

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on April 18, 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; Public Works Director, Rollie Hoeke; Golf Course Manager, Andrew Bauer and Park Superintendent, Devin Coughlin.

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

Alderman Clark moved Alderman David seconded to approve the minutes of the March 31, 2022 briefing meeting; the minutes of the April 4, 2022 regular meeting and the minutes of the April 11, 2022 special 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	Equipment	163,766.20
Adam Praska	Reimbursement	107.44
Advanced Engineering & Environmental Services	Designs	59,649.15
Alco Pro	Supplies	38.00
Alliance Communications	Utilities	330.00
Alternative HR Development	HR Contract/Publications	4,423.00
ARS, A Tecta America Company	Gutter Repairs	8,035.00
Avera Medical Group	Professional Services	131.00
Avera Medical Group	Professional Services	150.75
Beal Distributing	Alcohol/Beverages	1,275.25
Blaine's Service	Repairs	24.00
Brandon Ace Hardware	Supplies	4,487.45
Brandon Lumber	Supplies	512.47
Brandon Mini Storage	Rentals	660.00
Brandon Valley Media Group	Publications	1,374.79
Brandon Valley School District	Fuel	5,597.40
Brock White	Repairs	2,252.04
Builders Supply Company	Supplies	216.20
Capital One Trade Credit/Northern Tool	Supplies	340.29
Carlson & Stewart Refrigeration	Repairs	480.03
Century Business Products	Supplies	219.35
Chronogolfy	Software	3,000.00
Cintas	Supplies	662.09
Coca-Cola	Rentals/Beverages	253.80
Commercial Recreation Specialist	Swing Repairs	648.16
Concrete Materials	Repairs	363.83
Construction Products & Consultants	Supplies	1,622.30
CRA Payment Center/Titan Access Account	Supplies	2,405.75

Culligan Water Conditioning	Utilities	169.65
Dakota Beverage	Alcohol	704.30
Dakota Data Shred	Supplies	32.00
Dakota Pump & Control	Parts/Repairs	15,722.97
Direct Automation	Hired Repairs	764.73
Direct Technologies	Software	841.12
DirectTV	Utilities	156.73
Donna Jo Hausman	Election Worker	300.00
Duke Aerial Equipment	Rentals	495.90
Ellaine Henriksen	Election Worker	250.00
Ellis & Eastern Company	Leases	980.00
Enviromaster	Supplies	42.00
Fastenal	Repairs/Supplies	645.42
First Dakota Title	School Drainage	8,063.61
FNB-Cardmember Services	Misc Purchases	4,414.82
Graham Tire	Tires	503.68
Grainger	Repairs	128.79
Great Bear Sand and Gravel LLC	Improvements	2,944.00
H2ose It Carwash	Carwash Tokens	300.00
Hach Company	Supplies	289.86
Hauff Mid-America Sports	Pitchers Plate Replacement	227.40
Hawkins Water Treatment	Chemicals	7,284.78
HDR Engineering	Professional Services	11,551.79
I&S Group	Structural Analysis	6,000.00
Interstate Office Products	Supplies	204.80
IS Restaurant Design Equipment & Supply	Supplies	253.80
John Harkins	Election Worker	250.00
John Murawski	Election Worker	250.00
Judith Murawski	Election Worker	250.00
Kathryn Davis	Election Worker	250.00
Kirsten Walrath-Noem	Election Worker	300.00
Lacey Rentals	Rentals	125.00
Locators & Supplies	Supplies	516.12
Manley Tire & Oil Service	Repairs	18.95
Marv's Sanitary Service	Utilities	493.50
Mary Burggraaf	Election Worker	300.00
MC&R Pools	Contract	13,885.00
Menards	Repairs/Supplies	471.08
Michele Price	Election Worker	250.00
MidAmerican Energy	Utilities	2,029.19
Midwest Alarm Company	Hired Repairs	94.52
Mike & Cheryl Immeker	Refund	319.50
Mills & Miller	Deicing Salt	2,047.50
Minnehaha Community Water Corp	Utilities	99.00
Muth Electric	Hired Repairs	9,077.00
Norberg Paints	Paint Supplies	76.78
Northwest Tire Inc	Repairs	1,978.05
Orkin	Utilities	134.00
Pepsi-Cola	Beverages	400.42

