

CITY COUNCIL PROCEEDINGS

City Council Chambers, 123 South Lincoln Street, Municipal Building, Aberdeen, South Dakota, August 10, 2015, 5:30 p.m., regular meeting of the Board of City Council Members, Mayor Mike Levsen presiding. Present at roll call were City Council Members David Bunsness, Todd Campbell, Alan Johnson, Mark Remily, and Rob Ronayne. City Council Members Clint Rux, Jennifer Slight-Hansen, and Laure Swanson were absent. City staff present were Lynn Lander, Robin Bobzien, Brett Bill, Karl Alberts, Al Ruhlman, Clarence Fjeldheim, Jameson Bartscher, Pat Schlotte, Laura Millett, and Cody Roggatz.

Mayor Levsen led the Pledge of Allegiance.

MINUTES

Remily moved, Campbell seconded to approve the minutes of August 3 and August 4, 2015, as circulated. All present voting aye, motion carried.

OPEN FORUM

Jameson Bartscher was presented a SD Public Safety Citizens Award for life-saving actions at a June 9, 2015 accident near Summit, South Dakota.

CONSENT CALENDAR

Campbell moved, Johnson seconded to approve the following items on the consent calendar:

LICENSES – Solicitors – Mihkel Annilo and Erik Mik; Taxi Cab Drivers – John P. Laverdure and Danielle Elmore

REQUEST FOR STREET USE – Carolyn Trautman for a Block Party on Melody Lane.

REQUEST FOR PERMISSION – to serve and permit the consumption of alcoholic beverages on September 26, 2015 at the Wylie Park Pavilion for a Cremers/Koopman Wedding Reception.

LOTTERY NOTICE – Sacred Heart Parish Bazaar – receive and place on file.

All present voting aye, motion carried.

NEW BUSINESS

ORDINANCE NO. 15-08-04

Ordinance No. 15-08-04 for supplementing the 2015 Budget for various unanticipated projects, activities, and expenses was presented. Campbell moved, Ronayne seconded to approve first reading of Ordinance No. 15-08-04. Upon roll call, all present voting aye, motion carried.

RESOLUTION NO. 15-08-02R

Johnson moved, Campbell seconded to approve Resolution No. 15-08-02R for credit card acquisition and use policy as follows:

WHEREAS: The City of Aberdeen Council has determined that the City has a need for a credit card as authorized by SDCL 4-3-27,

NOW THEREFORE, BE IT RESOLVED: The Finance Office (herein after referred to as the “designated official”) is hereby authorized to acquire and use credit card accounts for the purchase of certain necessities on behalf of and for the benefit of the City of Aberdeen, in accordance with the policies set out below.

The credit card account shall only be used for the purchase of meeting registration, motel room guarantees, or other purchases that cannot be accomplished by the issuance of a purchase order and billed directly to the city to be processed in the normal warrant process, unless it is more economically advantageous to pay by credit card. Cards may be used to pay for preauthorized purchases through the Internet, if it is the only means of payment accepted by the vendor. All purchases must follow purchasing limit guidelines (proper approval for amount of purchase).

The card may not be used to pay for meals that qualify for reimbursement through per diem

or for any item which does not directly benefit the City of Aberdeen.

The credit card accounts shall be administered by the designated official at all times, and the designated official may assign sub-administrators for certain departments to oversee the usage, limits, and processing for that department. In all cases where a credit card is used by any city employee original receipts, invoices or other authentic documentation stating what the card was used for shall be submitted to the designated administrator or sub-administrator.

The designated person shall immediately verify the purchase was necessary and to the benefit of the City of Aberdeen and submit the invoice to the Finance Office with appropriate account coding information. Charges submitted to the Finance Office for payment without the proper documentation will not be processed and may become the responsibility of the employee through garnishment. Personal use of the credit card is strictly prohibited. Misuse of credit card accounts or repeated failure to provide proper documentation will be the responsibility of the employee and will be considered grounds for disciplinary action up to and including termination and any restitution.

Any perks, credits or items of value earned because of the use of said cards shall only be used for the benefit of the City and not for that of any employee. Except, frequent flier credits may accrue to the employee/official actually incurring the credit, in accordance with Official Opinion No. 90-04 of the SD Office of the Attorney General.

All present voting aye, motion carried.

