

Harrisburg City Council  
Meeting Minutes

The regular meeting of the City Council was called to order on November 7, 2016, at 6:00 pm, with Mayor Julie Burke-Van Luvanee presiding. Council members present were Allison Sanderson, Ryan Wolbrink, and Ryan Berg. Absent was Ryan Olson. Also present from the city were Mary McClung, Alysia Simunek, Michael McMahon, Mark McClung and Andrew Pietrus. 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 Berg to approve the consent agenda consisting of the following items: 1) November 7, 2016 agenda removing Business Item 9, Geotek Engineering & Testing Services proposal for Devitt Farms Addition Phase I; 2) October 17, 2016 City Council Meeting Minutes; 3) November 7, 2016 claims; 4) Lincoln County Rural Water request to serve Moirs Tracts 2 and 2A in the E ½ SE ¼ SE ¼ of S27-T100N-R50W, seconded Wolbrink.

Above Standard Cleaning – Utilities (Govt Bldgs) \$80.00; Aflac – Aflac Insurance Withholdings \$253.78; Agora X Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$1,000.72; Albright, Ashley – Customer Deposit Refund (Water) \$92.72; Banyon Data Systems – Professional Services/Fees (Water, Sewer) \$1,090.00; Best Western Ramkota Hotel – Travel/Conference (West Nile Prevention) \$114.00; Brooklyn Center – Customer Deposit Refund (Water) \$150.00; Campbell Supply – Supplies/Materials (Parks) \$19.92; Cardmember Services – Repairs/Maintenance (Streets), Supplies/Materials (City Admin, Parks, Fire, Library) Travel/Conference (Planner) Professional Services/Fees (Planner) Books (Planner, Library) \$2,027.42; City of Sioux Falls – Professional Services/Fees (Water) \$261.00; Concrete Materials – Supplies/Materials (Sewer), Repairs/Maintenance (Water) \$434.56; Conner, Bryan & Rebecca – Customer Deposit Refund (Water) \$92.72; Cooperative Energy Company – Supplies/Materials (Streets, Water, Sewer, Parks) \$737.61; Copper Cottage P & H – Professional Services/Fees (Govt Bldgs) \$222.91; Cutler Law Firm, LLP – Professional Services/Fees (Attorney) \$3,844.50; Dakota Fluid Power, Inc. – Repairs/Maintenance (Streets, Water, Sewer, Parks) \$112.47; Debelts, Jason – Customer Deposit Refund (Water) \$120.08; Department of Treasury – 941 Withholdings \$5,600.53; Elan City – Machinery/Equipment (Streets) \$5,310.00; Farley, Tom – Professional Services/Fees (Library) \$100.00; Ferguson Waterworks – Repairs/Maintenance (Govt Bldgs) \$2,407.87; Fink, Dan – Utilities (Govt Bldgs) \$35.00; First National Bank – Payroll October \$48,651.95; First National Bank – NSF Return Check (Water, Sewer) \$84.64; First National Bank – NSF Return Check (Water, Sewer) \$43.60; First National Bank – NSF Return Check (Water, Sewer) \$84.64; First National Bank – NSF Return Check (Water) \$76.18; Geotek Engineering & Testing – Professional Services/Fees (Storm Water Drainage Fund) \$310.00; Hammerstrom, Gene – Utilities (Govt Bldgs) \$35.00; Harrisburg School System – Publishing (Economic Dev) \$3,000.00; Harrisburg Baseball Assoc – Subsidies (Parks) \$14,500.00; HD Supply Waterworks – Repairs/Maintenance, Supplies/Materials (Water) \$907.07; Harrisburg Fire Dept – Professional Services/Fees (Fire) \$27,244.57; Harrisburg Water – Utilities (Govt Bldgs, Parks) \$499.49; Hoffman, Mike – Customer Deposit Refund (Water) \$120.08; Home Definition, Inc. – Professional Services/Fees (Govt Bldgs) \$25.00; Hooker, Brandon – Customer Deposit Refund (Water) \$8.16; Huizenga, Toby – Utilities (Govt Bldgs) \$35.00; Huizenga, Toby – Supplies/Materials (Streets, Water, Sewer, Parks) \$176.77; Janssen, Patrick – Customer Deposit Refund (Water) \$120.08; Lewis & Clark Regional Water – Resale of Water (Water) \$11,067.75; Lyle Signs Inc. – Supplies/Materials (Streets) \$48.39; Marco, Inc. – Rentals, Supplies/Materials (Fin Admin) \$414.88; Matheson Tri-Gas Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$15.04; Mathiason, Jared – Customer Deposit Refund (Water) \$92.72; McClung, Mark – Utilities (Govt Bldgs) \$35.00; McClung, Mark – Travel/Conference (West Nile Prevention) \$78.60; McClung, Mary – Travel/Conference (Fin Admin) \$427.64; McMahon, Michael – Travel/Conference (Planner) \$797.04; Michels Pipeline – Refund of overpayment on water (Water) \$2,706.34; MidAmerican Energy – Utilities (Sewer, Govt Bldgs,) \$405.37; Mydland, Betty – Other Current Expense (Streets) \$150.00; Myrl & Roys Paving, Inc. – Repairs/Maintenance (Water) \$188.88; North Central International – Supplies/Materials (Streets) \$105.10; Novak Sanitary Services – Utilities (Govt Bldgs) \$65.94; Oreilly Auto Parks – Repairs/Maintenance (Streets, Water, Sewer, Parks) \$554.15; Payment Service Network – Professional Services/Fees (Water, Sewer, Planner) \$957.91; Pfeifer Implement – Supplies/Materials (Streets, Water, Sewer, Parks) \$27.52; Pietrus, Andrew – Utilities (Govt Bldgs) \$35.00; Pietrus, Andrew – Travel/Conference (City Admin) \$427.64; Prairie Wind Trailers, LLC – Repairs/Maintenance (Streets, Water, Sewer, Parks) \$65.00; Preheim, Dustin – Utilities (Govt Bldgs) \$35.00; Preheim, Dustin – Travel/Conference (West Nile Prevention) \$21.00; Preheim, Dustin – Supplies/Materials (Streets, Water, Sewer, Parks) \$69.79; Reiser, Gina – Customer Deposit Refund

