

## MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on September 21, 2020 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Dana Clark, Vickie David, Barb Fish, Tim Jorgenson, Jack Parliament 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; Park Superintendent, Devin Coughlin; Golf Course Manager, Andrew Bauer and Public Works Director, Rollie Hoeke. Absent: David Kull.

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

Alderman Parliament moved Alderwoman Clark seconded to approve the minutes of the September 3, 2020 briefing meeting and the minutes of the September 8, 2020 regular meeting. Motion carried.

Alderman Parliament moved Alderwoman David seconded to approve the following claims. Motion carried.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A-1 Septic Tank	Professional Services	300.00
AFLAC	August Premium	1,253.95
Alliance Communications	Utilities	2,592.72
Alternative HR Development	Professional Services	3,294.89
Beal Distributing	GC Resale	825.80
Beck & Hofer Construction, Inc.	Improvements	117,229.20
Bioverse	Supplies	1,600.00
Border States Electric	Supplies	505.39
Boyce Law Firm	Professional Services	8,125.50
Brandon Ace Hardware	Supplies	1,436.95
Builders Supply Company	Improvements	2,375.00
BV Area Chamber of Commerce	Registration	10.00
Cardmember Services	Supplies	3,252.47
Coca-Cola/Chesterman	Rental	311.83
Concrete Materials	Repairs	213.00
Culligan	Utilities	156.40
D&K Construction LLC	Curb & Gutter Repairs	77,164.10
Dakota Beverage	GC Resale	602.95
Dakota Fluid Power	Repairs	120.19
Dakota Riggers	Supplies	462.10
Direct Automation	Hired Repairs	1,937.90
Direct Technologies	Software	632.00
DirecTV	Utilities	43.95
EnviroMaster, Inc.	Supplies	70.00
Environmental System Research Inst.	Software	1,094.25
H & W Contracting, LLC	Improvements	483,153.20

Hach Company	Chemicals	604.69
Hawkins Water Treatment	Chemicals	2,270.34
HDR Engineering, Inc.	Professional Services	115,773.27
Heartland Paper Company	Supplies	540.48
Innovative Office Solutions, LLC	Supplies	240.17
Johnson Brothers Famous Brands	GC Resale	216.41
Lacey Rentals, Inc.	Rental	528.00
Landscapes Unlimited LLC	GC Improvements	44,288.15
London Fog, Inc.	Repairs	68.08
Marv's Sanitary Service	Utilities	569.75
MED-Star Paramedic Ambulance, Inc.	911 Stand-by Services	4,166.67
Metro Construction	Improvements	147,112.83
MidAmerican Energy	Utilities	236.08
Miller & Sons Golf Cars	Hired Repairs	1,485.96
Myrl & Roy's Paving	Repairs	4,773.60
Norberg Paints	Supplies	440.40
Northern Tool & Equipment	Supplies	329.07
Oakridge Nursery	Supplies	69.95
Pizza Ranch of East Sioux Falls	GC Resale	58.50
Quam and Berglin, CPA's	Professional Services	25,700.00
R & L Supply	Repairs	8,136.65
Reiter Enterprises	Rental	2,665.00
Republic National Distributing Company	GC Resale	255.21
Sam's Club	GC Resale	869.90
SD Dept. of Revenue	Fees	13,732.03
SD One Call	Utilities	229.60
Sioux Falls Ford	Repairs	213.33
Sioux Falls Networks	Software	355.00
Soukup Construction, Inc.	Improvements	740,459.23
Staples Enterprises, Inc.	Fuel	57.79
Streicher's	Supplies	77.98
Sturdevant's	Repairs	666.36
Summit Companies	Supplies	51.00
Sunshine	Supplies	181.84
Sysco Lincoln	GC Resale	1,432.83
Titan Machinery	Repairs	1,004.13
Titleist	GC Resale	4,041.82
Tony's Catering	GC Resale	10,303.26
Tri-State Garage Door, Inc.	Repairs	150.00
Tri-State Hood Cleaning	Repairs	435.00
Uncle Ed's Specialty Meats, Inc.	GC Resale	1,250.00
USA Blue Book	Supplies	37.35
Valley Springs Body Shop	Improvements	400.00
Xcel Energy	Utilities	3,119.15
Zimco	Supplies	64.73
City Administration	September 3, 2020	3,397.32
Finance Office	September 3, 2020	4,183.97
Government Buildings	September 3, 2020	129.29

