

## MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on November 20, 2023 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Barb Fish, Bruce Johnson, Tim Jorgenson, David Kull, Kevin Lawrence 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. Absent: Colin Steen

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

Alderman Johnson moved Alderman Jorgenson seconded to approve the minutes of the November 2, 2023 briefing meeting and the minutes of the November 6, 2023 regular meeting. Motion carried.

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

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Adam Praska	Reimbursement	513.52
Advanced Engineering & Environmental Services	Professional Services	47,619.75
AFLAC	Insurance	686.63
Alternative HR Development	Monthly Services	3,683.50
Benders Sewer & Drain	Improvements	3,859.90
Blaine's Service	Hired Repairs	68.00
Bok Financial	Agent Fee	350.00
Bolt's Sprinkler Service	Improvements	595.00
Border States Electric	Repairs	2,001.50
Boyce Law Firm	Professional Services	6,788.00
Brandon Ace Hardware	Misc. Supplies	2,074.37
Brandon Valley Media Group	Publications	2,950.55
Brandon Valley School District	Fuel	5,083.19
C&R Supply	Supplies	39.76
Cadd Engineering	Repairs	769.20
Century Business Products	Supplies	178.22
Century Business Products	Supplies	61.41
Champion Tree Service	Tree Removal	51,440.00
Clark Engineering	Professional Services	4,490.79
Coca Cola/Chesterman	Rentals	50.00
Culligan Water Conditioning	Utilities	183.35
D&K Construction	Repairs	3,232.50
Dakota Data Shred	Paper Shredding	181.10
Dakota Supply Group	Repairs	5,448.48
Dalsin	Roof Repairs	11,191.50
Dennis Heinecke	Hired Repairs	412.50
DGR Engineering	Professional Services	71,770.08
Direct Automation	Hired Repairs	330.00

Direct Technologies	Software	1,100.74
Dudley Laundry (Appeara)	GC Linens	305.00
Dust-Tex	Supplies	101.50
Fastenal	Supplies	440.00
First National Bank/Cardmember Services	Misc. Expenses	3,508.23
Game Time	Supplies	322.50
Great Bear Sand and Gravel	Supplies	901.74
Greater Sioux Falls Chamber of Commerce	Dues	212.00
Hawkins Water Treatment	Chemicals	3,112.76
HDR Engineering	Professional Services	58,677.50
I&S Group	Professional Services	956.25
Incode/Tyler Technologies	Software	709.00
Interstate Office Products	Supplies	446.12
Jack's Uniform	Safety Supplies	322.78
JD's House of Trophies	Award Plaques	86.60
Karl Chevrolet	Police Vehicle Purchase	41,757.00
Kevin Lawrence	Reimbursement	465.05
Knife River	Repairs	237.60
Lacey Rentals	Rentals	260.00
Larry Bixby	Reimbursement	39.40
Lawson Products	Supplies	464.82
Locators & Supplies	Supplies	981.55
Malloy Electric Bearing Supply	Supplies	95.58
Marv's	Utilities	554.50
McClure Electric	Improvements	1,833.62
MED-Star Paramedic Ambulance	Monthly Services	4,166.67
Metro Construction	Improvements	13,569.33
Metro Construction	Professional Services	220,461.77
Michael's Fence	Improvements	3,806.00
MidAmerican Energy	Utilities	418.85
Modern Woodman	Insurance	2,336.71
Oakridge Nursery & Landscaping	Tree Vouchers/Hired Repairs	1,598.15
Orkin	Monthly Services	145.99
Palisades Oil	Fuel	4,163.73
Palisades Propane	Utilities	240.66
Performance Press	Supplies	79.00
Petty Cash	Petty Cash	327.80
Qualified Presort Service	Utility Bills Processing	3,320.80
Ramkota Hotel-Pierre	Travel	107.00
Sam's Club	GC Resale	259.64
Sanitation Products	Hired Repairs	377.40
SD DANR	Annual Fee	1,450.00
SD Department of Revenue	Sales Tax	5,322.20
SD One Call	Locate Tickets	176.96
Sioux Falls Ford	Hired Repairs	166.48
Sioux Falls Networks	Monthly Services	509.29
Siouxland Trailer	Hired Repairs	908.48
Stanek Constructors	WTP Expansion	1,219,423.24

