

## **MINUTES**

### **ABERDEEN CITY COUNCIL MEETING**

City Council Chambers, 123 South Lincoln Street, Municipal Building, Aberdeen, South Dakota, August 28, 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, Erin Fouberg, Charlotte Liebelt, Josh Rife, Justin Reinbold, Tiffany Langer, David Novstrup, and Mayor Travis Schaunaman. City Council Member Alan Johnson was absent.

City Staff present were Joe Gaa, Ron Wager, Brett Bill, Joel Weig, Dave McNeil, Jeromy Thorstenson, Stu Nelson, Ken Hubbart, and Jordan McQuillen.

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

Mayor Schaunaman led the Pledge of Allegiance.

#### **APPROVAL OF AGENDA**

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

#### **MINUTES**

Motion by Liebelt, second by Ronayne to approve the minutes of the August 21, 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 Rife, second by Reinbold to approve the following items on the consent calendar:

SET BID DATE – of September 12, 2023 at 2:00 p.m. - Chip Spreader Unit

COMMUNITY EVENT PERMIT AND SPECIAL ONE-DAY MALT BEVERAGE & SD FARM WINE LICENSE – Community Event Permit for Aberdeen Downtown Association Summer Concert Series on September 14, 2023 at Central Park, 315 Second Avenue SE and Special One-Day Malt Beverage & SD Farm Wine License for The Aberdeen Store, LLC dba The Market on the Plaza in conjunction with the same event

PLATS – (1) Goldade First Addition to the City of Aberdeen In the NE¼ of Section 13-T123N-64W of the 5th P.M., Brown County, South Dakota (124 Lloyd Street North & 710 Second Avenue NE – One block north of Schwan’s Recreation); (2) Brown County Commissioner’s Fifth Subdivision to the City of Aberdeen in the NW¼ of Section 19-T123N-R63W of the 5th P.M., Brown County, South Dakota (1118 Aldrich Street South – One block east of Moccasin Creek Softball Complex); (3) Brown County Commissioner’s Sixth Subdivision to the City of Aberdeen in the NE¼ of Section 13-T123N-R64W of the

5th P.M., Brown County, South Dakota (605 Arch Street North – three blocks south of Manor Park)

FINANCE OFFICE TREASURY REPORT – for January – June 2023 – receive and place on file

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

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

**OLD BUSINESS**

SECOND READING AND FINAL ADOPTION OF ORDINANCE NO. 23-08-02 SUPPLEMENTING THE 2023 BUDGET FOR VARIOUS PARKS, RECREATION AND FORESTRY DEPARTMENT ACTIVITIES

Motion by Reinbold, second by Ronayne to approve second reading and final adoption of Ordinance No. 23-08-02 supplementing the 2023 Budget for various Parks, Recreation, and Forestry department activities. Roll call vote to approve, all present voting aye, motion carried.

**NEW BUSINESS**

FIRST READING OF ORDINANCE NO. 23-08-01 AMENDING HOME DAY CARE IN CHAPTER 14 – BUSINESSES AND BUSINESS REGULATIONS OF THE ABERDEEN CITY CODE

City Council Member Alan Johnson joined the City Council Meeting by teleconference at 5:35 p.m.

City Attorney Ron Wager explained the purpose of this amended ordinance is to address the child to adult ratio to reflect the department of social services regulations regarding family day care programs and to clean up other matters. Discussion was held. Motion by Ronayne, second by Liebelt to approve the first reading of Ordinance No. 23-08-01 amending Home Day Care in Chapter 14 – Businesses and Business regulations of the Aberdeen City Code. Roll call vote to approve, all present voting aye, motion carried.

APPOINTMENT OF BRAD GARDNER TO THE ABERDEEN BOARD OF ZONING ADJUSTMENT

Planning & Zoning Director Brett Bill explained Scott Grebner resigned as a Board Member and requested approval of the appointment of Brad Gardner to the Aberdeen Board of Zoning Adjustment. Motion by Ronayne, second by Rife to approve the appointment of Brad Gardner to the Aberdeen Board of Zoning Adjustment. Voice vote to approve, all present voting aye, motion carried.

PRELIMINARY ENGINEERING SERVICES AGREEMENT WITH BNSF RAILROAD

Assistant City Engineer Stuart Nelson explained BNSF and the State plan to upgrade

railroad crossing arms and equipment at several locations within Aberdeen and requested approval to enter into a Preliminary Engineering Services Agreement with BNSF Railroad. Discussion was held. Motion by Ronayne, second by Novstrup to approve to enter into a Preliminary Engineering Services Agreement with BNSF Railroad. Roll call to approve, all present voting aye, motion carried.

#### RECOMMENDATION ON BIDS FOR 2023 SANITARY SEWER PIPE LINING

Assistant City Engineer Stuart Nelson explained the bids received were over the projected budget and were submitted on the wrong paperwork. Nelson requested rejection to the bids received for the 2023 Sanitary Sewer Pipe Lining and will post again at a later date. Discussion was held. Motion by Ronayne, second by Langer to reject the bids received for the 2023 Sanitary Sewer Pipe Lining. Roll call vote to approve, all present voting aye, motion carried.

