

## MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on June 1, 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 and Chuck Parsons. Others present were: City Administrator, Bryan Read; Finance Officer, Christina Smith; City Attorney, Lisa Marso; City Engineer, Tami Jansma; Police Chief, Joe Weir; Fire Chief, Robert Dykstra; Park Superintendent, Devin Coughlin; Golf Course Manager, Andrew Bauer and Public Works Director, Rollie Hoeke. Mayor Paul Lundberg was present via Zoom.

Alderwoman Clark moved Alderwoman David seconded to approve the agenda as amended. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

Alderman Kull moved Alderwoman Fish seconded to approve the minutes of the May 18, 2020 regular meeting and the May 21, 2020 special meeting. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

Alderman Parsons moved Alderwoman David seconded to approve the following claims. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A Bar K, Inc.	Repairs	675.52
AE2S	Professional Services	5,618.75
AFLAC	May Premium	1,253.95
Avera McKennan Hospital	Fees	2,138.40
Beal Distributing	GC Resale	1,212.10
Brandon Development Foundation	Annual Contribution	100,000.00
Coffee Cup - Brandon	Fuel	25.42
Confluence	Professional Services	4,818.74
Construction Products & Consultants	Supplies	569.00
Core & Main, LP	Supplies	125.16
Corson Village Sanitary District	May Refund	1,006.65
D & K Construction	Repairs	9,304.44
Dakota Beverage	GC Resale	886.30
Delta Dental of SD	June Premium	2,926.90
Dennis Olson	Reimbursement	45.78
DGR Engineering	Professional Services	46,067.95
EnviroMaster, Inc.	Supplies	70.00
Ferguson Waterworks	Supplies	7,632.41
General Traffic Controls, Inc.	Equipment	525.00
Geo-Tek	Professional Services	4,080.00
Glass Doctor - Sioux Falls	Repairs	288.49
Govt. Finance Officers Assoc.	Dues	170.00
Hauff Mid-American Sports	Supplies	3,903.00
Hawkins Water Treatment	Chemicals	1,320.00
Inter-Lakes Community Action, Inc.	Transit	6,142.10

Johnson Brothers Famous Brands	GC Resale	1,012.58
Lacey Rentals	GC Rental	264.00
McGreevy Clinic	Professional Services	131.00
McLeod's Printing & Office Supply	Supplies	290.35
Michael's Fence	Professional Services	2,842.00
Modern Woodmen of America	June Premium	1,867.08
Myrl & Roy's Paving, Inc.	Repairs	607.88
Norby Golf Course Design, Inc.	Professional Services	14,287.60
Palisades Oil	Fuel	1,891.13
Palisades Propane, Inc.	Utilities	373.25
Petty Cash	Supplies	27.99
Pheasantland Industries	Supplies	22.24
SD Dept. of Health	Professional Services	135.00
SD-DENR	Fees	1,450.00
Sioux Falls Ford	Repairs	806.17
Sioux Falls Humane Society	Professional Services	20.40
Sioux Valley Energy	Utilities	30,300.32
Sysco Lincoln	GC Resale	877.16
The Wright Vacs	Repairs	38.00
Valley Springs Body Shop	Professional Services	400.00
Verizon Wireless	Utilities	483.74
Water Environment Federation	Dues	155.00
Wellmark BC/BS	June Premium	51,150.54
Wirtjes Auto Repair	Repairs	1,607.61
Xcel Energy	Utilities	2,353.17
Zabel Steel	Supplies	203.07
City Administration	May 14, 2020 Payroll	3,399.74
Finance Office	May 14, 2020 Payroll	4,243.26
Government Buildings	May 14, 2020 Payroll	133.91
Engineer	May 14, 2020 Payroll	2,093.40
Police	May 14, 2020 Payroll	22,078.87
Building Inspections	May 14, 2020 Payroll	3,429.08
Street Department	May 14, 2020 Payroll	6,055.62
Park Department	May 14, 2020 Payroll	5,825.55
Economic Development	May 14, 2020 Payroll	772.15
Water Department	May 14, 2020 Payroll	8,564.43
Sewer Department	May 14, 2020 Payroll	3,115.56
Golf Course Grounds	May 14, 2020 Payroll	4,589.23
Golf Course Lounge	May 14, 2020 Payroll	901.28
Golf Course Pro Shop	May 14, 2020 Payroll	2,963.80
Golf Course Community Room	May 14, 2020 Payroll	827.56
941 Payroll Taxes	May 14, 2020 Payroll	20,751.43
SD Retirement System Supplemental	May 14, 2020 Payroll	712.50
TASC Flex Plan	May 14, 2020 Payroll	624.96
Accounts Management	May 14, 2020 Payroll	75.00

Jeremy Olson, employee of the City of Brandon and member of the Benefits Committee was present for discussion regarding the Employees Health Insurance renewal.

#### APPEAL OF CONDITIONAL USE PERMIT – 1909 W. RIVER BLUFF DRIVE

A public hearing was held, as advertised, to consider an appeal for a Home Occupation Permit that was approved by the Planning & Zoning Commission on May 7, 2020 for 1909 W. River Bluff Drive. Mike Van Voorst, 1913 W. River Bluff Drive, submitted an appeal to that approval. Alderman Parsons moved Alderman Jorgenson seconded to affirm the decision of the Planning & Zoning Commission. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

#### FLOOD MITIGATION PROPOSAL

The Golf Course Committee report was heard. Kevin Norby, Norby Golf Course Design, was present for discussion via Zoom. Discussion held on flood damage design build for the Brandon Golf Course. Alderman Parsons moved Alderwoman Fish seconded to move forward with the design build process as presented. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

