

## MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on July 5, 2022 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Dana Clark, Barb Fish, Tim Jorgenson, David Kull, 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 and Public Works Director, Rollie Hoeke. Absent: Jack Parliament.

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

Alderwoman Fish moved Alderwoman Clark seconded to approve the minutes of the June 16, 2022 briefing meeting and the minutes of the June 20, 2022 regular meeting. Motion carried.

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

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
A-1 Pumping	Professional Services	450.00
AE2S	Professional Services	24,191.88
AFLAC	Insurance	865.27
AJ Spirit Wear	Summer Rec Shirts	364.00
Alliance Communications	Utilities	2,798.91
Beal Distributing	Food Supplies	2,254.45
Bolt's Sprinkler Service	Repairs	6,102.05
Border States Electric	Repairs	373.38
Brandon Golf Course	Chamber Mixer	1,243.75
Brandon Volunteer Fire Department	Contribution	127,680.00
C&R Supply	Supplies	56.40
Cadd Engineering Supply of SD	Supplies	58.00
Carmen Moeller	Reimbursement	325.85
Century Business Products	Supplies/Equipment	9,848.91
Coca Cola/Chesterman	GC Beverages	632.52
Coffee Cup	Fuel	1,262.89
Controls & Meters, Inc	Repairs	1,216.72
Core & Main	Supplies	1,963.39
Corson Village Sanitary District	June Refund	943.47
Crossroads Hotel & Huron Event Center	Travel	231.00
Culligan Water Conditioning	Utilities	180.65
Dakota Beverage	GC Beverages	2,483.55
Delta Dental of SD	Insurance	3,434.20
DGR Engineering	Professional Services	75,703.10
Direct Technologies	Software	297.57
Elite Electric	Hired Repairs	86.73
EnviroMaster	Supplies	87.00
G&H Distributing Inc	Repairs/Supplies	281.80
Graham Tire SF	Supplies	642.48

Hach Company	Supplies	248.94
Hawkins Water Treatment	Chemicals	8,346.40
HDR Engineering	Professional Services	6,462.50
Jack's Uniform & Equipment	Safety Supplies	67.94
Johnson Brothers Famous Brands	GC Food Supplies	2,507.71
Knife River	Repairs	3,547.05
Lacey Rentals	Rentals	410.00
MC&R Pools	Safety Supplies	37.34
Midwest Turf & Irrigation	Repairs	1,992.15
Mobotrex	Safety Supplies	44.00
Modern Woodman of America	Insurance	1,780.69
Myrl & Roy's Paving	Repairs	12,303.78
Palisades Oil Co	Fuel	6,160.23
Paul and Marla Vanderlinde	Reimbursement	500.00
Pepsi Cola	GC Beverages	496.56
Performance Press	Supplies	59.00
Phillip Youngdale	Professional Services	150.00
R&L Supply	Repairs	397.25
Rachel Spencer	Reimbursement	325.85
Republic National Distributing Company	GC Resale	1,022.50
SD Dept. of Health	Water Testing	755.00
Sioux Falls Networks	Software	495.00
Sioux Valley Energy	Utilities	38,426.54
Sioux Valley Energy	Core Ph 2 Improvements	9,693.90
SiouxLinks Golf Magazine	Advertisement	1,300.00
SiteOne Landscape Supply	Repair Parts	631.44
Suez WTS Systems USA	Professional Services	5,000.00
Sysco Lincoln	Food Supplies	2,620.63
Taylor Made Golf Company	GC Pro Shop Resale	819.23
Titleist	GC Pro Shop Resale	7,593.79
Ulteig	Professional Services	2,904.79
USA Blue Book	Supplies	171.90
Van Diest Supply	Supplies	2,160.55
Verizon Wireless	Utilities	488.77
Veseris	Supplies	787.60
Wellmark BC/BS	Insurance	77,549.40
Xcel Energy	Utilities	3,500.07
Zach Hagstrom	Reimbursement	338.09
Zimco Supply Co	Supplies	315.00
US Bank Trust Department	Big Sioux Lift Bond	43,304.01
First National Bank Trust Department	GC Equipment Loan	1,124.98
Council	June 23, 2022 Payroll	8,979.17
Mayor	June 23, 2022 Payroll	2,436.15
City Administration	June 23, 2022 Payroll	3,737.41
Planning & Zoning Board	June 23, 2022 Payroll	1,080.50
Park Committee	June 23, 2022 Payroll	498.68
Finance Officer	June 23, 2022 Payroll	5,658.78
Government Buildings	June 23, 2022 Payroll	129.29

