

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on January 4, 2023 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Dana Clark, Bruce Johnson, Tim Jorgenson, David Kull, 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; Police Chief, Jamie Steffel; Golf Course Manager, Andrew Bauer and Development Director, Patrick Andrews.

Alderswoman Clark moved Alderman Steen seconded to approve the agenda. Motion carried.

Alderman Steen moved Alderswoman Clark seconded to approve the minutes of the December 15, 2022 briefing meeting and the minutes of the December 19, 2022 regular meeting minutes. Motion carried.

Alderman Steen moved Alderman Johnson seconded to approve the following claims for 2022 and 2023.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A-1 Pumping	Professional Services	160.00
Ace Towing	Hired Repairs	225.00
Action Electric	Snow Removal Repairs	272.25
Advanced Engineering & Environmental Services	Water Treatment Plant	53,693.49
Ambush Apparel	Water Conservation Supplies	737.50
ATCO International	Supplies	85.00
Avera Medical Group	Professional Services	129.76
Blaine's	Hired Repairs	55.00
Brandon Ace Hardware	Supplies	652.33
Brandon Lumber	Supplies	732.72
Brandon Valley School District	Fuel	4,617.63
Champion Tree Service	Professional Services	2,350.00
Cintas	Supplies	445.20
Core & Main	Repairs	8,459.01
Corson Village	December Reimbursement	946.30
Dakota Beverage	GC Resale	88.00
Dakota Fluid Power	Snow Removal Repairs	55.69
Delta Dental	Insurance	44.20
DGR Engineering	Professional Services	137,898.36
Direct Automation	Support	330.00
DirectTV	Utilities	156.73
Enviromaster	Professional Services	84.00
Ferguson Waterworks	Water Meters	131,038.98
First National Bank-Cardmember Services	Supplies	1,862.70
Fleetpride	Repairs	158.99
Glass Doctor	Hired Repairs	393.90
Grainger	Supplies	72.38
Infrastructure Design Group	Improvements	394.75

Jack's Uniform & Equipment	Safety Supplies	107.75
KB Sprinklers	Improvements	566.23
Lawson Products	Repairs	146.94
Manley Tire	Hired Repairs	301.42
Metro Communications	Quarterly Fee	17,242.75
Mills & Miller	Deicing Salt	8,779.12
Northwest Tire	Supplies	349.46
Orkin	Monthly Service	134.00
Palisades Oil	Fuel	5,913.33
Palisades Propane	Utilities	1,508.78
Performance Press	Supplies	250.00
SD Dept of Health	Professional Services	755.00
Sioux Falls Utilities	Utilities	107,010.08
Sioux Valley	Utilities	35,250.06
Soukup Construction	Improvements	805,549.92
Staples	Supplies	22.58
Sturdevant's	Repairs	314.91
Sunshine	Supplies	7.44
Titan Machinery	Repairs	2,846.34
Tony's Catering	Catering	649.50
Valley Springs Body Shop	Hired Repairs	117.70
Verizon Wireless	Utilities	527.79
Vogel Motors	Hired Repairs	58.00
Winter Equipment Company	Supplies	1,669.49
Xcel Energy	Utilities	7,900.07
City Administration	December 22, 2022 Payroll	3,733.93
Finance Officer	December 22, 2022 Payroll	5,650.53
Government Buildings	December 22, 2022 Payroll	69.26
Engineer	December 22, 2022 Payroll	3,622.20
Police	December 22, 2022 Payroll	26,944.63
Building Inspections	December 22, 2022 Payroll	3,540.70
Street Department	December 22, 2022 Payroll	5,572.88
Park Department	December 22, 2022 Payroll	4,461.10
Economic Development	December 22, 2022 Payroll	2,017.55
Water Department	December 22, 2022 Payroll	9,443.53
Sewer Department	December 22, 2022 Payroll	7,061.56
Golf Course Grounds	December 22, 2022 Payroll	1,843.17
Golf Course Lounge	December 22, 2022 Payroll	2,108.12
Golf Course Pro Shop	December 22, 2022 Payroll	2,386.37
Golf Course Community Room	December 22, 2022 Payroll	52.64
941 Payroll Taxes	December 22, 2022 Payroll	24,873.55
SD Retirement System Supplemental	December 22, 2022 Payroll	1,212.50
SD Retirement System	December 22, 2022 Payroll	28,527.96
TASC Flex Plan	December 22, 2022 Payroll	1,065.91
Accounts Management	December 22, 2022 Payroll	75.00
Direct Pay Reimbursement	December 30, 2022	137.00

