

Harrisburg City Council  
Meeting Minutes

The regular meeting of the City Council was called to order on January 7, 2019, at 6:00 pm, with Mayor Julie Burke – Van Luvanee presiding. Council members present were Ryan Berg, Kevin Maxwell, Joe Stonesifer and Ryan Olson. Also present from the city were Mary McClung, Jill Johnke, Andrew Pietrus, Toby Huizenga and Michael McMahon. A list of all others in attendance is on file at the city office. Motions: All motions were by majority vote and approved unanimously by those members present unless otherwise indicated.

Pledge of Allegiance was recited.

Consent Agenda:

Motion Olson, seconded Berg, to approve the consent agenda consisting of the following items:

1. Approval of January 7, 2019 Agenda
2. Approval of the December 28, 2018 City Council Meeting Minutes
3. Approval of January 7, 2019 – Approval of Claims
4. Approval to sign 2018 Annual Report Engagement Letter – Don Finstad
5. Approval of 2019 Sioux Empire Water Festival \$500.00 Subsidy
6. Authorization of preapproved monthly payments or as needed to avoid late penalties include to (or as needed): Council and employee wages and payroll deductions; health, vision, retirement and supplemental insurance, employee wage garnishments, credit card, loan payments and bonds, Sioux Falls Utilities, Lewis & Clark Regional Water System, South Eastern Electric Cooperative, Xcel Energy, MidAmerican Energy, Vast Broadband and Verizon Wireless.

Agora X Inc. – Supplies/Materials (Streets, Water, Sewer, Parks, Snow Removal) \$1,897.50; American Planning Assoc. – Professional Services/Fees (Planning/Zoning Board) \$570.00; American Water Works – Professional Services/Fees (Water, Sewer)\$324.00; Andela, Phillip – Customer Deposit Refund (Water) \$73.40; Baldwin, Gabrielle, Koerner, Aaron – Customer Deposit Refund (Water) \$107.04; Board of Operator Certification (DENR) – Professional Services/Fees (Water, Sewer) \$96.00; BX Civil & Construction Inc. – Repairs/Maintenance (Streets) \$512.96; Clare, Jason & Amy – Customer Deposit Refund (Water) \$107.04; Copper Cottage P & H – Repairs/Maintenance (Sewer) \$587.04; Decker, Scott & Stacy – Customer Deposit Refund (Water) \$73.40; DeBoer, Andon & Angela – Customer Deposit Refund (Water) \$107.04; Department of Treasury – Federal Tax Withholdings \$6,066.54; Dysthe, Jasmyn & Alex – Customer Deposit Refund (Water) \$73.40; Graybar Electric Co. – Supplies/Materials (Govt Bldgs) \$260.40; Harrisburg Chamber of Commerce – Professional Services/Fees (Econo. Dev Promo, Library) \$625.00; Harrisburg Water – Utilities (Govt Bldgs) \$274.28; Health Equity – H S A Contribution/Withholdings \$16,290.00; Health Equity – H S A Withholdings \$20.00; Hemmer, Brooke – Customer Deposit Refund (Water) \$147.98; Jorgensen, Lacy – Customer Deposit Refund (Water) \$2.60; Lambert – Customer Deposit Refund (Water) \$107.04; Leman, Rachel – Customer Deposit Refund (Water) \$96.43; Lewis & Clark Regional Water System – Resale of Water (Water) \$12,206.95; Linc. Co. Register of Deeds – Supplies/Materials, Professional Services/Fees (Planner) \$95.00; Matheson Tri-Gas, Inc – Supplies/Materials (Streets, Water, Sewer Parks) \$19.22; Munce, Matt – Customer Deposit Refund (Water) \$90.22; Novak Sanitary Services – Utilities (Govt Bldgs) \$91.50; Ohlrogge, Brian – Customer Deposit Refund (Water) \$87.04; Optilegra, Inc. – Group Insurance (City Admin, Fin Admin, Planner, Water, Sewer, Parks, Streets) \$111.12; Qualified Presort Service, LLC – Supplies/Materials (Water, Sewer) \$1,093.46; Rinken, Benjamin & Jennifer – Customer Deposit Refund (Water) \$107.04; Ryan, Cara & Matt – Customer Deposit Refund (Water) \$107.04; Sams Club GEMB – Community Education/Event(Library) \$10.56; SF Area Chamber of Commerce – Professional Services/Fees (Econ. Dev. Promo) \$199.00; Sioux Falls Networks – Professional Services/Fees (Fin Admin) \$209.35; SD Arborists Association – Travel/Conference (Forestry) \$145.00; SD Arborists Association – Professional Services/Fees (Forestry) \$50.00; SD Assoc of Code Enforcement – Professional Services/Fees (Code Enforcement) \$40.00; SD Assoc Rural Water Systems – Professional Services/Fees (Water, Sewer) \$975.00; SD Board of Operator Certification – Professional Services/Fees (Sewer) \$20.00; SD Building Officials Assoc. – Professional Services/Fees (Planner) \$55.00; SD City Management Assoc. - Professional Services/Fees (City Admin) \$150.00; SD DENR – Professional

