

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on January 2, 2024 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Barb Fish, Bruce Johnson, David Kull, Kevin Lawrence, Colin Steen and Mayor Harry Buck. Others present were: City Administrator, Bryan Read; Finance Officer, Christina Smith; City Attorney, Lisa Marso; City Engineer, Tami Jansma; Park Superintendent, Devin Coughlin; Public Works Director, Rollie Hoeke and Development Director, Patrick Andrews. Absent: Tim Jorgenson

Alderwoman Fish moved Alderman Johnson seconded to approve the agenda as amended. Motion carried.

Alderman Lawrence moved Alderman Steen seconded to approve the minutes of the December 14 2023 briefing meeting and the minutes of the December 18, 2023 regular meeting. Motion carried.

Alderman Kull moved Alderman Lawrence seconded to approve the following claims for 2023 and 2024.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A-1 Pumping	Professional Services	170.00
Ambush Apparel	Water Conservation Supplies	2,587.50
Andrew Bakker	Reimbursement	50.98
Blaine's Service	Hired Repairs	72.00
Border States Electric	Supplies	441.36
Brandon Ace Hardware	Supplies	1610.13
Brandon Lumber	Supplies	18.75
Brandon Valley School District	Fuel	3,664.02
Cardmember Service	Misc. Expenses	4,239.42
Cindy Sunvold	Reimbursement	2,000.00
City of Brandon	Hockey Water Usage	474.64
City of Sioux Falls	Hired Repairs	84.96
Coffee Cup	Fuel	122.47
Corson Village Sanitary District	December Reimbursement	1,009.68
Crane Sales & Service	Annual Inspection	1,061.25
Dakota Supply Group	Supplies	55.30
DGR Engineering	Professional Services	19,369.87
Direct Technologies	Software	185.00
Dust Tex	Supplies	101.50
Fastenal	Supplies	24.83
Ferguson Waterworks	Water Meters	41,600.00
Grainger	Supplies	366.20
Hach Company	Supplies	1,568.80
HDR Engineering	Professional Services	42,537.72
Hulzebos	GC New AC/Furnace	10,000.00
Incode-Tyler Technologies	New Software	72.50
Jack's Uniform & Equipment	Supplies	263.17

Locators & Supplies	Supplies	281.10
Manley Tire & Oil	Repairs	36.00
Midstates Inc	Clothing Supplies	211.50
Midwest Hoop Confinement	Hired Repairs	3,865.00
Monument Health	Professional Services	40.00
Northwest Tire	Hired Repairs	96.86
Olson's Pest Technicians	Monthly Contract	135.00
Overhead Door	Repairs	153.06
Palisades Propane	Propane	861.33
Pfeifer's Implement	Supplies	423.52
R&L Supply	Supplies	902.61
Scheels	New Vehicle Equipment	1,349.00
SD Dept of Health	Water Testing	269.00
Sioux Valley Energy	Utilities	35,444.89
Splitrock Landscaping & Nursery	Storm & Fence Repairs	51,795.00
Staples	Supplies	456.84
Staples/Expressway	Fuel	38.14
Sturdevant's	Supplies	1,102.87
Sunshine	GC Resale	17.51
The Yard Barbers	Improvements	1,130.00
Thom Flabo	Professional Services	600.00
Titan	Repairs	285.00
Titleist	GC Resale	90.36
TranSource Truck & Equipment	Supplies	115.84
Two Way Solutions	Supplies	40.74
Verizon Wireless	Utilities	627.68
Vogel Motors	Hired Repairs	120.00
Winter Equipment Company	Supplies	2,699.90
Xcel Energy	Utilities	9,426.75
TASC Flex System Plan Annual	Annual Dues	1,312.48
City Administration	December 21, 2023 Payroll	4,128.80
Finance Officer	December 21, 2023 Payroll	6,033.86
Government Buildings	December 21, 2023 Payroll	120.24
Engineer	December 21, 2023 Payroll	4,013.91
Police	December 21, 2023 Payroll	30,262.08
Building Inspections	December 21, 2023 Payroll	4,095.09
Street Department	December 21, 2023 Payroll	5,865.28
Park Department	December 21, 2023 Payroll	4,779.50
Economic Development	December 21, 2023 Payroll	2,241.63
Water Department	December 21, 2023 Payroll	9,226.86
Sewer Department	December 21, 2023 Payroll	5,318.51
Golf Course Grounds	December 21, 2023 Payroll	3,295.09
Golf Course Lounge	December 21, 2023 Payroll	2,054.62
Golf Course Pro Shop	December 21, 2023 Payroll	2,509.56
Golf Course Community Room	December 21, 2023 Payroll	254.89
941 Payroll Taxes	December 21, 2023 Payroll	26,909.76
SD Retirement System Supplemental	December 21, 2023 Payroll	1,442.50
SD Retirement System	December Payroll	31,659.90