Engineer	June 23, 2022 Payroll	3,608.98
Police	June 23, 2022 Payroll	27,357.46
Building Inspections	June 23, 2022 Payroll	3,517.15
Street Department	June 23, 2022 Payroll	7,107.83
Rec Center	June 23, 2022 Payroll	3,766.02
Pool	June 23, 2022 Payroll	26,956.98
Park Department	June 23, 2022 Payroll	11,566.01
Economic Development	June 23, 2022 Payroll	2,023.48
Water Conservation Committee	June 23, 2022 Payroll	498.68
Water Department	June 23, 2022 Payroll	9,263.78
Sewer Department	June 23, 2022 Payroll	3,331.93
Golf Course Grounds	June 23, 2022 Payroll	11,212.54
Golf Course Lounge	June 23, 2022 Payroll	6,097.17
Golf Course Pro Shop	June 23, 2022 Payroll	7,143.47
Golf Course Community Room	June 23, 2022 Payroll	713.49
941 Payroll Taxes	June 23, 2022 Payroll	39,741.01
SD Retirement System Supplemental	June 23, 2022 Payroll	1,152.50
SD Retirement System	June 23, 2022 Payroll	27,662.52
TASC Flex Plan	June 23, 2022 Payroll	1,064.63
Accounts Management	June 23, 2022 Payroll	75.00
Direct Pay	June 23, 2022 Payroll	983.00

#### DECLARE EQUIPMENT SURPLUS

The Golf Course Committee report was heard. Alderwoman Clark moved Alderman Steen seconded to declare the 2006 Groundskeeper 3280 as surplus. Mayor Buck appointed Alderman Jorgenson, Alderman Kull and Alderman Steen as the appraisal committee - appraisal was over \$500.00. Motion carried.

Alderwoman Fish moved Alderman Jorgenson seconded to declare the 3 Wheel Cushman Truckster as surplus. Mayor Buck appointed Alderman Steen, Alderwoman Fish and Alderwoman Clark as the appraisal committee – appraisal was under \$500.00. Motion carried.

#### SEASONAL EMPLOYEES

Alderman Kull moved Alderwoman Clark seconded to approve the following 2022 seasonal employees for the golf course. Motion carried.

Maintenance: Kate Livingston, \$16.00 per hour

Community Room: Lucas Hendrix, \$12.00 per hour

#### ALCOHOL CONSUMPTION PERMIT – VANBUSKIRK PARK

The Parks & Recreation Committee report was heard. Alderwoman Fish moved Alderwoman Clark seconded to approve the alcoholic beverage consumption permit from AJ Menden for August 26, 2022 from 4:30pm-11:00pm at VanBuskirk Park for a neighborhood block party. Motion carried.

VENDOR AT ASPEN PARK

Alderman Kull moved Alderman Steen seconded to approve the request from Carmen Giles, Family Treats Homemade Ice Cream, to sell product at Aspen Park for the remainder of 2022. Motion carried.

COMMUNICATIONS REPORT

The Public Safety Committee and Administration Committee reports were heard. A communications report was presented showing dates that messages were sent to the public via Textedly, Facebook, mailings and BV Journal articles. No action required.

50<sup>TH</sup> ANNIVERSARY OF BRANDON’S INCORPORATION

The City of Brandon was incorporated in July 1973. Discussion held on having a celebration in July 2023.

DECLARE ITEMS SURPLUS

Alderman Steen moved Alderman Jorgenson seconded to declare the following items as surplus. Motion carried.

**City Hall office surplus list - All items under \$500.00**

<u>Quantity</u>	<u>Junk</u>	<u>Junk Continued</u>
2	printer stands	Dell Dimension 8200
2	2 drawer file cabinets	HP Deskjet 6122
	2 piece desk	APC Backup Pro 1300
	3 piece desk	Dell Officejet 6700 prem
3	4 drawer file cabinets	Cannon TR4520
	4x1 foot table	
7	Blue Chairs	<b><u>Advertise First</u></b>
	Bookshelf - 2 shelves	4x12 foot Conference Table
	Bookshelf - 3 shelf black	4x8 foot Conference Table
	Bookshelf - 5 shelves	White Office Desk
	Cabinet with file slots	
2	Chairs - Red Arm chairs	
9	Chairs - Wheels	
	Dell Computer Tower	
	Dell Dimension 1100	
2	Dell Laptop	
2	Dell Monitors	
2	End Tables	
2	glass storm doors	
3	HP Printer	
	Mobile Pedestal Box/File Cabinet	
6	Office Desks	

