

Harrisburg City Council
Meeting Minutes

The regular meeting of the City Council was called to order on September 17, 2018, at 6:00 pm, with Mayor Julie Burke–Van Luvanee presiding. Council members present were Ryan Berg, Joe Stonesifer, Ryan Olson, and Ryan Wolbrink. Also present from the city were Mary McClung, Andrew Pietrus, and Alysia Simunek. 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.

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

1. Approval of Agenda – Declaration of any Potential Conflict of Interest
2. September 4, 2018 City Council Meeting Minutes
3. September 17, 2018 Claims
4. Plat of Tract A of Harrisburg Elementary No. 7 Addition, located in the NW¼ of Section 33, T100N, R50W, 5th P.M., Lincoln County, SD
5. Pre-Annexation Agreement of Tract A of Harrisburg Elementary No. 7 Addition, located in the NW¼ of Section 33, T100N, R50W, 5th P.M., Lincoln County, SD
6. Plat of Tract 3 of Menholt's Addition, located in the SW¼NW¼ of Section 24, T99N, R50W, 5th P.M., Lincoln County, SD
7. Pre-Annexation Agreement of Tract 3 of Menholt's Addition, located in the SW¼NW¼ of Section 24, T99N, R50W, 5th P.M., Lincoln County, SD
8. Plat of Tract 1 of the Southern Views First Addition, located in the NW¼ of Section 7, T99N, R49W, 5th P.M., Lincoln County, SD
9. Pre-Annexation Agreement of Tract 1 of the Southern Views First Addition, located in the NW¼ of Section 7, T99N, R49W, 5th P.M., Lincoln County, SD
10. Plat of Tracts 1 and 2 of the Southern Views Second Addition, located in the NE¼ of Section 7, T99N, R49W, 5th P.M., Lincoln County, SD

Agora X Inc. – Supplies/Materials (Streets, Water, Sewer, Parks, West Nile Prevention, Street Cleaning) \$1,706.85; All Seasons Inc. – Professional Services/Fees (Weed Control) \$1,220.00, Barnes & Noble Booksellers – Books (Library) \$19.13; BX Civil & Construction Inc. – Repairs/Maintenance (Streets) \$925.00; CHS – Rentals (Streets, Water, Sewer, Parks) \$104.50; Concrete Materials – Repairs/Maintenance (Streets) \$159.00; Core & Main – Supplies/Materials (Water) \$571.85; Department of Treasury – Federal Withholdings (All Depts) \$6,466.75; Dougherty & Company – Professional Services (TIF #3) \$34,500.00; Fareway Stores Inc. #178 – Supplies/Materials (Streets, Govt Bldgs) \$15.61; Fink, Dan – Travel/Conference (Water, Sewer) \$506.85; Grainger – Supplies/Materials (Govt Bldgs) \$76.25; Harrisburg Water – Utilities (Govt Bldgs, Parks) \$480.87; Health Equity – H S A Withholdings \$360.00; Huizenga, Toby – Supplies/Materials (Streets, Water, Sewer, Parks) \$200.00; Lewis & Clark Regional Water – Resale of Water (Water) \$12,592.28; Matheson Tri-Gas Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$19.22; MidAmerican Energy – Utilities (Sewer, Govt Bldgs) \$134.44; Novak Sanitary Service – Utilities (Govt Bldgs) \$73.60; Optilegra, Inc. – Group Insurance (City Admin, Fin Admin, Planner, Streets, Water, Sewer, Parks, Economic Dev Promo) \$121.16; Otkin, Stacy & Josh – Customer Deposit Refund (Water) \$121.64; Payment Service Network – Professional Services (Planner, Water, Sewer) \$1,558.03; Qualified Presort Service LLC – Supplies/Materials (Water, Sewer) \$1,071.03; Sanford Health Plan – Group Insurance (Streets, Water, Sewer, Parks) \$102.17; Sanitation Products – Supplies/Materials (Sewer) \$56.24; Sedelmeier, Sarah – Customer Deposit Refund (Water) \$117.40; Sioux Falls Area Humane Society – Professional Services/Fees (Animal Control) \$267.62; Sioux Falls Networks – Professional Services/Fees (Fin Admin) \$209.35; Sioux International – Supplies/Materials (Parks, Weed Control) \$114.21; Siteone Landscape Supply, LLC – Supplies/Materials (Parks) \$654.26; SD Municipal League – Travel/Conference (City Admin, Fin Admin, Planner) \$300.00; SD One Call Systems Inc. – Professional Services/Fees (Water, Sewer) \$227.85; SD Parks and Recreation Assoc – Travel/Conference (Park Board, Parks) \$360.00; SD Supplemental Retirement Plan – Retirement Withholdings (All) \$475.00; Stockwell Engineers – Professional Services/Fees (Sewer, General) \$50,759.88; Sturdevant's Auto Supply – Supplies/Materials (Streets, Water, Sewer, Parks) \$292.12; Titan Machinery – Repairs/Maintenance (Streets), Supplies/Materials (Streets, Water, Sewer, Parks) \$162.30; Vantek Communications – Supplies/Materials (Streets, Water, Sewer, Parks) \$27.15; Wellmark Blue Cross Blue Shield – Group Insurance (Planner) \$158.20; Wellmark Blue Cross Blue Shield – Group Insurance (City Admin, Fin Admin, Streets, Water, Sewer, Parks, Economic Dev Promo) \$5,652.33; White Glove Cleaning Services – Utilities (Govt Bldgs) \$87.50

