

Harrisburg City Council  
Meeting Minutes

The regular meeting of the City Council was called to order on May 7, 2018, at 6:00 pm, with Mayor Julie Burke–Van Luvanee presiding. Council members present were Ryan Berg, and Ryan Olson. Absent, Ryan Wolbrink. Also present from the city were Mary McClung, Michael McMahon, Andrew Pietrus, Toby Huizenga, Dan Fink, and Jill Johnke. A list of all others in attendance is on file at the city office. 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, seconded Olson, to approve the consent agenda consisting of the following items: 1) Approval of May 7, 2018 Agenda; 2) Approval April 16, 2018 City Council Meeting Minutes; 3) Approval of May 7, 2018 – Approval of Claims; 4) Surplus of Library books – weeding log 04/10/18 and 4/17/18; 5) SD DENR 2017 Recognitions - a) City of Harrisburg – Secretary’s Award for Drinking Water Excellence – 17 Consecutive Years; b) Certificate of Achievement – Dan Fink, Toby Huizenga, Mark McClung, Dustin Preheim, Jason Thurston. Roll Call: Berg-Aye, Olson-Aye, Wolbrink-Absent, motion carried.

Above Standard Cleaning – Utilities (Govt Bldgs) \$80.00; Ace Hardware – Supplies/Materials (Streets, Water, Sewer, Parks, Govt Bldgs) \$295.07; Aflac – Aflac Withholdings \$703.05; Agora X Inc. – Supplies/Materials (Streets, Water, Sewer, Parks, Snow Removal, Street Cleaning) \$2,256.54; Albers Electric LLC – Repairs/Maintenance (Parks) \$438.49; Allied Oil & Tire Co. – Repairs/Maintenance (Streets, Water, Sewer, Parks) \$1,167.75; Ambush Apparel – Supplies/Materials (Streets, Water, Sewer, Parks) \$10.65; Banyon Data Systems – Professional Services/Fees (Fin Admin) \$195.00; Battery Systems – Supplies/Materials (Streets, Water, Sewer, Parks) \$493.88; Blackburn Mfging Co. – Supplies/Materials (Water, Sewer) \$310.50; Campbell Supply – Supplies/Materials (Streets, Water, Sewer, Parks) \$18.17; Cardmember Services – Supplies/Materials, Travel/Conference, Computer Software, Books, Community Education (Streets, Water, Sewer, Parks, Fin Admin, Board, Animal Control, Library) \$3,079.86; Core & Main – Supplies/Materials (Water) \$138.60; Department of Treasury – Federal Tax Withholdings \$6,485.42; Fastenal Company – Supplies/Materials (Snow Removal) \$111.00; Fink, Dan – Utilities (Govt Bldgs) \$70.00; First National Bank – NSF Check (Water, Sewer) \$132.06; First National Bank – April 2018 Payroll \$56,995.50; GFP Licensing – Other Materials for Resale (Recreation) \$12.00; Goehring, Blake – Customer Deposit Refund (Water) \$117.40; Grainger – Supplies/Materials (Sewer) \$330.15; Hammerstrom, Gene – Utilities (Govt Bldg) \$70.00; Harrisburg Water – Utilities (Govt Bldgs) \$195.87; Home Definition, Inc. – Professional Services/Fees (Govt Bldgs) \$25.00; Huizenga, Toby – Utilities (Govt Bldgs) \$70.00; Hy-Vee Accounts – Supplies/Materials Annual SDML Meeting (Fin Admin) \$530.00; Kullander, Chris – Utilities (Govt Bldgs) \$35.00; Lewis & Clark Regional Water – Resale of Water (Water) \$10,553.58; Lincoln CO. Auditor – Professional Services/Fees (Police) \$66,103.22; Lincoln Co. Register of Deeds – Supplies/Materials, Professional Services/Fees (Planner) \$122.00; Marco, Inc. – Rentals, Supplies/Materials (Fin Admin) \$379.12; Matheson Tri-Gas Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$16.80; McCabe, Sarah – Customer Deposit Refund (Water) \$82.47; McClung, Mark – Travel/Conference (Sewer) \$38.00; McClung, Mark – Travel/Conference (Streets) \$28.00; McClung, Mark – Utilities (Govt Bldg) \$70.00; McClung, Mary – Utilities (Govt Bldg) \$70.00; McMahon, Mike – Travel/Conference (Planner) \$114.45; MidAmerican Energy – Utilities (Sewer, Govt Bldgs) \$1,179.45; Moses, Michael – Customer Deposit Refund (Water) \$117.40; Muhlenkort, Clark – Customer Deposit Refund (Water) \$35.64; Myrl & Roy’s Paving, Inc. Supplies/Materials (Snow Removal) \$1,623.10; Novak Sanitary – Utilities (Govt Bldgs) \$71.84; Old Dominion Brush – Supplies/Materials (Street Cleaning) \$222.45; Partin, Chandler; Customer Deposit Refund (Water) \$55.12; Payment Service Network – Professional Services/Fee (Water, Sewer, Planner) \$1,293.94; Pietrus, Andrew – Utilities (Govt Bldgs) \$70.00; Plucker, Larry – Utilities (Govt Bldgs) \$70.00; Preheim, Dustin – Utilities (Govt Bldgs) \$70.00; Preheim, Dustin – Supplies/Materials (Streets, Water, Sewer, Parks) \$100.04; Preheim, Dustin – Supplies/Materials (Streets, Water, Sewer, Parks) \$99.96; Ramkota Inn – Travel/Conference (Sewer) \$753.40; Raue, Michael & Rhonda – Customer Deposit Refund (Water) \$72.88; Rural Route 1 Services – Utilities (Govt Bldgs) \$85.85; Sams Club GEMB – Professional Services/Fees (Fin Admin, Library) \$85.00; Schoeneman Bros. Co. – Supplies/Materials (Streets, Water, Sewer, Parks) \$206.63; Simunek, Alysia – Utilities (Govt Bldgs) \$70.00; Sioux Falls Humane Society – Professional Services/Fees (Animal Control) \$130.00; Sioux Falls Utilities (Wastewater treatment) \$76,692.45; Sioux Valley News – Publishing (Res, Ord, Proceedings, Elections) \$505.24; South Dak Retirement System – Retirement Withholdings \$8,267.20; SD Supplemental Retirement Plan – Retirement Withholdings \$475.00; SD Supplemental Retirement Plan – Retirement Withholdings \$475.00; SE Electric Cooperative, Inc. – Utilities (Sewer, Street Lighting, Water) \$2,844.73; Staples Advantage – Supplies/Materials (Fin

