

Harrisburg City Council  
Meeting Minutes

The regular meeting of the City Council was called to order on August 5, 2019, at 6:00 pm, with Mayor Julie Burke-Van Luvanee presiding. Council members present were Kevin Maxwell, Ryan Olson, and Danny Tank. Ryan Berg was absent. Also present from the city were Mary McClung, Jill Johnke, Andrew Pietrus, Michael McMahon, Toby Huizenga, Jason Thurston 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: Motion Tank, seconded Maxwell, to approve the consent agenda consisting of the following items:

1. Approval of August 5, 2019 Agenda.
2. Approval of June 15, 2019 City Council Meeting Minutes
3. Approval of August 5, 2019 Approval of Claims
4. Surplus of Obsolete and/or Broken Electronic office equipment. (list available at city hall)

Upon Roll call vote; Tank -aye, Olson- aye, Maxwell – aye.

Ace Hardware – Supplies and Materials, Community Event (Streets, Water, Sewer, Parks, Govt Bldgs) \$3,156.56; AE2S – Professional Services/Fees (Engineering) \$2,178.25; Aflac – Aflac Withholdings - \$392.00; Ageson, Ethan – Customer Deposit Refund (Water) \$56.58; Agora X Inc. – Energy, Supplies/Materials (Streets, Water, Sewer, Parks, City Admin) \$2,531.45; All Seasons Inc. – Professional Services/Fees (Code Enforcement) \$181.70; American Planning Association – Professional Services/Fees (Planner) \$349.00; Backhaus Excavation and Underground – Repairs/Maintenance (Storm Drainage) \$5,204.09; Ballard Spahr, LLP – Other Debt Service (Water) \$5,000.00; Barnes & Noble Booksellers – Books (Library) \$315.29; Battery Systems Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$420.00; Board of Operator Certification – Professional Services/Fees (Water) \$10.00; Board of Operator Certification – Professional Services/Fees (Sewer) \$10.00; Bounce Around Inflatables, LLC – Community Event (Parks) \$579.99; Cardmember Services – Travel/Conference, Publishing, Books, Supplies/Materials, Community Education (Planner, Water, Engineering, Library) \$2,036.26; Cemcast Pipe & Precast – Supplies/Materials (Sewer) \$150.00; CHS Sioux Falls Lube & Oil – Supplies/Materials (Streets, Water, Sewer, Parks) \$87.45; Code Works Inc. – Professional Services/Fees (Planner) \$1,206.20; Concrete Materials – Repairs/Maintenance (Streets) \$589.05; Customeyez Designs – Repairs/Maintenance (Parks) \$865.75; Cutler Law Firm, LLP – Other Debt Service (Water) \$15,000.00; Cutler Law Firm, LLP – Professional Services/Fees (Attorney) \$3,190.00; Department of Treasury – Federal Withholdings \$6,617.67; Department of Treasury – Withholdings \$7,100.99; Disbrow, Jon & Erica – Customer Deposit Refund (Water) \$107.04; Dougherty & Company LLC – Other Debt Service (Water) \$14,000.00; Dykstra, Tressa – Customer Deposit Refund (Water) \$90.22; First National Bank – Principal & Interest (Debt Service) \$89,836.35; First National Bank – Professional Services/Fees (Water) \$20.00; First National Bank – July 2019 Payroll \$43,588.42; First National Bank – NSF (Sewer) \$184.69; First National Bank – NSF (Water, Sewer) \$248.00; First National Bank – NSF (Water, Sewer) \$148.00; Hammerstrom, Gene – Utilities (Govt Bldgs) \$35.00; Harrisburg Economic Development – Subsidies (Economic Dev) \$5,301.94; Harrisburg Fire Dept. – Professional Services/Fees (Fire) \$32,607.54; Harrisburg Water – Utilities (Govt Bldgs, Parks) \$425.42; Headlee, Valerie – Supplies/Materials (Economic Dev Promo) \$801.64; Health Equity – H.S.A. Withholdings \$265.00; Health Equity – H.S.A.

