

## MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on July 18, 2022 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Dana Clark, Barb Fish, David Kull, Colin Steen and Mayor Harry Buck. Others present were: City Administrator, Bryan Read; Finance Officer, Christina Smith; City Attorney, Lisa Marso; Police Chief, Jamie Steffel; Golf Course Manager, Andrew Bauer; Public Works Director, Rollie Hoeke and Development Director, Patrick Andrews. Absent: Tim Jorgenson and Jack Parliament.

Alderwoman Clark moved Alderman Steen seconded to approve the agenda. Motion carried.

Alderman Kull moved Alderwoman Fish seconded to approve the minutes of the June 30, 2022 briefing meeting and the minutes of the July 5, 2022 regular meeting. Motion carried.

Alderwoman Fish moved Alderwoman Clark seconded to approve the following claims.

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
AFLAC	Insurance	865.27
Alternative HR Development	Monthly HR Service	3,445.00
Beal Distributing	GC Resale	2,384.70
Bioverse	Supplies	1,700.00
Blaine's Service	Hired Repairs	435.75
Bolt's Sprinkler Service	Improvements	1,183.42
Border States Electric	Water Conservation	129.96
Boyce Law Firm	Professional Services	9,899.00
Boyer Trucks	Repairs	803.90
Brandon Ace Hardware	Supplies	2,991.41
Brandon Development Foundation	Dues	80,000.00
Brandon Lumber Co	Supplies	1,051.19
Brandon Valley Media Group	Publications	2,153.69
Brandon Valley School District	Fuel	5,698.04
Century Business Products	Supplies	389.69
Cintas	Supplies/Linens	709.68
Coca Cola	Resale	621.40
Crescent Electric Supply	Water Conservation	110.77
Culligan Water Conditioning	Monthly Service	183.86
D&K Construction	Hired Repairs	24,196.50
Dakota Beverage	GC Resale	1,960.60
Dakota Data Shred	Rentals	32.00
Direct Automation	Hired Repairs	660.00
Direct Technologies	Software	1,053.82
DirecTV	Utilities	365.73
Enviromaster	Supplies	178.95
Fireball Industries	Supplies	100.46
FNB-Cardmember Services	Supplies	6,976.10
Geotek	Improvements	2,986.00

H2ose It Carwash	Carwash Tokens	300.00
Hawkins Water Treatment	Chemicals	7,803.24
HDR Engineering	Professional Services	48,087.00
Jack's Uniform & Equipment	Safety Supplies	810.47
Johnson Brothers	GC Resale	2,636.55
Justice Fire & Safety	Professional Services	130.25
Knife River	Repairs	3,310.45
Lacey Rentals	Rentals	250.00
Marv's Sanitary Service	Utilities	901.25
MC&R Pools	Supplies	226.28
Med-Star Paramedic Ambulance	Monthly Service	4,166.67
Menards	Supplies	539.88
Meyer Laboratory	Supplies	981.29
MidAmerican Energy	Utilities	2,355.23
Midwest Alarm Company	Hired Repairs	99.62
Midwest Turf & Irrigation	Equipment Repair	283.59
Mike Erickson	Hired Repairs	510.00
Minnehaha Community Water Corp	Utilities	138.50
Minnehaha County Register of Deeds	Supplies	60.00
Newman Traffic Signs	Supplies	17,337.79
Northwest Tire	Repairs	792.66
Oakridge Landscaping	Supplies/Improvements	6,340.52
Olson Sod Farms	Sod Repair	4,225.00
Orkin	Utilities	134.00
Pepsi Cola	GC Resale	440.37
Philip Youngdale	Professional Services	225.00
Qualified Presort Services	Utility Billing	2,625.99
Reiter Enterprises	Rentals/Repairs	3,776.00
Republic National Distributing Company	GC Resale	1,495.50
Sam's Club	Supplies	1,236.27
Sanitation Products	Equipment	209,350.00
SD Department of Revenue	Taxes	14,729.43
SD One Call	Locate Tickets	331.52
Sioux Falls Networks	Software	655.00
Sioux Falls Utilities	Utilities	111,640.17
Sioux Valley Energy	Utilities	2,480.55
SiteOne	Irrigation Repair	104.73
Soukup Construction	Improvements	332,691.20
Stan Houston Equipment	Equipment	843.96
Staples Advantage	Supplies	282.25
Stockwell Engineers	New Water Tower	15,499.42
Sturdevant's	Supplies	197.41
Summit Fire Protection	Rentals	54.00
Sunshine	Supplies	725.87
Sysco Lincoln	GC Resale	3,235.88
Thomson Reuters	Supplies	255.95
Titan/Productivity Plus Account	Supplies	10.00
Titleist	GC Resale	1,379.12