RESOLUTION OF NECESSITY FOR CENTRAL VILLAS HOUSING PROJECT

Campbell moved, Remily seconded to postpone for one week any action on a Resolution of Necessity for a 40-Unit Central Villas Low Income Housing Tax Credit Project for the Aberdeen Housing Authority. All present voting aye, motion carried.

BIDS ON ROADWAY DEICING SALT

The Public Works Department received a bid of \$70.10 per ton from Pheasant Country Express for the 2015-2016 Roadway Deicing Salt. Remily moved, Campbell seconded to award the Roadway Deicing Salt Bid in the amount of \$105,150.00 to Pheasant Country Express and authorize the City Manager and City Finance Officer to sign all necessary documents after approval by the City Attorney. All present voting aye, motion carried.

TRANSFERS BETWEEN FUNDS

Campbell moved, Remily seconded to approve budgeted transfers for debt service payments between various funds and enterprise transfers as requested by the City Finance Officer. All present voting aye, motion carried.

CHANGE ORDER FOR NORTH ROOSEVELT PROJECT

Bunsness moved, Johnson seconded to approve Change Order #6 in the amount of \$96,436.89 for Upper Plains Contracting, Inc. as prepared by the SD Department of Transportation. All present voting aye, motion carried.

FAA GRANT FOR AIRPORT PROJECT

Ronayne moved, Johnson seconded to approve and authorize the City Manager to sign a Federal Aviation Administration Grant application for the construction of Airport Phase II Stormwater Improvements AIP #3-46-0001-035-2015 Project. All present voting aye, motion carried.

BIDS FOR STORMWATER IMPROVEMENTS PHASE II PROJECT

Bids were received and publicly opened for the Airport Stormwater Improvements Phase II Project. A detailed list of the bids is on file at the City Finance Office. Remily moved, Ronayne seconded to tentatively award the AIP Project #3-46-0001-035-2015 Stormwater Improvements Phase II Base Bid to B & B Contracting in the amount of \$2,151,583.30 contingent upon receipt of SD Department of Transportation approval and

receipt of FAA Grant Offer and authorize the City Manager to sign all necessary contract documents. All present voting aye, motion carried.

PAYMENT REQUESTS

Johnson moved, Bunsness seconded to approve the following payment requests for work performed on AIP #3-46-0001-34-2014 Airport Wetland Mitigation and Stormwater Improvements Project: Pay Estimate #10 for B & B Contracting in the amount of \$67,909.70 and Pay Estimate #10 for Helms & Associates in the amount of \$4,220.62. Upon roll call, all present voting aye, motion carried.

