

Harrisburg City Council  
Meeting Minutes

The regular meeting of the City Council was called to order on July 16, 2018, at 6:00 pm, with Mayor Julie Burke–Van Luvanee presiding. Council members present were Ryan Wolbrink, Ryan Berg, Joe Stonesifer, and Ryan Olson. Also present from the city were Mary McClung, Michael McMahan, Andrew Pietrus, Toby Huizenga and Jill Johnke. 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 Wolbrink to approve the consent agenda consisting of the following items:

1. Approval of July 16, 2018 Agenda. Stonesifer declared conflict of interest and will abstain from business item 3,4 and 6.
2. Approval July 2, 2018 City Council Meeting Minutes
3. Approval of July 16, 2018 approval of claims.
4. Surplus of library books – Weeded Log Report 7/11/18

Ace Hardware – Supplies/Materials (Streets, Sewer, Water, Parks, Street Cleaning, Weed Control, Gen Govt Bldgs) \$1,138.43; Agora X Inc. – Supplies/Materials (Streets, Sewer, Water, Parks, Street Cleaning) \$2,243.77; Barnes & Noble Booksellers – Books (Library) \$515.14; Blackburn Mfging Co. – Supplies/Materials (Water) \$204.36; BNSF Railway Company - Professional Services/Fees, Insurance (Sewer) \$4,966.00; Bridger, Cody – Supplies/Materials (Economic Dev Promo) \$5,000.00 (reissue); City of Sioux Falls – Professional Services (Water) \$261.00; Core & Main – Supplies/Materials (Water) \$2,717.24; Cutler Law Firm, LLP – Professional Services/Fees (Attorney) \$9,625.00; Fareway Stores Inc #178 – Supplies/Materials (Police, Solid Waste Disposal) \$64.44; First National Bank – NSF Check (Water, Sewer) \$66.92; First National Bank - NSF Check (Water) \$200.00; First National Bank – NSF Check (Water, Sewer) \$201.00; Friessen Construction Co. Inc. – Repairs/Maintenance (Streets) \$11,791.78; Geotek Engineering – Professional Services/Fees (Water) \$634.00; Grainger – Repairs/Maintenance (Gen Govt Bldgs) \$64.59; Harrisburg School System – Rentals (Library) \$1,500.00; Harrisburg Water – Utilities (Gen Govt Bldgs, Parks) \$478.32; Hillyard – Supplies/Materials (Parks) \$113.10; International Institute of Municipal Clerks – Professional Services/Fees (Fin Admin) \$160.00; Lewis & Clark Regional Water – Resale of Water/Sewer (Water) \$12,586.66; Lincoln Co. Auditor – Professional Services/Fees (Police) \$66,103.22; Linc. Co. Register of Deeds – Supplies/Materials, Professional Services/Fees (Planner) \$159.00; Matheson Tri-Gas Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$18.60; Menards-East – Supplies/Materials (Streets, Water, Sewer, Parks) \$11.90; MidAmerican Energy – Utilities (Sewer, Gen Govt Bldgs) \$135.07; Myrl & Roys Paving, Inc. – Improvements other than Buildings (Streets, Water) \$101,194.70; Novak Sanitary Service – Utilities (Gen Govt Bldgs) \$73.60; Payment Service Network – Professional Services/Fees (Planner, Water, Sewer) \$1,385.60; Pfeifer Implement – Repairs/Maintenance (Parks) \$82.02; Optilegra, Inc. – Group Insurance (Fin Admin, City Admin, Planner, Econo Dev Promo, Streets, Water, Sewer, Parks) \$121.16; Qualified Presort Service, LLC – Supplies/Materials (Water, Sewer) \$1,067.53; Sanford Health Plan – Group Insurance (Streets, Water, Sewer, Parks) \$102.17; Sioux Falls Area Humane Society – Professional Services/Fees (Animal Control) \$200.17; Sioux Falls Networks – Professional Services/Fees (Fin Admin) \$209.35; Sioux Valley News – Publishing (Ord, Res, Proceedings) \$431.87; Siteone Landscape Supply, LLC – Supplies/Materials (Parks) \$289.73; SD Dept of Revenue & Regulation – Other Current Expense (Fin Admin) \$2.60; South Dak Municipal League – Supplies/Materials (Mayor) \$10.00; SD One Call – Professional Services/Fees (Water, Sewer) \$151.20; SD Planners Association – Professional Services/Fees (Planner, Planning Board) \$260.00; SD Supplemental Retirement Plan – SDRS Withholdings \$475.00; SE Electric Cooperative, Inc. – Utilities (Sewer, Street Lighting, Water) \$5,171.71; Stan Houston – Supplies/Materials (Streets, Parks) \$407.95; Staples Advantage – Supplies/Materials (City Admin, Library, Fin Admin) \$710.99; Stockwell Engineers Inc. – Professional Services/Fees (Sewer, Storm Drainage, General Fund) \$23,934.90; Svensson Creek Farm, LLC – Land (Sewer) \$3,000.00; Swanson , Steven and Cassandra – Land (Sewer) \$1,000.00; Titan Access Account – Repairs/Maintenance (Weed Control) \$242.58; Titan Machinery – Improvements Other than Bldgs (Gen Govt Bldgs) \$1,605.60; Traffic Solutions Inc. – Repairs/Maintenance (Streets) \$8,131.57; United States Post Office – Rentals (Library) \$92.00; Utility Service Company, Inc. – Repairs/Maintenance (Water) \$15,447.43; Vast Broadband – Utilities (Gen Govt Bldgs, Library) \$612.49; Web Concentrate – Professional Services/Fees (Fin Admin) \$99.06; Wellmark Blue Cross Blue Shield -Group Insurance

