

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on December 18, 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, 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; Golf Course Manager, Andrew Bauer and Public Works Director, Rollie Hoeke.

Alderman Steen moved Alderman Johnson seconded to approve the agenda. Motion carried.

Alderman Kull moved Alderwoman Fish seconded to approve the minutes of the November 30 2023 briefing meeting; the minutes of the December 1, 2023 special meeting and the minutes of the December 4, 2023 regular meeting. Motion carried.

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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Advanced Engineering & Environmental Service	WTP Expansion	32,189.70
AFLAC	Insurance	674.54
Alternative HR Development	Monthly Contract	3,584.50
American Fence Company	Hired Repairs	3,510.00
Big Al's Contracting	Concrete/Asphalt Repairs	906,224.14
Bill Wagner Welding	Hired Repairs	270.00
Billion Chevrolet	Hired Repairs	652.03
Blaine's Service	Hired Repairs	40.00
Border States Electric	Supplies	625.00
Boyce Law Firm	Monthly Services	3,700.00
Brandon Ace Hardware	Misc. Supplies	1,052.66
Brandon Lumber	Supplies	285.19
Brandon Pharmacy	Flu Shots	224.00
Brandon Valley Media Group	Publications	1,423.97
Brandon Valley School District	Fuel	4,098.21
BX Civil & Construction	Deicing Liquid	3,010.00
Century Business Products	Supplies	116.69
Century Business Products	Supplies	307.86
Christina Smith	Reimbursement	288.05
City of Sioux Falls	Public Safety Software	13,600.00
Coca Cola/Chesterman	Rentals	50.00
Coffee Cup	Fuel	109.03
Core & Main	Repairs	940.04
Culligan Water Conditioning	Monthly Contract	120.85
Dakota Beverage	GC Resale	376.15
Direct Technologies	Software	1,100.74
DPC Industries	Chemicals	1,352.43
Dust Tex	Supplies	203.00
Enviromaster	Supplies	84.00

First National Bank Cardmember Services	Misc. Expenses	5,701.32
Graham Tire	Supplies	621.54
HDR	Professional Services	1,426.25
I&S Group	Professional Services	479.47
Incode/Tyler Technologies	Equipment	250.00
Innovative Office Solutions	Supplies	289.44
Interstate Office Products	Supplies	219.35
Istate Truck	Supplies	235.18
Jack's Uniform & Equipment	Clothing Supplies	1,108.81
Karl Chevrolet	New Vehicle Equipment	6,631.53
Knife River	Repairs	1,420.65
Lacey Rentals	Rentals	130.00
Lawson Products	Supplies	92.87
Locators & Supplies	Clothing Supplies	1,280.10
Marvs	Utilities	5,518.25
MC & R Pools	Repairs	265.00
Med-Star Paramedic Ambulance	Monthly Contract	4,166.63
Metro Communications	4th Quarter Fees	21,852.50
Metro Construction	Dog Park	13,397.50
Mid States Audio	New Microphones	10,333.08
MidAmerican Energy	Utilities	1,042.01
Minnehaha Community Water Corp	Utilities	114.50
Minnehaha County Highway Dept	Redwood Bridge Agreement	1,000.00
Minnehaha County Register of Deeds	Supplies	90.00
Oakridge Nursery	November Vouchers	1,680.26
Ode Co	Pioneer Park Renovation	40,762.77
Overhead Door	Hired Repairs	802.04
Palisades	Fuel	1,386.06
Pitney Bowes	Lease Agreement	181.23
Pitney Bowes Purchase Power	Supplies	162.38
PrairieSons Inc	Pressure Reducing Valves	16,147.24
Qualified Presort Service	Utility Bill Processing	2,840.90
Runnings	Clothing Supplies	149.96
Sam's Club	GC Resale	44.90
Scheels	Clothing Supplies	168.00
SD Department of Revenue	Sales Tax	4,828.21
SD One Call	Locate Tickets	112.00
SD State Plumbing Commission	2024 License	275.00
Sioux Falls Area Humane Society	Monthly Services	469.84
Sioux Falls Ford	Hired Repairs	679.40
Sioux Falls Networks	Monthly Services/Server Migration	3,495.24
Stanek Constructors	WTP Expansion	1,397,736.44
Stockwell	Water Tower Construction	8,602.20
Sturdevan'ts	Misc. Supplies	999.45
Summit Fire	Rentals	24.00
Sunshine	Misc. Expenses	2,764.14
Titan/Productivity Plus	Repairs	340.29
Tony's Catering	Catering	1,560.00

