BRANDON CITY COUNCIL AGENDA

Council Chambers – 308 S. Main

February 3, 2025

6:00 p.m.

1. Call to Order and Pledge of Allegiance
2. Roll Call and Determination of Quorum
3. Approval of Agenda
4. Approval of Minutes
   A) January 16, 2024 Briefing Meeting (4)
   B) January 21, 2024 Regular Meeting (5-10)
5. Approval of Claims (11-12)
6. Consent Calendar
   A) Wage Adjustment: Kelly Eilers (13)
   B) Property Tax Abatement (14)

7. Visitors/Timed Items/Public Comment
   A) Public Comments: Those persons wanting to address the Council as to any item on or not on the agenda and who have not otherwise been asked to speak to the agenda item will be heard at this time, but are limited to five (5) minutes. No action will be taken on any action requested at this time due to the twenty-four-hour public notice requirement. The City reserves the right to end public comment after 45 total minutes and those who were unable to speak will be given the opportunity to speak first at the next regular Council meeting if they leave their name with the City Administrator.
   B) Public Hearing:

8. Old Business:
   A) Second Reading of Ordinance No. 722 Amending Chapter 15-5-11, R-2 Medium Density Lot and Yard Regulations (15-18)
   B) Second Reading of Ordinance No. 723Amending Chapter 15-11-2, 15-11-3 and 15-12-3 Permitted and Conditional Uses in the Light Industrial and Heavy Industrial Districts (19-21)

9. Standing Committee Reports
   A) Golf Course
      1) Hire Seasonal Staff (22-23)

   B) Parks and Recreation
      1) Work Report (24)
      2) Pool Filter Quote (25-27)
      3) Quote to Purchase Miscellaneous Tools (28-30)

   C) Public Safety
      1) Request for Sunday Sales and Extended Hours for Peddler Permit: Struggle Bus Coffee, LLC (31-33)
      2) Police Intern (34)

   D) Administration
      1) City Hall RFQ (35-43)
      2) Ed Polzine Wild Game Feed Raffle (44)

   E) Streets
      1) Work Report (45)
      2) 2025 Slurry Seal Project Approval to Bid (46)

F) Water and Sewer
    1) Eastside Sewer Project Pay Application No. 3 (47-50)
    2) Chemical Quotes (51-53)

10. New Business

11. Executive Session
    A) Consult with Legal Council About Proposed Contractual Matters SDCL 1-25-2(3)

12. Adjournment

Individuals in need of assistance in attaining access to the meeting, please contact City Hall within 24 hours of the meeting time for special arrangements.

SUPPLEMENT TO THE AGENDA
February 3, 2025

MEETINGS

1) Thursday, February 6, 2025
   Planning and Zoning Commission Meeting at 6:30 PM in the Council Chambers

2) Thursday, February 13, 2025
   Briefing Meeting at 4:00 PM in the Council Chambers

3) Monday, February 17, 2025
   City Hall closed for Presidents Day

4) Tuesday, February 18, 2025
   City Council Meeting at 6:00 PM in the Council Chambers

5) Wednesday, February 19, 2025
   Park Committee Meeting at 5:15 PM in the Council Chambers

6) Thursday, February 20, 2025
   Planning and Zoning Commission Meeting at 6:30 PM in the Council Chambers

7) Thursday, February 27, 2025
   Briefing Meeting at 4:00 PM in the Council Chambers

OTHER

1) January 16, 2025 Planning and Zoning Commission Minutes (54-55)

BRIEFING MEETING MINUTES

The Brandon City Council met in a briefing session at 4:00 p.m. on Thursday, January 16, 2025, at the Council Chambers at 308 S Main Avenue, Brandon, South Dakota. Present were Barb Fish, Bruce Johnson, Kevin Lawrence, Randy Marso, Colin Steen and Mayor Harry Buck. Others present were City Administrator, Bryan Read; Finance Officer, Christina Smith; Public Works Director, Rollie Hoeke; Parks Superintendent, Devin Coughlin; Development Director, Patrick Andrews and Police Chief, Jamie Steffel. Absent: David Kull.

The Council discussed items on the agenda for the upcoming January 21, 2025, regular Council meeting. No formal action was taken.

At 4:43 p.m., hearing no further business, the meeting adjourned.

_____ _____

Christina Smith
Municipal Finance Officer

Harry Buck
Mayor

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on January 21, 2025 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Barb Fish, Bruce Johnson, Kevin Lawrence, Randy Marso, Colin Steen and Mayor Harry Buck. David Kull was present via conference call. Others present were: City Administrator, Bryan Read; Finance Officer, Christina Smith; City Attorney, Lisa Marso; City Engineer Tami Jansma; Golf Course Manager, Andrew Bauer; Public Works Director, Rollie Hoeke and Development Director, Patrick Andrews.

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

Alderman Marso moved Alderman Johnson seconded to approve the minutes of the January 2, 2025 briefing meeting with the correction of adding the meeting date to the minutes of the January 6, 2025 regular meeting. Motion carried.

Alderwoman Fish moved Alderman Steen seconded to approve the following claims for 2025 as amended with the description updates for Boyce Law and Toro. Motion carried.

VENDOR	DESCRIPTION	AMOUNT
AE2S	Improvements	66,963.98
AFLAC	Insurance	854.17
Alternative HR	Monthly Services	3,934.42
Amazon	Supplies	249.99
Avera Medical Group	Professional Services	131.00
Boyce Law	Monthly Services	4,650.00
BV Chamber	2025 Sponsor Dues	87,850.00
BV Media Group	Publications	1,308.99
Century Business	Supplies	3,063.00
City of SF	Improvements	1,375,814.49
Coca Cola/Chesterman	Rental	50.00
Culligan	Utilities	143.70
Dakota Data Shred	Supplies	38.66
Dakota Pump & Control	Improvements	6,048.64
Dust Tex	Supplies	129.40
Fastenal	Supplies	250.80
Graham Tire	Supplies	584.00
Grainger	Supplies	73.54
Hach Company	Supplies	811.30
Hawkins	Chemicals	4,170.60
HDR	Professional Services	10,701.00
Jack's Uniform	Clothing Supplies	137.99
Johnson Bros	GC Resale	95.20
Kelly Eilers	Reimbursement	1,098.58
Lacey Rentals	Rental	140.00
Larry Bixby	Reimbursement	75.00
Locators & Supplies	Clothing Supplies	138.83

Malloy Electric	Supplies	12.78
Marv's	Utilities	475.50
Mid States Organized Crime	2025 Dues	150.00
Mid States Audio	Hired Repairs	450.00
MidAmerican	Utilities	566.52
Midwest Alarm	Professional Services	113.47
Mills & Miller	Supplies	4,590.18
Minnehaha County	Supplies	30.00
P&M Steel	Improvements	4,115.00
Palisades Oil	Utilities	1,485.04
Palisades Propane	Utilities	1,022.29
Parkway Sod	Improvements	80,996.21
Pfeifer's Implement	Repairs	385.54
QPS	Utility Billing	2,471.10
SD DANR	2025 Fee	100.00
SD Dept of Revenue	Sales Tax	8,280.72
SD Licensed Beverage	2025 Dues	100.00
SD One Call	Monthly Services	77.28
SD Retailers Association	2025 Dues	355.00
SF Humane Society	Monthly Services	58.72
Sioux Metro Growth	2025 Membership	36,075.00
Stanek Constructors	WTP Expansion	1,016,256.15
Staples	Supplies	600.28
SV Energy	Utilities	131.25
Titan	Repairs	1,014.42
Toro	Monthly Services	229.00
Valley Springs Body Shop	Hired Repairs	2,486.98
Verizon	Utilities	775.38
Xcel	Utilities	3,520.76
US Bank	Water Treatment Plant	439,825.00
US Bank	Core Area Ph 1	81,975.00
US Bank	Core Area Ph 2A	68,500.00
US Bank Trust dept	Big Sioux Lift Station	43,304.01
US Bank Trust dept	Water Tower SRF Loan	64,337.09
City Administration	January 16, 2025 Payroll	4,554.87
Finance Officer	January 16, 2025 Payroll	6,829.87
Government Buildings	January 16, 2025 Payroll	155.31
Engineer	January 16, 2025 Payroll	4,373.55
Police	January 16, 2025 Payroll	37,645.33
Building Inspections	January 16, 2025 Payroll	4,212.82
Street Department	January 16, 2025 Payroll	5,663.28
Park Department	January 16, 2025 Payroll	5,280.77
Economic Department	January 16, 2025 Payroll	2,443.34
Water Department	January 16, 2025 Payroll	10,526.79
Sewer Department	January 16, 2025 Payroll	5,801.92
Golf Course Grounds	January 16, 2025 Payroll	3,456.90
Golf Course Lounge	January 16, 2025 Payroll	1,865.71
Golf Course Pro Shop	January 16, 2025 Payroll	2,186.36

941 Payroll Taxes	January 16, 2025 Payroll	30,437.75
SD Retirement Supplemental	January 16, 2025 Payroll	1,640.00
BASE Cafeteria Plan	January 16, 2025 Payroll	2,294.13
Accounts Management	January 16, 2025 Payroll	75.00
Direct Pay	January 21, 2025	4,516.04

Alderman Lawrence moved Alderman Johnson seconded to approve the consent calendar which contained the following items: a wage adjustment for Andrew Larive, to step 13-5 on the wage scale, $30.70 per hour, effective January 30, 2025 and a plat of Tract 1A & Tract 6 of Erickson 2nd Addition. Motion carried.

ORDINANCE #722

A public hearing was held, as advertised, to consider Ordinance #722 making changes to the R-2 Medium Density Residential District setback requirements. Alderwoman Fish moved Alderman Marso seconded to give first reading to Ordinance #722: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-5-11, R-2: MEDIUM DENSITY RESIDENTIAL DISTRICT, LOT AND YARD REGULATIONS. A roll call vote showed Fish, Johnson, Kull, Lawrence, Marso, Steen aye. Motion carried.

ORDINANCE #723

A public hearing was held, as advertised, to consider Ordinance #723 making changes to the Light Industrial and Heavy Industrial Districts as it relates to On-Sale and Off-Sale Alcoholic Beverage Establishments. Alderman Steen moved Alderman Lawrence seconded to give first reading to Ordinance #723: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE TO ALLOW ALCOHOL SALES IN THE INDUSTRIAL DISTRICTS BY AMENDING CHAPTER 15-11-2, LI: LIGHT INDUSTRIAL DISTRICT, PERMITTED USES; CHAPTER 15-11-3, LI: LIGHT INDUSTRIAL DISTRICT, CONDITIONAL USES; AND CHAPTER 15-12-3, HI: HEAVY INDUSTRIAL DISTRICT, CONDITIONAL USES. A roll call vote showed Fish, Johnson, Kull, Lawrence, Marso, Steen aye. Motion carried.