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
American Water Works Association	2023 Membership Dues	79.00
Delta Dental	January Premium	3,247.40
Government FO Association	2023 Membership Dues	65.00
Incode	Software	2,429.17
Leads Online LLC	Software Renewal	1,223.00
Modern Woodmen of America	January Premium	2,009.89
National Fire Protection Association	2023 Membership Dues	175.00
Orkin	Monthly Contract	134.00
SD Association of Code Enforcement	2023 Membership Dues	75.00
SD Building Officials' Association	2023 Membership Dues	105.00
SD City Management Association	2023 Membership Dues	150.00
SD Government Finance Officers	2023 Membership Dues	70.00
SD Governmental Human Resource	2023 Membership Dues	75.00
SD Municipal League	2023 Membership Dues	5,698.25
SD Municipal Street Maintenance	2023 Membership Dues	35.00
SD Retailers Association	2023 Membership Dues	315.00
SDML Workers' Compensation Fund	2023 Renewal	64,677.00
SDWWA	2023 Membership Dues	30.00
SESAC Inc	2023 License	843.00
Sioux Empire Wedding Network	2023 Showcases	1,129.00
South East Area Finance Officers Group	2023 Membership Dues	200.00
South Eastern Council of Governments	2023 Membership Dues	12,810.00
Specter Instruments-WIN 911 Software	Software Renewal	2,160.00
The Huntington National Bank	Golf Cart Lease	26,604.00
The J P Cooke Company	2023 Pet Tags	140.95
Wellmark BCBS	January Premium	76,174.56
US Bank Trust	Water Tower SRF Loan	115,684.57

Chuck Parsons, 600 N. Yellowstone Drive, was present representing the Brandon Development Foundation. Chuck asked for the City Council’s approval of the Rovang Industrial Park easement and maintenance agreement which is on the agenda for tonight.

PROCLAMATION #2023-01

Mayor Harry Buck read Proclamation #2023-01 declaring the first Thursday of every February as Optimist Day in the City of Brandon. No further action required.

**PROCLAMATION #2023-01
OPTIMIST DAY**

WHEREAS, volunteers working with young people who are our joy of today and our hope for tomorrow, are exuberant representatives of the potential to be reached and dreams to come true. They are also unbounded in their enthusiasm to use their own talent, skills, and hard work to make a difference in others’ lives; and

WHEREAS, members of Optimist International will celebrate OPTIMIST DAY throughout the world the first Thursday of every February to promote their efforts in helping and recognizing the young people that make a difference in their communities and who will encourage a greater exchange of ideas between young people and adults; and

WHEREAS, there are 2,400 Optimist Clubs, with more than 70,000 members, in Optimist International and Optimist members throughout the world that carry out more than 6,500 service projects that serve six million young people per year.

THEREFORE, I, Harry Buck, Mayor of the City of Brandon, South Dakota, issue this Proclamation declaring the first Thursday of every February as Optimist Day in the City of Brandon. May this day instill pride in our city's Optimists for all of their accomplishments and for the impact they have to truly make a difference in others' lives.

Harry Buck
Mayor

ATTEST:

Christina Smith
Finance Officer

ORDINANCE #675

Alderman Kull moved Alderwoman Clark seconded to give second reading to Ordinance #675: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SOUTH DAKOTA PROVIDING FOR A SUPPLEMENTAL APPROPRIATION FOR THE FISCAL YEAR 2022. A roll call vote showed Clark, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

LETCHER PURCHASE AGREEMENT

The Golf Course Committee report was heard. Alderwoman Clark moved Alderman Jorgenson seconded to approve the real estate purchase agreement between Gregg & Deborah Letcher and the City of Brandon to purchase the property legally described as Tract 1 of Lot 9 Country Club Heights Addition in the amount of \$2,000.00 plus any closing costs. Motion carried.

TENNIS COURT LIGHTS AT BV MIDDLE SCHOOL

The Parks & Recreation Committee report was heard. No further discussion on the tennis courts lights at this time.

2023 FIRE CONTRACT

The Public Safety Committee report was heard. Alderwoman Clark moved Alderman Johnson seconded to approve the 2023 Fire Contract between the City of Brandon and the Brandon Volunteer Fire Department, as presented. Motion carried.

COMMUNICATIONS REPORT

The Administration Committee report was heard. A communications report was presented showing dates that messages were sent to the public via Textedly, Facebook, mailings and BV Journal articles. No action required.

