

Brookings City Council
January 11, 2022 (unapproved)

The Brookings City Council held a meeting on Tuesday, January 11, 2022 at 6:00 PM, at the Brookings City & County Government Center, Chambers, with the following City Council members present: Mayor Oepke Niemeyer, Council Members, Leah Brink, Patty Bacon, Nick Wendell, Holly Tilton Byrne, Joey Collins, and Wayne Avery. City Attorney Steve Britzman, City Manager Paul Briseno, and City Clerk Bonnie Foster were also present.

6:00 PM REGULAR MEETING

Agenda. A motion was made by Council Member Brink, seconded by Council Member Bacon, that the agenda be approved. The motion carried by the following vote: Yes: 6 - Niemeyer, Brink, Bacon, Tilton Byrne, Collins, and Avery; Absent: 1 – Wendell.

Open Forum. Jason Merkley, Brookings Health System President and Chief Executive Officer, provided an update and summary of the challenges the Brookings Health System is facing with the latest increase in COVID patients.

Bradley Walker asked Jason Merkley regarding the treatment provided for COVID patients. Merkley referred him to visit with a physician.

Jeannette Gibbons shared information on the definitions of vaccinated and unvaccinated individuals.

Consent Agenda. A motion was made by Mayor Tilton Byrne, seconded by Council Member Brink, that the consent agenda be approved. The motion carried by the following vote: Yes: 6 - Niemeyer, Brink, Bacon, Tilton Byrne, Collins, and Avery; Absent: 1 – Wendell.

5.A. Action to approve the agenda.

5.B. Action to approve the December 14, 2021 City Council Minutes.

5.C. Action on Resolution 22-001, a Resolution designating the depositories for municipal funds.

Resolution 22-001 - Resolution Designating Official Depositories

Pursuant to SDCL 9-22-6, the City Council of the City of Brookings, SD, hereby designates the following as depositories for Municipal Funds of the City of Brookings for the ensuing year: First Bank & Trust, Wells Fargo Bank, Bank Star Financial, Central Bank, Dakota Bank, Dakotaland Federal Credit Union, Great Western, and SD Public Fund Investment Trust.

5.D. Action on Resolution 22-004, a Resolution designating the Official Newspaper.

Resolution 22-004 - Resolution designating the Official Newspaper

Pursuant to SDCL 9-12-6, the City Council of the City of Brookings, SD, hereby designates the Brookings Register as the official newspaper for the City of Brookings for

the ensuing year.

5.E. Action to cancel the January 18, 2022 City Council Study Session.

SDSU Student Association Report. Anna Shane, Government Affairs Chair for the SDSU Students Association, provided an update on SDSU happenings to the City Council and public.

FIRST READING – Ordinance 22-001. An introduction and first reading was held on Ordinance 22-001, an Ordinance authorizing Budget Amendment No. 1 to the 2022 Budget. Second Reading: January 25, 2022.

Ordinance 21-042. A motion was made by Council Member Brink, seconded by Council Member Bacon, that Ordinance 21-042, an Ordinance Authorizing Budget Amendment No. 6 to the 2021 Budget, be approved. The motion carried by the following vote: Yes: 6 - Niemeyer, Brink, Bacon, Tilton Byrne, Collins, and Avery; Absent: 1 – Wendell.

Resolution 22-005. A public hearing was held on Resolution 22-005, a Resolution of Intent to Lease Real Property at Brookings Airport to Medary Aviation, LLC. A motion was made by Council Member Bacon, seconded by Council Member Collins, that Resolution 22-005 be approved. The motion carried by the following vote: Yes: 6 - Niemeyer, Brink, Bacon, Tilton Byrne, Collins, and Avery; Absent: 1 – Wendell.

Resolution 22-005 - A Resolution of Intent to Lease Real Property at the Brookings Regional Airport to Medary Aviation, LLC

Be It Resolved by the governing body of the City of Brookings, South Dakota, that the City of Brookings intends to enter into a Lease with Medary Aviation LLC for a period of five (5) years, commencing on January 1, 2022 and ending December 31, 2026 and pertaining to the following described property:

13,200 square feet on Site 501 at the Brookings Regional Airport, in Section 26 and 27, T110N, R50W in the City of Brookings, Brookings County, South Dakota.

The lease will be payable annually by the last day of January of each year and subject to increases 2% annually and subject to review every 5 years. The 2022 lease amount will be \$1,716.00.

Be It Further Noted, that a Public Hearing on this Resolution was held on January 11, 2022 at 6:00 o'clock P.M. in the Chambers at the Brookings City and County Government Center and that all persons were given an opportunity to be heard on the intent to lease real property.

