

MINUTES

The Brandon City Council met in regular session at 6:00 p.m. on October 16, 2023 in the Council Chambers at 308 S. Main Avenue, Brandon, South Dakota. Present were Barb Fish, Bruce Johnson, Tim Jorgenson, David Kull, Colin Steen and Mayor Harry Buck. Kevin Lawrence was present via conference call. Others present were: City Administrator, Bryan Read; Finance Officer, Christina Smith; City Attorney, Lisa Marso; City Engineer, Tami Jansma; Police Chief, Jamie Steffel; Golf Course Manager, Andrew Bauer; Public Works Director, Rollie Hoeke and Development Director, Patrick Andrews.

Alderman Jorgenson moved Alderman Johnson seconded to approve the agenda as amended. Motion carried.

Alderman Steen moved Alderwoman Fish seconded to approve the minutes of the September 28, 2023 briefing meeting and the minutes of the October 2, 2023 regular meeting. Motion carried.

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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AB Contracting	Water Tower	25,153.07
Action Electric	Hired Repairs	1,931.37
AFLAC	Insurance	844.97
Alliance	Utilities	2,762.86
Alternative HR Development	Monthly Contract	3,584.50
Baycom	Supplies	300.00
Blaine's Service	Hired Repairs	94.20
Boyce Law Firm	Professional Services	6,870.00
Brandon Ace Hardware	Misc. Supplies	1,225.11
Brandon Lumber Company	Supplies	482.94
Brandon Valley Media Group	Publications	1,161.60
Brandon Valley School District	Fuel	4,745.17
Cardmember Service	Misc. Expenses	6,830.51
Carlson & Stewart Refrigeration	Hired Repairs	316.34
Century Business Products	Supplies	68.37
Century Business Products	Supplies	268.09
City of Brandon	GC Alcohol Licenses	2,000.00
City of Sioux Falls	Safety Supplies	247.20
Coca Cola/Chesterman	Rentals	50.00
Coffee Cup	Fuel	30.53
Core & Main	Repairs	571.12
Country Inn & Suites	Travel Dues	486.00
Culligan Water Conditioning	Utilities	181.15
Dakota Beverage	GC Resale	2,234.00
Dakota Data Shred	Rentals	32.00
Dakota Pump	Repairs	9,983.74
Dakota Pump & Control	Hired Repairs	1,495.92
Dakota Supply Group	Supplies	710.95
Dakota Traffic Services	Hired Repairs	30,628.00
Direct Technologies	Software	1,100.74

Dudley Laundry (Appeara)	GC Linens	331.25
Dust-Tex	Supplies	304.50
Ellis & Eastern Company	Lease	150.00
Enviromasters	Supplies	84.00
Extremely Clean Carpet Cleaning	Hired Repairs	280.00
Fastenal Company	Supplies	483.76
Ferguson Waterworks	Water Meters	1,915.00
First Rate Excavate	Supplies	325.00
Geotek	Professional Services	10,100.75
Hach Company	Supplies	1,409.26
Hawkins Water Treatment	Chemicals	8,068.40
Henkel US Operations	3rd Quarter	49,171.38
Innovative Office Solutions	Supplies	320.83
Interstate Office Products	Copy Paper	219.35
Interstate Office Products	Equipment	640.68
Jack's Uniform & Equipment	Safety Supplies	72.90
Jasper Engineering & Equipment	Repairs	870.00
Knife River	Repairs	540.72
Lacey Rentals	Rentals	430.00
Lawson Products	Supplies	347.19
LG Everist	Supplies	1,127.35
Locators and Supplies	Supplies	459.85
Mac's Hardware	Supplies	49.99
Marv's Sanitary Service	Utilities	511.50
Med-Star Paramedic Ambulance	October Services	4,166.67
Metro Construction	Professional Services	667,180.75
Mid States Audio & Video	Half Down for New Mics	10,333.08
MidAmerican Energy	Utilities	291.25
Midwest Alarm Company	Quarterly Dues	99.62
Midwest Turf & Irrigation	Software/Repairs	392.58
Minnehaha County Water Corp	Utilities	156.00
Myrl & Roy's Paving	Repairs	884.13
Newman Traffic Signs	Supplies	756.98
Oakridge Nursery	Tree Vouchers	444.89
Orkin	Monthly Contract	145.99
Overhead Door	Service	127.55
Palisades Propane	Propane	292.37
Qualified Presort Service	Water/Sewer Bills Processing	2,924.75
Reiter Enterprises	Professional Services	3,318.00
Rural Office of Community Services	Reimbursement	15,152.03
Sam's Club	GC Resale	276.41
Sanitation Products	Repairs	2,513.05
Schwartzle Construction	Professional Services	99,281.36
SD Dept of Revenue	Sales Tax	11,499.97
SD One Call	Locate Tickets	188.16
SD Unemployment Insurance Division	3rd Quarter	2,327.62
Sioux Falls Networks	Monthly Backup	509.29
Sioux Falls Utilities	Utilities	112,870.80
SiteOne Landscape	Repairs	540.00
Stanek Construction	Professional Services	642,029.43

