

**MINUTES**

**ABERDEEN CITY COUNCIL MEETING**

City Council Chambers, 123 South Lincoln Street, Municipal Building, Aberdeen, South Dakota, September 25, 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, Charlotte Liebelt, Justin Reinbold, David Novstrup, and Mayor Travis Schaunaman. City Council Members Josh Rife, Alan Johnson, and Tiffany Langer were absent.

City Staff present were Robin Bobzien, Ron Wager, Stuart Nelson, Eric Miller, Joel Weig, Rich Krokkel, Dave McNeil, Ken Hubbart, Janel Ellingson, Dawn Thorstenson, and Jordan McQuillen.

**PLEDGE OF ALLEGIANCE**

Mayor Schaunaman led the Pledge of Allegiance.

City Council Member Tiffany Langer joined the meeting via teleconference.

**APPROVAL OF AGENDA**

Motion by Reinbold, second by Novstrup to approve the agenda with the addition of a Notice of Hearing for Aberdeen Downtown Association Brew Walk with a hearing to be held at a special meeting on Tuesday, October 10, 2023 at 5:30 p.m. Voice vote to approve, all present voting aye, motion carried.

**MINUTES**

Motion by Liebelt, second by Reinbold to approve the minutes of the September 18, 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 RETAIL ON-SALE WINE AND CIDER/MALT BEVERAGE AND SD FARM WINE LICENSE – Community Event Permit for Oktoberfest on October 14, 2023 at Aberdeen Civic Arena, 203 Washington Street South and Special One-Day Retail On-Sale Wine and Cider/Malt Beverage and SD Farm Wine License to ACT2, Inc. dba Aberdeen Community Theatre in conjunction with the same event

LICENSES – Water and Sewer Contractor – Swan Companies, Inc.; Master Plumber – Wheelhouse Plumbing, Inc.; Journeyman Plumber – Tyler Gabriel; Journeyman Plumber – Trevor Wheelhouse; Residential Building Contractor – Groundwork of MN

PLAT – Refuge Retreats Fourth Addition to the City of Aberdeen, in the NE<sup>1</sup>/<sub>4</sub> of Section 18-T123N-R63W of the 5th P.M., Brown County, South Dakota (517, 520, 611, 614, and 711 Lancelot Drive North, 411, 412, 515, and 609 Queen Court, and 1723 Arthur’s Court – Southwest of Carlsen Funeral Home)

LOTTERY NOTICES – Catholic Daughters and Good Shepherd Lutheran Church – receive and place on file

REPORTS AND MINUTES FROM CITY BOARDS – Aberdeen Airport Board Meeting Minutes; Aberdeen City Planning Commission Meeting Minutes; Aberdeen Board of Zoning Adjustment Meeting Minutes; K.O. Lee Aberdeen Public Library Board of Trustees Meeting Minutes; Park and Recreation Board Meeting Minutes – receive and place on file

SET HEARING DATE – of October 10, 2023 at 5:30 p.m. for Special One-Day Retail On-Sale Liquor License to Aberdeen Downtown Association for Brew Walk on October 14, 2023 on South Main Street from Sixth Avenue SE to Railroad Avenue SE

Voice vote to approve, all present voting aye, motion carried.

### **NEW BUSINESS**

FIRST READING OF ORDINANCE NO. 23-09-03 SUPPLEMENTING THE 2023 BUDGET FOR VARIOUS PARKS, RECREATION, AND FORESTRY DEPARTMENT ACTIVITIES

City Finance Officer Jordan McQuillen requested approval of Ordinance No. 23-09-03 supplementing the 2023 Budget for various Parks, Recreation, and Forestry Department activities. Motion by Reinbold, second by Liebelt to approve first reading of Ordinance No. 23-09-03 as presented. Roll call vote to approve, all present voting aye, motion carried.

City Council Member Tiffany Langer left the meeting.

### **2023 BUDGETED TRANSFERS**

City Finance Officer Jordan McQuillen requested approval of the 2023 Budgeted Transfers as presented. Discussion was held. Motion by Ronayne, second by Reinbold to approve the 2023 Budgeted Transfers as presented. Roll call vote to approve, all present voting aye, motion carried.

