

Harrisburg City Council  
Meeting Minutes

The regular meeting of the City Council was called to order on March 4, 2019, at 6:00 pm, with Mayor Julie Burke-Van Luvanee presiding. Council members present were Ryan Berg, Kevin Maxwell and Ryan Olson. Also present from the city were Mary McClung, Jill Johnke, Andrew Pietrus, Toby Huizenga, and Joe Stonesifer. 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: Olson abstains.

Motion Berg, seconded Maxwell, to approve the consent agenda consisting of the following items:

1. Approval of March 4, 2019 Agenda
2. Approval of the February 19, 2019 City Council Meeting Minutes
3. Approval of February 21, 2019 Special City Council Meeting Minutes
4. Approval of March 4, 2019 – Approval of Claims
5. Set Special City Council Meeting for Strategic Planning Work Session – 3/29/19 8:00am at Harrisburg City Hall.
6. Set Annual City Wide Clean Up Day for Saturday, May 4, 2019 from 8:00am – 11:00 am and include 2 additional times on 4/29/19 and 5/1/19 for drop off at the Public Works Facility.
7. Acceptance of 2017 Audit – Schoenfish & Co. Inc.
8. Approval of Consumption of Alcoholic Beverages at Legion Hall on April 20, 2019 - Kraft

Roll Call – Maxwell – aye, Berg – aye, Olson – Abstains. Motion passed.

Ace Hardware – Supplies/Materials (Streets, Water, Sewer, Parks, Snow Removal, Govt Bldgs) \$530.58; Aflac – Aflac Withholdings \$414.80; Agora X Inc. – Supplies/Materials (Streets, Water, Sewer, Parks, Snow Removal) \$2,801.79; Ambush Apparel – Supplies/Materials (Streets, Water, Sewer, Parks) \$136.00; Automatic Security Company Inc. – Repairs/Maintenance (Govt Bldgs) \$125.00; Barnes & Noble Booksellers – Books (Library) \$219.74; BHI Construction LLC. – Improvements other than buildings (Govt Bldgs) \$8,345.00; Bishop, Steve – Customer Deposit Refund (Water) \$76.58; Butterfield, Casey & Jeremy – Customer Deposit Refund (Water) \$42.79; Byberg, Jodi & Travis – Customer Deposit Refund (Water) \$90.22; Cardmember Services – Professional Services/Fees, Supplies/Materials. Books, Community Education (Fin Admin, Planner, Library) \$2,117.22; Christians, Kyle – Customer Deposit Refund (Water) \$102.60; Customeyez Designs – Supplies/Materials (Streets, Water, Sewer, Parks) \$300.00; Cutler Law Firm, LLP – Professional Services/Fees (Attorney) \$6,506.89; Dakota Garage Doors, Inc. – Repairs/Maintenance (Govt Bldgs) \$65.00; Department of Treasury – 941 Taxes \$5,979.93; Department of Treasury – 941 Taxes \$396.92; Dugstad, Wesley – Customer Deposit Refund (Water) \$107.04; Federal Signal Corporation – Machinery/Equipment (Public Safety) \$14,385.84; First National Bank – NSF Check \$75.38; Forward Sioux Falls – Professional Services/Fees (Economic Dev) \$500.00; Grainger – Supplies/Materials (Streets, Water, Sewer, Parks) \$34.13; Graybar Electric Co. – Repairs/Maintenance (Govt Bldgs) \$484.89; Health Equity – H S A Withholdings \$290.00; Home Definition, Inc. – Professional Services/Fees (Govt Bldgs) \$25.00; International Code Council Inc. – Professional Services/Fees (Planner) \$135.00; Johnson, Don – Customer Deposit Refund (Water) \$90.22; Johnson Feed, Inc. – Supplies/Materials (Snow Removal) \$5,132.26; Lewis & Clark Regional Water – Resale of Water (Water) \$10,573.02; Marco, Inc. – Rentals, Supplies/Materials (Fin Admin) \$372.08; Matheson Tri-Gas, Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$17.36; Neururer, Alicia & Ryan – Customer Deposit Refund (Water) \$76.58; Novak Sanitary Service – Utilities (Govt Bldgs) \$34.75; Payment Service Network – NSF Check (Water) \$70.39; Payment Service Network – Customer Deposit Refund (Water) \$150.00; Peck, Christina & Poppe, Ryan – Customer Deposit Refund (Water) \$107.04; Sams Club GEMB – Supplies/Materials (Govt Bldgs) \$192.65; Schoeneman Bros Co. – Supplies/Materials (Streets, Water, Sewer, Parks) \$84.33; Schoenfish & Co. Inc. – Professional Services/Fees (Fin Admin) \$9,000.00; Schroeder Inc. – Customer Deposit Refund (Water) \$107.04; Sioux Falls Networks – Professional Services/Fees (Fin Admin) \$209.35; Sioux Valley News – Publishing (Ord.,

Res, Proceedings, Streets, Water, Sewer, Parks) \$280.04; South Dak Municipal League – Travel/Conference (Fin Admin, City Admin, Council) \$110.00; SD Supplemental Retirement Plan – Retirement \$475.00; SE Electric Cooperative, Inc. – Utilities (Street Lighting, Sewer, Water) \$2,446.08; Spectrum Weather Specialty Insurance – Insurance (Economic Dev Promo) \$700.00; Stan Houston – Repairs/Maintenance (Streets, Water, Sewer, Parks) \$94.05; Stockwell Engineers Inc. – Engineering (Water, Sewer, Storm Drainage, General) \$218,525.09; Ubben, Lance – Customer Deposit Refund (Water) \$35.22; Vantek Communications Inc. – Repairs/Maintenance, Rentals (Water, Sewer) \$345.00; White Glove Cleaning Services – Utilities (Govt Bldgs) \$87.50; Xcel Energy – Utilities (Govt Bldgs) \$88.00

No Public Comment.

