

## MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on June 19, 2023 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Bruce Johnson, Tim Jorgenson, David Kull, Kevin Lawrence, Colin Steen and Mayor Harry Buck. Barb Fish was present via conference call. 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 and Public Works Director, Rollie Hoeke.

Alderman Steen moved Alderman Johnson seconded to approve the agenda. Motion carried.

Alderman Steen moved Alderman Lawrence seconded to approve the minutes of the June 1, 2023 briefing meeting and the minutes of the June 5, 2023 regular meeting. Motion carried.

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

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Aflac	Insurance	844.97
AJ Spirit Wear	Supplies	414.00
Alliance Communications	Utilities	2,666.85
Alternative HR Development	HR Services	3,584.50
American Fence Company	Hired Repairs	4,874.50
Applied Concepts	Hired Repairs	5,238.00
B&B Golf Cars	Hired Repairs	451.20
Beal Distributing	GC Resale	1,947.95
Bioverse	Supplies	1,640.07
Blaine's Service	Hired Repairs	139.90
Border States Electric	Repairs	614.18
Boyce Law Firm	Professional Services	5,110.00
Brandon Ace Hardware	Supplies	4,492.21
Brandon Lumber	Supplies	727.44
Brandon Valley Media Group	Publications	2,027.14
Brandon Valley School District	Fuel	5,089.12
Builders Supply Company	Repairs	591.00
Cardmember Services	Misc. Expenses	18,853.15
Carlson & Stewart Refrigeration	Hired Repairs	342.61
Cash-Wa	GC Resale	1,619.02
Century Business Products	Printer Copy Counts	278.86
Century Business Products	Police Printer	77.30
Champion Tree Service	Professional Services	1,745.00
Christina Smith	Reimbursement	58.00
Coca Cola/Chesterman	GC Resale	750.81
Coffee Cup	Fuel	29.23
Core & Main	Supplies	1,135.20
Courtney Moeller	Reimbursement	77.09
Culligan Water Conditioning	Monthly Contract	76.75

Dakota Beverage	GC Resale	1,569.80
Dakota Data Shred	Paper Shredding	67.05
Dennis Supply Company	Repairs	106.66
DGR Engineering	Professional Services	125,991.11
Diamond Mowers	Repairs	91.90
Direct Technologies	Software	1,100.74
Direct Technologies	Hired Repairs	108.75
DPC Industries	Chemicals	2,344.11
ELO CPA's & Advisors	Annual Audit	14,750.00
Enviromaster	Supplies	84.00
Geotek Engineering	Professional Services	9,158.50
Girton Adams	Supplies	200.00
Golf Course Superintendent Association of America	Dues	465.00
Hawkins Water Treatment	Chemicals	4,529.19
HDR Engineering	Professional Services	36,914.50
Heather Mitzel	Reimbursement	336.30
I&S Group	Professional Services	31,655.00
IMEG/Clark Engineering	Professional Services	3,896.35
Infrastructure Design Group	Improvements	585.00
Innovative Office Solutions	Supplies	443.51
Interstate Office Products	Supplies	237.80
Johnson Brothers Famous Brands	GC Resale	3,699.41
Knife River	Repairs	2,124.72
Lacey Rentals	Rentals	560.00
Locators & Supplies	Supplies	271.20
Manley Tire & Oil Service	Hired Repairs	1,469.00
Marv's Sanitary Service	Utilities	1,102.25
Master Blaster	Supplies	154.85
Med-Star Paramedic Ambulance	Monthly Contract	4,166.67
Metro Communications	Quarterly Fees	36,861.00
Metro Construction	Rushmore Ph 2	664,615.66
Meyer Laboratory	Supplies	419.94
MidAmerican Energy	Utilities	124.64
Midwest Alarm Company	Hired Repairs	180.25
Minnehaha Community Water Corp	Utilities	137.00
Nick Moeller	Reimbursement	273.60
Norberg Paints	Repairs	295.32
Oakridge Nursery & Landscaping	May Tree Vouchers	4,639.72
Oakridge Nursery & Landscaping	Supplies	2,092.50
Orkin	Monthly Contract	145.99
Palisades Oil	Fuel	2,784.61
Pepsi	GC Resale	346.74
Performance Press	Safety Town Supplies	48.00
Peters Distributing	Supplies	106.33
Pitney Bowes	Quarterly Lease	181.23
Pomp's Tire Service	Repairs	826.53
Precision Small Engine Co	Supplies	88.80