Sturdevant's	Supplies	569.62
Summit Fire Protection	Rentals	12.50
Sunshine	GC Resale	500.78
The Wright Vacs	Supplies	31.50
Titan Access Account	Supplies	1,415.02
Titleist	GC Resale	348.84
Tony's Catering	Golf Course Catering	4,375.60
Toro	Monthly Services	229.00
Triple R Paving	Improvements	38,676.96
Two Way Solutions	Supplies	99.99
US Bank	Agent Fee	600.00
Verizon Wireless	Utilities	650.97
Vogel Motors	Hired Repairs	215.00
Wellmark BC/BS	Insurance	74,652.92
Xcel Energy	Utilities	3,261.59
Zimco	Supplies	1,730.00
City Administration	November 9, 2023 Payroll	4,128.79
Finance Officer	November 9, 2023 Payroll	6,008.64
Government Buildings	November 9, 2023 Payroll	130.25
Engineer	November 9, 2023 Payroll	4,013.92
Police	November 9, 2023 Payroll	32,117.07
Building Inspections	November 9, 2023 Payroll	4,000.19
Street Department	November 9, 2023 Payroll	6,247.91
Park Department	November 9, 2023 Payroll	4,779.59
Economic Development	November 9, 2023 Payroll	2,241.63
Water Department	November 9, 2023 Payroll	10,168.98
Sewer Department	November 9, 2023 Payroll	6,519.89
Golf Course Grounds	November 9, 2023 Payroll	4,932.15
Golf Course Lounge	November 9, 2023 Payroll	2,544.61
Golf Course Pro Shop	November 9, 2023 Payroll	3,706.15
Golf Course Community Room	November 9, 2023 Payroll	426.64
941 Payroll Taxes	November 9, 2023 Payroll	29,348.85
SD Retirement System Supplemental	November 9, 2023 Payroll	1,442.50
TASC Flex Plan	November 9, 2023 Payroll	960.52
Accounts Management	November 9, 2023 Payroll	75.00

Alderman Jorgenson moved Alderman Lawrence seconded to approve the consent calendar which contained the following items: a wage adjustment for Dale Kerber, to step 13-12 on the wage scale, \$33.80 per hour, effective November 26, 2023; a wage adjustment for Andrew Maslowski, to step 13-2 on the wage scale, \$26.83 per hour, effective November 21, 2023; a wage adjustment for Richard Hibdon, to step 13-1 on the wage scale, \$26.13 per hour, effective November 21, 2023 and a plat of Tracts 1B & 2A of Beiningen Addition. Motion carried.

#### ORDINANCE #694

Alderman Kull moved Alderman Lawrence seconded to give second reading to Ordinance #694: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SOUTH DAKOTA PROVIDING FOR A SUPPLEMENTAL APPROPRIATION FOR THE FISCAL YEAR 2023. A roll call

vote showed Fish, Johnson, Jorgenson, Kull, Lawrence aye. Motion carried.

RANGE SERVANT PURCHASE

The Golf Course Committee report was heard. Golf Course Manager, Andrew Bauer, was present for discussion. Alderman Johnson moved Alderman Jorgenson seconded to approve the purchase of a Range Servant ball machine from Range Servant America, Inc. at a cost of \$8,966.25. Motion carried.

GREEN MOWERS PURCHASE

Alderman Lawrence moved Alderman Jorgenson seconded to approve the purchase of 2 Greens Master Triflex 3320 Greens Mowers from Midwest Turf & Irrigation at a cost of \$122,052.00. These are budgeted for 2024. Motion carried.

2024 POOL FEES

The Parks & Recreation Committee report was heard. Discussion held on pool fees for 2024. The Park Advisory Committee made recommendation to leave the pool fees as is for 2024. No further action required at this time.

PARK FEES DISCUSSION

Discussion held on park fees. Currently charge \$1,000.00 per acre when property is platted, and \$250.00 per dwelling unit on the building permit. No action taken at this time.

PATROL VEHICLES

The Public Safety Committee report was heard. Alderman Lawrence moved Alderman Kull seconded to approve the purchase of a 2024 Ford Interceptor through Lamb Motors, in place of the vehicle ordered in 2022 that has been cancelled by Ford. Will be an additional cost of \$895.00 for the EcoBoost engine. Motion carried.

BODY CAMERA CONTRACT WITH AXON ENTERPRISES

Police Chief, Jamie Steffel, was present for discussion. Alderman Johnson moved Alderman Lawrence seconded to approve the contract with Axon Enterprises, Inc. for the body worn cameras in the amount of \$68,857.17, split into 5 yearly payments of \$13,771.43. Motion carried.

TAX ABATEMENTS

The Administration Committee report was heard. Alderman Jorgenson moved Alderwoman Fish seconded to approve the following tax abatements, as presented. Motion carried.

<u>Abatement Number</u>	<u>Parcel ID #</u>
2023-0258	64269
2023-0259	64269

STONE RIDGE ESTATES PHASE 5 CONSTRUCTION AGREEMENT

Alderman Kull moved Alderwoman Fish seconded to approve the Stone Ridge Estates – Phase 5 Subdivision Construction Agreement with Western Hills, LLC., as presented. Motion carried.

RESOLUTION #27-23

Alderman Jorgenson moved Alderman Johnson seconded to approve Resolution #27-23 supporting an application for financial assistance to the SD Housing and Development Authority by Aspen Ridge, LLC. Motion carried.

