

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on April 15, 2024 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Barb Fish, Bruce Johnson, Tim Jorgenson, David Kull, Kevin Lawrence, Colin Steen and Mayor Harry Buck. 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; Public Works Director, Rollie Hoeke and Development Director, Patrick Andrews.

Alderswoman Fish moved Alderman Steen seconded to approve the agenda as amended. Motion carried.

Alderman Steen moved Alderman Lawrence seconded to approve the minutes of the March 28, 2024 briefing meeting and the minutes of the April 1, 2024 regular meeting. Motion carried.

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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Ace Hardware	Supplies	2,558.60
Alliance	Utilities	2,767.67
Alternative HR	Professional Services	4,128.42
Amazon	Supplies	237.94
Andrew Maslowski	Reimbursement	87.00
Appeara	Supplies	175.61
Avera Medical Group	Professional Services	429.00
Avera Occupational Medicine	Professional Services	64.88
Beal	GC Resale	864.70
Blaine's	Repairs	24.00
Boyce Law Firm	Professional Services	8,362.50
Brandon Lumber	Supplies	225.66
BV Media Group	Publications	530.32
BV School District	Fuel	5,272.92
Cardmember Services	Misc. Expenses	6,877.39
Cash-WA	GC Resale	529.29
Catalis	Software	3,640.00
Catalyst	Monthly IT Contract	5,310.00
Century Business	Supplies	320.12
Coca Cola	Rental	50.00
Crane Sales & Service	Repairs	1,141.50
Crimestar	Annual Support Fee	325.00
Culligan	Utilities	176.75
Dakota Beverage	GC Resale	962.95
Dakota Data Shred	Supplies	33.92
Dakota Playground	Supplies	1,392.18
Dakota Pump & Control	Improvements	1,547.83
Dakota Riggers	Supplies	85.23

Dakota Supply Group	Supplies	232.88
Dean's Distributing	Fuel	1,647.61
DGR Engineering	Professional Services	22,558.90
Direct Technologies	Software	1,100.74
Ellis & Eastern	Lease	180.00
FedEx	Postage	15.66
Graham Tire	Supplies	1,223.12
Grainger	Supplies	98.52
Hawkins	Chemicals	3,651.30
Heiman	Fire Extinguisher Tags	2,334.00
Huntington National Bank	Golf Carts Loan	38,010.00
Interstate Power	Supplies	185.02
Jack's Uniforms	Clothing Supplies	51.89
Jessica Snedeker	Professional Services	250.00
Lacey Rental	Rental	135.00
Locators & Supplies	Supplies	142.15
Malloy Electric	Repairs	12.92
Marv's	Utilities	378.50
Maxwell	Equipment	734.14
MED-Star	Monthly Contract	4,166.67
MidAmerican Energy	Utilities	1,618.98
Midwest Alarm	Professional Services	108.59
Minnehaha Comm. Water Corp	Utilities	134.50
Olson's Pest	Monthly Contract	135.00
Orkin	Monthly Contract	161.99
Palisades	Fuel	2,579.37
Postmaster	PO Box Fees	254.00
Postmaster	Postage	1276.38
Qualified Presort Service	Utility Bill Processing	3,005.99
Safe N Secure	Professional Services	516.62
Safelite	Repairs	323.87
Sam's Club	GC Resale	295.97
Scheels	School Training	92.97
Schwartzle Construction	GC Retaining Wall	38,827.53
SD Dept of Rev	Sales Tax	4,394.15
SD One Call	Locate Tickets	118.72
SD Unemployment Ins.	1st Quarter	3,431.25
SF Humane Society	Professional Services	161.72
SF Rubber Stamp	Supplies	24.45
SF Utilities	Utilities	111,581.21
Sioux Falls Networks	Professional Services	349.90
Sioux Valley Energy	Utilities	1,941.50
SiteOne Landscape	Supplies	678.89
Stanek Constructors	WTP Expansion	1,434,923.02
Sturdevant's	Supplies	1,005.46
Summit Fire	Rental	95.50
Sunshine	GC Resale	372.04
Titleist	GC Resale	10,822.43
Todd Trumm Exteriors	Hired Repairs	41,933.34
Tony's Catering	Catering	2,175.00

