

Harrisburg City Council
Meeting Minutes

The regular meeting of the City Council was called to order on January 4, 2016, at 6:00 p.m., with Mayor Julie Burke Bowen presiding. Council members present were Allison Sanderson, Ryan Olson, Ryan Berg and Ryan Wolbrink. 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.

Pledge of Allegiance was recited.

Consent Agenda: Motion Wolbrink to approve the consent agenda consisting of the following items: 1) January 4, 2016 agenda; 2) December 30, 2015 City Council Meeting Minutes; 3) January 4, 2016 claims 4) Setting 2016 Municipal Election Date – April 12, 2016, seconded Berg. Motion carried.

Agora X Inc. – Supplies and Materials (Streets, Water, Sewer, Parks, Snow Removal) \$1,534.53; American Water Works – Professional Services & Fees (Water, Sewer) \$300.00; Banner Associates Inc. – Professional Services & Fees (Engineering – Sewer) \$2,658.25; Board of Operator Certification – Professional Services & Fees (Sewer) \$10.00; Board of Operator Certification – Professional Services & Fees (Water, Sewer) \$78.00; Department of Revenue & Regulation – Other Current Expense (Fin Admin) \$.90; First National Bank – Principal and Interest (Sewer) \$33,268.42; First National Bank – Principal and Interest (Water) \$10,409.2; Harrisburg Chamber of Commerce – Professional Services & Fees (Economic Development) \$250.00; Harrisburg Chamber of Commerce – Professional Services & Fees (Library) \$100.00; Harrisburg Water – Utilities (Govt Buildings) \$176.64; Home Definition, Inc. – Professional Services & Fees (Govt Bldgs) \$25.00; Larson Truck Sales, Inc. – Repairs & Maintenance (Streets) \$444.76; Novak Sanitary Service – Utilities (Govt Bldgs) \$56.75; Omni-Site – Professional Services & Fees (Sewer) \$1,932.00; Optilegra, Inc. – Group Insurance (Fin Admin, City Admin, Planning & Zoning, Streets, Water, Sewer, Parks) \$98.30; Sioux Falls Utilities – Pumping to Sioux Falls (Sewer) \$31,260.91; South Dakota Association of Code Enforcement – Professional Services & Fees (Planning & Zoning) \$40.00; South Dakota Association of Rural Water – Professional Services (Water, Sewer) \$875.00; South Dakota Association of Rural Water – Travel & Conference (Water, Sewer) \$410.00; South Dakota Building Officials Association – Professional Services & Fees (Protective Inspection) \$50.00; South Dakota City Management Association – Professional Services & Fees (City Admin) \$150.00; South Dakota Dept. of Revenue – Professional Services & Fees (Sewer) \$50.00; South Dakota Governmental Finance Officers Association – Professional Services & Fees (Fin Admin) \$70.00; South Dakota Human Resource Association – Professional Services & Fees (City Admin, Fin Admin) \$50.00; South Dakota Municipal League – Travel & Conference (City Admin, Fin Admin) \$40.00; South Dakota Municipal League – Professional Services & Fees (Fin Admin) \$2,508.23; SD Municipal St Maintenance Assoc.– Professional Services & Fees (Streets) \$35.00; South Dakota Municipal League Workers Compensation Fund – Workmen's Compensation (Streets, Water, Sewer, Parks, Protective Inspection, Library, Fin Admin, City Admin, Planning & Zoning, Mayor, Council, Planning & Zoning Commission) \$9,397.00; SD Supplemental Retirement – Retirement Withholdings \$312.00; SD Unemployment Insurance Division – Unemployment (Fin Admin) \$92.07; Southeast Area Finance Officers Group – Professional Services & Fees (Fin Admin) \$60.00; Southeast Electric Cooperative Inc. – Utilities (Sewer, Streets, Lighting, Streets, Water) \$5,736.90; Southeastern Council of Governments (Professional Services & Fees (Fin Admin) \$7,036.00; Web Concentrate – Professional Services & Fees (Fin Admin) \$99.06; Wellmark Blue Cross Blue Shield – Group Insurance (Streets, Water, Sewer, Parks, Fin Admin, City Admin, Planning & Zoning) \$6,920.28; Xcel Energy – Utilities (Park Lighting, Govt Bldgs, Water, Sewer, Street Lighting) \$9,735.59.

Scott Cook was present to discuss a recent snow removal ticket with council. Motion Berg to waive parking ticket #1948 for Jamilea Cook, seconded Olson.