TASC Flex Plan	December 21, 2023 Payroll	962.00
Accounts Management	December 21, 2023 Payroll	75.00
Direct Pay	December Payroll	3,000.00
Direct Pay	December Payroll	1,500.00

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
American Water Works Association	2024 Membership Dues	79.00
Brandon Valley Area Chamber of Commerce	2024 Membership Dues	77,540.00
Cardmember Services	Misc. Expenses	2,987.35
Delta Dental	January Premium	3,504.70
Government FO Association	2024 Membership Dues	149.00
International Institute of Municipal Clerks	2024 Dues	185.00
Leads Online LLC	Software Renewal	1,309.00
Modern Woodmen of America	January Premium	2,336.71
National Association of School Resource Officers	2024 Membership Dues	50.00
SD Association of Code Enforcement	2024 Membership Dues	75.00
SD Building Officials' Association	2024 Membership Dues	105.00
SD City Management Association	2024 Membership Dues	150.00
SD Government Finance Officers	2024 Membership Dues	70.00
SD Governmental Human Resource	2024 Membership Dues	75.00
SD Municipal League	2024 Membership Dues	5,976.98
SD Municipal Street Maintenance	2024 Membership Dues	35.00
SD Police Chiefs' Association	2024 Dues	225.00
SDML Workers' Compensation Fund	2024 Renewal	70,501.00
SDWWA	2024 Membership Dues	30.00
SESAC Inc	2024 License	885.00
Sioux Empire Wedding Network	2024 Showcases	830.00
South East Area Finance Officers Group	2024 Membership Dues	200.00
South Eastern Council of Governments	2024 Membership Dues	13,194.00
USGA	2024 Membership Dues	150.00
Wellmark BCBS	January Premium	75,275.74

Alderman Steen moved Alderwoman Fish seconded to approve the consent calendar which contained the following items: a plat of Lot 3 Block 3 Rovang Industrial Park Addition and a plat of Lots 2A & 4 Block 6 Westview Estates. Motion carried.

PROCLAMATION #2024-01

Proclamation #2024-01 was read by Mayor Buck declaring January 3, 2024 as Spencer Thorsland Day in Brandon, SD.

PROCLAMATION #2024-01

WHEREAS, Spencer Thorsland has displayed and shown the true meaning of HERO, as outlined in the dictionary as a person who is admired or idealized for courage, outstanding achievements, and noble qualities, and;

WHEREAS, twelve-year-old Spencer Thorsland has shown great bravery in his fight against

cancer, and;

WHEREAS, Spencer Thorsland has inspired people of all ages through his faith and strength.

THEREFORE, in recognition of his great bravery and courage, in the face of his cancer diagnosis and;

ACCORDINGLY, by the virtue of the authority vested in me, as Mayor of Brandon, South Dakota, I hereby declare January 3, 2024, as

SPENCER THORSLAND DAY

IN TESTIMONY THEREOF, I have hereunto set my hand and affixed the Great Seal of the City of Brandon, South Dakota, this 2nd day of January 2024.

