

Harrisburg City Council
Meeting Minutes

The regular meeting of the City Council was called to order on January 7, 2020 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 Andrew Pietrus. Mary McClung, Jill Johnke, Joe Stonesifer, Michael McMahon and Toby Huizenga. A list of all others in attendance is on file at the city office.

Pledge of Allegiance was recited.

Consent Agenda: Motion Tank, seconded Olson, to approve the consent agenda consisting of the following items:

1. Approval of January 7, 2020 Agenda
2. Approval of December 30, 2019 City Council Meeting Minutes
3. Approval of January 7, 2020 Approval of Claims
4. Approval of 2020 Sioux Empire Water Festival Subsidy - \$500.00
5. Authorization of Preapproved Monthly or as Needed Payments to Avoid Late Penalties – Council, Boards, and Employee wages and payroll deductions; health, vision, retirement, supplemental retirement, insurance, employee wage garnishments, credit card, loan payments and bonds, Sioux Falls Utilities, Lewis & Clark Regional Water System, South Eastern Electric Cooperative, Xcel Energy, MidAmerican Energy, Vast Broadband and Verizon Wireless
6. Acceptance of 2018 Audit – Schoenfish & Co, Inc
7. Establish April 14, 2020 as the 2020 Municipal Election Date
8. Approval to Order and Purchase Computer for Public Works, Finance Dept., and Server for City Hall – Budget Items
9. Approval to Order and Purchase Warning Siren from Federal Signal - \$22,295.49 (2020 Budgeted Item)
10. Approval to Order and Purchase Automatic Tire Changer and Wheel Balancer from Sturdevant's - \$2,967.25 (2020 Budgeted Item)
11. Approval to Purchase 2001 Ford Ranger from Busters Auto Brokers - \$4,999.00 (2020 Budgeted Item)
12. Approval of Notice to Bidders – Harrisburg Forcemain Wastewater Treatment Facility

Upon Roll call vote; All in favor

All Seasons Inc. –Repairs/Maintenance (Forestry) \$1,650.00; American Water Works – Professional Services/Fees (Water, Sewer) \$334.00; APWA – MN Chapter – Travel/Conference (Engineering) \$150.00; Assoc. of State Floodplain Managers – Professional Services/Fees (Engineering) \$165.00; Board of Operator Certifications – Professional Services/Fees (Water, Sewer) \$84.00; Casanova, Kelsie – Customer Deposit Refund (Water) \$150.00; Christopherson, Michael – Customer Deposit Refund (Water) \$111.04; City of Sioux Falls – Professional Services/Fees (Water) \$290.00; Cornelius, Devin & Samantha Foss – Customer Deposit Refund (Water) \$102.92; DENR – Professional Services/Fees (Sewer) \$50.00; Department of Treasury – Federal Withholdings \$5,833.70; Fareway Stores Inc. #178 – Supplies/Materials (Streets, Water, Sewer, Parks) \$13.98; Finstad, Don – Professional Services/Fees (Fin Admin) \$650.00; Friesen, Merrill & Jennifer – Customer Deposit Refund (Water) \$94.52; Guthmiller, Sean & Abby – Customer Deposit Refund (Water) \$111.04; gWorks – Computer Software (Streets, Water, Sewer, Storm Drainage) \$13,740.00; Harrisburg Chamber of Commerce – Professional Services/Fees (Economic Dev) \$575.00; Harrisburg Water – Utilities (Parks, Govt Bldgs) \$353.61;

