

Harrisburg City Council  
Meeting Minutes

The regular meeting of the City Council was called to order on October 1, 2018, at 6:00 pm, with Mayor Julie Burke–Van Luvanee presiding. Council members present were Ryan Berg, Joe Stonesifer, and Ryan Olson. Absent was Ryan Wolbrink. Also present from the city were Mary McClung, Andrew Pietrus, Michael McMahan, 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 Berg, seconded Olson, to approve the consent agenda consisting of the following items:

1. Approval of October 1, 2018 Agenda
2. Approval of Minutes – September 17, 2018 City Council Meeting Minutes
3. Approval of October 1, 2018 – Approval of Claims
4. Subdivision Construction Agreement – Devitt Farm Addition Phase 4
5. Subdivision Construction Agreement – Creekside Addition

Ace Hardware – Supplies/Materials (Streets, Water, Sewer, Parks, Govt Bldgs) \$920.81; Aflac – Aflac Withholdings \$468.70; Belitz, Jessica – Customer Deposit Refund (Water) \$107.04; Blackburn Mfging Co. – Supplies/Materials (Water) \$102.36; Cardmember Services – Books, Supplies/Materials, Repairs/Maintenance (Planner, City Admin, Library, Streets, Water, Sewer, Parks) \$1,750.12; Core & Main – Supplies/Materials (Streets) \$220.05; Cutler Law Firm, LLP – Professional Services/Fees (Attorney) \$9,787.50; Dakota Fluid Power, Inc. – Supplies/Materials (Streets) \$312.38; Department of Treasury – Federal Withholdings \$6,296.73; Department of Treasury – Federal Withholdings \$2,743.14; Fink, Dan – Utilities (Govt Bldgs) \$35.00; First National Bank – September 2018 Payroll \$46,787.37; First National Bank – NSF Check (Sewer) \$163.00; First National Bank – NSF Check (Water, Sewer) \$121.64; First National Bank – NSF Check (Water, Sewer) \$169.08; Hammerstrom, Gene – Utilities (Govt Bldgs) \$35.00; Health Equity – H S A Withholdings \$340.00; Home Definition Inc. – Professional Services/Fees (Govt Bldgs) \$25.00; Huizenga, Toby – Utilities (Govt Bldgs) \$35.00; Interstate Power Systems Inc. – Repairs/Maintenance (Sewer, Water, Govt Bldgs) \$3,556.96; Jackson, Mary – Customer Deposit Refund (Water) \$32.94; Kullander, Chris – Utilities (Govt Bldgs) \$35.00; Linc. Co. Register of Deeds – Supplies/Materials, Professional Services/Fees (Planner) \$597.00; Lloyd Properties – Principal (TIF #2) \$6,416.64; Marco, Inc. – Rentals, Supplies/Materials (Fin Admin) \$389.37; Maynard, Chad – Customer Deposit Refund (Water) \$50.82; McClung, Mark – Utilities (Govt Bldgs) \$35.00; McClung, Mary – Utilities (Govt Bldgs) \$35.00; McDonald, Rex & Ashley – Customer Deposit Refund (Water) \$102.22; McMahan, Michael – Travel/Conference (Planner) \$316.10; Menards-East – Supplies/Materials (Govt Bldgs) \$132.29; MLC Construction Inc. – Buildings (Govt Bldgs) \$54,015.80; Payment Service Network – NSF Payment (Sewer) \$225.00; Pederson, Brittany – Customer Deposit Refund (Water) \$27.08; Pepper, Acacia & Thomas – Customer Deposit Refund (Water) \$119.04; Pfeifer Implement – Repairs/Maintenance (Parks) \$44.50; Pietrus, Andrew – Utilities (Govt Bldgs) \$35.00; Plucker, Larry – Utilities (Govt Bldgs) \$35.00; Preheim, Dustin – Utilities (Govt Bldgs) \$35.00; Quizado, Steve – Customer Deposit Refund (Water) \$7.31; Ramberg, Stacy & Robert – Customer Deposit Refund (Water) \$1.51; Rural Route 1 Services – Utilities (Govt Bldgs) \$85.85; Simunek, Alysia – Utilities (Govt Bldgs) \$35.00; Sioux Falls Utilities – Pumping of Wastewater (Sewer) \$96,368.43; Sioux International –

