

Harrisburg City Council  
Meeting Minutes

The regular meeting of the City Council was called to order on January 6, 2014, at 6:00 p.m., with Mayor Julie Burke-Bowen presiding. Council members present were Ryan Olson, Allison Sanderson, and Adrienne McKeown. Absent was Rob Handshumaker. Also present from the city were Mary McClung, Andrew Pietrus 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 December 30<sup>th</sup>, 2013, City Council special meeting, with no changes, seconded Sanderson.

Motion Olson to approve all claims as presented, seconded McKeown.

Arbor Day Foundation – Professional Services & Dues (Fin Adm) \$15.00; Arnzen, Brittany or Spah, Adam – Water Meter Deposit Refund (Water) \$110.95; Asche, Mark & Beth – Water Meter Deposit Refund (Water) \$101.21; David, Annie & Harms, Benn – Water Meter Deposit Return (Water) \$98.65;; Dataware – Professional Services & Fees (Fin Adm) \$380.00; Finstad, Don – Professional Services & Fees (Fin Admin) \$450.00; First National Bank – Principal and Interest (Water) \$10409.21; First National Bank – Principal and Interest (Sewer) \$33,268.42; Goltry, Scott – Water Meter Deposit Refund (Water) \$69.09; Harrisburg Water – Utilities (Govt Buildings) \$403.97; Jones, Darnell – Water Meter Deposit Refund (Water) \$112.61; Lewis & Clark Regional Water – Professional Services (Water) \$1,369.25; Lewis & Clark Regional Water – Water for Resale (Water) \$10,150.83; Light & Siren – Supplies & Materials (Streets) \$49.00; Lincoln County Register of Deeds (Professional Services (Planning & Zoning) \$60.00; Marco, Inc. – Repairs & Maintenance and Supplies & Materials (Fin Admin) \$78.12; Novak Sanitary Services – Utilities (Govt Bldgs) \$48.60; Olson, Abby – Water Meter Deposit Refund (Water) \$123.25; Omni-Site – Professional Services & Fees (Sewer) \$1,932.00; Optilegra, Inc. – Group Insurance (Fin Admin, City Admin, Planning & Zoning, Streets, Water, Sewer, Parks) \$70.28; Sioux Falls Area Chamber of Commerce – Professional Services & Fees (Fin Admin) \$175.00; South Dakota Department of Environment and Natural Resources – Professional Services & Fees (Sewer) \$50.00; South Dakota Department of Revenue and Regulation – Other Current Expense (Fin Admin) \$.30; South Dakota Municipal League – Professional Services & Fees (fin Admin) \$2,111.04; South Dakota Building Officials Association – Professional Services & Fees (Planning & Zoning) \$50.00; South Dakota City Management Association – Professional Services & Fees (City Admin) \$150.00; South Dakota Association of Code Enforcement – Professional Services & Fees (Protective Inspection) \$40.00; 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 Street Maintenance Association – Professional Services (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) \$8,702.00; South Dakota Association of Rural Water – Professional Services (Water, Sewer) \$ 775.00; South Dakota Association of Rural Water – Travel & Conference (Water, Sewer) \$175.00; South East Area Finance Officers – Professional Services & Fees (Fin Admin) \$100.00; Southeastern Council of Governments (Professional Services & Fees (Fin Admin) \$6,836.00; Spader, Shanon – Water Meter Deposit Refund (Water) \$20.23; Tille, Brad – Water Meter Deposit Refund (Water) \$13.95; Ugofsky, Mary – Water Meter Deposit Refund (Water) \$75.65; Verley, Michael – Water Meter Deposit Refund (Water) \$107.80; Wellmark Blue Cross Blue Shield – Group Insurance (Streets, Water, Sewer, Parks, Fin Admin, City Admin, Planning & Zoning) \$4,567.43; United States Post Office – Supplies & Materials (Fin Admin, Planning & Zoning, Water, Sewer) \$462.00; United States Post Office – Supplies & Material (Water, Sewer) \$436.39

Motion McKeown to approve Resolution 2014-01 Establishing the Salaries for 2014, seconded Sanderson.