Health Equity – HSA Withholdings \$14,000.00; Health Equity – HSA Withholdings \$404.00; Hydro-Klean LLC – Repairs/Maintenance (Sewer) \$19,196.20; Kullander, Chris – Supplies/Materials (Streets, Water, Sewer, Parks) \$200.00; Lawson, Sarah – Customer Deposit Refund (Water) \$120.37; Lewis & Clark Regional Water – Resale of Water (Water) \$11,111.20; Matheson Tri-Gas Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$31.03; McGawley, Patrick & Victoria – Customer Deposit Refund (Water) \$5.03; MidAmerican Energy – Energy (Govt Bldgs) \$8.00; National Society of Professional Engineers – Professional Services/Fees (Engineering) \$299.00; North Central Rental & Leasing – Rentals (Snow Removal) \$10,200.00; Onsolve, LLC – Professional Services/Fees (Water, Sewer, Streets) \$3,500.00; Optilegra, Inc. – Group Insurance (City Admin, Fin Admin, Planner, Engineer, Streets, Water, Sewer, Parks) Insurance Withholding \$111.12; Payment Service Network – Professional Services/Fees (Planner, Water, Sewer) \$1,445.03; Payment Service Network – NSF (Water, Sewer) \$118.00; Peterson, Jerry & Anne – Customer Deposit Refund and Credit on Account Refund (Water) \$435.16; Rushmore Service Center – Garnishment Withholdings \$224.87; Sioux Empire Water Festival – Subsidy (Water) \$500.00; SF Area Chamber of Commerce – Professional Services/Fees (Economic Dev) \$200.00; SD Assoc. Of Code Enforcement – Professional Services/Fee (Code Enforcement) \$40.00; South Dak Assoc Rural Water Systems – Professional Services/Fee (Water, Sewer) \$975.00; SD Building Officials Association – Professional Services/Fees (Planner, Building Inspector, Mechanical Inspector) \$60.00; SD City Management Association – Professional Services/Fees (City Admin) \$150.00; SD Department of Revenue – Other Current Expense (Fin Admin) \$3.25; SD Gov Finance Officers Assoc. – Professional Services/Fees (Fin Admin) \$70.00; SD Human Resource Association – Professional Services/Fees (City Admin, Fin Admin) \$50.00; South Dak Municipal League – Professional Services/Fees (Fin Admin) \$2,902.82; South Dak Municipal League – Travel/Conference (City Admin) \$30.00; SD Municipal Street Maintenance Assoc. – Professional Services/Fees (Streets) \$35.00; SD Supplemental Retirement Plan – SDRS Withholdings - \$325.00; SD Unemployment Insurance Division – Unemployment Compensation (Fin Admin) \$101.69; SECOG – Professional Services/Fees (Fin Admin) \$7,429.00; SE Electric Cooperative, Inc. – Energy (Street Lighting, Sewer, Water) \$2,141.79; Stonesifer, Joe – Supplies/Materials (Engineering) \$104.98; US Bank National Association – Principal/Interest (Sewer) \$33,268.42; US Bank National Association – Principal/Interest (Water) \$22,053.69; US Bank National Association – Principal/Interest (Water) \$29,926.63; US Bank National Association – Principal/Interest(Sewer) \$11,373.07; US Bank National Association – Principal/Interest (Storm Drainage) \$24,342.43; United States Post Office – Supplies/Materials (Fin Admin, Planner, Water, Sewer) \$550.00; Vandenbosch, Matthew – Customer Deposit Refund (Water) \$150.00; Vast Broadband – Utility (Govt Bldgs, Library) \$663.66; Voss, Mindy – Customer Deposit Refund (Water) \$150.00; Web Concentrate – Professional Services/Fees (Fin Admin) \$99.06; Welbig, Tyler – Customer Deposit Refund (Water) \$150.00; Wellmark Blue Cross Blue Shield – Group Insurance (City Admin, Fin Admin, Streets, Water, Sewer, Parks) \$3,677.51; White Glove Cleaning Services – Utility (Govt Bldgs) \$75.00; Xcel Energy – Energy (Park Lighting, Govt Bldgs, Public Safety, Water, Sewer, Street Lighting) \$10,556.86

No public comment was offered.

Business Item 5. Executive Session – Pursuant to SDCL 1-25-2 (1) Personnel. Motion Olson, seconded Tank to enter into Executive Session Pursuant to SDCL 1-25-2(1) Personnel at 6:01pm. Upon roll call vote; all in favor.

