

Harrisburg City Council
Meeting Minutes

The regular meeting of the City Council was called to order on July 1, 2019, at 6:00 pm, with Mayor Julie Burke-Van Luvanee presiding. Council members present were Ryan Berg, Kevin Maxwell, Ryan Olson & Danny Tank. Also present from the city were Mary McClung, Jill Johnke, Andrew Pietrus, 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: Olson will abstain from Business Items 3 & 4. Motion Berg, seconded Maxwell, to approve the consent agenda consisting of the following items:

1. Approval of July 1, 2019 Agenda.
2. Approval of June 19, 2019 City Council Meeting Minutes
3. Approval of July 1, 2019 Special City Council Meeting Minutes
4. Acknowledgement of Easement Encroachment – Lot 23, Block 3, Harvest Acres Addition (5ft chain link fence on NW property line) and authorize Mayor to sign
5. Authorize Mayor to sign Mosquito Control Contract with SD Department of Health
6. Mayor Appointment to Planning and Zoning Board
 - a.) Kristin Larson (Term 2024)

Upon Roll call vote; all in favor.

ABC Rentals – Rentals (Econ Dev Promo) \$600.00; Ace Hardware – Supplies/Materials (Streets, Water, Sewer, Parks, Econ Dev Promo, Govt Bldgs) \$2,016.82; Addy, Jeremy – Customer Deposit Refund (Water) \$90.22; Aflac – Aflac Withholdings \$392.00; All Seasons Inc. – Professional Services (Code Enforcement) \$195.00; Amundson, Sandra & Wally – Customer Deposit Refund (Water) \$49.15; Benco Products, Inc. – Machinery/Equipment (Weed Control) \$3,884.53; Border States Electric – Supplies/Materials (Streets) \$18.50; Bumblebee Gibson – Repairs/Maintenance (Parks) \$1,525.00; Cardmember Services – Books, Professional Services/Fees, Supplies/Materials, Travel/Conference, Community Education/Events (Planner, Fin Admin, Econ Dev Promo, Engineering, Parks, Library, Sewer) \$4,717.73; Code Works Inc. – Professional Services/Fees (Planner) \$401.00; Concrete Materials – Repairs/Maintenance (Streets) \$815.32; Core & Main – Supplies/Materials (Water) \$287.24; Department of Treasury – Federal Tax Withholdings \$1,873.78; Distinct Auto Glass & Tires – Repairs/Maintenance (Streets, Water, Sewer, Parks) \$498.00; Esser, Quenten M & Jennifer – Customer Deposit Refund (Water) \$90.22; First National Bank – NSF Check (Water, Sewer) \$62.39; First National Bank – NSF Check (Water, Sewer) \$82.10; First National Bank – NSF Check (Water, Sewer) \$2,324.60; First National Bank – June 2019 Payroll \$51,696.92; Grainger – Supplies/Materials (Govt Bldgs) \$249.64; Groen, Dustin & Mesa – Customer Deposit Refund (Water) \$37.03; Grover, Ashley – Customer Deposit Refund (Water) \$73.40; Hammerstrom, Gene – Utilities (Govt Bldgs) \$35.00; Harris, Danny – Customer Deposit Refund (Water) \$150.00; Health Equity – Professional Services/Fees (City Admin, Fin Admin, Streets, Water, Sewer, Parks) \$17.50; Huizenga, Toby – Utilities (Govt Bldgs) \$35.00; Hydro-Klean LLC – Repairs/Maintenance (Sewer) \$1,080.00; Johnke, Jill – Utilities (Govt Bldgs) \$35.00; Kenner, Terese – Customer Deposit Refund (Water) \$150.00; Kullander, Chris – Utilities (Govt Bldgs) \$35.00; Linc. Co. Econ Dev Assoc – Professional Services/Fees (Economic Development 3rd penny) \$5,100.00; Linc. Co. Register of Deeds – Supplies/Materials, Professional Services/Fees (Planner) \$63.00; Linc. Co. Rural