Engineer	September 3, 2020	3,090.44
Police	September 3, 2020	22,010.29
Building Inspections	September 3, 2020	3,388.84
Street Department	September 3, 2020	6,356.52
Park Department	September 3, 2020	4,677.77
Economic Development	September 3, 2020	947.14
Water Department	September 3, 2020	8,262.93
Sewer Department	September 3, 2020	4,055.40
Golf Course Grounds	September 3, 2020	6,089.63
Golf Course Lounge	September 3, 2020	4,888.14
Golf Course Pro Shop	September 3, 2020	5,238.05
Golf Course Community Room	September 3, 2020	1,028.94
941 Payroll Taxes	September 3, 2020	22,783.11
SD Retirement System Supplemental	September 3, 2020	712.50
TASC Flex Plan	September 3, 2020	625.00
Accounts Management	September 3, 2020	75.00
Direct Pay Reimbursement	Direct Pay Reimbursement	346.00

RESOLUTION #25-20

Alderswoman Clark moved Alderman Parliament seconded to approve Resolution #25-20. A roll call vote showed Clark, David, Fish, Jorgenson, Parliament aye. Motion carried.

RESOLUTION #25-20  
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 and public nuisances, all within the City of Brandon, South Dakota, as follows:

1. Linda Lynch  
2017 E Sylvan Cir  
Lot 5 Blk 1 Brandon Park Add to City of Brandon  
County ID: 20540  
Amount Assessed: \$250.00  
Reason: Mowing
2. Jeremy Schuttloffel & Amanda Jaren  
113 W Alpine Cir  
Lot 17 Blk 2 Swansons Estates Addn  
County ID: 59218  
Amount Assessed: \$437.50  
Reason: Mowing

3. David & Juanita Ohmann  
1008 E Aspen Blvd  
Lot 9 Blk 8 Fleetwood Addn  
County ID: 21006  
Amount Assessed: \$331.48  
Reason: Public Nuisance-cleanup

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, 2021. (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 21<sup>st</sup> day of September, 2020.

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Paul J Lundberg  
Mayor

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Christina Smith  
Finance Officer

(SEAL)

#### EMPLOYEE RECOGNITION

Sargent Alex Palmer was present to acknowledge the outstanding efforts of Officer Andrew Nygaard during a medical call on August 22, 2020. Betsy Odden, 1817 W. Thomas Circle, was also present. Betsy's husband was the resident in need of medical care, and she wanted to express her gratitude to Officer Nygaard. City Council congratulated Officer Nygaard for his efforts.

2019 AUDIT REPORT

Dwight Berglin with Quam, Berglin & Post, P.C., was present to discuss the 2019 Audit Report. Alderwoman Fish moved Alderwoman Clark seconded to approve the 2019 Audit Report as presented. Motion carried.

SPLIT ROCK CREEK AQUIFER EVALUATION REPORT

John Oswald, WSP, was present for discussion. John presented information on the sustainability of the Split Rock Creek Aquifer.

WATER TREATMENT PLANT FACILITY PLAN

Ben Julson, AE2S, was present for discussion. Ben presented information on the Water Treatment Plant facility plan. Different alternatives were presented: non-softening, softening, reverse osmosis, still continue to meet the primary drinking water standards.

ORDINANCE #613 2021 BUDGET

Alderwoman Fish moved Alderman Jorgenson seconded to give second reading to Ordinance #613: TITLE: AN ORDINANCE PROVIDING APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021, AND LEVYING THE PROPERTY TAX FOR THE YEAR 2020. A roll call vote showed Clark, David, Fish, Jorgenson, Parliament aye. Motion carried.

LANDSCAPES UNLIMITED REPORT

The Golf Course Committee report was heard. A copy of the Landscapes Unlimited report was presented. A representative from Landscapes Unlimited will be present at the October 5, 2020 City Council meeting. No further action taken.

GOLF COURSE FLOOD REPAIRS

Alderman Parliament moved Alderwoman Clark seconded to approve pay application #2 to Landscapes Unlimited in the amount of \$44,288.15 for the golf course flood repairs. Motion carried.

POOL IMPROVEMENTS PAY APP

The Parks & Recreation Committee report was heard. Alderwoman Fish moved Alderwoman Clark seconded to approve pay application #2 to Beck & Hofer Construction in the amount of \$117,229.20 for the pool improvements. Motion carried.

POOL IMPROVEMENTS CHANGE ORDER

Alderwoman Fish moved Alderman Jorgenson seconded to approve change order #2 to Beck & Hofer Construction in the amount of \$26,829.08 for the pool improvements. Motion carried.