RESOLUTION #01-23

Alderman Johnson moved Alderman Steen seconded to approve Resolution #01-23. A roll call vote showed Clark, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

RESOLUTION #01-23

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 2023.

COUNCIL AND MAYOR

Harry Buck	Mayor	\$9,813.20 per year.
Dana Clark	Council Member	\$6,035.48 per year.
Barb Fish	Council Member	\$6,035.48 per year.
Bruce Johnson	Council Member	\$6,035.48 per year.
Tim Jorgenson	Council Member	\$6,035.48 per year.
David Kull	Council Member	\$6,035.48 per year.
Colin Steen	Council Member	\$6,035.48 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.
Charles Parsons	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.

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	\$149,032.00 per year.
Christina Smith	Finance Officer	\$103,729.60 per year.
Tessa Wegner	Assistant Finance Officer	\$26.83 per hour.
Doris Brekhus	Utility Billing Clerk	\$20.57 per hour.
Tammi VanderBeek	Payroll Clerk	\$26.30 per hour.
Tami Jansma	City Engineer	\$93,704.00 per year.
Adam Praska	Engineering Technician	\$21.94 per hour.
Patrick Andrews	Development Director	\$79,393.60 per year.
Paul Clarke	Building Official/Code Enforcement	\$43.11 per hour.
Melissa Labahn	Building Admin Assistant	\$26.30 per hour.

Devin Coughlin	Parks Superintendent	\$72,134.40 per year.
Cory Carlson	Parks Maintenance	\$28.96 per hour.
Nicholas Gundermann	Parks Maintenance	\$23.70 per hour.

Jamie Steffel	Police Chief	\$113,276.80 per year.
Austin Peterson	Police Lieutenant	\$44.86 per hour.
Andrew Bakker	Police Sergeant	\$35.43 per hour.
Kyle Zigan	Police Sergeant	\$33.72 per hour.
Micha Lee Henning	Police Detective	\$32.44 per hour.
Tyler Carda	Police Officer/SRO	\$33.80 per hour.
Daniel Francis Jr	Police Officer	\$28.23 per hour.
Zachary Hagstrom	Police Officer	\$31.71 per hour.
Amanda Jesseritz	Police Officer	\$26.13 per hour.
DeQuari Jennings	Police Officer	\$27.53 per hour.
Zachery Kieffer	Police Officer	\$28.23 per hour.
Kevin Krohn	Police Officer	\$26.83 per hour.
Anthony Lingen	Police Officer	\$31.71 per hour.
Andrew Maslowski	Police Officer	\$23.26 per hour.
Joseph Reagan	Police Officer	\$26.83 per hour.
Pam Petersen	Police Admin Assistant	\$27.34 per hour.

Rollie Hoeke	Public Works Director	\$106,932.80 per year.
Donovan Carpenter	Public Works Foreman	\$37.99 per hour.
Larry Bixby	Public Works Lead	\$32.44 per hour.
Larry Bixby	Safety Coordinator	\$750.00 per year.
Matt Brown	Public Works Maintenance	\$25.45 per hour.

Brian Carter	Public Works Maintenance	\$23.70 per hour.
Seth Goemmel	Public Works Maintenance	\$23.70 per hour.
Troy Hillman	Public Works Maintenance	\$27.79 per hour.
Dale Kerber	PW Maintenance/Plumbing Inspector	\$33.10 per hour.
Jeramie Olson	Public Works Maintenance	\$24.87 per hour.
Mark Schmeling	Public Works Maintenance	\$28.38 per hour.
Dustin Wagner	Public Works Maintenance	\$24.28 per hour.
Andrew Bauer	Golf Course Manager	\$68,369.60 per year.
Kerry Thill	GC Events Coordinator	\$60,153.60 per year.
Kelly Eilers	GC Grounds Superintendent	\$72,196.80 per year.

Dated this 3rd day of January 2023.

Harry Buck, Mayor

ATTEST:

Christina Smith, Finance Officer

(SEAL)

ROVANG INDUSTRIAL PARK EASEMENT & MAINTENANCE AGREEMENT

Alderman Jorgenson moved Alderman Kull seconded to approve the Rovang Industrial Park permanent easement and maintenance agreement, as presented. Motion carried.