ORDINANCE #721

Alderwoman Fish moved Alderman Johnson seconded to give second reading to Ordinance #721: TITLE: AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-5-3, R-2: MEDIUM DENSITY RESIDENTIAL DISTRICT, CONDITIONAL USES. A roll call vote showed Fish, Johnson, Kull, Lawrence, Marso, Steen aye. Motion carried.

HIRE SUMMER RECREATION PROGRAM MANAGER

The Golf Course Committee and Parks & Recreation Committee reports were heard. Alderman Steen moved Alderman Marso seconded to approve the hiring of BreAnn Morris as the Summer Recreation Coordinator at a rate of $17.00 per hour, with a $400.00 end of year bonus. Motion carried.

2025 TREE TRIMMING & REMOVAL PROJECT

Alderman Marso moved Alderman Johnson seconded to authorize staff to advertise for bids for the 2025 tree trimming and removal project in the January 29, 2025 and February 5, 2025 editions of the Brandon Vally Journal with a bid letting on February 13, 2025. Moton carried.

RESOLUTION #02-25

Alderman Lawrence moved Alderman Steen seconded to approve Resolution #02-25 setting the date of referendum for the potential sale of Aspen Park property per SDCL 9-38-34. A roll call vote showed Fish, Johnson, Kull, Lawrence, Marso, Steen aye. Motion carried.

RESOLUTION #02-25

WHEREAS, SDCL 9-38-34 requires that before land that was purchased for park property be sold, a majority vote of voters of said city must approve the sale at an election; and

WHEREAS, such election may be held at a regular annual election or special city election; and

WHEREAS, a request has been made to sell a portion of Aspen Park property to an adjacent property owner as shown on the map attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Brandon City Council that the question to sell a portion of Aspen Park property be placed on the ballot of the April 8, 2025 Annual Municipal Election.

Dated this 21st day of January 2025.

_____
Harry Buck, Mayor

ATTEST:

_____
Christina Smith, Finance Officer

(SEAL)

AMENDING CHAPTER 12-8-8 LIMITED SPEED ZONES

The Public Safety Committee report was heard. Discussion held on the 15 miles per hour limited speed zones along Elm Street, Aspen Blvd. and 2nd Avenue which was adopted by the City Council in the 1970's. With the construction of sidewalks along these streets, staff recommends amending Chapter 12-8-8 to eliminate the limited speed zones along the above mentioned streets. It was the consensus of the Council to draft language to update at the next regular meeting.

YEAR END BUILDING PERMIT REPORT
The Administration Committee report was heard. Year end building permit totals for 2024 were presented. No action required, for informational purposes only.

YEAR END POPULATION ESTIMATE
Year end population projections were presented. No action required, for informational purposes only.

ASPEN RIDGE ADDITION BLOCKS 8-11 PRELIMINARY PLAN
Alderman Steen moved Alderman Marso seconded to approve the preliminary plans for the Aspen Ridge Development, as presented. Motion carried..

PURCHASE INSPECTION VEHICLE
Alderman Marso moved Alderman Johnson seconded to approve the purchase of a Chevrolet Equinox for the Inspections Department from Beck Motors at a cost of $29,125.00. Motion carried.

SUBDIVISION CONSTRUCTION AGREEMENT WITH WESTERN HILLS, LLC.
Alderman Johnson moved Alderman Lawrence seconded to approve the subdivision construction agreement contingent upon the final approval of the DEPs and Preliminary Plat with the plans for the round-about to be developed by Western Hills, LLC. later. Motion carried.

YEAR END TRANSIT REPORT
The Streets Committee report was heard. The year end Transit Bus report was presented. No action required.

BIG SIOUX DRAINAGE STRUCTURE REPAIR PROJECT CHANGE ORDER
The Water & Sewer Committee report was heard. Alderman Lawrence moved Alderman Steen seconded to approve change order #1 to LT Companies for the Big Sioux Drainage Structure repair project in the amount of $1,284.70. Motion carried.

BIG SIOUX DRAINAGE STRUCTURE REPAIR PROJECT PAY APPLICATION
Alderman Steen moved Alderman Johnson seconded to approve pay application #4 & final to LT Companies for the Big Sioux Drainage Structure repair project in the amount of $80,996.21. Motion carried.

WATER TREATMENT PLANT PROJECT PAY APPLICATION
Alderman Marso moved Alderman Lawrence seconded to approve pay application #26 to Stanek Constructors in the amount of $1,015,256.15 for the water treatment plant project. Motion carried.

SIOUX FALLS FORCEMAIN PROJECT CHANGE ORDER
Alderman Johnson moved Alderman Steen seconded to approve the change order for Cathodic Protection in the amount of $60,825.00 as part of the Sioux Falls forcemain project. A roll call vote showed Johnson, Kull, Lawrence, Marso, Steen aye; Fish nay. Motion carried.

SIOUX FALLS FORCEMAIN PROJECT PAY APPLICATION

Alderman Steen moved Alderman Marso seconded to approve pay applications #5, 6 & 7 to the City of Sioux Falls in the amount of $1,375,814.49 for the Sioux Falls forcemain project. Motion carried.

At 6:30 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

February 3, 2025 Claims

VENDOR	DESCRIPTION	AMOUNT
A-1 Pumping	Professional Services	225.00
Alliance	Utilities	2,886.14
Amazon	Supplies	42.68
Axon Enterprise	Equipment	41,380.13
Bierschbach Equipment	Rental	299.04
Brandon Plumbing & Heating	Repairs	49.49
BX Civil Construction	Supplies	1,575.00
Carlson & Stewart	Repairs	301.02
Champion Tree	Professional Services	2,100.00
Core & Main	Repairs	20.70
Corson Village	January Reimbursement	906.59
Delta Dental	Insurance	3,868.00
DGR Engineering	Improvements	45,388.49
Direct Technologies	Software	1,100.74
Dust Tex	Supplies	129.40
Ferguson Waterworks	Water Meters	1,536.27
Grainger	Supplies	78.23
H&W Contracting	Improvements	58,155.25
Hach Company	Supplies	6.70
Infrastructure Design Group	Improvements	753.60
Intl. Institute of Municipal Clerks	2025 Dues	195.00
Johnstone Supply	Repairs	378.58
KC Life Insurance	Insurance	629.92
Locators & Supplies	Supplies	1,955.29
MED Star	January Payment	6,666.67
Minnehaha County Hwy Dept	Professional Services	29,990.78
Modern Woodmen	Insurance	2,254.61
MSA Company	Supplies	359.86
Olson's Pest	Professional Services	205.00
Palisades Propane	Utilities	1,427.32
Performance Press	Supplies	2,548.40
Rec Supply Company	Equipment	12,452.30
ROCS	December Reimbursement	20,031.23
Safe n Secure	Repairs	123.20
Sanitation Products	Supplies	2,153.78
SD Dept of Health	Water Testing	75.00
SD DOT	Professional Services	990.00
SD Housing	Overpayment	306,240.00
SD Veterans Alliance	Training	240.00
Sirchie Finger Print	Supplies	290.30
Stryker	Supplies	150.00
SV Energy	Utilities	44,142.41
Three in One	Professional Services	3,767.19
Turfwerks	Repairs	113.08
Verizon	Utilities	660.80
Wellmark BCBS	Insurance	74,439.93
Xcel	Utilities	5,315.15
	Total	**673,283.12**

Payroll Claims

City Administration	January 30, 2025 Payroll	4,634.53
Finance Officer	January 30, 2025 Payroll	7,099.30
Government Buildings	January 30, 2025 Payroll	150.30
Engineer	January 30, 2025 Payroll	4,457.81
Police	January 30, 2025 Payroll	40,093.90
Building Inspections	January 30, 2025 Payroll	4,686.72
Street Department	January 30, 2025 Payroll	5,528.65
Park Department	January 30, 2025 Payroll	5,660.67
Economic Department	January 30, 2025 Payroll	2,546.09
Water Department	January 30, 2025 Payroll	11,426.07
Sewer Department	January 30, 2025 Payroll	6,010.45
Golf Course Grounds	January 30, 2025 Payroll	3,609.16
Golf Course Lounge	January 30, 2025 Payroll	2,531.94
Golf Course Pro Shop	January 30, 2025 Payroll	2,204.48
941 Payroll Taxes	January 30, 2025 Payroll	32,367.51
SD Retirement Supplemental	January 30, 2025 Payroll	1,690.00
SD Retirement Supplemental	January Payroll	53,418.66
BASE Cafeteria Plan	2nd Half January	1,691.95
Accounts Management	January 30, 2025 Payroll	75.00
	Total Payroll	**189,883.19**
	Grand Total	**863,166.31**

CITY OF BRANDON
PAYROLL CHANGE/NEW HIRE FORM

Name	Kelly Eilers
Job Title	Grounds Superintendent
Department	Golf Course
Estimated Start Date	
Estimated Number of Hours per Week	40

Status:	Full time	x	Regular	x
	Part time		Limited	
			Seasonal	

Estimated Ending Date if Seasonal	
New Step on Wage Scale	15-10
New Wage	$ 39.39
Effective Date	2/13/2025
Council Date	2/3/2025

Notes:

Abatement Number 2025-0017

Abatement Status En route

Parcel ID 95624

Legal Description LOT 12 BLOCK 16 THE BLUFFS ADDITION AN ADDITION TO THE CITY OF BRANDON 12 BLOCK 16 THE BLUFFS ADDN TO CITY OF BRANDON

Property Location 1512 W LEGACY DR

School District BRANDON VALLEY SCHOOL DISTRICT #49-2

Applicant BUSS, ADAM & HEATHER

Refund Payable To

Reason Improvements on any real property were considered or included in the valuation of the real property, which did not exist on the real property at the time fixed by law for making the assessment

DOE RECOMMENDS APPROVAL:
PARCEL WAS ASSESSED WITH INCORRECT LOWER LEVEL FINISH. REQUESTING TO ABATE VALUE DIFFERENCE OF $40,500 FOR 2024 PAYABLE 2024. THIS HAS BEEN CORRECTED FOR 2025 GOING FORWARD.

Levy Year 2024 **Taxable Value** $733,900.00 **Tax** $10,027.28 **Abatement Amount** $520.55 **Interest** **Bill Number** 75554

Office	Recommendation	Signed By	Entered By	Entered Date
County Commision	Recommend Approval	KARSKY, DEAN **See Scanned Document**	WHITE, JEAN	01/21/2025
States Attorney	Legally Sufficient		RYAN, KATHERYN	01/14/2025
Equalization	Recommend Approval		LILLA, CHRISTOPHER	01/09/2025

☐ Recommend Approval ☐ Recommend Not Approving X _____

CITY OF BRANDON
304 Main Avenue, P.O. Box 95, Brandon, SD 57005
Telephone: (605) 582-6515; FAX: (605) 582-6831

Council Agenda Request

Date: January 14, 2025
From: Patrick Andrews, Development Director
Subject: Ordinance No. 722

Background/History:
A while ago, the minimum side yard setbacks for Single-Family Detached Dwellings in the R-2: Medium Density Residential District was reduced to five (5) feet. Currently, the minimum side yard setbacks for all manner of Single-Family Attached Dwellings in the same zoning district is ten (10) feet on the side where those dwellings do not share a wall. Additionally, Exception #5 in the R-2 District's Lot and Yard Regulations would allow a reduction to seven (7) feet where it is adjacent to or abuts a R-1 District lot.