Withholdings \$265.00; Health Equity – H.S.A. Withholdings \$265.00; Hegg Realtors – Customer Deposit Refund (Water) \$150.00; Heiman Fire – Supplies/Materials (Govt Bldgs) \$488.95; Hillyard – Supplies/Materials (Govt Bldgs) \$127.60; Hindt, Danielle & Travis – Customer Deposit Refund (Water) \$150.00; Holiday Inn Express Hotel – Travel/Conference (Fin Admin) \$144.00; Home Definition, Inc. – Professional Services/Fees (Govt Bldgs) \$25.00; Huizenga, Toby – Utilities (Govt Bldgs) \$35.00; Hydro-Klean LLC – Repairs/Maintenance (Sewer) \$9,618.08; IMS Infrasturcutre Mgmt Services – Professional Services/Fees (Streets) \$1,350.00; I & S Group, Inc. – Improvements Other Than Bldgs (Storm Drainage) \$1,372.00; Johnke, Jill – Utilities (Govt Bldgs) \$35.00; KCDS Inc. – Professional Services/Fees (Engineering) \$1,750.00; Kullander, Chris – Utilities (Govt Bldgs) \$35.00; Laceys – Utilities (Parks) \$60.00; Lewis & Clark Regional Water System – Resale of Water (Water) \$12,734.02; Lincoln Co. Auditor – Professional Services/Fees (Police) \$64,867.58; Linc. Co. Register of Deeds – Supplies/Materials, Professional Services/Fees (Planner) \$288.00; Marco, Inc. – Rentals, Supplies/Materials (Fin Admin, Streets, Water, Sewer, Parks) \$518.31; Matheson Tri-Gas Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$68.36; McClung, Mary – Utilities (Govt Bldgs) \$35.00; Miracle Recreation – Repairs/Maintenance (Parks) \$1,280.00; Molohon, David – Customer Deposit Refund (Water) \$150.00; Myrl & Roys Paving, Inc. – Repairs/Maintenance (Storm Drainage) \$418.68; OLA Precast LLC – Supplies/Materials (Parks) \$2,600.00; Payment Service Network – Professional Services/Fees (Water, Sewer, Planning) \$1,582.25; Pesicka, Chelsea & Michael III – Customer Deposit Refund (Water) \$107.04; Pfeifer Implement – Repairs/Maintenance (Streets, Water, Sewer, Parks) \$241.90; Pietrus, Andrew – Utilities (Govt Bldgs) \$35.00; Plucker, Larry – Utilities (Govt Bldgs) \$35.00; Prebble, Krista & Roy – Customer Deposit Refund (Water) \$56.58; Preheim, Dustin – Utilities (Govt Bldgs) \$35.00; Prunty, Brenden – Customer Deposit Refund (Water) \$107.04; Rennich, David – Utilities (Govt Bldgs) \$35.00; Roto Rooter – Professional Services/Fees (Sewer) \$365.00; Sandager, Peter – Customer Deposit Refund (Water) \$150.00; Sanitation Products – Repairs/Maintenance (Sewer) \$320.06; Schied, Amanda & Brian – Customer Deposit Refund (Water) \$150.00; Seal Pros, Inc. – Repairs/Maintenance (Streets) \$50,092.51; Sioux Falls Humane Society – Professional Services/Fees (Animal Control) \$250.82; Sioux Falls Utilities – Utilities (Sewer) \$139,725.72; Sioux International – Repairs/Maintenance, Supplies/Materials (Streets, Water, Sewer, Parks) \$1,675.31; Sioux Valley News – Publishing (Ord, Res Proceedings) \$346.04; Siteone Landscape Supply, LLC – Supplies/Materials (Weed Control) \$609.89; South Dak Municipal League – Travel/Conference (City Admin, Board) \$100.00; South Dak Municipal League – Supplies/Materials (Mayor) \$10.00; South Dak Retirement System – SDRS Withholdings \$5,463.24; SD Supplemental Retirement Plan – SDRS Withholdings \$325.00; South Dakota Water & Wastewater – Travel/Conference (Water, Sewer) \$240.00; Stoebner, Jim – Customer Deposit Refund (Water) \$25.00; Stonesifer, Joe – Travel/Conference (Engineering) \$307.00; Stonesifer, Joe – Utilities (Govt Bldgs) \$35.00; Thurston, Jason – Utilities (Govt Bldgs) \$35.00; Towne, Travis – Customer Deposit Refund (Water) \$150.00; VanDiest Supply Company – Supplies/Materials (West Nile Prevention) \$2,198.00; Vantek Communications, Inc. – Repairs/Maintenance, Rentals (Water, Sewer) \$345.00; Vast Broadband – Utilities (Library, Govt Bldgs) \$663.95; Verizon Wireless – Utilities (Water, Sewer) \$80.01; Wedel, Cole – Travel/Conference (Planner) \$11.60; Wellmark Blue Cross Blue Shield – Group Insurance (City Admin, Finn Admin, Streets, Water, Sewer, Parks) \$3,939.78; White Glove Cleaning Services – Utilities (Govt Bldgs) \$181.25; Xcel Energy – Energy (Park Lighting, Govt Bldgs, Other Protection, Water, Sewer, Street Lighting) \$11,786.09; Zabel Steel Company – Supplies/Materials (Parks) \$29.90; Zee Medical Services – Supplies/Materials (Govt Bldgs) \$417.85