Toro	Monthly Contract	229.00
US Bank	Bonds	1,200.00
Van Diest	Supplies	3,594.25
Verizon	Utilities	651.08
Vogel	Hired Repairs	858.50
Xcel Energy	Utilities	6,435.91
Wells Fargo	GC Equipment	69,546.97
US Bank	Water Tower SRF Loan	64,337.09
US Bank	Big Sioux Lift Bond	43,304.01
City Administration	April 11, 2024 Payroll	4,340.20
Finance Officer	April 11, 2024 Payroll	6,469.87
Government Buildings	April 11, 2024 Payroll	130.25
Engineer	April 11, 2024 Payroll	4,182.24
Police	April 11, 2024 Payroll	32,659.66
Building Inspections	April 11, 2024 Payroll	4,163.94
Street Department	April 11, 2024 Payroll	6,711.28
Summer Rec	April 11, 2024 Payroll	15.24
Park Department	April 11, 2024 Payroll	5,022.28
Economic Development	April 11, 2024 Payroll	2,370.27
Water Department	April 11, 2024 Payroll	9,218.52
Sewer Department	April 11, 2024 Payroll	5,441.05
Golf Course Grounds	April 11, 2024 Payroll	4,433.77
Golf Course Lounge	April 11, 2024 Payroll	4,395.19
Golf Course Pro Shop	April 11, 2024 Payroll	3,311.76
941 Payroll Taxes	April 11, 2024 Payroll	28,917.13
SD Retirement Supplemental	April 11, 2024 Payroll	1,552.50
SD Retirement	March 2024	32,846.14
TASC Flex Plan	April 11, 2024 Payroll	1,343.85
Accounts Management	April 11, 2024 Payroll	75.00
Direct Pay Reimbursement	April 15, 2024	1,500.00
Direct Pay Reimbursement	April 15, 2024	1,424.00

Alderman Jorgenson moved Alderman Lawrence seconded to approve the consent calendar which contained the following items: a wage adjustment for Rollie Hoeke, to step 23-14 on the wage scale, \$55.16 per hour, effective May 9, 2024; a wage adjustment for Paul Clarke, to step 16-16 on the wage scale, \$46.18 per hour, effective April 25, 2024; a wage adjustment for Austin Peterson, to step 18-16 on the wage scale, \$48.05 per hour, effective April 25, 2024 and Tax Abatement #2024-0243. Motion carried.

PROCLAMATION – BUILDING SAFETY MONTH

A proclamation was presented declaring the month of May 2024 as Building Safety Month in Brandon, SD.

Proclamation

Building Safety Month — May 2024

Whereas Brandon, South Dakota is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

Whereas our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play, and;

Whereas these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities’ largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

Whereas “Mission Possible,” the theme for Building Safety Month 2024, encourages us all to raise awareness about building safety on a personal, local and global scale, and;

Whereas each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Harry Buck, Mayor of Brandon, South Dakota do hereby proclaim the month of May 2024 as Building Safety Month. Accordingly, I encourage our citizens to join us as we participate in Building Safety Month activities.

Signature

ORDINANCE #702

A public hearing was held, as advertised, to consider Ordinance #702. Alderman Jorgenson moved Alderman Lawrence seconded to give first reading to Ordinance #702: 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 Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

RETAIL WINE & CIDER LICENSE

A public hearing was held, as advertised, to consider an application for a retail wine and cider license for Curo Group of South Dakota, LLC. at 1321 E. Ash Place. Alderman Johnson moved Alderman Steen seconded to approve the application, as presented. Motion carried.

ORDINANCE #700

Alderman Steen moved Alderman Lawrence seconded to give second reading to Ordinance #700: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-2-5(E), DISTRICTS AND BOUNDARIES, INTERPRETATION OF DISTRICT BOUNDARIES. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

ORDINANCE #701

Alderman Kull moved Alderman Steen seconded to give second reading to Ordinance #701: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY ADDING CHAPTER 15-15-11(L), ADDITIONAL USE REGULATIONS, HOME OCCUPATIONS. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

RETAINING WALL PROJECT CHANGE ORDER

The Golf Course Committee report was heard. Alderman Jorgenson moved Alderman Johnson seconded to approve change order #3 to Schwartzle Construction in the amount of \$38,827.53 for the Golf Course retaining wall project. Motion carried.

RETAINING WALL PROJECT PAY APPLICATION

Alderman Steen moved Alderman Lawrence seconded to approve pay application #10 & final to Schwartzle Construction in the amount of \$38,827.53 for the Golf Course retaining wall project. Motion carried.

CERTIFICATES OF ELECTION

The Parks & Recreation Committee, Public Safety Committee and Administration Committee reports were heard. Certificates of Election were presented to Alderman Randy Marso Ward 1 and Alderman Bruce Johnson Ward 3. No action required.

2024 HEALTH INSURANCE RENEWAL

Alderman Lawrence moved Alderman Johnson seconded to approve the 2024 health insurance renewal with Wellmark, as presented. Motion carried.

ASPEN RIDGE ASSIGNMENT OF TIF REVENUE

Alderman Steen moved Alderwoman Fish seconded to approve the assignment of the Aspen Ridge Development TIF revenue to the South Dakota Housing Development Authority, as presented. Motion carried.

ENCORE PARK, LLC. PURCHASE AGREEMENT & EASEMENTS

Alderman Johnson moved Alderman Lawrence seconded to approve the real estate purchase agreement with Encore Park, LLC. for Lot 11 in Block 3 of Heartland Business Park Addition and Lot 4 in Block 2 of Encore Park Addition, as presented. Motion carried.