Discussion:
The proposed amendment seeks to:

- Reduce the side yard setbacks for all manner of Single-Family Attached Dwellings in the R-2 District from ten (10) feet to five (5) feet on the side where those dwellings do not share a wall. This reduction would match the setback required for Single-Family Detached Dwellings in the R-2 District.
- Allow for the correct application of Exception 5 as it would increase setback protections where a R-2 District lot is adjacent to or abuts a R-1 District lot.

The Planning & Zoning Commission held their required public hearing on Thursday, January 16, 2025.

Financial Considerations:
None

Conclusion/Recommendations:
The Planning & Zoning Commission recommended a "Do Pass" on Ordinance No. 722.

ORDINANCE NO. 722

AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE BY AMENDING CHAPTER 15-5-11, R-2: MEDIUM DENSITY RESIDENTIAL DISTRICT, LOT AND YARD REGULATIONS.

BE IT ORDAINED BY THE CITY OF BRANDON, SD:

Section 1. That Chapter 15-5-11 of the Brandon Zoning Ordinance is hereby amended to read as follows:

15-5-11 LOT AND YARD REGULATIONS

The minimum lot area, minimum lot width, setback requirements, and maximum building height within the R-2 District shall be as follows:

	Minimum Lot Area	Minimum Lot Width	Front Yard Setback	Side Yard Setback	Rear Yard Setback	Maximum Building Height
Multi-Family Dwelling	3,000 sq. ft. per unit	75 feet	25 feet, see #3, #4	10 feet, see #1 & #6	25 feet	45 feet
Single-Family Detached	6,000 sq. ft.	50 feet see #2	25 feet, see #3, #4	5 feet see #5	25 feet	35 feet
Single-Family Attached	3,000 sq. ft. per unit	25 feet	25 feet, see #3, #4	0' or 5' on non-party wall side see #5	25 feet	35 feet
Single-Family Attached (3-8 Dwelling Units); Individually Platted Lots Surrounded by Commonly Owned Space	3,000 sq. ft. per unit (Platted Dwellings + Common Space)	25 feet *	25 feet *, see #3, #4 - #7 applies to individ. platted lots	0' or 5' on non-party wall side, see #5 - #7 applies to individ. platted lots	25 feet * - #7 applies to individ. platted lots	35 feet
Neighborhood Utility Facility	3,000 sq. ft.	50 feet	25 feet, see #3, #4	15 feet	25 feet	35 feet
All Other Uses	7,500 sq. ft.	50 feet	25 feet, see #3, #4	15 feet	25 feet	35 feet

*These requirements apply to the commonly owned space surrounding the individually platted lots. For setbacks related to the individually platted units located thereon, see Exception #7 below.

All measurements shall be taken from the lot line to the building line (see definitions).

Exceptions

#1. The side yard shall be required to be increased to twenty (20) feet when the building exceeds thirty-five (35) feet in height.

#2. A residence may be constructed on a lot of record that has a lot width of less than fifty (50) feet.

#3. There shall be a required front yard on each street side of a double frontage lot. There shall be a required front yard on each street side of a corner lot.

#4. The front yard setback on lots abutting a public street shall be twenty-five (25) feet. However, the non-addressed front yard setback may be reduced to twenty (20) feet on corner lots if it also abuts a public street.

If the lot contains or abuts a private street/mutual access easement, the front yard setback(s) shall be fifteen (15) feet measured from the edge of the sidewalk easement that is closest to the structure.

#5. A side yard of seven (7) feet shall be required where a lot is adjacent to or abuts a R-1 district.

#6. A side yard of fifteen (15) feet shall be required where a lot is adjacent to or abuts a R-1 district.

#7. Zero lot line option: Single-Family Attached Dwellings held in common ownership and located on a single lot shall observe the standard setback rules prescribed above. However, the lot may be subdivided into separate lots upon which individual single-family attached dwellings are located if the lots to be created through the subdivision process are individually platted. In such event, the setbacks for the individually platted lots shall be as follows:

1. Front Yard Setback: Zero (0) feet.
2. Rear Yard Setback: Zero (0) feet.
3. Side Yard Setback: Zero (0) feet.

Single-Family Attached Dwellings composed of two (2) or more individually platted lots already utilizing the zero lot line option described above shall not be considered Non-Conforming pursuant to Chapter 15-16.

This exception only applies if the individually platted lots are surrounded by a space commonly owned by the owners of the individually platted lots. The commonly owned space surrounding the individually platted lots shall meet all applicable requirements found in the Lot and Yard Regulations table above.

#8. See also Adjustment to Yard Regulations (Chapter 15-16) and Non-Conforming Uses and Non-Standard Lots (Chapter 15-17) for other specific exceptions.

Adopted this 3rd day of February, 2025.

_____
Mayor

ATTEST:

_____
Finance Officer

Planning & Zoning Public Hearing: January 16, 2025
City Council Public Hearing/1st Reading: January 21, 2025
City Council 2nd Reading and Adoption: February 3, 2025
Publication Date: February 12, 2025
Effective Date: March 5, 2025

CITY OF BRANDON
304 Main Avenue, P.O. Box 95, Brandon, SD 57005
Telephone: (605) 582-6515; FAX: (605) 582-6831

Council Agenda Request

Date: January 14, 2025
From: Patrick Andrews, Development Director
Subject: Ordinance No. 723

Background/History:
Currently, while "Retail Trade or Service" is allowed, neither "On-Sale Alcoholic Beverage Establishment" nor "Off-Sale Alcoholic Beverage Establishment" are allowed principal land uses in either the LI: Light Industrial District or HI: Heavy Industrial District.

Discussion:
A local food establishment would like to sell alcohol for on-site consumption at their business to be located in the HI: District. Given the other principal land uses happening on the property, it is likely not feasible to rezone this property to a zoning district where this would be allowed.

The proposed amendment seeks to (1) remove the requirement in the LI District that a "Retail Trade or Service" establishment shall only exist as an accessory use in conjunction with an industrial use (wholesaling or manufacturing); and (2) that on-sale alcoholic beverage sales be allowed in conjunction with a Retail Trade or Service establishment in both the LI and HI Districts. This amendment would not allow the sale of alcohol to be consumed off-premises in either the LI or HI District.

The Planning & Zoning Commission held their required public hearing on Thursday, January 16, 2025.

Financial Considerations:
None

Conclusion/Recommendations:
The Planning & Zoning Commission recommended a "Do Pass" on Ordinance No. 723.

ORDINANCE NO. 723

AN ORDINANCE OF THE CITY OF BRANDON, SD, AMENDING THE BRANDON ZONING ORDINANCE TO ALLOW ALCOHOL SALES IN THE INDUSTRIAL DISTRICTS BY AMENDING CHAPTER 15-11-2, LI: LIGHT INDUSTRIAL DISTRICT, PERMITTED USES; CHAPTER 15-11-3, LI: LIGHT INDUSTRIAL DISTRICT, CONDITIONAL USES; AND CHAPTER 15-12-3, HI: HEAVY INDUSTRIAL DISTRICT, CONDITIONAL USES.

BE IT ORDAINED BY THE CITY OF BRANDON, SD:

Section 1: That Chapter 15-11-2 of the Brandon Zoning Ordinance is hereby amended to remove the following Permitted Use:

Retail Trade or Service	Only when it is an accessory use when in conjunction with the primary use of wholesaling or manufacturing. All relevant standards within Chapter 15-15 shall apply.

Section 2: That Chapter 15-11-3 of the Brandon Zoning Ordinance is hereby amended to include the following Permitted Use:

Retail Trade or Service	All relevant standards within Chapter 15-15 shall apply.

Section 2: That Chapter 15-11-3 of the Brandon Zoning Ordinance is hereby amended to include the following Conditional Use:

On-Sale Alcoholic Beverage Establishment	Only when in conjunction with a Retail Trade or Service establishment. All relevant standards within Chapter 15-15 shall apply.

Section 3: That Chapter 15-12-3 of the Brandon Zoning Ordinance is hereby amended to include the following Conditional Use:

On-Sale Alcoholic Beverage Establishment	Only when in conjunction with a Retail Trade or Service establishment. All relevant standards within Chapter 15-15 shall apply.

Adopted this 3rd day of February, 2025.

_____
Mayor

ATTEST:

_____
Finance Officer

Planning & Zoning Public Hearing: January 16, 2025
City Council Public Hearing/1st Reading: January 21, 2025
City Council 2nd Reading and Adoption: February 3, 2025
Publication Date: February 12, 2025
Effective Date: March 5, 2025

Brandon Golf Course 2025
(Part Time Seasonal Staff)
February 3rd, 2025

Name	Seasons Worked	Wage
	Pro-Shop	
Deb Stewart	(7)	$14.75 per hour
Shelly Kolbeck	(3)	$14.50 per hour
Elizabeth Duncan	(3)	$14.50 per hour
	Cart Attendant	
Eric Foss	(5)	$12.75 per hour
Jackson Burns	(4)	$12.75 per hour
Owen Jorgenson	(3)	$12.50 per hour
Josh Olthoff	(3)	$12.50 per hour
Will Peterson	(3)	$12.50 per hour
Grayden Sharping	(2)	$12.25 per hour
	Marshal/Starter	
Jeff Keyman	(25)	$12.75 per hour
Brandon Woehl	(2)	$12.25 per hour
Paul Loney	(2)	$12.25 per hour
	F&B Bartender/Beverage Cart	
Bobbie Altman	(27)	$10.15 per hour
Dennis Clark	(12)	$9.20 per hour
Carla Bamsey	(9)	$8.95 per hour
Jenny Jorgensen	(6)	$8.95 per hour
Chloe Hauge	(6)	$8.95 per hour
Keegan Jorgensen	(3)	$8.45 per hour
Cael Weber	(3)	$8.45 per hour
Tessa Kellar	(3)	$8.45 per hour
Lake Terveer	(2)	$8.20 per hour
Allison Berry	(2)	$8.20 per hour
Hailey Dingman	(2)	$8.20 per hour
Kelsey Fischer	(2)	$8.20 per hour
Madison Johnson	(2)	$8.20 per hour
Kritin Elgersma	(2)	$8.20 per hour