Performance Press	Summer Rec Brochures	671.55
Pizza Ranch of Brandon	Prepared Food	97.29
Postmaster-Brandon Post Office	PO Box Rentals	214.00
Qualified Presort Service	Utility Billing	2,632.18
Rehfeld's Art & Framing	Picture Frames	389.84
Sam's Club	Food/Beverages	935.26
Sanitation Products	Supplies	240.92
SD Police Chief's Association	Supplies	1,531.50
Seth Geombel	Reimbursement	22.50
Sioux Falls Networks	Software/Equipment	4,605.00
Sioux Falls Utilities	Utilities	96,661.10
Sioux Valley Energy	Improvements	637.76
South Dakota Department of Revenue	Sales Tax	1,617.78
Staples Advantage	Supplies	243.97
Sturdevant's Auto Parts	Supplies	504.71
Sunshine	Food/Supplies	40.88
Tami Carda Photography	Professional Services	1,645.00
Titan Machinery	Repairs	55.99
Titleist	Pro Shop Resale	1,773.60
Tri State Hood Cleaning	Hired Repairs	450.00
US Bank	Bonds	600.00
Vanguard ID Systems	Supplies	30.60
Verizon	Utilities	527.85
Vogel Motors	Hired Repairs	92.00
Xcel Energy	Utilities	7,278.02
Zimco Supply	Supplies	8,646.00
The Huntington National Bank	Golf Course Lease	38,010.00
City Administration	April 14, 2022 Payroll	3,737.41
Finance Officer	April 14, 2022 Payroll	5,566.87
Government Buildings	April 14, 2022 Payroll	129.29
Engineer	April 14, 2022 Payroll	3,644.08
Police	April 14, 2022 Payroll	25,510.63
Building Inspections	April 14, 2022 Payroll	3,546.42
Street Department	April 14, 2022 Payroll	3,916.74
Rec Center	April 14, 2022 Payroll	43.63
Park Department	April 14, 2022 Payroll	4,416.68
Economic Development	April 14, 2022 Payroll	2,023.48
Water Department	April 14, 2022 Payroll	8,629.39
Sewer Department	April 14, 2022 Payroll	3,786.58
Golf Course Grounds	April 14, 2022 Payroll	2,552.08
Golf Course Lounge	April 14, 2022 Payroll	2,174.58
Golf Course Pro Shop	April 14, 2022 Payroll	2,586.11
Golf Course Community Room	April 14, 2022 Payroll	635.42
941 Payroll Taxes	April 14, 2022 Payroll	22,810.32
SD Retirement System Supplemental	April 14, 2022 Payroll	1,140.00
TASC Flex Plan	April 14, 2022 Payroll	1,064.63
Accounts Management	April 14, 2022 Payroll	75.00
Direct Pay Reimbursement	April 14, 2022 Payroll	240.55

Alderman Jorgenson moved Alderwoman Fish seconded to approve the consent calendar which contained the following items: a plat of Drainage Tract 3 of The Bluffs Addition, plat of Lots 1 and 2 of Block 1, Brandon Elementary School Addition, plat of Tract 2 of Brandon Pump House Addition, plat of Lots 2A and 8 of Larson's Tract 1, plat of Tract 2, Shafer's Second Addition, plat of Tracts 5B and 8 of Westview Estates. Motion carried.

PUBLIC COMMENTS

Lee Schelling, 204 W Elm Cir, spoke on the Water Treatment Plant Bid item on the agenda. Lee is in support of Reverse Osmosis.

TJ Cameron, 2821 E Daybreak Cir, asking for support for the Ward 3 council position.