RESOLUTION #20-24

Alderman Kull moved Alderman Steen seconded to approve Resolution #20-24, annexing Tract 1 Bosch Addition. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

RESOLUTION #20-24

**RESOLUTION ANNEXING TRACT 1 BOSCH ADDITION IN SECTION 36,
TOWNSHIP 102 NORTH, RANGE 48 WEST OF THE 5TH P.M., MINNEHAHA
COUNTY, SOUTH DAKOTA**

WHEREAS, the City of Brandon, South Dakota has authority under SDCL 9-4-1 to annex territory on a petition filed by three-fourths of the registered voters or landowners in the area to be annexed and by owners of not less than three-fourths of the value of the territory to be annexed; and

WHEREAS, one hundred percent of the owners of the property described as: Tract 1 Bosch Addition in Section 36, Township 102 North, Range 48 West of the 5th Principal Meridian, Minnehaha County, South Dakota; and

WHEREAS, the owners of the above described property own at least three-fourths of the value of the territory to be annexed; and

WHEREAS, the above described property is contiguous to the City of Brandon; and

WHEREAS, the Brandon Planning and Zoning Commission reviewed the petition during their regular meeting on April 4, 2024 and has recommended that this property, as described, be annexed into the City of Brandon.

BE IT RESOLVED that the following described property be annexed and included in the boundaries of the City of Brandon, South Dakota:

Tract 1 Bosch Addition in Section 36, Township 102 North, Range 48 West of the 5th Principal Meridian, Minnehaha County, South Dakota

Dated this 15th day of April, 2024.

Harry Buck, Mayor

ATTEST:

Christina Smith

Municipal Finance Officer

(SEAL)

RESOLUTION #21-24

Alderman Steen moved Alderman Lawrence seconded to approve Resolution #21-24, annexing Tract 2 Bosch Addition. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

RESOLUTION #21-24

**RESOLUTION ANNEXING TRACT 2 BOSCH ADDITION IN SECTION 36,
TOWNSHIP 102 NORTH, RANGE 48 WEST OF THE 5TH P.M., MINNEHAHA
COUNTY, SOUTH DAKOTA**

WHEREAS, the City of Brandon, South Dakota has authority under SDCL 9-4-1 to annex territory on a petition filed by three-fourths of the registered voters or landowners in the area to be annexed and by owners of not less than three-fourths of the value of the territory to be annexed; and

WHEREAS, one hundred percent of the owners of the property described as: Tract 2 Bosch Addition in Section 36, Township 102 North, Range 48 West of the 5th Principal Meridian, Minnehaha County, South Dakota; and

WHEREAS, the owners of the above described property own at least three-fourths of the value of the territory to be annexed; and

WHEREAS, the above described property is contiguous to the City of Brandon; and

WHEREAS, the Brandon Planning and Zoning Commission reviewed the petition during their regular meeting on April 4, 2024 and has recommended that this property, as described, be annexed into the City of Brandon.

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Dated this 15th day of April, 2024.

Harry Buck, Mayor

ATTEST:

Christina Smith

Municipal Finance Officer

(SEAL)

PLANNING & ZONING COMMISSION APPOINTMENT

Mayor Buck appointed Megan Bassett to the vacancy on the Planning & Zoning Commission, Alderman Jorgenson moved Alderman Kull seconded to approve the appointment of Megan Bassett. Motion carried.

BRANDON TOWNSHIP DUST CONTROL REQUEST

The Streets Committee report was heard. Alderwoman Fish moved Alderman Steen seconded to approve the request from Brandon Township for dust control along Redwood Blvd. and Chestnut Blvd. in the amount of \$7,437.77. Motion carried.

EXIT 406 CONSTRUCTION ADMINISTRATION CONTRACT

Alderman Lawrence moved Alderman Johnson seconded to approve the contract with DGR Engineering for the construction administration for the Exit 406 project, in an amount not to exceed \$50,134.00. Motion carried.

CORE PHASE 2B RAILROAD AGREEMENT

Alderman Steen moved Alderman Kull seconded to approve Crossing Agreement #255 with Ellis & Eastern Company for the railroad crossing at Dogwood, in amount not to exceed \$100,000.00. Motion carried.

SIOUX FALLS FORCEMAIN SURGE ANALYSIS

The Water & Sewer Committee report was heard. Alderman Steen moved Alderman Johnson seconded to approve the agreement with HDR Engineering for the Sanitary Forcemain Surge Analysis, as presented. Motion carried.

EAST SIDE SEWER PROJECT EASEMENT AGREEMENT

Alderman Lawrence moved Alderman Steen seconded to approve the license agreement with the United States of America Department of Energy Western Area Power Administration for the East Side Trunk Sewer Project. Motion carried.

WATER TREATMENT PLANT PAY APPLICATION

Alderman Jorgenson moved Alderman Lawrence seconded to approve pay application #17 to Stanek Constructors in the amount of \$1,434,923.02 for the water treatment plant project. Motion carried.

At 6:18 p.m. on a motion by Alderman Steen seconded by Alderman Jorgenson the meeting was adjourned. Motion carried.

Melissa Labahn
Municipal Recording Clerk

Harry Buck
Mayor