

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on April 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 and Police Chief, Joe Weir.

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

Alderman Kull moved Alderman Jorgenson seconded to approve the minutes of the March 12, 2020 briefing meeting; the minutes of the March 16, 2020 regular meeting; the minutes of the March 17, 2020 Board of Equalization; the minutes of the March 26, 2020 special meeting and the minutes of the March 31, 2020 special meeting. Motion carried.

Alderwoman Fish moved Alderwoman David seconded to approve the following claims. Motion carried.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Ace Hardware	Revolving Loan	20,000.00
AE2S	Professional Services	2,909.11
AFLAC	March Premium	1,253.95
Agape Counseling Center	Revolving Loan	10,000.00
Alisa Edmonds	Reimbursement	65.19
All Charged Up, LLC	Utilities	94.50
AM&S Trucks	Repairs	608.56
Ambush Apparel	Revolving Loan	10,000.00
Beautique	Revolving Loan	20,000.00
Billion Cheverolet	Professional Services	580.00
Border States Electric	Supplies	8.12
Borns Group	Utility Billing	1,414.42
Brandon Steakhouse	Revolving Loan	20,000.00
Brandon Valley Media Group	Publications	1,628.67
Brandon Valley Media Group	Revolving Loan	20,000.00
Brandon Valley School District	Fuel	3,302.39
Carlson & Stewart Reprigeration	Professional Services	4,534.58
Catori Wellness	Revolving Loan	20,000.00
Certified Laboratories	Supplies	213.84
Christina Smith	Reimbursement	127.79
Circuit	Revolving Loan	10,000.00
City of Sioux Falls	Utilities	94,232.38
Concrete Materials	Repairs	1,936.93
Corson Village	March Refund	1,052.52
Dakota Fluid Power	Supplies	13.30
Dakota Supply Group	Repairs	174.00
Delta Dental of SD	April Premium	2,926.90
DGR Engineering	Professional Services	9,514.50

Direct Technologies, LLC	Improvements	2,090.00
DirecTV	Utilities	43.95
Drop Nutrition	Revolving Loan	20,000.00
Ecolab, Inc.	Supplies	135.50
EnviroMaster, Inc.	Supplies	129.95
Fastenal	Supplies	286.98
First Rate Excavate	Improvements	25,748.58
Fleetpride, Inc.	Supplies	34.34
Grainger	Supplies	447.00
H2ose It Carwash	Supplies	300.00
Hawkins Water Treatment	Chemicals	4,210.49
HDR Engineering	Professional Services	65,446.34
Infrastructure Design Group	Professional Services	11,216.37
Jack's Uniforms & Equipment	Clothing	482.53
Jamie Steffel	Reimbursement	57.51
King Bird Coffee	Revolving Loan	10,000.00
Lacey Rentals, Inc.	Parks Rental	150.00
Lawson Products, Inc.	Supplies	1,276.93
Locators & Supplies, Inc.	Supplies	156.06
McLeod's Printing & Office Supply	Election Supplies	414.09
Menards	Supplies	143.01
Meyer Laboratory, Inc.	Supplies	2,466.26
Midwest Turf & Irrigation	Repairs	666.79
Minnehaha Community Water Corp.	Utilities	79.75
Modern Woodmen	April Premium	1,876.08
Orkin	Professional Services	120.00
Pepsi-Cola	GC - Resale	365.36
Performance Press	Supplies	198.00
Pfeifer's Implement Company, Inc.	Repairs	37.85
Pizza Ranch	Revolving Loan	20,000.00
R & L Supply Ltd.	Supplies	327.67
Sassy Nails	Revolving Loan	20,000.00
Schoeneman Construction, Inc.	Supplies	200.00
SD Dept. of Health	Professional Services	195.00
SD Unemploymnet Insurance Division	Quarterly Contribution	2,033.59
SD-DENR	Professional Services	250.00
Sioux Falls Networks	Equipment	2,040.00
Sioux Valley Energy	Utilities	29,152.96
Sirchie	Safety Supplies	137.70
Splitrock Chiro	Revolving Loan	10,000.00
Stockwell Engineers, Inc.	Professional Services	22,764.90
Stryker Sales Corporation	Supplies	330.00
Summit Companies	Supplies	14.00
Sysco Lincoln	GC-Resale	460.28
SystemDudes, Inc.	Professional Services	419.90
Taco Johns Strip Mall	Revolving Loan	20,000.00
Tailgators	Revolving Loan	20,000.00
The Paisley Pod	Revolving Loan	20,000.00

