

## **MINUTES**

### **ABERDEEN CITY COUNCIL MEETING**

City Council Chambers, 123 South Lincoln Street, Municipal Building, Aberdeen, South Dakota, June 26, 2023 at 5:30 p.m., regular meeting of the City Council.

#### **CALL TO ORDER**

##### **MEETING ROLL CALL**

Present at roll call were City Council Members Rob Ronayne via teleconference, Erin Fouberg via teleconference, Charlotte Liebelt, Alan Johnson, Justin Reinbold, Tiffany Langer via teleconference, David Novstrup, and Mayor Travis Schaunaman. City Council Member Josh Rife was absent.

City Staff present were Joe Gaa, Ron Wager, Robin Bobzien, Ken Hubbart, Joel Weig, Rich Krokell, Dave McNeil, and Jordan McQuillen.

##### **PLEDGE OF ALLEGIANCE**

Mayor Schaunaman led the Pledge of Allegiance.

#### **APPROVAL OF AGENDA**

Motion by Johnson, second by Reinbold to approve the agenda. Voice vote to approve, all present voting aye, motion carried.

#### **MINUTES**

Motion by Reinbold, second by Liebelt to approve the minutes of the June 20, 2023 City Council Meeting, as circulated. Voice vote to approve, all present voting aye, motion carried.

#### **OPEN FORUM**

No one appeared in open forum to address the Council.

#### **CONSENT CALENDAR**

Motion by Ronayne, second by Novstrup to approve the following items on the consent calendar:

COMMUNITY EVENT PERMIT AND SPECIAL ONE-DAY MALT BEVERAGE LICENSE – Community Event Permit for Pauer Sound, LLC’s Parking Lot Party on July 22, 2023 at 414 First Avenue NE and Special One-Day Malt Beverage License for ACT 2, Inc. in conjunction with the same event.

RENEWALS FOR RETAIL ON-SALE MALT BEVERAGE AND SD FARM WINE LICENSES – from July 2023 – June 2024 – Ace Boschee dba Moccassin Creek Concessions, 1220 Tenth Avenue SE, Luis Tejeda dba Picante Burrito Express, 20 Sixth Avenue SW, and Melynda Sletten dba Platinum Salon & Spa, 714 Main Street South

LICENSE – Mobile Home Park License – Park West (Erdmann Properties, LLC)

PLATS – (1) Washington Holdings Addition to the City of Aberdeen in the NW¼ of Section 24, T123N, R64W of the 5th P.M., Brown County, South Dakota (1112 & 1124 Second Street South – one block northeast of Simmons Middle School); (2) Brown County

Commissioner's Fourth Subdivision to the City of Aberdeen in the NE¼ of Section 13, T123N, R64W of the 5th P.M., Brown County, South Dakota (402 Lloyd Street North & 711 Fourth Avenue NE – three blocks north of Schwan's Recreation); (3) Aaron and Jaela Schultz First Subdivision to the City of Aberdeen in the SE¼ of Section 12, T123N, R64W of the 5th P.M., Brown County, South Dakota (1409 State Street North – one block west of North Highland United Methodist Church)

REQUEST FOR TEMPORARY VARIANCE –Temporary variance issued to APD and South Dakota Highway Patrol from residential noise ordinance for low light training at the city firearms range

REQUEST FOR STREET USE – Rollings Hills Subdivision (Stewart Drive, Nicklaus Drive, Palmer Circle, and Shortridge Drive) for July 4, 2023 Parade

LOTTERY NOTICE – Our Savior Lutheran Church – receive and place on file

REPORTS AND MINUTES FROM CITY BOARDS – Aberdeen Airport Board May 4, 2023 Meeting Minutes; Board of Zoning Adjustment May 11, 2023 Meeting Minutes; Aberdeen City Planning Commission May 16, 2023 Meeting Minutes – receive and place on file

Voice vote to approve, all present voting aye with Reinbold abstaining from Aaron and Jaela Schutz First Subdivision Plat, motion carried.