- 2 red chairs
- Sharp Calculator
- 3 TV
- 2 VARIDESK
- HP 8500A Plus Printer
- 3 2 monitors stand
- Monitor stand
- EATON 9130 battery backup
- Royal 435dx cash register
- Fortress 750 battery backup
- Keyboards -several
- Cannon printer
- Dell OptiPlex 360
- Dell Computer Tower
- Dell Dimension 3000
- Credit card machines
- HP Officejet Pro 8720
- Meter reading handhelds and items
- Brother MFC\_J6710DW
- 7 Panasonic Toughbook's

**Police Surplus List:**

<b>Description</b>	<b>Make/Model</b>	<b>VIN/Serial #</b>
Shredder w/basket	Fellowed P500-2	P500-2 030122 P 1 0328874
Light Bar Controller	Sound Off Signal	J31219
Light Bar Controller	Sound Off Signal	J30698
4 Black Plastic Canteens	Unknown	N/A
9 Gas Masks (Some with cases)	Unknown	N/A
BPD Fax Machine	Brother Intellifax 1860 c	U61588H8F679709
HP Computer Monitor	WZ0829	CNC614NPK3
ASUS Computer Monitor	WX248	FSLMQ037828
Sceptre Computer Monitor		K46J205BTA3576
TV	Samsung	3C0H20279
10 Monitor Mounts	HP	N/A
10 Monitor Mounts	Non Branded	N/A
Computer Printer	HP Laser Jet P1102W	N/A
Paper Shredder	Fellowers 500-2	
Typewriter	Brother MC100	
DVD/VHS Player	Magnavox	D34821734
7 Camcorders	Sony Hi8 w/misc cables	

Camera	Sony Cybershot	511827
Camera	Sony Cybershot	740272
18 Metal Office Chairs	Unknown	N/A
2 Desk Chairs	Alaira	Unknown
2 Creative Computer Speakers		C8MF005050500737R
2 Boston Computer Speakers w/ Subwoofer		BA745
2 Samsung Comuter Speakers		HK206
2 Dell Computer Speakers		AX210
Office Desk	Office Star	Unknown
Office Table	metal w/ laminate top	Unknown
Clothes Rack	Unknow/Plastic w. wheels	Unknown
Small Book Shelf	Unknown/wood w/ Laminate	Unknown
Large Book Shelf	Unknown/wood w/ Laminate	Unknown
2 Oak File Cabinets w/ Laminate Tabletop		Unknown
4 Office Chairs	Wood Frame/Gray Upholstery	Unknown
Double Work Station Desk	Black Metal W/ Laminate Top	Unknown
Metal File Caninet - 4 door	All Steel	Unknown
2 Monitor shelves w/ Drawers	Fellows	Unknown
Whitte Two Drawer Metal Filing Cabinet		Unknown
Black Teo Drawer Metal Filing Cabinet		Unknown
Two Drawer Filing Cabinet	HDN (Metal)	Unknown
Two Drawer Filing Cabinet	Storex (Plastic)	Unknown
Metal Rolling Work Station	Uknown	Unknown
Wal Mount Metal Gun Lock	Unknown	Unknown
Garden Hose Reel	HoseMobile	Unnown
Patrol Light Bar	Soundoff Signal Apex	N/A
Patrol Light Bar	Soundoff Signal Magnum	N/A
Souondoff nForce SDG light		N/A
2 - 2016 Patrol Vehicle Center Consoles/Metal		
2- 2016 Setina Prisoner Compartment Dividers/Cages w/ Plexi Glass inserts		

**Public Works Surplus List:**

Water distribution fittings			
Item	Size	Quantity	Value
Power Seal coupling	8.62-9.79	4	< \$500
Power Seal coupling	9.5-9.3	3	< \$500
Power Seal coupling	10.7-11.10	1	< \$500
Power Seal coupling	8.62-9.05	1	< \$500
Yellow 6" Power seal	6	2	< \$500

