

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on July 6, 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, Chuck Parsons and Mayor Paul Lundberg. Others present were: City Administrator, Bryan H. 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.

The meeting was not voice recorded.

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

Alderman Kull moved Alderwoman Clark seconded to approve the minutes of the June 11, 2020 briefing meeting, the minutes of the June 15, 2020 regular meeting and the minutes of the June 18, 2020 Canvassing Board. Motion carried.

Alderman Parsons moved Alderman Jorgenson seconded to approve the following claims. Motion carried.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A-1 Septic	Professional Services	150.00
AE2S	Professional Services	6,509.50
AFLAC	June Premium	1,253.95
Alica Thiele	Election	200.00
All Star Pro Golf, Inc.	GC-Resale	350.56
American General Contractors, Inc.	Repairs	1,110.45
Beal Distributing	GC-Resale	4,081.55
Bonnie & Harvey Lamfers	Reimbursement	1,111.69
Border States	Supplies	344.03
Borns Group	Utility Billing	1,760.32
Boyce Law Firm	Professional Services	7,599.00
Brandon Golf Course	Thank you Mixer	668.75
BV Media Group	Publications	1,336.32
Century Business Products	Copier Contract	1,649.00
Coca-Cola/Chesterman Co.	GC-Resale	694.47
Coffee Cup	Fuel	421.67
Concrete Materials	Supplies	1,895.72
Core & Main	Repairs	2,280.50
Corson Village Sanitary District	June Refund	1,049.75
Dakota Beverage	GC-Resale	1,740.25
Dakota Fluid Power	Repairs	177.47
Dakota Pump & Control Inc.	Repairs	766.97
Dakota Supply Group	Repairs	5,113.96
David Swier	Election	200.00

Delta Dental of SD	July Premium	2,993.30
Dennis Olson	Reimbursement	10.00
Detco	Supplies	732.78
DGR Engineering	Professional Services	54,692.60
Division of Motor Vehicles	Supplies	21.20
Ellaine Henriksen	Election	200.00
EnviroMaster, Inc.	Supplies	70.00
Fastenal Company	Supplies	908.02
Ferguson Waterworks	Meters	36,020.48
FleetPride	Supplies	41.63
Frisbee Plumbing & Heating	Repairs	175.49
G & H Distributing	Supplies	55.98
Galls	Equipment	13,621.94
Geotek Engineering	Professional Services	1,592.00
Girton Adams Company	Supplies	48.75
Hawkins Water Treatment	Chemicals	3,714.48
HDR Engineering Inc	Professional Services	76,399.43
Heartland Paper	Supplies	230.84
Horizon Pet Care	Supplies	46.22
Hydro-Klean, LLC	Improvements	49,500.00
Incode (Tyler Technologies)	Software	2,287.50
Inter-lakes Community Action	Transit	15,618.66
Jack's Uniforms & Equipment	Equipment	297.89
John Murawski	Election	200.00
Johnson Bros of South Dakota	GC-Resale	1,896.50
Justice Fire & Safety	Equipment	600.50
Kathryn Davis	Election	200.00
Kirsten Walrath-Noem	Election	250.00
Lacey Rentals	Rental	264.00
Landscape Golf Management, LLC	Professional Services	14,000.00
Law Enforcement Targets, Inc.	Supplies	77.00
Lawson Products, Inc.	Supplies	440.75
Linda Weber	Election	250.00
Lite Electric, LLC	Professional Services	5,506.60
Locators & Supplies, Inc.	Supplies	303.38
Malloy	Supplies	70.11
Manley Tire & Oil Service	Repairs	27.05
Mary Burggraaf	Election	250.00
Metro Construction	Improvements	5,000.00
Michaels Fence & Supply	Supplies	374.22
Midwest Turf & Irrigation	GC Repairs	2,163.32
Minnehaha Community Water Corp.	Utilities	102.25
Modern Woodmen of America	July Premium	1,867.08
Myrl & Roy's Paving, Inc.	Repairs	4,483.96
Nordstrom's Automotive	Repairs	300.00
Northwest Tire Inc.	Repairs	252.00
Nursery Wholesalers, Inc.	Supplies	1,258.82
Oakridge Nursery	Supplies	41.60

