

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on September 16, 2024 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Barb Fish, Bruce Johnson, David Kull, Kevin Lawrence, Randy Marso, 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; Park Superintendent, Devin Coughlin; Golf Course Manager, Andrew Bauer; Public Works Director, Rollie Hoeke and Development Director, Patrick Andrews.

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

Alderman Marso moved Alderman Lawrence seconded to approve the minutes of the August 29, 2024 briefing meeting and the September 3, 2024 regular meeting. Motion carried.

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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A-1 Pumping	Professional Services	225.00
Ace Hardware	Supplies	2,640.27
AFLAC	Insurance	801.61
Alliance	Utilities	2,824.68
Alternative HR	Monthly Contract	3,835.42
Amazon	Supplies	38.85
BASE	Fees	350.00
Beal	GC Resale	1,138.60
Billion	Repairs	108.09
Blaine's	Hired Repairs	44.00
Border States	Supplies	141.43
Brandon Lumber	Supplies	150.26
Brandon Plumbing	Hired Repairs	1,051.02
Builders Supply	Supplies	118.50
BV Media Group	Publications	1,243.17
BV School District	Fuel	5,494.98
Cardmember Services	Misc. Expenses	3,498.94
Cash WA	GC Resale	1,394.50
Catalyst	Professional Services	5,640.40
Century Business	Supplies	231.15
CNA Surety	Notary Bond	50.00
Coca Cola	GC Resale	612.15
Crane	Repairs	1,273.30
Crescent Electric	Supplies	70.44

Culligan	Utilities	206.50
Dakota Beverage	GC Resale	1,457.65
Dakota Riggers	Supplies	380.00
Dakota Supply	Supplies	317.51
Direct Automation	Hired Repairs	660.00
Dudley/Appear	Supplies	1,221.10
EH Wachs	Supplies	608.68
Fastenal	Supplies	593.17
Geotek	Professional Services	2,764.60
Hawkins	Chemicals	6,507.15
HDR	Professional Services	48,004.34
Intek	Hired Repairs	4,500.71
Johnson Brothers	GC Resale	1,039.02
Knife River	Repairs	1,808.96
Lacey Rentals	Rentals	405.00
Malloy Electric	Repairs	9,969.40
Marv's	Utilities	743.50
Med-Star	Monthly Contract	4,166.67
MidAmerican Energy	Utilities	1,082.91
Minnehaha Community Water	Utilities	161.50
Minnehaha County	Supplies	30.00
Muth Electric	Hired Repairs	3,173.90
Northwest Tire	Repairs	149.90
Oakridge	Improvements	892.77
Orkin	Monthly Contract	161.99
P&M Steel	Supplies	241.04
Pfeifer Implement	Supplies	259.74
Pheasantland Industries	Supplies	57.00
QPS	Utility Billing Processing	4,366.57
Reiter	Rentals	5,770.00
Republic National Distributing	GC Resale	500.20
SD Dept of Revenue	Sales Tax	17,498.51
SD Engineering Society	Fees	195.00
SD One Call	Locate Tickets	272.16
SF Humane Society	Professional Services	960.26
SF Utilities	Utilities	155,430.98
Sioux Valley Energy	Utilities	2,504.50
Soukup	Core PH2B	580,290.07
Stanek	WTP Expansion	536,696.62
Staples	Supplies	769.11
Stockwell	Professional Services	12,751.80

Sturdevant's	Supplies	586.27
Summit	Rentals	48.50
Sunshine	GC Resale	1,205.28
Titan	Repairs	141.94
Titleist	GC Resale	536.07
Tony's Catering	GC Resale	8,249.13
Toro	Monthly Contract	229.00
Verizon	Utilities	660.09
VFW	3rd Quarter	1,500.00
Vogel	Hired Repairs	285.00
Xcel	Utilities	3,903.47
Zimco	Supplies	162.68
City Administration	August 29, 2024 Payroll	4,421.47
Finance Officer	August 29, 2024 Payroll	6,663.07
Government Buildings	August 29, 2024 Payroll	130.25
Engineer	August 29, 2024 Payroll	4,326.50
Police	August 29, 2024 Payroll	34,456.77
Building Inspections	August 29, 2024 Payroll	4,261.96
Street Department	August 29, 2024 Payroll	6,845.26
Pool	August 29, 2024 Payroll	13,091.54
Park Department	August 29, 2024 Payroll	7,094.36
Economic Development	August 29, 2024 Payroll	2,472.22
Water Department	August 29, 2024 Payroll	10,423.60
Sewer Department	August 29, 2024 Payroll	5,484.03
Golf Course Grounds	August 29, 2024 Payroll	11,338.60
Golf Course Lounge	August 29, 2024 Payroll	7,492.21
Golf Course Pro Shop	August 29, 2024 Payroll	7,151.48
941 Payroll Taxes	August 29, 2024 Payroll	36,089.91
SD Retirement Supplemental	August 29, 2024 Payroll	1,527.50
SD Retirement	August 2024	50,832.52
TASC Flex Plan	August 29, 2024 Payroll	1,175.43
Accounts Management	August 29, 2024 Payroll	75.00

