

BRING YOUR DREAMS.



**City of Brookings**  
**Meeting Agenda - Final**  
**City Council**

Brookings City Council  
Brookings City & County  
Government Center  
520 3rd St., Suite 230  
Brookings, SD 57006  
Phone: (605) 692-6281

***"We are an inclusive, diverse, connected community that fuels the creative class, embraces sustainability and pursues a complete lifestyle. We are committed to building a bright future through dedication, generosity and authenticity. Bring your dreams!"***

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**Tuesday, May 27, 2025**

**6:00 PM**

**Council Chambers**

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*The City of Brookings is committed to providing a high quality of life for its citizens and fostering a diverse economic base through innovative thinking, strategic planning, and proactive, fiscally responsible municipal management.*

**6:00 PM REGULAR MEETING**

- 1. Call to Order / Pledge of Allegiance.**
- 2. Record of Council Attendance.**
- 3. Action to approve the agenda.**
- 4. Open Forum.**

*At this time, any member of the public may make a brief announcement or invitation, or request time on the agenda for an item not listed. Items to be added to the agenda will be scheduled at the end of the meeting. Individuals will state their name and city of residence for the record. Public Comment is limited to a maximum of three minutes per person. The comments and views expressed by the public are those of the speakers and do not necessarily reflect the views or positions of the City of Brookings or City Council.*

**5. Consent Agenda:**

*Action: Motion to Approve, Request Public Comment, Roll Call*

*Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Council at one time, without discussion. At the request of any one Council Member or the City Manager, an item may be removed from the Consent Agenda and placed on the regular agenda whenever additional discussion on an item is necessary. Items removed from the Consent Agenda will be discussed at the beginning of the formal items.*

- 5.A. [ID 25-0239](#) Action to approve City Council meeting minutes.**

**Attachments:** [5/13/2025 Minutes](#)

- 5.B. [ID 25-0242](#) Action on City Council Ex-Officio Appointments.
- 5.C. [ID 25-0243](#) Action to appoint the Deputy Mayor.
- 5.D. [ID 25-0241](#) Action on Special Event Temporary Alcoholic Beverage Licenses from existing alcohol license holders.

**Attachments:** [Memo](#)  
[SDCL 35-4-124](#)

## 6. Presentations/Reports:

- 6.A. [ID 25-0256](#) Proclamation: Global Accessibility Awareness Month

**Attachments:** [Proclamation](#)

- 6.B. [ID 25-0257](#) Proclamation: Special Olympics Day

**Attachments:** [Proclamation](#)

- 6.C. [ID 25-0252](#) Report: 2025 Year-to-Date Finance Report

**Attachments:** [Presentation](#)

## 7. Contracts/Change Orders:

- 7.A. [RES 25-050](#) Action on Resolution 25-050, a Resolution to Award the Contract for Playground Replacements at Indian Hills, Sarah Renee, and Hillcrest Parks.

**Attachments:** [Memo](#)  
[Resolution](#)  
[Quotes](#)  
[Designs](#)  
[RFP Tabulations](#)

*Action: Motion, Request Public Comment, Roll Call*

- 7.B. [RES 25-051](#) Action on Resolution 25-051, a Resolution to Award the Contract to Upgrade Restrooms at the Dacotah Bank Center.

**Attachments:** [Memo](#)  
[Resolution](#)  
[Quote](#)

*Action: Motion, Request Public Comment, Roll Call*

## 8. Ordinance First Readings:

*No vote is required on the first reading of an Ordinance. The title of the Ordinance is read. Public Comment and Council discussion is permitted. The date for the second reading or public hearing is announced.*

- 8.A.**     [ORD 25-016](#)     Introduction and First Reading on Ordinance 25-016, an Ordinance Authorizing Budget Amendment Number 2 to the 2025 Budget. Second Reading and Action: June 10, 2025.