Mayor declared out of Executive Session and return to regular session at 6:46pm.

Pietrus gave City Administrators verbal report

Business Item 2. Resolution 2020-01 Establishing Salaries for 2020. Motion Tank, seconded Maxwell to approve Resolution 2020-01 Establishing Salaries for 2020. Upon roll call vote; all in favor.

RESOLUTION 2020-01

A Resolution Establishing the Salaries for 2020

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 beginning January 1, 2020. The Mayor, City Council, Planning and Zoning Board and Park Board 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-Van Luvanee	\$ 7,500.00 per year
Alderman – Ryan Berg	\$ 6,000.00 per year
Alderman – Ryan Olson	\$ 6,000.00 per year
Alderman – Danny Tank	\$ 6,000.00 per year
Alderman – Kevin Maxwell	\$ 6,000.00 per year
Planning & Zoning - Bruce Bicknase	\$ 750.00 per year
Planning & Zoning – Wendi Hogan	\$ 750.00 per year
Planning & Zoning – Chris Kindt	\$ 750.00 per year
Planning & Zoning – Brandon Hiles	\$ 750.00 per year
Planning & Zoning – Jason Schipper	\$ 750.00 per year
Planning & Zoning – Robert Doyen	\$ 750.00 per year
Planning & Zoning – Kristin Larson	\$ 750.00 per year
Park Board – Tom Anez	\$ 450.00 per year
Park Board – Jonathan DeBruin	\$ 450.00 per year
Park Board – Lois McMahan	\$ 450.00 per year
Park Board – Scott Langerock	\$ 450.00 per year
Park Board – Kristin Larson	\$ 450.00 per year
Park Board – Wendi Hogan	\$ 450.00 per year
Park Board – Casey Davidson	\$ 450.00 per year
City Administrator – Andrew Pietrus	\$92,116.74 per year
Admin Assistant/Deputy Finance Officer – Jill Johnke	\$ 18.72 per hour
Finance Officer – Mary McClung	\$74,872.92 per year
Planning & Zoning Official– Michael McMahon	\$68,696.29 per year
City Engineer – Joe Stonesifer	\$82,687.50 per year
Building Inspector – Alan Bossman	\$30.00 per inspection
Mechanical Inspector – Steve Robertson	\$30.00 per inspection
GIS Engineering Tech Intern – Cole Wedel	\$ 15.00 per hour
Code Official – Geoff Fillingsness	\$ 35.00 per hour
Public Works Director – Toby Huizenga	\$68,040.00 per year
Public Works – David Rennich	\$ 18.48 per hour
Public Works – Dustin Preheim	\$ 24.82 per hour
Public Works – Jason Thurston	\$ 22.43 per hour
Public Works – Chris Kullander	\$ 22.06 per hour
PT Public Works – Gene Hammerstrom	\$ 18.79 per hour
PT Public Works– Larry Plucker	\$ 16.92 per hour
Librarian – Kristi Jones	\$ 17.55 per hour

Librarian – Lisa Hirschorn	\$ 13.01 per hour
Librarian - JoAnn Helland	\$ 13.01 per hour
Librarian – Sarah Heinz	\$ 11.47 per hour
Librarian – Leslee Reiland	\$ 12.73 per hour
Librarian – LaRue Brereton	\$ 12.73 per hour
Librarian – Donaleen Huizenga	\$ 10.82 per hour

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

Dated this 6th day of January, 2020.

CITY OF HARRISBURG

Julie Burke – Van Luvanee
Mayor, City of Harrisburg, SD

ATTEST:

Mary McClung, Municipal Finance Officer

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Business Item 1. Consider Dispute of Parking Fine (Snow event 11-26 & 27th, 2019) Motion Olson, seconded Maxwell to not dismiss the Parking Ticket Fine. Upon roll call vote; all in favor.