Water System – Improve Other Than Bldg (Water) \$432,872.73; Marco, Inc. – Rentals, Supplies/Materials (Fin Admin) \$385.15; Marin, Thompson & Erika – Customer Deposit Refund (Water) \$150.00; McClung, Mary – Utilities (Govt Bldgs) \$35.00; McClung, Mary – Travel/Conference (Fin Admin) \$294.60; Muser, Wayne & Donna – Customer Deposit Refund (Water) \$107.04; Naatjes, Kathleen – Customer Deposit Refund (Water) \$80.83; Newcomb, Cathy – Community Education/Event (Library) \$175.73; Oligmueller, Heidi – Customer Deposit Refund (Water) \$62.79; Olson, Jeremie – Supplies/Materials (Econ Dev Promo) \$100.87; Payment Service Network – NSF Payment (Water, Sewer) \$205.31; Pietrus, Andrew – Utilities (Govt Bldgs) \$35.00; Plucker, Larry – Utilities (Govt Bldgs) \$35.00; Prairie Wind Trailers, LLC – Repairs/Maintenance (Streets, Water, Sewer, Parks) \$20.00; Preheim, Dustin – Utilities (Govt Bldgs) \$35.00; Quale, Jessica – Customer Deposit Refund (Water) \$150.00; Rennich, David – Utilities (Govt Bldgs) \$35.00; Rural Route 1 Services – Utilities (Govt Bldgs) \$126.50; Sams Club GEMB – Supplies/Materials (Govt Bldgs, Fin Admin, Econo Dev Promo) \$489.76; Sanborn County Clerk of Courts – Professional Services/Fees (Fin Admin) \$20.00; Schwebach, Greg & Courtney – Customer Deposit Refund (Water) \$82.79; Shaver, Wade – Customer Deposit Refund (Water) \$143.20; Sioux Valley News – Publishing (Ord, Res, Proceedings) \$1,186.79; Siteone Landscape Supply, LLC – Supplies/Materials (Weed Control, Parks) \$3,420.78; Siteworks Inc. – Improve Other than Bldgs (Sewer) \$129,676.14; Smetana, Louis – Customer Deposit Refund (Water) \$35.36; Smith, Michael – Customer Deposit Refund (Water) \$90.22; Solberg, Paige - Customer Deposit Refund (Water) \$112.43; SD Department of Labor – Unemployment Insurance (Fin Admin) \$336.91; South Dak Retirement System – SDRS Withholdings \$5,592.28; SD Supplemental Retirement Plan – SDRS Withholdings \$325.00; Sproul, Robert – Other Current Expense - \$782.25; Steffen, Dustin – Supplies/Materials (Snow Removal) \$54.70; Stonesifer, Joe – Utilities (Govt Bldgs) \$35.00; Sturdevants Auto Supply – Supplies/Materials (Streets, Water, Sewer, Parks) \$252.21; Thurston, Jason – Utilities (Govt Bldgs) \$35.00; Traffic Solutions Inc. – Rentals (Streets) \$300.00; Two Way Solutions, Inc. – Supplies/Materials (Parks) \$39.99; USA Blue Book – Repairs/Maintenance (Sewer) \$150.84; US Bank National Association – Principal/Interest (Sewer) \$33,268.42; Web Concentrate – Professional Services/Fees (Fin Admin) \$99.06; Wedel, Cole – Travel/Conference (Planner) \$102.40; Westling, Kathy & Larry – Customer Deposit Refund (Water) \$90.22; White Glove Cleaning Services – Utilities (Govt Bldgs) \$75.00

No Public Comment

Business Item 1. Harrisburg Economic Development Corporation – Adrienne McKeown

- a) Proposal to hire full time HEDC CEO/President. HEDC plans to advertise and interview in July and have on staff by August 2019.
- b) Follow up on Rise Building. HEDC will continue discussion with owner of property on lease with option to purchase.

Business Item 2. Second Reading of Ordinance 2019-05 Establishing a Disability Awareness Commission – No changes since first reading. Motion Maxwell, seconded Tank to approve Ordinance 2019-05 Establishing a Disability Awareness Commission. Upon Roll call vote; all in favor. Published separate from the meeting minutes.

Business Item 3. Resolution 2019-14, A Resolution to Approve a Petition for Annexation of the SDK properties Planning and Zoning approved and recommends city council approval of annexation. Motion Tank, seconded Maxwell to approve Resolution 2019-14 Annexation of the SDK properties: Heines Addition (located in the S1/2NW1/4), the N 160' of the W 701.7' of Tract 2 of Haas Addition, and Tract 2 of Haas Addition (except the S 193.67' thereof) (both located in the NS1/4SW1/4) in section 35,

Township 100N, Range 50W, 5th P.M., Lincoln County, SD (approximately 12.55 acres). Roll Call Berg -aye, Olson – abstains, Maxwell – aye, Tank – aye.

RESOLUTION 2019-14

A RESOLUTION TO APPROVE A PETITION FOR ANNEXATION OF CERTAIN PROPERTY
CONTIGUOUS TO THE CITY OF HARRISBURG,

LINCOLN COUNTY, SOUTH DAKOTA.