F&B Busser/Dishwasher

Gage Mandery	(3)	$12.50 per hour
Tripp Gulseth	(3)	$12.50 per hour
Quinton McManus	(3)	$12.50 per hour
Kalen Pudwill	(2)	$12.25 per hour
Ryder Mueller	(2)	$12.25 per hour
Eyston Elgersma	(2)	$12.25 per hour
Tristan Dulaney	(1)	$12.00 per hour

Park Department Work Report

Thursday, 1-16-25

- **Work on equipment**
- **Take down Christmas lights along Splitrock and Holly**
- **Briefing meeting**

Friday, 1-17-25

- **Work on equipment**
- **Check pool pumps**
- **1 plumbing inspection**

Monday, 1-20-25

- **Martin Luther King Jr. Day**

Tuesday, 1-21-25

- **Work on equipment**
- **Try and fix heaters at bus barn**
- **2 plumbing inspections**
- **Check parks**

Wednesday, 1-22-25

- **Work on equipment**
- **3 plumbing inspections**
- **Staff meeting**

Thursday, 1-23-25

- **Work on equipment**
- **1 plumbing inspection**

Friday, 1-24-25

- **Work on equipment**
- **3 plumbing inspections**

Monday, 1-27-25

- **1 plumbing inspection**
- **Work on painter trailer**
- **Office work**

Tuesday, 1-28-25

- **1 plumbing inspection**
- **Work on painter trailer**
- **Drop off garbage bags for BVMS**
- **Meet Musco at Aspen Park**

Wednesday, 1-29-25

- **1 plumbing inspection**
- **Staff meeting**
- **Work on equipment**
- **Assemble pool chairs**

CITY OF BRANDON
304 Main Avenue, P.O. Box 95, Brandon, SD 57005
Telephone: (605) 582-6515; FAX: (605) 582-6831

Council Agenda Request

Date: 1-27-25
From: Devin Coughlin/Park Department
Subject: Pool filters

Background/History:

The main pool uses 6 sand filters to filter the pool water.

Discussion:

The pool filters are almost 10 years old and developing leaks in the bulkheads that are not fixable. I recommend replacing the filters along with the filter material inside them.

Financial Considerations:

We have $100,000 budgeted for miscellaneous pool improvements. This project will come out of that budget line number.

Conclusion/Recommendations:

I recommend approving the quote from MC&R Pools INC. for $21,821.00 to replace the 6 pool filters and filter material.

Supporting documents must be attached to the Council Agenda Request Form.

MC&R POOLS, INC
2409 E BENSON RD
SIOUX FALLS SD 57104
605-335-7381
605-335-0025 FAX

CONTRACT/PROPOSAL

CUSTOMER:	**City of Brandon**	Contact person @ MC&R:	April Frisbie
ADDRESS:	304 N. Main, PO Box 95		afrisbie@mcrpools.com
CITY/STATE/ZIP:	Brandon, SD 57005		(605)335-7381
PHONE:	(605) 582-7555		
FAX:	(605) 582-6831		
CONTACT:	Devin		
JOB LOCATION			
CELL NUMBER:	(605) 254-8948		
EMAIL:	dcoughlin@cityofbrandon.org		

SPECIFICATIONS

MC&R POOLS, INC WILL PERFORM THE FOLLOWING:

Supply and install (6) TR-140 high rate sand filters.

Connect to existing plumbing.

Supply and install proper filter media in all filters.

OWNER WILL BE RESPONSIBLE FOR THE FOLLOWING:

Disposal of existing filter media by City.

Maintaining water chemistry to manufacture specifications.

All utilities, proper gas supply, venting and electrical.

PRICING: $21,821.00

CONTRACT BALANCE AND ANY CHANGE ORDERS DUE UPON COMPLETION

Progress Payments of contract balance as work progresses.

ESTIMATE SHPPING DATE FROM DISTRIBUTION ON MATERIALS- JANUARY 29, 2025.

MANUFACTURE WARRANTY

Any credit card payments made after the initial downpayment of a maximum of $3,000.00 on contracts, will be assessed a surcharge of 3.5% on the remaining balance of the contract amount for all credit card payments

If payment is not timely made as detailed in the Contract below, or as later revised and approved by contractor, then contractor may file a mechanic's lien and to seek recovery of such unpaid amounts due, together with legal costs, reasonable attorney's fees, and interest at the rate of 14% per annum, all as allowed under South Dakota law.

OWNER or Rep. SIGNATURE_____DATE_____

MC&R POOLS, INC. Rep. SIGNATURE_____DATE_____

THANK YOU!

DATE: 1/25/2025

SINCE 1975

MC&R POOLS, INC
2409 E BENSON RD
SIOUX FALLS SD 57104
605-335-7381
605-335-0025 FAX

CONTRACT/PROPOSAL

CUSTOMER:	**City of Brandon**	Contact person @ MC&R:	April Frisbie
ADDRESS:	304 N. Main, PO Box 95		afrisbie@mcrpools.com
CITY/STATE/ZIP:	Brandon, SD 57005		(605)335-7381
PHONE:	(605) 582-7555		
FAX:	(605) 582-6831		
CONTACT:	Devin		
JOB LOCATION			
CELL NUMBER:	(605) 254-8948		
EMAIL:	dcoughlin@cityofbrandon.org		

SPECIFICATIONS

MC&R POOLS, INC WILL PERFORM THE FOLLOWING:

Supply and install (6) TR-140 high rate sand filters.

Connect to existing plumbing.

Supply and install proper filter media in all filters.

OWNER WILL BE RESPONSIBLE FOR THE FOLLOWING:

Disposal of existing filter media by City.

Maintaining water chemistry to manufacture specifications.

All utilities, proper gas supply, venting and electrical.

PRICING: $21,821.00

CONTRACT BALANCE AND ANY CHANGE ORDERS DUE UPON COMPLETION

Progress Payments of contract balance as work progresses.

ESTIMATE SHPPING DATE FROM DISTRIBUTION ON MATERIALS- JANUARY 29, 2025.

MANUFACTURE WARRANTY

Any credit card payments made after the initial downpayment of a maximum of $3,000.00 on contracts, will be assessed a surcharge of 3.5% on the remaining balance of the contract amount for all credit card payments

If payment is not timely made as detailed in the Contract below, or as later revised and approved by contractor, then contractor may file a mechanic's lien and to seek recovery of such unpaid amounts due, together with legal costs, reasonable attorney's fees, and interest at the rate of 14% per annum, all as allowed under South Dakota law.

OWNER or Rep. SIGNATURE_____DATE_____

MC&R POOLS, INC. Rep. SIGNATURE_____DATE_____

THANK YOU!

DATE: 1/25/2025

SINCE 1975

CITY OF BRANDON
304 Main Avenue, P.O. Box 95, Brandon, SD 57005
Telephone: (605) 582-6515; FAX: (605) 582-6831

Council Agenda Request

Date: 1-22-25
From: Devin Coughlin/Park Department
Subject: Battery tools

Background/History:

The Park Department uses power tools for various daily jobs. Tools include leaf blowers, weed eaters, trimmers, etc.

Discussion:

The Park Department would like to purchase new battery powered tools to use primarily in Aspen Park. These tools will replace some of our gas powered tools. The hope is that these tools will be easier to use and require less maintenance. We received a quote from Ace Hardware in Brandon for both Stihl tools and Ego tools.

Financial Considerations:

We have $5,000 budgeted for new power tools.

Conclusion/Recommendations:

I recommend purchasing the Stihl brand battery powered tools from Ace Hardware in Brandon. The quote is for $4,191.79. It is possible that we may add to this throughout the summer as we deem necessary while staying under the $5,000 budget number.

Supporting documents must be attached to the Council Agenda Request Form.

2025 Parks Dept EGO Quote

Description	SKU	Retail	Sell Price	Qty	Total
EGO Backpack Blower SET	7018681	$ 699.00	$ 594.15	2	$ 1,188.30
EGO Pole Saw	7033591	$399.99	$ 339.15	1	$ 339.15
EGO EDGER	7033570	$ 399.99	$ 339.15	1	$ 339.15
EGO String Trimmer	7033592	$ 299.99	$ 254.15	2	$ 508.30
Ego 56V 6AH Battery	7013943	$ 349.99	$ 297.49	4	$ 1,189.96
				Total:	**$ 3,564.86**

EGO Commercial Line up Recommends 6AH batteries for all machines, the backpack blower comes with 2 6.0AH batteries each, AND they neeed both batteries in them to run for a full run cycle.

2025 Parks Dept STIHL Quote

Description	SKU	Retail	Sell Price	QTY	Total Retail	Sell Total	
AR3000L Backpack Battery	AR3000L	$ 1,299.99	FREE	2	$ 2,599.98	FREE	
BGA300 Backpack Blower	BA030115901	$ 699.99	$ 559.99	2	$ 1,399.98	$ 1,119.98	
Edger Attachment	FCS-KM	$ 199.99	$ 159.99	1	$ 199.99	$ 159.99	
Pole Saw Attachment	HT-KM	$ 199.99	$ 159.99	1	$ 199.99	$ 159.99	
String Trimmer Attachment	FS-KM	$ 109.99	$ 87.99	2	$ 219.98	$ 175.98	
Backpack Battery Holster	48714900401	$ 139.99	$ 111.99	2	$ 279.98	$ 223.98	
Connecting Cable	48714402000	$ 74.99	$ 59.99	2	$ 149.98	$ 119.98	
AP Adapter	48504400505	$ 54.99	$ 43.99	2	$ 109.98	$ 87.98	
AL301 High Speed Charger	EA094305502	$ 109.99	$ 87.99	2	$ 219.98	$ 175.98	
KMA 120 Power Head	FA080116821	$ 299.99	$ 239.99	2	$ 599.98	$ 479.98	
AP 300S Battery	48504006586	$ 299.99	$ 239.99	2	$ 599.98	$ 479.98	
			Total Retail:		**$ 6,579.80**	**$ 3,183.82**	**Total Sell Price**

Stihl Qualifies you with BAA 20% Discount program. 2 Backpack Batteries FREE!

2025 Parks Dept EGO Quote

Description	SKU	Retail	Sell Price	Qty	Total
EGO Backpack Blower SET	7018681	$ 699.00	$ 594.15	2	$ 1,188.30
EGO Pole Saw	7033591	$399.99	$ 339.15	1	$ 339.15
EGO EDGER	7033570	$ 399.99	$ 339.15	1	$ 339.15
EGO String Trimmer	7033592	$ 299.99	$ 254.15	2	$ 508.30
Ego 56V 6AH Battery	7013943	$ 349.99	$ 297.49	4	$ 1,189.96
			Total:		$ 3,564.86

EGO Commercial Line up Recommends 6AH batteries for all machines, the backpack blower comes with 2 6.0AH batteries each, AND they neeed both batteries in them to run for a full run cycle.