ORDINANCE #676

Alderman Clark moved Alderman Steen seconded to give first reading to Ordinance #676: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SOUTH DAKOTA AMENDING CHAPTER 1-3-9 COUNCIL RULES AND REGULATIONS BY ADDING RULE #15. A roll call vote showed Clark, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

RAFFLE SPECIAL EVENT APPLICATION

A special event application was received from the Mule Deer Foundation to host their annual banquet on March 31, 2023 from 5:30pm-9:00pm at the Holiday Inn Express in Brandon, SD. No further action required.

RESOLUTION #02-23

Alderman Jorgenson moved Alderman Johnson seconded to approve Resolution #02-23. A roll call vote showed Clark, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

RESOLUTION NO. 02-23

A RESOLUTION SUPPORTING REGIONAL ECONOMIC DEVELOPMENT IN THE CITY OF BRANDON'S CAPACITY AS A PARTICIPANT IN THE SIOUX METRO GROWTH

ALLIANCE AND APPOINTING A REPRESENTATIVE TO ITS MEMBERSHIP ADVISORY BOARD FOR THE 2023 CALENDAR YEAR

WHEREAS, the City of Brandon (the “City”) has been an investor in the Sioux Metro Growth Alliance, a South Dakota nonprofit corporation (the “Alliance”), since its formation on June 6, 2021;

WHEREAS, the City, through its partnership with the Alliance, works to develop new economic opportunities and improve access to those opportunities for all residents of the Sioux Metro, including those of the City;

WHEREAS, the City, through its investment in the Alliance, supports and welcomes the Alliance’s economic development programming, designed to create more investment, jobs, and opportunities, both within and without the geographic bounds of the City;

WHEREAS, the Alliance has created a Membership Advisory Board (the “Board”) where its member investors may appoint representatives to help guide the programming of the Alliance;

WHEREAS, the City would like to exercise its option to appoint a representative and an alternate to the Board to provide guidance to the Alliance’s programs throughout 2023.

NOW, THEREFORE:

BE IT RESOLVED BY THE CITY OF Brandon, SOUTH DAKOTA, that Patrick Andrews is appointed to represent the City as its representative on the Board through December 31, 2023.

FURTHER RESOLVED, that Patrick Andrews is expected to attend each regularly scheduled Board meeting to represent the City’s economic development interests.

FURTHER RESOLVED, that if Patrick Andrews is unable to attend a Board meeting, the City appoints Bryan Read as its alternate.

Mayor

ATTEST:

City Clerk

RUSHMORE PHASE 2 BIDS

The Streets Committee report was heard. Alderman Kull moved Alderwoman Clark seconded to

approve the bid from Metro Construction in the amount of \$4,143,680.96 for the Rushmore Area Reconstruction Project – Phase 2. Motion carried.

<u>Company</u>	<u>Bid Amount</u>
Metro Construction	\$4,143,680.96
Soukup Construction	\$4,777,777.00
Asphalt Surfacing Co.	\$5,168,630.37
First Rate Excavate	\$6,613,164.32

HOLLY BLVD & LANCER AVE IMPROVEMENTS

Alderman Johnson moved Alderman Steen seconded to approve the preliminary design contract with HDR Engineering for the Holly Blvd. & Lancer Ave. intersection improvements project in an amount not to exceed \$74,915.00. Motion carried.

HOLLY BLVD & LANCER AVE IMPROVEMENTS

Alderman Clark moved Alderman Steen seconded to approve the test borings contract with GeoTek Engineering & Testing Services, Inc. for the Holly Blvd. & Lancer Ave. intersection improvements project in an amount not to exceed \$8,500.00. Motion carried.

CORE AREA PHASE 2A PROJECT CHANGE ORDER

Alderman Steen moved Alderman Johnson seconded to approve change order #1 to Soukup Construction for the Core Area Phase 2A Project in the amount of (\$33,549.18). Motion carried.

CORE AREA PHASE 2A PROJECT PAY APPLICATION

Alderman Kull moved Alderman Johnson seconded to approve pay application #7 and final to Soukup Construction for the Core Area Phase 2A Project in the amount of \$706,787.40. Motion carried.

EASTSIDE SEWER PROJECT PERMIT CONTRACT

The Water & Sewer Committee report was heard. Alderman Clark moved Alderman Steen seconded to approve the contract with IMEG for the Eastside Trunk Sewer 404 Permit in an amount not to exceed \$9,200.00. Motion carried.

At 6:17 p.m. on a motion by Alderman Clark seconded by Alderman Johnson the meeting was adjourned. Motion carried.

Melissa Labahn
Municipal Recording Clerk

Harry Buck
Mayor