Orkin	Professional Services	120.00
Palisades Oil Co.	Fuel	3,640.19
Pfeifer's Implement Company, Inc.	Repairs	1,544.82
Pitney Bowes	Supplies	80.74
Pizza Ranch of Brandon	GC-Resale	58.00
Prestige Flad	Supplies	265.40
R & L Supply, Ltd.	Repairs	158.02
Reiter Enterprises	GC-Rental	311.00
Republic National Distributing Co.	GC-Resale	667.25
Revier Pressure Washers, Inc.	Supplies	42.72
SD Dept. of Health	Professional Services	725.00
SD Dept. of Transportation	Professional Services	77.36
SD One Call	Utilities	346.08
SD Unemployment Insurance Division	2nd Quarter 2020	806.66
SF Area Chamber of Commerce	Dues	200.00
Sioux Falls Area Humane Society	Professional Services	629.80
Sioux Falls Rubber Stamps Works, Inc.	Supplies	20.70
Sioux Valley Energy	Improvements	41,153.39
Sioux Valley Energy	Utilities	34,665.82
Southern Glazer's of SD	GC-Resale	446.85
Stan Houston Equip. Co.	Hired Repairs	236.00
Staples Enterprises, Inc.	Fuel	128.38
Stockwell Engineers	Professional Services	234,668.65
Streicher's	Supplies	2,064.40
Sysco Lincoln	GC-Resale	3,315.41
T I Windows, LLC	Professional Services	100.00
Tactical Solutions	Hired Repairs	401.00
Todd Finn	Election	200.00
Tri-State Garage Door, Inc.	Repairs	700.00
TSP, Inc.	Improvements	38,163.58
US Postmaster	Utility Billing	1,300.05
USA Blue Book	Supplies	54.47
Verizon	Police Utilities	483.70
Verizon	Utilities	505.20
Wellmark BC/BS	July Premium	54,881.39
Xcel Energy	Utilities	2,321.51
Zimco	Supplies	8,853.50
US Bank Trust Dept.	Bethany Drainage Project	9,653.70
US Bank Trust Dept.	Big Sioux Lift Station Bond	43,304.01
First National Bank	GC Equipment Loan	1,124.98
City Administration	June 11, 2020 Payroll	3,399.74
Finance Officer	June 11, 2020 Payroll	4,261.78
Government Buildings	June 11, 2020 Payroll	133.91
Engineer	June 11, 2020 Payroll	2,929.59
Police	June 11, 2020 Payroll	24,682.45
Building Inspections	June 11, 2020 Payroll	3,402.24
Street Department	June 11, 2020 Payroll	7,762.48
Park Department	June 11, 2020 Payroll	9,080.64

Economic Development	June 11, 2020 Payroll	368.00
Water Department	June 11, 2020 Payroll	8,089.24
Sewer Department	June 11, 2020 Payroll	4,286.35
Golf Course Grounds	June 11, 2020 Payroll	10,990.15
Golf Course Lounge	June 11, 2020 Payroll	5,088.70
Golf Course Pro Shop	June 11, 2020 Payroll	5,108.60
Golf Course Community Room	June 11, 2020 Payroll	696.54
941 Payroll Taxes	June 11, 2020 Payroll	25,924.02
Accounts Management Inc	June 11, 2020 Payroll	75.00
SD Retirement System Supplemental	June 11, 2020 Payroll	712.50
TASC Flex Plan	June 11, 2020 Payroll	624.96
Council	June 25, 2020 Payroll	7,531.20
Mayor	June 25, 2020 Payroll	2,035.21
City Administration	June 25, 2020 Payroll	3,399.74
Planning & Zoning Board	June 25, 2020 Payroll	1,145.14
Park Committee	June 25, 2020 Payroll	701.86
Finance Officer	June 25, 2020 Payroll	4,308.44
Government Buildings	June 25, 2020 Payroll	129.29
Engineer	June 25, 2020 Payroll	3,122.43
Police	June 25, 2020 Payroll	21,694.92
Building Inspections	June 25, 2020 Payroll	3,395.54
Street Department	June 25, 2020 Payroll	7,354.05
Park Department	June 25, 2020 Payroll	9,475.23
Economic Development	June 25, 2020 Payroll	622.89
Water Conservation Committee	June 25, 2020 Payroll	480.22
Water Department	June 25, 2020 Payroll	8,653.65
Sewer Department	June 25, 2020 Payroll	3,972.97
Golf Course Grounds	June 25, 2020 Payroll	10,750.19
Golf Course Lounge	June 25, 2020 Payroll	5,458.94
Golf Course Pro Shop	June 25, 2020 Payroll	5,570.93
Golf Course Community Room	June 25, 2020 Payroll	718.01
941 Payroll Taxes	June 25, 2020 Payroll	27,314.63
Accounts Management Inc	June 25, 2020 Payroll	75.00
SD Retirement System	June 25, 2020 Payroll	23,103.14
SD Retirement System Supplemental	June 25, 2020 Payroll	712.50
TASC Flex Plan	June 25, 2020 Payroll	624.96

ORDINANCE #611

Alderwoman Fish moved Alderman Parsons seconded to give second reading to Ordinance #611: TITLE: AMENDING CHAPTER 5-2-7 PERMITTED OPEN BURNING. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parsons aye. Motion carried.