Admin) \$139.96; Stockwell Engineers Inc. – Professional Services/Fees (Engineering – General, Sewer) \$36,552.63; Strudevant’s Auto Supply – Supplies/Materials (Streets, Water, Sewer, Parks) \$81.46; Thomasson, Paul – Customer Deposit Refund (Water) \$117.40; Thurston, Jason – Utilities (Govt Bldgs) \$70.00; United States Post Office – Supplies/Materials (Fin Admin, Planner, Code Enforcement, Water, Sewer) \$500.00; Vantek Communications, Inc. – Repairs/Maintenance, Rentals (Water, Sewer) \$345.00; Vast Broadband – Utilities (Library, Govt Bldgs) \$632.45; Verizon Wireless – Utilities (Water) \$40.01; Weber, Joseph & Heather – Customer Deposit Refund (Water) \$120.32; Wellmark Blue Cross Blue Shield – Group Insurance – Group Insurance (City Admin, Fin Admin, Planner, Streets, Water, Sewer, Parks, Economic Dev) \$1,278.11; Xcel Energy – Utilities (Park Lighting, Govt Bldgs, Public Safety, Water, Sewer, Street Lighting) \$10,154.58; Zee Medical Service – Supplies/Materials (Govt Bldgs) \$151.55

Motion Olson to adjourn the meeting at 6:01pm, seconded Berg.

Reconvene as New Council at 6:01pm

Oath of Offices – The following alderman took the oath of office: a) Ward I – Ryan Berg (3 year term-2022); b) Ward II - Ryan Olson (3 year term-2022); c) Ward II - Joe Stonesifer (1 year term - 2020)

Election of Officers - Olson nominates Berg for President of the Council, and that nominations cease. Stonesifer seconded. Berg nominates Olson for Vice President of the Council, and that nominations cease. Stonesifer seconded.