### **NEW BUSINESS**

PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 23-06-01 TO REZONE PPROPERTY DESCRIBED AS 315 SIXTH AVENUE SW

Mayor Schaunaman opened a hearing on a petition from Proverbia Investments, LLC to rezone the property described as Lot 7 and the East ½ of Lot 8, Block 35 Second Addition to Aberdeen in the NW¼ of Section 24, T123N, R64W of the 5th P.M., Brown County, South Dakota (315 Sixth Avenue SW – three houses west of Palm Garden) from (C-3/R-4) Central Business District/Special Density Residential District to (R-3) High Density Residential District. City Planner Ken Hubbard stated the petitioner is requesting this petition to rezone in order to bring the property into a district that is consistent with its residential use. The petitioner has also requested permission to operate a temporary homeless shelter at this location, which would be an appeal of Zoning Ordinance. The Board of Zoning Adjustment will hear this request at their July 13, 2023 meeting. Discussion held. No public comments were received. Mayor Schaunaman closed the hearing and called for a vote on first reading of Ordinance No. 23-06-01 to approve the rezoning of the property. Motion by Ronayne, second by Reinbold to approve the first reading of Ordinance No. 23-06-01. Roll call vote to approve, all present voting aye, motion carried.

PRELIMINARY 2024 PROMOTION FUND ALLOCATIONS

City Manager Joe Gaa presented the preliminary Promotion Fund Allocations to be included in the 2024 Budget. Gaa explained that the projected Promotion Funds available

in 2024 is \$1,250,000.00 and the requests submitted by non-profits for possible promotion funding is a total of \$1,573,500.00. After Council reviewed these requests, a compilation worksheet and budget recommendation summary was prepared for Council approval with a total of \$1,250,000.00. Discussion held. Motion by Johnson, second by Liebelt to approve the preliminary 2024 Promotion Fund Allocations as presented. Roll call vote to approve, all present voting aye with Fouberg abstaining the NSU allocation, motion carried.

#### TECHNICAL SERVICES AGREEMENT WITH HR GREEN

City Manager Joe Gaa explained the City contracts with HR Green yearly for engineering services at the Water Treatment Plant. The previous agreement has now expired. Gaa presented a new technical service agreement with HR Green and requests approval. Discussion held. Motion by Reinbold, second by Johnson to approve the Technical Services Agreement with HR Green as presented. Voice vote to approve, all present voting aye, motion carried.

#### SURPLUS OF SERVICE PISTOL

Police Chief Dave McNeil requested approval of the surplus of retired Officer Angela Senger's service pistol. McNeil explained the FOP Officers Labor Union has agreed to offset the cost and reimburse the City for the value of the weapon. Discussion held. Motion by Liebelt, second by Reinbold to approve the surplus of the service pistol. Voice vote to approve, all present voting aye, motion carried.

#### APPOINTMENT OF TAYLOR ARMSTRONG TO THE PARKS, RECREATION & FORESTRY BOARD

Mayor Schaunaman stated Taylor Armstrong has expressed interest in serving a five-year term on the Parks, Recreation & Forestry Board, which would become effective July 1, 2023. Motion by Ronayne, second by Johnson to approve the appointment of Taylor Armstrong to the Parks, Recreation & Forestry Board effective July 1, 2023. Voice vote to approve, all present voting aye, motion carried.

#### 2023 PASSENGER FACILITY CHARGE APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION (FAA)

Transportation Director Rich Krokkel requested approval of the 2023 Passenger Facility Charge Application to the Federal Administration (FAA), which imposes a \$4.50 charge for each outbound passenger. The effective date for this application is estimated to be October 1, 2023 until October 1, 2029. The estimated revenue to be collected during this time is \$702,318.00. Motion Johnson, second by Liebelt to approve the 2023 Passenger Facility Charge Application to the FAA. Voice vote to approve, all present voting aye, motion carried.

#### QUARTERLY UPDATE FROM ABERDEEN DOWNTOWN ASSOCIATION

Aberdeen Downtown Association Executive Director Alexa Sheldon presented the quarterly update on the Aberdeen Downtown Association.

**REVIEW AND APPROVAL OF CLAIMS AND PAYROLL**

Motion by Liebelt, second by Reinbold to approve payment of the bills listed for June 26, 2023 and payroll for the period from June 18, 2023 through July 1, 2023.