Public Comment – No public comment

No Public Hearings and/or Presentations

Business Item 5. Communication Plan Policy. Pietrus provided a summary of the proposed Communication Plan. The summary included renaming the policy to E-Mail Etiquette / Protocol / Best Practices. The policy would be edited to only include the e-mail etiquette guidelines and the Yellow List section. Motion Wolbrink, seconded Berg, to approve the E-Mail Etiquette / Protocol / Best Practices with requested amendments.

Business Item 6. Mayor/Council Goal and Objectives. Pietrus and council discussed updating the previously approved Mayor/Council Goal and Objectives sheet (2018 Strategic Planning Timeline Goals). Updates to include using last names for officials and staff position titles, updating the Dashboard Report to be Council/Deputy Finance Officer to own the document, and moving the Additional School Resource Officer to the 5 Year Goals. Motion Olson, seconded Berg, to approve the updates as presented.

Business Item 1. Cold Storage Maintenance Facility Building – Change Order and Progress Payments. Motion Wolbrink, seconded Olson, to approve the Progress payment and concrete change order invoice from MCL Construction in the amount of \$54,015.80 for the cold storage maintenance facility building.

Business Item 2. Order of Equipment for 2019 – Dump Truck with Snow Plow off NJPA. Motion Wolbrink, seconded Olson, to approve ordering a new model 348 Peterbilt truck from Allstate Peterbilt in accordance with the Sourcewell/NJPA Contract #081-716-PMC, to include a 14' Williamsen Stainless Steel Dump Body and Falls reversable 12' plow from Sanitation Products Inc. in the total amount of \$173,173.00. This item will be purchased from the 2019 budget and ordered now because of the approximate delivery date of 240 days, no money will be expended in 2018 for this item.

Business Item 4. SDWARN Request for donation. Motion Wolbrink, seconded Berg, to approve a donation to SDWARN for the purchase of pumping and flood fighting related equipment in the amount of \$501.00.

Dan Fink read his resignation letter to council, to go in to effect December 31, 2018. Included in the letter is his request to request to keep his position until someone is appointed or hired and will work with them to make a smooth transition.

Business Item 3. Well Site Settlement Agreement and Release. Motion Olson, seconded Stonesifer, to approve the settlement agreement and release with Irma Pick, Bruce Pick, and Peggy Anderson, regarding the water wells and lines on their property in the amount of \$69,000.00.

Business Items 7 and 8. Document Management Policy, Procedure and Document Policy and Procedure Templates. McMahon will be providing a list of suggested documents that need to be considered controlled documents. The Mayor stated that some additional updates to the documents needed to be made. Berg suggested taking no action at this time and bringing it back to council at the October 15th meeting. Council consensus.

Pietrus introduced his wife, Hilary Pietrus, to council.

Mayor Burke-Van Luvanee requested Mergen of Stockwell Engineers to further clarify the RFQ and RFP process to council and staff.

Council Reports. Berg provided a brief report on the status of Lean Transformation including use of staff time and a discussed a possible RMS Roller Grinder tour. Further updates will be provided.

Business Item 9. Executive Session. Motion Olson, seconded Berg, to enter into executive session pursuant to SDCL 1-25-2 (4) Contract Negotiations at 7:09 pm. Mayor declared executive session over at 7:45 pm.

The next regular meeting of the Harrisburg City Council will be held at 6:00 pm on Monday, October 1, at the Liberty School Community Room.

With no further business, a motion was made by Wolbrink, seconded by Olson, to adjourn the meeting at 7:46 pm.

Alysia Simunek, Deputy Finance Officer

Please publish once at the approximate cost of _____.