellMark BC/BS-930.18.

General Fund: Appara, Rugs, Mops, Towels & Air Fresheners-313.18; Be Creative Advertising Services, Website Management-75.00; Bouquets & Brushstrokes, Funeral Flowers-47.92; Bruns Market, Supplies-30.86; Burke Building Center, Key Copy-2.79; Burke True Value, Repairs & Maintenance-205.20; Burke Business Promotion Corporation, Annual Donation-20,000.00; Burke Community Club, 2023 Dues-75.00; Burke Gazette, Publishing-150.24; Burke Riding Club, SD Community Foundation Grant-4,600.90; CHS Inc., Bulk Lube Oil-1,593.71; Connecting Point, Connect Care & Install Backup-165.00; Display Sales, New Christmas Decorations-10,761.00; First Fidelity Bank, Revenue Bond Payment-22,500; First Fidelity Bank, ACH Processing Fee-25.00; Golden West Communications, Phones, Internet and Fax-487.18; Gregory County Sheriff's Dept, Feb Contract & Donation-1,151.00; Karla Johnson Municipal Building Cleaning Contract-450.00; Matthew Hanson, Snow Removal Truck Driver-81.00; Jim's Garbage, Garbage Pick-Up-330.00; Johnson Auto Repair, Repair Tire-20.00; KWYR, Radio Spots-160.00; LiveTicketTV, Annual Renewal-450.00; Main Street Auto Parts, Maintenance & Repairs-2,398.83; McLeod Printing & Supply, Utility Bills & Supplies-872.17; Nelson Machine & Welding, Repairs-80.33; Office Products Center, Copier Contract & Supplies-161.84; US Postal Service, PO Box Rent-160.00; Verizon Wireless, Police Phone-46.97; Visa, Books, Shop Other-895.67; WellMark BC/BS, Health Insurance-3,924.60; Voyager Fleet Systems, Fuel-515.95; Tamara Larsen, Civic Center Cleaning Contrct-1,000.00; SD Sheriff's Association, Annual Conference Registration-85.00.

Electric Fund: City of Burke, Utilities-4,764.91; SD State Treasurer, Sales Tax-3,890.16; Missouri River Energy Services, Power Purchases-17,567.85; Rosebud Electric COOP, Maint. Contract, Wheeling, & Repairs-7,393.02; WAPA, Power Purchases-15,914.15.

Water Fund: City of Burke, Utilities-895.04; Core & Main, Supplies-217.71; Rosebud Electric COOP, Utilities-134.52; SD DANR, Water Samples-15.00; Sensus USA, Inc., Annual Support Contract-1,715.95; Tripp County Water Dist., Minimums-2,100.00; Bulk Water-4,715.23.

Sewer Fund: Rosebud Electric COOP, Utilities-82.04.

Supt of Utilities:

The water loss for February was 23.71%. With 452,605 gallons lost.

Surplus 1991 Elgin Pelican SE Street Sweeper: Surplus Equipment Resolution #2023-3

The surplus equipment resolution #2023-3 was offered by Mark Benter 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 the 1991 Elgin Pelican SE Street Sweeper surplus and having no value and offer to the public by sealed bid. Upon roll call vote, Lindholm-aye; Van Metre-aye; Benter-aye; Reis-aye; Halsne-aye

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Steffen-aye; Resolution #2023-3 was passed and adopted on this 13th day of March, 2023. The City Council will open the sealed bids during the regular council meeting on April 13, 2023.

Water Project – Lincoln St

Superintendent of Utilities, Wade Broome talked about this year's water project. The project is on Lincoln St between 8th & 10th St, which is in front of the Baptist Church & Catholic Church. The cost of the materials is \$14,183.27 & cost estimate for installation from Well Utilities is \$34,393.52. Total cost of the project would be \$48,576.79. Motion by Mark Benter, second by Todd Halsne to approve hiring Wells Utilities to replace the water main on Lincoln St between 8th & 10th St in the amount of \$14,183.27 for materials & \$34,393.52 for installation. Motion carried.

Also during the same time, the project is going on, Wells Utilities is going to install the sewer hookups at the City Park camping spots, which has previously been approved.

Next Wade mentioned that he is working on deciding which blocks will be sealed in 2023. He is currently looking at 23 blocks.

Police:

Chief Green gave his monthly report.

Next Chief Green ask for approval to attend training to become a DARE officer/instructor. The training is June 12th through June 23rd & there is no cost. Motion by Tyler Van Metre, second by Todd Halsne to approve Chief Green to attend DARE training on June 12th through June 23rd. Motion carried.

Next Chief Green ask for approval for the Burke Fire Department to apply for a Workers Comp Grant to help purchase equipment. Motion by Wyatt Reis, second by Megan Lindholm to approve the Burke Fire Department to apply for the Workers Comp Grant & authorize the Mayor, JJ Wolf to sign the grant. Motion carried.

