

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on December 19, 2022 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Dana Clark, Barb Fish, Bruce Johnson, Tim Jorgenson, David Kull, 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 Clark moved Alderman Steen seconded to approve the agenda. Motion carried.

Alderwoman Fish moved Alderman Clark seconded to approve the minutes of the December 1, 2022 briefing meeting; the minutes of the December 2, 2022 special meeting and the minutes of the December 5, 2022 regular meeting minutes. Motion carried.

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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AB Contracting	Water Tower	30,614.89
Action Electric	Hired Repairs	7,170.37
AFLAC	Insurance	865.27
Alternative HR Development	Professional Services	3,445.00
Andrew Maslowski	Reimbursement	136.00
Avera Medical Group	Professional Services	222.00
Avera Medical Group	Professional Services	595.28
Bierschbach Equipment & Supply	Rentals	486.00
Blaine's Service	Repairs	115.00
Border States Electric	Supplies	163.77
Boyce Law Firm	Professional Services	2,170.00
Brandon Ace Hardware	Supplies	897.42
Brandon Lumber	Supplies	112.50
Brandon Valley Media Group	Publications	1,858.86
Builders Supply Co	Repairs	177.75
Carlson & Stewart Refrigeration	Hired Repairs	1,063.07
Century Business Products	Supplies	273.92
Century Business Products	Equipment	3,969.63
Champion Tree Service	Ash Tree Removal	45,447.00
Cintas	Supplies	504.97
City of Sioux Falls Landfill	Repairs	84.32
Coca Cola/Chesterman	Rentals	50.00
Coffee Cup	Fuel	20.66
Core & Main	Repairs	12.00
Crescent Electric Supply	Supplies	1,067.76
Culligan Water Conditioning	Utilities	115.15
Dennis Schotzko	Mailbox Damage Reimbursement	21.29
DGR Engineering	Professional Services	84,660.82

Direct Technologies	Software	1,053.82
Enviromaster	Professional Services	84.00
Fastenal	Supplies	15.72
Ferguson Waterworks	Water Conservation	8.00
First National Bank-Cardmember Services	Misc. Expenses	5,390.56
First Rate Excavate	Improvements	54,800.00
Fulda Electric Service	Improvements	1,966.64
Galls	Safety Supplies	33.64
HDR Engineering	Professional Services	15,415.82
I&S Group	Improvements	15,553.50
IMEG	Professional Services	1,160.77
Incode Division/Tyler Technologies	Software	685.00
Innovative Office Solutions	Supplies	2,002.67
Interstate Office Products	Supplies	26.05
Interstate Power Systems	Supplies	116.43
Jack's Uniform & Equipment	Safety Supplies	421.88
Jessica Snedeker	Professional Services	200.00
Johnson Brothers Famous Brands	GC Resale	55.48
Johnstone Supply	Repairs	139.99
Lacey Rentals	Rentals	125.00
Marv's Sanitary Service	Utilities	6,121.56
MC & R Pools	Pool Winterization	238.00
MidAmerican Energy	Utilities	1,975.52
Midwest Land Surveying	Professional Services	19,070.00
Mills & Miller	Deicing Salt	4,401.00
Minnehaha County Register of Deeds	Supplies	120.00
Minnehaha County Treasurer	Stormwater Payments	683.11
Motorola Solutions	Repairs	3,795.01
Oakridge Nursery	Tree Vouchers	771.96
Palisades Oil	Fuel	5,563.53
Pfeifer's Implement Company	Snow Removal Supplies	738.70
Pitney Bowes	Supplies	155.19
Pitney Bowes	Lease	181.23
Qualified Presort Service	Utility Bill Processing	3,193.85
Reiter Enterprises	Hired Repairs	690.00
Schwartzle Construction	Professional Services	374,359.34
SD One Call	Utilities	112.00
Sioux Falls Area Humane Society	Professional Services	366.00
Sioux Falls Networks	Software	480.10
Sioux Falls Utilities	Utilities	104,202.92
Sirchie Finger Print Labs	Supplies	183.49
Soukup Construction	Improvements	35,614.02
South Dakota Department of Revenue	November Sales Tax	4,048.46
Staples	Supplies	201.99
Stockwell Engineers	Water Tower	8,234.50
Sturdevant's	Repairs	1,914.44
Summit Fire Protection	Rentals	46.00
Sunshine	GC Resale/Supplies	242.40