Supplies/Materials (Parks) \$20.00; Sioux Valley News – Publishing (Ord, Res, Proceedings) \$648.12; SD Department of Revenue – Professional Services/Fees (Water) \$181.00; SD Retirement System – Retirement Withholdings \$4,955.86; SD State Treasurer – Customer Deposit Refunds (Water) \$422.76; SD Supplemental Retirement Plan – Retirement Withholdings \$475.00; SD Warn – Subsidies (Public Safety) \$501.00; Thurston, Jason – Utilities (Govt Bldgs) \$35.00; Titan Machinery – Repairs/Maintenance (Streets) \$246.11; US Bank National Association – Principal, Interest (Sewer) \$33,268.42; VanDiest Supply Company – Supplies/Materials (West Nile Prevention, Weed Control) \$6,277.55; Vantek Communications, Inc. – Repairs/Maintenance, Rentals (Water, Sewer) \$345.00; Vanthul, Jon & Jasmyn – Customer Deposit Refund (Water) \$40.12; Verizon Wireless – Utilities (Water) \$40.01; Vockler, Charles – Customer Deposit Refund (Water) \$119.04; Web Concentrate – Professional Services/Fees (Fin Admin) \$99.06; White Glove Cleaning Services – Utilities (Govt Bldgs) \$87.50; Winter, Katie – Customer Deposit Refund (Water) \$105.25.

Public Comment – No Public Comment

Public Presentation – Eagle Scout Project - Clyde Gregoire will be doing an Eagle Scout project consisting of landscaping around the flagpole area at City Hall. He presented this project to the council.

Business Item 1. Eagle Scout Project. Motion Berg, seconded Stonesifer, to accept Clyde Gregoire’s Eagle Scout project as presented.

Business Item 2. Resolution 2018-21 Special Assessments for Tall Grass Abatements. Motion Stonesifer, seconded Olson, to approve Resolution 2018-21 Special Assessment for Tall Grass Abatements.

RESOLUTION NO. 2018-21

A RESOLUTION APPROVING THE SPECIAL ASSESSMENT ROLL FOR TALL GRASS ABATEMENTS IN VARIOUS AREAS WITHIN THE CITY OF HARRISBURG, SD.  
BE IT RESOLVED by the City Council of the City of Harrisburg, South Dakota:

SECTION 1: That the special assessment roll for tall grass abatements in various areas within Harrisburg, SD, is hereby approved and the assessments in the assessment roll are levied against the property described in it. The assessments become a lien against the property when the assessment roll is filed in the office of the Finance Officer.

SECTION 2: The assessment may be paid in one annual installment and shall be collected under Plan One—Collection by County Treasurer as provided in SDCL 9-43.

Dated this 1<sup>st</sup> day of October, 2018.

Julie Burke – Van Luvanee  
Mayor

ATTEST:

Mary McClung  
Finance Officer  
Publish: October 11, 2018  
Effective: November 1, 2018

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

Harrisburg  
Tall Grass Abatement (2018)