2025 Parks Dept STIHL Quote

Description	SKU	Retail	Sell Price	QTY	Total Retail	Sell Total	
AR3000L Backpack Battery	AR3000L	$ 1,299.99	FREE	2	$ 2,599.98	FREE	
BGA300 Backpack Blower	BA030115901	$ 699.99	$ 559.99	2	$ 1,399.98	$ 1,119.98	
Edger Attachment	FCS-KM	$ 199.99	$ 159.99	1	$ 199.99	$ 159.99	
Pole Saw Attachment	HT-KM	$ 199.99	$ 159.99	1	$ 199.99	$ 159.99	
String Trimmer Attachment	FS-KM	$ 109.99	$ 87.99	2	$ 219.98	$ 175.98	
Backpack Battery Holster	48714900401	$ 139.99	$ 111.99	2	$ 279.98	$ 223.98	
Connecting Cable	48714402000	$ 74.99	$ 59.99	2	$ 149.98	$ 119.98	
AP Adapter	48504400505	$ 54.99	$ 43.99	2	$ 109.98	$ 87.98	
AL301 High Speed Charger	EA094305502	$ 109.99	$ 87.99	2	$ 219.98	$ 175.98	
KMA 120 Power Head	FA080116821	$ 299.99	$ 239.99	2	$ 599.98	$ 479.98	
AP 300S Battery	2007500D	$ 299.99	$ 239.99	2	$ 599.98	$ 479.98	
AP 500S Battery	EA014006501	$ 379.99	$ 303.99	2	$ 759.98	$ 607.98	
RMA 510V Mower Bare Tool	7007841D	$ 499.99	$ 399.99	1	$ 499.99	$ 399.99	
			Total Retail:		$ 7,839.77	$ 4,191.79	Total Sell Price

Stihl Qualifies you with BAA 20% Discount program. 2 Backpack Batteries FREE!

CITY OF BRANDON
304 Main Avenue, P.O. Box 95, Brandon, SD 57005
Telephone: (605) 582-6515; FAX: (605) 582-6831

Council Agenda Request

Date: January 22nd, 2025
From: Jamie Steffel
Subject: Peddler's License

Background/History:

Amanda Hoppe (Struggle Bus Coffee LLC) has submitted a Peddler's License Form for 2025. Struggle Bus Coffee LLC. obtained a Peddler's License in 2024 and was granted Sunday and Extended hours approval.

Discussion:

Amanda Hoppe has again requested approval for Sunday and extended hours due to requests from local businesses to operate at their locations.

Financial Considerations:

N/A

Conclusion/Recommendations:

Recommend approval.

Supporting documents must be attached to the Council Agenda Request Form.

Brandon Peddler's License Form

_____ Application

Expires: 12/31/ 2025

NOT TRANSFERABLE

Requirements: (1) Cannot peddle between the hours of 9 p.m. to 9 a.m. or on Sundays, unless specified on this application; (2) Police Department approval; (3) City Administrator approval.

State Sales Tax required and obtained from the South Dakota Department of Revenue. 1-800-829-9188.

The City of Brandon is under no obligation to refund license application fees if denied.

Applicant's Information			**Business Information** (*Will Be Printed on the License)
Last Name Hoppe	**First Name** Amanda.	**Middle Name** Elizabeth	Struggle Bus Coffee LLC
Local Address	**Permanent Address**		**Permanent Address** 48526 268th St. Valley Springs, SD 57068
Telephone Number	507.360.0488		
Sales Tax Number	[redacted]		
Social Security Number	[redacted]		**ID Rec'd?** _____ Yes _____ No **Type:** _____ (Completed & verified by Police Department)
Birth Date (Proof is required)	11/02/1995		
Permit Issue Date _____			**Permit Expiration Date** _____

Application made this 20 day of January, 2025.

Contact Person's Name: Amanda Hoppe

Contact Person's Address: 48526 268th St. Valley Springs, SD 57068

Approved By:

_____
City Administrator or designee

_____
For the Police Department (Note: 48 hours needed for review)

_____
Signature of Applicant

Return completed applications to:
Brandon Police Dept, PO Box 95,
304 Main Avenue, Brandon, SD 57005-0095
(605) 582-6125

The license fee in the amount of $_____ has been paid to the City of Brandon as recorded on Receipt No. _____ dated _____

No Refunds on License Fee

Sunday Approval _____ Yes _____ No
Extended Hours _____ Yes _____ No **Hours**_____
Peddler's Lic. $_____ (Day, Wk, Yr)
Route Sales $_____ (Year)
Sidewalk Vend $_____ (Year)

Information on reverse side needs to be completed before the application can be processed.

Kinds of goods, wares, services, or merchandise the applicant wishes to engage in within the city:
Sales of drinks including Coffee, Tea, Lemonade and Red Bull drinks. Also merchandise sales including clothing and cups

List all states you have resided in within the last seven (7) years:
South Dakota Iowa

Upon any sale or order, does the applicant demand, accept, or receive payment or deposit of money, in advance of final delivery? Down payments for events if applicable

Period of time the applicant wishes to engage in business within the city and location:
7am -10pm hours Also would include Sundays from 7am - 5pm

List five (5) cities or towns wherein the applicant has worked before coming to the City of Brandon:
Valley Springs, SD. Hills, MN. Rock Rapids, IA.

Vehicle Information:
Make: Ford Model: Cutaway Van E35 Year: 1997 Color: White
Lic #: _____ State: South Dakota
Make: _____ Model: _____ Year: _____ Color: _____
Lic #: _____ State: _____

Has the applicant been convicted of any crime, misdemeanor, or violation of any state or federal law or municipal ordinance or code? If so, the nature of the offense, the punishment or penalty assessed therefore, if previously convicted; and the place of conviction, if any.

Please note: This portion is meant to include any ordinance violations, including traffic violations, after the age of 18.

Failure to answer this question **honestly** and completely may result in denial of a peddler's license.

One Traffice violation July of 2022 for speeding 5 over

If a Partnership:

The Name and Address of each partner:

If a Corporation:

The Name and Address of each officer:

CITY OF BRANDON
304 Main Avenue, P.O. Box 95, Brandon, SD 57005
Telephone: (605) 582-6515; FAX: (605) 582-6831

Council Agenda Request

Date: January 28th, 2025
From: Jamie Steffel
Subject: Internship (Brandon Police Department)

Background/History:

The Brandon Police Department has partnered for several years with local colleges and school districts to provide internship opportunities for students seeking a career in law enforcement

Discussion:

Abigail Foster, a senior at Brandon Valley High School, has requested to participate in an unpaid internship with the Brandon Police Department during the spring semester.

Financial Considerations:

This is an unpaid/volunteer position.

Conclusion/Recommendations:

Approve Abigail Foster as an intern with the Brandon Police Department.

Supporting documents must be attached to the Council Agenda Request Form.

CITY OF BRANDON
304 Main Avenue, P.O. Box 95, Brandon, SD 57005
Telephone: (605) 582-6515; FAX: (605) 582-6831

Agenda Request

Date: January 30, 2025
From: Bryan H. Read, City Administrator
Subject: City Hall RFQ

Background/History:
The City has been reviewing the need to build an new City Hall/Police Station since 2019. A space needs study indicated a facility of approximately 36,000 square feet including city offices, council chamber, police facilities and an indoor sally port. That plan has been revised to approximately 26,600 square feet and a floor plan has been developed.

Discussion:
The attached RFQ requests statements of qualifications from firms interested in providing services for final design, bidding and construction administration. The original proposal from ISG just included final design and bidding. Construction administration services has been added to the RFQ since it is highly likely that the firm contracted for final design should also conduct construction administration. Firms responding to the RFQ are requested to separate costs for construction administration from design costs.

A review committee will need to be appointed to review the submitted statements of qualifications. Any previous review committees have been a combination of Council Members and staff.

RFQs are used to select the most qualified firm to perform the work requested. After the most qualified firm is selected, the cost submitted by the firm is reviewed and a contract is negotiated. If a contract and price cannot be agreed to with the first firm the City would then begin negotiations with the next firm on the list.

Financial Considerations:
None at this time.

Conclusion/Recommendations:

Supporting documents must be attached to the Council Agenda Request Form.

CITY OF BRANDON, SOUTH DAKOTA

REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DESIGN AND CONSTRUCTION A NEW CITY HALL COMPLEX

INVITATION

1. The City of Brandon, South Dakota ("Owner") is soliciting Statements of Qualification from qualified firms interested in providing architectural and engineering (AE) services for the new Brandon City Hall Complex (“Project”) including city administrative offices and the Police Department. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondent. The Owner reserves the right to select based solely on the qualifications submitted without conducting a formal interview process. The firm ultimately chosen by the Owner will provide complete architectural and engineering services for the design and construction administration of the Project and associated improvements, as directed by the Owner.
2. Response Deadline: March 28, 2025 - 1:00 PM Local Time.

PROJECT DESCRIPTION

1. The project involves final design and construction of a new city hall complex that will include offices, meeting rooms, council chambers, storage areas, police department including a sally port, adequate storage, secure evidence room, and storage for firearms. The selected firm will collaborate with the Owner to ensure the final design meets operational requirements while staying within budgetary constraints.
    a. Current Address: 304 and 308 South Main Avenue
    b. Parcel ID: 99012
    c. Includes existing buildings to be demolished
    d. .94 acres
    e. At least 26,600 square feet per the preliminary design (Exhibit A)
2. Green Build Policy- Brandon does not have a formal Green Build Policy but could consider including sustainable design initiatives and materials where economically feasible and operationally practical.
3. The selected AE firm must be thoroughly familiar with preparing detailed plans and specifications, supporting the bidding process, and providing construction administration services to ensure compliance with project requirements and applicable regulations

SCOPE OF SERVICES

The scope of services for the selected firm will include, but not be limited to:

1. Design Services:
    a. Schematic design and design development
    b. Construction drawings and specifications
    c. Coordination with civil, structural, mechanical, electrical, and plumbing engineering disciplines
    d. Sustainable design practices (LEED certification or equivalent, if applicable)
    e. Cost estimation and value engineering
2. Bid Services:
    a. Preparation of bid documents and specifications
    b. Assistance with bidding, including pre-bid meetings and responding to inquiries
    c. Evaluation of bids and recommendations for award
3. Construction Administration:
    a. Regular site visits and construction oversight
    b. Review and approval of submittals and shop drawings
    c. Respond to Requests for Information (RFls)
    d. Ensure compliance with project specifications and timelines
    e. Final inspections and punch list oversight

EVALUATION CRITERIA FOR SELECTION

1. This RFQ process aims to identify a qualified firm most capable of providing the described services. The RFQ submittal shall address the following criteria, which, among others, will be used in the evaluation of qualifications:
    a. Prior design service experience with projects of similar scale and complexity, specifically for city hall/public safety building construction in the area.
    b. Prior experience with public-sector clients and processes for similar scale and complexity projects.
    c. Familiarity with local, state, and federal building codes, safety standards, and ADA requirements.
    d. Clear understanding of the project site, project program, and the functional and operational aspects of the proposed facility.
    e. Sustainable design practices and energy efficiency expertise.
    f. Professional qualifications of personnel assigned to the project.

g. History of effective schedule and budget management for projects of similar scale and complexity.

h. Prior experience working with public entities and managing projects within budgetary limits.

i. Organizational structure of design team.

