

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on March 7, 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; Finance Officer, Christina Smith; City Attorney, Lisa Marso; City Engineer, Tami Jansma; Police Chief, Jamie Steffel; Golf Course Manager, Andrew Bauer and Public Works Director, Rollie Hoeke.

Alderman Clark moved Alderman Parliament seconded to approve the agenda. Motion carried.

Alderman Kull moved Alderman Fish seconded to approve the minutes of the February 17, 2022 briefing meeting; the minutes of the February 22, 2022 regular meeting and the minutes of the February 28, 2022 special meeting. Motion carried.

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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alternative HR Development	Professional Services	3,944.00
Axon Enterprises	Supplies	209.65
Blaine's	Repairs	92.90
Brandon Lumber Company	Supplies	971.29
Brandon Plumbing and Heating	Hired Repairs	414.29
Brandon Valley Media Group	Publications	693.71
Brandon Valley School District	Fuel	4,318.52
C&R Supply	Supplies	43.50
City of Sioux Falls	2021 SDC Costs/Pretreatments	234,035.00
Corson Village Sanitary District	Water/Sewer	817.31
Crescent Electric Supply	Supplies	305.68
Culligan Water Conditioning	Utilities	71.05
Dakota Fluid Power	Supplies	46.68
Delta Dental	Benefits	3,321.40
Dennis Supply Company	Repairs	85.14
DGR Engineering	Professional Services	80,310.20
Fastenal	Supplies	152.56
Ferguson Waterworks	Meters	32,466.55
Fleetpride	Repairs	116.16
Gillespie Outdoor Power Equipment	Repairs	128.94
Grainger	Supplies	46.68
Hach Company	Supplies	183.58
Hawkins Water Treatment	Chemicals	2,143.77
HDR Engineering	Professional Services	3,116.25
Infrastructure Design Group	Improvements	17,286.17
Jack's Uniform & Equipment	Clothing Supplies	683.74
Lawson Products	Supplies	203.77
Line-X of Sioux Falls	Professional Services	555.00
Locators and Supplies	Clothing Supplies	1,198.68

MED Star Paramedic Ambulance	Ambulance Contract	8,333.34
Metroquip	Repairs	142.00
Midstates	Clothing Supplies	11.78
Minnehaha Community Water Corp	Utilities	94.50
North American Truck & Trailer	Supplies	75.11
North Central Insurance	Notary Fees	50.00
Palisades Oil	Fuel	1,738.80
Palisades Propane	Utilities	873.63
Pitney Bowes	Quarterly Lease	181.23
PS Garage Doors of South Dakota	Garage Belt Replacement	724.00
SD Department of Health	Water Testing	163.00
SD Licensed Beverage Dealers & Gaming Association	2022 Yearly Dues	100.00
SD-DENR/Water Rights Program	Fees	500.00
Sioux Valley Energy	Utilities	34,268.02
Soukup Construction	Tree Grinding	4,338.02
Southeast Area Finance Officers Group	2022 Dues	80.00
Stockwell Engineers	Equipment	13,438.36
Titan/Productivity Account	Supplies	768.00
Ulteig	Professional Services	9,725.24
Verizon Wireless	Utilities	493.88
VFW Post 4726 - Brandon	Flag Replacement	556.56
Vogel Motors	Hired Repairs	496.00
Xcel Energy	Utilities	7,143.18
Zimco Supply	Supplies	11,005.00
Alliance Communications	Utilities	2,614.33
Brandon Ace Hardware	Supplies/Misc.	4,818.39
Sioux Falls Utilities	Utilities	109,315.59
Innovative Office Solutions	Supplies	120.04
Security 1st Bank	2019 Fire Station Loan	30,911.84
First Nation Bank Trust Department	2018 Golf Course Equipment Loan	1,124.98
First Nation Bank Trust Department	2006 Conference Center	53,459.46
First Nation Bank Trust Department	2007 Holly Reconstruction Project	97,631.17
City Administration	March 3, 2022 Payroll	3,737.41
Finance Officer	March 3, 2022 Payroll	5,661.87
Government Buildings	March 3, 2022 Payroll	64.64
Engineer	March 3, 2022 Payroll	2,343.19
Police	March 3, 2022 Payroll	29,758.70
Building Inspections	March 3, 2022 Payroll	3,484.30
Street Department	March 3, 2022 Payroll	4,454.08
Rec Center	March 3, 2022 Payroll	109.10
Park Department	March 3, 2022 Payroll	4,477.93
Water Department	March 3, 2022 Payroll	8,886.62
Sewer Department	March 3, 2022 Payroll	4,293.06
Golf Course Grounds	March 3, 2022 Payroll	1,847.14
Golf Course Lounge	March 3, 2022 Payroll	1,590.89
Golf Course Pro Shop	March 3, 2022 Payroll	1,789.12
Golf Course Community Room	March 3, 2022 Payroll	66.50
941 Payroll Taxes	March 3, 2022 Payroll	23,335.98

SD Retirement System Supplemental	March 3, 2022 Payroll	1,002.50
TASC Flex Plan	March 3, 2022 Payroll	1,183.38
Accounts Management	March 3, 2022 Payroll	75.00

TRANSFER OF RETAIL MALT BEVERAGE & SD FARM WINE LICENSE

A public hearing was held, as advertised, to consider the transfer of a retail malt beverage and South Dakota farm wine license from Kingbird, LLC. to Be the Bean, LLC. at 509 N. Splitrock Blvd. Alderwoman Clark moved Alderman Kull seconded to approve the license transfer as presented. Motion carried.

PRESENTATION OF SD WATER & WASTEWATER ASSOCIATION 20-YEAR AWARD

Delvin DeBoer, representing the SD Water & Wastewater Association, was present to recognize Donovan Carpenter as the recipient of the 20-year Price-Rees Award. The City Council congratulated and thanked Donovan for his service.

