

Harrisburg City Council
Meeting Minutes

The joint meeting of the City Council and Park Board was called to order on March 7, 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: Business items Tiger Times Update, Agreement with North Lincoln County Rural Water Update and joint meeting item Lloyd Properties Park Development will be removed from the agenda. Alderman Berg will be abstaining from the joint topic Harrisburg Days Foundation Update and Subsidy Request and Alderman Wolbrink will be abstaining from item 3 pt. Hitch Blade Replacement. Motion Olson to approve the consent agenda consisting of the following items: 1) March 7, 2016 agenda; 2) February 16, 2016 City Council Meeting Minutes; 3) March 7, 2016 claims; 4) Mayor Appointment of Park Board Members: Stephanie Bergsmith (2017 term) and Todd McKeown (2018 term); 5) Mayor Appointment of Library Board Member: Robin Anderson, seconded Berg. Motion carried.

Above Standard Cleaning – Utilities (Govt Bldgs) \$160.00; Aflac – Aflac Insurance Withholdings - \$192.46; Agora-X Inc. – Supplies/Materials (Streets, Sewer, Water, Parks, Snow Removal) \$1,263.62; Allied Oil & Tire Company – Supplies/Materials (Streets, Water, Sewer, Parks) \$495.00; Almendariz, Rudy – Customer Deposit Refund (Water) \$109.80; Automatic Security Company Inc. – Professional Services/Fees (Govt Bldgs) \$125.00; Banyon Data Systems – Professional Services/Fees (Fin Admin) \$795.00; Barnes & Noble Booksellers – Books (Library) \$118.06; Becker, Eve – Customer Deposit Refund (Water) \$122.45; Best Western – Travel/Conference (Sewer) \$91.00; Board of Operator Certification – Professional Services/Fees(Water) \$10.00; Buitter, Adam – Customer Deposit Refund (Water) \$71.85; Bumblebee Gibson – Supplies/Materials (Snow Removal) \$60.00; Business Forms and Accounting – Supplies/Materials (Fin Admin) \$196.47; Cardmember Services – Supplies/Materials (City Admin, Library) Travel/Conference (Planner) Publishing (Planner) Professional Services/Fees (Fin Admin) Computer Software (Fin Admin) \$1,078.68; Cartridge World – Supplies/Materials (Streets, Water, Sewer, Parks) \$93.95; Cutler Law Firm, LLP – Professional Services/Fees (Attorney) \$1,125.50; Dataware – Professional Services/Fees (Fin Admin) \$380.00; Demco – Supplies/Materials (Library) \$519.47; Department of Treasury – 941 Withholdings \$5,216.64; Department of Treasury – 941 Withholdings \$5,621.76; Display Sales – Supplies/Materials (Streets) \$499.00; Farm & Home Publishers, Ltd. – Supplies/Materials (Planner) \$202.50; Fastenal Company – Supplies/Materials (Streets, Water, Sewer, Parks) \$103.61; Fink, Dan – Utilities (Govt Bldgs) \$35.00; First National Bank – February 2016 Payroll \$30,038.90; Hammerstrom, Gene – Utilities (Govt Bldgs) \$35.00; Harrisburg Water – Utilities (Govt Bldgs) \$163.99; Hensley, Gloria – Customer Deposit Refund (Water) \$109.80; Home Definition, Inc. – Professional Services/Fees (Govt Bldgs) \$25.00; Huizenga, Toby – Utilities (Govt Bldgs) \$35.00; Huizenga, Toby – Travel/Conference (Sewer) \$442.48; Inland Truck Parks and Service – Repairs/Maintenance (Snow Removal) \$20.18; Kilowatt Mizers – Supplies/Materials (Govt Bldgs) \$185.00; Kirschenman, Allen – Customer Deposit Refund (Water) \$109.80; Lewis & Clark Regional Water System – Resale of Water (Water) \$10,628.05; Linc. Co. Register of Deeds – Professional Services/Fees, Supplies/Materials (Planner) \$62.00; Marco, Inc. – Rentals, Supplies/Materials (Fin Admin) \$294.52; Matheson Tri-Gas Inc. – Supplies/Materials (Streets, Water, Sewer, Parks) \$12.62; McClung, Mark – Utilities (Govt Bldgs) \$35.00; McMahon, Michael – Travel/Conference (Planner) \$307.80; Menards – Supplies/Materials (Streets, Water, Sewer, Parks) \$57.16; Myrl & Roys Paving, Inc. – Repairs/Maintenance (Streets) \$180.48; Novak Sanitary (Utilities (Govt Bldgs) \$56.75; Optilegra, Inc. – Group Insurance (Fin Admin, City Admin, Planner, Streets, Water, Sewer, Parks) \$98.30; Payment Service Network – Professional Services/Fees (Water, Sewer) \$190.00; Payment Service Network – Professional Services/Fees (Water, Sewer, Planner) \$894.36; Pheasantland Industries – Supplies/Materials (Fin Admin) \$74.72; Pietrus, Andrew – Utilities (Govt Bldgs) \$35.00; Preheim, Dustin – Utilities (Govt Bldgs) \$35.00; Sande, Joe & Anita – Customer Deposit Refund (Water) \$97.15; Schoeneman Bros. Co. – Repairs/Maintenance, Supplies/Materials (Streets, Water, Sewer, Parks) \$158.47; Sioux Falls Humane Society – Professional Services/Fees (Animal Control) \$265.76; Sioux Falls Utilities – Pump Sewer to SF (Sewer) \$86,330.57; Sioux Valley News – Publishing (Ord, Res, Proceedings, Planner) \$275.92; Siteone Landscape Supply, LLC – Travel/Conference (Parks) \$70.00; SD Assoc of Code Enforcement – Travel/Conference (Protective Inspection) \$50.00; SD Building Officials Association – Travel/Conference (Planner, Building Inspection) \$150.00; SD Municipal Street Maint Assoc – Travel/Conference (Streets) \$100.00; SD Retirement System – Retirement Withholdings