Power Seal coupling	6.9-7.45	9	< \$500
Power Seal coupling	4.5-4.85	3	< \$500
Gland	4	4	< \$500
Gland	8	16	< \$500
Gland	6	6	< \$500
Gland	10	1	< \$500
Gland	12	2	< \$500
90	4	4	< \$500
Reducer	8X4	1	< \$500
Fosters Adaptor	4	2	< \$500
Fosters Adaptor	6	2	< \$500
Fosters Adaptor	8	1	< \$500
Plug	6	4	< \$500
Plug	10	1	< \$500
Cap	10	2	< \$500
Cap	12	1	< \$500
Pipe flange and Cap	6	1	< \$500
45 Class 350	6	4	< \$500
T Class 350	8X6	1	< \$500
T Class 350	8	1	< \$500
Sleeve Class 350	6	2	< \$500
Sleeve Class 350	8	1	< \$500
On Pallets at Shop			

<b>Water Treatment Plant Items</b>			
Item	Size	Quantity	Value
PFC Pump	4 GPD	1	< \$500
PFC Pump	3 GPD	1	< \$500
LMI Pump	24 GPD	3	< \$500
LMI Pump	38.5 GPD	1	< \$500
Pulsatron	192 GPD	2	< \$500
Pulsatron	21 GPD	1	< \$500
Pulsatron	19 GPD	1	< \$500
Pulsatron	22 GPD	1	< \$500
Pulsatron	unknown	1	< \$500
Kruger Eckels Ph Controller		1	< \$500
Kruger Eckels Cl2 Controller		1	< \$500
Ecometrics CL2 Valve Control		1	< \$500
Regal Cl2 heads		2	< \$500
<b>Miscellaneous</b>			

Item			
Duck Boat		1	< \$500
Truck hydraulic Sweeper		1	< \$500
Dezee Tool Box		1	< \$500
Headache Rack		1	< \$500
Leaf Spring for Dump Truck		1	< \$500
Various Valves & couplers for lifts			< \$500
Non working Jumping Jack		1	< \$500
Hyd. Power Converter		1	< \$500
Wall Pack Lights		7	< \$500
Receiver Hitches		2	< \$500
Natural Gas Motor		1	< \$500
Lift Air compressor		1	< \$500

RESOLUTION #20-22

Alderswoman Fish moved Alderman Jorgenson seconded to approve Resolution #20-22. A roll call vote showed Clark Fish, Jorgenson, Kull, Steen aye. Motion carried.

**RESOLUTION #20-22  
ADOPTING THE 2023 – 2027 CAPITAL IMPROVEMENTS PLAN**

**WHEREAS**, the Brandon City Council and city staff have identified and prioritized capital improvement projects for the years 2023 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 2027 or the Golf Course in years 2024 to 2027; 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 2023-2027 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 and Golf Course shall receive priority when considering additional projects to include in any future Capital Improvement Plans.

Adopted this 5<sup>th</sup> day of July 2022.

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Harry Buck, Mayor

ATTEST:

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Christina Smith, Finance Officer

SD NATIONAL GUARD RAFFLE

A request was received from Mike Rollag to hold a raffle on Saturday, July 23, 2022 at the Brandon VFW to benefit the SD National Guard Enlisted Association. No action required.

QUOTES TO DEMOLISH HOUSE AT 303 E. ELM STREET

Alderman Kull moved Alderman Steen seconded to accept the bid from SJO, LLC. in the amount of \$8,500.00 to demolish the house and detached garage located at 303 E. Elm Street. Motion carried.

<u>Company</u>	<u>Bid Amount</u>
SJO, LLC.	\$8,500.00
Soukup Construction, Inc.	\$10,100.00

BIKE & PEDESTRIAN PLAN AMENDMENT

The Streets Committee report was heard. Alderwoman Fish moved Alderwoman Clark seconded to approve amendment #1 to the Bike & Pedestrian Plan, as presented. Motion carried.

ENGINEERING DESIGN STANDARDS

A draft of Chapters 3 & 4 of the Engineering Design Standards was presented for review. No action required at this time.

WATER USAGE

The Water & Sewer Committee report was heard. Discussion held on current water usage. Alderman Kull moved to update the yellow stage watering trigger to 1.7 million gallons of water

produced. Motion failed for lack of a second. Alderwoman Clark moved to update the yellow stage watering trigger to 1.8 million gallons of water produced. Motion failed for lack of a second. No further discussion was held.

At 6:43 p.m. Alderman Kull moved Alderwoman Clark seconded to go into executive session to discuss potential litigation, per SDCL 1-25-2.3. Motion carried. At 6:58 p.m. Mayor Buck declared the executive session ended.

At 6:58 p.m. on a motion by Alderwoman Clark 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