2. Selection Process -

The Owner will review, score, and rank submitted qualification packages from AE's. After the written proposals are evaluated, the City may request in person interviews with selected firms. Upon final scoring and ranking of respondents, the Owner will attempt to negotiate a contract with the respondent considered to be the best qualified, and, if unsuccessful, will attempt to negotiate a contract with the respondent deemed next best qualified, and so on until either a contract is successfully negotiated, or in the opinion of the Owner is not in the best interest of the Owner to negotiate with any other respondents.

3. Cancellation and Rejection -

The Owner reserves the right to reject all proposals and cancel this solicitation at any time for any reason, including any portion of this solicitation or any phase of the project. The Owner shall have no liability to any proposer arising from such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

a. Owner, at its sole discretion, shall have the right to seek clarifications from any of the respondents to understand the nature of the submissions fully and to evaluate and rank the respondents.

b. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's City Council, staff or any other board or commission not identified herein. All questions, Requests for Information (RFI's) and all communications with the Owner shall be directed to City Administrator Bryan Read.

SUBMITTAL INSTRUCTIONS

1. Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFQ are public and will be available for inspection after the selection process.

2. Each respondent must submit six (6) bound paper copies and one (1) electronic copy in PDF format on a USB Flash Drive of its response to this RFQ by the deadline listed herein. Late responses will not be accepted.

3. Submittals must be received at the Brandon City Hall, 304 South Main Avenue, Brandon, SD 57005 by 1:00 PM Local Time on March 28, 2025. Submittals received after the stated deadline will not be accepted; there are no exceptions.

4. Submittals / narrative pages should be 8½"x 11". All information provided shall be bound in a single volume. A clear and concise presentation of information is encouraged, with a maximum limit of thirty (30) double-sided pages for all

requested information and supporting data

FORM OF RESPONSE

Responders shall provide the information in the RFQ Questions below in the order requested. Submissions shall be secured or bound in a manner which permits the response to lay flat when open.

1. **GENERAL INFORMATION**

   Firm Name
   Address
   City, State Zip Code
   Website
   Contact Person;
   Name
   Title
   Telephone Number
   Email

2. **QUALIFICATION STATEMENT**

   In a 100 word or less statement, please describe what makes your firm uniquely qualified to perform architectural services, including any superior qualities.

3. **FIRM BACKGROUND AND STAFF**

   a. Identify the location of the branch/office and people that would produce this work.

   b. State the current number of employees in the branch/office that would do this work.

   c. Comment on your firm's staff level over the last five years.

   d. State the number of persons with your firm in the following positions, and if applicable, distinguish the number of each in the branch/office that would produce this work:

      Registered Architects
      Registered Professional
      Engineers Architectural-Interns
      CAD Drafters
      Administrators

   e. Provide a professional resume for each of the key personnel on your proposed project team. Provide name, title, registration number, number of years with your firm, and number of years of public/ government design experience. A description of their public/ government design experience would also be helpful.

4. **PROFESSIONAL SERVICES PROVIDED BY FIRM**

a. Indicate which services listed below are provided by your firm. Indicate whether you provide it with inhouse personnel or through an outside consultant. Also indicate whether each is included in Basic Services or available for an additional fee.

Professional Service	Provided Yes/No	lnhouse or Outside Consultant	Basic Services or Additional Services
Architectural Design			
Civil Engineering			
Structural Engineering			
Mechanical/Electrical/Plumbing Engineering			
Technology Infrastructure Design			
Landscape Design			

b. Would your Basic Services include providing the City with a complete program document in bound document form? (Yes/No)

c. Consultants. List firms you would consider using as consultants for the following areas (if applicable to this scope of work), how long you have worked with each, and comment on each firm's public/ government experience. With each consultant indicate whether or not they produce their work in BIM (yes or no), how many years they have been doing so, and what percentage of their projects are produced in BIM.

Civil Engineering
Structural Engineering
Mechanical/Electrical/Plumbing Engineering
Technology Infrastructure Design
Landscape Design
Other(explain)

d. Describe the process through which your firm will work with the City to produce the work pertaining to this RFQ.

e. Describe any other advantages offered by your firm that would be of benefit to the City.

5. **RELEVANT PROJECTS**

a. Provide the following information on five completed public/ government projects that represent your firm's work and services over the last five years.

Name of Project
Name of owner and location
Contact person, title, telephone number
Project size (square feet)
Estimated cost
Final cost
Project description

6. **ESTIMATED SCHEDULE**
   a. Provide an estimated schedule to complete the final design of the project.
   b. Provide an estimated length of construction.

7. **CURRENT CLIENTS AND WORKLOAD**

   a. Comment on your firm's current workload, commitments, and your capacity to manage the work of this RFQ at this time.

8. **TECHNOLOGY CAPABILITIES**

   a. Describe the technology expertise and experience your firm offers.

   b. Computer Aided Design/Drafting (CADD): Would 100% of the construction documents be on CADD? If not, explain.

   c. Building Information Modeling (BIM):
      1. Does your firm currently design projects in BIM (Yes/No)? If not, put "NA" on the following questions.
      2. What percentage of your projects are produced in BIM?
      3. Briefly describe the features and benefits of BIM to your firm and your clients.
      4. Provide examples of images of a few of your BIM documents with descriptions of the beneficial feature shown in each.

   d. At the conclusion of the project, would your firm provide the City with drawings, specifications, CAD files, etc., for the City's use? If produced in BIM, would you also provide the BIM model to the City?

   e. Would your firm grant to the City the license to reproduce any and all documents, including drawings, specifications, CAD files, and BIM model, for purposes of future maintenance of the building, future alterations to the building, or future additions to the building by another architect, assuming the architect for the addition/renovation would be liable for his addition/renovation?

9. **PROFESSIONAL LIABILITY INSURANCE**

   a. Comment on your firm's professional liability insurance and your commercial general liability insurance. Provide insurance company contact information.
   b. Describe limits per claim, annual aggregate, and deductible.
   c. Has your firm had any claims asserted against you within the last five years?
   d. If yes, provide details of each claim.

10. **APPLICATION SIGNATURE AND LEGAL FORMS**

   a. Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the City, or any employee, agent or other representative of the City, unless specifically allowed to do so by the City Administrator.

   b. The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow the City to contact references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this RFQ Response has been completed with no collaboration with other firms competing on the same project.

      Signature of Architect
      Printed Name and Title
      Name of Architectural Firm
      Date

11. **ESTIMATED A/E CONTRACT COST**

   a. Provide a quote for the work to be provided under this RFQ divided between Design Services, including Bid Services, and Contract Administration in a sealed envelope. The quote will not be opened until the City has selected the best qualified firm.

GENERAL INFORMATION

1. The owner reserves the right to determine the "best value" offer based on an individual item or group of items or in any way determined to be in the best interests of the City of Brandon.
2. The Owner shall have no liability for the respondents' costs and expenses in responding to the RFQ, responses to clarification requests and submittals, potential interviews, and/or subsequent negotiations.
3. Respondents shall promptly notify the Owner of any ambiguity, inconsistency, or error they may discover upon examining the documents. Interpretations,

corrections, and changes will be made by addendum. Each Offeror shall ascertain before submitting a proposal that all addenda have been received and acknowledged.

4. Respondents must have or obtain all necessary local, state, and federal occupational licenses before performing any work on the project.
5. Contracts entered will be governed by and construed according to the laws of the State of South Dakota.

Wednesday, Jan. 29, 2025

Mayor Harry Buck & the Brandon City Council,

The 40th Ed Polzine Wild Game Feed Fund will be held once again on its usual date, the Saturday evening before the Super Bowl. This year, the Feed, which includes a buffet of wild game dishes, assorted raffles and a live auction, will be Saturday, Feb. 8 at the Brandon VFW.

The money we raise is gifted to local children and adults with cancer or other illnesses, or life-impacting events. In the past, we have given to the VFW Angel Tree at Christmastime, to many, many local youths with cancer, such as Spencer Thorsland, the Brandon Area Food Pantry, the Brandon, Valley Springs and Splitrock volunteer fire departments, and more.

We do a variety of raffles through the night at the Game Feed, and would ask for your approval of allowing us to stage raffles for this event to benefit our purpose.

We also invite you to join us, as it has become an event that many in our community and regional area look forward to each year.

Thank you,

Jill Meier
Treasurer of the Ed Polzine Wild Game Feed Fund

PUBLIC WORKS DEPARTMENT WORK REPORT

February 03, 2025

STREET DEPARTMENT:

SERVICE WORK ON DUMP TRUCKS
SERVICE WORK ON 1 TON TRUCK
SALT STREETS
SWEEP STREETS
FILL POTHOLES WITH UPM
SIGN WORK
HAUL SCRAP IRON TO TJN
TRIM TREES BEHIND MAINTENANCE SHOP
ORGANIZING TOTES IN MAINTENANCE SHOP
LARRY BIXBY ATTENDED A TRAFFIC LIGHT SEMINAR JAN.14=15

WATER DEPARTMENT:

LOCATE CURB STOPS, UPDATE CARD FILE
11 ONE CALL LOCATES FROM 01-15-25 TO 01-28-25
CLEANING @ WTP
REPAIR WORK ON ROOFTOP HEATER @ WTP
SERVICE WORK ON STANDBY GENERATORS
REPLACE MAINLINE PRV VALVE IN CORSON
REPAIR WORK ON REDWOOD BOOSTER PRESSURE TANK
READ METERS
FINAL READINGS
DELIVER NEW METERS
COLLECT BAC-T SAMPLES FOR DANR

SEWER DEPARTMENT:

REPLACE OIL LEVEL SENSOR ON GENERATOR @ PARK ST LIFT STATION
REPAIR WORK ON SEWER TRUCK
REPAIR WORK ON GENERATOR @ FRENCH CREEK LIFT STATION
PULL & CLEAN PUMPS @ BETHANY LIFT
REPAIR WORK ON FURNACE @ BIG SIOUX LIFT STATION
CLEAN & ORGANIZE AROUND OLD WW BUILDING
CHECK "PROBLEM" SEWERS
UNDERGROUND TRENCH INSPECTIONS (**3 HRS**)
CHECK SEVERAL SEWER CALLS

OTHER DEPARTMENTS: MEET WITH CAMERA REP WITH POLICE DEPT.

CITY OF BRANDON
304 Main Avenue, P.O. Box 95, Brandon, SD 57005
Telephone: (605) 582-6515; FAX: (605) 582-6831

Council Agenda Request

Date: 1/29/2025
From: Tami Jansma, City Engineer
Subject: Annual Slurry Seal Project with the City of Sioux Falls – Approval to Bid

Background/History:

The City of Sioux Falls invites the neighboring communities to be part of their annual slurry seal project.

