

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on March 21, 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; Park Superintendent, Devin Coughlin; Golf Course Manager, Andrew Bauer and Public Works Director, Rollie Hoeke.

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

Alderwoman Fish moved Alderwoman Clark seconded to approve the minutes of the March 3, 2022 briefing meeting and the minutes of the March 7, 2022 regular meeting. Motion carried.

Alderman Kull moved Alderman Jorgenson seconded to approve the following claims. Motion carried.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AB Contracting	Water Improvements	236,381.78
AE2	Professional Services	165,559.50
Aflac	Insurance	811.97
Ambush Apparel	Supplies	2,770.04
Big Sioux Rifle & Pistol Club	2022 Dues	780.00
Border States Electric	Supplies	103.40
Boyce Law Firm	Professional Services	6,214.50
Builders Supply Company	Supplies	14.00
C&R Supply	Supplies	413.19
CADD Engineering Supply of SD	Professional Services	175.00
Century Business Products	Supplies	197.48
Cintas	Supplies	333.73
Clark Engineering	Street Improvements	2,631.73
Coca-Cola/Chesterman	Monthly Rental/Beverages	275.95
Coffee Cup-Brandon	Fuel	23.33
Concrete Materials	Repairs	275.47
Core & Main	Water Meters	1,749.00
Direct Technologies	Software	841.12
DirectTV	Utilities	156.73
Enviromaster	Supplies	131.95
Ferguson Waterworks	Phase 3 Meters	131,832.51
Fleetpride Inc	Supplies	83.80
FNB-Cardmember Services	Misc. credit card purchases	3,251.26
GFL Environmental	Professional Services	104.45
Goodin Company	Repairs	163.68
Hach Company	Supplies	698.76
Hawkins Water Treatment	Chemicals	3,162.67

HDR Engineering	Professional Services	9,634.81
I&S Groups	Improvements	1,525.00
Interstate Power Systems	Repairs	167.94
Iowa League of Cities	Job Advertisement	140.00
Jack's Uniform & Equipment	Clothing Supplies	284.93
Lacey Rentals	Monthly Rental	125.00
Locators & Supplies	Supplies	255.71
Marv's Sanitary Service	Utilities	386.50
MC&R Pools	2022 Course	325.00
McLeod's Printing & Office Supply	Election Supplies	148.37
MED-Star Paramedic Ambulance Inc	Monthly Service	4,166.67
Micha Lee Henning	Reimbursement	302.46
MidAmerican Energy	Utilities	4,824.96
Midstates Inc	Clothing Supplies	26.50
Midwest Alarm Company	Repairs	153.75
Minnehaha County Treasurer	Taxes	3,705.18
Minnehaha County Treasurer	Bethany Drainage	3,338.70
National Rifle Association	2022 Dues	130.00
Orkin	Monthly Service	120.00
Qualified Presort Services	Utility Billing Service	2,050.08
R&L Supply	Repairs	11.56
Rural Office of Community Services, Inc	January Expenses	11,132.38
Sam's Club	Supplies	34.83
SD Municipal League	Meeting Dues	78.00
SD One Call	Utilities	38.08
Sioux Falls Area Humane Society	February Services	182.06
Sioux Falls Networks	Equipment and Software	1,250.00
Sioux Valley Energy	Construction Contract Agreement	25,659.49
South Dakota Department of Revenue	Sales Tax	979.12
Staples	Supplies	1,540.78
Sturdevant's Auto Parts	Supplies	815.01
Summit Fire Protection	Extinguisher Recharge	100.00
Sunshine	Beverages/Supplies	132.12
Superior Tech Products	Safety Supplies	151.00
The Hunnington National Bank	Lease	2,456.40
Titan Machinery	Rental	596.50
Tony's Catering	Catering	1,909.00
Toro	Monthly Services	384.00
Verizon Wireless	Utilities	529.57
VFW Post 4726-Brandon	Quarterly Payment	1,500.00
Winter Equipment Company	Supplies	1,626.59
Xcel Energy	Utilities	3,168.03
City Administration	March 17, 2022 Payroll	3,737.41
Finance Officer	March 17, 2022 Payroll	5,580.42
Government Buildings	March 17, 2022 Payroll	143.14
Engineer	March 17, 2022 Payroll	2,343.19
Police	March 17, 2022 Payroll	28,339.32
Building Inspections	March 17, 2022 Payroll	3,546.43
Street Department	March 17, 2022 Payroll	4,423.67