Tom's Backhoe	Improvements	197,215.20
Tony's Catering	Catering	8,162.14
Toro	Monthly Service	229.00
US Bank	Agent Fees	2,300.00
Verizon Wireless	Utilities	538.69
Vogel Motors	Hired Repairs	348.00
Water Environment Foundation	Dues	155.00
Xcel Energy	Utilities	2,999.67
Zimco Supply	Supplies	13,164.00
US Bank	Core Area Project	343,675.00
City Administration	July 7, 2022 Payroll	3,733.93
Finance Officer	July 7, 2022 Payroll	5,650.82
Government Buildings	July 7, 2022 Payroll	193.93
Engineer	July 7, 2022 Payroll	3,572.39
Police	July 7, 2022 Payroll	27,938.33
Building Inspections	July 7, 2022 Payroll	3,511.88
Street Department	July 7, 2022 Payroll	6,425.65
Rec Center	July 7, 2022 Payroll	3,529.48
Pool	July 7, 2022 Payroll	27,056.70
Park Department	July 7, 2022 Payroll	9,695.25
Economic Development	July 7, 2022 Payroll	2,017.55
Water Department	July 7, 2022 Payroll	8,894.24
Sewer Department	July 7, 2022 Payroll	3,677.13
Golf Course Grounds	July 7, 2022 Payroll	12,196.54
Golf Course Lounge	July 7, 2022 Payroll	6,841.69
Golf Course Pro Shop	July 7, 2022 Payroll	6,813.20
Golf Course Community Room	July 7, 2022 Payroll	1,507.14
941 Payroll Taxes	July 7, 2022 Payroll	37,677.97
SD Retirement System Supplemental	July 7, 2022 Payroll	1,152.50
SD Unemployment Insurance Division	July 7, 2022 Payroll	1,540.48
TASC Flex Plan	July 7, 2022 Payroll	1,064.63
Accounts Management	July 7, 2022 Payroll	75.00
Direct Pay	July 7, 2022 Payroll	1,500.00
Direct Pay	July 7, 2022 Payroll	1,458.50

Alderman Kull moved Alderman Steen seconded to approve the consent calendar which contained the following items: a plat of Lots 1 & 2 Narum Addition; a plat of Lot 1A Block 2 Corson Development Park; a plat of Lot 3 Block 1 Rovang Industrial Park Addition; a plat of Lots 16A & 16B Block 3 Sunrise Estates Addition and a plat of Tracts 1 & 2 Van Zanten Addition. Motion carried.

ORDINANCE #660

A public hearing was held, as advertised, to consider Ordinance #660. Alderwoman Clark moved Alderman Kull seconded to give first reading to Ordinance #660: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-10-2, LI: LIGHT INDUSTRIAL DISTRICT,

PERMITTED USES; CHAPTER 15-10-10, LI: LIGHT INDUSTRIAL DISTRICT, LOT AND YARD REGULATIONS; CHAPTER 15-11-3, HI: HEAVY INDUSTRIAL DISTRICT, PERMIT USES; AND CHAPTER 15-11-10, HI: HEAVY INDUSTRIAL DISTRICT, LOT AND YARD REGULATIONS. Motion carried.

RETAINING WALL BIDS

The Golf Course Committee report was heard. Alderwoman Fish moved Alderwoman Clark seconded to approve the bid from Schwartzle Construction, LLC. in the amount of \$1,575,000.00 for the Golf Course retaining wall project. Motion carried.

<u>Company</u>	<u>Amount</u>
Schwartzle Construction, LLC.	\$1,575,000.00
Journey Group Construction	\$2,778,397.00

PURCHASE FLAIL MOWER

The Parks & Recreation Committee report was heard. Alderwoman Fish moved Alderman Kull seconded to approve the purchase of a flail mower for the Parks Department from RDO Equipment in the amount of \$26,991.61. Motion carried.

