

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on January 6, 2020 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Dana Clark, Vickie David, Barb Fish, Tim Jorgenson, David Kull, Chuck Parsons and Mayor Paul Lundberg. Others present were: City Administrator, Bryan Read; Finance Officer, Christina Smith; City Attorney, Lisa Marso; City Engineer, Tami Jansma; Police Chief; Joe Weir; Park Superintendent, Devin Coughlin; Golf Course Manager, Andrew Bauer and Public Works Director, Rollie Hoeke.

Alderman Kull moved Alderwoman Fish seconded to approve the agenda. Motion carried.

Alderwoman Clark moved Alderman Parsons seconded to approve the minutes of the December 12, 2019 briefing meeting, the minutes of the December 16, 2019 regular meeting and the minutes of the December 19, 2019 special meeting. Motion carried.

Alderwoman Fish moved Alderman Jorgenson seconded to approve the following claims for 2019 & 2020. Motion carried.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Active Networks	Supplies	470.00
AFLAC	November Premium	1,221.19
Ambush Apparel	Supplies	2,450.50
Black Top Paving Company	Improvements	38,966.25
Blaine's Service	Hired Repairs	333.35
Border States Electric	Supplies	754.25
Brandon Ace Hardware	Various Dept. Supplies	1,143.97
Brandon Lumber Co. Inc.	Supplies	771.04
Brandon Plumbing & Heating	Hired Repairs	147.96
Brandon Valley School District	Fuel	3,455.48
Bushnell Outdoor Products	GC-Resale	147.51
BX Civil & Construction	Supplies	27,641.96
Callaway Golf	GC-Resale	319.00
Cardmember Services	Various Dept. Supplies	1,176.47
Carlson & Stewart Refrigeration, Inc.	Hired Repairs	1,417.85
Champion Tree Service	Professional Services	3,745.00
Cintas	Supplies	186.54
Concrete Materials	Supplies	440.25
Core & Main LP	Supplies	2,601.00
Corson Village Sanitary District	December Refund	1,033.41
Cummins Central Power, LLC	Supplies	264.80
Dakota Fluid Power, Inc.	Repairs	110.37
Dakota Supply Group	Repairs	6,882.66
DGR Engineering	Professional Services	70,582.08
DirectTV	Utilities	39.70
Ecolab	GC Rental	135.50
EnviroMaster, Inc.	Supplies	70.00
Family Floors & Furniture	Supplies	15.00

Fastenal Company	Supplies	419.74
Geotek Engineering	Professional Services	14,132.00
Glass Doctor - Sioux Falls	Hired Repairs	521.70
Hach Company	Supplies	568.77
Hawkins Water Treatment	Chemicals	1,803.76
Hoeke Companies	Supplies	600.00
Houston Radar	Equipment	12,729.00
H-Squared Communications, LLC	Professional Services	1,925.00
I & S Group, Inc.	Professional Services	16,575.00
Innovative Office Solutions, Inc.	Office Furniture	2,105.60
Inter-Lakes Community Action, Inc.	Transit	14,192.88
Jensen Electric, Inc.	Improvements	1,168.17
Larry Bixby	Reimbursement	51.40
Locators & Supplies, Inc.	Clothing/Supplies	206.95
Mills & Miller, Inc.	Supplies	3,689.16
Minnehaha Community Water Corp.	Utilities	79.75
Mobile Electronic Service, Inc.	Police Equipment	7,359.73
Northern Truck Equip. Corp.	Supplies	215.12
Palisades Oil Co.	Fuel	1,543.64
Palisades Propane, Inc.	Utilities	922.68
Performance Press	Supplies	931.71
Petro Choice	Supplies	508.75
Pizza Ranch of Brandon	GC Supplies	375.00
R & L Supply, Ltd	Repairs/Improvements	3,305.16
Sam's Club	GC-Resale	114.67
SD Dept. of Health	Professional Services	736.00
SD Dept. of Transportation	Professional Services	192.51
Sioux Falls Ford	Hired Repairs	295.33
Sioux Falls Networks	Equipment	1,145.00
Sioux Falls Utilities	Utilities	92,080.48
Sioux Valley Energy	Utilities	30,089.34
Siouxland Trailer Sales, Inc.	Equipment	6,166.22
Soukup Construction, Inc.	Improvements	19,554.88
Staples Advantage	Supplies	193.28
Stockwell Engineers, Inc.	Improvements	12,501.00
Street Smart	Equipment	5,374.00
Sturdevant's Auto Parts	Supplies	1,240.54
Sunshine	Supplies	505.02
Swier Construction, LLC	Improvements	1,263.18
Taylor Made Golf Company, Inc.	GC Resale	279.62
The Sprinkler Company	Equipment	16,772.48
Thomson West	Books	69.62
Titleist	GC-Resale	127.70
Tony's Catering	Supplies	591.25
TravisMathew, LLC	GC-Resale	89.61
Verizon Wireless	Utilities	627.73
Verizon Wireless	Utilities	509.56
Vogel Motors	Repairs	1,070.00