Tires, Tires, Tires	Hired Repair	480.53
Titleist	GC-Resale	20,630.73
Tom Wright	Reimbursement	70.00
Univar USA, Inc.	Supplies	3,304.64
US Postmaster	Utility Billing	1,307.83
USA Blue Book	Supplies	1,118.52
Verizon Wireless	Utilities	485.44
Verizon Wireless	Utilities	496.70
Wellmark BC/BS	April Premium	50,506.98
Wright Vac	Revolving Loan	10,000.00
WSP USA, Inc.	Professional Services	4,632.00
Xcel Energy	Utilities	3,106.81
Zabel Steel/TJN Enterprises	Supplies	29.00
Council	March 19, 2020 Payroll	7,309.56
Mayor	March 19, 2020 Payroll	2,035.21
City Administration	March 19, 2020 Payroll	3,686.93
Planning & Zoning	March 19, 2020 Payroll	1,065.88
Park Advisory Committee	March 19, 2020 Payroll	369.40
Finance Officer	March 19, 2020 Payroll	4,287.96
Government Buildings	March 19, 2020 Payroll	143.14
Police	March 19, 2020 Payroll	22,249.66
Building Inspections	March 19, 2020 Payroll	3,390.03
Traffic Engineer	March 19, 2020 Payroll	2,093.40
Street Department	March 19, 2020 Payroll	5,543.34
Park Department	March 19, 2020 Payroll	4,341.34
Water Conservation Committee	March 19, 2020 Payroll	147.76
Water Department	March 19, 2020 Payroll	8,325.00
Sewer Department	March 19, 2020 Payroll	3,176.48
Golf Course Grounds	March 19, 2020 Payroll	2,301.75
Golf Course Lounge	March 19, 2020 Payroll	645.00
Golf Course Pro Shop	March 19, 2020 Payroll	1,611.16
Golf Course Community Room	March 19, 2020 Payroll	657.89
941 Payroll Taxes	March 19, 2020 Payroll	21,627.66
SD Retirement System Supplemental	March 19, 2020 Payroll	712.50
SD Retirement System	March Contribution	22,798.64
Accounts Management, Inc.	March 19, 2020 Payroll	75.00
TASC Flex Plan	March 19, 2020 Payroll	624.96

Alderman Parsons moved Alderman Kull seconded to approve the consent calendar which contained the following items: a plat of Lots A thru N Block 1 of Brickwood Addition; a plat of Lot 1 Block 1 Rovang Industrial Park Addition; a plat of MCWC Tract 1 Addition; a plat of Lot 1A & 2B Block 6 French Creek Second Addition and Revolving Loan Fund Requests. Motion carried.

BRANDON VALLEY CHAMBER OF COMMERCE STRATEGIC PLAN

Alderman Parsons, Brandon Valley Chamber of Commerce Chair, gave an update on the strategic plan for the Brandon Valley Area Chamber of Commerce. No action required.

ORDINANCE #607

Alderman Parsons moved Alderman Jorgenson seconded to give first reading to Ordinance #607: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SOUTH DAKOTA PROVIDING THAT THE REVISED ZONING ORDINANCE NUMBER 531 AND THE OFFICIAL ZONING MAP OF THE CITY OF BRANDON SOUTH DAKOTA BE AMENDED TO PROVIDE FOR THE RE-ZONING OF THE FOLLOWING DESCRIBED PROPERTY. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

TWO DAY MALT BEVERAGE & SD FARM WINE LICENSE – SEVERANCE BEER

Alderman Kull moved Alderman Parsons seconded to deny the application as presented, until a new date for McHardy Market can be determined, due to the Covid 19 Pandemic. Motion carried.

TWO DAY MALT BEVERAGE & SD FARM WINE LICENSE – A HOMESTEAD BREW

Alderman Kull moved Alderman Parsons seconded to deny the application as presented, until a new date for McHardy Market can be determined, due to the Covid 19 Pandemic. Motion carried.

ORDINANCE #603

Alderman Parsons moved Alderwoman Fish seconded to give second reading to Ordinance #603: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-9-10, GB: GENERAL BUSINESS DISTRICT, LOT AND YARD REGULATIONS; AND CHAPTER 15-22-2, DEFINITIONS. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

ORDINANCE #604

Alderwoman Fish moved Alderwoman Clark seconded to give second reading to Ordinance #604: TITLE: TREE PESTICIDE APPLICATORS LICENSE PROVISIONS. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

DELARE EQUIPMENT SURPLUS

The Golf Course Committee report was heard. Alderman Parsons moved Alderwoman David seconded to declare the Yamaha Golf Cart and John Deere ride on tractor/mower as surplus, each with values under \$500. Will be placed on the Interstate Auction, when next held. Motion carried.