Sturdevant's Auto Parts	Supplies	572.92
Summit Fire Protection	Rentals	91.50
Sunshine	GC Resale	941.47
Tony's Catering	Catering	3,661.60
Toro	Monthly Contract	229.00
US Bank	Fees	1,320.00
Verizon	Utilities	651.03
Vogel Motors	Hired Repairs	60.00
Wellmark BC/BS	Insurance	79,748.52
Xcel Energy	Utilities	3,567.58
Zimco	Supplies	2,499.00
US Bank Trust Dept	Big Sioux Lift	43,304.01
First National Bank Trust Dept	2018 Golf Course Equipment Loan	1,124.98
US Bank Trust Dept	Water Tower SRF Loan	60,983.63
City Administration	October 12, 2023 Payroll	4,128.79
Finance Officer	October 12, 2023 Payroll	6,008.65
Government Buildings	October 12, 2023 Payroll	125.25
Engineer	October 12, 2023 Payroll	4,013.91
Police	October 12, 2023 Payroll	31,717.85
Building Inspections	October 12, 2023 Payroll	3,934.17
Street Department	October 12, 2023 Payroll	6,488.60
Park Department	October 12, 2023 Payroll	5,267.58
Economic Development	October 12, 2023 Payroll	2,241.63
Water Department	October 12, 2023 Payroll	11,107.99
Sewer Department	October 12, 2023 Payroll	5,736.10
Golf Course Grounds	October 12, 2023 Payroll	8,153.52
Golf Course Lounge	October 12, 2023 Payroll	4,023.83
Golf Course Pro Shop	October 12, 2023 Payroll	5,719.88
Golf Course Community Room	October 12, 2023 Payroll	1,179.31
941 Payroll Taxes	October 12, 2023 Payroll	30,653.44
SD Retirement System Supplemental	October 12, 2023 Payroll	1,455.00
TASC Flex Plan	October 12, 2023 Payroll	1,152.82
Accounts Management	October 12, 2023 Payroll	75.00
Direct Pay	October 16, 2023	1,500.00
SD Retirement System	September 1, 2023	32,421.88

Alderman Jorgenson moved Alderman Johnson seconded to approve the consent calendar which contained the following items: a wage adjustment for Larry Bixby, to step 14-8 on the wage scale, \$33.18 per hour, effective October 16, 2023; a wage adjustment for Matt Brown, to step 10-8 on the wage scale, \$26.04 per hour, effective October 20, 2023; a wage adjustment for Jeramie Olson, to step 10-7 on the wage scale, \$25.45 per hour, effective October 24, 2023; a plat of Lots 1 & 2 of Callie's Addition; a plat of Tract 3 of Skyberg's Addition and the Parade of Lights application. Motion carried.

ORDINANCE #693

A public hearing was held, as advertised, to consider Ordinance #693. The owner/developer of 2500 & 2508 E. Augusta Street (property legally described as Lots 1 & 2 Block 6 Sunrise Estates Addition) has submitted a request to re-zone these lots from R-2 Medium Density Residential to a PD Planned Development. Applicant Eric Kerkvliet, Douglas Street Investments, was present

for discussion. Alderman Jorgenson moved Alderman Steen seconded to affirm the “do not pass” recommendation of the Planning & Zoning Commission. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

SPECIAL EVENT APPLICATION – WILDE PRAIRIE WINERY

A public hearing was held, as advertised, to consider a special event alcoholic beverage license for Wilde Prairie Winery to sell/sample at the Farmer’s Market located at Faith United Church at 800 N. Splitrock Blvd. on November 11, 2023; December 9, 2023; December 16, 2023 and April 13, 2024. Alderman Steen moved Alderman Kull seconded to approve the application as presented. Motion carried.

RESOLUTION #22-23

The Golf Course Committee report was heard. Alderman Johnson moved Alderman Jorgenson seconded to approve Resolution #22-23, establishing 2024 golf rates. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

RESOLUTION #22-23

A RESOLUTION ESTABLISHING CATEGORIES, DEFINITIONS AND FEES FOR THE BRANDON MUNICIPAL GOLF COURSE

WHEREAS, SDCL 9-38-6 allows municipalities to establish, maintain, and operate athletic facilities such as golf courses as part of the park system of such municipality, and to charge fees for the use thereof; and

WHEREAS, the City of Brandon has established the Brandon Municipal Golf Course.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Brandon, South Dakota that the following definitions and rates are hereby approved (all rates are subject to sales tax):

Section 1: Annual Pass Categories and Definitions

- A. Youth Any person who is eighteen (18) years of age or younger on January 1 of the golfing year.
- B. Young Adult Any person who is nineteen (19) years of age on January 1 of the golfing year and no older than twenty-three (23) years of age as of January 1 of the golfing year.
- C. Young Professional Any person who is twenty-four (24) years of age on January 1 of the golfing year and no older than thirty (30) years of age as of

January 1 of the golfing year.