DRAW FOR BALLOT POSITION

Mayor Heinitz drew candidate names to determine their position on the ballot. Following will be the order of candidate names on the ballot: Mayoral - Harry Buck, Jack Parliament and TJ Cameron. Ward I – Courtney Sneller and Barb Fish.

REVIEW STREET LIGHT & STORM WATER FEE – 1800 S. SPLITROCK BLVD

David & Bonnie Lien, 1800 S. Splitrock Blvd. have requested an exception to the street light and storm water fee recently received as part of their City utility bill. This property does not have City water or sewer services. Alderwoman Clark moved Alderwoman Fish seconded to deny the request. Motion carried.

2022 FIRE CONTRACT

Alderwoman Clark moved Alderman Kull seconded to approve the 2022 Fire Contract with the Brandon Volunteer Fire Department, as presented. Motion carried.

MOU – ASPEN PARK CONCESSIONS

The Golf Course Committee and Parks & Recreation Committee reports were heard. Alderwoman Fish moved Alderwoman David seconded to approve the Memorandum of Understanding between the City of Brandon and Brandon Valley Baseball Association & Brandon Valley Youth Softball Association for operation of the Aspen Park Recreation Complex Concessions, as presented. Motion carried.

MOU – MCHARDY SOCCER CONCESSIONS

Alderwoman Fish moved Alderwoman David seconded to approve the Memorandum of Understanding between the City of Brandon and Brandon Valley Soccer Association for operation of the McHardy Soccer Recreation Complex Concessions, as presented. Motion carried.

SALARY REVIEW AND ADJUSTMENT

The Public Safety Committee report was heard. Alderwoman Clark moved Alderwoman David seconded to approve the salary adjustment for Kevin Krohn, to step 13-1 on the wage scale,

\$24.08 per hour, effective March 8, 2022. Kevin recently completed the SD Law Enforcement Academy and is a certified officer. Motion carried.

EMPLOYEE RESIGNATION

Alderman Parliament moved Alderwoman Clark seconded to approve the resignation of Police Officer Andrew Nygaard effective March 10, 2022, and approved the process for posting his position and hiring an officer to replace him. Motion carried.

WARD 3 COUNCIL VACANCY

The Administration Committee report was heard. The City did not receive a petition for the Ward 3 Council Seat that is deemed to be vacant. The vacant council seat will need to be filled by appointment as required by state statute. Alderwoman Clark moved Alderwoman David seconded to approve the tentative schedule to fill the vacancy, as presented. Motion carried.

March 16, 2022 – first advertisement in the BV Journal
March 23, 2022 – second advertisement in the BV Journal
April 1, 2022 – deadline to submit Expression of Interest form
April 11, 2022 – interviews
April 18, 2022 – Council appoints Alderperson
May 2, 2022 – Alderperson is sworn in

REVISED ENGINEERING TECH JOB DESCRIPTION

Alderwoman Clark moved Alderman Parliament seconded to revise the job description for the Engineering Tech position, by adding “Two years of related work experience in infrastructure construction and operations may substitute for the required degree.” Motion carried.

HIRE ENGINEERING TECH

Alderwoman Clark moved Alderwoman David seconded to approve the hiring of Adam Praska for the position of Engineering Technician, step 10-1 on the wage scale, \$20.22 per hour, effective March 28, 2022. Motion carried.

RESOLUTION #11-22

The Streets Committee report was heard. Alderman Jorgenson moved Alderman Kull seconded to approve Resolution #11-22, and to use IMEG as the consultant. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parliament aye. Motion carried.

**RESOLUTION #11-22
BRIDGE REINSPECTION
PROGRAM RESOLUTION
FOR USE WITH SDDOT RETAINER CONTRACTS**

WHEREAS, 23 CFR 650, Subpart C, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

THEREFORE, the City of Brandon is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The City requests SDDOT to hire IMEG (Consulting Engineers) for the inspection work. SDDOT will secure Federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the City for 20% of the cost. The City will be responsible for the required 20% matching funds.

Dated this 7th day of March, 2022, Brandon, South Dakota.

Jim Heinitz, Mayor

ATTEST:

Christina Smith, Finance Officer

(SEAL)

WESTSIDE TRUNK SEWER BIDS

The Water & Sewer Committee report was heard. Alderman Parliament moved Alderwoman Clark seconded to accept the bid from Tom's Backhoe Service for the west side sanitary sewer extension project in the amount of \$2,686,009.50. Motion carried.

<u>Company</u>	<u>Bid Amount</u>
Tom's Backhoe Service	\$2,686,009.50
H&W Contracting, LLC.	\$2,726,416.00
SiteWorks, Inc.	\$2,850,000.00
Metro Construction	\$3,235,393.50
First Rate Excavate	\$4,394,301.01

PRV PROJECT BIDS

Alderman Kull moved Alderwoman David seconded to accept the bid from PrairieSons, Inc. for the pressure reducing valves installation project in the amount of \$136,180.00. Motion carried.

<u>Company</u>	<u>Bid Amount</u>
Brandon Plumbing & Heating	\$207,470.00
PrairieSons, Inc.	\$136,180.00

WATER TREATMENT PLANT REPAIR QUOTE

Alderman David moved Alderman Jorgenson seconded to approve the quote from Hydro Tech Service for repairs for the water treatment plant in the amount of \$17,600.00. Motion carried.

At 6:30 p.m. on a motion by Alderman Clarke seconded by Alderman David the meeting was adjourned. Motion carried.

Melissa Labahn
Municipal Recording Clerk

Jim Heinitz
Mayor