Toro	Monthly Contract	229.00
Two Way Solutions	New Vehicle Equipment	13,251.70
USA Blue Book	Supplies	214.28
Verizon Wireless	Utilities	654.04
VFW Post 4726	4th Quarter	1,500.00
Vogel Motors	Hired Repairs	494.00
Xcel Energy	Utilities	3,204.14
First National Bank Trust Department	GC Equipment Loan	1,128.37
Council	December 7, 2023 Payroll	8,319.53
Mayor	December 7, 2023 Payroll	2,265.63
City Administration	December 7, 2023 Payroll	4,128.80
Planning & Zoning Board	December 7, 2023 Payroll	1,569.94
Park Committee	December 7, 2023 Payroll	461.75
Finance Officer	December 7, 2023 Payroll	6,025.57
Government Buildings	December 7, 2023 Payroll	130.25
Engineer	December 7, 2023 Payroll	4,026.60
Police	December 7, 2023 Payroll	32,116.44
Building Inspections	December 7, 2023 Payroll	3,950.67
Street Department	December 7, 2023 Payroll	6,943.65
Park Department	December 7, 2023 Payroll	4,779.59
Economic Development	December 7, 2023 Payroll	2,241.63
Water Conservation	December 7, 2023 Payroll	230.85
Water Department	December 7, 2023 Payroll	9,057.53
Sewer Department	December 7, 2023 Payroll	5,311.41
Golf Course Grounds	December 7, 2023 Payroll	3,295.09
Golf Course Lounge	December 7, 2023 Payroll	2,060.89
Golf Course Pro Shop	December 7, 2023 Payroll	2,531.35
Golf Course Community Room	December 7, 2023 Payroll	584.57
941 Payroll Taxes	December 7, 2023 Payroll	30,604.24
SD Retirement System Supplemental	December 7, 2023 Payroll	1,442.50
TASC Flex Plan	December 7, 2023 Payroll	960.52
Accounts Management	December 7, 2023 Payroll	75.00

Alderman Jorgenson moved Alderman Lawrence seconded to approve the consent calendar which contained the following item: a wage adjustment for Seth Goembel, to step 10-5 on the wage scale, \$24.28 per hour, effective December 20, 2023. Motion carried.

Emmet Keyser, 609 E. Switch Grass Trail, was present for discussion. Emmet has concerns with the re-zoning of 510 E. Switch Grass Trail – Tallgrass Park to IN-Institutional.

ORDINANCE #695

A public hearing was held, as advertised, to consider Ordinance #695. The City of Brandon is in the process of re-zoning city owned properties to IN-Institutional. The Planning & Zoning Commission gave a “do-pass” recommendation at their December 7, 2023 meeting. Alderman Kull moved Alderwoman Fish seconded to give first reading to Ordinance #695: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SOUTH DAKOTA PROVIDING THAT THE REVISED ZONING ORDINANCE NUMBER 531 AND THE OFFICIAL ZONING MAP OF

THE CITY OF BRANDON, SOUTH DAKOTA BE AMENDED TO PROVIDE FOR THE RE-ZONING OF THE FOLLOWING DESCRIBED PROPERTY. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

SIoux METRO GROWTH ALLIANCE

Tyler Tordsen, CEO & President of Sioux Metro Growth Alliance was present to introduce himself to the City Council and gave a brief update.

VARIANCE APPEAL – 1500 E. BIRCH STREET

An appeal was received from Chuck Bengtson, 1500 E. Birch Street, appealing the December 7, 2023 Board of Adjustment denial of his Variance Application for a rear yard deck that does not meet the required rear yard setbacks per City Ordinance. Applicant Chuck Bengtson, 1500 E. Birch Street, was present for discussion. Charles is requesting a variance for a rear yard covered deck that was recently construction, which does not meet the required 20’ rear yard setback. The site plan submitted for the building permit did show the required 20’ rear yard setback, therefore the permit was issued based on that submitted plan. Alderman Jorgenson moved Alderman Johnson seconded to deny the appeal, and upheld the decision of the Board of Adjustment. Motion carried.

2024 FIRE CONTRACT

The Golf Course Committee, Parks & Recreation Committee and Public Safety Committee reports were heard. Alderman Kull moved Alderman Steen seconded to approve the 2024 Fire Contract, as presented. Motion carried.

