

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on March 6, 2023 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Dana Clark, Barb Fish, Bruce Johnson, Tim Jorgenson, Colin Steen and Mayor Harry Buck. David Kull was present via conference call. Others present were: City Administrator, Bryan Read; Finance Officer, Christina Smith; City Attorney, Lisa Marso; City Engineer, Tami Jansma; Police Chief, Jamie Steffel and Public Works Director, Rollie Hoeke.

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

Alderwoman Fish moved Alderman Clark seconded to approve the minutes of the February 16, 2023 briefing meeting and the minutes of the February 21, 2023 regular meeting minutes. Motion carried.

Alderman Steen moved Alderman Johnson seconded to approve the following claims. Motion carried.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alliance Communications	Utilities	2,596.71
Border States Electric	Supplies	6,026.53
Brandon Ace Hardware	Supplies	2,579.26
Brandon Lumber Company	Snow Supplies	261.26
Brandon Plumbing & Heating	Park Repairs	466.33
Brock White Co	Street Repairs	1,069.60
BV Area Chamber of Commerce	Engineering Events	52.00
BV School District	Fuel	5,002.83
Century Business Products	Supplies	228.81
Corson Village	Refund	745.75
Dean's Distributing	Snow Supplies	119.85
Delta Dental of SD	March Premiums	3,366.70
DGR Engineering	Professional Services	37,356.50
Diesel Machinery Inc	Snow Supplies	5,736.57
Extremely Clean	Bldg Repairs	1,210.00
Fastenal Company	Street Supplies	379.23
General Traffic Controls	Traffic Supplies	2,780.00
Geotek Engineering	Professional Services	1,529.75
Goodin Company	Street Supplies	116.20
Hawkins Water Treatment	Water Supplies	2,713.90
Interstate office products	Supplies	1,140.70
Istate Truck Inc	Street Repairs	3,064.72
Lawson Products	Snow Supplies	399.08
Manley Tire & Oil Service	Park Repairs	94.15
Matheson Tri-Gas Inc	Street Supplies	796.91
MCWC	Utilities	114.50
Mills & Miller Inc	Snow Supplies	4,519.65
MJ Dalsin Co	Bldg Repairs	1,033.00

Modern Woodmen	March Premiums	2,035.21
Palisades Oil	Fuel	1,631.12
Palisades Propane	Utilities	786.62
RDO Equipment Co	Park Equipment	10,351.00
Recreation Supply Company	Pool Equipment	11,837.10
ROCS	January Transit Expense	10,104.73
Sanitation Products	Snow Supplies	1,877.13
SD Department of Health	Water Testing	150.00
Sioux Valley Energy	Utilities	38,284.58
Sirchie Finger Print Labs	Police Supplies	253.55
Soukup Construction	Tree Grinding	6,071.44
Sturdevant's Auto Value	Supplies	936.90
TranSource Truck & Equipment	Snow Supplies	253.40
USA Bluebook	Water Supplies	214.74
Van Diest Supply	Park Supplies	4,675.00
Verizon Wireless	Utilities	1,217.80
Vogel Motors	Police Supplies	319.00
Wellmark BCBS	March Premiums	77,017.91
Xcel Energy	Utilities	7,092.00
Zabel Steel	Snow Supplies	121.58
Security 1st Bank	Fire Station Bond	30,911.85
First National Bank	TIF #2-Conference Center	53,459.46
First National Bank	Holly Reconstruction Bond	98,797.20
City Administration	March 2, 2023 Payroll	4,129.37
Finance Officer	March 2, 2023 Payroll	6,181.74
Government Buildings	March 2, 2023 Payroll	135.28
Engineer	March 2, 2023 Payroll	3,935.71
Police	March 2, 2023 Payroll	29,996.21
Building Inspections	March 2, 2023 Payroll	3,900.74
Street Department	March 2, 2023 Payroll	7,487.09
Summer Recreation	March 2, 2023 Payroll	172.58
Park Department	March 2, 2023 Payroll	4,798.19
Economic Development	March 2, 2023 Payroll	2,193.27
Water Department	March 2, 2023 Payroll	9,789.26
Sewer Department	March 2, 2023 Payroll	5,620.43
Golf Course Grounds	March 2, 2023 Payroll	2,062.99
Golf Course Lounge	March 2, 2023 Payroll	955.85
Golf Course Pro Shop	March 2, 2023 Payroll	1,986.68
Golf Course Community Room	March 2, 2023 Payroll	797.39
941 Payroll Taxes	March 2, 2023 Payroll	27,035.65
SD Retirement System Supplemental	March 2, 2023 Payroll	1,100.00
TASC Flex Plan	March 2, 2023 Payroll	1,152.82
Accounts Management	March 2, 2023 Payroll	75.00
SD Retirement System	February Contribution	30,932.52