**Attachments:**     [Memo](#)  
                              [Ordinance](#)

- 8.B.**     [ORD 25-017](#)     Introduction and First Reading on Ordinance 25-017, an Ordinance Authorizing Budget Amendment No. 3 to the 2025 Budget. Second Reading and Action: June 10, 2025.

**Attachments:**     [Memo](#)  
                              [Ordinance](#)

- 8.C.**     [ORD 25-018](#)     Introduction and First Reading on Ordinance 25-018, an Ordinance to Change the Zoning within the City of Brookings (Lot 1 in Clark Addition and Lot 2 in Clark Second Addition from an Agriculture A District to a Business B-3 Heavy District). Public Hearing and Action: June 10, 2025.

**Attachments:**     [Memo](#)  
                              [Ordinance](#)  
                              [Hearing Notice - City Council](#)  
                              [Hearing Notice - Planning Commission](#)  
                              [Planning Commission Minutes](#)  
                              [Petition to Rezone](#)  
                              [Location Map](#)  
                              [Zoning Map](#)  
                              [Future Land Use Map](#)  
                              [B-3 Zoning Exhibit](#)

- 8.D.**     [ORD 25-019](#)     Introduction and First Reading on Ordinance 25-019, an Ordinance pertaining to an Application for a Conditional Use Permit to establish a Major Home Occupation (Gunsmithing Business) in a Residence R-2 Two-Family District (2505 Larkspur Ridge Drive). Public Hearing and Action: June 10, 2025.

**Attachments:**     [Memo](#)  
                              [Ordinance](#)  
                              [Hearing Notice - City Council](#)  
                              [Hearing Notice - Planning Commission](#)  
                              [Planning Commission Minutes](#)  
                              [Conditional Use Permit Application](#)  
                              [Major Home Occupation Checklist](#)  
                              [Location Map](#)  
                              [Site Plan](#)

- 8.E.**     [ORD 25-020](#)     Introduction and First Reading on Ordinance 25-020, an Ordinance Pertaining to an Application for a Conditional Use Permit to Establish a Major Home Occupation (Hair Salon) in a Residence R-1A Single Family District (1214 Western Avenue). Public Hearing and Action: June 10, 2025.

**Attachments:**     [Memo](#)  
                              [Ordinance](#)  
                              [Hearing Notice - City Council](#)  
                              [Hearing Notice - Planning Commission](#)  
                              [Planning Commission Minutes](#)  
                              [Conditional Use Permit Application](#)  
                              [Major Home Occupation Checklist](#)  
                              [Location Map](#)  
                              [Site Plan](#)

## **9. Public Hearings and Second Readings:**

- 9.A.**     [ID 25-0245](#)     Public Hearing and Action on a request for an On-Off Sale Malt License, with Video Lottery authorization, for PNP Pub, Suite B to be located at 318 2nd Street South, Suite B.

**Attachments:**     [Memo](#)  
                              [Malt License - City Code and SDCL](#)  
                              [Video Lottery - SDCL and Admin Rule](#)  
                              [Legal Notice](#)  
                              [Location Map](#)  
                              [Proposed Building Layout](#)

*Action: Motion, Open & Close Public Hearing, Roll Call*

- 9.B.**     [ID 25-0246](#)     Public Hearing and Action on a request for a Video Lottery authorization for PNP Pub to be located at 318 2nd Street South, Suite B.

**Attachments:**      [Memo](#)  
[Video Lottery - SDCL and Admin Rule](#)  
[Malt License - City Code and SDCL](#)  
[Legal Notice](#)  
[Location Map](#)  
[Proposed Building Plan](#)  
[Video Lottery List](#)  
[Video Lottery Locations Map](#)

*Action: Motion, Open & Close Public Hearing, Roll Call*

- 9.C.**    [ID 25-0244](#)    Public Hearing and Action on a request to transfer an On-Off Sale Malt License, with video lottery authorization, for 2515 6th Street, from Den Wil Hospitality Group, Inc., dba The Lodge, Dennis Bielfeldt, owner, to Shorty's Burgers & Brew, Kim Dokken-Nelson, owner.