Dan Nelson, 2800 E Daybreak Cir, spoke in support of TJ Cameron for the Ward 3 council Seat.

Colin Steen, 905 S 5th Ave, asking for support for the Ward 3 council position.

Thomas Nichols, 105 S. Augusta Pl, asking for support for the Ward 3 council position.

Cody Clites, 1620 S River Oak Ave, spoke in support of TJ Cameron for the Ward 3 council seat.

Brett Citrowske, 2518 E Augusta St, spoke on the Water Treatment Plant Bid item on the agenda. Brett is in support of Reverse Osmosis.

Sue Eckert, 301 S 2nd Ave, spoke on the sidewalk locations in the core phase 2A street reconstruction project.

CANVASSING BOARD – RESULTS OF MAYOR ELECTION

Alderwoman Clark moved Alderwoman David seconded to approve the official canvass sheet for the April 12, 2022 Mayor Election. Alderman Parliament was recused from the vote. A roll call vote showed Clark, David, Fish, Jorgenson, Kull aye. Motion carried. Certificate of Election was presented to Harry Buck.

CANVASSING BOARD – RESULTS OF WARD 1 COUNCIL ELECTION

Alderwoman Clark moved Alderwoman David seconded to approve the official canvass sheet for the April 12, 2022 Alderman Ward 1 Election. Alderwoman Fish was recused from the vote. A roll call vote showed Clark, David, Jorgenson, Kull, Parliament aye. Motion carried. Certificate of Election was presented to Barb Fish.

PROCLAMATION #2021-02

The Public Safety Committee report was heard. Proclamation #2022-03 was presented declaring the month of May 2022 as Building Safety Month in Brandon, SD.

Proclamation #2022-03

Building Safety Month — May 2022

Whereas, our City Of 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, “Safety for All: Building Codes in Action,” the theme for Building Safety Month 2022, encourages us all to raise awareness about planning for safe and sustainable construction; career opportunities in building safety; understanding disaster mitigation, energy conservation; and creating a safe and abundant water supply to all of our benefit, 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, Jim Heinitz Mayor of the Brandon, South Dakota do hereby proclaim the month of May 2022 as Building Safety Month. Accordingly, I encourage our citizens to join us as we participate in Building Safety Month activities.

Jim Heinitz
Mayor

ISG TASK 1 REPORT ON CITY HALL

Josh Muckenhirn and Mathew LaVoy from ISG presented the City Hall plus Council Chambers Structural Assessment. The purpose of the assessment was to provide an overview of the structural conditions of the buildings. The estimated costs to make repairs to the buildings is \$829,700.00. This is just for the structural repairs to the buildings such as drainage, roof, sheathing, tuck point joints, replacing degrading block and more. The repairs do not include carpet, windows, offices, remodel etc. ISG has started Task 2 of the project. No action required.

GOLF COURSE SEASONAL STAFF

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

Maintenance: Grant Everson, \$16.00 per hour; Quentin Gundermann, \$16.00 per hour

MILES FOR MUTTS

The Parks & Recreation Committee report was heard. Alderwoman Fish moved Alderwoman Clark seconded to approve the request from Jayme Smid, Anytime Fitness Manager, to hold their Miles for Mutts event on Sunday, April 24, 2022 from 8:00 a.m. until 2:00 p.m. Motion carried.

PARK SEASONAL POSITIONS

Alderwoman Fish moved Alderman Jorgenson seconded to approve the following seasonal staff for the Parks Department. Motion carried.

Parks Department: Tyler Blankartz, \$16.00 per hour

MCHARDY PARK ALCOHOLIC CONSUMPTION PERMIT

Alderwoman Fish moved Alderman Parliament seconded to approve the alcoholic consumption permit for the BABA Jeep Club on Saturday, May 21, 2022 from 2:00 p.m. to 6:30 p.m. Motion carried.