Alderwoman Clark moved Alderman Johnson seconded to approve the consent calendar which contained the following item: wage adjustment for Andrew Maslowski, to step 13-1 on the wage scale, \$26.13 per hour, effective March 6, 2023. Motion carried.

ORDINANCE #679

A public hearing was held, as advertised, to consider Ordinance #679. Tammie Wills, 413 N. Pasque Flower Trail, was present for discussion. Tammie opposes this Neighborhood Business District and has concerns that this would increase traffic in residential neighborhoods. Riley Walz, 609 N. Tamarac Avenue, was present for discussion. Alderman Jorgenson moved Alderman Johnson seconded to give first reading to Ordinance #679: : TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE TO INCLUDE REGULATIONS ESTABLISHING A NB: NEIGHBORHOOD BUSINESS DISTRICT. A roll call vote showed Clark, Fish, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

ORDINANCE #680

A public hearing was held, as advertised, to consider Ordinance #680. Alderman Steen moved Alderman Johnson seconded to give first reading to Ordinance #680: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-22-2, DEFINITIONS, DEFINITIONS. A roll call vote showed Clark, Fish, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

HIRE SEASONAL STAFF

The Golf Course Committee report was heard. Alderman Jorgenson recused himself from the discussion and vote. Alderwoman Clark moved Alderman Steen seconded to approve the following part-time seasonal staff for the 2023 season at the Brandon Golf Course. A roll call vote showed Clark, Fish, Johnson, Kull, Steen aye. Motion carried.

Pro Shop:

Riley Duncanson, \$14.25 per hour; Deb Stewart, \$14.25 per hour;
Elizabeth Duncan, \$14.00 per hour

Marshal:

Jeff Keyman, \$12.25 per hour

Cart Attendant:

Brody Smith, \$12.25 per hour; Lance Lehfeltdt, \$12.25 per hour;
Eric Foss, \$12.25 per hour; Owen Jorgenson, \$12.00 per hour

Bartender/Lounge/Community Room/Beverage Cart:

Tanna Lehfeltdt, \$7.95 per hour; Kelly Baumann, \$7.95 per hour

Maintenance:

Ivan Card, \$16.25 per hour; Jeff Tabbert, \$16.25 per hour; Gary Schweitzer, \$16.25 per hour; Larry Beesley, \$16.25 per hour;
Camden Smith, \$16.25 per hour; Taylor Fjerestad, \$16.25 per hour;
Grant Everson, \$16.25 per hour; Jacob Hemmingson, \$16.25 per hour;
Quentin Gundermann, \$16.25 per hour

BRANDON AREA FOOD PANTRY

Alderswoman Clark moved Alderman Johnson seconded to approve the request from the Brandon Area Food Pantry to use the Golf Course club house dining room, at no charge, for their annual fundraising dinner on April 28, 2023. 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.

CONTINGENT OFFER TO HIRE EMPLOYEE

The Public Safety Committee report was heard. Alderswoman Clark moved Alderman Steen seconded to approve the hiring of Richard Hibdon for the position of Police Officer for the City of Brandon, beginning wage of \$23.26. 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.

AGREEMENT WITH AAA COLLECTION

Alderman Johnson moved Alderswoman Clark seconded to approve the agreement with AAA Collection Services for the handling of delinquent accounts. Motion carried.