BILLS

Bunsness moved, Ronayne seconded to approve the following audited bills for services, supplies, repairs, and maintenance: Northwestern Energy 86,192.93; Dakotacare 94,063.62; AT & T 2,545.46; NVC 788.14; Dependable Sanitation 15,457.00; MARCO Inc. 34.92; Great Live Music Productions 500.00; Sky High Inflatables 500.00; Fun Express 201.60; Ashlie Voeller 15.00; First National Bank 866.70; Harry Implement, Inc. 100,500.00; United Parcel Service 49.07; Brick Markers 440.00; J & K Mowing Service 317.35; Thomas Bus Sales Inc. 11,838.56; Midwest Alarm Company 565.92; American News 2,142.09; Aberdeen Chamber of Commerce 320.00; Anchor Industries Inc 3,444.66; Praxair Distribution Inc 776.51; Lisa Osman 256.00; Beadle Floral & Nursery 12,657.71; Helms & Associates 4,661.60; MARCO Inc 168.08; Bonnie Bitz 2,970.00; Tessman Company 97.75; RDO Equipment Co 439.57; KONE Inc 245.26; Leidholt Electric LLC 1,608.85; Hawkins Inc 782.86; Lang's TV & Appliance 70.00; People Books 36.91; Don's Builders Hardware 239.70; Dennis Gavin 2,500.00; Quality Welding Inc 481.80; Cole Papers Inc 2,131.42; Farm Power Mfg Inc 52.40; Jensen Rock & Sand Inc 739.24; Carquest Auto 702.47; Graham Tire Co 6,321.97; South Brown Conservation Dist 330.00; Hedahls Inc 171.27; Petersen Mfg Co Inc 6,622.00; CASH-WA Distributing 8,931.95; Thersia Cox 37.96; House of Glass, Inc 2,857.87; HF Jacobs & Son 437.51; Kesslers Inc 500.30; Kleins 479.50; K-Mart Shopping Center 12.09; New Dimensions 2,200.59; MAC's Inc 738.99; Cameron Jarvis 176.00; NB Golf LLC 1,180.00; Revolution Dancewear 2,401.35; Sewer Duck Inc 85.00; A & B Business Solutions 40.95; Pantorium 77.78; Dakota Supply Group 2,163.53; Lorie Johnson 260.00; Midstates Group 6,220.61; CI Sport Inc 967.87; Ringgenberg Electric Inc 253.83; Sanders Sew-N-Vac Inc 181.98; Sherwin-Williams Co 1,197.97; Crawford Trucks & Equipment 42.88; Sodak Sports 98.89; SD Dept. of Transportation 776.27; Stan Houston Equipment Inc 325.15; J & K Mowing Service 212.00; Kay Park Rec Corp 1,701.00; Town & Country Lumber Inc 441.07; Academy Trophy Co 1,643.00; Melledy Rostad 222.00; Weismantel Rent All 249.00; Western Printing 1,343.25; Woodman Refrigeration Co. Inc 558.07; Wright & Sudlow 8,050.25; Julie Jones 256.00; Hannah Lagerquist 55.13; Aberdeen Area Arts Council 2,000.00; MAC's Electric 121.01; Baker & Taylor Inc 4,537.10; GALE 122.37; Fastenal Company 44.54; Quality Books Inc 18.47; ADAPCO Inc 3,455.00; Angerhofer Concrete Products 45.00; Airside Solutions Inc 1,975.73; Information Today Inc 404.05; Taylor Music 118.99; Joseph Peterson 176.00; Joel Lynn Carda 99.00; Kara Werning 143.00; Grace Gasperich 121.00; Alicia Peterson 176.00; McKayla Carda 90.00; Aberdeen Interiors 559.65; Dolly Schmidt 80.00; Charlene Blondo 286.00; Dependable Sanitation, Inc. 4,844.10; Sarah Suko 256.00; Aberdeen Community Theatre 6,075.00; James Torbert 176.00; Kris Konickson 256.00; Fordham Signs 611.00; PEPSI-COLA 5,173.78; NewsBank Inc 4,625.00; The Wolf Stop 9.00; Village Bowl 195.00; Cartney Bearing Co 13.80; SD Dept Health Lab 102.00; Pauer Sound & Music Inc 299.00; Titan Access Acct 523.68; Executive Management 50.46; Service Signs Inc 1,000.00; Jim Panerio 96.00; Larson Data Communications 104.70; Pierson Ford-Lincoln-Mercury 942.75; West Payment Center 439.25; North Central Farmers Elevator 15,743.87; Parkview Nursery Inc 109.83; Jenny L

