

Harrisburg City Council
Meeting Minutes

The regular meeting of the City Council was called to order on November 5, 2018, at 6:00 pm, with Mayor Julie Burke–Van Luvanee presiding. Council members present were Ryan Berg, Joe Stonesifer, and Ryan Olson. Also present from the city were Mary McClung, Andrew Pietrus, Michael McMahon, Toby Huizenga, Jason Thurston 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.

Consent Agenda:

Alderman Stonesifer will abstain from Business Item #14. Motion Berg, seconded Stonesifer, to approve the consent agenda consisting of the following items with Stonesifer abstaining from Business Item #14:

1. Approval of November 5, 2018 Agenda
2. Approval of the October 15, 2018 City Council Meeting Minutes and Joint Planning and Zoning Meeting Minutes
3. Approval of November 5, 2018 – Approval of Claims
4. Approval of Onsolve - CodeRED Annual Renewal Service Agreement
5. Approval of the 2019 Liquor License Renewals
 - a) Agora X Inc.(Sam's BP) – Package Off Sale Liquor
 - b) Fresh Horses Saloon – Package Off Sale Liquor and Retail On Sale Liquor
 - c) Phoenix Lounge – Retail On Sale Liquor
 - d) Harrisburg Events Center LLC – Retail On Sale Liquor
 - e) The Academy – Retail On Sale Liquor
 - f) The Meadow Barn – Retail On Sale Liquor
 - g) Big J's Roadhouse 2 – Retail On Sale Liquor – Restaurant
 - h) Yak Shack LLC – Retail On Sale Liquor
 - i) Grains & Grapes Liquor House, LLC – Package Off Sale Liquor
 - j) Fareway Stores, Inc. – Package Off Sale Liquor
6. Authorize Mayor to sign engagement letter for annual report
7. Approval of Consumption of Alcoholic Beverages requested at the Legion Hall
 - a) November 10, 2018 (Wendling)
 - b) November 17, 2018 (Kraig)
 - c) November 22, 2018 (Steel)
 - d) November 24, 2018 (Campbell)
8. Approval and authorize Mayor to sign Subdivision Construction Agreement – Creekside Addition Phases 1 through 3

Agora X Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$1,686.64; All Seasons Inc. – Professional Services/Fees (Weed Control) \$270.00; Barnes & Noble Booksellers – Books (Library) \$1,070.33; Battery Systems – Repairs/Maintenance

(Parks) \$80.48; Bumblebee Gibson – Supplies/Materials (Snow Removal) \$500.00; Campbell Supply – Repairs/Maintenance (Weed Control) \$4.28; City of Sioux Falls – Professional Services/Fees (Water) \$261.00; Code Works Inc. – Professional Services/Fees (Planner) \$1,003.00; Core & Main – Supplies/Materials (Water) \$2,007.04; Dakota Constructors Inc. – Improvements other than Bldgs. (Storm Drainage Fund) \$1,717.49; Dakota Fluid Power, Inc. – Repairs/Maintenance (Streets, Water, Sewer, Parks) \$375.95; Dakota Hardscape Supply Inc. - Improvements other than bldgs. (Parks) \$6,203.60; Department of Treasury – Federal Withholdings \$6,326.77; Diz Electric Inc. – Professional Services/Fees (Parks) \$410.72; Fareway Stores Inc. #178 – Supplies/Materials (City Admin) \$17.94; First National Bank – NSF Check (Water, Sewer) \$98.90; Follett School Solutions, Inc. – Professional services/Fees (Library) \$885.00; Great Plains Zoo – Community Event (Parks) \$312.12; Harrisburg Water – Utilities (Govt Bldgs, Parks) \$360.44; Health Equity – H S A Withholdings and Fees \$360.00; Lewis & Clark Regional Water System – Resale of Water, Professional Services/Fees (Water) \$15,326.21; Lincoln County Sheriff – Professional Services/Fees (Police) \$1,122.70; Matheson Tri-Gas Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$18.60; MidAmerican Energy – Utilities (Sewer, Govt Bldgs) \$142.85; Myrl & Roy’s Paving, Inc. – Supplies/Materials (Storm Drainage) \$384.03; Nielson Construction – Professional Services/Fees (Storm Drainage) \$22,500.00; Norberg Paints – Supplies/Materials (Streets) \$62.20; Novak Sanitary Service – Utilities (Govt Bldgs) \$88.58; Old Dominion Brush – Repairs/Maintenance (Street Cleaning) \$739.69; Payment Service Network – Professional Services/Fees (Planner, Water, Sewer) \$1,525.77; Prairie Wind Trailers, LLC – Repairs/Maintenance (Streets, Water, Sewer, Parks) \$195.00; Qualified Presort Service, LLC – Supplies/Materials (Water, Sewer) \$1,085.76; Rural Route 1 Services Inc. – Utilities (Govt Bldgs) \$85.85; Sanford Health Plan – Group Insurance (Streets, Water, Sewer, Parks) \$102.17; Sioux Falls Networks – Professional Services/Fees (Fin Admin) \$209.35; Sioux Valley News – Supplies/Materials (Fin Admin) \$30.00; South Dak Retirement System – Retirement Withholdings \$691.36; SD Supplemental Retirement Plan – Retirement Withholdings \$475.00; SD Unemployment Insurance Division – Unemployment Compensation (Fin Admin) \$157.67; SE Electric Cooperative, Inc. Utilities (Sewer, Street Lighting, Water) \$4,528.80; Staples Advantage – Supplies/Materials (Fin Admin) \$353.68; Stockwell Engineers Inc. – Professional Services/Fees (Engineering General, Storm Sewer, Sewer) \$46,263.90; Sturdevant’s Auto Supply – Repairs/Maintenance (Streets, Sewer, Water, Parks) \$1,051.12; US Bank National Association – Principal/Interest (Sewer) \$11,373.07; US Bank National Association – Principal/Interest (Storm Drainage) \$24,342.43; US Bank National Association – Principal/Interest (Water) \$29,926.63; US Bank National Association – Principal/Interest (Water) \$22,053.69; Vast Broadband – Utilities (Library, Govt Bldgs) \$512.64; Wellmark Blue Cross Blue Shield – Group Insurance (Planner) \$158.20; White Glove Cleaning Services – Utilities (Govt Bldgs) \$81.25; Zee Medical Service Inc. – Supplies/Materials (Govt Bldgs) \$138.05