### **PAYMENT FOR CITY HALL CHILLER**

City Engineer Stuart Nelson requested approval of Payment No. 1 in the amount of \$102,045.60 to CDJ Electric, Plumbing, & Heating for work on the City Hall Chiller. Motion by Novstrup, second by Ronayne to approve Payment No. 1 in the amount of \$102,045.60 to CDJ Electric, Plumbing, & Heating as presented. Roll call vote to approve, all present voting aye, motion carried.

### **JOINT FUNDING PAYMENT FOR AGREEMENT WITH USGS**

City Engineer Stuart Nelson explained the process and requested approval for joint funding payment per Agreement with USGS for water resource investigation. Motion by

Reinbold, second by Novstrup to approve the joint funding payment per Agreement with USGS as presented. Roll call vote to approve, all present voting aye, motion carried.

#### RECOMMENDATION ON BIDS FOR 2023-2024 SNOW REMOVAL SERVICES

City Engineer Stuart Nelson requested acceptance of all bids for the 2023-2024 Snow Removal Services. Motion by Ronayne, second by Liebelt to approve all the bids for the 2023-2024 Snow Removal Services as presented. Roll call vote to approve, all present voting aye, motion carried.

City Council Member Tiffany Langer rejoined the meeting by teleconference.

#### GRANT 5310 AND GRANT 5311 AGREEMENTS

Transportation Director Rich Krokkel requested approval and authorize City Manager to sign of the following Agreements: (1) Grant 5310 in the amount of \$240,000.00 for the purchase of two new replacement vehicles; and (2) Grant 5311 in the amount of \$381,338.67 for operating and administrative costs. Motion by Ronayne, second by Novstrup to approve and authorize City Manager to sign Grant 5310 and Grant 5311 Agreements as presented. Roll call vote to approve, all present voting aye, motion carried.

#### GRANTS 811953, 812037, 812038, 811843, AND 812039 TO BE EXTENDED

Transportation Director Rich Krokkel requested approval and authorize City Manager to sign Grant extensions on the following: (1) Grant 811953 in the amount of \$33,000.00 for vehicle purchase; (2) Grant 812037 in the amount of \$21,600.00 for cameras in vehicles; (3) Grant 812038 in the amount of \$24,225.00 for maintenance; (4) Grant 811843 in the amount of \$202,930.40 for vehicle purchase; and (5) Grant 812039 in the amount of \$80,000.00 for vehicle purchase. Discussion was held. Motion by Foubert, second by Liebelt to approve extensions and authorize City Manager to sign Grants 811953, 812037, 812038, 811843, and 812039 as presented. Roll call vote to approve, all present voting aye, motion carried.

#### DECLARE ABANDONED BICYCLES AS SURPLUS PROPERTY

Police Chief Dave McNeil requested approval to declare abandoned bicycles as surplus property and to donate to Lions Club in Aberdeen. Discussion was held. Motion by Liebelt, second by Reinbold to approve to declare abandoned bicycles as surplus property and donate to the Lions Club in Aberdeen.

#### DISCUSSION OF NONRENEWAL OF CANNABIS DISPENSARY PERMITS

City Attorney Ron Wager explained currently there are four cannabis dispensary permits that have expired and not renewed. In 2022, City Council issued six permits regarding cannabis dispensaries and at a later meeting, the City Council extended their renewal dates to coincide with the State registration tickets. All the permits issued needed to be in active used status for 12 months prior to their expiration/renewal dates. Out of the six, two, Dakota Herb and Genesis Farms, opened in the summer of 2023 and are in active status today. Therefore, we have four available permits available by our Ordinance No. 21-05-02. Wager explained options regarding publishing notice of the permit availabilities, setting a deadline to review

applications, and discussion the number of cannabis dispensary permits we would allow within the City of Aberdeen. Discussion was held.

City Council Member Tiffany Langer left the meeting.

**PRESENTATION FOR NORTHERN INNOVATION AND START UP CENTER AT NORTHERN STATE UNIVERSITY**

Bea Smith, Director of Innovation & Startup Center at Northern State University presented on upcoming events and fall programming. Discussion was held.

