

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on January 4, 2016 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Roger Brooks, Barb Fish, Mindy Hansen, Jo Hausman, Blaine Jones, Jon McInerney and Mayor Larry Beesley. Others present were: City Administrator, Bryan H. Read; City Finance Officer, Dennis Olson; City Attorney, Lisa Marso; City Engineer, Paul Sanow, Stockwell Engineers; Police Sargent, Wayne Ellingson; Director of Human Resources, Dan Oakland; and Public Works Director, Rollie Hoeke.

Alderman Jones moved Alderman Brooks seconded to approve the agenda. Motion carried.

Alderwoman Fish moved Alderman Brooks seconded to approve the minutes of the December 17, 2015 briefing meeting and the December 21, 2015 regular meeting. Motion carried.

Alderwoman Hausman moved Alderman Jones seconded to approve the following claims for 2015. Motion carried.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3D Specialties	Traffic Supplies	1,075.65
Argus Leader Media	Publications	526.01
Argus Leader Media	GC Supplies	31.00
Blaine's Service	Various Dept Supplies	100.10
Boyer Trucks	Transit Repairs	2,211.32
Brandon Ace Hardware	Various Dept Supplies	812.86
Brandon Lumber Company	Various Dept Supplies	3,430.70
Brown & Saenger	Various Dept Supplies	1,612.07
Bryan Rock Products Inc	Park Supplies	2,427.91
BV School District	Fuel	2,570.43
Burt Vermeer	Refund	70.00
Bushnell Outdoor Products	Pro Shop Resale	197.10
Campbell's Supply	Sewer Supplies	111.30
Cardmember Services	Various Dept Supplies	1,293.66
Controls & Meters Inc	Water Repairs	3,524.00
Corson Village Sanitary District	December Refund	860.69
Dakota Pump & Control Inc	Water Repairs	180.00
DPC Industries Inc	Water Chemicals	420.00
Dex Media	GC Supplies	57.00
Fastenal Company	Various Dept Supplies	114.74
Ferguson Waterworks	Water Supplies	265.88
Fleetpride Inc	Water Supplies	121.08
G & K Services	Various Dept Supplies	813.25
Gear for Sports Inc	Pro Shop Resale	224.00
Jensen Electric	Park Improvements	4,316.86
League of Minnesota Cities	Publications	225.00
Lisa M Kull CSR	Police Services	40.00

Mills & Miller Inc	Snow Supplies	10,137.96
Minnehaha Community Water Corp	Utilities	42.50
Nyberg's Ace Hardware	Sewer Supplies	419.52
Palisades Propane Inc	Utilities	523.03
Performance Press	Police Supplies	295.00
Pitney Bowes Lease Account	Various Dept Supplies	122.22
R & L Supply	Park Improvements	93.51
SD Department of Revenue	Water Testing	309.00
SD Federal Property Agency	GC Supplies	250.00
Sioux Falls Networks	Various Dept Supplies	4,882.50
Sioux Falls Utilities	November WW Discharge	48,707.46
Sioux Valley Energy	Utilities	27,343.61
Soo Sanitary Service LLC	Snow Repairs	3,698.98
Stan Houston Equip	Sewer Supplies	22.85
Staples Advantage	Various Dept Supplies	224.95
Sturdevant's Auto Parts	Various Dept Supplies	315.19
Sunshine Foods	Various Dept Supplies	110.57
Titan Machinery	Street Supplies	77.50
Verizon Wireless	Utilities	1,037.63
Winter Equipment Company	Snow Supplies	1,602.33
Council	December 17, 2015 Payroll	6,476.90
Mayor	December 17, 2015 Payroll	1,592.06
City Administration	December 17, 2015 Payroll	3,421.83
Planning & Zoning	December 17, 2015 Payroll	581.80
Park Advisory Committee	December 17, 2015 Payroll	221.64
Deputy Finance Officer	December 17, 2015 Payroll	2,159.89
Police	December 17, 2015 Payroll	18,060.30
Building Inspections	December 17, 2015 Payroll	2,915.02
Street Department	December 17, 2015 Payroll	5,761.65
Park Department	December 17, 2015 Payroll	2,464.84
Chamber of Commerce	December 17, 2015 Payroll	2,744.81
Water Department	December 17, 2015 Payroll	6,838.31
Sewer Department	December 17, 2015 Payroll	3,047.47
Golf Course Grounds	December 17, 2015 Payroll	1,447.14
Golf Course Lounge	December 17, 2015 Payroll	976.71
Golf Course Pro Shop	December 17, 2015 Payroll	3,463.22
Golf Course Community Room	December 17, 2015 Payroll	628.95
941 Payroll Taxes	December 17, 2015 Payroll	20,514.30
Office of Child Support Enforcement	December 17, 2015 Payroll	76.15
SD Retirement System Supplemental	December 17, 2015 Payroll	562.50
SD Retirement System	December Contribution	28,891.05
TASC Flex Plan	December 17, 2015 Payroll	1,176.48
City Administration	December 31, 2015 Payroll	3,493.94
Deputy Finance Officer	December 31, 2015 Payroll	2,384.15
Police	December 31, 2015 Payroll	19,441.27
Building Inspections	December 31, 2015 Payroll	2,895.16
Street Department	December 31, 2015 Payroll	6,051.09
Park Department	December 31, 2015 Payroll	2,474.77
Chamber of Commerce	December 31, 2015 Payroll	1,351.42
Water Department	December 31, 2015 Payroll	6,563.71