- D. Adult January 1 of Any person who is thirty-one (31) years of age or older on the golfing year.
- E. Senior 1 of the Any person who is sixty (60) years of age or older on January 1 of the golfing year.
- F. Married Couple Individuals legally married to each other (adult or senior).
- G. Family Spouses and children classified as youths.
- H. Elderly January 1 of the Any person who is eighty (80) years of age or older on the golfing year.

Section 2: Annual Pass Fees

Annual passes are sold at the same price during the golfing year without regard to which point in the season the pass is purchased. Annual passes are not refundable and have no restrictions as to the amount of rounds played. Annual passes are valid from March 1 until November 30 of the golfing year.

Youth (w/o parent legal guardian pass holder) \$275.00

Youth (parent/legal guardian pass holder) \$125.00

Youth pass holders may play anytime Monday through Friday

And after 3:00 pm Saturday and Sunday without being accompanied by an adult. They may play before 3:00 pm Saturday and Sunday unaccompanied at the discretion of golf course management.

Young Adult (all time) \$450.00

Young Professional (all time) \$750.00

Adult (all time) \$1,000.00

Adult (week day) \$800.00

Senior (all time) \$900.00

Senior (week day) \$750.00

Senior Couple (all time) \$1,250.00 (Both must qualify as seniors)

Adult Couple (all time) \$1,400.00

Young Professional Couple (all time) \$1,050.00 (Both must qualify as young professional)

Elderly 70% off senior pass rates

Early purchase discount: An Early Purchase Discount for the purchase of an Annual Season Pass and Annual Cart Lease will be applied at fifteen percent (15%) if the Annual Pass and/or Annual Cart Lease is purchased in November or December of the year preceding the golfing year.

Section 3: Green Fees

<u>PLAY</u>	<u>WEEK DAY</u>	<u>SATURDAYS/SUNDAYS/HOLIDAYS</u>
9 holes	\$23.00	\$28.00
18 holes	\$36.00	\$43.00
18 holes Senior/Youth	\$25.00	N/A
9 holes Senior/Youth	\$17.50	N/A
Twilight 18 (after 3:00 p.m.)	\$30.00	\$30.00
Twilight 9 (after 3:00 p.m.)	\$20.00	\$20.00

Section 4: Punch Cards

Punch cards are for twelve (12) rounds and are sold during the golfing year without regard to which point in the season the card is purchased. All punch cards expire at the end of the golfing season and are not transferable to the following year, they are not refundable. Punch Cards cannot be applied toward outings or groups of five or more. There are no restrictions as to how many punch cards may be purchased.

9 Hole Punch Card: \$230.00
 18 Hole Punch Card: \$360.00

Section 5: Golf Carts – Half Cart Rental Fee

9 Holes	\$14.00 per rider
18 Holes	\$22.00 per rider
Twilight 18	\$15.00 per rider
Twilight 9	\$10.00 per rider
Senior/Youth	\$15 for 18 holes \$10 for 9 holes, only available with green fee Mon-Fri
Trail Fee (Season)	\$400.00
Trail Fee (Daily)	\$15.00

Half cart annual lease per person (all time): \$800.00, subject to availability. Passengers must pay a half cart rental fee.

Half cart annual lease per person (week day): \$675.00, subject to availability. Passengers must pay a half cart rental fee.

Couple cart annual lease (all time): \$1,100.00, subject to availability. Passengers other than couples must pay a half cart rental fee.

Elderly 70% off cart lease

Section 6: Pull Carts – Rental Fee
\$5.00 per round

Section 7: Range Fees

Range balls \$12.00 per lg bag \$9.00 per md bag \$5.00 per sm bag

Unlimited annual range ball pass:

Adult	\$350.00
Youth	\$250.00
Family	\$450.00

Section 8: Outings

The Golf Course Manager is authorized to set rates for golf outings.

Dated this 16th day of October, 2023.

Harry Buck
Mayor

ATTEST:

Christina Smith
Municipal Finance Officer

(SEAL)

RESOLUTION #23-23

Alderman Jorgenson moved Alderman Steen seconded to approve Resolution #23-23, establishing 2024 community room rates. A roll call vote showed Fish, Johnson, Jorgenson, Kull, Lawrence, Steen aye. Motion carried.

