

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on January 17, 2022 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Dana Clark, Vickie David, Barb Fish, Tim Jorgenson, David Kull, Jack Parliament and Mayor Jim Heinitz. Others present were: City Administrator, Bryan Read; City Attorney, Lisa Marso; City Engineer, Tami Jansma; Police Chief, Jamie Steffel; Park Superintendent, Devin Coughlin and Public Works Director, Rollie Hoeke.

Alderwoman Clark moved Alderwoman David seconded to approve the agenda. Motion carried.

Alderman Kull moved Alderwoman Clark seconded to approve the minutes of the December 30, 2021 briefing meeting and the minutes of the January 3, 2022 regular meeting. Motion carried.

Alderwoman Clark moved Alderman Parliament seconded to approve the following claims. Motion carried.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A-1 Septic Tank	Professional Services	150.00
AB Contracting LLC	Repairs	476,723.37
Advanced Engineering & Environmental Services	Professional Services	190,307.25
Alliance Communications	Utilities	2,636.38
Alternative HR	Professional Services	3,600.00
American Engineering Testing	Professional Services	1,179.90
Beck Motor Company	Repairs	130.80
Boyce Law Firm	Professional Services	5,971.56
Brandon Pharmacy	Professional Services	32.00
Brandon Plumbing and Heating	Repairs	241.84
Brock White Co	Street Repairs	160.00
BV Area of Chamber of Commerce	2022 Membership Dues	300.00
BV Media Group	Publications	3,065.26
Carlson & Stewart Refrigeration	Repairs	293.37
Century Business Products	Supplies	254.86
Coca Cola/Chesterman	Rental	50.00
Core & Main	Supplies	444.36
Culligan	Utilities	90.85
Dakota Data Shred	Supplies	91.67
Dennis Olson	Reimbursement	34.30
Direct Technologies	Professional Services	841.12
Hach Company	Supplies	981.16
Hawkins Water Treatment	Chemicals	2,563.27
HDR Engineering	Professional Services	74,151.03
I&S Group	Improvements	23,493.45
Interstate Power System	Supplies	182.25
Jack's Uniform & Equipment	Supplies	346.18
Jensen Electric	Repairs	287.08
Johnson Brothers Famous Brands	GC Resale	309.85

Kelly Eilers	Reimbursement	550.00
Lacey Rentals	Rental	125.00
Larry Bixby	Reimbursement	76.16
Locators & Supplies	Supplies	1,357.61
Marvs	Utilities	391.50
MidAmerican	Utilities	5,370.05
Midstates Inc	Supplies	157.82
Mid-States Organized Crime Info Center	2022 Membership Dues	150.00
Midwest Alarm Company	Hired Repairs	94.52
Minnehaha Community Water Corp	Utilities	94.50
Orkin	Professional Services	120.00
Qualified Presort Service	Utility Billing Mailing	2,026.46
Rural Office of Community Services	Transit	10,892.61
SD Department of Revenue	Sales Tax	8,785.19
SD Retailers Association	2022 Membership Dues	315.00
SD Secretary of State	Professional Services	30.00
SD Unemployment Insurance Division	Fees	213.65
Sioux Falls Networks	Software	1,400.00
Sioux Falls Rubber Stamp Works	Supplies	23.74
Sioux Falls Utilities	Utilities	101,820.96
Soukup Construction	Improvements	40,000.00
Stan Houston Equipmet	Supplies	345.00
Staples	Supplies	99.57
Stockwell Engineers	Equipment	8,928.58
Suez WTS Systems USA, Inc	Professional Services	37,000.00
Titleist	GC Resale	465.28
Toro	Service Agreement	155.00
Ulteig	Professional Services	8,599.18
Verizon	Utilities	529.57
Xcel Energy	Utilities	3,012.44
City Administration	January 6, 2022 Payroll	3,501.78
Finance Officer	January 6, 2022 Payroll	5,276.93
Government Buildings	January 6, 2022 Payroll	138.52
Police	January 6, 2022 Payroll	28,834.83
Building Inspections	January 6, 2022 Payroll	3,347.89
Engineer	January 6, 2022 Payroll	2,233.91
Street Department	January 6, 2022 Payroll	4,044.21
Park Department	January 6, 2022 Payroll	4,020.91
Water Department	January 6, 2022 Payroll	8,029.55
Sewer Department	January 6, 2022 Payroll	3,470.17
Golf Course Grounds	January 6, 2022 Payroll	1,706.60
Golf Course Lounge	January 6, 2022 Payroll	2,106.32
Golf Course Pro Shop	January 6, 2022 Payroll	1,924.35
Golf Course Community Room	January 6, 2022 Payroll	225.29
941 Payroll Taxes	January 6, 2022 Payroll	22,056.99
SD Retirement System Supplemental	January 6, 2022 Payroll	977.50
TASC Flex Plan	January 6, 2022 Payroll	993.80
Accounts Management	January 6, 2022 Payroll	75.00
Direct Pay Reimbursement	January 6, 2022 Payroll	3,000.00

Alderman Jorgenson moved Alderwoman Fish seconded to approve the consent calendar which contained the following item: a plat of Tract 2 of Knochenmus Addition. Motion carried.