Prestige Flag	Supplies	309.33
Qualified Presort Service	Utility Bill Processing	2,812.47
R&L Supply	Repairs	171.53
Ramkota Hotel-Pierre	Travel Dues	345.00
Sam's Club	Supplies	249.84
Schwartzle Construction	GC Retaining Wall	282,546.26
SD Department of Revenue	Sales Tax	16,324.61
SD One Call	Utilities	404.32
Sioux Falls Humane Society	Monthly Contract	364.78
Sioux Falls Networks	Software	513.46
Soukup Construction	Professional Services	9,234.71
Stanek Constructors	WTP Expansion	909,797.66
	Water Tower	
Stockwell Engineers	Construction	6,708.12
Summit Fire Protection	Rentals	94.50
Sunshine	Supplies	431.31
T I Windows	Professional Services	175.00
Tactical Solutions/Public Safety Equipment	Hired Repairs/Supplies	69.50
Tony's Catering	Catering	4,775.88
Toro	Monthly Contract	229.00
Trista Christiaansen	Summer Rec Bus	75.00
Veseris	Supplies	86.50
VFW Post 4726-Brandon	Rentals	1,500.00
Vogel Motors	Hired Repairs	977.00
Wirtjes Auto Repair	Hired Repairs	185.58
Xcel Energy	Utilities	3,244.98
Xcel Energy	Utilities	3,508.62
First National Bank Trust Department	GC Equipment Laon	1,124.98
City Administration	June 8, 2023 Payroll	4,129.37
Finance Officer	June 8, 2023 Payroll	6,145.89
Government Buildings	June 8, 2023 Payroll	115.23
Engineer	June 8, 2023 Payroll	4,125.66
Police	June 8, 2023 Payroll	31,956.23
Building Inspections	June 8, 2023 Payroll	4,002.87
Street Department	June 8, 2023 Payroll	7,459.53
Summer Recreation	June 8, 2023 Payroll	345.16
Pool	June 8, 2023 Payroll	16,147.59
Park Department	June 8, 2023 Payroll	9,700.35
Economic Development	June 8, 2023 Payroll	2,242.65
Water Department	June 8, 2023 Payroll	9,679.80
Sewer Department	June 8, 2023 Payroll	5,287.56
Golf Course Grounds	June 8, 2023 Payroll	12,542.41
Golf Course Lounge	June 8, 2023 Payroll	7,647.02
Golf Course Pro Shop	June 8, 2023 Payroll	6,658.23
Golf Course Community Room	June 8, 2023 Payroll	1,360.21
941 Payroll Taxes	June 8, 2023 Payroll	37,155.76
SD Retirement System Supplemental	June 8, 2023 Payroll	1,455.00
TASC Flex Plan	June 8, 2023 Payroll	1,152.82

Accounts Management  
Direct Pay

June 8, 2023 Payroll  
Reimbursement

75.00  
1,574.07

Scott Carbonneau, 201 S. Country Club Avenue, was present for discussion. Scott wanted to address the Aspen Ridge Development and his concerns with safety & infrastructure.

Nathan Smith, 316 S. Country Club Avenue, was present for discussion. Nathan discussed the letters that were mailed regarding the Aspen Ridge Development re-zone hearing originally scheduled for June 15 with Planning & Zoning and June 19 for City Council.

David Huntimer, 415 S. Country Club Avenue, was present for discussion. David has concerns with the notification process for public hearings and is against the proposed Aspen Ridge Development. Concerns with construction, traffic and noise.