**CONFIRMATION OF APPOINTMENT OF CLARK THARES TO THE ABERDEEN HOUSING AUTHORITY BOARD FOR A FIVE-YEAR TERM**

Motion by Novstrup, second by Reinbold to approve the confirmation of appointment of Clark Thares to the Aberdeen Housing Authority Board for a five-year term. Voice vote to approve, all present voting aye, motion carried.

**PRESENTATION FOR VACATION MARKETING AT CONVENTION & VISITORS BUREAU**

Casey Weismantel, Executive Director at Convention & Visitors Bureau presented on vacation marketing. Discussion was held.

**REVIEW AND APPROVAL OF CLAIMS AND PAYROLL**

Motion by Ronayne, second by Reinbold to approve payment of the bills listed for September 25, 2023, and payroll for the period from September 10, 2023 through September 23, 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: Paul Hamik 95.00, Aberdeen Chamber of Commerce 20.00, Marco Technologies LLC 72.60, Lighthouse Uniform Co 529.72, Brown County Treasurer 16.70, Dakota Doors Incorporated 171.43, Eddie's Northside Sinclair 495.00, Entenmann-Rovin Co 502.50, Cole Papers Inc 288.28, Graham Tire Co 189.80, Direct Automation LLC 764.10, Auto Value Parts/Hedahls 673.25, US Geological Survey 23,083.00, Kesslers Inc 78.12, Sanford Health Occupation 1,422.00, Graymont (Wi) LLC 26,002.88, Midstates Group 35.00, Ringgenberg Electric Inc 2,900.74, Schwan Welding & Boiler 45.00, Sherwin-Williams Co 92.74, Crawford Trucks & Equip 184.93, Olson's Pest Technicians 400.00, Dial-A-Move 1,677.08, Dependable Sanitation 170.00, M&T Fire & Safety Inc 18.90, SD Department Health Lab 40.00, Titan Access Productivity 3,884.86, Barton Heating & A/C Inc 204.08, ARFF Specialists LLC 5,950.00, Jarman's Water Systems 443.70, MTI Distributing 304.48, McMaster-Carr Supply Co 364.81, Siegel, Barnett & Schutz 80.00, Fire Safety First 175.36, Galeton Gloves 752.52, Menards Inc 79.80, Dakota Fluid Power Inc 272.15, Double D Body Shop 5,121.68, 3m 4,222.40, ATCO International 271.70, NSU Finance & Administration 10.00, Pomp's Tire Service 120.00, Rich Krokell 106.00, L&T Lawn Care LLC 187.50, Locators & Supplies Inc 732.85, Galls Inc 58.52,

Newman Traffic Signs 770.32, Butler Machinery Co 44.03, Grainger 236.93, Crescent Electric Supply 237.43, Knight Towing 180.00, JGE Inc 6,502.92, A-1 Sanitation 8,705.64, Abdn Area Humane Society 5,400.00, Linde Gas & Equip Inc 111.96, Allied Climate Profession 545.92, Jebro Inc 400.00, Briston Bruce 120.00, Runnings Supply Inc #14 432.63, Verizon Wireless 64.88, ODP Business Solutions LC 174.23, IMEG 4,573.69, Semisi Malolo 54.90, Mid American Signal Inc 2,102.00, Jennette Kriz 106.00, Brandans Floors And More 2,754.82, Canterbury Deli 472.00, Benefit Resource 344.40, Elavon Merchant Services 250.00, Paymentech, LLC 4,000.00, UPS 500.00, Dacotah Bank 150.00, Chamber of Commerce 28,000.00.

Payroll for the period from September 10, 2023 through September 23, 2023 and city share of social security, old age & survivor's insurance, retirement, health and life insurance. Roll call vote to approve, all present voting aye with Fouberg abstaining to Dacotah Bank, motion carried.

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

City Manager Robin Bobzien stated a private firm is distributing water testing services and it is not affiliated with the City. Bobzien discussed the purpose of the special City Council meeting on October 10, 2023 at 5:30 p.m., which will include a hearing for the Aberdeen Downtown Association Brew Walk and city staffing.

### **ADJOURNMENT**

There being no further business, motion by Liebelt, second by Novstrup to adjourn the meeting. Voice vote to adjourn, all voting aye, motion carried. The meeting adjourned at 6:40 p.m.

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