Resolution 22-007. A motion was made by Council Member Collins, seconded by Council Member Brink, that Resolution 22-007, a Resolution Transferring Capital Improvement Project (CIP) Sinking Fund funds to the Brookings Public Library's Capital

Projects 2022 Budget, be approved. The motion carried by the following vote: Yes: 6 - Niemeyer, Brink, Bacon, Tilton Byrne, Collins, and Avery; Absent: 1 – Wendell.

Resolution 22-007 - Resolution Transferring Capital Improvement Project (CIP) Sinking Fund Funds to the Brookings Public Library's Capital Projects 2022 Budget

Whereas, the City of Brookings's Comprehensive Financial Management Policy, under its Capital Improvement Plan section, establishes the authority for the City to maintain an assigned Vehicle, Equipment, Information Technology, and Building Maintenance / Replacement Sinking Fund for unplanned capital; and

Whereas, the City of Brookings hereby transfers Sinking Fund contingency funds to fund critical unplanned capital projects of the municipality. This resolution is for the purpose of completing a transfer of capital Sinking Fund funds to the following accounts:

213 Capital Improvements Fund (CIP)

213-000-5-940-09 Library Dep Capital Expense	\$79,590.17
Total Transfers	\$79,590.17

The Financing Source for this transfer is from the following account:

213-000-5-911-00 Buildings Sinking Fund	\$79,590.17
Total Source of Funding	\$79,590.17

Whereas, this resolution is deemed necessary for the immediate preservation of the public peace, health, safety, and support of the City, and shall become effective upon publication.

(Council Member Wendell joined the meeting at 6:41 p.m.)

Resolution 22-008. A motion was made by Council Member Avery, seconded by Council Member Bacon, that Resolution 22-008, a Resolution approving Brookings Scholarship Program Funding, be approved. Public Comment: Jason Merkley, Zeno Wicks, Bradley Walker, Jeanette Gibbons, and Michael Garofalo. The motion carried by the following vote: Yes: 7 - Niemeyer, Brink, Bacon, Wendell, Tilton Byrne, Collins, and Avery.

Resolution 22-008 - A Resolution Approving Brookings Scholarship Program Funding

Whereas, the City of Brookings values the impact of continued community success through the attainment of education; and

Whereas, the City Council desires a program for Brookings area youth to attain an education beyond high school and reduce the cost to area families; and

Whereas, the attainment of education beyond high school can increase annual median earnings, decrease crime and associated costs as well as increase quality of life; and

Whereas, the program will provide \$100,000 annually for the next five (5) years from the Brookings Municipal Liquor Store reserves with \$80,000 directed towards South Dakota State University and \$20,000 to South Dakota Technical Schools; and

Whereas, those administering the scholarship programs will provide a report, and City Council will determine the continuation of the funding annually based on this report; and

Whereas, the scholarships will target workforce needs of Brookings area businesses and those students whom may attend South Dakota State University and one of South Dakota Technical Schools; and

Whereas, this Resolution is intended to authorize the use of Brookings Municipal Liquor Store Reserves and allow the City to enter into an agreement with the South Dakota State University Foundation and South Dakota Technical College equivalent to administer a scholarship program; and

Now, Therefore, It Is Hereby Resolved by the City Council of the City of Brookings, South Dakota that staff is authorized to enter into an agreement for the administration of scholarships.

Resolution 22-006. A motion was made by Council Member Brink, seconded by Council Member Collins, that Resolution 22-006, a Resolution Authorizing the Licensing of TK Cannabis LLC, dba Prairie Grass, as a Medical Cannabis Dispensary in the City of Brookings, be approved. The motion carried by the following vote: Yes: 7 - Niemeyer, Brink, Bacon, Wendell, Tilton Byrne, Collins, and Avery.

Resolution 22-006 - A Resolution Authorizing the Licensing of TK Cannabis, LLC, dba Prairie Grass, as a Medical Cannabis Dispensary in the City of Brookings

Whereas, TK Cannabis, LLC, dba Prairie Grass, submitted an Application and Application Fee for a Medical Cannabis Dispensary License to the City of Brookings; and

Whereas, the City of Brookings has reviewed the TK Cannabis, LLC, dba Prairie Grass Medical Cannabis Dispensary License Application, and has determined that the Application satisfies the requirements of Ordinance 21-028, an Ordinance Establishing Procedures for the Licensing of Medical Cannabis Establishments in the City.