RESOLUTION #23-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRANDON, SOUTH DAKOTA, ESTABLISHING FEES FOR THE BRANDON MUNICIPAL GOLF COURSE COMMUNITY ROOM

WHEREAS SDCL 9-38-6 allows municipalities to establish, maintain, and operate athletic facilities such as golf courses as part of the park system of such municipality, and to charge fees for the use thereof; and

Section 2: Ceremonial Fee:

Wedding Ceremony at the Golf Course \$1,000.00
(Limit of 150 people)

Section 3: Bar Fees:

Minimum Bar Fee (bartender included) \$1,500.00
(Minimum is required, any difference
will be added to the final bill).

Section 4: Accessory Charges:

Punch and Coffee \$ 1.00 per person

Section 5: Lounge Room Fees:

Events

Events include but not limited to Graduation Parties, Holiday Parties and Birthday Parties. Included is the room rental, room set-up and clean-up.

Up to 75 guests \$250.00

Adopted this 16th day of October, 2023.

ATTEST:

Harry Buck
Mayor

Christina Smith
Municipal Finance Officer

(SEAL)

GOLF COURSE RETAINING WALL PROJECT PAY APPLICATION

Alderman Kull moved Alderman Johnson seconded to approve pay application #9 to Schwartzle Construction in the amount of \$99,281.36 for the golf course retaining wall project. Motion carried.

ASPEN PARK PLAY EQUIPMENT

The Parks & Recreation Committee report was heard. A request was received from the City of Hills, MN to possibly acquire the excess play ground equipment currently located in Aspen Park, when the time comes. No action required at this time.

PICKUP QUOTE

Alderwoman Fish moved Alderman Steen seconded to approve the purchase of a new Chevy Silverado ¾ ton 4x4 from Lamb Chevrolet with spray on bed liner for a total cost of \$45,797.00. This will be purchased from the SD state bid package. Motion carried.

RISTY DEVELOPMENT CONCEPT PLANS

The Public Safety Committee and Administration Committee reports were heard. Brian Jackson, VanBuskirk Companies, was present for discussion. VanBuskirk is planning to develop this area into R-1 Low Density Residential, R-2 Medium Density Residential and GB General Business lots. No action required at this time.

BV HIGH SCHOOL DANCE TEAM RAFFLE

A request was received from the Brandon Valley High School dance team to conduct a 50/50 raffle during their Holidazzle dance competition on Saturday, December 2, 2023 at the BV high school. No further action required.

AMENDMENT TO THE PERSONNEL POLICY

Alderman Johnson moved Alderman Steen seconded to approve the amendment to the personnel policy, as presented. Motion carried.

ASPEN RIDGE SUBDIVISION CONSTRUCTION AGREEMENT

Alderman Jorgenson moved Alderman Johnson seconded to approve the subdivision construction agreement for Aspen Ridge Addition, as presented. Motion carried.

RUSHMORE PROJECT PAY APPLICATION

The Streets Committee report was heard. Alderman Steen moved Alderman Jorgenson seconded to approve pay application #6 to Metro Construction in the amount of \$667,180.75 for the Rushmore Area Reconstruction Project-Phase 2. Motion carried.

EMPLOYEE RESIGNATION

The Water & Sewer Committee report was heard. Alderman Kull moved Alderman Steen seconded to accept the resignation from Dustin Wagner, effective October 20, 2023. Motion carried.

WATER TREATMENT PLANT PROJECT CHANGE ORDER

Ben Julson, AE2S, was present for discussion. Alderman Kull moved Alderman Steen seconded to approve change order #3 to Stanek Constructors in the amount of \$113,222.00 for the water treatment plant project. A roll call vote showed Johnson, Jorgenson, Kull, Lawrence, Steen aye; Fish nay. Motion carried.

WATER TREATMENT PLANT PROJECT PAY APPLICATION

Alderman Steen moved Alderman Johnson seconded to approve pay application #11 to Stanek Constructors in the amount of \$642,029.43 for the water treatment plant project. A roll call vote showed Johnson, Jorgenson, Kull, Lawrence, Steen aye; Fish nay. Motion carried.

WATER TOWER PROJECT CHANGE ORDER

Alderman Kull moved Alderman Johnson seconded to approve change order #6 to AB Contracting LLC. in the amount of \$5,153.07 for the water tower project. Motion carried.

WATER TOWER PROJECT PAY APPLICATION

Alderman Johnson moved Alderman Steen seconded to approve pay application #25 and final to AB Contracting LLC. in the amount of \$25,153.07 for the water tower project. Motion carried.

At 6:57 p.m. on a motion by Alderman Steen seconded by Alderman Johnson the meeting was adjourned. Motion carried.

Melissa Labahn
Municipal Recording Clerk

Harry Buck
Mayor