Larry McPherson, 101 S. Country Club Avenue, was present for discussion. Larry asked about the Aspen Ridge Development and how it was determined to do more multi-family vs single-family. Larry also discussed road improvements needed on E. Redwood Blvd. and N. Chestnut Blvd., asked about water capacity with the new water tower.

#### ORDINANCE #689

A public hearing was held, as advertised, consider Ordinance #689. Wehrkamp Properties, LLC. is requesting a re-zone of their property located at 117 E. Holly Blvd. from R-2 Special Exception to GB General Business. The Planning & Zoning Commission made a “do-pass” recommendation at their June 15, 2023 regular meeting. Commissioner Steen moved Commissioner Johnson seconded to give first reading to Ordinance #689: 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 FOLOWING DESCRIBED PROPERTY. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

#### ORDINANCE #683

Alderman Jorgenson moved Alderman Johnson seconded to give second reading to Ordinance #683: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-21-1(B), AMENDMENTS AND CHANGE OF ZONE, PROCEDURE. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

#### ORDINANCE #684

Alderman Kull moved Alderman Steen seconded to give second reading to Ordinance #684: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-22-4, CONDITIONAL USE PERMITS, EXPIRATION. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

ORDINANCE #685

Alderman Johnson moved Alderman Lawrence seconded to give second reading to Ordinance #685: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY CLARIFYING REGULATIONS AND DEFINITIONS RELATED TO BUSINESSES INVOLVING THE RETAIL SALE OF GASOLINE AND OTHER MOTOR VEHICLE FUELS BY AMENDING CHAPTER 15-8-2, CB: CENTRAL BUSINESS DISTRICT, PERMITTED USES; CHAPTER 15-10-2, GB: GENERAL BUSINESS DISTRICT, PERMITTED USES; CHAPTER 15-11-2, LI: LIGHT INDUSTRIAL DISTRICT, PERMITTED USES; CHAPTER 15-12-2, HI: HEAVY INDUSTRIAL DISTRICT, PERMITTED USES; AND CHAPTER 15-23-2, DEFINITIONS, DEFINITIONS. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

ORDINANCE #686

Alderman Kull moved Alderman Steen seconded to give second reading to Ordinance #686: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-13-3, IN: INSTITUTIONAL DISTRICT, CONDITIONAL USES; AND CHAPTER 15-23-2, DEFINITIONS, DEFINITIONS. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

ORDINANCE #687

Alderman Johnson moved Alderman Larence seconded to give second reading to Ordinance #687: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-13-3, IN: INSTITUTIONAL DISTRICT, CONDITIONAL USES; AND CHAPTER 15-23-2, DEFINITIONS, DEFINITIONS. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

ORDINANCE #688

Alderman Johnson moved Alderman Lawrence seconded to give second reading to Ordinance #688: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-11-10, LI: LIGHT INDUSTRIAL DISTRICT, LOT AND YARD REGULATIONS. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

RETAINING WALL PAY APPLICATION

The Golf Course Committee report was heard. Alderman Steen moved Alderman Johnson seconded to approve pay application #7 to Schwartzle Construction in the amount of \$282,546.26 for the golf course retaining wall project. Motion carried.

RESOLUTION #13-23

The Parks & Recreation Committee, Public Safety Committee and Administration Committee reports were heard. Alderman Steen moved Alderman Jorgenson seconded to approve

Resolution #13-23 with one update to Building Inspector as he/she. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

**RESOLUTION #13-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRANDON, SOUTH DAKOTA AMENDING THE ACCOUNTING POLICY**

**WHEREAS**, the City of Brandon, SD (the “City”) is a municipality in South Dakota; and

**THEREFORE BE IT RESOLVED** by the City Council of Brandon, SD that the attached City of Brandon Accounting Policy, attached hereto, is hereby amended and adopted.

Dated this 19<sup>th</sup> day of June, 2023.