\$4,439.12; SD Supplemental Retirement – Retirement Withholdings \$624.00; South Eastern Electric Cooperative Inc. – Utilities (Sewer, Streets, Street Lightings, Water) \$4,725.29; Stan Houston – Repairs/Maintenance (Streets, Parks) \$44.00; Staples Advantage – Supplies/Materials (Planner) \$39.67; Stockwell Engineers Inc. – Professional Services/Fees (Engineering) \$40,600.47; Sturdevant's Auto Supply – Supplies/Materials (Streets, Water, Sewer, Parks) \$203.01; Thurston, Jason – Utilities (Govt Bldgs) \$35.00; Titan Machinery – Supplies/Materials (Streets, Water, Sewer, Parks) \$127.68; United States Post Office – Supplies/Materials (Water, Sewer) \$507.32; Vantek Communications, Inc. – Repairs/Maintenance, Rentals (Water, Sewer) \$345.00; Vast Broadband – Utilities (Govt Bldgs) \$660.50; Walmart Community – Supplies/Materials, Books (Library, Govt Bldgs) \$831.53; Wellmark Blue Cross Blue Shield – Group Insurance – Fin Admin, City Admin, Planner, Streets, Water, Sewer, Parks) \$6,920.28; Xcel Energy – Utilities (Park Lighting, Govt Bldgs, Public Safety, Water, Sewer, Street Lighting) \$9,788.36

Pietrus provided a brief city administrator report discussing peddlers within the city and also an updated city map from the city engineer.

Motion Olson to approve Resolution 2016-03 County TIF# 8, seconded Wolbrink.

RESOLUTION 2016-03

RESOLUTION CONSENTING TO THE CREATION OF LINCOLN COUNTY TAX INCREMENT DISTRICT NUMBER EIGHT, A PORTION OR ALL OF WHICH LIES WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY OF HARRISBURG, LINCOLN COUNTY, SOUTH DAKOTA

WHEREAS, SDCL 11-9-8, among other things, provides: "No county may create a tax incremental district located, in whole or in part, within a municipality, unless the governing body of the municipality has consented thereto by resolution"; and

WHEREAS, the City of Harrisburg intends to petition and request the Commissioners of Lincoln County, South Dakota to create a tax increment district within the City of Harrisburg for the purpose of defrayal of the cost or some portion thereof for the completion of certain Tax Incremental Financing-eligible expenses located within the following described location:

Tract 1B of Industrial Park Addition to the City of Harrisburg, Lincoln County, South Dakota, according to the recorded plat thereof, except Tract 1, Central Park Addition to the City of Harrisburg, Lincoln County, South Dakota, according to the recorded plat thereof,