WELL AGREEMENT WITH BRANDON VALLEY BASEBALL ASSOCIATION

Alderwoman Fish moved Alderman Kull seconded to approve the well agreement with the Brandon Valley Baseball Association as presented. Motion carried.

SALARY REVIEW AND ADJUSTMENT

The Public Safety Committee, Fire department and Ambulance report was heard. Alderwoman Clark moved Alderman Kull seconded to approve the annual salary adjustment for Austin Peterson, to step 18-14 on the wage scale, \$41.33 per hour, effective May 11, 2022.

SALARY REVIEW AND ADJUSTMENT

Alderman Jorgenson moved Alderwoman Clark seconded to approve the salary adjustment for Paul Clarke, to step 16-14 on the wage scale, \$39.73 per hour. Motion carried.

WARD 3 APPOINTMENT

Alderman Kull moved Alderwoman Clark seconded to appoint Colin Steen to fill the Ward 3 vacancy, effective May 2, 2022. Alderwoman David was recused from the vote. A roll call vote showed Clark, Fish, Jorgenson, Kull, Parliament aye. Motion carried.

ORDINANCE #654

Alderman Kull moved Alderman Jorgenson seconded to give first reading to Ordinance #654: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING CHAPTER 2-3-2, ON-SALE OR OFF-SALE LICENSE: DISTNACE FROM SCHOOL OR CHURCH. A roll call vote showed Clark, Fish, Jorgenson, Kull aye; David, Parliament nay. Motion carried.

ORDINANCE #655

Alderman Jorgenson moved Alderman Kull seconded to give first reading to Ordinance #655: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING CHAPTER 6-3-8.1 FARMER'S MARKET PERMIT. A roll call vote showed Clark, Fish, Jorgenson, Kull aye; David, Parliament nay. Motion carried.

RESOLUTION #13-22

Alderwoman Fish moved Alderwoman Clark seconded to approve Resolution #13-22 to approve a revised joint cooperative agreement establishing the South Eastern Council of Governments. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parliament aye. Motion carried.

RESOLUTION #13-22

A RESOLUTION APPROVING A REVISED JOINT COOPERATIVE AGREEMENT ESTABLISHING THE SOUTH EASTERN COUNCIL OF GOVERNMENTS

WHEREAS, in 1970, South Dakota Governor Frank Farrar signed an Executive Order creating six Planning and Development Districts in South Dakota; and

WHEREAS, the South Eastern Council of Governments (SECOG) was created when local officials in the area exercised their authority under the "Joint Exercise of Governmental Powers" (SDCL 1-24); and

WHEREAS, SECOG serves Clay, Lincoln, McCook, Minnehaha, Turner, and Union Counties as well as the municipalities located within those counties in southeastern South Dakota; and

WHEREAS, SECOG was created as a means whereby counties and cities and other public and private organizations within them may cooperate with one another to improve the health, safety, and general welfare of the citizens of the region; and

WHEREAS, SECOG promotes regional cooperation and the economical delivery of services and has been providing technical assistance to local governmental entities for more than 50 years; and

WHEREAS, SECOG’s Executive Board has determined that the existing Joint Cooperative Agreement entered into in 2017 should be revised.

NOW THEREFORE BE IT RESOLVED THAT

1. The City of Brandon hereby approves the document titled “South Eastern Council of Governments Joint Cooperative Agreement” among Clay, Lincoln, McCook, Minnehaha, Turner, and Union counties and the cities of Brandon, Harrisburg, Sioux Falls, Tea, and Vermillion.
2. The agreement, containing revisions to the existing 2017 Joint Cooperative Agreement, is attached to and hereby made a part of this resolution.

Dated this 18th day of April, 2022.

Jim Heinitz - Mayor
City of Brandon

ATTEST:

Christina Smith - Finance Officer

COMMUNICATION

Alderman Clark requested that communication be an ongoing agenda item. No action required.