**Attachments:**      [Memo](#)  
[Legal Notice](#)  
[City Code and SDCL References](#)  
[Location Map](#)

*Action: Motion, Open & Close Public Hearing, Roll Call*

- 9.D.**    [RES 25-052](#)    Public Hearing and Action on Resolution 25-052, a Resolution authorizing the City Manager to enter into a Full Service On-Sale Restaurant Liquor Operating Agreement for 2515 6th Street, Shorty's Burgers & Brew, Kim Dokken-Nelson, owner.

**Attachments:**      [Memo](#)  
[Resolution](#)  
[Operating Agreement](#)  
[Legal Notice](#)  
[Location Map](#)

*Action: Motion, Open & Close Public Hearing, Roll Call*

- 9.E.**    [ORD 25-008](#)    Public Hearing and Action on Ordinance 25-008, an Ordinance Amending Chapter 94, Article IV, Division 2, pertaining to Section 94-165 Commercial Corridor Design Review Overlay District.

**Attachments:**      [Memo](#)  
[Ordinance - clean](#)  
[Ordinance - marked](#)  
[Hearing Notice - City Council](#)  
[Hearing Notice - Planning Commission](#)  
[Planning Commission Minutes](#)

*Action: Motion, Open & Close Public Hearing, Roll Call*

Legislative History

5/13/25            City Council                            read into the record

- 9.F.**     [ORD 24-035](#)     REMOVE FROM THE TABLE: Public Hearing and Action on Ordinance 24-035, an Ordinance Amending Chapter 94, Article IV, Division 2, pertaining to Section 94-163 Planned Development District ("PDD").

Attachments:

[Memo](#)  
[Ordinance - clean](#)  
[Ordinance - marked](#)  
[Hearing Notice - City Council](#)  
[Hearing Notice - Planning Commission](#)  
[Planning Commission Minutes](#)

*Action: Motion to Remove from the Table, Roll Call*

*Action: Motion, Open & Close Public Hearing, Roll Call*

Legislative History

9/24/24            City Council                            read into the record  
10/8/24            City Council                            tabled  
5/13/25            City Council                            removed from the table  
5/13/25            City Council                            tabled to a date specific

- 9.G.**     [ID 25-0251](#)     Public Hearing and Action on a Commercial Corridor Design Review Overlay District Site Plan for Lot 2 in Block 1 of Wiese Addition.

Attachments:

[Memo](#)  
[Hearing Notice - City Council](#)  
[Hearing Notice - Planning Commission](#)  
[Planning Commission Minutes](#)  
[Commercial Corridor Checklist](#)  
[Location Map](#)  
[Site Plan](#)  
[Elevations](#)  
[Adjacent Photos](#)

*Action: Motion, Open & Close Public Hearing, Roll Call*

- 9.H.**     [RES 25-055](#)     Public Hearing and Action on Resolution 25-055, a Resolution of Intent to Lease Real Property to RTI, LLC.

Attachments:

[Memo](#)  
[Resolution](#)  
[Legal Notice](#)  
[Lease](#)

*Action: Motion, Open & Close Public Hearing, Roll Call*

- 9.I.**     [RES 25-053](#)     Public Hearing and Action on Resolution 25-053, a Resolution to Annex the

West Half of the Northwest Quarter, Excluding Platted Areas in Section 20, Township 110 North, Range 49 West and Excluding Land North of US Highway 14 in Brookings County, South Dakota.