Bills having been audited by the Finance Officer and fully itemized and authorize the Mayor or City Manager to sign, and the Finance Officer to countersign, all warrants for payment of the following approved bills: Northwestern Energy 150,000.00, Northern Electric 10,000.00, US Bank 85,000.00, Wellmark BCBS 212,000.00, Midwest Alarm Company 341.13, Aberdeen Chamber of Commerce 20.00, Justice Fire & Safety, Inc. 1,109.42, Helms & Associates 834.28, Marco Technologies, LLC 126.85, RDO Equipment Co. 1,201.64, IDEXX Distribution, Inc. 1,135.07, Linde, Inc. 7,127.25, Dakota Doors Incorporated 300.92, Quality Welding, Inc. 98.59, Jensen Rock & Sand, Inc. 21,533.92, Patty Holm 80.00, Direct Automation, LLC 7,304.05, Auto Value Parts/Hedahls 221.96, House of Glass, Inc. 1,194.34, Mac's, Inc. 49.98, Dakota Supply Group 336.27, Midstates Group 228.35, Ringgenberg Electric, Inc. 23,316.43, Safety Service, Inc. 222.80, Schwan Welding & Boiler 115.00, Share Corp 3,080.17, J&K Mowing Service 133.33, Plumbing & Heating Wholesales 4.20, Jerke Irrigation 1,545.64, Olson's Pest Technicians 400.00, Harms Oil Company 27,893.56, Tim Reed 1,075.00, Dependable Sanitation 170.00, Swanberg Construction 75,502.20, Titan Access Productivity 2,746.17, Barry Dunlavy 74.00, Pierson Ford 158.29, Northern Valley Communications 79.88, Lien Transportation Co. 112,122.69, Reede Construction, Inc. 274,135.77, South Dakota One Call 729.12, Claims Associates, Inc. 250.00, Menards, Inc. 968.88, Dakota Fluid Power, Inc. 86.40, McQuillen Creative Group 599.00, Killoran Trucking & Broke 29,489.12, Pete Lien & Sons, Inc. 8,425.85, Double D Body Shop 1,303.20, Matheson Tri-Gas, Inc. 86.48, John Kirnan 94.00, Pomp's Tire Service 1,740.21, Rich Krokkel 80.00, L&T Lawn Care, LLC 262.50, Brett Bill 74.00, Durr Universal, Inc. 749.40, North Central Rental/Lease 2,387.50, Aramark Uniform SVC 201.93, Morrison Const 39,767.48, Northern Lake Service, Inc. 1,025.00, Butler Machinery Co. 599.90, Grainger 2,954.10, Geffdog Designs 543.50, Country Concrete/Landscaping 2,411.70, Midwest Pump & Tank 4,131.27, Harlow's Bus Sales, Inc. 15.72, Stryker Sales Corp. 222.70, Guardian Life Ins Co. 1,410.01, Teleflex 2,415.50, Napa Central 189.24, James Valley Coop Tele Co. 43.02, CWF Masonry & Construction 6,246.50, Chemco Systems LP 2,322.84, Chris Brick 74.00, Runnings Supply, Inc. 691.51, Interstate Battery Arling 144.95, ODP Business Solutions, LLC 202.84, Brandon Smith 74.00, Gary's Engine & Repair 181.09, Megan Kukowski 384.14, Sportsmans Club 1,000.00,

Payroll for the period from June 18, 2023 through July 1, 2023 and city share of social security, old age & survivor's insurance, retirement, health and life insurance: EFTPS 183,226.29; SD Retirement 92,650.06; Governing Body 3,435.71; City Manager 8,568.86; City Attorney 7,684.22; Finance 15,034.85; HR 8,248.87; Building 1,933.74; Computer

5,401.62; Planning/Zoning 16,917.75; Engineering 17,794.25; Police 171,496.26; Fire 138,611.13; Housing/Building 6,736.80; Street 38,393.89; Traffic 9,230.82; Solid Waste 28,936.57; Transportation/Ride Line 20,555.39, Privratsky, Roger 14.04/hr.; Library 28,459.52; Economic Development 2,711.20; Parks, Rec & Forestry 267,700.60, Sather, Samuel 13.00/hr., Labrosse, Raini 13.00/hr., Ryer, Cyarra 15.00/hr.; Airport 19,064.55; Pipe 33,310.77; Water Treatment 22,202.94; Meter 1,854.13; Water Reclamation 22,092.21; Pump 11,101.92. Roll call vote to approve, all present voting aye with Mayor Schaunaman abstaining to House of Glass, motion carried.

### **CITY MANAGER'S REPORT**

City Manager Joe Gaa stated the Dakota Street water main project was completed last week Wednesday.

City Manager recognized the June Milestones for the following City employees – 5 years – Kyle Stoddard, Fire; Jill Mohr, HR; Mike Mielke, Building Maintenance; Jordan Rohrbach, Street; 10 years – Dan Waldman, Engineering; 15 years – Mark Miller, Police; 20 years – JR Huebner, Fire.

### **ADJOURNMENT**

There being no further business, motion by Johnson, second by Liebelt to adjourn the meeting. Voice vote to adjourn, all present voting aye, motion carried. The meeting adjourned at 6:08 p.m.

Prepared by Amanda Kamphuis for the Finance Office. /s/ Jordan McQuillen, Finance Officer