Xcel Energy	Utilities	6,696.31
First National Bank	Golf Course Equip Loan	1,124.98
Council	December 12, 2019 Payroll	7,234.15
Mayor	December 12, 2019 Payroll	1,933.89
City Administration	December 12, 2019 Payroll	3,896.23
Planning & Zoning	December 12, 2019 Payroll	774.36
Park Advisory Committee	December 12, 2019 Payroll	554.10
Finance Officer	December 12, 2019 Payroll	4,045.38
Govt. Bldg.	December 12, 2019 Payroll	133.91
Police	December 12, 2019 Payroll	23,415.78
Building Inspections	December 12, 2019 Payroll	3,314.17
Traffic Engineer	December 12, 2019 Payroll	2,194.11
Street Department	December 12, 2019 Payroll	5,914.07
Park Department	December 12, 2019 Payroll	4,015.50
Water Conservation Committee	December 12, 2019 Payroll	406.34
Water Department	December 12, 2019 Payroll	7,718.57
Sewer Department	December 12, 2019 Payroll	3,700.46
Golf Course Grounds	December 12, 2019 Payroll	1,682.98
Golf Course Lounge	December 12, 2019 Payroll	1,040.51
Golf Course Pro Shop	December 12, 2019 Payroll	680.58
Golf Course Community Room	December 12, 2019 Payroll	792.85
941 Payroll Taxes	December 12, 2019 Payroll	21,849.02
SD Retirement System		
Supplemental	December 12, 2019 Payroll	700.00
Direct Pay Reimbursement	Direct Pay Reimbursement	2,966.00
Accounts Management	December 12, 2019 Payroll	75.00
TASC Flex Plan	December 12, 2019 Payroll	894.95
City Administration	December 26, 2019 Payroll	3,901.38
Finance Officer	December 26, 2019 Payroll	4,156.43
Government Buildings	December 26, 2019 Payroll	166.23
Police	December 26, 2019 Payroll	21,716.61
Building Inspections	December 26, 2019 Payroll	3,314.17
Traffic Engineer	December 26, 2019 Payroll	2,188.48
Street Department	December 26, 2019 Payroll	6,218.93
Park Department	December 26, 2019 Payroll	4,004.44
Water Department	December 26, 2019 Payroll	7,701.62
Sewer Department	December 26, 2019 Payroll	3,151.26
Golf Course Grounds	December 26, 2019 Payroll	1,682.98
Golf Course Lounge	December 26, 2019 Payroll	1,204.07
Golf Course Pro Shop	December 26, 2019 Payroll	1,165.76
Golf Course Community Room	December 26, 2019 Payroll	633.82
941 Payroll Taxes	December 26, 2019 Payroll	18,850.82
Accounts Management Inc	December 26, 2019 Payroll	75.00
SD Retirement System		
Supplemental	December 26, 2019 Payroll	700.00
SD Retirement System	December Contribution	22,296.96
TASC Flex Plan	December 26, 2019 Payroll	896.25