AND

That portion of the Southwest Quarter of Section 36, Township 100 North, Range 50 West of the 5th P.M., Lincoln County, South Dakota lying north and west of Harrisburg Schools Addition, and including that portion of Lot 1, subdivision of the S1/2 NE1/4 SW1/4 of said Section 36 contained therein, and including that portion of Lot 1, subdivision of the SE1/4 SW1/4 of said Section 36 contained therein, and including a tract more particularly described as: Beginning at a point 33 feet East and 210 feet North of the Southwest corner of said Section 36, thence East 50 feet, thence South 50 feet, thence West 50 feet, and thence North 50 feet to the point of beginning contained therein being also known as County Auditor's Tract 1 of the Southwest Quarter of said Section 36 contained therein, also including a tract of land out of the Southwest Quarter of the Southwest Quarter commencing at a point 205 feet East and 40 feet North of the Southwest corner of the Southwest Quarter of the Southwest Quarter (SW1/4SW1/4), thence North 100 feet, thence East 75 feet, thence South 100 feet, to the North right of way line of the road, thence West 75 feet to the point of beginning contained therein, also including Outlot 12 to the town of Harrisburg, Lincoln County, South Dakota contained therein, but excepting Lot No. 1 in Outlot 12 to the Town of Harrisburg contained therein, and Except Lot H-1 in the Southwest Quarter of the Southwest Quarter (SW1/4SW1/4) contained therein, and Except Tract A being a part of the Southwest Quarter of the Southwest Quarter (SW1/4SW1/4) contained therein, and Except Tract 1, Central Park Addition to the City of Harrisburg, Lincoln County, South Dakota, according to the recorded plat thereof.

TO BE PLATTED AS:

Devitt Farms Addition to the City of Harrisburg, Lincoln County, South Dakota

BE IT RESOLVED by the common council of the City of Harrisburg that the City consents, pursuant to SDCL Chapter 11-9-8, to the County of Lincoln's creation of Lincoln County Tax Increment District Number Eight, a portion or all of which will be located within the corporate limits of the City of Harrisburg.

Adopted this 7th day of March, 2016.

JULIE BOWEN
Mayor

ATTEST:

Mary McClung
Finance Officer

Publication: 03/17/16
Effective Date: 04/07/16

Published once at the approximate cost of _____.

Motion Sanderson to accept the 2015 Drinking Water Report, publish in the April 2016 Tiger Times edition, have copies available at the city office and have the Mayor sign the certification of distribution, seconded Berg.

Motion Wolbrink to approve the purchase of the water meter radio read equipment, cost sharing with Lincoln County Rural Water 50/50 at a cost to the city of \$9,100.00, seconded Sanderson.

Motion Berg to approve the proposals from Utility Service Company, Inc. for washouts/condition assessments on the city's composite water tower in the amount of \$1,600.00, seconded Wolbrink.

Motion Olson to approve the purchase of a 3 pt. hitch blade in the amount of \$1,697.00 from Sioux International, seconded Sanderson. Upon roll call vote, Sanderson, Olson and Berg in favor, Wolbrink abstains. Motion carried.

Motion Wolbrink to approve the advertisement for the notice to bidders for a used asphalt reclaimer, seconded Olson.

Motion Berg to approve the purchase of 60" Aeravator with rake and roller, Aeravator shaft and 60" seed box from Midwest Turf & Irrigation in the amount of \$11,878.00, seconded Sanderson.

Fink provided the public utilities report.

Motion Sanderson to have the Mayor sign the Certificate of Project Completion for the Columbia Basin Sanitary Project # C461065-04 in the amount of \$679,217, seconded Berg.

Motion Sanderson to approve the deobligation of funds in the amount of \$756,123 of the SRF loan Project #C461065-04, seconded Berg.

Motion Sanderson to have the Mayor sign the Certificate of Project Completion for the Columbia Basin Storm Sewer Project # C461065-05 in the amount of \$1,402,976, seconded Olson.

Motion Sanderson to approve the deobligation of funds in the amount of \$380,784 of the SRF Loan Project # C461065-05, seconded Wolbrink.

Motion Wolbrink to approve the agreement for Professional Services from Stockwell Engineers for Right of Way and Easement Acquisition for the Willow Street Recreation Trail in the amount of \$20,000.00, seconded Sanderson.

Motion Berg to approve the agreement for Professional Services from Stockwell Engineers for Columbia Street – Willow Street to ½ mile north in the amount of \$159,000.00, seconded Sanderson.

Erik Case with Stockwell Engineers presented the city engineer report.

Motion Olson to approve the 2017 Harrisburg Community Fire Department contract for provision of Fire and Rescue Services in the amount of \$63,492.08, seconded Sanderson. Upon roll call vote, Sanderson, Olson and Berg in favor, Wolbrink abstains. Motion carried.

Motion Sanderson to approve the expenditures for improvements to 305 Main Street up to \$2,150.00, seconded Wolbrink.

Motion Wolbrink to approve the addition of the employee volunteer program policy to the city's personnel policy, seconded Berg.

Motion Sanderson to set Jason Thurston's wage at \$17.31 for receiving his Wastewater Collection Class I Certification on February 17, 2016, new rate will be effective with pay period beginning February 29, 2016, seconded Berg.

CALL TO ORDER

Chairman Tank called the meeting to order at 6:45 p.m. to convene jointly with the City Council.

Chairman Tank welcomed new members Stefanie Bergsmith and Todd McKeown to the Board.