At 6:03 p.m. on a motion by Alderman Parsons seconded by Alderwoman Clark the meeting was adjourned.

CALL TO ORDER OF THE NEW COUNCIL

Mayor Lundberg called the new Council to order. The Oath of Office was administered by Mayor Paul J. Lundberg to Alderman Tim Jorgenson, Ward I; Alderman Jack Parliament and Alderwoman Vickie David, Ward III. Each was presented with a Certificate of Election.

Council members present were Dana Clark, Vickie David, Barb Fish, Tim Jorgenson, Dave Kull, Jack Parliament and Mayor Paul Lundberg.

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

TWO DAY RETAIL ON-OFF SALE MALT BEVERAGE & SD FARM WINE

A public hearing was held, as advertised, to consider an application for a two day on-off sale malt beverage and SD farm wine license for A Homestead Brew at McHardy Park on July 17 & 18, 2020. Alderman Jorgenson moved Alderwoman Clark seconded to approve the application as presented. Motion carried.

TWO DAY RETAIL ON-OFF SALE MALT BEVERAGE & SD FARM WINE

A public hearing was held, as advertised, to consider an application for a two day on-off sale malt beverage and SD farm wine license for Severance Beer LLC. at McHardy Park on July 17 & 18, 2020. Alderman Jorgenson moved Alderwoman Clark seconded to approve the application as presented. Motion carried.

ELECTION OF COUNCIL PRESIDENT AND VICE PRESIDENT

Alderman Jorgenson moved Alderwoman David seconded to nominate Barb Fish as Council President and Dana Clark as Vice President. Hearing no further nominations, Mayor Lundberg declared that nominations cease and that all votes be cast for Alderwoman Fish and Alderwoman Clark. Motion carried.

DESIGN BUILD FLOOD REPAIR PROJECT

The Golf Course Committee report was heard. Alderman Kull moved Alderwoman Clark seconded to approve the RFP with Landscapes Unlimited as presented. Motion carried.

POOL IMPROVEMENTS PROJECT BIDS

The Parks & Recreation Committee report was heard. Alderwoman Fish moved Alderwoman David seconded to accept the bid from Beck & Hofer Construction in the amount of \$1,341,100.00 for the pool improvements project. Motion carried.

<u>Company</u>	<u>Bid Amount</u>
Beck & Hofer Construction	\$1,341,100.00
Schwartzle Construction	\$1,475,000.00
Peska Construction	\$1,678,000.00
Visions Construction	\$1,407,500.00

USE OF TALLGRASS PARK

A request was received from Jason Kjenstad, 517 E. Switch Grass Trail, to use Tallgrass Park on July 18, 2020 for a graduation reception, to include a food truck. Alderman Kull moved Alderman Jorgenson seconded to approve the request as presented. Motion carried.

SALARY REVIEW AND ADJUSTMENT

The Public Safety Committee report was heard. Alderwoman Clark moved Alderwoman David seconded to approve the salary adjustment for Dan Francis, to step 27-2 on the wage scale, \$20.90 per hour, effective July 7, 2020; as he had graduated from the SD Police Academy. Motion carried.

REVIEW CHAPTER 13-2, NOXIOUS WEEDS

Alderwoman David discussed that she has received complaints from residents on properties that are not mowed regularly. Jean Gerken, 308 N. Needles Drive, was present for discussion. Jean discussed a neighboring property of hers that has noxious weeds & rubbish. Concerns with the current City Ordinance and the enforcement of such. No action taken at this time.

RESOLUTION #16-20

The Administration Committee report was heard. Alderman Jorgenson moved Alderwoman Clark seconded to approve Resolution #16-20. A roll call vote showed Clark, David, Fish, Jorgenson, Kull, Parliament aye. Motion carried.

RESOLUTION #16-20

RESOLUTION DISSOLVING TAX INCREMENT DISTRICT #3

WHEREAS, Tax Increment District #3, hereinafter referred to as TID #3, was established on or about March 16, 2009; and

WHEREAS, the positive tax increments during the term of this TID have been deposited in a special fund denominated “TIF #3 Hemlock Fund”, for the payment of the incurred authorized debt and expenses of the TID; and

WHEREAS, all debts and expenses of TID #3 have been paid in full, and pursuant to SDCL 11-9-46, the TID shall terminate and the District will be dissolved when the payment of all projected costs and all tax incremental bonds and notes have been paid.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF BRANDON, that Tax Increment District #3 be, and it is hereby, dissolved inasmuch as the payment of all projected costs and all tax incremental bonds and notes have been paid in full.