ENCORE PARK ASSIGNMENT AND ASSUMPTION AGREEMENT OF RR LICENSES

Alderman Parliament moved Alderman David seconded to approve the Encore Park Assignment and assumption Agreement, as presented. Motion carried.

TAX ABATEMENT

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

<u>Abatement Number</u>	<u>Parcel ID</u>
2022-0131	83041
2022-0130	90214

CORE AREA OVERLAY BID

The Public Works Committee report was heard. Alderwoman Clark moved Alderman Jorgenson seconded to accept the bid from Seal Pros, Inc for the Core Area Overlay project in the amount of \$196,625.10 and to add 7th Ave, Cedar St from 4th Ave to Splitrock Blvd and possibly Fleetwood Circle to the project. Motion carried.

<u>Company</u>	<u>Bid Amount</u>
Seal Pros, Inc	\$196,625.10
Myrl & Roy’s Paving	\$229,834.70
Black Top Paving	\$271,017.60
ASCO	\$353,650.50
Double H Paving	\$371,962.50

SALARY REVIEW AND ADJUSTMENT

Alderman Kull moved Alderman Jorgenson seconded to approve the annual salary adjustment for Rollie Hoeke, to step 23-12 on the wage scale, \$47.37 per hour, effective May 5, 2022. Motion carried.

CORE AREA PROJECT PHASE 2A – SIDEWALK PLACEMENT

Discussion was held on the location of sidewalks in the Core Phase 2A project. Engineers will take a look at the locations. No action taken.

WATER TREATMENT PLANT BID

Ben Julson with AE2S was present to discuss the bid and answer questions. Alderman Kull moved Alderman Jorgenson seconded to accept the base bid from Stanek Constructors for the Water Treatment Plant project in the amount of \$24,973,800.00 which includes reverse osmosis. A roll call vote showed Fish, Jorgenson, Kull aye; Clark, David, Parliament nay. Motion failed. Bid will be presented at the next meeting as old business.

<u>Company</u>	<u>Base Bid Amount</u>	<u>Bid Alternate(deduct)</u>
Stanek Constructors	\$24,973,800.00	\$8,030,000.00
PKG	\$28,396,900.00	\$8,300,000.00

ENGAGEMENT LETTER WITH DA DAVIDSON FOR WATER TREATMENT PLANT FINANCING

Alderwoman David moved Alderwoman Clark seconded to approve the underwriting engagement letter with DA Davidson for the Water Treatment plant project, as presented. Motion carried.

WESTSIDE TRUNK SANITARY SEWER EXTENTION PROJECT

Alderman Jorgenson moved Alderman Parliament seconded to approve the contract with GeoTek for the Westside Trunk Sanitary Project testing in an amount not to exceed \$14,400.00. Motion carried.

WATER TOWER PROJECT PAY APPLICATION

Alderman Jorgenson moved Alderwoman David seconded to approve pay application #10 to AB Contracting, LLC. in the amount of \$163,766.20 for the water tower project. Motion carried.

BIG SIOUX DRAINAGE STRUCTURE REPAIR

Alderman Parliament moved Alderwoman David seconded to approve the contract with Kogel Archaeological Consulting Services to complete the Level III Cultural Resources Survey in the amount not to exceed \$9,925.00. Motion carried.

BRANDON 90 PLAZA ADDITION LIFT STATION AGREEMENT

Alderwoman Clark moved Alderman Parliament seconded to approve the Brandon 90 Plaza Lift Station Agreement with DWBP LLC, as presented. Motion carried.

MARCH FINANCIALS

March Financials were presented to council for their review. No action needed.

At 8:43 p.m. Alderwoman Clark moved Alderwoman David seconded to go into executive session to discuss contract negotiations, per SDCL 1-25-2.4. Motion carried. At 9:00 p.m. Mayor Jim Heinitz declared the executive session ended.

At 9:00 p.m. on a motion by Alderwoman Clark seconded by Alderwoman David the meeting was adjourned. Motion carried.

Christina Smith
Finance Officer

Jim Heinitz
Mayor