Harry Buck, Mayor
City of Brandon, South Dakota

ORDINANCE #695

Alderswoman Fish moved Alderman Steen seconded to give second reading to Ordinance #695: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SOUTH DAKOTA PROVIDING THAT THE REVISED ZONING ORDINANCE NUMBER 531 AND THE OFFICIAL ZONING MAP OF THE CITY OF BRANDON, SOUTH DAKOTA BE AMENDED TO PROVIDE FOR THE RE-ZONING OF THE FOLLOWING DESCRIBED PROPERTY. A roll call vote showed Fish, Johnson, Kull, Lawrence, Steen aye. Motion carried.

PURCHASE GATOR

The Golf Course Committee and Parks & Recreation Committee reports were heard. Alderswoman Fish moved Alderman Steen seconded to approve the purchase of a 2024 John Deere Gator from Kibble Equipment at a cost of \$7,986.43. Motion carried.

HIRE POLICE OFFICER

The Public Safety Committee report was heard. Alderman Kull moved Alderman Lawrence seconded to approve the hiring of Andrew Larive as a full-time certified police officer, step 13-4 on the wage scale, \$29.08 per hour, effective January 16, 2024. Motion carried.

METRO COMMUNICATIONS CONTRACT ASSIGNMENT

Alderman Kull moved Alderman Steen seconded to approve the agreement for 911 dispatch services with the City of Sioux Falls, as presented. Motion carried.

RESOLUTION #01-24

The Administration Committee report was heard. Alderman Lawrence moved Alderman Steen seconded to approve Resolution #01-24. A roll call vote showed Fish, Johnson, Kull, Lawrence, Steen aye. Motion carried.

RESOLUTION #01-24

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 provisions of SDCL 9-14-28 and SDCL 6-1-10

NOW, THEREFORE, BE IT RESOLVED by the Brandon City Council that the following resolution, repealing all prior salary and wage resolutions, be passed and approved. The Mayor, Council, Commissions and Committees shall be paid once a quarter and all other officers and employees shall be paid every two weeks at the following yearly salary or hourly wage for the year 2024.

COUNCIL AND MAYOR

Harold Buck	Mayor	\$10,107.60 per year.
Barb Fish	Council Member	\$6,216.56 per year.
Bruce Johnson	Council Member	\$6,216.56 per year.
Tim Jorgenson	Council Member	\$6,216.56 per year.
David Kull	Council Member	\$6,216.56 per year.
Kevin Lawrence	Council Member	\$6,216.56 per year.
Colin Steen	Council Member	\$6,216.56 per year.

BOARD, COMMISSION AND COMMITTEES

Barb Fish	Park Advisory Committee	\$50.00 per meeting attended.
Mindy Hansen	Park Advisory Committee	\$50.00 per meeting attended.
Jon Jacobson	Park Advisory Committee	\$50.00 per meeting attended.
Alan Kirkeby	Park Advisory Committee	\$50.00 per meeting attended.
Adam Rothenberger	Park Advisory Committee	\$50.00 per meeting attended.
Leigh Zirbel	Park Advisory Committee	\$50.00 per meeting attended.
Brian Heidbrink	Planning & Zoning Commission	\$50.00 per meeting attended.
Tim Jorgenson	Planning & Zoning Commission	\$50.00 per meeting attended.
Thomas Nichols	Planning & Zoning Commission	\$50.00 per meeting attended.
Brookes Noem	Planning & Zoning Commission	\$50.00 per meeting attended.
Rob Schoeneman	Planning & Zoning Commission	\$50.00 per meeting attended.
Alica Thiele	Planning & Zoning Commission	\$50.00 per meeting attended.
Michael Toates	Planning & Zoning Commission	\$50.00 per meeting attended.
Dana Clark	Water Conservation Committee	\$50.00 per meeting attended.
Daemon Coughlin	Water Conservation Committee	\$50.00 per meeting attended.
Barb Fish	Water Conservation Committee	\$50.00 per meeting attended.
Trudy Papka	Water Conservation Committee	\$50.00 per meeting attended.
Kevin Smith	Water Conservation Committee	\$50.00 per meeting attended.
Amanda Viau	Water Conservation Committee	\$50.00 per meeting attended.