(Water) \$106.40; Renken, Dan – Customer Deposit Refund (Water) \$120.08; Riteway Business Forms & Acct – Supplies/Materials (Water, Sewer) \$443.00; Riteway Business Forms & Acct – Supplies/Materials (Fin Admin) \$121.00; Sams Club Gemb – Community Ed, Books (Library) \$87.96; Sanitation Products – Repairs/Maintenance (Street Cleaning) \$1,776.69; Schoeneman Bros Co – Supplies/Materials (Streets, Water, Sewer, Parks, Govt Bldgs) \$167.11; Schoenfish & Co, Inc. – Professional Services/Fees (Fin Admin) \$8,500.00; Sioux Empire Lighting – Supplies/Materials (Streets, Water, Sewer, Parks) \$565.00; Sioux Falls Utilities – Resale of Sewer (Sewer) \$49,729.84; Sioux Valley News – Publishing – (Ord, Res, Proceedings) \$189.45; Siteone Landscape Supply – Supplies/Materials (Parks) \$621.79; SD Retirement System – Retirement \$6,568.22; SD Supplemental Retirement – Retirement \$700.00; SE Electric Cooperative, Inc. – Utilities (Sewer, Street Lighting, Water) \$3,460.19; Staeffler, Jill & Tracy – Customer Deposit Refund (Water) \$65.36; Staples Advantage – Supplies/Materials (Streets, Water, Sewer, Parks, Fin Admin) \$237.38; Stockwell Engineers Inc. – Professional Services/Fees (Engineering General, Water, Storm Drainage) \$34,399.47; Stucky, Kayla – Customer Deposit Refund (Water) \$120.08; Sturdevants Auto Supply – Supplies/Materials (Streets, Water, Sewer, Parks) \$99.39; Thurston, Jason – Utilities (Govt Bldgs) \$35.00; Thurston, Jason – Supplies/Materials (Streets, Water, Sewer, Parks) \$70.96; USA Blue Book – Supplies/Materials (Sewer) \$96.52; United States Post Office – Supplies/Materials (Water, Sewer) \$503.59; Vast Broadband – Utilities (Govt Bldgs, Library) \$393.36; Walmart Community – Supplies/Materials (Fin Admin, Mayor, Board) \$139.10; Wilcox, Lorin & Jackie – Customer Deposit Refund (Water) \$38.00; Xcel – Utilities (Park Lighting, Govt Bldgs, Public Safety, Water, Sewer, Street Lighting) \$9,727.01; Zee Medical Services – Supplies/Materials (Govt Bldgs) \$89.90