IT SERVICES

The Administration Committee report was heard. The current provider of the City of Brandon’s IT services will be accepting a full time position with a new employer, therefore the City of Brandon will be in need of new services. Staff will present an RFQ at the next regular City Council meeting.

RESOLUTION #32-23

Alderman Lawrence moved Alderman Steen seconded to approve Resolution #32-23. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

RESOLUTION #32-23

WHEREAS, the City of Brandon prepares and approves a budget each September for the following calendar year; and

WHEREAS, the budget for 2023 contains a contingency fund of \$75,000.00 that can be transferred to any general fund account by resolution of the City Council.

WHEREAS, the remaining balance in the contingency fund is \$75,000.00.

THEREFORE LET IT BE RESOLVED, that the following amounts be transferred for the budget year of 2023 from 101-4115-51000 Contingency to:

Holly	101-4715-44200	Interest.....	\$ 2,400.00
-------	----------------	---------------	-------------

Dated this 18th day of December 2023.

ATTEST:

Harry Buck
Mayor

Christina Smith
Municipal Finance Officer

(SEAL)

CONCRETE & ASPHALT REPAIR PROJECT CHANGE ORDER

The Streets Committee report was heard. Alderman Jorgenson moved Alderman Johnson seconded to approve change order #1 to Big Al’s Concrete in the amount of (\$341,734.76) for the concrete & asphalt repair project. Motion carried.

CONCRETE & ASPHALT REPAIR PROJECT PAY APPLICATION

Alderman Jorgenson moved Alderman Steen seconded to approve pay application #1 and final to Big Al’s Concrete in the amount of \$826,224.14 for the concrete & asphalt repair project. Motion carried.

EASTSIDE SEWER OPTIONS

The Water & Sewer Committee report was heard. Discussion held on eastside sewer options. Alderman Lawrence moved Alderman Kull seconded to move forward with Option 1A, as presented, using the City and State ARPA funding, sewer fund balance, 3rd penny and planning to use the general fund balance to fund the remaining \$758,272.01 with a contingency of possibly getting additional State funds. Motion carried.

RESOLUTION #33-23

Alderman Johnson moved Alderman Steen seconded to approve Resolution #33-23. A roll call

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

**RESOLUTION #33-23
ESTABLISHING RATES FOR WASTEWATER SERVICE CHARGES**

WHEREAS, Ordinance #14-5-7 states that the charge for each billing period shall be established and may be amended by resolution of the City Council.

BE IT FURTHER RESOLVED that the following rates are hereby established and become effective for residential, commercial and industrial users of the Brandon Wastewater System:

Beginning with the January 2024 utility bill;
Minimum monthly base charge of \$10.28

Volume charge of \$13.38 per one thousand gallons or fraction thereof of water usage as shown on the water meter

Surcharge of \$4.36 per month shall be added to each account for debt service payments on the State Revolving Loan for the Big Sioux Lift Station

BE IT FURTHER RESOLVED, that the monthly usage for billing shall be determined by averaging the usage from the months of November and December of the preceding year. This average shall be used to compute the monthly wastewater service charges until a new average is determined the following year. New accounts that have not established an average shall be billed the lesser of 100 gallons per person per day in the household or actual usage as shown on the water meter.

BE IT FURTHER RESOLVED, that rates need to be considered on a regular basis to keep increases to a minimum yet providing enough revenue to ensure that the Sewer Fund is operating in the black.

Dated this 18th day of December, 2023.

Harry Buck
Mayor

ATTEST:

Christina Smith
Municipal Finance Officer

(SEAL)

WATER TREATMENT PLANT PAY APPLICATION

Alderman Steen moved Alderman Lawrence seconded to approve pay application #13 to Stanek Constructors in the amount of \$1,397,736.44 for the water treatment plant project. Motion carried.

At 6:42 p.m. Alderwoman Fish moved Alderman Johnson seconded to go into executive session to discuss potential litigation, per SDCL 1-25-2. Motion carried. At 6:46 p.m. Mayor Harry Buck declared the executive session ended.

Alderman Johnson moved Alderman Jorgenson seconded to approve pay application #4 and final to PrairieSons, Inc. in the amount of \$16,147.24 for the pressure reducing valves project. Motion carried.

At 6:47 p.m. on a motion by Alderman Lawrence seconded by Alderman Steen the meeting was adjourned. Motion carried.

Melissa Labahn
Municipal Recording Clerk

Harry Buck
Mayor