WHEREAS, the City of Harrisburg has received a written petition for voluntary annexation signed by not less than three-fourths of the registered voters and by the owners of not less than three-fourths of the value of the territory sought to be annexed to the municipality;

WHEREAS, certain territory, hereinafter more particularly described, is contiguous to the City of Harrisburg, South Dakota; and

WHEREAS, the Planning Commission of the City of Harrisburg recommends that said area be annexed thereto;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Harrisburg, South Dakota, that the boundaries of said City of Harrisburg, South Dakota, be and they hereby are extended to include the area contiguous to the City of Harrisburg described as follows:

Tract 1 of Heines Addition (located in the S $\frac{1}{2}$ NW $\frac{1}{4}$), the North 160' of the West 701.7' of Tract 2 of Haas Addition, and Tract 2 of Haas Addition except the South 193.67' thereof (both located in the NW $\frac{1}{4}$ SW $\frac{1}{4}$) of Section 35, T100N, R50W, 5th P.M., Lincoln County, South Dakota. (Approximately 12.55 acres)

NOW THEREFORE BE IT FURTHER RESOLVED by the City of Harrisburg that the within-described territory is hereby designated Rural Service District, thus amending Ordinance #2006-016;

NOW THEREFORE BE IT FURTHER RESOLVED by the City of Harrisburg that the zoning for the within described territory be designated as A-1: Agricultural District.

NOW THEREFORE BE IT FURTHER RESOLVED by the City of Harrisburg that this resolution shall become effective according to law.

Dated at Harrisburg, South Dakota, this 1st day of July, 2019.

COMMON COUNCIL OF THE CITY OF HARRISBURG

Seal:

Attest:

Julie Burke – Van Luvancee
Mayor

Mary McClung
Finance Officer

Published: July 11, 2019

Effective: July 31, 2019

Business Item 4. Resolution 2019-15, A resolution to Approve a Petition for Annexation of BHI properties. Planning and Zoning approve and recommend council approval of annexation. Motion Tank, seconded Maxwell to approve Resolution 2019-15 Annexation of BHI Properties: Tract 1 of Bernhard's Addition (located in the SW1/4NW1/4) and BHI Addition (located in the NW1/4) of Section 35, T100N, R50W, 5th P.M., Lincoln County SD (approximately 7.07 acres). Roll call vote; Berg-aye, Olson – abstains, Maxwell-aye, Tank – aye.

RESOLUTION 2019-15

A RESOLUTION TO APPROVE A PETITION FOR ANNEXATION OF CERTAIN PROPERTY
CONTIGUOUS TO THE CITY OF HARRISBURG,

LINCOLN COUNTY, SOUTH DAKOTA.

WHEREAS, the City of Harrisburg has received a written petition for voluntary annexation signed by not less than three-fourths of the registered voters and by the owners of not less than three-fourths of the value of the territory sought to be annexed to the municipality;

WHEREAS, certain territory, hereinafter more particularly described, is contiguous to the City of Harrisburg, South Dakota; and

WHEREAS, the Planning Commission of the City of Harrisburg recommends that said area be annexed thereto;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Harrisburg, South Dakota, that the boundaries of said City of Harrisburg, South Dakota, be and they hereby are extended to include the area contiguous to the City of Harrisburg described as follows:

Tract 1 of Bernhard's Addition (located in the SW¹/₄NW¹/₄) and BHI Addition (located in the NW¹/₄) of Section 35, T100N, R50W, 5th P.M., Lincoln County, South Dakota.
(Approximately 7.07 acres)

NOW THEREFORE BE IT FURTHER RESOLVED by the City of Harrisburg that the within-described territory is hereby designated Urban Service District, thus amending Ordinance #2006-016;

NOW THEREFORE BE IT FURTHER RESOLVED by the City of Harrisburg that the zoning for the within described territory be designated as LI: Light Industrial District.

NOW THEREFORE BE IT FURTHER RESOLVED by the City of Harrisburg that this resolution shall become effective according to law.

Dated at Harrisburg, South Dakota, this 1st day of July, 2019.

COMMON COUNCIL OF THE CITY OF HARRISBURG

Seal:

Attest:

Julie Burke – Van Luvancee
Mayor

Mary McClung
Finance Officer

Published: July 11, 2019

Effective: July 31, 2019

Business Item 5. Consider Proposal for Columbia St. North Extension Design from Stockwell Engineers. Motion Maxwell, seconded Olson to approve and authorize the Mayor sign the proposal for Columbia St. North Extension Design from Stockwell Engineers in an amount not to exceed \$27,080.00. Upon roll call vote; all in favor.