Services/Fees (Sewer) \$50.00; SD Dept of Revenue & Regulation – Other Current Expense (Fin Admin) \$2.60; SD Gov Finance Officer Assoc. – Professional Services/Fees (Fin Admin) \$70.00; SD Human Resource Assoc – Professional Services/Fees (City Admin, Fin Admin) \$50.00; SD Municipal League – Professional Services/Fees (Fin Admin) \$2,773.41; SD Municipal Street Maint. Assoc. – Professional Services/Fees (Streets) \$35.00; SD Supplemental Retirement Plan – SDRS Withholdings \$475.00; SD Unemployment Insurance Division – Unemployment Compensation (Fin Admin) \$78.86; SD Water & Wastewater Assoc. – Professional Services/Fees (Water, Sewer) \$30.00; Southeast Council of Governments – Professional Services/Fees (Fin Admin) \$7,255.00; SE Electric Cooperative, Inc. – Utilities (Street Lighting, Sewer, Water) \$2,448.64; Stock, Taylor & Alesch, Kipp – Customer Deposit Refund (Water) \$29.07; US Bank National Assoc. – Principal/Interest – (Water) \$22,053.69; US Bank National Assoc. – Principal/Interest – (Water) \$29,926.63; US Bank National Assoc. – Principal/Interest – (Sewer) \$33,268.42; US Bank National Assoc. – Principal/Interest – (Sewer) \$11,373.07; US Bank National Assoc. – Principal/Interest – (Storm Water) \$24,342.43; Vast Broadband – Utilities (Library, Govt Bldgs) \$618.94; Web Concentrate – Professional Services/Fees (Fin Admin) \$99.06; Weerheim, Casey & Jenny – Customer Deposit Refund (Water) \$73.40; Wellmark Blue Cross Blue Shield – Group Insurance (Fin Admin, City Admin, Streets, Water, Sewer, Parks) \$5,061.03; White Glove Cleaning Services – Utilities (Govt Bldgs) \$81.25; Xcel Energy – Utilities (Park Lighting, Govt Bldgs, Water, Public Safety, Sewer, Street, Lighting) \$10,322.49

No Public Comment

Business Item 2. Resolution 2019-01 Establishing Salaries for 2019. Motion Berg, seconded Maxwell to approve Resolution 2019-01 Establishing Salaries for 2019.

**RESOLUTION 2019-01**  
A Resolution Establishing the Salaries for 2019

WHEREAS, SDCL 9-14-28 requires that the governing body of every municipality shall fix and determine by ordinance or resolution, the amount of salaries and compensation of all municipal officers and the time at which the same shall be paid; and

WHEREAS, the City council shall publish the salaries for compliance with the provision of SDCL,

NOW, THEREFORE, BE IT RESOLVED by the City Council that the following resolution, repealing all prior salary and wage resolutions, be passed, approved and effective beginning January 1, 2019. The Mayor, City Council, Planning and Zoning Board and Park Board shall be paid quarterly, and all other officers and employees shall be paid bi-weekly at the following yearly salary or hourly wage.

Mayor – Julie Burke-Van Luvanee	\$ 7,500.00 per year
Alderman – Ryan Berg	\$ 6,000.00 per year
Alderman – Ryan Olson	\$ 6,000.00 per year
Alderman – Joe Stonesifer	\$ 6,000.00 per year
Alderman – Kevin Maxwell	\$ 6,000.00 per year
Planning & Zoning - Bruce Bicknase	\$ 750.00 per year
Planning & Zoning – Todd McKeown	\$ 750.00 per year
Planning & Zoning – Chris Kindt	\$ 750.00 per year
Planning & Zoning – Danny Tank	\$ 750.00 per year
Planning & Zoning – Jason Schipper	\$ 750.00 per year
Planning & Zoning – Robert Doyen	\$ 750.00 per year
Planning & Zoning – Dustin Groen	\$ 750.00 per year
Park Board – Danny Tank	\$ 450.00 per year
Park Board – Jonathan DeBruin	\$ 450.00 per year
Park Board – Lois McMahan	\$ 450.00 per year
Park Board – Chris Kindt	\$ 450.00 per year
Park Board – Kristin Larson	\$ 450.00 per year
City Administrator – Andrew Pietrus	\$89,433.73 per year
Administrative Assistant – Jill Johnke	\$ 15.83 per hour
Finance Officer – Mary McClung	\$67,911.94 per year
Deputy Finance Officer–Alysia Simunek	\$ 22.00 per hour
Planning & Zoning Official– Michael McMahan	\$62,309.56 per year

Building Inspector – Alan Bossman	\$30.00 per inspection
Mechanical Inspector – Steve Robertson	\$30.00 per inspection
Code Official – Geoff Fillingsness	\$ 35.00 per hour
Compost – Travis Johns	\$ 11.00 per hour
Public Works Director – Toby Huizenga	\$60,000.00 per hour
Public Works – Mark McClung	\$ 21.20 per hour
Public Works – Dustin Preheim	\$ 21.64 per hour
Public Works – Jason Thurston	\$ 19.87 per hour
Public Works – Chris Kullander	\$ 17.51 per hour
PT Public Works – Gene Hammerstrom	\$ 17.90 per hour
PT Public Works– Larry Plucker	\$ 15.60 per hour
Librarian – Kristi Jones	\$ 17.04 per hour
Librarian – Lisa Hirschhorn	\$ 12.64 per hour
Librarian - JoAnn Helland	\$ 12.64 per hour
Librarian – Sarah Heinz	\$ 11.14 per hour
Librarian – Leslee Reiland	\$ 12.36 per hour
Librarian – LaRue Brereton	\$ 12.36 per hour

BE IT FURTHER RESOLVED that the Mayor and Council shall determine all foregoing salaries and wages.