Public Comment – No public comment at this time.

Business Item 2. Special Consideration of Wastewater Bill for Donald Winter – Mr. Winter was present to request special consideration of his wastewater winter average. Motion Berg, seconded Olson, to approve to adjust Donald Winter’s wastewater winter average due to the special situation and usage incurred during the winter months that were used for calculation to use an average of 3,000 gallons retroactive with the October 2018 bill giving credit on amount paid.

Public Hearings and/or Presentation

6:05 pm – Public Hearing – Rezoning request by Allen Homes, Inc. to rezone Lots 2-16 in Block 16 of the Green Meadows Addition from GB General Business District to R-2 Lot Density Residential District – No public comment.

Public Comment - Ryan Wolbrink addressed the audience, council, and staff, thanking them for his time spent serving as an alderman.

Business Item 1. 1st Reading – Ordinance 2018-14 Rezone of Lots 2-16 in Block 16 of the Green Meadows Addition from GB General Business District to R-2 Low Density Residential District – Motion Stonesifer, seconded Olson, to set the 2nd Reading for Ordinance 2018-14 Rezone of Lots 2-16 in Block 16 of the Green Meadows Addition from GB General Business District to R-2 Low Density Residential District for November 19th.

Business Item 3. Park Board Recommendation – Authorization of \$10,000 for improvements to Field A in Legion Park. Motion Berg, seconded Stonesifer, to move to take business item #3 – Park Board Recommendation – Authorization of \$10,000 for improvements to Field A in Legion Park from the table. John Ratzloff was present from the HBA to answer questions that council had regarding future improvements. HBA provided their most current Profit and Loss statement. Motion Olson, seconded Berg, to approve the authorization of \$10,000 for improvements to Field A in Legion Park from the 2018 parks budget improvements other than buildings.

Business Item 4. Resolution 2018-21 Land and Water Conservation Fund Grant Application (Legendary Neighborhood Playground) – This is to execute and file a grant application with the City providing a 50% match of the project. Motion Stonesifer, seconded Berg, to approve Resolution 2018-21 Land and Water Conservation Fund Grant Application for the Legendary Neighborhood Playground.

RESOLUTION NO. 2018-22

Land and Water Conservation Fund (LWCF) Grant Application
Legendary Neighborhood Playground

WHEREAS, the United States of America and the State of South Dakota have authorized the making of grants from the Land and Water Conservation Fund (LWCF) to public bodies to aid in financing the acquisition and/or construction of specific public outdoor recreation projects;

NOW, THEREFORE, BE IT RESOLVED:

1. That Michael McMahon is hereby authorized to execute and file an application on behalf of the City of Harrisburg with the National Park Service, U.S. Department of the Interior, through the State of South Dakota, Department of Game, Fish and Parks, Division of Parks and Recreation, for an LWCF grant to aid in financing Legendary Neighborhood Playground for the City of Harrisburg South Dakota and its Environs.
2. That Michael McMahon, Planning and Zoning Administrator, is hereby authorized and directed to furnish such information as the above mentioned federal and/or state agencies may reasonably request in connection with the application which is hereby authorized to be filed.
3. That the City of Harrisburg, South Dakota shall provide a minimum of 50% of the total cost of the project and will assume all responsibility in the operation and maintenance of the project upon completion of construction, for the reasonable life expectancy of the facility.