GOLF CART LEASE AGREEMENT

Alderman Parsons moved Alderwoman Clark seconded to approve the golf cart lease agreement for \$38,010.00/year, for 5 years with TCF National Bank. Motion carried.

SALARY REVIEW AND ADJUSTMENT

The Parks & Recreation Committee report was heard. Alderwoman Fish moved Alderwoman Clark seconded to approve the annual salary adjustment for Devin Coughlin, to step 30-19 on the wage scale, \$28.22 per hour, effective April 4, 2020. Motion carried.

GEOTECHNICAL EXPLORATION PROPOSAL

Alderman Fish moved Alderman Kull seconded to approve the geotechnical exploration proposal for the swimming pool from Geotek, not to exceed \$4,550.00. 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 28-14 on the wage scale, \$25.62 per hour, effective March 26, 2020. Motion carried.

SALARY REVIEW AND ADJUSTMENT

Alderman Clark moved Alderman Kull seconded to approve the annual salary adjustment for Joe Weir, to step 70-13 on the wage scale, \$47.25 per hour, effective April 1, 2020. Motion carried.

SALARY REVIEW AND ADJUSTMENT

Alderman Clark moved Alderman Kull seconded to approve the annual salary adjustment for Austin Peterson, to step 47-6 on the wage scale, \$30.33 per hour, effective April 11, 2020. Motion carried.

SALARY REVIEW AND ADJUSTMENT

Alderman Clark moved Alderman Kull seconded to approve the annual salary adjustment for Paul Clarke, to step 57-7 on the wage scale, \$35.73 per hour, effective April 14, 2020. Motion carried.

MED-STAR AMBULANCE LICENSE

Med-Star has submitted their license application. Alderman Parsons moved Alderman Kull seconded to approve the license application from Med-Star as presented, with the requirement that a signed copy by his Medical Director be provided by the end of April 2020. Motion carried.

SALARY REVIEW AND ADJUSTMENT

The Administration Committee report was heard. Alderman Kull moved Alderman Clark seconded to approve the annual salary adjustment for Doris Brekhus, to step 13-2 on the wage scale, \$16.97 per hour, effective March 25, 2020. Motion carried.

ABATEMENT REQUEST

Alderman Jorgenson moved Alderman David seconded to approve the abatement request for Lot 5 Block 1 Hedgewood Estates in the amount of \$1,198.17. Motion carried.

MUNICIPAL ELECTION: CHANGE OF DATE

Alderman Kull moved Alderman Clark seconded to approve the change of date of the Municipal Election to June 16, 2020. Motion carried.

REVIEW OF ORDINANCE #606

Bryan Read, City Administrator, gave an update on Ordinance #606 as it relates to the Covid 19

response.

HOLLY BLVD PROJECT

The Street Committee report was heard. Alderman Jorgenson moved Alderwoman David seconded to approve pay application #7 to First Rate Excavate in the amount of \$25,748.58 for the Holly Blvd Project. Motion carried.

ENGINEERING AMENDMENT FOR HOLY BLVD & SEWER INTERCEPTOR PROJECTS

Alderman Jorgenson moved Alderwoman David seconded to approve the agreement amendment with Stockwell Engineers for the Holly Blvd. and sewer interceptor projects in the new amount of \$846,530.00, an increase of \$119,636.00. Motion carried.

RESOLUTION #09-20

Alderman Kull moved Alderman Jorgenson seconded to approve Resolution #09-20. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

**RESOLUTION #09-20
BRIDGE INSPECTION PROGRAM RESOLUTION FOR USE WITH SDDOT
RETAINER CONTRACTS**

WHEREAS, Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*, 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.

BE IT RESOLVED, the City requests SDDOT to hire Clark Engineering (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 6th day of April, 2020, at Brandon, South Dakota.

Paul J Lundberg, Mayor

ATTEST:

Christina Smith, Finance Officer

(SEAL)

TRANSIT MAINTENANCE GRANT AGREEMENT

Alderman Clark moved Alderman David seconded to approve the Transit Maintenance Grant Agreement in the amount of \$1,670.90. Motion carried.