PART-TIME EMPLOYEES

Monique Pardee	Office Cleaning	\$21.70 per hour.
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FULL-TIME EMPLOYEES

Bryan Read	City Administrator	\$156,665.60 per year.
Christina Smith	Finance Officer	\$109,345.60 per year.
Tessa Wegner	Assistant Finance Officer	\$27.65 per hour.
Doris Brekhus	Utility Billing Clerk	\$22.81 per hour.
Tammi VanderBeek	Payroll Clerk	\$27.64 per hour.
Tami Jansma	City Engineer	\$98,820.80 per year.
Adam Praska	Engineering Technician	\$23.21 per hour.
Patrick Andrews	Development Director	\$83,824.00 per year.
Paul Clarke	Building Official/Code Enforcement	\$45.31 per hour.
Melissa Labahn	Building Admin Assistant	\$27.64 per hour.
Devin Coughlin	Parks Superintendent	\$75,920.00 per year.
Cory Carlson	Parks Maintenance	\$30.45 per hour.
Nicholas Gundermann	Parks Maintenance	\$25.02 per hour.
Jamie Steffel	Police Chief	\$119,184.00 per year.
Austin Peterson	Police Lieutenant	\$47.14 per hour.
Andrew Bakker	Police Sergeant	\$36.51 per hour.
Kyle Zigan	Police Sergeant	\$35.63 per hour.
Micha Lee Henning	Police Detective	\$34.19 per hour.
Tyler Carda	Police Officer/SRO	\$35.55 per hour.
Daniel Francis Jr	Police Officer	\$29.80 per hour.
Zachary Hagstrom	Police Officer	\$33.39 per hour.
Richard Hibdon	Police Officer	\$26.93 per hour.
Amanda Jesseritz	Police Officer	\$27.65 per hour.
Zachery Kieffer	Police Officer	\$29.80 per hour.
Kevin Krohn	Police Officer	\$28.37 per hour.
Anthony Lingen	Police Officer	\$33.39 per hour.
Andrew Maslowski	Police Officer	\$27.65 per hour.
Joseph Reagan	Police Officer	\$28.37 per hour.
Pam Petersen	Police Admin Assistant	\$28.17 per hour.
Rollie Hoeke	Public Works Director	\$112,465.60 per year.
Donovan Carpenter	Public Works Foreman	\$40.03 per hour.
Larry Bixby	Public Works Lead	\$34.19 per hour.
Larry Bixby	Safety Coordinator	\$750.00 per year.
Matt Brown	Public Works Maintenance	\$26.83 per hour.
Brian Carter	Public Works Maintenance	\$25.02 per hour.
Seth Goembel	Public Works Maintenance	\$25.02 per hour.
Troy Hillman	Public Works Maintenance	\$29.24 per hour.
Dale Kerber	PW Maintenance/Plumbing Inspector	\$34.83 per hour.
Jeramie Olson	Public Works Maintenance	\$26.23 per hour.
Mark Schmeling	Public Works Maintenance	\$29.85 per hour.
Andrew Bauer	Golf Course Manager	\$72,280.00 per year.
Kerry Thill	GC Events Coordinator	\$61,984.00 per year.
Kelly Eilers	GC Grounds Superintendent	\$76,107.20 per year.
Benjamin Hoffman	GC Grounds Maintenance	\$20.12 per hour.

Dated this 2nd day of January 2024.

Harry Buck, Mayor

ATTEST:

Christina Smith, Finance Officer
(SEAL)

IT REQUEST FOR PROPOSALS

Alderman Johnson moved Alderman Steen seconded to approve the RFP for IT services, as presented, with Alderman Steen and Alderman Lawrence on the review committee. Motion carried.

HERO HAVEN RAFFLE REQUEST

A raffle request was received from Hero Haven, 1109 S. Parkview Blvd., to sell tickets January 15, 2024 – March 30, 2024 for fundraising efforts. No further action required.