Rec Center	March 17, 2022 Payroll	105.98
Park Department	March 17, 2022 Payroll	4,402.07
Water Department	March 17, 2022 Payroll	9,390.17
Sewer Department	March 17, 2022 Payroll	4,129.01
Golf Course Grounds	March 17, 2022 Payroll	1,847.14
Golf Course Lounge	March 17, 2022 Payroll	1,855.40
Golf Course Pro Shop	March 17, 2022 Payroll	1,789.12
941 Payroll Taxes	March 17, 2022 Payroll	22,657.55
SD Retirement System Supplemental	March 17, 2022 Payroll	1,127.50
TASC Flex Plan	March 17, 2022 Payroll	1,183.38
Accounts Management	March 17, 2022 Payroll	75.00
Direct Pay Reimbursement	March 17, 2022 Payroll	2,194.34

Alderman Jorgenson moved Alderman Kull seconded to approve the consent calendar which contained the following items: a plat of Aspen Harbor Addition Lots 8, 19 & 20 Block 2; a plat of Heartland Business Park Addition Lot 1A Block 2; a plat of Rovang Industrial Park Lot 2 Block 1 and a plat of Twin Rivers Crossing Addition Lots 4, 5, 6 & 17 Block 4 and Lot 1 Block 5 and Drainage Tract 1. Motion carried.

SEASONAL STAFF

The Golf Course Committee report was heard. Alderwoman Clark moved Alderwoman David seconded to approve the hiring of the following seasonal staff for the Golf Course. Motion carried.

Community Room Bussers: Michael Hurney, \$12.00 per hour; Keegan Jorgenson, \$12.00 per hour; Cael Weber, \$12.00 per hour; Abby Gruber, \$12.00 per hour

Lounge Bartender: Jenny Christian, \$7.95 per hour; Matt Hurney, \$7.95 per hour

Maintenance: Gary Schweitzer, \$16.00 per hour; Ben Hoffman, \$16.00 per hour

RETAINING WALL SCHEDULE TO REBID

A bid schedule was presented to rebid the golf course retaining wall project. No action required.

ART PROJECT AT VETERANS MEMORIAL

The Parks & Recreation Committee report was heard. Alderwoman Fish moved Alderwoman Clark seconded approve the art project at the Veterans Memorial, as presented. Motion carried.

BRANDON WELLNESS REQUEST FOR SUPPORT

Alderwoman Fish moved Alderwoman Clark seconded to support the Brandon Wellness in their efforts to explore the potential to build a community wellness center in Brandon. Motion carried.

TALLGRASS PARK PLAY STRUCTURE BID

Alderman Fish moved Alderman Parliament seconded to approve the quote from Churchich Recreation in the amount of \$270,961.49 for the purchase of a new play structure at Tallgrass Park. Motion carried.

SALARY REVIEW AND ADJUSTMENT

Alderman Fish moved Alderman Clark seconded to approve the annual salary adjustment for Devin Coughlin, to step 14-10 on the wage scale, \$31.95 per hour, effective April 4, 2022. Motion carried.

SALARY REVIEW AND ADJUSTMENT

The Public Safety Committee report was heard. Alderman Clark moved Alderman Kull seconded to approve the annual salary adjustment for Tyler Carda, to step 13-12 on the wage scale, \$31.14 per hour, effective March 22, 2022. Motion carried.

2021 AUDIT REPORT

The Administration Committee report was heard. Christina Smith, Finance Officer, presented the 2021 Annual Report. Alderman Fish moved Alderman Parliament seconded to approve the 2021 Annual Report, as presented. Motion carried.

ENCORE PARK DEVELOPMENT AGREEMENT

Alderman Clark moved Alderman Jorgenson seconded to approve the agreement between The City of Brandon, SD and Encore Park concerning the Tax Increment District #7. Motion carried.