#### PRESENTATION AND AGREEMENT FROM HKG ARCHITECTS ON PUBLIC WORKS facility

Andy Schaunaman and Dean Marske with HKG Architects presented a space analysis on the public works facility and provided an agreement with HKG to perform design architectural services for a new public works facility. Discussion was held. Motion by Rife, second by Novstrup to approve the agreement with HKG to perform design architectural services for a new public works facility. Roll call vote to approve, all present voting aye, motion carried.

#### **REVIEW AND APPROVAL OF CLAIMS AND PAYROL**

Motion by Reinbold, second by Liebelt to approve payment of the bills listed for August 28, 2023 and payroll for the period from August 13, 2023 through August 26, 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: James Johnston 432.00, Brown County Landfill 28.98, Hawkins Inc 10.00, Cole Papers Inc 1,995.60, Flexible Pipe Tools 1,788.00, Patty Holm 248.92, Auto Value Parts/Hedahls 93.39, House of Glass Inc 227.91, Lawson Products Inc 95.72, Mac's Inc 81.87, Dakota Supply Group 227.83, Midstates Group 144.45, Share Corp 8,041.30, Sherwin-Williams Co 915.48, Stan Houston Equipment Inc 1,022.10, Fastenal Company 237.19, Aberdeen Awards 14.00, Tim Reed 549.00, Cartney Bearing Co 39.96, Foerster Testing 1,065.00, Climate Control 62,363.28, Pierson Ford 790.00, Jarman's Water Systems 1,617.10, Menards Inc 803.51, Convention Visitors Bureau 28,855.12, Dakota Fluid Power Inc 736.54, Killoran Trucking & Broke 14,419.64, The Ups Store #4543 19.00, Pomp's Tire Service 33.87, L&T Lawn Care LLC 112.50, Lake Area Tech Foundation 5,500.00, Premier Specialty Vehicle 63.62, Dakota Transit Association 660.00, Kelvin Boschee 500.00, Butler Machinery Co 126.63, Grainger 856.08, Crescent Electric Supply 632.13, A-1 Sanitation 6,263.28, Aberdeen Area Humane Society 5,400.00, Jebro Inc 148,056.94, Haar Plumbing

& Heating, 1,213.46, Atlas Carbon LLC 38,526.96, Runnings Supply Inc #14 251.37, ODP Business Solutions LLC 70.11, UPS 500.00, Elavon 250.00, Paymentech LLC 4,000.00, Wellmark BCBS 265,000.00, Utility 488.93, Swanson, Benjamin 57.19, Wyly, Anna 37.65, Schlangen, Cole 135.63, Ramos, Macario Lopez 86.56, Aberdeen Housing 22.98, Howell, James 148.92.

Payroll For The Period From August 13, 2023 through August 26, 2023 and city share of social security, old age & survivor's insurance, retirement, health and life insurance: EFTPS 153,805.06; SD Retirement 88,025.10; Governing Body 3,435.71; City Manager 8,568.86; City Attorney 7,805.73; Finance 14,894.96; HR 10,488.72; Building 1,933.79; Computer 4,291.52; Planning/Zoning 16,917.77; Engineering 16,188.94; Police 144,360.27; Fire 136,828.62, Malolo, Semisi 19.07/hr.; Housing/Building 4,634.40; Street 35,844.47; Traffic 9,479.77; Solid Waste 23,801.39; Transportation/Ride Line 28,505.85; Library 29,738.90; Parks, Rec & Forestry 157,766.86, Kiefer, Kevin 14.25/hr.; Airport 18,793.10; Pipe 32,277.50; Water Treatment 19,557.77; Meter 1,825.60; Water Reclamation 19,543.00; Pump 12,391.33. Roll call vote to approve, all present voting aye with Mayor Schaunaman abstaining from Climate Control, motion carried.

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

City Manager Joe Gaa reminder to discuss Cannabis Dispensaries Permit that expire in September that have not been open for business. Gaa stated the August Milestones: 5 Years – Bernie Hubert/Street, Austin Fischback/Fire, Tina Hubert/Police; 25 Years – Pat Schlotte/Pump

### **EXECUTIVE SESSION**

Motion by Rife, second by Novstrup to move into executive session at 6:44 p.m. to discuss personnel and contractual matters pursuant to SDCL §1-25-2(1), (3), and (4). Voice vote to approve, all present voting aye, motion carried.

Motion by Novstrup, second by Reinbold to move out of executive session at 8:18 p.m. Voice vote to approve, all present voting aye, motion carried. Council returned to open session.

### **OTHER BUSINESS - SELECTION OF NEW CITY MANAGER**

Motion by Ronayne, second by Rife to offer Robin Bobzien, current City Engineer and Public Works Director, the position of City Manager in coordination with the resignation of Joe Gaa, current City Manager, and instructing the City Attorney to negotiate the contract terms with Mr. Bobzien. Roll call vote, all present voting aye, motion carried. Upon agreement of contract terms fixing his compensation and starting date, the Council, pursuant to Aberdeen City Charter, Sec. 3.01, shall formally appoint Mr. Bobzien as the new City Manager.

### **ADJOURNMENT**

There being no further business, motion by Liebelt, second by Reinbold to adjourn the meeting. Voice vote to adjourn, all present voting aye, motion carried. The meeting

adjourned at 8:22 p.m.

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