Business Item 2. Ordinance 2019-07 Street Lighting Service Fee – 1<sup>st</sup> Reading This ordinance will allow the city to impose a streetlight service fee upon each “Lot” within the city of Harrisburg to construct, operate and maintain a system to provide street light facilitates to residents. The rates, fee and charges

shall be determined by the Council by resolution. Motion Tank, seconded Olson to set the 2<sup>nd</sup> reading of Ordinance 2019-07 Imposing a Street Light Service Fee for the Municipality of Harrisburg for August 19, 2019.

6:07 pm - Public Hearing to accept public input on Ordinance 2019-08 to Amend the Zoning Regulations Criteria for Mini Warehouse (Storage) Units and Conditional Use Permits. McMahon reviewed the ordinance. Questions focused on the proximity to any existing or proposed residential district and the requirement of a landscape buffer and screening strip. This ordinance would affect any new permits after the ordinance goes into effect, not existing permits or units.

Business Item 1. Ordinance 2019-08 Amend the Zoning Regulations Criteria for Mini-Warehouse (Storage) Units and Conditional Use Permits-1<sup>st</sup> Reading. This will require that mini-warehouses in Industrial Districts be required to obtain a conditional use permit and comply with use specific standards. Motion Olson, seconded Tank to set 2<sup>nd</sup> reading of Ordinance 2019-08 Amend the Zoning Regulations Criteria for Mini-Warehouse (Storage) Units and Conditional Use Permits for August 19, 2019.

Public comment from Carrie Hill regarding ideas on rebate programs and email responses from council.

Adam Walsh gave an update on the formation of a community advisor committee to facilitate action in Harrisburg on regional projects. The structure will include members from community boards and citizens and an initial meeting will be held in September or October to better outline history of vision committee, structure, scope and future of the committee.

Business Item 3. Resolution 2019-16 Oversizing Reimbursement Motion Tank, seconded Maxwell to approve Resolution 2019-16 Oversizing Reimbursement. Upon roll call vote; all in favor.

#### RESOLUTION NO. 2019-16

#### A RESOLUTION ESTABLISHING UTILITY OVERSIZING REIMBURSEMENT BY THE CITY OF HARRISBURG, SOUTH DAKOTA.

WHEREAS, the Harrisburg City Council believes that it is necessary and in the best interest of the City of Harrisburg (the “City”), in order to account for construction and development, to reestablish Oversizing Reimbursement Policy for the City of Harrisburg, South Dakota; and

**SECTION 1.** WHEREAS, the City has determined that it is necessary to make changes to the current Oversizing Reimbursement Policy; now

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

Reimbursement may be provided by the City for oversizing pipe of public utilities. Oversized utility pipe will only be eligible for reimbursement if a written request is submitted and approved by the City Engineer. Labor costs are not eligible for reimbursement. Reimbursement requests shall include itemized documentation of pipe material costs and clearly identified as-built infrastructure plans that are stamped and signed by a Professional Engineer and signed and dated by the owner. The reimbursement amount shall be based on the best data available of material pipe costs in the year of installation as determined by the City Engineer. Eligible reimbursements shall be made only from the corresponding utility fund and as available in the approved annual budget.