Discussion:

The 2025 slurry seal area includes:

- Tallgrass Addition

Project schedule:

- Bid opening on February 27th
- Approval of bids on March 17th
- Project Completed by September 19th

Financial Considerations:

This project is part of a City of Sioux Falls contract.

This project is paid for out of the Street Maintenance Fund.

Conclusion/Recommendations:

Recommend approval to advertise for bids for the Annual Slurry Seal Project which is part of a City of Sioux Falls project.

Supporting documents must be attached to the Council Agenda Request Form.

CITY OF BRANDON
304 Main Avenue, P.O. Box 95, Brandon, SD 57005
Telephone: (605) 582-6515; FAX: (605) 582-6831

Council Agenda Request

Date: 1/29/2025
From: Tami Jansma, City Engineer
Subject: East Side Trunk Sewer Project – Pay Application #3

Background/History:

A new sewer main is needed for new development on the East side of town. Developers have indicated that there are approximately 80 acres of development along Chestnut Boulevard/Redwood Boulevard as well as a new Brandon Valley Elementary School.

Discussion:

Original Contract amount: $1,985,643.80
Change Order #1 & #2: $17,271.57
New Contract Amount: $2,002,915.37

Financial Considerations:

Amount due this application $58,155.25

Conclusion/Recommendations:

Recommend approval of Pay Application #3 in the amount of $58,155.25 to H&W Contracting, LLC for the East Side Trunk Sewer Project.

Supporting documents must be attached to the Council Agenda Request Form.

APPLICATION AND RECOMMENDATION FOR PAYMENT

Contract for East Side Sanitary Sewer Extension

Dated March 4, 2024 Application No. 3

For work accomplished through the date of January 20, 2025

Contractor H&W Contracting, LLC 3416 W. Hovland Drive, Sioux Falls, SD 57108

This application meets the requirements of the Contract Documents.
In accordance with the contract, the undersigned recommends payment to the contractor of the amount due as shown below.

DGR Engineering
Engineer

Dated: By:

Contractor's Certification

The undersigned Contractor certifies that (1) all previous progress payments received from Owner on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of Contractor incurred in connection with Work covered by prior Application and Recommendation for Payments numbered 1 through 3 inclusive; and (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this Application will pass to Owner at time of payment free and clear of all liens, claims, security interests or encumbrances (except such as are covered by Bond acceptable to Owner).

H&W Contracting, LLC
Contractor

Dated: By:

Original Contract Price	$1,985,643.80	Amount Due to Date	$1,539,805.56
		Materials Stored	$0.00
Net Change Orders No. 1 through 2	$17,271.57	Less Retainage (10%)	$153,980.56
		Less Previous Payments	$1,327,669.75
Current Contract Price	$2,002,915.37	Amount Due This Application	$58,155.25

The Owner concurs with this application for payment.

City of Brandon
Owner

Dated: By:

APPLICATION FOR PAYMENT DETAIL SHEET

APPLICATION DATE: January 21, 2025

APPLICATION NO. 3

PROJECT: East Side Sanitary Sewer Extension
CONTRACTOR: H&W Contracting, LLC
ENGINEER: DGR Engineering

APPLICATION PERIOD
FROM: January 18, 2025
THRU: January 20, 2025

					PAST APPLICATION		THIS APPLICATION		TOTAL TO DATE		
ITEM NO.	ITEM DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	QTY	EARNED	QTY	EARNED	QTY	EARNED	REMARKS
1	Mobilization	1	LS	791,790.00	0.75	593,842.50			0.75	593,842.50	
2	Clear and Grub Tree	12	Each	400.00	6.00	2,400.00	5.00	2,000.00	11.00	4,400.00	
3	Clearing	1	LS	16,500.00	0.50	8,250.00	0.25	4,125.00	0.75	12,375.00	
4	Tree Trimming	1	LS	2,000.00	0.50	1,000.00	0.25	500.00	0.75	1,500.00	
5	Unclassified Excavation	1450	CY	18.00	1,450.00	26,100.00			1,450.00	26,100.00	
6	Unclassified Excavation, Digouts	600	CY	18.00							
7	Geotextile Fabric for Subgrade Stabilization	3782	SY	3.50	2,555.00	8,942.50			2,555.00	8,942.50	
8	Contractor Furnished Borrow	4450	CY	5.50							
9	Salvage and Placing Topsoil	8300	CY	3.00	4,150.00	12,450.00			4,150.00	12,450.00	
10	Salvage and Reset Traffic Sign	2	Each	130.00							
11	Incidental Work, Grading	1	LS	25,200.00	0.50	12,600.00	0.25	6,300.00	0.75	18,900.00	
12	Incidental Work, Utilities	1	LS	1,500.00	1.00	1,500.00			1.00	1,500.00	
13	Granular Subbase	800	Ton	22.00							
14	Gravel Surfacing	2420	Ton	23.00	1,671.62	38,447.26	355.59	8,178.57	2,027.21	46,625.83	
15	Traffic Control	73	SqFt	3.25							
16	Traffic Control, Miscellaneous	1	LS	2,000.00							
17	Type III Barricades, Double Sided	3	Each	92.00							
18	Water for Vegetation	4725	Mgal	6.50							
19	Special Permanent Seed Mixture 1	386	LB	9.50							
20	Special Permanent Seed Mixture 2	216	LB	25.95	100.00	2,595.00			100.00	2,595.00	
21	Fertilizing	5370	LB	1.20	500.00	600.00			500.00	600.00	
22	Weed Control	78709	SY	0.05							
23	Weed Control - Project	1	LS	810.00			0.50	405.00	0.50	405.00	
24	Mulching	32.5	Ton	270.00	5.00	1,350.00			5.00	1,350.00	
25	Fiber Mulching	1	Ton	1,300.00							
26	Erosion Control Blanket	2650	SY	1.80	188.00	338.40			188.00	338.40	
27	12" Diameter Erosion Control Wattle	1700	LF	3.35	681.00	2,281.35			681.00	2,281.35	
28	Silt Fence	2600	LF	3.55	1,932.00	6,858.60			1,932.00	6,858.60	
29	Temporary Vehicle Tracking Control	2	Each	650.00	1.00	650.00			1.00	650.00	
30	Class B Riprap	300	Ton	48.00			150.00	7,200.00	150.00	7,200.00	
31	Type B Drainage Fabric	268	SY	4.00			134.00	536.00	134.00	536.00	
32	18" RCP Class 3, Furnish	64	LF	34.90	64.00	2,233.60			64.00	2,233.60	
33	18" RCP, Install	64	LF	26.00	64.00	1,664.00			64.00	1,664.00	
34	24" RCP Class 3, Furnish	40	LF	52.80	40.00	2,112.00			40.00	2,112.00	
35	24" RCP, Install	40	LF	30.00	40.00	1,200.00			40.00	1,200.00	
36	36" RCP Class 3, Furnish	64	LF	103.25	64.00	6,608.00			64.00	6,608.00	
37	36" RCP, Install	64	LF	35.00	64.00	2,240.00			64.00	2,240.00	
38	42" RCP Arch, Class 3, Furnish	96	LF	130.45	96.00	12,523.20			96.00	12,523.20	
39	42" RCP Arch, Install	96	LF	40.00	96.00	3,840.00			96.00	3,840.00	
40	18" RCP Flared End, Furnish	4	Each	810.00	4.00	3,240.00			4.00	3,240.00	
41	18" RCP Flared End, Install	4	Each	200.00	4.00	800.00			4.00	800.00	
42	24" RCP Flared End, Furnish	2	Each	915.00	2.00	1,830.00			2.00	1,830.00	
43	24" RCP Flared End, Install	2	Each	250.00	2.00	500.00			2.00	500.00	
44	36" RCP Flared End, Furnish	4	Each	1,435.00	4.00	5,740.00			4.00	5,740.00	
45	36" RCP Flared End, Install	4	Each	350.00	4.00	1,400.00			4.00	1,400.00	
46	42" RCP Arch Flared End, Furnish	4	Each	2,010.00	4.00	8,040.00			4.00	8,040.00	
47	42" RCP Arch Flared End, Install	4	Each	450.00	4.00	1,800.00			4.00	1,800.00	
48	Remove Sewer Pipe	8	LF	20.00	8.00	160.00			8.00	160.00	
49	Remove Sanitary Manhole	1	Each	1,500.00	1.00	1,500.00			1.00	1,500.00	
50	Select Trench Backfill	6475	Ton	7.00							
51	Trench Stabilization Material	1185	Ton	22.00	541.00	11,902.00			541.00	11,902.00	
52	Clay Trench Plugs	3	Each	800.00	3.00	2,400.00			3.00	2,400.00	
53	10" PVC Sanitary Sewer Pipe 10' to 12' Deep	39	LF	86.00	39.00	3,354.00			39.00	3,354.00	
54	10" PVC Sanitary Sewer Pipe 12' to 14' Deep	134	LF	88.00	134.00	11,792.00			134.00	11,792.00	
55	10" PVC Sanitary Sewer Pipe 14' to 16' Deep	98	LF	100.00	98.00	9,800.00			98.00	9,800.00	