GEOTECHNICAL EXPLORATION PROPOSAL FOR RUSHMORE AREA

Alderman Jorgenson moved Alderman Clark seconded to approve the proposal from Geotek for the Rushmore Area reconstruction in the amount of \$12,100.00. Motion carried.

GEOTECHNICAL TESTING FOR CORE AREA PHASE 1

Alderman Jorgenson moved Alderman Kull seconded to approve the proposal from Geotek for the Core Area Phase 1 project in the amount of \$38,675.00. Motion carried.

ORDINANCE #605

The Water & Sewer Committee report was heard. Alderman Parsons moved Alderman Clark seconded to give first reading to Ordinance #605: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING CHAPTER 14-41-117 GREASE, OIL, AND SAND TRAPS. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

WATER TREATMENT PLANT CONSULTANT

Alderman Clark moved Alderman Jorgenson seconded to take the recommendation from the WTP RFP Selection Committee and go with AE2S for the Water Treatment Plant Facility Plan. Motion carried.

RESOLUTION #07-20

Alderman Jorgenson moved Alderman David seconded to approve Resolution #07-20. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

RESOLUTION #07-20

RESOLUTION AUTHORIZING AN APPLICATION FOR FINANCIAL ASSISTANCE, AUTHORIZING THE EXECUTION AND SUBMITTAL OF THE APPLICATION, AND DESIGNATING AN AUTHORIZED REPRESENTATIVE TO CERTIFY AND SIGN PAYMENT REQUESTS.

WHEREAS, the City of Brandon (the "City") has determined it is necessary to proceed with improvements to its Drinking Water System, including but not limited to the Drinking Water System Improvements Project (the "Project"); and

WHEREAS, the City has determined that financial assistance will be necessary to undertake the Project and an application for financial assistance to the South Dakota Board of Water and Natural Resources (the "Board") will be prepared; and

WHEREAS, it is necessary to designate an authorized representative to execute and submit the Application on behalf of the City and to certify and sign payment requests in the event financial assistance is awarded for the Project,

NOW THEREFORE BE IT RESOLVED by the City as follows:

1. The City hereby approves the submission of an Application for financial assistance in an amount not to exceed \$5,687,000 to the South Dakota Board of Water and Natural Resources for the Project.

2. The Mayor and/or Council President is hereby authorized to execute the Application and submit it to the South Dakota Board of Water and Natural Resources, and to execute and deliver such other documents and perform all acts necessary to effectuate the Application for financial assistance.

3. The Mayor and/or Council President is hereby designated as the authorized representative of the City to do all things on its behalf to certify and sign payment requests in the event financial assistance is awarded for the Project.

Adopted at Brandon, South Dakota, this 6th day of April 2020.

APPROVED:

Mayor
City of Brandon

(Seal)

Attest: _____
City Finance Officer

RESOLUTION #08-20

Alderwoman Fish moved Alderwoman Clark seconded to approve Resolution #08-20. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

RESOLUTION 08-20

**REQUIRING ALL WATER UTILITY CUSTOMERS TO ALLOW ENTRY TO
CHANGE WATER METER**

WHEREAS, the City of Brandon operates a municipal water utility; and

WHEREAS, water meters are used to accurately measure water usage to calculate monthly billing; and

WHEREAS, as water meters age they begin to lose their accuracy and under report the amount of water used and will eventually cease to operate; and

WHEREAS, the Brandon City Council has determined that all water meters shall be replaced when the City, at its sole discretion, deems it necessary; and

WHEREAS, the meter replacement is mandatory for all customers and it is imperative that city staff or the City's duly hired contractor gain access to all municipal water customers to replace the water meter.

NOW THEREFORE BE IT RESOLVED by the City Council of Brandon, South Dakota that pursuant to Section 14-3-4(A) of the Brandon City Code any customer shall have their water service disconnected if they do not allow the City's duly hired contractor or city staff to enter the property to change the water meter and service shall not be restored until the meter has been replaced by city staff or a contractor hired by the City of Brandon and all fees have been paid.

Adopted this 6th day of April, 2020.

Paul Lundberg
Mayor

ATTEST:

Christina Smith
Municipal Finance Officer

PURCHASE TWO PICKUP TRUCKS

Alderman David moved Alderman Jorgenson seconded to approve the purchase of two pickup trucks from the SD State bid list in the amount of \$58,820.00. Motion carried.

At 6:37 p.m. on a motion by Alderman Clark seconded by Alderman Parsons the meeting was adjourned.

Melissa Labahn
Municipal Recording Clerk

Paul Lundberg
Mayor