Sewer Department	December 31, 2015 Payroll	3,608.96
Golf Course Grounds	December 31, 2015 Payroll	1,448.81
Golf Course Lounge	December 31, 2015 Payroll	1,239.71
Golf Course Pro Shop	December 31, 2015 Payroll	2,198.65
Golf Course Community Room	December 31, 2015 Payroll	953.41
941 Payroll Taxes	December 31, 2015 Payroll	18,421.73
Office of Child Support Enforcement	December 31, 2015 Payroll	76.15
SD Retirement System Supplemental	December 31, 2015 Payroll	562.50
TASC Flex Plan	December 31, 2015 Payroll	1,178.00

Alderswoman Hausman moved Alderman Jones seconded to approve the following claims for 2016. Motion carried.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
American Water Works Association	2016 Membership Dues	75.00
Brandon Valley Chamber of Commerce	2016 Contribution	40,630.00
Delta Dental	January Premium	2,570.30
Dennis Olson	January Premium	443.66
DENR	2016 Certifications	102.00
Fore Reservations	GC Software Lease	1,500.00
Glock Professional Inc	Police Training	250.00
Interlakes Community Action	January Mgmt Fee	2,343.75
Lacey Rentals Inc	Park Rental	200.00
Leads Online LLC	Software Renewal	1,068.00
Modern Woodmen of America	January Premium	1,607.38
Pitney Bowes Reserve Account	Various Dept Supplies	750.00
SD Association of Code Enforcement	2016 Membership Dues	40.00
SD Building Officials' Association	2016 Membership Dues	55.00
SD City Management Association	2016 Membership Dues	150.00
SD Dept of Env. & Natural Resources	2016 Discharge Permit	3,500.00
SD Government Finance Officers	2016 Membership Dues	70.00
SD Governmental Human Resource	2016 Membership Dues	50.00
SD Municipal League	2016 Membership Dues	4,139.05
SD Municipal League	Travel Expense	40.00
SD Municipal Street Maintenance	2016 Membership Dues	35.00
SD Police Chiefs' Association	2016 Membership Dues	107.30
SD Retailers Association	2016 Membership Dues	300.00
SDML Workers' Compensation Fund	2016 Renewal	45,799.00
SEAFOG	2016 Membership Dues	60.00
South Eastern Council of Governments	2016 Membership Dues	11,639.00
Wellmark BCBS	January Premium	38,483.63
First National Bank	Bethany Drainage Bond	9,653.70

Alderman Brooks moved Alderman McInerney seconded to approve the consent calendar which contained the following items: a plat of Lots 2B & 2C, Block 9, The Bluffs Addition and a plat of Lots 1-6, Block 14, Sunrise Estates Addition. Motion carried.

The Golf Course and Police Committee reports were heard.

RESOLUTION #01-16 SALARY LIST

The Park & Recreation and Administration Committee reports were heard. Discussion to be held following executive session. After the executive session at the end of the meeting, Alderman Jones moved Alderman Brooks seconded to approve Resolution #01-16, as revised. A roll call vote showed Brooks, Fish, Hansen, Hausman, Jones and McInerney voting aye. Motion carried.

RESOLUTION #01-16

WHEREAS, SDCL 9-14-28 requires that the governing body of every municipality shall fix and determine by ordinance or resolution, the amount of salaries and compensation of all municipal officers and the time at which the same shall be paid; and

WHEREAS, the City council shall publish the salaries for compliance with the provisions of SDCL,9-14-28.

NOW, THEREFORE, BE IT RESOLVED by the Brandon City Council that the following resolution, repealing all prior salary and wage resolutions, be passed and approved. The Mayor, Council, Commissions and Committees shall be paid once a quarter and all other officers and employees shall be paid every two weeks at the following yearly salary or hourly wage for the year 2016.