I-90 PLAZA CONCEPT PLAN

The Public Safety Committee and Administration Committee reports were heard. Pat Schwebach, JSA Engineers and Darrell Viereck, Developer were present for discussion. Darrell explained the concept plan – 50 acres of land, moving 430,000 cubic yards of sand & gravel from the east to the west side. Working with FEMA on the flood plain. No action required.

I-90 PLAZA MEMORANDUM OF UNDERSTANDING

A memorandum of understanding was presented for the I-90 Plaza project as they anticipate requesting the use of Tax Increment Financing (“TIF”). Alderwoman Clark moved Alderman Parliament seconded to approve the Memorandum of Understanding as presented. Motion carried.

RESOLUTION #23-20

Alderwoman Clark moved Alderman David seconded to approve Resolution #23-20. A roll call vote showed Clark, David, Fish, Jorgenson, Parliament aye. Motion carried.

**RESOLUTION #23-20**

**WHEREAS**, the City of Brandon borrowed \$2,000,000 for the 2019 Brandon Park Addition Reconstruction Project on September 11, 2019; and

**WHEREAS**, the remaining project fund balance is \$203,883.48; and

**WHEREAS**, the remaining funds need to be spent by September 11, 2021; and

**WHEREAS**, the City of Brandon is adding the Rushmore Reconstruction Project to the 2019 Brandon Park Addition Reconstruction Project.

**THEREFORE BE IT RESOLVED** by the City Council of Brandon, South Dakota, that the remaining bond proceeds of \$203,883.48 be spent on the Rushmore Project.

**BE IT FURTHER RESOLVED** by the City Council of Brandon, South Dakota, that the following transfer of funds be approved and the Project Fund 582 is closed.

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
Park Addition#582	Rushmore#590	\$203,883.48

Dated this 21<sup>st</sup> day of September, 2020.

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Paul J Lundberg, Mayor

ATTEST:

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Christina Smith, Finance Officer

(SEAL)

RESOLUTION #24-20

Alderman Parliament moved Alderwoman David seconded to approve Resolution #24-20. A roll call vote showed Clark, David, Fish, Jorgenson, Parliament aye. Motion carried.

**RESOLUTION #24-20**

**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 2021 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 2021 as follows:

- I. All lots so assessed shall be at the rate of **\$ 2.00** 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 21<sup>st</sup> day of September, 2020.

ATTEST:

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Paul J. Lundberg  
Mayor

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Christina Smith  
Finance Officer

(SEAL)

QUIT CLAIM FOR TRACT 6 RAILROAD ADDITION

Alderman Jorgenson moved Alderwoman Clark seconded to approve the quit claim deed for Tract 6 Railroad Addition as presented. Motion carried.

CORE AREA PAY APPLICATION

The Streets Committee report was heard. Alderman Jorgenson moved Alderwoman Clark seconded to approve pay application #6 to Soukup Construction in the amount of \$740,459.23 for the Core Area Reconstruction project. Motion carried.

CORE AREA CHANGE ORDER #3

Alderman Jorgenson moved Alderwoman David seconded to approve change order #3 to Soukup Construction in the amount of \$27,065.70 for the Core Area Reconstruction project. Motion carried.

CURB & GUTTER REPAIR PAY APP

Alderman Jorgenson moved Alderwoman Clark seconded to approve pay application #1 and final to D&K Construction in the amount of \$77,164.10 for the curb & gutter repair project. Motion carried.

TRANSIT AGREEMENT AMENDMENT #2

Alderman Jorgenson moved Alderwoman Clark seconded to approve amendment #2 for the transit agreement with the SDDOT, as presented. Motion carried.

PURCHASE OF SNOW PLOW

Alderwoman Clark moved Alderman Jorgenson seconded to approve the purchase of a snow plow from Custom Truck Equipment for \$7,425.00 + freight costs. Motion carried.

WELL #8 PAY APP

The Water & Sewer Committee report was heard. Alderwoman Clark moved Alderwoman David seconded to approve pay application #6 to Metro Construction in the amount of \$147,112.83 for the well #8 project. Motion carried.

MAIN AVENUE INTERCEPTOR PAY APP

Alderwoman Clark moved Alderman Jorgenson seconded to approve pay application #12 to H & W Contracting in the amount of \$483,153.20 for the Main Avenue interceptor project. Motion carried.



At 7:43 p.m. on a motion by Alderwoman Clark seconded by Alderman Parliament the meeting was adjourned.

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Melissa Labahn  
Municipal Recording Clerk

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Paul Lundberg  
Mayor