RESOLUTION #02-24

Alderman Fish moved Alderman Steen seconded to approve Resolution #02-24. A roll call vote showed Fish, Johnson, Kull, Lawrence, Steen aye. Motion carried.

RESOLUTION #02-24

RESOLUTION ANNEXING THE SOUTHWEST QUARTER EXCEPT COUNTY AUDITOR'S LOT R-1 AND EXCEPT TRACT 10 RISTY AND METZ ADDITION, AND EXCEPT THE EAST 75 FEET OF THE NORTH 150 FEET OF THE NORTHEAST QUARTER IN SECTION 33, TOWNSHIP 102 NORTH, RANGE 48 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY TO THE CITY OF BRANDON, SOUTH DAKOTA, TOGETHER WITH ONE-HALF OF THE VACATED SECTION LINE RIGHT OF WAY LYING ADJACENT THERETO

WHEREAS, the City of Brandon, South Dakota has authority under SDCL 9-4-1 to annex territory on a petition filed by three-fourths of the registered voters or landowners in the area to be annexed and by owners of not less than three-fourths of the value of the territory to be annexed; and

WHEREAS, one hundred percent of the owners of the property described as: The SW1/4 Except County Auditor's Lot R-1 and except Tract 10 Risty and Metz Addition, and Except the E 75 Feet of the N 150 Feet of the NE1/4 in Section 33, Township 102 North, Range 48 West of the 5th Principal Meridian, Minnehaha County, South Dakota Together with One-Half of the Vacated Section Line Right of Way Lying Adjacent have submitted a Petition for Annexation to the City of Brandon; and

WHEREAS, the owners of the above described property own at least three-fourths of the value of the territory to be annexed; and

WHEREAS, there are no registered voters within the proposed territory to be annexed; and

WHEREAS, the Brandon Planning and Zoning Commission reviewed the petition during their regular meeting on December 21, 2023 and has recommended that this property, as described, be annexed into the City of Brandon: and

WHEREAS, the above described property is contiguous to the City of Brandon.

BE IT RESOLVED that the following described property is to be annexed and included in the boundaries of the City of Brandon, South Dakota:

The SW1/4 Except County Auditor’s Lot R-1 and except Tract 10 Risty and Metz Addition, and Except the E 75 Feet of the N 150 Feet of the NE1/4 in Section 33, Township 102 North, Range 48 West of the 5th Principal Meridian, Minnehaha County, South Dakota Together with One-Half of the Vacated Section Line Right of Way Lying Adjacent

Dated this 2nd day of January, 2024.

Harry Buck
Mayor

ATTEST:

Christina Smith
Municipal Finance Officer

(SEAL)

RESOLUTION #03-24

The Streets Committee and Water & Sewer Committee reports were heard. Alderman Steen moved Alderman Johnson seconded to approve Resolution #03-24. A roll call vote showed Fish, Johnson, Kull, Lawrence, Steen aye. Motion carried.

**RESOLUTION #03-24
APPLY FOR HOUSING INFRASTRUCTURE FUNDING PROGRAM ASSISTANCE**

Whereas, the City of Brandon wishes to apply for Housing Infrastructure Funding Program assistance from the South Dakota Housing Development Authority;

Whereas, the City of Brandon has submitted preliminary plans for the public

infrastructure for the East Side Sewer Main Project to be located in the City of Brandon;

Whereas, the submitted plans have been determined to satisfy the requirements of the City of Brandon;

Whereas, the City of Brandon has the capacity to support the proposed public infrastructure project and has adequate water supply, water treatment facilities, and wastewater treatment facilities available for the housing to be supported by this public infrastructure project; and

Whereas, the proposed public infrastructure will be owned by the City of Brandon on an ongoing and long-term basis;

Now, therefore, be it resolved that the City of Brandon, by way of this resolution, hereby approves the proposed housing infrastructure project and acknowledges and agrees to the provisions set forth in this resolution.

I, Harry Buck, Mayor of the City of Brandon do hereby certify that the foregoing resolution was passed by the city council at a meeting thereof held on the 2nd day of January, 2024.