Mayor – Appointments and Designations:

Mayor Burke-Van Luvanee designates the Sioux Valley News as the city’s official newspaper and First National Bank, Great Western Bank, and South Dakota FIT as the official depositories of the City of Harrisburg. There being no objections by the council, designations stand.

Mayor Burke-Van Luvanee appointed Bruce Bicknase to a 5 year term on the Harrisburg Planning & Zoning Board, term ending in 2023. There being no objections by council, appointment stands.

Mayor Burke-Van Luvanee appointed Lois McMahan and Chris Kindt to 3 year terms on the Park Board, terms ending in 2021. There being no objections by the council, appointments stand.

Mayor Burke-Van Luvanee made the following committee designations: Ryan Berg to Parks/Adult/Youth Recreation, Ryan Wolbrink and Ryan Berg as HEDC and Chamber Liaisons, Joe Stonesifer to Library, Ryan Olson to Public Safety and Joe Stonesifer to Public Works (Water, Sewer, Drainage & Streets). With no objections, appointments stand.

Alderman Stonesifer declared that he would be abstaining from discussion and any votes on Business items 1 through 4. Alderman Olson declared that he would be abstaining from discussion and any votes on Business Item 11.

Business Item 6. Request for Consumption of Alcoholic Beverages at American Legion Hall June 2, 2018. Motion Olson, seconded Berg to approve the request for consumption of alcoholic beverages at the American Legion Hall on June 2, 2018 for a family event.

Business Item 8. Preliminary Plan for the Creekside Addition, located in the SE1/4 of Section 25, T100N, R50W, 5<sup>th</sup> P.M., City of Harrisburg. Motion Berg, seconded Olson to approve the preliminary plan for the Creekside Addition located in the SE ¼ of Section 25, T100N, R50 W, 5<sup>th</sup> P.M., City of Harrisburg.

A Public Hearing was held at 6:20 pm for the issuance of Retail (On-Off Sale) Malt Beverage Licenses for the 2018-2019 licensing year for Casey’s General Store #2586 and Wild Tiger Casino. No public comment.

Business Item 1. Wastewater Treatment – No discussion or action taken.

Business Item 2, Executive Session – Pursuant to SDCL 1-25-2(3) Contract Negotiations and SDCL 1-25-2 (4) Legal matters. Motion Olson, seconded Berg to enter into executive session at 6:22 pm pursuant to SDCL 1-25-2(3) Contract Negotiations and SDCL 1-25-2 (4) legal matters.

Mayor declared executive session over at 7:12 pm.

Business Item 3. Entering into an option to acquire an easement for Wastewater Treatment Plant outfall. Due to council member abstaining and one council member absent, no discussion or action taken.

Business Item 4. Entering into a purchase agreement for acquisition of land for a Wastewater Treatment Plant. Due to council member abstaining and one council member absent, no discussion or action taken.

Business Item 5. 2018-2019 Malt Beverage License Renewals

a) Agora X Inc/Sam's BP – Retail (on-off Sale) Malt Beverage. Motion Berg, seconded Olson to approve the 2018-2019 Retail (on-off sale) malt beverage license for Agora X Inc/Sam's BP.

b) Casey's General Store #2586 – Retail (on-off Sale) Malt Beverage. Motion Berg, seconded Olson to approve the 2018-2019 Retail (on-off sale) malt beverage license for Casey's General Store #2586.

c) Eightyone – Retail (on-off Sale) Malt Beverage. Motion Berg, seconded Olson to approve the 2018-2019 Retail (on-off sale) malt beverage license for Eightyone.

d) Wild Tiger Casino – Retail (on-off Sale) Malt Beverage. Motion Berg, seconded Olson to approve the 2018-2019 Retail (on-off sale) malt beverage license for Wild Tiger Casino.

Business Item 7. Schoenfish & Co. Inc. – 2017 Audit Engagement Letter. Mayor suggested going out for proposals for the 2018 audit. Motion Olson, seconded Stonesifer to approve the 2017 audit engagement letter from Schoenfish & Co Inc. with an amount not to exceed \$9,000.00.