Tony's Catering	Catering	3,813.79
Toro	Monthly Contract	229.00
Two Way Solutions	Hired Repairs/Supplies	5,863.94
Ulteig	Professional Services	6,549.25
USGA	2023 Dues	150.00
Verizon Wireless	Utilities	574.98
Vogel Motors	Hired Repairs	821.00
Xcel Energy	Utilities	3,100.64
Zabel Steel	Supplies	350.05
Zimco Supply Co	Supplies	643.45
Council	December 8, 2022 Payroll	7,841.60
Mayor	December 8, 2022 Payroll	2,088.11
City Administration	December 8, 2022 Payroll	3,733.93
Planning & Zoning Board	December 8, 2022 Payroll	1,454.49
Park Committee	December 8, 2022 Payroll	415.55
Finance Officer	December 8, 2022 Payroll	5,650.83
Government Buildings	December 8, 2022 Payroll	129.29
Engineer	December 8, 2022 Payroll	3,622.20
Police	December 8, 2022 Payroll	28,424.89
Building Inspections	December 8, 2022 Payroll	3,611.52
Street Department	December 8, 2022 Payroll	4,394.47
Park Department	December 8, 2022 Payroll	4,385.56
Economic Development	December 8, 2022 Payroll	2,017.55
Water Conservation	December 8, 2022 Payroll	332.44
Water Department	December 8, 2022 Payroll	8,966.13
Sewer Department	December 8, 2022 Payroll	4,941.43
Golf Course Grounds	December 8, 2022 Payroll	1,843.17
Golf Course Lounge	December 8, 2022 Payroll	2,470.64
Golf Course Pro Shop	December 8, 2022 Payroll	2,348.28
Golf Course Community Room	December 8, 2022 Payroll	179.17
941 Payroll Taxes	December 8, 2022 Payroll	26,668.22
SD Retirement System Supplemental	December 8, 2022 Payroll	1,200.00
TASC Flex Plan	December 8, 2022 Payroll	1,064.63
Accounts Management	December 8, 2022 Payroll	75.00
Direct Pay Reimbursement	December 19, 2022	1,500.00
Direct Pay Reimbursement	December 19, 2022	1,325.61
Direct Pay Reimbursement	December 19, 2022	1,500.00

Alderman Jorgenson moved Alderman Steen seconded to approve the consent calendar which contained the following items: annual salary adjustment for Dustin Wagner, to step 10-5 on the wage scale, \$24.28 per hour, effective January 2, 2023; annual salary adjustment for Kerry Thill, to step 13-5 on the wage scale, \$28.92, effective January 1, 2023; annual salary adjustment for Tessa Wegner, to step 13-2 on the wage scale, \$26.83 per hour, effective January 3, 2023; annual salary adjustment for Seth Goembel, to step 10-4 on the wage scale, \$21.84 per hour, effective December 20, 2022; a plat of Aspen Park Addition Tract 2; a plat of Lot 2A Block 7 of the Original Town of Brandon; a plat of Lots 1 & 2 Block 3 Rovang Industrial Park Addition; a plat of Tract 1 Tallgrass Park Addition and a plat of Tract 2 Williams Addition. Motion carried.

RETAINING WALL PROJECT CHANGE ORDER

The Golf Course Committee report was heard. Alderman Steen moved Alderman Johnson seconded to approve change order #2 to Schwartzle Construction for the golf course retaining wall project, in the amount of \$38,571.00. Motion carried.

RETAINING WALL PROJECT PAY APPLICATION

Alderman Kull moved Alderman Steen seconded to approve pay application #2 to Schwartzle Construction for the golf course retaining project, in the amount of \$374,359.34. Motion carried.

ASSISTANT GOLF COURSE SUPERINTENDENT JOB DESCRIPTION

Alderman Kull moved Alderman Johnson seconded to approve the job description for the position of Assistant Golf Course Superintendent, as presented. Motion carried.

TENNIS COURT LIGHTS AT BV MIDDLE SCHOOL

The Parks & Recreation Committee report was heard. No further discussion on the tennis courts lights at this time.

PURCHASE BOOM MOWER

Alderwoman Fish moved Alderwoman Clark seconded to approve the purchase of a boom mower for the Parks Department, in the amount of \$32,293.00 from RDO Equipment Company. Motion carried.

DECLARE PICKLE BALL NETS SURPLUS

Alderwoman Fish moved Alderman Johnson seconded to declare the pickle ball nets as surplus, with a value of less than \$500.00. Motion carried.

ASH TREE PROJECT CHANGE ORDER

Alderwoman Fish moved Alderman Johnson seconded to approve change order #1 to Champion Tree Service for the ash tree removal project, in the amount of (\$3,348.00). Motion carried.

ASH TREE PROJECT PAY APPLICATION

Alderman Kull moved Alderman Steen seconded to approve pay application #1 to Champion Tree Service for the ash tree removal project, in the amount of \$45,447.00. Motion carried.

COMMUNICATIONS REPORT

The Public Safety Committee and Administration Committee reports were 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.

ADDITIONAL INFRASTRUCTURE STUDIES

Bryan Read, City Administrator, presented a list of studies that the City has done or will be doing in the near future. No further action taken at this time.

DRAFT CHANGES TO EMPLOYMENT POLICY MANUAL

A revised draft of changes to the Employment Policy Manual was presented for review.