JS Construction was not present to discuss snow ticket #1931. No action will be taken.

Motion Sanderson to remove Personnel Vacation Policy from the table, seconded Olson.

Motion Wolbrink to approve the amendment to the personnel vacation policy that hours will be held in a vacation leave bank with a cap of 240 hours and can be used in addition to the annual allotment during the year, any hours previously accrued and not taken over the bank limit of 240 will be forfeited, seconded Olson.

Motion Sanderson to approve Resolution 2016-01 Setting 2016 Wages, seconded Wolbrink.

RESOLUTION 2016-01
A Resolution Establishing the Salaries for 2016

WHEREAS, SDCL 9-14-28 requires that the governing body of every municipality shall fix and determine by ordinance or resolution, the amount of salaries and compensation of all municipal officers and the time at which the same shall be paid; and

WHEREAS, the City council shall publish the salaries for compliance with the provision of SDCL,

NOW, THEREFORE, BE IT RESOLVED by the City Council that the following resolution, repealing all prior salary and wage resolutions, be passed, approved and effective with the first full pay period of 2016. The Mayor, Council and Planning & Zoning shall be paid quarterly and all other officers and employees shall be paid bi-weekly at the following yearly salary or hourly wage.

Mayor – Julie Burke Bowen	\$ 6,000.00 per year
Alderman – Ryan Berg	\$ 4,800.00 per year
Alderman – Ryan Olson	\$ 4,800.00 per year
Alderman – Allison Sanderson	\$ 4,800.00 per year
Alderman – Ryan Wolbrink	\$ 4,800.00 per year
Planning & Zoning - Bruce Bicknase	\$ 600.00 per year
Planning & Zoning – Casey Swenson	\$ 600.00 per year
Planning & Zoning – Chris Kindt	\$ 600.00 per year
Planning & Zoning – Danny Tank	\$ 600.00 per year
Planning & Zoning – Jason Schipper	\$ 600.00 per year
Planning & Zoning – Christopher Woodson	\$ 600.00 per year
Planning & Zoning – Daniel Kvasnicka	\$ 600.00 per year
City Administrator – Andrew Pietrus	\$81,072.70 per year
Finance Officer – Mary McClung	\$59,798.48 per year
Deputy Finance Officer–Alysia Simunek	\$ 19.75 per hour
Planning & Zoning Official– Michael McMahon	\$52,118.16 per year
Building Inspector – Alan Bossman	\$27.00 per inspection
Mechanical Inspector – Steve Robertson	\$25.00 per inspection
Maintenance Supervisor– Dan Fink	\$62,037.84 per year
Wastewater Supervisor/Operator – Toby Huizenga	\$ 20.87 per hour
Maintenance – Mark McClung	\$ 19.03 per hour
Maintenance – Dustin Preheim	\$ 18.37 per hour
Maintenance – Jason Thurston	\$ 16.78 per hour
PT Maintenance – Gene Hammerstrom	\$ 16.07 per hour
Librarian – Kristi Jones	\$ 15.60 per hour
Librarian – Lisa Hirschhorn	\$ 11.56 per hour
Librarian - JoAnn Helland	\$ 11.56 per hour

BE IT FURTHER RESOLVED that the Mayor and Council shall determine all foregoing salaries and wages.

Dated this 4th day of January, 2016.

CITY OF HARRISBURG

JULIE BURKE BOWEN
Mayor, City of Harrisburg, SD

ATTEST:

MARY MCCLUNG, Municipal Finance Officer

Council discussed setting a date for the staff holiday get together.

Council reviewed the engineer report. A copy of the report is on file at the city office.

McMahon provided the planning & zoning report including the December 2015 and 2015 year end building permit report.

Fink provided the city maintenance report including projects completed and snow removal updates and requested approval for the purchase of a snow blower. Approval given.

Mary McClung provided the December 2015 finance report and sales tax reports.

Pietrus provided the city administrators monthly report.

The next meeting of the Planning Commission will be held on Tuesday, January 12, 2016, at 6:00 p.m. at the Harrisburg City Hall Conference Room. All city offices will be closed on Monday, January 18, 2016 in observance of Martin Luther King Day. The next meeting of the City Council will be held on Tuesday, January 19, 2016, at the Liberty School Board Room at 6:00 p.m.

With no further business, a motion was made by Sanderson to adjourn the meeting at 7:00 p.m., seconded Olson. Motion carried.

Alysia Simunek, Deputy Finance Officer

Please publish once at the approximate cost of _____.