SALARY REVIEW AND ADJUSTMENT

The Public Safety Committee report was heard. Alderwoman Clark moved Alderwoman Fish seconded to approve the annual salary adjustment for Anthony Lingen, to step 13-9 on the wage scale, \$29.22 per hour, effective August 1, 2022. Motion carried.

SALARY REVIEW AND ADJUSTMENT

Alderwoman Clark moved Alderman Kull seconded to approve the annual salary adjustment for Zach Hagstrom, to step 13-9 on the wage scale, \$29.22 per hour, effective August 1, 2022. Motion carried.

BLOCK PARTY REQUEST

Alderwoman Clark moved Alderman Steen seconded to approve the block party request from Donny & Sara Watters, 2416 E. Trevino Lane, for July 30, 2022 from 10:00am-10:00pm. Motion carried.

COMMUNICATIONS REPORT

The Administration Committee report was 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.

SALARY REVIEW AND ADJUSTMENT

Alderman Kull moved Alderwoman Clark seconded to approve the annual salary adjustment for Tami Jansma, to step 23-6 on the wage scale, \$41.51 per hour, effective July 23, 2022. Motion carried.

REVIEW CABLE TV FRANCHISE FEE

Discussion held on setting a cable tv franchise fee, which would need to be adopted no later than the August 17, 2022 City Council meeting. No further action required at this time.

CITY WIDE CLEANUP DISCUSSION

Alderwoman Clark discussed the possibility of offering a city wide clean-up for Brandon residents. No further action taken at this time.

BUDGET WORK SESSIONS

Next budget work session is scheduled for July 25, 2022 at 4:30pm.

STONE RIDGE ESTATES PHASE 5 CONCEPT PLAN

A concept plan was presented for Stone Ridge Estates Phase 5. No action required.

REVOLVING LOAN FUND

The Brandon Development Foundation has requested a loan of \$58,000.00 from the Revolving Loan Fund. Alderwoman Fish moved Alderwoman Clark seconded to approve the loan request, as presented. Motion carried.

RESIGNATION OF WARD 3 COUNCIL MEMBER

Council Member Jack Parliament has submitted his resignation, effective immediately. A proposed timeline was presented to fill the vacancy. Alderman Kull moved Alderman Steen seconded to approve the resignation, as presented. Motion carried.

HIRE NEW EMPLOYEE

The Streets Committee report was heard. Alderwoman Clark moved Alderman Steen seconded to approve the hiring of Adrian McClarty for the Public Works Department, \$21.30 per hour, with an approximate starting date of July 27, 2022. Motion carried.

TRANSPORTATION PLAN RFP

It was the consensus of the Council to proceed with the request for proposals for the Transportation Plan, with the City of Brandon's share not to exceed \$30,000.00. No formal action required.

CORE AREA PHASE 2A PAY APPLICATION

Alderwoman Clark moved Alderman Steen seconded to approve pay application #3 to Soukup Construction in the amount of \$332,691.20 for the Core Area Phase 2A project. Motion carried.

SALARY REVIEW AND ADJUSTMENT

The Water & Sewer Committee report was heard. Alderman Kull moved Alderwoman Clark seconded to approve the annual salary adjustment for Mark Schmeling, to step 10-12 on the wage scale, \$26.15 per hour, effective July 20, 2022. Motion carried.

WESTSIDE SANITARY SEWER PROJECT GRANT AGREEMENT

Alderman Clark moved Alderman Steen seconded to approve the grant agreement with the State of SD for the westside sanitary sewer project. Motion carried.

WESTSIDE SANITARY SEWER PROJECT PAY APPLICATION

Alderman Steen moved Alderman Kull seconded to approve pay application #3 to Tom's Backhoe Service in the amount of \$197,215.20 for the westside sanitary sewer project. Motion carried.

WATER TREATMENT PLANT SURCHARGE

Information was presented on the surcharges associated with the water treatment plant expansion. Surcharges will start January 2023 on residents monthly water/sewer bill. A resolution will be presented at a future meeting. No further action required at this time.

At 6:39 p.m. on a motion by Alderman Clark seconded by Alderman Steen the meeting was adjourned. Motion carried.

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Melissa Labahn  
Municipal Recording Clerk

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Harry Buck  
Mayor