**RESOLUTION #27-23**

**RESOLUTION IN SUPPORT OF AN APPLICATION FOR FINANCIAL ASSISTANCE TO THE SOUTH DAKOTA HOUSING AND DEVELOPMENT AUTHORITY BY ASPEN RIDGE, LLC AND/OR ITS AFFILIATES, AGENTS, OR ASSIGNS FOR THE BENEFIT OF MULTI OR SINGLE-FAMILY DEVELOPMENT**

**WHEREAS**, the City of Brandon (“City”) and Aspen Ridge, LLC (“Developer”) have determined it is necessary to proceed with improvements to the City's infrastructure, thus enabling additional single and multifamily units to be constructed in the city limits of Brandon; and

**WHEREAS**, the City and Developer have determined financial assistance will be necessary to undertake the Project and an application for financial assistance to the South Dakota Housing and Development Authority shall be prepared by Aspen Ridge, LLC for the proposed development; and

**WHEREAS**, the City will work with the Developer's engineer to ensure the preliminary project infrastructure plans meet the City's requirements for adequate drinking water, water treatment capacity and distribution, storm sewer, and all other necessary improvements as needed; and

**WHEREAS**, the City has adequate treatment facilities and water supply to accommodate the proposed development; and

**WHEREAS**, the City is committed to the ownership and long-term maintenance of said infrastructure upon acceptance and the conditions set forth in the certificate of completion that the said infrastructure and system shall meet the specifications, materials and equipment set forth as shown on the approved plans in said agreement; and

**WHEREAS**, the 2020 City of Brandon Housing Study identified the need for additional owner-occupied housing in the moderate to market price range, an increase in the variety of housing types, designs, and densities; and

**WHEREAS**, the City acknowledges that there is a significant housing shortage in City of Brandon and this proposed development will help, but not resolve the housing shortage.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Brandon, South Dakota as follows:

1. The City hereby supports the submission of an Application for financial assistance by Aspen Ridge, LLC, to the South Dakota Housing and Development Authority.
2. City officials of the City of Brandon are hereby authorized to deliver such other documents as necessary, to assist with the Application

Adopted this 20<sup>th</sup> day of November, 2023.

CITY OF BRANDON, SD

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Harry Buck, Mayor

ATTEST:

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Christina Smith, Finance Officer

**IRRIGATION FEES DISCUSSION**

Discussion held on current fees for landscape irrigation permits. Currently charge \$17.00 for contractors and \$20.00 for property owners. It was the consensus of the Commission to increase both to \$34.00. A resolution will be presented at a future meeting.

**PLATTING FEES DISCUSSION**

Discussion held on fees for plan review and plat review. The City of Brandon currently does not charge for either plan or plat review. No action taken at this time.

**RUSHMORE PROJECT CHANGE ORDER**

The Streets Committee report was heard. Alderman Jorgenson moved Alderman Johnson seconded to approve change order #1 to Metro Construction in the amount of (\$150,136.10) for

the Rushmore Area Reconstruction Project – Phase 2. Motion carried.

RUSHMORE PROJECT PAY APPLICATION

Alderman Jorgenson moved Alderman Johnson seconded to approve pay application #7 and final to Metro Construction in the amount of \$220,461.77 for the Rushmore Area Reconstruction Project – Phase 2. Motion carried.

CORE AREA PHASE 2B PROJECT UPDATE

Alderman Jorgenson moved Alderman Lawrence seconded to move forward with vacating the rail spur and approval to advertise for bids for the Core Area Phase 2B project with bid letting scheduled for January 4, 2024. Motion carried.

TRANSIT FARES DISCUSSION

Discussion held on current fares for the Brandon City Transit. It was the consensus of the Commission to leave the fares as is for 2024.

STREET LIGHTING DISCUSSION

Discussion held on 2024 street lighting fees. Recommendation by staff to increase these fees by 3% for 2024. A resolution will be presented at the next regular meeting.

WATER TREATMENT PLANT PROJECT PAY APPLICATION

The Water & Sewer Committee report was heard. Alderman Kull moved Alderman Lawrence seconded to approve pay application #12 to Stanek Constructors, Inc. in the amount of \$1,219,423.24 for the water treatment plant project. Motion carried.

CONNECTION FEES DISCUSSION

Discussion held on current fees for water and sewer connections on new construction. No action taken at this time.

2024 WATER RATES DISCUSSION

Discussion held on 2024 water rates. Staff recommendation is a 4% increase on water rates for 2024. A resolution will be presented at the next regular meeting.

ASPEN RIDGE UTILITY UPSIZING AGREEMENT

Tami Jansma, City Engineer, was present for discussion. Alderman Lawrence moved Alderman Johnson seconded to approve the agreement for upsizing of utilities between the City of Brandon and Aspen Ridge, LLC., as presented. Motion carried.

At 6:45 p.m. on a motion by Alderman Johnson seconded by Alderman Lawrence the meeting was adjourned. Motion carried.

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Melissa Labahn  
Municipal Recording Clerk

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Harry Buck  
Mayor