CANNABIS LICENSE LOTTERY

Five applications were received for dispensaries, and three applications were received for cultivation. Lottery system will be used for the dispensaries. Mayor Heinitz drew letters, which were assigned to each sealed application, to select applications for the three available dispensary licenses, with 4 & 5 in line in case one of the three is unable to obtain the necessary licensing requirements.

Order in which letters were drawn - E, B, C, A, D.

E – MISD Property Holdings 1, LLC.

B – SHANGRI-LA SD, LLC.

C – Dakota Herbs, LLC.

A – Genesis Farms, LLC.

D – Dakota Herbs, LLC.

HENKEL REQUEST OR SALES TAX REBATE

Jesse Fonkert, President/CEO of Sioux Metro Growth Alliance, was present for discussion. Jesse introduce Bruce Leir, Director of Operations for Henkel Corporation. Henkel Corporation is requesting that the 2% local sales tax be forgiven over a 24 month period for equipment costs starting July 1, 2021. Alderwoman Fish moved Alderwoman David seconded to approve the sales tax rebate on equipment, capped at \$260,000.00, as presented, and directed staff to write up an agreement. Motion carried.

PURCHASE TRAP RAKE

The Golf Course Committee report was heard. Alderwoman Clark moved Alderman Parliament seconded to authorize the purchase of a Sand Pro 5040 Trap Rake from Midwest Turf & Irrigation for \$28,411.00. Motion carried.

HIRE SUMMER RECREATION DIRECTOR

The Parks & Recreation Committee report was heard. Alderman Fish moved Alderwoman Clark seconded to approve the hiring of Barb Sperlich as Summer Recreation Director, at \$13.50 per hour with \$400.00 manager bonus, effective January 18, 2022. Motion carried.

YEAR-END BUILDING PERMIT REPORT

The Public Safety Committee report was heard. The year-end building permit totals were presented. No action required.

POLICE STUDENT INTERN

Alderwoman Clark moved Alderman Kull seconded to approve the internship between the Brandon Police Department and Harrisburg High School, and to approve Madison Ziebarth as an unpaid volunteer with the Brandon Police Department for the spring semester of 2022. Motion carried.

VFW RAFFLE

The Administration Committee report was heard. It was the consensus of the Council to allow the VFW Post 4726 to proceed with their raffle, as presented. No further action required.

RESOLUTION #08-22

Alderwoman Fish moved Alderman Jorgenson seconded to approve Resolution #08-22.

RESOLUTION #08-22

WHEREAS, funds must be transferred to eliminate the negative cash balances.

THEREFORE BE IT RESOLVED by the City Council of Brandon, South Dakota, that the following transfer of funds is approved as of December 31, 2021:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
General Fund #101	Golf Course Fund #615	\$ 389,121.12
General Fund #101	Ironwood Project #530	\$ 36,287.20
STP Fund #218	Core Ph1 #540	\$ 59,810.00
STP Fund #218	Core Ph2 #541	\$ 253,791.38

BE IT FURTHER RESOLVED that the following transfer of funds is approved when the bonds are received for the Ironwood Project.

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
Ironwood Proj #530	General Fund #101	\$ 36,287.20

BE IT FURTHER RESOLVED that the City Council decided not to move forward with the Resolution of Intent at this time on the following Capital Project fund. The following transfer will not be recouped and is declared closed and that the following transfer is approved as of December 31, 2021:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
General Fund #101	Redwood/Chestnut#529	\$ 131,678.78

Dated this 17th day of January, 2022.

Jim Heinitz, Mayor

ATTEST:

Christina Smith, Finance Officer

(SEAL)

APPEAL OF CONDITIONAL USE AT 704 S. 8TH AVENUE – NOTIFICATION

An appeal was received of the January 6, 2022 decision of the Planning & Zoning Commission for the Conditional Use Application at 704 S. 8th Avenue. City Ordinance requires the City Council be made aware that the appeal was received. A public hearing will be held, to consider the appeal, at the City Council meeting on February 7, 2022.

REQUESTS FOR PROPERTY TAX ABATEMENTS

Alderman Kull moved Alderwoman Clark seconded to approve the following tax abatements, as presented. Motion carried.

<u>Abatement Number</u>	<u>Parcel ID #</u>
2022-0003	93361
2022-0004	92262

CORE AREA PHASE 1 PAY APPLICATION

The Streets Committee report was heard. Alderman Jorgenson moved Alderwoman Clark seconded to approve pay application #11 to Soukup Construction for the Core Area Phase 1 reconstruction project in the amount of \$40,000.000. Motion carried.

PURCHASE NEW PICKUP TRUCK

Alderwoman David moved Alderman Jorgenson seconded to approve the purchase of a pickup truck from Lamb Motors, for the public works department, in the amount of \$31,000.00. Motion carried.

WATER TOWER PROJECT PAY APPLICATION

Alderman Kull moved Alderwoman Clark seconded to approve pay application #8 to AB Contracting for the water tower project, in the amount of \$476,723.37. Motion carried.

At 6:51 p.m. on a motion by Alderman Kull seconded by Alderwoman Clark the meeting was adjourned. Motion carried.

Melissa Labahn
Municipal Recording Clerk

Jim Heinitz
Mayor