Members present: Bergsmith, DeBruin, Kvasnicka, McKeown, McMahon, and Tank. Staff present: Brown, McMahon, Remmerde, and Thurston. Also present were Angie Kuiper, Tami Harms, and John Ratzloff.

APPROVAL OF AGENDA

1. To approve the agenda for the March 7, 2016 joint meeting.

DeBruin moved, with Kvasnicka seconding, to approve the agenda with the removal of the Discussion of the Lloyd Properties park development under New Business. The motion was approved by a unanimous vote.

2. To approve the meeting minutes of February 17, 2016.

McMahon moved, with Kvasnicka seconding, to approve the minutes of the February 17, 2016 Park Board meeting as presented. The motion was approved by a unanimous vote.

NEW BUSINESS

3. Harrisburg Days Foundation Update and Subsidy Request. Kuiper and Harms reported that the Foundation has hired an Executive Director, established an endowment fund for community projects, is in the process of hiring a flag football program director, and has set June 10-12 as the dates for this year's Harrisburg Days celebration. Kuiper requested that the City purchase a Foundation Sponsorship for \$30,000 for 2016. Chairman Tank pointed out that the City has budgeted a 2016 stipend for the Foundation of \$15,000. After extensive discussion, Kvasnicka moved, with DeBruin seconding, to recommend to the City Council to pay the budgeted \$15,000 stipend to the Harrisburg Days Foundation and to table until the April Board meeting the Foundation request for an additional \$15,000. The motion was approved by a unanimous vote.
4. Harrisburg Baseball Association Update and Subsidy Request. Ratzloff reported that the Association expects to enroll 800 kids in 2016, which is a significant increase from the 670 enrolled in 2015. He noted that the Association has increased enrollment fees this year to help fund expanded operations. He also explained that the softball programs were merged with the Sioux Falls softball program to free up field space this year. He noted that the baseball program will need to use the 2 Legion Park existing fields as well as the proposed T-ball fields as part of the 11 fields that will be needed this year. There was a brief discussion about when the Central Park grading project will occur (late summer 2017) and how this will impact the number of available playing fields. Ratzloff explained the Associations need for their budgeted stipend as well as an additional need of \$5,000 to \$6,000 to fund improvements to build safety fencing and improve backstops at the fields in Legion Park. After a brief discussion, Kvasnicka moved, with DeBruin seconding, to recommend to the City Council that the budgeted \$15,000 stipend be paid to the Harrisburg Baseball Association and that the request for up to \$6,000

for field improvements be tabled until the next Board meeting. The motion was approved by a unanimous vote.

5. Park Update: Thurston gave a short update of recent maintenance activities. He also discussed briefly reseeding and tree planting needs for the upcoming season and reported on efforts being made for the Arbor Day Event.
6. Park Board Compensation Discussion. The Mayor explained the Council's desire for an expanded advisory role for the Parks Board and the intent to provide a small (\$400 per year) stipend to Board members for their additional responsibilities.
7. Future Projects and Expectations. The Board and Council discussed the April 30 Arbor Day Event as well as the Central Park flier. Other potential projects and programs were also discussed.

ADJOURNMENT

DeBruin moved, with Kvasnicka seconding, to adjourn. The motion was approved by a unanimous vote. The Park Board meeting was adjourned at 7:37 p.m.

The next Board meeting will be held at 7:00 p.m. on Wednesday, April 13 in the Liberty Elementary School Board Room.

Respectfully submitted,

Michael McMahon
Planning & Zoning Administrator

Motion Sanderson to approve the 2016 subsidy to the Harrisburg Days Foundation in the amount of \$15,000.00, seconded Wolbrink.

Motion Olson to approve the 2016 subsidy to the Harrisburg Baseball Association in the amount of \$15,000.00, seconded Olson.

Motion Berg to approve the Park Board member compensation for 2016 be set at an annual rate of \$400.00, seconded Sanderson.

Jon Brown with Stockwell Engineers requested council review the CIP plan for discussion at the next meeting.

McMahon provided the planning & zoning report including the February 2016 building permit report.

McClung provided the February 2016 finance report and sales tax reports.

Simunek provided the updated February 2016 water disconnects and the Special Census update.

The next meeting of the Planning Commission will be held on Tuesday, March 8, 2016, at 6:00 p.m. at the Harrisburg City Hall Conference Room. The Local Review Board will meeting on Monday, March 21, 2016 at 6:00 pm at the Liberty School Board Room. The City Council will meet immediately following the adjournment of the Local Review Board meeting.

With no further business, a motion was made by Sanderson to adjourn the meeting at 7:50 p.m., seconded Olson. Motion carried.

Alysia Simunek, Deputy Finance Officer

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