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Harry Buck  
Mayor

ATTEST:

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Christina Smith  
Municipal Finance Officer

(SEAL)

**RESOLUTION #14-23**

Alderman Steen moved Alderman Jorgenson seconded to approve Resolution #14-23. Al Kirkeby, 1317 S. Parkview Place, member of the Park Advisory Committee, was present for discussion. Al discussed the need for a second entrance/exit to Aspen Park. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

**RESOLUTION #14-23  
ADOPTING THE 2024 – 2028 CAPITAL IMPROVEMENTS PLAN**

**WHEREAS**, the Brandon City Council and city staff have identified and prioritized capital improvement projects for the years 2024 through 2027; and

**WHEREAS**, the Capital Improvements Plan shall serve as a guide for future capital projects for 2023 through 2027; and

**WHEREAS**, the Capital Improvements Plan is based upon revenue and expenditure projections and may be subject to change in the future that may have an impact of future projects contained in the plan; and

**WHEREAS**, the Capital Improvements Plan does not include any capital projects for the Parks Department in years 2025 to 2028; and

**WHEREAS**, it is the intent of the Brandon City Council to review actual revenues, expenditures and capital projects on an annual basis and to make appropriate adjustments to the Capital Improvements Plan based on actual year end financials.

**NOW THEREFORE BE IT RESOLVED** by the Brandon City Council that the 2024-2028 Capital Improvements Plan, attached hereto, is hereby adopted.

**BE IT FURTHER RESOLVED** that the Capital Improvements Plan will be reviewed on an annual basis once actual year end financials are available for the prior fiscal year.

**BE IT FURTHER RESOLVED** that if the financial position of the City improves the Parks Department, city buildings shall receive priority when considering additional projects to include in any future Capital Improvement Plans.

Adopted this 19th day of July 2023.

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Harry Buck, Mayor

ATTEST:

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Christina Smith, Finance Officer

**ASPEN RIDGE PRELIMINARY PLANS**

Russell Atkins, 8304 S. Timber Oak Circle, Sioux Falls, was present for discussion. Russell is the developer for Aspen Ridge Development. Russell presented their plans for a mixed-use development consisting of R-1 Low Density Residential, R-2 Medium Density Residential, R-3 High Density Residential, GB General Business and IN Institutional. TJ Cameron, 2821 E. Daybreak Circle, was present for discussion. TJ has concerns with the high density residential being proposed. Russell explained how the plan was developed in relation to location of the R-3

area, etc. Laura Carbonneau, 201 S. Country Club Avenue, was present for discussion. Laura questioned city staff in regards to public input opportunities and potential outcomes to such public input. City Administrator Bryan Read explained the letters that were originally mailed regarding the re-zone public hearings scheduled for June 15 & June 19 - the legal newspaper of the City of Brandon did not print the required publication notice as requested by city staff, therefore those meetings had to be cancelled and will be rescheduled at a later time. State law does not require the mailing of letters to neighboring property owners. City Engineer Tami Jansma addressed resident concerns regarding water & water pressure, sewer and increased traffic. Next steps would be annexation, re-zone process, submittal of development engineering plans and platting. Ryan Tysdal, 2571 S. Westlake Drive, Sioux Falls was present for discussion. Ryan is the real estate broker selling the commercial and multi-family land in this proposed development. Ryan has worked with Eric Christensen, one of the developers for Aspen Ridge. Alderman Kull moved Alderman Jorgenson seconded to approve the preliminary plans for Aspen Ridge Development as presented. Motion carried.

RUSHMORE PROJECT PAY APPLICATION

The Streets Committee report was heard. Alderman Johnson moved Alderman Steen seconded to approve pay application #2 to Metro Construction in the amount of \$664,615.66 for the Rushmore Area Reconstruction Project. Motion carried.

WATER TREATMENT PLANT PAY APPLICATION

The Water & Sewer Committee report was heard. Alderman Steen moved Alderman Lawrence seconded to approve pay application #7 to Stanek Constructors, Inc. in the amount of \$909,797.66 for the water treatment plant reconstruction project. Motion carried.

At 7:08 p.m. on a motion by Alderman Kull seconded by Alderman Jorgenson the meeting was adjourned. Motion carried.

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Melissa Labahn  
Municipal Recording Clerk

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Harry Buck  
Mayor