(Planner) \$158.20; Xcel – Utilities (Park Lighting, Gen Govt Bldgs, Public Safety, Water, Sewer, Street Lighting) \$13,074.90

On behalf of the Harrisburg Park Board, McMahon extended an invitation to the Mayor and City Council to attend National Night Out on August 7, 2018 from 6:30pm – 8:30pm to be held on Main Street at Hugh Robinson Park. No other public comment.

Business Item 5. BNSF Agreement 18-60559 and Protective Liability Insurance for the N Columbia St. Sanitary Sewer – Motion Wolbrink, seconded Stonesifer to approve and authorize the Mayor to sign the BNSF Agreement 18-60559 for the N. Columbia St, Sanitary Sewer Project with a contract fee of \$3,700.00 and to purchase the Protective Liability Insurance from BNSF in the amount of \$1,266.00.

Business Item 7. Park Board Recommendation – Purchase and Install handicap accessible swings at Ellis Larson and Heartland Parks. The Park Board has recommended that the City Council authorize spending up to \$7,500 for the installation of a handicap accessible swing at both Ellis Larson Park and Heartland Park.

6:06pm Public Hearing Rezone Request for a portion of the unplatted balance of the NE1/4 of Section 2, T99N, R50W, 5<sup>th</sup> P.M., City of Harrisburg from R-3 Multi Family Residential District to GB General Business District. No public comment. Mayor declared public hearing over at 6:11pm.

Business Item 1. Ordinance 2018-12 (1<sup>st</sup> Reading) – Rezone of a portion of the NE1/4 of Section 2, T99N, R50W, 5<sup>th</sup> P.M., City of Harrisburg from R-3 Multi – Family Residential District to GB General Business District. Motion Wolbrink, seconded Berg to set the 2<sup>nd</sup> Reading of Ordinance 2018-12 Rezone of a portion of the NE1/4 of Section 2, T99N, R50W, 5<sup>th</sup> P.M., City of Harrisburg from R-3 Multi Family Residential District to GB General Business District for Monday, August 6, 2018.

Business Item 2. Resolution 2018-13 – Petition for Voluntary Annexation for the South 300 feet of the West 300 feet of the W1/2NW1/4 of Section 36, T100N, R50W, 5<sup>th</sup> P.M., Lincoln County, South Dakota. Motion Berg, seconded Stonesifer to approve Resolution 2018-13 Petition for Voluntary Annexation for the South 300 feet of the West 300 feet of the W1/2NW1/4 of Section 36, T100N, R50W, 5<sup>th</sup> P.M., Lincoln County, South Dakota.

#### RESOLUTION 2018-13

##### A RESOLUTION TO APPROVE A PETITION FOR ANNEXATION OF CERTAIN PROPERTY CONTIGUOUS TO THE CITY OF HARRISBURG, LINCOLN COUNTY, SOUTH DAKOTA.

WHEREAS, the City of Harrisburg has received a written petition for voluntary annexation signed by not less than three-fourths of the registered voters and by the owners of not less than three-fourths of the value of the territory sought to be annexed to the municipality;

WHEREAS, certain territory, hereinafter more particularly described, is contiguous to the City of Harrisburg, South Dakota; and

WHEREAS, the Planning Commission of the City of Harrisburg recommends that said area be annexed thereto;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Harrisburg, South Dakota, that the boundaries of said City of Harrisburg, South Dakota, be and they hereby are extended to include the area contiguous to the City of Harrisburg described as follows:

The South 300 feet of the West 300 feet of the W $\frac{1}{2}$ NW $\frac{1}{4}$  of Section 36, T100N, R50W, 5<sup>th</sup> P.M., Lincoln County, South Dakota. (Approximately 2.066 acres)

NOW THEREFORE BE IT FURTHER RESOLVED by the City of Harrisburg that the within-described territory is hereby designated Rural Service District, thus amending Ordinance #2006-016;

NOW THEREFORE BE IT FURTHER RESOLVED by the City of Harrisburg that the zoning for the within described territory be designated as A1, Agricultural District.