Infrastructure included in a cost recovery filed by the developer or within a Tax Increment District is not eligible for oversizing reimbursement. Criteria for the portion reimbursable is described below.

- Storm drainage pipe over 36 inches in diameter that must be oversized to convey stormwater originating from properties upstream of the development. The portion eligible for reimbursement shall be the material cost difference between the oversized pipe size and a 36 inch pipe.
- Sanitary sewer pipe over 12 inches in diameter that must be oversized to convey wastewater originating from properties upstream of the development. The portion eligible for reimbursement shall be the material cost difference between the oversized pipe size and a 12 inch pipe.

**SECTION 2.**

- Water distribution pipe over 12 inches in diameter that must be oversized to appropriately meet the needs of the overall distribution system. The portion eligible for reimbursement shall be the material cost difference between the oversized pipe size and a 12 inch pipe.
- Sump pump collection system pipe that is required to be installed. The entire material cost of all sump pump collection system pipe may be eligible for reimbursement.

Dated this 5 day of August, 2019.

Julie Burke-Van Luvanee  
Mayor

ATTEST:  
Mary McClung  
Finance Officer  
(SEAL)

Publish: August 15, 2019  
Effective: September 5, 2019

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

Business Item 4. Consider Proposal for Transportation Engineering Review Services to Willow Street Downtown Parking. The proposal would complete a city parking plan review, Lincoln County Master Transportation Plan – Safety Evaluation Memo, meeting with City of Harrisburg and preparation of a letter memorandum to summarize recommendations or findings. Discussion focused on parking changes and costs to complete. Motion Tank, seconded Maxwell to table and direct staff to continue discussion with the adjacent property owners.

Business Item 5. Consider Asphalt Repair to Anna Way. Motion Maxwell, seconded Tank to approve the quote from Asphalt Seal Coating and Repair in the amount of \$8,160.00 to repair the asphalt surface of 4000 square feet of Anna Way with a 2½” mat. Upon roll call vote; all in favor.

Business Item 6. Consider Request to Move Light Pole on East Side of Fields B and C and Add Additional Pole. Motion Tank, seconded Maxwell to approve moving the light pole on the east side of

fields B and C and adding an additional pole for safety concerns on these fields. Upon roll call vote: all in favor.

Business Item 7. Review Council Meeting Schedule. Motion Tank, seconded Maxwell to move council meetings to school board room and explore option of moving to the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday nights.

Business Item 8. Wastewater Treatment Facility Design Award Timeline. Wendi Hogan received the draft memo of the timeline and had additional questions and concerns that she will provide to Pietrus for answers. Mayor also had some questions regarding the CMr that she will provide to Pietrus for response. Mayor asked that this item be placed on the 8-19-19 agenda.

Verbal reports were given by Stonesifer (City Engineer), Huizenga (Public Works) and Pietrus (City Administrator).

Written reports were provided for the July building permit report and July finance report.

Mayor provided a Communication Plan that she would like council to review and address at the August 19, 2019 council meeting.

Business Item 9. Executive session pursuant to SDCL 1-25-2 (4) Contract Negotiations. Motion Olson, seconded Tank to enter into executive session pursuant to SDCL 1-25-2(4) Contract Negotiations at 8:41pm.

Mayor declared out of executive session at 9:04pm.

The next regular meeting of the Harrisburg City Council will be held at 6:00 pm on Monday, August 19, 2019 at the Liberty School Board Room.

With no further business, a motion was made by Tank, seconded Maxwell, to adjourn the city council meeting at 9:04 pm.

Submitted by Jill Johnke, Administrative Assistant/Deputy Finance Officer