Adopted this 5th day of November 2018.

Julie Burke-Van Luvanee
Mayor

ATTEST:

Mary McClung

Finance Officer

Certification of Recording Officer

The undersigned duly qualified and acting Finance Officer of the City of Harrisburg does hereby certify: That the attached Resolution is a true and correct copy of the Resolution, authorizing the filing of application with the National Park Service as regularly adopted at a legally convened meeting of the City of Harrisburg duly held on the 5th day of November, 2018, and further that such Resolution has been fully recorded in the journal of proceedings and records in my officer.

IN WITNESS WHEREOF, I have hereunto set my hand the 5th day of November 2018.

Record Officer Signature: Mary McClung

Title: Finance Officer

Seal (Notary or city)

Published: November 15, 2018

Business Item 5. Consider Stockwell Engineers Proposal for Anna Way Water Main – This is a 2019 Project that was included in the budget. Motion Olson, seconded

Berg, to approve Stockwell Engineers proposal for engineering services for the 2019 Anna Way Water Main project in the amount of \$86,974.00.

Business Item 6. Consider Stockwell Engineers Proposal for 2019 Slurry Seal Project – This is a 2019 Project that was included in the budget. No action taken.

Business Item 7. Consider Proposal from Utility Service Co, Inc. – Washout and Visual Inspections (10 tears) at the Industrial Water Tower. This proposal was included in the 2019 budget for washouts and inspections of the Industrial Water Tower in the amount of \$9,800.00. Motion Berg, seconded Stonesifer, to approve and authorize the mayor sign the Utility Service Co., Inc. washout and visual inspection proposal for the Industrial Water Tower in the amount of \$9,800.00.

Business Item 8. Parking on Honeysuckle Drive - Motion Berg, seconded Stonesifer, to approve the parking on South Honeysuckle Drive as shown on the exhibit provided. A copy is available at city hall.

Business Item 9. Group Health Insurance 2019 Renewal. Motion Berg, seconded Stonesifer, to approve the 2019 group insurance renewal with Wellmark Blue Cross Blue Shield for a H.S.A. 3000 policy and contributing \$2,000.00 towards each employee H.S.A. account.

Business Item 10. Performance Documents

- a) Goal Planning Worksheet
- b) Performance Appraisal and Goal Setting Procedure
- c) Evaluation Form

Council directed Pietrus to provide an example of a policy for the November 19, 2018, meeting.

Business Item 11. Public Survey for Resource Needs – Mayor Burke-Van Luvanee provided a draft of public survey and requested council to provide further input and present the edits at the November 19, 2018, council meeting.

Business Item 12. Consider request for reimbursement for equipment rental by resident – Motion Stonesifer, seconded Berg, to approve reimbursing Mr. Justin Johannsen \$234.55 for the equipment rental fee he incurred to install a shed on his property and also to waive the future fence and shed permit building permit fees.

Reports included:

City Engineer given by Mitch Mergen. A copy of the report is available at city hall.

Huizenga gave the public works department report that included the trimming of trees to prevent damage to equipment during snow removal, street sweeping of leaves, and the DENR inspection of the city's lift stations.

McMahon gave the planning and zoning department report including the October 2018 building permit report.

McClung provided the October 2018 finance report and October 2018 sales tax report. Also noted was a donation of \$5,000.00 that was received from Xcel Energy to be used towards the new welcome sign on the east side of Harrisburg.

Simunek informed council and staff about the upcoming holiday gathering is scheduled for Friday, December 14, at 6:30 pm.

Business Item 13. Executive Session Pursuant to SDCL 1-25-2(1) Personnel – Motion Berg, seconded Stonesifer, to enter executive session pursuant to SDCL 1-25-2(1) Personnel at 7:34 pm. Motion Olson, seconded Stonesifer, to close executive session at 8:00 pm.

Business Item 14. Consider advertising for Public Works Director City Engineer/Alternative HRD Contract – Motion Olson, seconded Berg, to promote Toby Huizenga to Public Works Director effective 01/01/19. Upon roll call vote, Stonesifer abstains, Olson – Aye, Berg – Aye. Motion passes..

Business Item 15. Appointment to council vacancy. Motion Berg, seconded Olson, to appoint Kevin Maxwell to serve in the vacant seat of Alderman Ward I until the next annual municipal election.

Business Item 16. McClung gave the Oath of Office to Kevin Maxwell.

The next regular meeting of the Harrisburg City Council will be held at 6:00 pm on Monday, November 19, at the Liberty School Community Room.

With no further business, a motion was made by Maxwell, seconded by Olson, to adjourn the city council meeting at 8:04 pm.

Submitted by: Alysia Simunek, Deputy Finance Officer