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
American Water Works Association	2020 Membership Dues	79.00
Brandon Valley Chamber of Commerce	2020 Membership Dues	300.00
Cardmember Services	2020 Dues and Conferences	300.00
Delta Dental	January Premium	2,926.90
DENR	2020 Certifications	138.00
Interlakes Community Action	January Mgmt Fee	2,608.33
IACP	2020 Membership Dues	190.00
Lacey Rentals Inc	Park Rental	150.00
Leads Online LLC	Software Renewal	1,068.00
Mid-States Organized Crime Info	2020 Membership Dues	150.00
Modern Woodmen of America	January Premium	1,758.31
SESAC	GC License	702.00
Sioux Empire Wedding Network	GC Shows	1,099.00
SD Association of Code Enforcement	2020 Membership Dues	40.00
SD Building Officials' Association	2020 Membership Dues	105.00
SD City Management Association	2020 Membership Dues	150.00
SD DENR	Exam	10.00
SD Dept of Environment & Natural Resources	2020 Discharge Permit	8,500.00
SD Government Finance Officers	2020 Membership Dues	40.00
SD Governmental Human Resource	2020 Membership Dues	50.00
SD Municipal League	2020 Membership Dues	4,670.23
SD Municipal Street Maintenance	2020 Membership Dues	35.00
SD Police Chiefs' Association	2020 Membership Dues	107.30
SD Retailers Association	2020 Membership Dues	315.00
SDML Workers' Compensation Fund	2020 Renewal	48,235.00
SDWWA	2020 Membership Dues	30.00
South Eastern Council of Governments	2020 Membership Dues	12,290.00
USGA	2020 Membership Dues	150.00
Wellmark BCBS	January Premium	51,212.58
First National Bank	Golf Course Equip Loan	1,124.98
US Bank Trust	Big Sioux Lift Station Bond	43,304.01
US Bank Trust	Bethany Drainage Bond	9,653.70

Stephanie McKenna, 900 S. Lakota Avenue, was present to thank the City Council for the Core Area sidewalk plans.

Dianne Henson, 309 S. 3rd Avenue, was present to thank the City Council for the Core Area sidewalk plans.

PACKAGE OFF-SALE LIQUOR LICENSE TRANSFER

A public hearing was held, as advertised, to consider a transfer of Package Off-Sale Liquor License from I-90 Fuel Service, Inc. to Holiday Stationstore, LLC. at 920 N. Splitrock Blvd. Alderman Jogenson moved Alderman Kull seconded to approve the transfer, as presented. Motion carried.

RETAIL ON-OFF SALE MALT BEVERAGE & SD WINE LICENSE TRANSFER

A public hearing was held, as advertised, to consider a transfer of On-Off Sale Malt Beverage and South Dakota Wine License from I-90 Fuel Service, Inc. to Holiday Stationstore, LLC. at 920 N. Splitrock Blvd. Alderman Jogenson moved Alderman Kull seconded to approve the transfer, as presented. Motion carried.

LEWIS & CLARK REGIONAL WATER SYSTEM

Troy Larson, Executive Director of Lewis & Clark Regional Water System, was present for discussion. Lewis & Clark Regional Water System is a wholesale provider of water to 20 area communities.

ORDINANCE #598

Alderwoman Clark moved Alderwoman David seconded to give second reading to Ordinance #598, using Option #2 as provided by Lisa Marso, Brandon City Attorney, TITLE: AMENDING CHAPTER 6-7 AMBULANCE SERVICES OF THE BRANDON CITY CODE. A roll call vote showed Clark, David aye; Fish, Jorgenson, Kull, Parsons nay. Motion failed. A work session will be scheduled to meet with Jay Masur, Med-Star Ambulance.

GOLF COURSE MANAGER JOB DESCRIPTION

The Golf Course Committee report was heard. Alderman Parsons moved Alderwoman Clark seconded to approve the Golf Course Manager job description as presented. Motion carried.

APPOINT ANDREW BAUER AS GOLF COURSE MANAGER

Alderman Parsons moved Alderwoman Fish seconded to appoint Andrew Bauer as the Golf Course Manager for 2020 at the rate of \$24.99 per hour, line 35-5 on the wage scale, effective January 7, 2020. Motion carried.