Business Item 2. 2020 Liquor License Renewal

- a) The Yak Shack LLC – Retail (On Sale) Liquor License. Motion Tank, seconded Maxwell to approve the 2020 Retail On-Sale Liquor License for the Yak Shack LLC. Upon roll call vote; all in favor.

Business Item 3. 2nd Reading Ordinance 2019-21 Amending Zoning Regulations Sections 2.6; 3.8; 3.9; 5.24. Motion Tank, seconded Olson to approve Ordinance 2019-21 Amending Zoning Regulations Sections 2.3;3.8;3.9; and 5.24. Upon roll call vote; all in favor. Ordinance printed separate from minutes.

Business Item 4. Resolution 2020-02 Acceptance of Infrastructure in Phases 1-4 Devitt Farm Addition. Motion Olson, seconded Tank to move to approve Resolution 2020-02 Acceptance of Infrastructure for Phases 1-4 Devitt Farm Addition and to begin the warranty period upon this approval. Upon roll call vote; all in favor.

RESOLUTION 2020-02

A RESOLUTION TO ACCEPT THE INFRASTRUCTURE
IN PHASES 1-4 OF THE DEVITT FARM ADDITION

WHEREAS, the City of Harrisburg has approved engineering and construction plans for Phases 1-4 of the Devitt Farm Addition; and

WHEREAS, Harrisburg Heritage, LLC has installed 5,898.8 feet of 8” sanitary sewer main and appurtenances (valued at \$268,080.65), 743.9 feet of 6” water main and 5,631.8 feet of 8” water main and appurtenances (valued at \$353,164.42), 440.9 feet of storm sewer (valued at \$96,935.90), and 4,956 feet of new paved residential street (Bedrock Circle, Central Circle, Devitt Drive, Foundation Drive, Landmark Circle, and Liberty Circle) with curb, gutter, and signage (valued at \$549,261.41) for Phases 1-4 of the

Devitt Farm Addition per the City-approved plans; and

WHEREAS, the City Engineer and City staff have inspected and approved the installation of said infrastructure and recommend that this infrastructure be accepted for use and maintenance by the City; and

WHEREAS, the filed plats for Phases 1-4 of the Devitt Farm Addition have identified 7.93 acres of right-of-way to be dedicated to the public for subdivision streets;

NOW, THEREFORE, BE IT RESOLVED by the City of Harrisburg that the City hereby accepts the public infrastructure improvements made by Harrisburg Heritage LLC within the dedicated right-of-way for Bedrock Circle, Central Circle, Devitt Drive, Foundation Drive, Landmark Circle, and Liberty Circle, and shall hereafter be responsible for the care and maintenance of said improvements from the date of this resolution; and

BE IT FURTHER RESOLVED that the City of Harrisburg hereby accepts the dedication of the public right-of-way for Bedrock Circle, Central Circle, Devitt Drive, Foundation Drive, Landmark Circle, and Liberty Circle; and

BE IT FURTHER RESOLVED that a two-year warranty period for the sanitary sewer and water improvements as well as the one-year warranty period for the street improvements shall begin upon adoption of this resolution by the City Council.

Dated this 7th day of January, 2020.

HARRISBURG CITY COUNCIL

Seal:
Attest:

Julie Burke – Van Luvance
Mayor

Mary McClung
Finance Officer

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Effective: February 5, 2020

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Lincoln County Sheriff's Department Lieutenant Ben Lord gave verbal sheriff's report.

Stonesifer gave verbal City Engineer report.

December 2019 Building reports and December 2019 Finance Report were included in the supplement to the agenda.

The next regular meeting of the Harrisburg City Council will be held at 6:00 pm on Tuesday, January 21, 2020 at Liberty Conference Room.

With no further business, a motion was made by Tank, seconded Maxwell, to adjourn the city council meeting at 7:44pm. Upon roll call vote; all in favor.

Submitted by Jill Johnke, Deputy Finance Officer