REQUEST TO AMEND CHAPTER 2-3-2 ON-SALE OR OFF-SALE LICENSES

A request was received to consider amending Ordinance Chapter 2-3-2 as it relates to the distance between on-sale and off-sale alcohol licenses to churches and schools. Julie Lanoue, Market Coordinator for the Brandon Farmers Market, was present via conference call. The Brandon Farmers Market is requesting the amendment to the Ordinance. Current Ordinance requires 100 yards to any door or exit of a church and school to an establishment that sells alcohol either on-sale or off-sale. Alderman Kull moved Alderman Jorgenson seconded to direct staff to develop a draft ordinance of this change to be presented at a future meeting. A roll call vote showed Fish, Jorgenson, Kull aye; Clark, David, Parliament nay. Mayor Heinitz voted aye. Motion carried.

TAX ABATEMENT REQUEST

Alderman Fish moved Alderman Clark seconded to approve the following tax abatement request, as presented. Motion carried.

<u>Abatement Number</u>	<u>Parcel ID</u>
2022-0106	64222

ELECTION WORKERS

Alderman Clark moved Alderman Parliament seconded to approve the following election workers for the upcoming election. Motion carried.

Ward I:

Kirsten Walrath-Noem – Superintendent
Kathryn Davis
John Harkins

Ward II:

Jo Hausman – Superintendent
Ellaine Henriksen
Michele Price

Ward III:

Mary Burggraaf – Superintendent
John Murawski
Judith Murawski

SALARY REVIEW AND ADJUSTMENT

Alderman Kull moved Alderwoman Clark seconded to approve the annual salary adjustment for Doris Brekhus, to step 8-3 on the wage scale, \$18.95 per hour, effective March 22, 2022. Motion carried.

ENGAGEMENT LETTER WITH DA DAVIDSON FOR CORE PHASE 2A FINANCING

Alderman Parliament moved Alderman Jorgenson seconded to approve the underwriting engagement letter with DA Davidson for the Core Phase 2A project, as presented. Motion carried.

RESIGNATION OF EMPLOYEE

The Streets Committee report was heard. Alderwoman Clark moved Alderman Jorgenson seconded to approve the resignation letter from Michael Dorenkamper, effective March 20, 2022. Motion carried.

CORE AREA PHASE 2A CONSTRUCTION ADMIN CONTRACT

Alderman Jorgenson moved Alderman Parliament seconded to approve the construction administration contract for the Core Area Reconstruction Project – Phase 2A with HDR for \$414,935.00. Motion carried.

DRAFT CHAPTER 1 – ENGINEERING DESIGN STANDARDS

The last time the Engineering Design Standards were updated was January 2013. Tami Jansma, Brandon City Engineer, is in the processing of updating all 20 Chapters. A draft was presented revising Chapter 1 – Engineering Design Standards. No action required at this time.

WESTSIDE SANITARY SEWER PROJECT

The Water & Sewer Committee report was heard. Alderman Jorgenson moved Alderman Kull seconded to approve the West Side Trunk Sewer construction administration contract with DGR Engineers in the amount of \$311,500.00. Motion carried.

PURCHASE AGREEMENT WITH GREAT BEAR SAND & GRAVEL

Alderman Jorgenson moved Alderman Kull seconded to approve the purchase agreement with Great Bear Sand & Gravel in the amount of \$164,924.00 for the land acquisition costs for the West Side Sanitary Sewer Extension Project. Motion carried.

WATER TOWER PROJECT PAY APPLICATION

Alderwoman Clark moved Alderman Parliament seconded to approve pay application #9 to AB Contracting, LLC. in the amount of \$236,381.78 for the water tower project. Motion carried.

WATER TOWER PROJECT PLAQUE

Alderwoman Clark moved Alderman Parliament seconded to approve the installation of a plaque on the new water tower. Motion carried.

FRENCH CREEK GENERATOR QUOTE

Alderwoman David moved Alderwoman Clark seconded to approve the purchase of a generator for the French Creek lift station in the amount of \$31,675.00 from IState Power Systems. Motion carried.

Dana Clark mentioned the possibility of adding the Planning & Zoning Commission meeting recordings on the City website, similar to City Council meetings. Staff will look into this and present information at a future City Council meeting.

At 6:58 p.m. on a motion by Alderwoman Clark seconded by Alderwoman David the meeting was adjourned. Motion carried.

Melissa Labahn
Municipal Recording Clerk

Jim Heinitz
Mayor