Business Item 1: Remain tabled.

Business Item 2: Remain tabled.

Business Item 3: Motion Wolbrink to accept the 2015 Audit Report as prepared and presented by Schoenfish & Co., seconded Sanderson.

Business Item 4: Motion Wolbrink to set the 2<sup>nd</sup> Reading of Ordinance 2016-09 Supplement to the 2016 Budget for November 21, 2016, seconded Berg.

Business Item 5: Mary had met with a representative of Code Red Notification Service, a 24/7/365 uninterrupted system to notify residents of city alerts. This service would build their own database of contact numbers from our residents for us to utilize at a cost of approximately \$2 per household per year. Mary will have a representative come to a council meeting to provide a brief presentation.

Business Item 6: City staff met with Qualified Presort to obtain prices to outsource the utility billing each month. With this service, the city can also switch to a full 8 ½ x 11 bill in envelope instead of the current postcard. Council requested staff to look into the option for residents to select an email bill rather than a paper statement. Motion Wolbrink to approve the use of Qualified Presort for the processing of the city's utility bills and switching to a full sheet bill, seconded Sanderson.

Business Item 7: Motion Sanderson to approve moving the December 19, 2016, City Council meeting to the Harrisburg City Hall Conference Room, seconded Wolbrink.

Business Item 8: Mark presented the Schoeneman's quote for supplies for the construction of a lean to onto the west side of the city maintenance facility building. Motion Berg to approve the addition of a lean to onto the City Maintenance Facility Building, seconded Wolbrink.

Business Item 10: Motion Wolbrink to authorize going out for a bid for the Devitt Pond Stabilization Embankment, seconded Berg.

Business Item 11: Motion Sanderson to approve Pay App #1 for the Water Tower Project from Maguire Iron in the amount of \$143,800.38, seconded Wolbrink.

Business Item 12: Motion Berg to approve Change Order #1 for the Cliff Avenue Project in the amount of \$1,553.97 for First Rate Excavate, seconded Wolbrink.

Business Item 13: Motion Wolbrink to approve 1<sup>st</sup> and Final Pay App for the Cliff Avenue Drainage Improvement Project from First Rate Excavate in the amount of \$45,998.97, seconded Sanderson.

Business Item 14: Motion Wolbrink to approve the 4<sup>th</sup> and Final Pay App for the Harvest Acres and Greyhawk Addition Street and Utility Improvements Project from Seal Pros, Inc., in the amount of \$2,431.00, seconded Sanderson.

Jon Brown from Stockwell Engineers provided the City Engineer Report.

Mark provided the public utilities report. Discussion was had on the location for the new solar speed signs. Maintenance will determine the ideal location.

McMahon gave the building permit report for the month of October and year to date.

Mary provided the October Finance Report and Sales Tax Reports.

Executive Session was determined not to be needed.

The next meeting of the Planning Commission will be held on Tuesday, November 8, 2016, at 6:00 p.m. at the Harrisburg City Hall Conference Room. The next meeting of the City Council will be held on Monday, November 21, 2016 at 6:00 pm at the Liberty School Community Room.

With no further business, a motion was made by Wolbrink to adjourn the meeting at 7:08 p.m., seconded Sanderson. Motion carried.

Alysia Simunek, Deputy Finance Officer

Please publish once at the approximate cost of \_\_\_\_\_.