ASH TREE PLAN

The Parks & Recreation Committee report was heard. Devin Coughlin, Park Superintendent, gave an update on plans for ash tree treatment/removal.

RESOLUTION #01-20

The Public Safety Committee and Administration Committee reports were heard. Alderman Kull moved Alderwoman Fish seconded to approve Resolution #01-20. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

RESOLUTION #01-20

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 2020.

COUNCIL AND MAYOR

Paul J Lundberg	Mayor	\$8,815.16 per year.
Dana Clark	Council Member	\$5,246.16 per year.
Vickie David	Council Member	\$5,246.16 per year.
Barb Fish	Council Member	\$5,246.16 per year.
Tim Jorgenson	Council Member	\$5,246.16 per year.
David Kull	Council Member	\$5,246.16 per year.
Charles Parsons	Council Member	\$5,246.16 per year.

BOARD, COMMISSION AND COMMITTEES

Barb Fish	Park Advisory Committee	\$40.00 per meeting attended.
Mindy Hansen	Park Advisory Committee	\$40.00 per meeting attended.
Jon Jacobson	Park Advisory Committee	\$40.00 per meeting attended.
Alan Kirkeby	Park Advisory Committee	\$40.00 per meeting attended.
Adam Rothenberger	Park Advisory Committee	\$40.00 per meeting attended.
Leigh Zirbel	Park Advisory Committee	\$40.00 per meeting attended.

Paul Bosch	Planning & Zoning Commission	\$40.00 per meeting attended.
Brian Heidbrink	Planning & Zoning Commission	\$40.00 per meeting attended.
Brookes Noem	Planning & Zoning Commission	\$40.00 per meeting attended.
Charles Parsons	Planning & Zoning Commission	\$40.00 per meeting attended.
Rob Schoeneman	Planning & Zoning Commission	\$40.00 per meeting attended.
Jim Starzl	Planning & Zoning Commission	\$40.00 per meeting attended.
Alica Thiele	Planning & Zoning Commission	\$40.00 per meeting attended.

Dana Clark	Water Conservation Committee	\$40.00 per meeting attended.
Patrick Deering	Water Conservation Committee	\$40.00 per meeting attended.
Barb Fish	Water Conservation Committee	\$40.00 per meeting attended.
Trudy Papka	Water Conservation Committee	\$40.00 per meeting attended.
Kevin Smith	Water Conservation Committee	\$40.00 per meeting attended.
Amanda Viau	Water Conservation Committee	\$40.00 per meeting attended.

PART-TIME EMPLOYEES

Dennis Olson	Economic Development Director	\$25.00 per hour.
Karen Keyser	Office Assistant	\$13.89 per hour.
Monique Pardee	Office Cleaning	\$20.00 per hour.

FULL-TIME EMPLOYEES

Bryan Read	City Administrator	\$121,430.40 per year.
Christina Smith	Finance Officer	\$83,720.00 per year.
Tami Jansma	City Engineer	\$74,318.40 per year.
Paul Clarke	Building Official/Code Enforcement	\$35.20 per hour.
Melissa Labahn	Building Admin Assistant	\$21.32 per hour.
Doris Brekhus	Utility Billing Clerk	\$16.64 per hour.
Tammi VanderBeek	Payroll Clerk	\$21.32 per hour.