**Attachments:**     [Memo](#)  
                              [Resolution](#)  
                              [Hearing Notice - City Council](#)  
                              [Hearing Notice - Planning Commission](#)  
                              [Planning Commission Minutes](#)  
                              [Location Map](#)  
                              [Annexation Petition](#)  
                              [Annexation Map](#)  
                              [Annexation Priority Area](#)

*Action: Motion, Open & Close Public Hearing, Roll Call*

- 9.J.**     [RES 25-054](#)     Public Hearing and Action on Resolution 25-054, a Resolution to Amend the 2040 Comprehensive Plan's Future Land Use Map.

**Attachments:**     [Memo](#)  
                              [Resolution](#)  
                              [Hearing Notice - City Council](#)  
                              [Hearing Notice - Planning Commission](#)  
                              [Planning Commission Minutes](#)  
                              [Current Zoning and Uses](#)  
                              [Comprehensive Plan Pages 162-168](#)  
                              [Imprint of Preservation](#)

*Action: Motion, Open & Close Public Hearing, Roll Call*

- 9.K.**     [RES 25-056](#)     Public Hearing and Action on Resolution 25-056, a Resolution to vacate a portion of 26th Street South right-of-way east of 22nd Avenue.

**Attachments:**     [Memo](#)  
                              [Resolution](#)  
                              [Legal Notice](#)  
                              [Map](#)  
                              [Petition](#)

*Action: Motion, Open & Close Public Hearing, Roll Call*

## **10. Other Business:**

- 10.A.**     [ID 25-0250](#)     Action on an Amended Large Scale Residential Development Plan (Prairie Hills Landing).

**Attachments:**      [Memo](#)  
[Hearing Notice - City Council](#)  
[Hearing Notice - Planning Commission](#)  
[Planning Commission Minutes](#)  
[Large Scale Residential Development Plan - Revised](#)  
[Large Scale Residential Development Plan - 2023](#)

*Action: Motion, Request Public Comment, Roll Call*

**11.      [ID 25-0240](#)**      City of Brookings Progress Report.

**Attachments:**      [Progress Report](#)

**12. City Council member introduction of topics for future discussion.**

*Any Council Member may request discussion of any topic at a future meeting. Items cannot be added for action at this meeting. A motion and second is required which states the topic, requested outcome, and time frame. A majority vote is required.*

**13. Executive Session**

**13.A.   [ID 25-0247](#)**      Executive Session, pursuant to SDCL 1-25-2.3, for the purpose of consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters; and SDCL 1-25-2.6, for the purpose of discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business.

*Action: Motion to enter into Executive Session, Voice Vote*

*Action: Motion to exit Executive Session, Voice Vote*

**14. Adjourn.**

*Brookings City Council: Oepke G.Niemeyer, Mayor; Nick Wendell, Deputy Mayor  
Council Members Wayne Avery, Holly Tilton Byrne, Bonny Specker, Brianna Doran, Lisa Hager*

*Brookings City Council Staff:*

*Paul M. Briseno, City Manager      Bonnie Foster, City Clerk      J. Vincent Jones, Attorney-at-Law, Woods, Fuller, Shultz and Smith P.C.*

*Public Comment is limited to a maximum of three minutes per person. Individuals will give their name and city of residence for the record. Public Comment may be submitted prior to the meeting by the following means: 1) Email comments to the City Clerk (cityclerk@cityofbrookings-sd.gov), or 2) participate remotely. Comments provided will become part of the official record and subject to review by all parties and the public. The comments and views expressed by the public are those of the speakers and do not necessarily reflect the views or positions of the City of Brookings or City Council.*

*Meetings are broadcast live and recorded. Go to [www.cityofbrookings-sd.gov](http://www.cityofbrookings-sd.gov) for more information. Government Channel Rebroadcast Schedule: Wednesday 1:00 pm / Thursday 7:00 pm / Friday 9:00 pm / Saturday 1:00 pm (Swiftel Channel 20 / MediaCom Channel 9)*

*Upon request, accommodations for meetings will be provided for persons with disabilities. Please contact the City ADA Coordinator at (605) 692-6281 at least three (3) business days in advance of the meeting.*