Legal Description	Supposed Property Owner	Interest Due	Total	Invoice
10/01/18 – 5/01/19 Assessment 5.25% Per Year				
<b>Hsbg-E98' if N100' of S300' O.L. 11 *Ex E33'*</b>			<b>\$100.00</b>	<b>11577</b>
<b>City of Harrisburg, SD</b>	<b>Christopher &amp; Haydi Fledhaus</b>			
<b>270.15.00.011B</b>				
<b>(109 E Maple Street)</b>				
<b>Hsbg-E98' if N100' of S300' O.L. 11 *Ex E33'*</b>			<b>\$260.00</b>	<b>11790</b>
<b>City of Harrisburg, SD</b>	<b>Christopher &amp; Haydi Fledhaus</b>			
<b>270.15.00.011B</b>				
<b>(109 E Maple Street)</b>				
<b>Lot 18 Block 3 Harvest Acres Addition</b>			<b>\$338.75</b>	<b>11739</b>
<b>City of Harrisburg, SD</b>	<b>Shane Benzel</b>			
<b>270.16.03.018 (206 Tiger Street)</b>				

Business Item 3. Devitt Regional Detention Facility

Business Item 3a. Change Order #3 Various Items. Motion Berg, seconded Olson, to approve Change Order #3 for the Devitt Regional Detention Facility with a deduction in the amount of \$16,611.82.

Business Item 3b. Pay Request #6 & Final with project acceptance. Motion Berg, seconded Stonesifer, to approve the 6<sup>th</sup> and final pay application from Dakota Constructors for the Devitt Regional Detention Pond in the amount of \$1,717.49.

Business Item 4. Request to change parking classification on Honeysuckle Drive (by Benson Apts). Pietrus discussed a request made by Chuck Benson at a previous meeting in regard to parking on Honeysuckle Drive near Cliff Avenue. Pietrus will follow back up with Benson's regarding suggestions heard.

Business Item 5. Position Descriptions.

Business Item 5a. Public Works Director. Pietrus presented a revised Public Works Director position description. Mayor Burke-Van Luvanee made suggestions for additional revisions to the description. Suggestions were also received from attending citizens.

Business Item 5b. Deputy Finance Officer. Pietrus presented a revised Deputy Finance Officer position description. Input was received from staff, council, and citizens in attendance. Motion was made by Berg, seconded Olson, to approve the job descriptions as presented knowing there is a system in place to review staff services prior to next year's budget.

Business Item 6. Employee Handbook Amendments. Joe Bergsmith noticed and recommended changing the hours worked as described by full-time and part-time so there is no confusion. Motion Olson, seconded Berg, to approve the employee handbook amendments as presented.

Business Item 7. Graphic Design Contract. Mayor Burke-Van Luvanee has requested no action for this item.

Business Item 8. Retirement Acceptance. Motion Olson, seconded Berg, to accept Dan Fink's retirement letter with retirement effective date of December 31, 2018.

City Engineer Report. Mitch Mergen gave the engineer report. A copy is on file at the city office.

Jon Brown and Mergen with Stockwell discussed the RFP for engineering services. Mayor Burke-Van Luvanee requested the following be noted in the meeting minutes. Mayor Burke-Van Luvanee doesn't feel comfortable going with the firm that is writing the RFP and also bidding on it. Pietrus requested Stockwell to provide an RFP for a Construction Manager at Risk proposal along with the current proposal at the next meeting.

Council will begin the October 15<sup>th</sup> council meeting at 4 p.m. to conduct business prior to the joint working session with Planning & Zoning.

Public Works Report. Toby Huizenga provided an update of projects to council.

Planning & Zoning Report. McMahon provided the building permit reports for September.

Finance Report. McClung provided the finance report for September.

City Administrator Report. Pietrus provided the city administrator report including Active Shooter Training attended by staff.

Business Item 9. Executive Session. Motion Berg, seconded Stonesifer, to enter into Executive Session pursuant to SDCL 1-25-2 (1) Personnel Matters and 1-25-2 (4) Contract Negotiations at 8:42 p.m. Mayor declared executive session over at 8:58 pm.

The next regular meeting of the Harrisburg City Council will be held at 4:00 pm on Monday, October 15, at the Liberty School Community Room.

With no further business, a motion was made by Olson, seconded by Berg, to adjourn the meeting at 8:59 pm.

Alysia Simunek, Deputy Finance Officer

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