RESOLUTION 2014-01  
A Resolution Establishing the Salaries for 2014

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 2014. 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 – Adrienne McKeown	\$ 4,800.00 per year
Alderman – Rob Handshumaker	\$ 4,800.00 per year
Alderman – Ryan Olson	\$ 4,800.00 per year
Alderman – Allison Sanderson	\$ 4,800.00 per year
Planning & Zoning - Bruce Bicknase	\$ 600.00 per year
Planning & Zoning – Ryan Berg	\$ 600.00 per year
Planning & Zoning – Mark Carr	\$ 600.00 per year
Planning & Zoning – Dain Sisson	\$ 600.00 per year
Planning & Zoning – Nick VanWyhe	\$ 600.00 per year
Planning & Zoning – Chane Patten	\$ 600.00 per year
City Administrator – Andrew Pietrus	\$72,100.00 per year
Finance Officer – Mary McClung	\$53,180.30 per year
Deputy Finance Officer–Alysia Simunek	\$ 17.22 per hour
Planning & Zoning Official– Michael McMahon	\$46,350.00 per year
Building Inspector – Alan Bossman	\$25.00 per inspection
Mechanical Inspector – Steve Robertson	\$20.00 per inspection
Maintenance Supervisor– Dan Fink	\$55,697.25 per year
Wastewater Supervisor/Operator – Toby Huizenga	\$ 19.11 per hour
Maintenance – Mark McClung	\$ 16.43 per hour
PT Maintenance – Gene Hammerstrom	\$ 15.00 per hour
PT Seasonal Maintenance – Trevin Smeenk	\$ 16.00 per hour
Librarian – Kristi Jones	\$ 14.70 per hour
Librarian – Beth Wells	\$ 14.70 per hour
Librarian – Lisa Hirschhorn	\$ 10.90 per hour
Librarian – Laurie Tuttle	\$ 10.90 per hour
Librarian - JoAnn Helland	\$ 10.90 per hour
Librarian – Sydney Tuttle	\$ 7.60 per hour
Librarian – Sydney Hirschhorn	\$ 7.60 per hour
Librarian – Amanda Smeenk	\$ 7.60 per hour

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

Dated this 6th day of January, 2014.

CITY OF HARRISBURG

JULIE BURKE BOWEN

Mayor, City of Harrisburg, SD

ATTEST:

MARY MCCLUNG, Municipal Finance Officer

Motion McKeown to approve Resolution 2014-02 – 2013 Contingency Transfer to meet the obligations of the city for 2013, seconded Olson.

**RESOLUTION 2014-02**

Transfer from 2013 Contingency fund to department to meet the obligations of the city for 2013  
**BE IT RESOLVED BY THE CITY COUNCIL OF HARRISBURG, SOUTH DAKOTA**, that the following sums are transferred from the contingency fund to the following departments at the end of year to meet the obligations of the city:

Dept – 41220 – City Administrator	
Object of Expense - 41100 – Salaries and Wages	\$ 2,000.00
Dept – 42300 – Protective Inspection	

Object of Expense – 41100 – Salaries and Wages	\$ 1,200.00
Dept – 43220 – Street Cleaning	
Object of Expense – 42500 – Repairs and Maintenance	\$ 3,600.00
Dept – 43260 – Weed Control	
Object of Expense – 42200 – Professional Services/Fees	\$ 200.00
Dept – 45260 – Park Lighting	
Object of Expense – 42800 – Utilities	\$ 500.00
Dept – 45500 – Libraries	
Object of Expense – 42600 – Supplies and Materials	<u>\$ 2,500.00</u>
Total transfers	\$10,000.00
Source of funding	
Contingency fund	\$10,000.00

Adopted this 6th day of January, 2014.

JULIE BURKE BOWEN  
Mayor, City of Harrisburg, SD

ATTEST:  
MARY MCCLUNG  
Municipal Finance Officer

Motion Sanderson to approve the City Hall office closure to allow moving to the new facility at 301 E Willow Street on January 23<sup>rd</sup> and 24<sup>th</sup>, 2014 weather permitting, seconded McKeown.

Motion Sanderson to enter into a 60 month lease for a Canon IRC 5030 Copy, Print, Scan, Fax machine with Marco, Inc in the amount of \$182.00.month, seconded McKeown.

December 2013 Finance report is available and on file at the city office.

Pietrus reminded council that the 2014 Municipal Government Day at the Legislature is February 4-5, 2014 in Pierre. Registration needs to be in by Tuesday, January 21, 2014.

McKeown has been in contact with Augustana students that would like to survey residents of the community with the project that they are working on for the city. Council and city staff will review various options.

Olson provided council with a City Hall update.

The next meeting of the Planning & Zoning Commission will be held on Tuesday, January 14<sup>th</sup>, 2014, at 7:00 p.m. at the Harrisburg Liberty School Board Room. The next meeting of the City Council will be held on Tuesday, January 21<sup>th</sup>, 2014, at the Liberty School Board Room, 200 E Willow Street at 6:00 p.m.

With no further business, a motion was made by McKeown to adjourn the meeting at 6:28 p.m., seconded by Sanderson.

Alysia Simunek, Deputy Finance Officer

Please publish once at the approximate cost of \_\_\_\_\_.