Alderman Kull moved Alderman Lawrence seconded to approve the consent calendar which contained the following items: a plat of Lots 9-12 Block 2 and Lots 12-16 Block 3 Aspen Ridge Addition; a plat of Lot 15A Block 3 Fleetwood Addition; a wage adjustment for Melissa Labahn, to step 8-16 on the wage scale, \$28.17 per hour, effective September 26, 2024 and a wage adjustment for Nick Gunderman, to step 10-6 on the wage scale, \$25.62 per hour, effective October 10, 2024. Motion carried.

Sawyer VanHorn, Brandon resident, was present for discussion. Sawyer utilizes the Brandon City Transit to get to & from work and has recently been told that they are too busy to pick him up at some of his requested times.

RESOLUTION #30-24

A public hearing was held, as advertised, to consider Resolution #30-24. Alderman Kull moved Alderman Steen seconded to approve Resolution #30-24. A roll call vote showed Fish, Johnson, Kull, Lawrence, Marso, Steen aye. Motion carried.

RESOLUTION #30-24
SPECIAL ASSESSMENT ROLL

The following Special Assessment Roll is hereby caused to be made by the Governing Body of the City of Brandon, South Dakota, and filed in the office of the Municipal Finance Officer of said City in conformity with the provisions of SDCL 9-43-87, in conjunction with the assessments related to past due nuisance abatements associated with noxious vegetation, weeds, trees, snow removal, maintenance fees and public nuisances, all within the City of Brandon, South Dakota, as follows:

1. Lincoln & Bailey Ode
1601 W Holly Blvd
Tract 1 Thomas B Ode Addition Brandon City Unplatted
County ID: 82986
Amount Assessed: \$261.88
Reason: Maintenance Fees
2. James & Emily Sanchez
1617 E Sylvan Cir
Lot 4 Block 17 Brandon Park Addn to City of Brandon
County ID: 20724
Amount Assessed: \$2,812.50
Reason: Mowing Fees
3. Thomas Martens
104 E Dogwood St
Lot 2 and Lot 3 Lees Addn to City of Brandon
County ID: 21076
Amount Assessed: \$250.00
Reason: Mowing Fees

The Special Assessments shown shall be payable in one installment. (SDCL 9-43-89)

Further, any assessment may be paid without interest, to the Municipal Finance Officer of the City of Brandon, South Dakota, within thirty (30) days after approval by the City Council of this Special Assessment Roll. (SDCL 9-43-99)

Thereafter, the installments of each assessment under statutory Plan One to the County Treasurer of Minnehaha County, South Dakota, are due and payable on January 1, 2025. (SDCL 9-43-103)

All special assessments herein levied shall constitute a continuing lien upon all real property above described until paid in full or otherwise discharged as provided by law. (SDCL 9-43-100)

Filed in the office of the Municipal Finance Officer of the City of Brandon, South Dakota, on the 16th day of September, 2024.

Harry Buck
Mayor

Christina Smith
Finance Officer

(SEAL)

SPECIAL EVENT ALCOHOLIC BEVERAGE LICENSE

A public hearing was held, as advertised, to consider an application for a special event alcoholic beverage license from Wilde Prairie Winery to sell/sample at the Farmer's Market located at Faith United Church at 800 N. Splitrock Blvd. on November 9, 2024; December 14, 2024 and December 21, 2024. Alderman Steen moved Alderman Johnson seconded to approve the application as presented. Motion carried.

ORDINANCE #713

Alderman Kull moved Alderman Marso seconded to give second reading to Ordinance #713: TITLE: AN ORDINANCE PROVIDING APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025, AND LEVYING THE PROPERTY TAX FOR THE YEAR 2024. A roll call vote showed Fish, Johnson, Kull, Lawrence, Marso, Steen aye. Motion carried.