NOW THEREFORE BE IT FURTHER RESOLVED by the City of Harrisburg that this resolution shall become effective according to law.

Dated at Harrisburg, South Dakota, this 16<sup>th</sup> day of July, 2018.

COMMON COUNCIL OF THE CITY OF HARRISBURG

Seal:  
Attest:

Julie Burke – Van Luvanee  
Mayor

Mary McClung  
Finance Officer

Published: July 26, 2018  
Effective: August 15, 2018

Business Item 3. Tabled Item Resolution 2018-10 Amending Water Rates and Bill Structure. Motion Berg to take Resolution 2018-10 Amending Water Rates and bill structure from the table for further discussion. Truex, Stockwell Engineers gave a brief overview of the history of the water and sewer rates discussion and process. Motion Berg, seconded Olson to approve Resolution 2018-10 Amending Water rates and bill structure with rates going into effect with the October 1, bill (September 2018 usage). Roll Call – Stonesifer abstains, Berg -aye, Wolbrink – aye, Olson -aye. Motion passed.

RESOLUTION NO. 2018-10  
A RESOLUTION AMENDING WATER RATES

WHEREAS, the Harrisburg City Council believes that it is necessary and in the best interest of the City of Harrisburg, in order to pay all costs for the operation and maintenance of the water system, to amend the rates for the sale of water provided by the City of Harrisburg; and

WHEREAS, Section 8.0115 of the Harrisburg Municipal Ordinances gives the Harrisburg City Council the authority to revise water rates by Resolution of the Harrisburg City Council; and

NOW, THEREFORE, BE IT RESOLVED by the Harrisburg City Council as follows:

**SECTION 1.** That the following base monthly charge is established for the various meter sizes listed below.

<u>Meter Size:</u>	<u>Minimum Charge:</u>
5/8" and 3/4"	\$11.64
1"	\$14.83
1 1/2"	\$27.55
2"	\$38.16
3"	\$71.07
4"	\$132.10
5" and up	TBD

**SECTION 2.** All single-family dwelling customers shall pay a tiered volume rate per as follows:

- (a) 1 – 3000 gallons at a rate of fifty-one cents (\$0.51) per one thousand gallons of water used per month,
- (b) 3,001 to 6,000 gallons at a rate of three dollars and twenty-four cents (\$3.24) per one thousand gallons of water used per month,
- (c) 6,001 to 9,000 gallons at a rate of eight dollars and twenty-seven cents (\$8.27) per thousand gallons or water used per month
- (d) Over 9,001 gallons at a rate of thirteen dollars and eighteen cents (\$13.18) per thousand gallons of water used per month.

**SECTION 3.** That all multi family, school district facilities, commercial and industrial customers shall pay a volume rate as follows:

- (a) Three dollars and twelve cents (\$3.12) per one thousand gallons of used per month.

**SECTION 4.** Any surcharges separately authorized by resolution shall be in addition to the above water rates.

**SECTION 5.** This rate change is effective beginning with the October 2018 bills.

Adopted this 16th day of July 2018.

Julie Burke – Van Luvanee  
Mayor

ATTEST:

Mary McClung  
Finance Officer

Publication: July 26, 2018  
Effective Date: August 15, 2018

Published once at the approximate cost of \_\_\_\_\_.

Business Item 4. Tabled Item Resolution 2018-11 Amending Sewer Rates and Bill Structure. Motion Berg to take Resolution 2018-11 Amending Sewer rates and bill structure from the table for further discussion. Motion Berg, seconded Olson to approve Resolution 2018-11 Amending Sewer rates and bill structure with rates going into effect with the October 1, 2018 bill (September 2018 usage). Roll call – Stonesifer abstains, Berg – aye, Wolbrink – aye, Olson – aye. Motion passed.

RESOLUTION NO. 2018-11  
A RESOLUTION AMENDING SEWER RATES

WHEREAS, the Harrisburg City Council believes that it is necessary and in the best interest of the City of Harrisburg, in order to pay all costs for the operation, maintenance, and improvement of the City's sewer system, to amend the rates for the collection and disposal of wastewater provided by the City of Harrisburg; and

WHEREAS, Sections 8.0103 and 8.0366 of the Harrisburg Municipal Ordinances gives the Harrisburg City Council the authority to set sewer rates by Resolution of the Harrisburg City Council; and  
NOW, THEREFORE, BE IT RESOLVED by the Harrisburg City Council as follows:

**SECTION 1.** That all residential single-family dwelling unit customers shall pay:

- (i) a minimum base monthly fee of nineteen dollars and thirty-two cents (\$19.32) per month (the "Base Fee"), plus ten dollars and sixty-one cents (\$10.61) per one thousand gallons of water used per month (the "Volume Rate"), based on their average use in the months of December, January and February ("winter average").
- (ii) Council authorizes City staff to adopt a written policy for calculating winter usage.