Adopted this 6th day of July, 2020.

ATTEST:

Paul J Lundberg, Mayor

Christina Smith, Finance Officer

(Seal)

APPOINT FINANCE OFF. AS EX-OFFICIO MEMBER OF COMMUNITY FOUNDATION

Alderman David moved Alderman Clark seconded to approve Finance Officer Christina Smith as the Ex-Officio member of the Community Foundation Board. Motion carried.

APPOINT CITY ADM. AS EX-OFFICIO MEMBER OF BV CHAMBER OF COMMERCE

Alderman Fish moved Alderman David seconded to approve City Administrator Bryan Read as the Ex-Officio member of the Brandon Valley Chamber of Commerce. Motion carried.

CORSON RAILROAD CROSSING

Chuck Parsons, current chair of the Brandon Development Foundation, was present for discussion. Chuck discussed the Corson railroad crossing and repairs/replacement needed. Brandon Development Foundation is requesting the City of Brandon take over the portion of Hemlock Blvd. from HWY 11 to the railroad tracks. No action taken at this time.

RESIGNATION OF PAUL BOSCH FROM PLANNING & ZONING COMMISSION

Alderman Fish moved Alderman Clark seconded to accept the resignation from Paul Bosch from the Planning & Zoning Commission. Motion carried.

APPOINTMENT TO PLANNING & ZONING COMMISSION

Mayor Lundberg appointed Chuck Parsons to a three year term on the Planning & Zoning Commission. Alderman Jorgenson moved Alderman Clark seconded to approve the appointment. Motion carried.

APPOINTMENT OF COUNCIL REPRESENTATIVE TO PLANNING & ZONING

Mayor Lundberg also appointed Alderman Jorgenson as Council representative to the Planning & Zoning Commission. Alderman Clark moved Alderman David seconded to approve the appointment. Motion carried.

ADMINISTRATIVE VOLUNTEER

Alderman Kull moved Alderman David seconded to recognize Andrew Betanzo as an administrative volunteer for the City of Brandon. Motion carried.

MIDCO PEDESTAL REQUEST

A waiver request was received from Metro Communications to place pedestals in the right of way to provide video, data and voice services to residents and businesses in the City of Brandon. Pat Nastel, General Counsel for Midco, was present for discussion. Steve Mohr, Midco, was also present for discussion. Ross Petrick, Alliance Communications, was present for discussion. Alderwoman David moved Alderwoman Clark seconded to approve the waiver for Midco to place pedestals above ground where there are existing pedestals in place. A roll call vote showed Clark, David, Kull, Parliament aye; Fish, Jorgenson nay. Motion carried.

SALARY REVIEW AND ADJUSTMENT

The Street Committee report was heard. Alderman Jorgenson moved Alderwoman Clark seconded to approve the annual salary adjustment for Brad Top, to step 29-15 on the wage scale, \$26.34 per hour, effective July 18, 2020. Motion carried.

PURCHASE OF EQUIPMENT

Alderman Jorgenson moved Alderwoman David seconded to approve the purchase of the following non-budgeted equipment for the public works department: asphalt saw for \$1,819.00, plate packet for \$9,174.00 and a trench box for \$6,719.00. Motion carried.

ASPEN FORCEMAIN PROJECT CHANGE ORDER

The Water & Sewer Committee report was heard. Alderwoman Clark moved Alderwoman David seconded to approve change order #1 to Metro Construction for the Aspen forcemain project in the amount of \$4,500.00. Motion carried.

ASPEN FORCEMAIN PROJECT FINAL PAY APP

Alderwoman David moved Alderwoman Clark seconded to approve the final pay application to Metro Construction for the Aspen forcemain project in the amount of \$5,000.00. Motion carried.

WATER FILTER MEDIA REPLACEMENT PROJECT CHANGE ORDER

Alderwoman Clark moved Alderman Kull seconded to approve change order #1 to American General Contractors for the water filter media replacement project in the amount of (\$8,132.95). Motion carried.

WATER FILTER MEDIA REPLACEMENT PROJECT FINAL PAY APP

Alderwoman Clark moved Alderwoman David seconded to approve pay application #4 & final to American General Contractors for the water filter media replacement project in the amount of \$1,110.45. Motion carried.

Police Chief Joe Weir gave an update on fireworks complaints.

At 7:30 p.m. on a motion by Alderwoman Clark seconded by Alderwoman David the meeting was adjourned.

Melissa Labahn
Municipal Recording Clerk

Paul Lundberg
Mayor