Dated this 2nd day of January, 2024.

Harry Buck
Mayor

ATTEST:

Christina Smith
Municipal Finance Officer

(SEAL)

EASTSIDE SEWER PROJECT PURCHASE AGREEMENT

Alderman Steen moved Alderman Lawrence seconded to approve the purchase agreement between the City of Brandon and Bosch Farms at a cost of \$324,000.00, for land so the eastside sewer can be installed. A roll call vote showed Johnson, Kull, Lawrence, Steen aye; Fish nay. Motion carried.

RESOLUTION #04-24

Alderman Kull moved Alderman Lawrence seconded to approve Resolution #04-24. A roll call vote showed Fish, Johnson, Kull, Lawrence, Steen aye. Motion carried.

RESOLUTION #04-24

RESOLUTION IN SUPPORT OF AN APPLICATION FOR FINANCIAL ASSISTANCE TO THE SOUTH DAKOTA HOUSING AND DEVELOPMENT AUTHORITY BY CHESTNUT RIDGE DEVELOPMENT LLC AND/OR ITS AFFILIATES, AGENTS, OR ASSIGNS FOR THE BENEFIT OF MULTI- OR SINGLE-FAMILY DEVELOPMENT

WHEREAS, Chestnut Ridge Development LLC, a South Dakota limited liability company (the “*Developer*”), wishes to apply for Housing Infrastructure Funding Program assistance from the South Dakota Housing Development Authority;

WHEREAS, the Developer has submitted preliminary plans for the public infrastructure for Chestnut Ridge, a single- and multi-family housing development to be located in the City of Brandon (the “*City*”);

WHEREAS, the submitted plans have been determined to satisfy the requirements of the City;

WHEREAS, the City has the capacity to support the proposed public infrastructure project and has adequate water supply, water treatment facilities, and wastewater treatment facilities available for the housing to be supported by this public infrastructure project;

WHEREAS, the City is committed to the ownership and long-term maintenance of said infrastructure upon acceptance and the conditions set forth in the certificate of completion that the said infrastructure and system shall meet the specifications, materials and equipment set forth as shown on the approved plans in said agreement;

WHEREAS, the 2020 City of Brandon Housing Study identified the need for additional owner occupied housing in the moderate to market price range, an increase in the variety of housing types, designs, and densities; and

WHEREAS, the City acknowledges that there is a significant housing shortage in the City and this proposed development will help, but not resolve, the housing shortage.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Brandon, South Dakota, as follows:

1. The City hereby supports the submission of an Application for financial assistance by Chestnut Ridge Development LLC to the South Dakota Housing and Development Authority.
2. City officials of the City of Brandon are hereby authorized to deliver such other documents as necessary, to assist with the Application.

Adopted this 2nd day of January, 2024.

CITY OF BRANDON, SD

Harry Buck, Mayor

ATTEST:

Christina Smith, Finance Officer

CHESTNUT RIDGE PHASE 1 CONSTRUCTION AGREEMENT

Alderman Steen moved Alderman Johnson seconded to approve the subdivision construction agreement for Chestnut Ridge Addition Phase 1, as presented. Motion carried.

CHESTNUT RIDGE PHASE 1 UPSIZING AGREEMENT

Alderman Lawrence moved Alderman Steen seconded to approve the upsizing agreement for Chestnut Ridge Addition Phase 1, as presented. Motion carried.

SIOUX FALLS FORCEMAIN AGREEMENT

Alderman Johnson moved Alderman Kull seconded to approve the memorandum of understanding and financial agreement between the City of Brandon, SD and the City of Sioux Falls, SD for the dual forcemain project. Motion carried.

EASTSIDE SEWER PROJECT

Alderman Kull moved Alderman Lawrence seconded to approve the advertising for bids for the East Side Trunk Sewer Project. Motion carried.

At 6:23 p.m. on a motion by Alderman Steen seconded by Alderman Lawrence the meeting was adjourned. Motion carried.

Melissa Labahn
Municipal Recording Clerk

Harry Buck
Mayor