Alderman Kull moved Alderman Johnson seconded to approve the changes, as presented. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Steen aye; Clark nay. Motion carried.

DRAFT POLICY ON TABLED ITEMS

A draft policy was presented, as prepared by Lisa Marso, Brandon City Attorney on how to handle agenda items that get “tabled” at meetings. An Ordinance will be presented at the next regular meeting.

RESOLUTION #41-22

Alderman Fish moved Alderman Steen seconded to approve Resolution #41-22. A roll call vote showed Clark, Fish, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

RESOLUTION #41-22

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

WHEREAS, the budget for 2022 contains a contingency fund of \$100,000.00 that can be transferred to any general fund account by resolution of the City Council.

WHEREAS, the remaining balance in the contingency fund is \$48,700.00.

THEREFORE LET IT BE RESOLVED, that the following amounts be transferred for the budget year of 2022 from 101-4115-51000 Contingency to:

Pool	101-4514-43300	Improvements.....	\$ 15,000.00
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Dated this 19th day of December 2022.

Harry Buck, Mayor

ATTEST

Christina Smith, Municipal Finance Officer

(Seal)

RESOLUTION #42-22

Alderwoman Fish moved Alderman Steen seconded to approve Resolution #42-22. A roll call vote showed Clark, Fish, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

RESOLUTION #42-22

WHEREAS, funds must be transferred to eliminate the negative cash balances.

THEREFORE BE IT RESOLVED by the City Council of Brandon, South Dakota, that the following transfer of funds is approved as of December 19, 2022:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
General Fund #101	Ironwood Project #530	\$ 38,044.06

BE IT FURTHER RESOLVED that the following transfer of funds is approved when the bonds are received for the Ironwood Project.

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
Ironwood Proj #530	General Fund #101	\$ 38,044.06

Dated this 19th day of December, 2022.

Harry Buck, Mayor

ATTEST:

Christina Smith, Finance Officer

(SEAL)

RESOLUTION #43-22

Alderwoman Clark moved Alderman Johnson seconded to approve Resolution #43-22. A roll call vote showed Clark, Fish, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

RESOLUTION #43-22

WHEREAS, funds must be transferred to eliminate the negative cash balances.

THEREFORE BE IT RESOLVED by the City Council of Brandon, South Dakota, that the

following projects are complete and the transfer of funds is approved as of December 19, 2022:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
STP Fund #218	Core Ph1 #540	\$ 10,000.00
STP Fund #218	Rushmore Ph1 #590	\$ 107,309.74

Dated this 19th day of December, 2022.

Harry Buck, Mayor

ATTEST:

Christina Smith, Finance Officer

(SEAL)

ORDINANCE #675

Alderman Kull moved Alderman Johnson seconded to give first reading to Ordinance #675:
TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SOUTH DAKOTA PROVIDING
FOR A SUPPLEMENTAL APPROPRIATION FOR THE FISCAL YEAR 2022. A roll call
vote showed Clark, Fish, Johnson, Jorgenson, Kull, Steen aye. Motion carried.

RESOLUTION #40-22

The Streets Committee report was heard. Alderman Johnson moved Alderwoman Clark
seconded to approve Resolution #40-22. A roll call vote showed Clark, Fish, Johnson,
Jorgenson, Kull, Steen aye. Motion carried.

RESOLUTION #40-22

**BRIDGE IMPROVEMENT GRANT APPLICATION TO THE SOUTH DAKOTA
DEPARTMENT OF TRANSPORTATION**

WHEREAS, the City of Brandon wishes to submit an application(s) for consideration of award
for the Bridge Improvement Grant Program; and

WHEREAS, the Structure Number is 50-281-180 and the Location is 0.1 miles East and 0.5
miles South of Brandon, SD over the Split rock Creek; and

WHEREAS, the City Council agrees to pay the 20% match on the Bridge Improvement Grant Funds; and

WHEREAS, the City Council hereby authorizes the Bridge Improvement Grant application(s) and any required funding commitments.

NOW THERE BE IT RESOLVED that the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application(s).

Adopted this 19th day of December 2022.

ATTEST:

Harry Buck, Mayor

Christina Smith, Finance Officer

(Seal)

2021 JOINT REPAIR PROJECT

Alderman Steen moved Alderwoman Clark seconded to approve the agreement with SDDOT for the 2021 joint repair project. Motion carried.

WATER TOWER PROJECT PAY APPLICATION

The Water & Sewer Committee report was heard. Alderwoman Clark moved Alderman Steen seconded to approve pay application #17 to AB Contracting, LLC. in the amount of \$30,614.89 for the water tower project. Motion carried.

At 6:28 p.m. on a motion by Alderman Kull seconded by Alderwoman Clark the meeting was adjourned. Motion carried.

Melissa Labahn
Municipal Recording Clerk

Harry Buck
Mayor