Now, Therefore, Be It Resolved as follows:

- 1) That a City of Brookings Medical Cannabis Dispensary License be issued to TK Cannabis, LLC, dba Prairie Grass, subject to an inspection by the City of Brookings prior to TK Cannabis, LLC, dba Prairie Grass commencing operations; and
- 2) That an inspection of TK Cannabis, LLC, dba Prairie Grass's facilities and review of their operational plans be completed by the City Manager or his authorized

- representative(s) following completion of their facility and prior to operation, with operation contingent upon satisfactory inspection results; and
- 3) That a City of Brookings Medical Cannabis Program Licensing Certification and a South Dakota Medical Cannabis Program Local Government Compliance Certification be issued by the City Clerk; and
 - 4) That the South Dakota Department of Health be furnished all documents pertaining to the TK Cannabis, LLC, dba Prairie Grass Application and City of Brookings Medical Cannabis Dispensary License.

Council Member Resignation. Council member Bacon announced her resignation from the City Council, effective April 30, 2022.

Council Introduction of Future Topics. A motion was made by Council Member Collins, seconded by Mayor Niemeyer, to have a discussion on City Code Section 22-374, maximum occupancy limits of rental dwelling units, at a future Study Session. The motion carried by the following vote: Yes: 7 - Niemeyer, Brink, Bacon, Wendell, Tilton Byrne, Collins, and Avery.

Adjourn. A motion was made by Council Member Collins, seconded by Council Member Brink, that the meeting be adjourned at 7:09 p.m. The motion carried by a unanimous vote.

CITY OF BROOKINGS

ATTEST:

Oepke G. Niemeyer, Mayor

Bonnie Foster, City Clerk

City of Brookings 2022 Payroll – SDCL 6-1-10

(Addendum to the January 11, 2022 City Council Minutes.)

E911: Morgan Brandenburg, Communications Operator, 20.23; Jennifer Brown, Communications Operator, 21.06; James DeBough, Communications Operator, 21.06; Emily Edstrom, Communications Operator, 18.33; Sara Howe, Communications Operator, 23.63; Caleb Johnson, Communications Operator, 21.87; Kristen Poppen, Communications Operator, 18.33; Jolynn Longville, Communications Commander, 36.88. **Storm Drainage:** Bret Henning, Stormwater Technician, 26.27; Alex Dahl, Storm Drainage Technician, 19.63. **City Council:** Wayne Avery, Council Person, 600.00; Patricia Bacon, Council Person, 600.00; Leah Brink, Council Person, 600.00; Joey Collins, Council Person, 600.00; Oepke Niemeyer, Mayor, 800.00; Holly Tilton Byrne, Council Person, 600.00; Nicholas Wendell, Council Person, 600.00. **City Clerk:** Bonnie Foster, City Clerk, 36.39. **City Manager:** Chelsie Bakken, Public Information Officer, 30.11; Paul Briseno, City Manager, 76.36; Jacob Meshke, Assistant City Manager, 59.91; Angela Ritter, Executive Administrative Assistant, 25.48. **Human Resources:** Casey Bell, Human Resources Risk Manager, 36.61; Nancy Olson, Human Resources Assistant, 23.19; Susan Rotert, Director of Human Resources, 44.83. **Finance:** Gwendlyn Madsen, Accounting Specialist, 29.88; Brenda McCracken, Accounting Specialist-Liquor, 29.88; Erick Rangel, Chief Financial Officer, 60.08; Ashley