REQUEST FOR 5K RUN IN ASPEN PARK

The Golf Course Committee and Parks & Recreation Committee reports were heard. A request was received from B-Squad Dog Rescue, Mandi Haase & Misten Long, to hold a 5K run in Aspen Park on either October 5, 2024 or October 12, 2024. Alderman Steen moved Alderman Johnson seconded to approve the request as presented. Motion carried.

ASPEN PARK ROAD & PARKING LOT IMPROVEMENTS

Information was presented on alternative options for improving traffic in/out of Aspen Park. Improvements to include widening Aspen Park Road and paving parking lots. Cathy Buchheim, 1512 S. Sioux Blvd. was present for discussion. No action taken at this time.

SHARED USE PATH – THE BLUFFS ADDITION TRACT 5

Alderswoman Fish moved Alderman Steen seconded to approve the proposal with DGR Engineering to include survey, analysis, stakeholder coordination, design, plan preparation and bidding services for the Shared Use Path – Tract 5 The Bluffs Addition Extension project at a cost of \$31,670.00. Motion carried.

REQUEST FOR FIREWORKS AFTER HIGH SCHOOL GAMES

The Public Safety Committee report was heard. A request was received from Cathy Niklason to set off fireworks at home football games after touchdowns. Cathy Niklason, 300 S. 8th Avenue and Aaron Carroll, 301 S. 8th Avenue, were present for discussion. Police Chief, Jamie Steffel, was present for discussion with questions regarding safety and level of fireworks to be used. Alderman Marso moved Alderman Lawrence seconded to approve the request with the following conditions: to allow the shooting of fireworks at 300 S. 8th Avenue and/or 301 S. 8th Avenue, for the 2024 high school home varsity football season, Class C fireworks or lesser, one aerial per time up to and including the national anthem, every touchdown after the conversion is attempted and within 2 minutes of the end of a winning game. Motion carried.

2023 AUDIT REPORT

The Administration Committee report was heard. Christina Smith, Finance Officer, gave an updated on the 2023 audit report. Alderman Steen moved Alderman Johnson seconded to approve the 2023 audit report as presented. Motion carried.

RESOLUTION #31-24

The Streets Committee report was heard. Alderman Kull moved Alderman Steen seconded to approve Resolution #31-24 for the street maintenance fee for 2025. A roll call vote showed Fish, Johnson, Kull, Lawrence, Marso, Steen aye. Motion carried.

RESOLUTION #31-24

A RESOLUTION OF THE CITY OF BRANDON TO LEVY A FRONT FOOT ASSESSMENT FOR ANNUAL MAINTENANCE OF STREET SURFACES AS PROVIDED FOR IN SDCL 9-43-138.

WHEREAS, SDCL 9-43-138 provides for the assessment of an annual maintenance fee for the repairs and maintenance of street surfaces of lots abutting a public street; and

WHEREAS, the City of Brandon maintains and repairs street surfaces on the public streets within the city limits; and

WHEREAS, lots assessed include residential, commercial, churches, schools, private roads if city maintains and more; and

WHEREAS, lots excluded are those along state highways, private roads not maintained by the city and city property; and

WHEREAS, the Brandon City Council has discussed the maintenance fee required to fund annual maintenance activities on public streets at an acceptable level during their 2025 budget work sessions and budget hearings.

THEREFORE BE IT RESOLVED that the assessment of an annual maintenance fee for street surfaces shall be levied for 2025 as follows:

- I. All lots so assessed shall be at the rate of **\$ 2.50** per front foot.
- II. A detailed list of the legal descriptions, amount of front feet and amount of the assessment shall be provided to the Minnehaha County Auditor for collection with taxes.

BE IT FURTHER RESOLVED that all revenue received from this levy be placed in a special revenue fund named “Street Maintenance Fund” for improvements to public streets.

Dated this 16th day of September, 2024.

ATTEST:

Harry Buck
Mayor

Christina Smith
Finance Officer

(SEAL)

CORE AREA PHASE 2B PROJECT PAY APPLICATION

Alderman Marso moved Alderman Johnson seconded to approve pay application #5 to Soukup Construction in the amount of \$580,290.07 for the Core Area Reconstruction Phase 2B project. Motion carried.

WATER TREATMENT PLANT PAY APPLICATION

The Water & Sewer Committee report was heard. Alderman Kull moved Alderman Marso seconded to approve pay application #22 to Stanek Constructors, Inc. in the amount of \$536,696.62 for the water treatment plant project. Motion carried.

At 7:01 p.m. on a motion by Alderman Lawrence seconded by Alderman Johnson the meeting was adjourned. Motion carried.

Melissa Labahn
Municipal Recording Clerk

Harry Buck
Mayor