#### GOLF COURSE SEASONAL STAFF

Alderman Parsons moved Alderwoman Clark seconded to approve the hiring of Nettie Romen as a Lounge Bartender at \$7.80 per hour for the 2020 season. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

#### PARKS DEPARTMENT SEASONAL STAFF

The Parks & Recreation Committee report was heard. Alderwoman Fish moved Alderman Kull seconded to approve the hiring of Ian Kasten as parks staff at \$12.30 per hour for the 2020 season. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

#### MCHARDY MARKET DATES

Alderwoman Fish moved Alderman Jorgenson seconded to approve the new dates for McHardy Market of July 17 & 18, 2020. Alternative dates of August 7 & 8, 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

#### SUMMER REC CANCELLATION

Alderwoman Fish moved Alderman Parsons seconded to approve the Park Advisory Committee recommendation to cancel the Summer Rec program for 2020, due to Covid-19. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

#### REQUEST FOR FIREWORKS PERMIT

The Public Safety Committee report was heard. Alderman Kull moved Alderwoman Clark seconded to approve the request from Bethany Lutheran Home to host a fireworks display on July 2, 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

VFW JULY 4<sup>TH</sup> PARADE

Alderman Clark moved Alderman Jorgenson seconded to approve the request from the Brandon VFW to conduct a parade on July 4, 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

SALARY REVIEW AND ADJUSTMENT

Alderman Clark moved Alderman Kull seconded to approve the annual salary adjustment for Micha Henning, to step 27-8 on the wage scale, \$23.20 per hour, effective June 6, 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

SALARY REVIEW AND ADJUSTMENT

Alderman Clark moved Alderman Kull seconded to approve the annual salary adjustment for Andrew Nygaard, to step 27-2 on the wage scale, \$20.90 per hour, effective June 10, 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

SALARY REVIEW AND ADJUSTMENT

Alderman Clark moved Alderman Kull seconded to approve the annual salary adjustment for Zachery Kieffer, to step 27-2 on the wage scale, \$20.90 per hour, effective June 10, 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

SALARY REVIEW AND ADJUSTMENT

Alderman Clark moved Alderman Kull seconded to approve the annual salary adjustment for Dan Francis, to step 26-2 on the wage scale, \$20.58 per hour, effective June 10, 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

ORDINANCE #610

The Administration Committee report was heard. Paul VandeBerg, Alliance Communications, was present for discussion via Zoom. Alderman Fish moved Alderman Parsons seconded to give first reading to Ordinance #610: TITLE: THIS CHAPTER SHALL BE KNOWN AS THE CITY OF BRANDON TELEVISION FRANCHISE ORDINANCE. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

POLICE WAGE DISCUSSION

Alderman Clark discussed that wages for Brandon police officers are low, compared to other Cities. Staff will look into preparing a wage study.

4-YEAR HEALTH INSURANCE BUY DOWN

Alderman Clark discussed eliminating the 4-year health insurance buy down for employees.

SALARY REVIEW AND ADJUSTMENT

Alderman Kull moved Alderman Parsons seconded to approve the annual salary adjustment for Christina Smith, to step 67-6 on the wage scale, \$40.85 per hour, effective June 2, 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

### MINNEHAHA COUNTY TAX ABATEMENTS

Alderman Kull moved Alderwoman Clark seconded to approve the following tax abatements, as presented, #2020-0078, #2020-0079, #2020-0087, #2020-0097, #2020-0100 and #2020-0121. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

### ORDINANCE #609

Alderwoman Fish moved Alderwoman David seconded to give first reading to Ordinance #609: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SOUTH DAKOTA PROVIDING FOR A SUPPLEMENTAL APPROPRIATION FOR THE FISCAL YEAR 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

### 2020 INSURANCE RENEWAL

Casey Sonju was present for discussion. Discussion held on employee health insurance renewal for 2020/2021. There is a \$7,000.00 difference between the premium and what was budgeted. Alderman Kull discussed that granted it came in \$7,000.00 over budget, there are numerous projects in town that come in over budget each year. Alderwoman Clark discussed that \$567,000.00 is budgeted, and the Cities plan cost is approximately \$640,000.00 for the year. The \$640,000.00 includes employees whom have retired, whom reimburse the City for their premiums, bringing the Cities plan cost to approximately \$574,000.00. Alderwoman Fish wants to stay on budget of \$567,000.00. Staff will meet with Casey to go over other options to get costs inline with the amount budgeted.

### BV CHAMBER REQUEST TO USE GOLF COURSE COMMUNITY ROOM

Alderman Parsons moved Alderwoman Clark seconded to approve the request from the Brandon Valley Chamber of Commerce to use the Golf Course Community Room on June 23, 2020 from 11:30am-1:30pm, with the fee waived. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

### PUBLIC WORKS SEASONAL STAFF

The Street Committee report was heard. Alderwoman David moved Alderman Jorgenson seconded to approve the hiring of Matthew Fickbohm for the public works department at \$13.60 per hour, part-time seasonal 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

### SALARY REVIEW AND ADJUSTMENT

Alderman Kull moved Alderwoman Clark seconded to approve the annual salary adjustment for Troy Hillman, to step 25-9 on the wage scale, \$22.86 per hour, effective June 11, 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

### MAIN AVENUE INTERCEPTOR PROJECT

The Water & Sewer Committee report was heard. Alderman Parsons moved Alderwoman Fish seconded to approve change order #2 to H&W Contracting, extending the contract completion date to August 28, 2020 for the Main Avenue interceptor project. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

At 8:16 p.m. on a motion by Alderman Kull seconded by Alderman Jorgenson the meeting was adjourned. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

---

Melissa Labahn  
Municipal Recording Clerk

---

Paul Lundberg  
Mayor