**SECTION 2.** That all residential multi-family customers shall pay:

- (i) a minimum base monthly fee of seventeen dollars and thirty cents (\$17.30) per month (the "Base Fee") per living unit, plus twelve dollars and zero cents (\$12.00) per one thousand gallons of water used per month (the "Volume Rate").
- (ii) Council authorizes City staff to adopt a written policy for calculating the number of living units.

**SECTION 3.** That all school district facilities, commercial customers and industrial customers shall pay:

- (i) a minimum base monthly fee of seventeen dollars and thirty (\$17.30) per month (the "Base Fee"), plus nine dollars and eighty-four cents (\$9.84) per one thousand gallons of water used per month (the "Volume Rate").

**SECTION 4.** Any surcharges separately authorized by resolution shall be in addition to the above sewer rates.

**SECTION 5.** This rate change is effective beginning with the October 2018 bills.

Adopted this 16th day of July 2018.

Julie Burke – Van Luvanee  
Mayor

ATTEST:

Mary McClung  
Finance Officer

Publication: July 26, 2018  
Effective Date: August 15, 2018

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Business Item 6. Wastewater Revenue Surcharge Bonds Sewer 2018.

- a.) Dougherty & Company LLC – Municipal Advisor Agreement. Motion Olson, seconded Wolbrink to approve and authorize the Mayor to sign the Municipal Advisor Agreement with Dougherty & Company LLC for the Wastewater Revenue Surcharge Bonds, series 2018. Roll Call – Stonesifer abstains, Berg – aye, Wolbrink – aye, Olson -aye. Motion passed.
- b.) Dougherty & Company LLC- Placement Agent Agreement. Motion Olson, seconded Wolbrink to approve and authorize the Mayor to sign the Placement Agent Agreement with Dougherty & Company, LLC related to the issuance of Wastewater Revenue Surcharge Bonds, Series 2018 with the approximate fee of \$32,000.00 or 1% of the borrowing amount, whichever is less. Roll call – Stonesifer abstains, Berg – aye, Wolbrink – aye, Olson – aye. Motion passed.

Business Item 7. Motion Berg, seconded Wolbrink to approve the park board recommendation to expend up to \$7,500.00 from the park department for the installation of a handicap accessible swing at both Ellis Larson Park and Heartland Park.

Business Item 8. Compost Site – Hours of Operation. Motion Berg, seconded Stonesifer to set the hours of operation for the compost site as 5:15pm to 7:30pm on Mondays and Wednesdays, and 8:00am to 12:00 noon on Saturdays weather permitting.

Business Item 9. Employee Pay Adjustment. Motion Olson, seconded Wolbrink to approve a pay adjustment to Chris Kullander in the amount of \$.50 per hour for an hourly rate of \$17.00 beginning with pay period #15.

Business Item 10. The Global Leadership Summit – Motion Olson, seconded Wolbrink to send Andrew Pietrus, Toby Huizenga, and Mary McClung to the Global Leadership Summit being held in Sioux Falls on August 9-10, 2018, registration fee of \$209.00 each.

McMahon reported that the Planning Commission formed a committee including P & Board members, city engineer, county commissioners and staff, developers, and home builders to meet and discuss development fees and how they will be created and implemented. Their goal is to have a recommendation to city council at their 2<sup>nd</sup> meeting in September.

Huizenga, Public Works updated the council on the new maintenance building and that the results of the compaction tests indicated that the footings will need to be bigger and that they will need to be over dug resulting in an additional cost. Council directed Huizenga to submit a change order for the additional cost at the next council meeting. Huizenga also reported that public works has a snow plow truck in the 2019 Capital Improvement Plan and that when checking with vendors the cost of the snow plow truck is closer to \$203,000, \$33,000 more than what was originally estimated, and that delivery is out 9-10 months.

Council members gave reports and the Mayor invited the council to attend a meeting she has scheduled with Sioux Falls Chief of Staff to the Mayor's office Erica Beck and Deputy Chief of Staff T. J. Nelson to be held at City Hall on Thursday, July 19<sup>th</sup>, 2018 at 3:00 pm.

The next regular meeting of the Harrisburg City Council will be held on Monday, August 6, at the Liberty School Community Room.

With no further business, a motion was made by Olson, seconded by Wolbrink to adjourn the meeting at 7:11 pm.

Jill Johnke, Administrative Assistant

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