Larry Beesley	\$7,932.80 per year plus \$30.00 per each Safety Committee meeting attended.
Misti Becker	\$30.00 per each Park Advisory Committee meeting attended.
Larry Bixby	\$22.45 per hour plus \$750.00 Employee Safety Coordinator pay.
Paul Bosch	\$30.00 per each Planning & Zoning meeting attended.
Roger Brooks	\$4,890.08 per year plus \$30.00 per each P&Z meeting attended.
Matt Brown	\$17.79 per hour.
Tyler Carda	\$22.53 per hour.
Cory Carlson	\$20.79 per hour.
Donovan Carpenter	\$26.87 per hour.
Kim Cerwick	\$57,000.00 per year.
Dennis Clark	\$30.00 per each Safety Committee meeting attended.
Paul Clarke	\$30.90 per hour.
Devin Coughlin	\$23.88 per hour.
Mike Coughlin	\$30.00 per each Tree Board meeting attended.
Kelly Eilers	\$25.13 per hour.
Wayne Ellingson	\$29.77 per hour.
Wade Else	\$36.07 per hour.
Barb Fish	\$4,890.08 per year plus \$30.00 per each Park Advisory meeting attended.
Trevor Guthmiller	\$30.00 per each Park Advisory Committee meeting attended.
Zach Hagstrom	\$20.81 per hour.
Mindy Hansen	\$4,890.08 per year.
Donna Jo Hausman	\$4,890.08 per year plus \$30.00 per each Tree Board meeting attended.
Brian Heidbrink	\$30.00 per each Tree Board and P&Z meeting attended.
Troy Hillman	\$19.90 per hour.
Rollie Hoeke	\$77,617.60 per year.

Jon Jacobson	\$30.00 per each Park Advisory Committee meeting attended.
Blaine Jones	\$4,890.08 per year plus \$30.00 per each Safety meeting attended.
Tim Jorgenson	\$30.00 per each Planning & Zoning meeting attended.
Dale Kerber	\$23.69 per hour.
Alan Kirkeby	\$30.00 per each Park Advisory Committee meeting attended.
David Kull	\$86,516.00 per year.
Melissa Labahn	\$18.92 per hour.
Anthony Lingen	\$20.81 per hour.
Jon McInerney	\$4,890.08 per year.
Judy Morford	\$22.86 per hour.
Erik Nelson	\$20.35 per hour.
Dennis Olson	\$18,590 per year.
Alex Palmer	\$24.72 per hour.
Charles Parsons	\$30.00 per each Planning & Zoning meeting attended.
Pam Petersen	\$19.35 per hour.
Darin Porter	\$30.00 per each Safety Committee meeting attended.
Bryan Read	\$106,764.80 per year.
Jim Reiter	\$30.00 per each Tree Board meeting attended.
Anthony Sauer	\$19.83 per hour.
Mark Schmeling	\$20.51 per hour.
Christina Smith	\$20.84 per hour.
Jamie Steffel	\$21.75 per hour.
Todd Stone	\$30.00 per each Planning & Zoning meeting attended.
Quentin Struble	\$28.10 per hour.
Zane Swenson	\$52,041.60 per year contract plus commission.
Kerry Thill	\$37,980.80 per year contract plus commission.
Brad Thorson	\$30.00 per each Safety Committee meeting attended.
Taylor Thorson	\$30.00 per each Safety Committee meeting attended.
Brad Top	\$23.11 per hour.
Chris VanLaecken	\$30.00 per each Safety Committee meeting attended.
Paul Vandeberg	\$30.00 per each Park Advisory Committee meeting attended.
Tammi VanderBeek	\$19.00 per hour.
Dustin Wagner	\$30.00 per each Safety Committee meeting attended.
Linda Weber	\$30.00 per each Planning & Zoning meeting attended.
Jamie Westcott	\$30.00 per each Safety Committee meeting attended.
Barry Williams	\$36.07 per hour.

Dated this 4th day of January, 2016.

ATTEST:

Larry D. Beesley
Mayor

Dennis E. Olson
Municipal Finance Officer

(SEAL)

APPROVE CERT VOLUNTEERS

Alderman Jones moved Alderman Brooks seconded to approve the following list of CERT Volunteers. Motion carried.

Roster: Colleen Lunstra, Allen Eide, Elaine Ohnstad-Eide, Mary Lou Lacey, Eric Helgeson, Robert Hinkhouse, DJ Mitten, Rhonda Kopp, James Westcott, Steve Doppenberg, Andy Doppenberg, Ryan Green, Dusty Wagner and Tracy Foltz.

ORGANIZATIONAL CHART

City Administrator Bryan Read presented a draft of a proposed Organizational Chart for the City of Brandon. Alderman Jones moved Alderwoman Fish seconded to approve and adopt the Organizational Chart, with revisions. After further discussion the motion was withdrawn and the chart will be presented at a later meeting.

The Street and Water & Sewer Committee reports were hard.

At 6:23 p.m. Alderwoman Hansen moved Alderman Jones seconded to go into executive session to discuss personnel changes and to consult with the City Attorney on pending litigation, per SDCL 1-25-2. Motion carried. At 6:45 p.m. Mayor Beesley declared the executive session ended.

At 6:46 p.m. on a motion by Alderman Jones seconded by Alderwoman Hausman the meeting was adjourned.

Melissa Labahn
Municipal Recording Clerk

Larry Beesley
Mayor