

Harrisburg City Council
Meeting Minutes

The regular meeting of the City Council was called to order on March 3rd, 2014, at 6:00 p.m., with Mayor Julie Burke-Bowen presiding. Council members present were Ryan Olson, Allison Sanderson, Rob Handshumaker and Adrienne McKeown. Also present from the city were Mary McClung, Andrew Pietrus, Michael McMahon, Dan Fink 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.

Council reviewed the agenda.

Motion McKeown to approve the minutes of the February 18th, 2014, City Council meeting, with no changes, seconded Handshumaker.

Motion Sanderson to approve all claims as presented, seconded Handshumaker. Above Standard Cleaning – Utilities (Govt Bldgs) \$140.00; Agora X Inc. – Supplies & Materials (Streets, Water, Sewer, Parks, Snow Removal) \$2,704.19; Banyon Data Systems – Professional Services (Fin Adm) \$795.00; Bumblebee Gibson – Supplies & Materials (Snow Removal) \$657.00; Campbell Supply – Supplies & Materials (Streets, Water, Sewer, Parks) \$75.73; Cardmember Services – Supplies & Materials (City Adm, Fin Adm, Mayor, P & Z Adm, Streets, Water, Sewer, Parks) Books (Library) Travel & Conference (P & Z Adm), Computer Software (Fin Adm, City Adm, P & Z Adm, Streets, Water, Sewer, Parks) \$1,471.11; Central Heating & Air, Inc. – Repairs & Maintenance (Sewer) \$321.27; Department of Treasury – 941 Withholding & FICA Pay Period #4 \$4,124.79; Fastenal Company – Supplies & Materials (Snow Removal) \$33.30; Fink, Dan – Utilities (Govt Bldgs) \$35.00; First National Bank – Payroll February 2014 \$24,766.91; Green Eggs & Ram Computer Services – Machinery & Equipment (P & Z Adm) Supplies & Materials (Streets, Water, Sewer, Parks) \$1,458.49; Hammerstrom, Gene – Utilities (Govt Bldgs) \$35.00; Harrisburg School System – Rentals (Library) \$250.00; Hehn Repair – Repairs & Maintenance (Streets, Water, Sewer, Parks) \$733.98; HR Green Inc. – Professional Services (Engineering General and Sewer) \$9,835.50; Huizenga, Toby – Utilities (Govt Bldgs) \$35.00; Infratech – Supplies & Materials (Sewer) \$1,096.10; Lincoln County Register of Deeds – Professional Services & Fees (P & Z) \$60.00; Lincoln County Treasures Office – Other Current Expense (Parks) Repairs & Maintenance (Streets) \$375.82; Maguire Iron, Inc. – Repairs & Maintenance (Water) \$3,435.00; Marco, Inc. – Repairs & Maintenance (Fin Adm) \$290.24; Matheson Tri-Gas Inc – Supplies & Materials (Streets, Water, Sewer, Parks) \$31.27; McClung, Mark – Utilities (Govt Bldgs) \$35.00; McClung, Mary – Mileage Reimb. (Fin Adm) \$196.90; McMahon, Michael – Mileage Reimb. (P & Z Adm) \$228.29; Municipal Street Maintenance Assoc. of SD – Travel & Conference (Streets) \$50.00; National Flood Insurance – Professional Services & Fees (Storm Drainage) \$5,300.00; North Central International – Repairs & Maintenance (Streets, Water, Sewer, Parks) \$19.77; Pietrus, Andrew – Utilities (Govt Bldgs) \$35.00; Sams Club GEMC – Supplies & Materials (Govt Bldgs, Sewer, Library) Books (Library) \$2,131.59; Schoeneman's – Supplies & Materials (Streets, Water, Sewer, Parks, Govt Bldgs) \$292.69; South Dakota Retirement Systems - Retirement Withholdings \$3,397.26; South Dakota Supplemental Retirement Withholdings – Retirement Withholdings \$100.00; Stan Houston – Supplies & Materials (Streets, Water, Sewer, Parks) \$88.70; Stockwell Engineers Inc. – Professional Services (Sewer) \$6,355.50; Sturdevant's Auto Supply – Supplies & Materials (Streets, Water, Sewer, Parks) \$165.57; Titan Machinery – Supplies & Materials (Snow Removal) \$1,070.78; Tractor Salvage & Welding – Supplies & Materials (Snow Removal) \$400.50; Usborne Books & More – Books (Library) \$477.68; Vantek Communications, Inc. – Repairs & Maintenance (Water) Rentals (Water, Sewer) \$345.00; WalMart – Supplies & Materials (Govt Bldgs) \$166.25

The Warranty Deed for Block 8 Legendary Estates will remain tabled. McMahon gave an update on progress.

Motion McKeown to approve Ordinance 2014-01 Day Care Registration Regulations with the updated age change to 18, seconded Handshumaker.

Motion Olson to approve Ordinance 2014-02 Adding Section 4.0311 Full Service Restaurant Liquor License with the updated city attorney's addition, seconded Handshumaker.

Mayor Burke-Bowen appointed Justin Van Ormer to a three year term on the Park Board. There being no objections by the council, appointment stands. Mayor Burke-Bowen appointed Justin Van Ormer to a five year term on the Planning Commission. There being no objections by the council, appointments stand.

Motion Handshumaker to approve the purchase of Property Management software for Permits and Violations in the amount of \$5,260.00 from Banyon Data Systems, seconded McKeown.

Motion Sanderson to approve the Banyon utility billing software full day training in the amount of \$400.00 plus mileage, seconded McKeown.

Mary discussed the implementation of a new credit card processing application from PSN which will reduce the current costs of processing the monthly water & sewer bills and also add the option for residents to be able to pay their bill online. Handshumaker requested additional figures to determine how much it would be to offer paperless billing via email through Banyon Data Systems and PSN.

Motion McKeown to set the date for the Annual Clean Up Day for Saturday, May 3rd, 2014, from 8:00am-11:00am, seconded Sanderson.

Bill Moran(HR Green Engineers) presented the city engineers report including General Engineering Services, Safe Routes to School Project, 2013 Water Main Improvements – Elm Street and Main Street, Columbia Basin Sanitary Sewer and Storm Water Project, Ninemile Creek LOMR and Trail Crossing, Willow Street Improvements, Cost Recovery for Basin 2A, 2B, 3D, Minnesota Avenue Water Main and Casing Pipe, and the Legendary Estates Drainage update. A copy of the report is on file at the city office.

McMahon went through the Planning & Zoning Department report. Discussion was held on additional costs for storm drainage infrastructure for the land directly west of the Harrisburg High School and if the city would be willing to upfront money so that the project can proceed in 2014 with the condition that the money would be paid back to the city written into the development agreement. Additional information on storm water impacts to Willow Street was requested from the City Engineer.

Fink provided council with a Maintenance Department report, including the current year-to-date costs for snow removal and the water tower leak and repair.

McClung reminded council of the upcoming Board of Equalization meeting to be held prior to the council meeting on March 17th, 2014.

Pietrus provided council with a City Administrator report.

The next meeting of the Planning & Zoning Commission will be held on Tuesday, March 11th, 2014, at 7:00 p.m. at the Harrisburg Liberty School Board Room. The next meeting of the City Council will be held on Monday, March 17th, 2014, immediately following the Board of Equalization Meeting at the Liberty School Board Room, 200 E Willow Street at 6:00 p.m.

With no further business, a motion was made by Sanderson to adjourn the meeting at 6:59 p.m., seconded by Handshumaker.

Alysia Simunek, Deputy Finance Officer

Please publish once at the approximate cost of _____.