Dated this 7th day of January 2019.  
CITY OF HARRISBURG

Julie Burke – Van Luvanee  
Mayor, City of Harrisburg, SD

ATTEST:  
Mary McClung, Municipal Finance Officer

Business Item 3. Resolution 2019-02 Accept Phase 1 Infrastructure Mills Creek Addition. Motion Olson, seconded Berg to approve Resolution 2019-02 Acceptance of Phase 1 Infrastructure Mills Creek Addition.

RESOLUTION 2019-02  
A RESOLUTION TO ACCEPT THE INFRASTRUCTURE  
IN PHASE 1 OF THE MILLS CREEK ADDITION

WHEREAS, the City of Harrisburg has approved engineering and construction plans for Phase 1 of the Mills Creek Addition; and

WHEREAS, Lloyd Companies has installed 350' of 8" sanitary sewer main and appurtenances (valued at \$23,800.00), 380' of 8" water main and appurtenances (valued at \$24,320.00), and 350' of new paved arterial street (Tom Sawyer Trail) with curb, gutter, and signage (valued at \$46,200) for Phase 1 of the Mills Creek Addition per the City-approved plans; and

WHEREAS, the City Engineer and City staff have inspected and approved the installation of said infrastructure and recommend that this infrastructure be accepted for use and maintenance by the City; and

WHEREAS, the construction plans of Phase 1 of the Mills Creek Addition have identified 0.357 acres of right-of-way to be dedicated to the public for subdivision streets;

NOW, THEREFORE, BE IT RESOLVED by the City of Harrisburg that the City hereby accepts the public infrastructure improvements made by Lloyd Companies within the dedicated right-of-way for Tom Sawyer Trail, and shall hereafter be responsible for the care and maintenance of said improvements from the date of this resolution; and

BE IT FURTHER RESOLVED that the City of Harrisburg hereby accepts the dedication of the public right-of-way for Tom Sawyer Trail; and

BE IT FURTHER RESOLVED that a two-year warranty period for the sanitary sewer and water improvements as well as the one-year warranty period for the street improvements shall begin upon adoption of this resolution by the City Council.

Dated this 7th day of January 2019.  
HARRISBURG CITY COUNCIL

Seal:  
Attest:

Julie Burke – Van Luvanee  
Mayor  
Published: January 17, 2019

Mary McClung  
Finance Officer

Business Item 4. Consider Reimbursement to 105 E Walnut St. for incurred expense. Council reviewed expenses incurred due to sewer backup that occurred on November 6, 2018 with the resident.

6:05 pm - Public Hearing to accept public input on Zoning Ordinance Amendments to update the Official Zoning Map and to clarify portions of the current Zoning Regulations. McMahon gave review of the proposed changes. No public comment. Public Hearing ended at 6:09pm.

Motion Berg, seconded Olson to reimburse 105 E. Walnut in the amount of \$1,674.23 for costs incurred from sewer back up on November 6, 2018.

Yvonne Taylor, Director of the South Dakota Municipal League, at the request of the city council reviewed the Aldermanic Form of Government.

Business Item 1. 1<sup>st</sup> Reading Ordinance 2019-01 to Amend the City's Zoning Regulations – Motion Stonesifer, seconded Maxwell to set the 2<sup>nd</sup> Reading of Ordinance 2019-01 to Amend the City's Zoning Regulations.

Mergen from Stockwell Engineers gave the city engineer report and updates on projects.

Business Item 5. Strategic Planning – Vision Mission and Goals.

Huizenga gave the public works department report that included the progress on the new building at public works, painting, going through old files and having the Christmas tree drop off trailer available for another week.

McMahon gave the building permit report and let council know that the City was awarded a \$5,000.00 forestry grant towards the GIS intern to get an inventory of municipal trees.

McClung gave the finance report and sales tax report for December 2018. The Notice of Vacancy has been sent to the paper for publication. The 1<sup>st</sup> day to circulate petitions is Friday, January 25, 2019.

Pietrus gave an update on how deliverables will be in meeting minutes and discussed setting the schedule for interviewing for the City Engineer position.

Mayor gave an update on audio/visual taping council meetings. Mayor will research options for non- permanent recording equipment.

The next regular meeting of the Harrisburg City Council will be held at 6:00 pm on Tuesday, January 22, 2019, at the Liberty School Community Room.

With no further business, a motion was made by Maxwell, seconded by Stonesifer, to adjourn the city council meeting at 7:40 pm.

Submitted by: Jill Johnke, Administrative Assistant