Business Item 6. Consider Proposal for Southeast Area Facility Plan from Stockwell Engineers. Motion Olson, seconded Tank to approve and authorize the Mayor sign the proposal for Southeast Area Facility Plan from Stockwell Engineers in the amount not to exceed \$16,289.00. Upon roll call vote; all in favor.

Business Item 7. 1st Reading Ordinance 2019-07 Imposing a Street Light Service Fee for the Municipality of Harrisburg. A Resolution will set the fee and plan would be to start in January 2020. Motion Berg, seconded Olson to set the 2nd reading of Ordinance 2019-07 Imposing a Street Light Service Fee for the Municipality of Harrisburg for Monday, July 15, 2019. Upon roll call vote; all in favor.

Business Item 8. Consider a Wastewater Costs Study Proposal from AE2S. Motion Olson, seconded Maxwell to approve the Wastewater Costs Study Proposal from AE2S at a cost not to exceed \$15,300.00. Upon roll call vote; all in favor.

Business Item 9. Consider purchase of Sander form New Snowplow Truck. Motion Maxwell, seconded Tank to approve the purchaser of a new sander from Sanitation Products in the amount of \$23,074.00. Upon roll call vote; all in favor.

Business Item 10. Consider Purchase of Locator. Motion Berg, seconded Maxwell to approve the purchase of a new locator from Ditch Witch in the amount of \$6,316.78. Upon roll call vote; all in favor.

Business Item 11. Consider and request for approval New Full Time Hire – Public Works Motion Berg, seconded Maxwell to approve the full time hire of Jessica Peterson at a rate of \$16.50/hour with a 50-cent increase after the 90 day probationary period, contingent on background check and physical. Upon roll call vote; all in favor.

Business Item 12. Vision Committee Structure and Scope. Adam Walsh was on the original Vision Committee and expressed the need to continue a committee that meets on a regular basis. Discussion held on who appoints the committee, who sits on the committee, if they are an advisory board or not, and the scope of the committee. Walsh will contact some other municipalities and groups and bring some information regarding structure and scope to the July 15, 2019 city council meeting.

Business Item 13. Consider and Approval of Parks Supervisor Position Description and Employee Job Title Change. Motion Maxwell, seconded Tank to approve the Parks Supervisor Position Description. Motion Maxwell, seconded Tank to change Jason Thurston's job title to Parks Supervisor. Upon roll call vote; all in favor.

Business Item 14. Consider Setting Date and Time for an Open House for the 30% Completion Update of the Wastewater Treatment Plant. Stockwell, City Council, and staff feel it would be beneficial to the public to have an update of the project and would like to have it prior to school starting. Discussed the possibility of having it during National Night Out on August 6th, 2019. Stockwell will coordinate.

Verbal reports were given by Stonesifer, Huizenga, Pietrus and McClung. Building Permit, finance and sales tax reports were attached to supplemental agenda. Stonesifer reminded everyone that it is important to attend the open house for the Lincoln County Master Transportation Plan to be held on July 8, 2019 from 5:30 – 7:00 pm in the Commons of Harrisburg Liberty Elementary School (200 E Willow Street).

Business Item 15. Executive Session Pursuant to SDCL 1-25-2(1) Personnel and SDCL 1-25-2 (4) Contracts. Motion Olson, seconded Berg to enter executive session at 7:55 pm.

Mayor declared out of executive session at 9:03 pm.

Motion Maxwell, seconded Berg to approve a pay rate adjustment and set David Rennich hourly rate at \$16.50 beginning July 1, 2019. Upon roll call vote; all in favor.

Motion Maxwell, seconded Olson to approve a pay rate adjustment for Joe Stonesifer and set his yearly pay rate at \$78,750.00 beginning July 1, 2019. Upon roll call vote; all in favor.

Motion Olson, seconded Maxwell to approve a pay rate adjustment for Mary McClung and set her yearly pay rate at \$71,307.54 beginning July 1, 2019. Upon roll call vote; all in favor

Motion Olson, seconded Berg to approve a pay rate adjustment for Michael McMahon and set his yearly pay rate at \$65,425.04 beginning July 1, 2019. Upon roll call vote; all in favor.

Motion Olson, seconded Maxwell to approve a pay rate adjustment for Toby Huizenga and set his yearly pay rate at \$63,000.00 beginning July 1, 2019. Upon roll call vote; all in favor.

The next regular meeting of the Harrisburg City Council will be held at 6:00 pm on Monday, July 15, 2019 at the Liberty School Community Room.

With no further business, a motion was made by Olson, seconded Tank, to adjourn the city council meeting at 9:08 pm.

Submitted by Jill Johnke, Administrative Assistant/Deputy Finance Officer