Code Enforcement:

Nothing new currently

Economic Development:

Rachelle Norberg gave an update on the new house being built.

Basketball Hoops & Tennis/Pickleball Net:

Discussion was held about how to go about finding a vendor to install the basketball hoops & tennis/pickleball net. It was decided to add a change order to the Phase 3 City Park project. This will be done at the Special Council Meeting on March 20, 2023.

Possible Capital Improvement Plan (CIP):

Discussion was held about developing a CIP. The grant the city was going to apply for was full before the city applied. After some discussion it was decided on to ask District III if they can help develop one.

Abatement of Taxes:

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Finance Officer Mike Glover presented 2 properties that need to have their taxes abated. The 2 parcels are #5124 & #4916.

Motion by Megan Lindholm, second by Todd Halsne to approve the abatement of parcel #5124 as presented. Motion carried.

Motion by Tyler Van Metre, second by Mark Benter to approve the abatement of parcel #4916 as presented. Motion carried.

Next Mike presented a letter explaining the need to abate several parcels because of an error in the Director of Equalization office.

Motion by Tyler Van Metre, second by Mark Benter to approve the abatement of the numerous properties that were presented. Motion carried.

City CD Option:

Finance Officer, Mike Glover informed the council of a very good 13-month CD interest rate that First Fidelity Bank is offering. The current rate is 4.31%. The city currently has a 9-month CD that is not earning very much interest. After a brief discussion the council agreed to do the following:

Motion by Wyatt Reis, second by Mark Benter to invest \$600,000 in 6 - \$100,000 13-month CDs at the First Fidelity Bank.. Motion carried.

Motion by Tyler Van Metre, second by Mark Benter is withdraw the \$11,000 that is currently in a 9-month CD & invest the \$11,000 into a 13-month CD at the First Fidelity Bank. Motion carried.

Bid Opening for City Park Phase 3 Improvements:

Mayor Wolf called for the bids for Phase 3 of the City Park Improvements. There were 2 bids submitted. One from Divine Concrete & one from Schwartzle Construction of Tea, SD. Divine Concrete's bid was for all the concrete work which total \$83,243.40 based on approximate distances. Schwartzle's bid was for concrete work & the chain link fence. The total bid was \$190,000 & nothing was separated out like the bid specs asked for.

Motion by Wyatt Reis, second by Mark Benter to approved the proposal from Divine Concrete in the approximate amount of \$83,243.40 for all the concrete work. Motion carried.

Motion by Megan Lindholm, second by Tyler Van Metre to reject the bid of Schwartzle Construction based on the fact that nothing was separated out & the chain link fence was not bid by per linear foot. Motion carried.

2022 Annual Report:

Finance Officer Mike Glover presented the 2022 annual report to the council. After some discussion motion by Tyler Van Metre, second by Todd Halsne to approve the 2022 annual report. Motion carried.

Election Board:

Motion by Megan Lindholm, second by Mark Benter to appoint Sue Chytka, Sandy Wetzler and Suzanne Steffen to the Election Board and appoint Deb Leibel as an alternate. The pay rate is \$175.00 per person and a noon meal will be included. Motion carried, with Andrew Steffen abstaining.

Finance Office Firewall Update:

Finance Officer Mike Glover informed the council that the quote from Connecting Point for the equipment & installation of the business firewall was more than what was approved at the last meeting. The quote is for \$2,221.10. The first quote was approximately \$1,500. Connecting Point's engineers did not know that the finance office has 2 wireless internet points. Plus, mileage

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& travel hours were not included. Motion by Mark Benter, second by Andrew Steffen to approve the updated quote for the business quality firewall from Connecting Point. Motion carried.

April Meeting Date:

After some discussion it was decided to move the April regular council meeting to Thursday April 13. Monday the 10th is Easter Monday & the city will need to have a meeting after the election to canvass the votes. We can do that at our regular meeting & not have a special meeting.

Motion by Wyatt Reiss, second by Megan Lindholm to move the April regular meeting to Thursday April 13th at 7pm. Motion carried.

Executive Session:

Motion by Mark Benter, second by Todd Halsne to go into executive session at 7:59 pm to consult legal counsel. Motion carried.

Council President Wyatt Reis declared the executive session ended at 8:16 pm with the following action taken. Based on legal counsel advice, motion by Todd Halsne, second by Tyler Van Metre to advertise in the paper for any interested candidates for the vacant Mayoral position to submit their name to the finance office by 4:30 pm on April 6th. All potential candidates that have contacted the finance office will be asked to attend the April 13th regular meeting to be interviewed. Also, change the start time for April 13th from 7pm to 6pm. Motion carried.

Adjournment:

Council President Reis declared the meeting adjourned at 8:21 pm.

ATTEST:

Mike Glover, Finance Officer

JJ Wolf, Mayor