Devin Coughlin	Parks Superintendent	\$57,928.00 per year.
Cory Carlson	Parks Maintenance	\$23.40 per hour.
Seth Olson	Parks Maintenance	\$19.50 per hour.
Joe Weir	Police Chief	\$96,990.40 per year.
Jamie Steffel	Police Lieutenant	\$35.03 per hour.
Alex Palmer	Police Sergeant	\$30.33 per hour.
Austin Peterson	Police Sergeant	\$29.88 per hour.
Andrew Bakker	Police Officer	\$22.19 per hour.
Tyler Carda	Police Officer	\$25.28 per hour.
Daniel Francis Jr	Police Officer	\$20.18 per hour.
Zach Hagstrom	Police Officer	\$23.55 per hour.
Micha Lee Henning	Police Officer	\$22.86 per hour.
Zachery Kieffer	Police Officer	\$20.18 per hour.
Anthony Lingen	Police Officer	\$23.55 per hour.
Andrew Nygaard	Police Officer	\$20.49 per hour.
Kyle Zigan	Police Officer	\$21.75 per hour.
Pam Petersen	Police Admin Assistant	\$23.30 per hour.
Rollie Hoeke	Public Works Director	\$87,380.80 per year.
Donovan Carpenter	Public Works Forman	\$30.92 per hour.
Larry Bixby	Public Works Maintenance	\$24.95 per hour.
Larry Bixby	Safety Coordinator	\$750.00 per year.
Matt Brown	Public Works Maintenance	\$20.58 per hour.
Troy Hillman	Public Works Maintenance	\$22.52 per hour.
Dale Kerber	PW Maintenance/Plumbing Inspector	\$26.83 per hour.
Jeramie Olson	Public Works Maintenance	\$19.89 per hour.
Mark Schmeling	Public Works Maintenance	\$23.19 per hour.
Brad Top	Public Works Maintenance	\$25.99 per hour.
Dustin Wagner	Public Works Maintenance	\$19.50 per hour.
Andrew Bauer	Golf Course Manager	\$51,979.20 per year.
Kerry Thill	GC Events Coordinator	\$48,859.20 per year plus commission.
Kelly Eilers	GC Grounds Superintendent	\$28.57 per hour.

Dated this 6th day of January, 2020.

Paul J Lundberg, Mayor

ATTEST:

Christina Smith, Finance Officer

(SEAL)

BENEFITS COMMITTEE GOALS

Alderwoman Clark asked for discussion as to the goals of the Benefits Committee.

AGREEMENT WITH SDPAA

Alderman Parsons moved Alderwoman Clark seconded to approve the Intergovernmental Contract with the SD Public Assurance Alliance, as presented. Motion carried.

VFW RAFFLE REQUEST

It was the consensus of the Council to allow the raffle as presented.

KEEPING KIDS IN OUTDOOR SPORTS RAFFLE REQUEST

It was the consensus of the Council to allow the raffle as presented.

AUDIT SELECTION COMMITTEE

Recommendation will be made at the next City Council meeting.

JOB DESCRIPTION FOR PUBLIC WORKS LEAD POSITION

The Streets Committee report was heard. Alderman Jorgenson moved Alderwoman Clark seconded to approve the Public Works Lead Position job description as presented. Motion carried.

RESOLUTION #02-20

The Water & Sewer Committee report was heard. Alderwoman Clark moved Alderman Jorgenson seconded to approve Resolution #02-20. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

**RESOLUTION #02-20
ESTABLISHING RATE FOR WASTEWATER SERVICE SURCHARGE**

WHEREAS, Ordinance #14-5-7 states that the charge for each billing period shall be established and may be amended by resolution of the City Council.

WHEREAS, the City of Brandon has established through Resolution #20-18 rates for wastewater service charges but the surcharge rate needs to be considered on a regular basis to provide enough revenue to ensure that the debt on the State Revolving Loan is covered with the surcharge.

WHEREAS, the surcharge account brings in enough revenue to cover the annual debt and should be adjusted.

NOW THEREFORE BE IT RESOLVED, that the following surcharge rate is hereby established and become effective for residential and commercial users of the Brandon Wastewater System:

Beginning with the January 2020 billing period:

Surcharge of \$3.95 per month shall be added to each account for debt service payments on the State Revolving Loan for the Big Sioux Lift Station

Beginning with the January 2021 billing period:

Surcharge of \$3.95 per month shall be added to each account for debt service payments on the State Revolving Loan for the Big Sioux Lift Station

Beginning with the January 2022 billing period:

Surcharge of \$3.95 per month shall be added to each account for debt service payments on the State Revolving Loan for the Big Sioux Lift Station

BE IT FURTHER RESOLVED, that the Finance Officer will look at the surcharge on an annual basis to determine if the surcharge needs to be adjusted.

Dated this 6th day of January 2020.