Public Presentation – Taylor Berg gave a presentation regarding the formation of a Harrisburg Disability Committee.

Business Item 1. 2<sup>nd</sup> Reading – Ordinance 2019-02 Supplement to the 2019 Budget. Motion Berg, seconded Maxwell to approve Ordinance 2019-02 Supplement to the 2019 Budget. Upon Roll Call Vote; all in favor.

Business Item 2. 1<sup>st</sup> Reading Ordinance 2019-03 Granting Northwestern Corp. Natural Gas Franchise. Motion Olson, seconded Maxwell to approve and set the 2<sup>nd</sup> Reading of Ordinance 2019-03 Granting Northwestern Corp. Natural Gas Franchise for the Monday, March 18, 2019 city council meeting.

Business Item 3. Recommendation to Award 2019 Slurry Seal Contract to Intermountain Slurry Seal, Inc. Motion Berg, seconded Maxwell to approve the award of bid for the 2019 Slurry Seal Project to Intermountain Slurry Seal Inc in the amount of \$133,354.60 Upon roll call vote; all in favor.

Business Item 4. Recommendation to Award WWTF CMr Contract to Henry Carlson Construction, LLC. Motion Berg, seconded Maxwell to award the Wastewater Treatment Facility Construction Manager at Risk contract to Henry Carlson Construction. LLC pending DENR approval. Upon roll call vote; all in favor.

Business Item 5. Consider New Hire – GIS Intern. Motion Maxwell, seconded Berg to approve the hire of Cole Wedel for the summer GIS intern position at an hourly rate of \$15.00. Upon roll call vote; all in favor.

Business Item 6. Employee Job Description Title and Compensation Change. Motion Berg, seconded Maxwell to approve that Deputy Finance Officer be added to Jill Johnke's current job description and title and set her pay per hour at \$17.83 with a cell phone allowance of \$35.00 per month. Upon roll call vote; all in favor.

Business Item 7. Employee Compensation Change. Jason Thurston received his State Arborist certification. Motion Olson, seconded Maxwell to set Jason Thurston's wage at \$20.40. Upon roll call vote; all in favor.

Business Item 8. Esri – Arc GIS License Software. Motion Maxwell, seconded Olson to approve the purchase of an additional Esri – Arc GIS license for the city engineer at a cost of \$1,500.00. Upon roll call vote; all in favor.

Business Item 9. Schoenfish & Co Inc – 2018 Audit Engagement Letter – Motion Berg, seconded Maxwell to approve and authorize the Mayor sign the 2018 audit engagement letter with Schoenfish & Co. Inc. Upon roll call vote; all in favor.

Business Item 10. Election

- a. Motion Berg, seconded Olson to set the date of April 9, 2019 for the Municipal Election for Ward II from 7:00 am – 7:00 pm at the Harrisburg Liberty School Community Conference Room. All in favor.
- b. Motion Berg, seconded Maxwell to hire Barb Kiefer, Bertha Hilmer and Judy Fickbohm as election workers for the April 9, 2019 election at a rate of \$175.00 for the day. Upon roll call vote; all in favor.

Business Item 11. Set Joint City Council and Planning Commission Meeting Date and Time. Motion Berg, seconded Maxwell to set April 15, 2019 at 6:00 pm at the Liberty School conference room for the joint City Council and Planning Commission meeting.

Jon Brown from Stockwell gave the City Engineers Report.

Verbal reports were given by the city administrator, city engineer, public works department and finance department which included a administrator activity, Harrisburg Days update, engineering activity, February Building Permit activity, and February 2019 Finance Report.

Business Item 12. Executive Session Pursuant to SDCL 1-25-2 (1) Personnel. Motion Olson, seconded Berg to enter executive session pursuant to SDCL 1-25-2(1) Personnel at 7:22pm.

Mayor declared out of executive session at 8:09pm.

The Local Review Board meeting will be held on Monday, March 18, 2019 beginning at 6:00 pm at the Liberty School Community Room. The next regular meeting of the Harrisburg City Council will be held immediately following the Local Review Board Meeting on Monday, March 18, 2019, at the Liberty School Community Room. A special Harrisburg City Council meeting will be held on Thursday, March 21<sup>st</sup>, 2019 beginning at 8:00 am at the Harrisburg City Hall conference room.

With no further business, a motion was made by Olson, seconded Berg, to adjourn the city council meeting at 8:10 pm.

Submitted by Jill Johnke, Admin Asst/Deputy Finance Officer