Gross 192.00; Virginia Lewis 192.00; Rick's Heating/Air Condition 707.40; Active Data Systems Inc 1,000.00; Spencer Werth 169.00; MID-AM Research Chemical 94.32; Dakota Broadcasting LLC 450.00; MTI Distributing 2,942.00; Michael Marmorstein 240.00; Dakota Fence Co 1,080.00; Bismarck Tribune 135.00; Kimberly carda 144.00; Tori Heier 240.00; Fire Safety First 307.00; Aberdeen Aqua Addicts 4,000.00; Joye Ward 240.00; ACE Refrigeration 417.18; Quill Corp. 227.87; Federal Express Corp. 24.46; SD Wheat Growers 85.78; Ken's Superfair Foods 7,694.01; O'Reilley Auto Parts 12.26; Volunteers of America-Dakota 6,000.00; Century Business Products 92.59; Aberdeen Housing Authority 2,500.00; Fairway Manufacturing Co. 575.85; West River Beverage Inc 2,736.00; Melissa & Doug, LLC 1,795.58; Menards 2,932.56; NW Blade 61.60; Dennis McDermott 192.00; Julie Borr 240.00; Overdrive Inc 1,104.78; SD Pilots Association 20.00; Electronic Data Solutions 195.00; Dakota Fluid Power Inc 1,259.31; McQuillen Creative Group Inc 4,600.92; Midwest Mini Melts 5,330.00; Zeller Construction Inc 176,097.00; Sherwin-Williams Co 17,260.40; Harve's Pro Prints 6,518.02; Christopher Jacobson 244.00; Wylie Thunder Road 714.00; Sargent County Teller 300.00; Jamie Stadel 132.00; Borns Group 564.32; Creative Forecasting Inc 60.00; OCLC, Inc 793.05; Montam Charters & Tours 2,300.00; John Patzlaff 117.00; Jeremy Schutter 339.00; Confluence 6,747.25; Ferguson Waterworks 753.45; CO-OP Architecture 4,789.95; BSN Sports, Inc 218.00; Gretchen Sharp 30.00; My Turn PlaySystems 3,135.00; Van Diest Supply Co 30,764.75; Dakota News 1,094.26; Forest Rux 1,015.30; Kevin Roseland 450.00; Dakota Oil 784.40; Lisa Link 144.00; Phyllis Heier 144.00; Stephanie Raap 256.00; Bob Downie 256.00; Esther Thistle 256.00; Paul Dutt 192.00; Kelly Wieser 426.00; Harves Sport Shop 1,337.46; Intl Institute of Municipal Clerks 290.00; Huff Construction Inc 400.72; Gene Morsching 44.00; Susan Lehr 240.00; Plunkett's Pest Control 211.18; Aberdeen Plumbing & Heating Inc 357.33; 3D Specialties Inc 441.84; Pro Ag Supply Inc 93.54; Palmer Distributing 247.80; Midwest Tape 93.95; Sue Gates 256.00; Derksen Floors Inc 450.00; Midcontinent Communications 1,431.24; Pannier Graphics 1,021.00; Premier Facility Maintenance Services 455.00; Wausau Tile Inc 27,445.68; Butler Machinery Co 1,411.41; Flat Earth Art Company 2,990.00; GRAINGER 264.49; SD Library Network 5,542.08; Geffdog Designs 827.79; A+ Tree Service 800.00; Ameripride Services Inc 1,475.16; Janel Ellingson 168.00; Jacque Bratcher 130.00; Artic Glacier USA, Inc 1,126.00; Universal Publications 195.00; Alec Yada 60.00; Paige R Tooker 60.00; Lucas Fredrick 120.00; Taylor Rolf 158.52; Depot Music Productions 200.00; MUD IN MIND 481.50; Spencer Raap 160.00; Katherine Dillard 67.50; Value Line Publishing LLC 1,900.00; Weissmans Designs For Dance 3,746.65; J Gross Equipment 965.06; Associated Supply Co Inc 3,368.24; G & R Controls Inc 448.07; Tri-State Water, Inc 19.50; Swanson Electric 1,828.57; Chance Rides Manufacturing Inc 163.76; Hillyard Sioux Falls 667.00; Aberdeen Senior Center 1,541.01; Runnings Supple Inc 3,054.96; Interstate Battery 224.90; Consolidated Ready Mix Inc 446.50; Eddie Dickes 125.00. Upon roll call, all present voting aye, motion carried.

PAYROLL

Bunsness moved, Johnson seconded to approve the payroll for the period from July 26, 2015 through August 8, 2015 and city share of social security, old age and survivor's insurance, retirement, health and life insurance. Wells Fargo 137,297.63; SD Retirement System 62,247.17; Governing Body 3,192.28; City Manager 7,009.11; City Attorney 6,060.30; Finance 12,180.55; HR 7,667.20; Building 335.14; Computer 4,011.66; Planning/Zoning 11,073.20, Johnathon Pantzlaff 19.68 hr; Engineering 12,191.52; Police 96,918.06; Fire 85,451.97, Nathan Opdahl 16.30 hr; Fire Prevention 4,613.60; Housing/Building 5,578.40; Street 29,083.35; Traffic 5,792.47; Solid Waste 21,009.63; Transportation 11,767.46, Ryan DeRouchey 15.37 hr; Library 22,023.37; Parks, Rec &

Forestry 178,452.81, Chad Hay 9.25 hr, Jennifer Ring 9.50 hr or 16.00/class, Airport 14,547.02; Pipe 23,836.16; Water Treatment 17,215.51, Robert Braun 21.72 hr; Meter 3,289.16; Wastewater 15,828.71; Pump 6,851.75, Old Federal Building 1,625.00. Upon roll call, all present voting aye, motion carried.

CITY MANAGER'S REPORT

Lynn Lander presented the City Manager's Report.

There being no further business, Bunsness moved, Johnson seconded that the meeting be adjourned. All present voting aye, motion carried.

Prepared by Mary Campton for the Finance Office. /s/ Karl Alberts, Finance Officer.