Business Item 9. Plat of Allen Tract 2A, located in the NE1/4NE1/4 of Section 27, T100N, R50W, 5<sup>th</sup> P.M., Lincoln County, SD. Motion Berg, seconded Stonesifer to approve the Plat for Allen Tract 2A, located in the NE1/4Ne1/4 of Section 27, T100N, R50W, 5<sup>th</sup> P.M., Lincoln County, SD.

Business Item 10. Pre-Annexation Agreement for Allen Tract 2A. Motion Olson, seconded Berg to approve the Pre-Annexation Agreement for Allen Tract 2A.

7:26 pm Alderman Wolbrink joined via phone.

Business Item 11. Award bid for Cold Storage Maintenance Facility Building. Two bids were received; BHI Construction Base bid \$188,500.00, Alt #1 (Wall liner) \$9,290.00 and Alt #2 (Floor) \$43,776.00 and MLC Construction base bid \$183,674.14, Alt #1 \$15,715.00 and Alt #2 \$39,944.00. Bids were reviewed and compared with specifications. Motion Berg, seconded Stonesifer, to approve the low bid from MLC Construction in the amount of \$183,674.14 and add Alternate #1 in the amount of \$15,715.00 and Alternate #2 in the amount of \$39,944.00 for a total of \$239,333.14. Roll Call - Wolbrink – aye, Berg – aye, Olson abstains, Stonesifer – aye.

7:29 pm Alderman Wolbrink left meeting.

Business Item 12. Estimate for City Maintenance Facility Building Floor Repairs. Motion Stonesifer, seconded Olson to approve the estimate from Pro Polish in the amount of \$28,560.00 for repairs and sealing of the existing maintenance facility building concrete floor.

Business Item 13. Dakota Pump Proposal for Flow and Intake Reports (Wastewater) Motion Olson, seconded Stonesifer to approve the Dakota Pump proposal for flow and intake reports for six lift stations in the amount of \$2,265.00.

Business Item 14. Appoint delegate for Lewis and Clark Regional Water System Annual Meeting. Motion Olson, seconded Berg to appoint Dustin Preheim as Harrisburg's delegate and Michael McMahon as alternate to the Lewis & Clark Regional Water System Annual Membership Meeting.

Business Item 15. Compost Site Update. The compost site is closed pending the issuance of a State permit. This process is expected to be completed by the beginning of June.

Business Item 16. New Hire compost worker. Motion Olson, seconded Stonesifer to hire Travis Johns as a part time compost supervisor at a rate of \$11.00. Possible start date of July 2018.

Business Item 17. Job Descriptions. Motion Berg, seconded Olson to approve the job description of Public Work Director. Motion Berg, seconded Olson to approve the job description of Wastewater – Supervisor/Operator Assistant/Public Works Director. Motion Olson, seconded Berg to approve the job description of Water Supervisor/Operator. Motion Olson, seconded Berg to approve the job description of Public Works employee.

Business Item 18. Ordinance 2018-05 Amendment to Chapter 1.0102 and 1.0103. Motion Olson, seconded Stonesifer to approve the Ordinance 2018-05 Amendment to Chapter 1.0102 and 1.0103 and set the 2<sup>nd</sup> reading of the ordinance for Monday, May 21, 2018.

Business Item 19. Street Banners. Motion Olson, seconded Berg to approve the purchasing street banners from Customeyez in an amount not to exceed \$1,500.00.

Business Item 20. Promotional items expense. No action taken.

Reports:

City Engineer. Jon Brown with Stockwell Engineers provided the city engineer report.

Planning and Zoning Department. McMahan provided the April 2018 building permit report and update on the GIS Implementation schedule. Arbor Day event was a success.

Finance Department. McClung provided the April 2018 finance report and April 2018 Sales Tax report. Applied for the State West Nile Virus grant. Clean up day was another success.

City Administrator. Pietrus provided the city administrator report.

Mayor handed out a list of one year goals and objectives as well as a copy of a dashboard report that she would like to see implemented.

The next meeting of the Harrisburg City Council will be held on Monday, May 21, 2018 at the Liberty School Community Room.

With no further business, a motion was made by Olson, seconded by Berg to adjourn the meeting at 8:28 pm.

Jill Johnke, Administrative Assistant

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