Paul J. Lundberg
Mayor

ATTEST:

Christina Smith
Municipal Finance Officer

(SEAL)

RESOLUTION #03-20

AE2S was present for discussion. Alderman Parsons moved Alderwoman Clark seconded to approve Resolution #03-20. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

**RESOLUTION #03-20
SETTING WATER RATES**

WHEREAS, Brandon Municipal Ordinance 14-4-2 authorizes the Brandon City Council to establish rates and charges for utility services provided by the city; and

WHEREAS, the City of Brandon retained AE2S to conduct a Water Rate Study and make recommendations for future water rates to encourage conservation and ensure adequate revenue to fund the ongoing operations of the Water Utility as well as fund identified capital projects.

NOW THEREFORE BE IT RESOLVED by the City Council of Brandon, South Dakota that

the following user classifications and rates are hereby adopted:

Monthly Base Rate

The monthly base rate will be charged regardless of the amount of water used. The following monthly base rate is hereby set for the various meter sizes listed:

<u>Meter Size</u>	<u>Monthly Base Rate</u>
1" and smaller	\$ 9.25
1 ½"	\$ 18.55
2"	\$ 37.10
3"	\$ 83.45
4"	\$148.30
6"	\$333.70

User Classifications and Volumetric Charges

All Single Family Residential accounts with four units or less shall be charged the following rates based upon the amount of water used as registered on the water meter:

- Tier 1: 0 – 12,000 gallons shall pay \$4.59 per 1,000 gallons
- Tier 2: 12,001 – 24,000 gallons shall pay \$5.74 per 1,000 gallons
- Tier 3: 24,001 – 36,000 gallons shall pay \$7.17 per 1,000 gallons
- Tier 4: 36,001 gallons and above shall pay \$10.04 per 1,000 gallons

All Residential accounts with more than four units shall be charged the following rates based upon the amount of water used as registered on the water meter:

- Tier 1: 0 – 20,000 gallons shall pay \$4.59 per 1,000 gallons
- Tier 2: 20,001 – 60,000 gallons shall pay \$5.74 per 1,000 gallons
- Tier 3: 60,001 – 80,000 gallons shall pay \$7.17 per 1,000 gallons
- Tier 4: 80,001 gallons and above shall pay \$10.04 per 1,000 gallons

All Non-Residential accounts shall be charged the following rates based upon the amount of water used as registered on the water meter:

- Tier 1: 0 – 20,000 gallons shall pay \$4.59 per 1,000 gallons
- Tier 2: 20,001 – 60,000 gallons shall pay \$5.30 per 1,000 gallons
- Tier 3: 60,001 – 80,000 gallons shall pay \$6.15 per 1,000 gallons
- Tier 4: 80,001 gallons and above shall pay \$7.57 per 1,000 gallons

All Non-Residential accounts that have a winter average consumption that is equal to or greater than 80,000 gallons shall be charged the following rate based upon the amount of water used as registered on the water meter:

\$5.30 per 1,000 gallons

All Sprinkler Only accounts shall be charged the following rates based upon the amount of water used as registered on the water meter:

- Tier 1: 0 – 24,000 gallons shall pay \$5.74 per 1,000 gallons
- Tier 2: 24,001 – 36,000 gallons shall pay \$7.17 per 1,000 gallons

Tier 3: 36,001 gallons and above shall pay \$\$10.04 per 1,000 gallons

BE IT FURTHER RESOLVED that the above rates will be effective beginning with the February 2020 utility bill.

Adopted this 6th day of January, 2020.

Paul J. Lundberg
Mayor

ATTEST:

Christina Smith
Municipal Finance Officer

(SEAL)

WATER TREATMENT PLANT RFP FOR PRELIMINARY DESIGN

Alderman Kull moved Alderwoman Clark seconded to approve the RFP for the preliminary design of the water treatment plant, as presented. Motion carried.

At 7:30 p.m. on a motion by Alderman Parsons seconded by Alderman Jorgenson the meeting was adjourned.

Melissa Labahn
Municipal Recording Clerk

Paul Lundberg
Mayor