ITEM NO.	ITEM DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	PAST APPLICATION QTY	PAST APPLICATION EARNED	THIS APPLICATION QTY	THIS APPLICATION EARNED	TOTAL TO DATE QTY	TOTAL TO DATE EARNED	REMARKS
56	24" PVC Sanitary Sewer Pipe 12' to 14' Deep	243	LF	165.00	243.00	40,095.00			243.00	40,095.00	
57	24" PVC Sanitary Sewer Pipe 14' to 16' Deep	342	LF	178.00	342.00	60,876.00			342.00	60,876.00	
58	24" PVC Sanitary Sewer Pipe 16' to 18' Deep	1234	LF	182.30	1,234.00	224,958.20			1,234.00	224,958.20	
59	24" PVC Sanitary Sewer Pipe 18' to 20' Deep	328	LF	185.00	328.00	60,680.00			328.00	60,680.00	
60	10" Sanitary Sewer Pipe Bedding Material	271	LF	10.00							
61	24" Sanitary Sewer Pipe Bedding Material	2147	LF	17.00	1,655.00	28,135.00			1,655.00	28,135.00	
62	10" Sewer Cap	1	Each	300.00							
63	24" Sewer Couplings	1	Each	1,250.00	1.00	1,250.00			1.00	1,250.00	
64	10" Carrier Pipe	140	LF	75.00	140.00	10,500.00			140.00	10,500.00	
65	20" Casing Pipe	140	LF	225.00	140.00	31,500.00			140.00	31,500.00	
66	48" Lined Manhole 12'-14' Deep	1	Each	9,800.00	1.00	9,800.00			1.00	9,800.00	
67	48" Lined Manhole 16'-18' Deep	1	Each	12,500.00	1.00	12,500.00			1.00	12,500.00	
68	60" Lined Manhole 14'-16' Deep	1	Each	15,500.00	1.00	15,500.00			1.00	15,500.00	
69	60" Lined Manhole 16'-18' Deep	4	Each	17,000.00	4.00	68,000.00			4.00	68,000.00	
70	60" Lined Manhole 18'-20' Deep	2	Each	19,000.00	2.00	38,000.00			2.00	38,000.00	
71	72" Lined Manhole 14'-16' Deep	1	Each	25,000.00	1.00	25,000.00			1.00	25,000.00	
72	10" Boots for Manhole	5	Each	400.00	5.00	2,000.00			5.00	2,000.00	
73	24" Boots for Manhole	15	Each	500.00	15.00	7,500.00			15.00	7,500.00	
74	30" Boots for Manhole	1	Each	550.00	1.00	550.00			1.00	550.00	
75	Reconstruct Manhole	1	Each	4,250.00	1.00	4,250.00			1.00	4,250.00	
76	Manhole Frame and Cover	10	Each	1,175.00			10.00	11,750.00	10.00	11,750.00	
77	Manhole Marker	12	Each	250.00							
78	Temporary Manhole Protection	11	Each	150.00	6.00	900.00			6.00	900.00	
79	Connect to Existing Sanitary Sewer	1	Each	1,500.00	1.00	1,500.00			1.00	1,500.00	
80	Manhole Exfiltration\Vacuum Testing	10	Each	250.00	10.00	2,500.00			10.00	2,500.00	
81	Sanitary Sewer Exfiltration Testing	2558	LF	2.00	2,558.00	5,116.00			2,558.00	5,116.00	
82	Bypass Pumping	1	LS	18,000.00							
83	PVC Sewer Pipe Deflection Test	2558	LF	2.00			2,558.00	5,116.00	2,558.00	5,116.00	
84	Post Cleaning and Televising Main	2558	LF	3.80			2,558.00	9,720.40	2,558.00	9,720.40	
85	Locate and Verify Utility	3	Each	200.00	1.00	200.00			1.00	200.00	
86	Trench Dewatering	1	LS	3,000.00	1.00	3,000.00			1.00	3,000.00	
87 (New)	6" Drain Pipe	44	LF	22.00	177.00	3,894.00			177.00	3,894.00	
88 (New)	Rodent Guard	1	Each	100.00	1.00	100.00			1.00	100.00	
89 (New)	Additional Mobilization - Welding existing manholes	1	LS	566.84			1.00	566.84	1.00	566.84	
90 (New)	60" Precast Sanitary Manhole Per Joint HDPE Welding	14	Each	943.22			8.00	7,545.76	8.00	7,545.76	
91 (New)	Additional HDPE Vertical Seam & Misc Welding	65	LF	37.41			18.00	673.38	18.00	673.38	
				TOTAL IMPROVEMENTS:		**1,475,188.61**		**64,616.95**		**1,539,805.56**	
				MATERIALS STORED:		-		-		-	
				RETAINAGE:		(147,518.86)		(6,461.70)		(153,980.56)	
				LIQUIDATED DAMAGES:		-		-		-	
				TOTAL DUE:		**1,327,669.75**		**58,155.25**		**1,385,825.00**	

CITY OF BRANDON
304 Main Avenue, P.O. Box 95, Brandon, SD 57005
Telephone: (605) 582-6515; FAX: (605) 582-6831

Council Agenda Request

Date:02-03-25
From: Public Works
Subject: Informal Chemical bids

Background/History:

The chemicals listed on the bid form are used at the WTP. The City usually only receives 2 bids every year. We received bids this year from PVS DX (formerly known as DPC) and Hawkins Inc.

Discussion:

The chemicals used at the WTP are used to continually provide safe drinking water for the City. The list of chemicals for the WTP has doubled since the RO expansion is nearing the end. This is an informal bid to get the chemicals to the WTP for the start up of the expansion. We will do a formal bid in April of this year for the remainder of 2025 until February 2026.

Financial Considerations:

The total cost of the chemicals has continuously increased over the past 5 years. The budgeted number last year was $95,000.00. That number was increased for this year's budget to $100,000.00.

Conclusion/Recommendations:

I recommend purchasing all of the chemicals listed from Hawkins Inc.

Supporting documents must be attached to the Council Agenda Request Form.

2025 Water Treatment Chemical Bids Received

Item	Chemical	2024 Year Quantity	Units	Hawkins	Year Estimate	PVS DX	Year Estimate
#1	Chlorine gas, 150 lb cylinders	23,700	per pound	1.45	$34,365.00	1.67	$39,507.90
#2	Chlorine gas, 1 ton cylinders		per gallon	1.10	$0.00	1.25	$0.00
#3	Fluoride 23%	0	per gallon	8.12	$0.00		$0.00
#4	Sodium bisulfite 38%	0	per gallon	7.00	$0.00		$0.00
#5	Sodium hydroxide	0	per gallon	7.40	$0.00		$0.00
#6	Sulfuric acid	0	per gallon	7.80	$0.00		$0.00
#7	ROClean L403 low pH cleaner	0	per gallon		$0.00		$0.00
#8	ROClean L211 high pH cleaner	0	per gallon		$0.00		$0.00
#9	Vitec 5100 antiscalant	0	per gallon	25.08	$0.00		$0.00
#10	Tonkasorb (or eqivalent)	7,315	per gallon	7.30	$53,399.50		$0.00
#11	LPC-5	894	per gallon	19.50	$17,433.00		$0.00
#12	LPC-9	1,345	per gallon	22.50	$30,262.50		$0.00
#13	Aqua Hawk 957 (or equivalent)	5	per gallon	36.25	$181.25		$0.00
#14	Sodium Hypochlorite 12.5%	0	per gallon	4.99	$0.00		$0.00
#15	Granular chlorine	0	per pound	3.70	$0.00		$0.00
	Total based on 2024 use						
	Estimated Total Low Bid Items	2025			$135,641.25		$39,507.90

*Low bid items in blue

** Started using Tonkasorb October 25, 2017

CHEMICAL	2024 Year Quantity	Units	Low Bidder	Unit Price	Total Cost
Chlorine Gas, 150 lb cylinders	23,700	LBS	Hawkins	$1.45	$34,365.00
Chlorine Gas, 1 ton cylinders	0	LBS	Hawkins	$1.10	
Fluoride 23%	0	GAL	Hawkins	$8.12	
Sodium bisulfite 38%	0	GAL	Hawkins	$7.00	

Sodium hydroxide	0	GAL	Hawkins	$7.40	
Sulfuric acid	0	GAL	Hawkins	$7.80	
ROClean L403 low pH cleaner	0	GAL			
ROClean L211 high pH cleaner	0	GAL			
Vitec 5100 antiscalant	0	GAL	Hawkins	$25.08	
Tonkasorb	7,315	GAL	Hawkins	$7.30	$53,399.50
LPC-5	894	GAL	Hawkins	$19.50	$17,433.00
LPC-9	1,345	GAL	Hawkins	$22.50	$30,262.50
Aqua Hawk 957 (or equivalent)	5	GAL	Hawkins	$36.25	$181.25
Sodium Hypochlorite 12.5%	0	GAL	Hawkins	$4.99	$0.00
Granular chlorine	0	LBS	Hawkins	$3.70	$0.00
			Total for 2024		**$135,641.25**

MINUTES
PLANNING & ZONING COMMISSION

The Brandon Planning & Zoning Commission met in regular session at 6:30 p.m. on January 16, 2025 at the Brandon City Council Chambers.

Roll call was taken. Members present were Commissioners Megan Bassett, Brian Heidbrink, Brookes Noem, Rob Schoeneman, Alica Thiele and Michael Toates. Also present were Alderwoman Barb Fish, Building Official Paul Clarke, City Engineer Tami Jansma and Development Director Patrick Andrews. Absent: Mayor Harry Buck and City Administrator Bryan Read.

Commissioner Noem moved Commissioner Heidbrink seconded to approve the agenda. Motion carried.

Commissioner Toates moved Commissioner Bassett seconded to approve the consent calendar which contained the following item: a plat of Erickson 2nd Addition Tracts 1A & 6. Motion carried.

Commissioner Noem moved Commissioner Heidbrink seconded to approve the minutes of the January 2, 2025 regular meeting. Motion carried.

A public hearing was held, as advertised, to consider a Conditional Use Application for 1324 E. Martin Place. Applicant Ron Isackson was present virtually via Teams. Ron is requesting a conditional use for a second driveway to the property to be legally described as Lot 6 Block 2 Brandon 90 Plaza Addition. Commissioner Heidbrink moved to approve on the condition that each of the driveways do not exceed 35' in width. Motion died for lack of a second. Commissioner Toates moved Commissioner Bassett seconded to approve on the condition that the west driveway not exceed 40' in width and the east driveway also be 40' in width. Motion carried.

A public hearing was held, as advertised, to consider Zoning Ordinances changes to the R-2 Lot & Yard Regulations. Commissioner Heidbrink moved Commissioner Toates seconded to make recommendation of approval to City Council. Motion carried.

A public hearing was held, as advertised, to consider Zoning Ordinances changes to the LI & HI Conditional Uses. Commissioner Noem moved Commissioner Toates seconded to make recommendation of approval to City Council as amended in Section 2 to Chapter 15-11-2. Motion carried.

A public hearing was held, as advertised, to consider Zoning Ordinances changes to the PD for the 9th Avenue Townhomes. Ron Weber, 27521 481st Avenue, Canton, SD was present for discussion. Troy Savers, 1531 W. River Oak Avenue, Brandon, SD was present for discussion. Concerns with accessing the rear yards on the interior units since they do not have back doors. Commissioner Toates moved Commissioner Heidbrink seconded to table further discussion until the next regular Planning & Zoning Commission meeting on February 6, 2025. Motion carried.

Preliminary plans for Aspen Ridge Development Block 8-11 were presented. Russell Adkins, 8304 S. Timber Oak Circle, Sioux Falls, developer for Aspen Ridge Development, was present for discussion. Commissioner Heidbrink moved Commissioner Schoeneman seconded to approve the preliminary plans as presented and made recommendation of approval to City Council. Motion carried.

Discussion held on cell towers. Tami Jansma, Brandon City Engineer, presented a map showing potential areas for the construction of a new cell tower, using current zoning regulations. Concerns with setbacks from residentially zoned properties, do you measure from the property line or the habitable structure? Patrick Andrews, Brandon Development Director, will present a draft ordinance at the February 6, 2025 regular meeting.

Year end building permit totals for 2024 were presented. No action required.

At 8:27 p.m. having no further business, Commissioner Toates moved Commissioner Thiele seconded to adjourn the Planning & Zoning Commission meeting. Motion carried.

Respectfully Submitted,

_____	_____
Melissa Labahn	Patrick Andrews
Recording Clerk	Development Director