RESOLUTION #06-23

Alderman Steen moved Alderswoman Clark seconded to approve Resolution #06-23. A roll call vote showed Clark, Fish, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

RESOLUTION #06-23

A RESOLUTION SETTING A COLLECTION FEE

WHEREAS, residents discontinue utility services, accounts are finalized, and notices are sent for payment.

WHEREAS, the final accounts that have not been paid within 90 days of the final bill are delinquent and shall be sent to collections.

WHEREAS, Chapter 14-4-10, states that:

“The City is hereby authorized to establish by resolution a penalty fee to be added to any utility service account which become delinquent.”

THEREFORE LET IT BE RESOLVED that an account sent to collections shall be charged a \$50.00 collections fee.

Dated this 6th day of March 2023.

ATTEST:

Harry Buck
Mayor

Christina Smith
Finance Officer

(SEAL)

RESOLUTION #07-23

Alderswoman Clark moved Alderman Steen seconded to approve Resolution #07-23. A roll call vote showed Clark, Fish, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

RESOLUTION #07-23

A RESOLUTION SETTING A PENALTY FEE

WHEREAS, utility bills are due by the fifteen day of each month.

WHEREAS, Chapter 14-4-4, of the Brandon Municipal Code states about water service that:
“Any payment not received by the due date shall be considered to be late, and the City Council may by resolution establish a late payment charge as a penalty.”

WHEREAS, Chapter 14-4-5, of the Brandon Municipal Code states about sewer service that:
“Any payment not received by the due date shall be considered to be late, and the City Council may by resolution establish a late payment charge as a penalty.”

WHEREAS, Chapter 14-10-6, of the Brandon Municipal Code states about street light service that: “Any payment not received by the due date shall be considered to be late, and the City Council may by resolution establish a late payment charge as a penalty.”

WHEREAS, Chapter 14-4-10, states that:
“The City is hereby authorized to establish by resolution a penalty fee to be added to any utility service account which become delinquent.”

THEREFORE LET IT BE RESOLVED that a flat charge of five percent be given on a late bill and shall be applied as stated in Chapter 14-4-6 “...within three business days of becoming due, a finance charge shall be added..”

Dated this 6th day of March 2023.

ATTEST:

Harry Buck
Mayor

Christina Smith
Finance Officer

(SEAL)

RESOLUTION #08-23

Aldерwoman Fish moved Aldерwoman Clark seconded to approve Resolution #08-23. A roll call vote showed Clark, Fish, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

RESOLUTION #08-23

AMENDING CHAPTERS 1-14 AND 16 OF THE BRANDON DESIGN STANDARDS

BE IT RESOLVED by the City Council of Brandon, South Dakota, that Chapters 1-14 and 16 of the Brandon Design Standards is hereby adopted and is attached hereto as Exhibit A.

Adopted this 6th day of March 2023

Harry Buck
Mayor

ATTEST:

Christina Smith
Finance Officer

(SEAL)

WARD 3 VACANCY

No petitions were filed for the one-year term in Ward 3, therefore a vacancy has been created. Staff presented a timeline to fill the vacancy by appointment. No further action required.

STONE RIDGE ESTATES PHASE 5 PRELIMINARY PLANS

Alderman Clark moved Alderman Steen seconded to approve the preliminary plans for Stone Ridge Estates Phase 5, as presented. Motion carried.

CHEMICAL BIDS

The Streets Committee and Water & Sewer Committee report were heard. Alderman Clark moved Alderman Johnson seconded to approve the bid from Hawkins for the following chemicals. Motion carried.

<u>Chemical</u>	<u>Units</u>	<u>Hawkins</u>
Chlorine, 150 lb cylinders	per pound	no bid
TonkaZorb	per gallon	\$6.30
Calgon C 5	per gallon	\$19.88
Calgon C 9	per gallon	\$23.40
Aqua Hawk 957	per gallon	\$36.02
Sodium Hypochlorite	per gallon	no bid
Granular Chlorine	per pound	no bid

ENCORE PARK UTILITY UPSIZING AGREEMENT

Alderman Steen moved Alderman Jorgenson seconded to approve the agreement between Encore Park, LLC. and the City of Brandon for the upsizing of utilities in the Encore Park development at an estimated cost of \$193,682.80. Motion carried.

At 6:30 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