Rentsch, Deputy Finance Manager, 35.13. **IT:** Don Goff, IT Manager, 39.58; Korku Kponyoh, IT Specialist, 32.18. **Community Development:** Patrick Ammann, Building Inspector, 27.38; Katie Bortnem, Code Enforcement Officer, 26.83; Thomas Chandler, Building Inspector 25.60; Aaron Karl, GIS Specialist, 26.95; Sarah Keizer, Code Enforcement Officer, 26.83; Ryan Miller, City Planner, 37.41; Lana Schwartz, Office Manager, 25.33; Michael Struck, Community Development Director, 59.31; Jared Thomas, Chief Building Official, 38.73. **Police:** Timothy Andersen, Patrol Officer, 29.48; Travis Asmus, Patrol Officer, 27.52; Logan Baldini, Patrol Officer, 26.87; Seth Bonnema, Patrol Officer, 29.48; Nathan Bowden, Patrol Officer, 26.87; Keshawn Britt, Patrol Officer, 25.86; Terry Coon, Patrol Lieutenant, 40.34; Luke DeJong, Patrol Officer, 29.48; Sean Doremus, Patrol Officer, 27.52; Dustyn Engstrom, Patrol Officer, 26.87; David Erickson, Chief of Police, 55.70; Joseph Fishbaugher, Assistant Chief, 40.48; Brian Franklin, Sergeant, 32.79; Drew Garry, Patrol Lieutenant, 40.15; Jorrie Hart, Patrol Officer, 29.48; Derek Hoefert, Patrol Officer, 24.33; Kayla Hovelson, Administrative Assistant, 20.00; Austin Kreutner, Patrol Officer, 26.87; Rhett Larsen, Patrol Officer, 27.52; Christina Larson, Office Manager, 25.33; Eric Lee, Patrol Officer, 27.52; Liebl, Benjamin, Patrol Officer, 24.84; Nicholas Oines, Patrol Officer, 24.84; Joel Perry, Patrol Sergeant, 33.89; Shawn Peterson, Sergeant, 33.89; Geoffrey Pollman, Patrol Officer, 29.48; Trevor Radtke, Evidence Technician/Clerk, 21.90; Dana Rogers, Patrol Officer, 29.48; Joshua Schneider, School Resource Officer, 29.48; Adam Smith, Patrol Officer, 29.48; Keith Theroux, Patrol Officer, 28.37; Gabriel Trout, Patrol Officer, 24.84, Patrol Officer; Jacob Vukovich, Patrol Officer, 27.52; Eric Warkenthien, Patrol Officer, 28.37; Damian Weets, Patrol Officer, 29.48; Jonathan Weinrich, Sergeant, 31.50. **Fire:** Peter Bolzer, Fire Chief, 50.14; Daniel Kriese, Deputy Fire Chief, 42.70; Jared Runge, Office/Shop Manager, 22.53; Jeremy Scott, Fire & Life Safety Technician, 28.65. **Public Works:** Charles Richter, City Engineer, 50.00; Thad Drietz, Assistant City Engineer, 40.37. **Street:** Kurt Athey, Street Maintenance Technician, 23.90; Michael Billet, Street Maintenance Technician, 23.90; Eric Hanson, Street Maintenance Technician, 23.90; Derk Hartenhoff, Advanced Equipment Operator, 25.33; Todd Johnson, Street Supervisor, 27.52; Justin Kahler, Advanced Equipment Operator, 25.33; Jeremy Linstad, Street Superintendent/Project Manager, 41.83; Miles Maas, Street Mechanic, 23.75; Josh McClain, Street Supervisor, 27.52; Seth Olson, Street Maintenance Technician, 19.25; Justin Simpson, Street Maintenance Technician, 19.25; Zachariah Thelen, Street Maintenance Technician, 21.25; Martin Wagner, Advanced Equipment Operator, 24.86. **Animal Control:** Bailey Jo Galbraith, Community Service Officer, 24.82. **Recreation:** Stacy Claussen, Recreation Manager, 34.61; Darren Hoff, Recreation Manager, 34.61; Ronda May, Office Manager, 23.19. **Park:** Joshua Bauman, Parks Supervisor, 27.52; Mark Bren, Shop Supervisor/Mechanic, 27.52; William deBlonk, Park Supervisor, 27.52; Christopher Engbrecht, Parks Technician, 23.90; Paul Erickson, Parks Supervisor, 27.52; Stephen Hartung, Parks Technician, 23.90; Matthew Hillenbrand, Parks Technician, 22.96; Breann Julius, Parks Technician, 22.06; Allen Kruse, Parks & Forestry Superintendent, 37.38; Paul Laleman, Parks Technician, 23.90; Dustin Rodiek, Parks, Recreation & Forestry Director, 50.20; Payton Schultz, Park Technician, 21.25; Brett Torgrude, Parks Technician, 23.90. **Forestry:** Larry Maag, Forestry Supervisor, 27.52; Reid Peterson, Forestry Technician, 18.33. **Library:** Jennifer Anderson, Office Manager, 22.98; Katie Burggraff, Young Adult Services Coordinator, 24.32; Katherine Eberline, Children's Services Librarian, 28.44; Nita Gill, Adult Services Librarian, 31.94; Ashia Gustafson, Director of Library Services, 42.70; Alice Hayes, Circulation Manager, 23.90; Betsy Lenning, Interlibrary Loan Services Coordinator, 21.27; Mikaela Neubauer, Community Services Coordinator, 20.04; Nancy Swenson, Technology Services Librarian, 30.74; Grace Timmerman, Circulation/Technician Services Assistant, 19.64. **Liquor:** Jacob Goergen, Liquor Store Clerk, 15.84; Bill Heldt, Liquor Store Manager, 36.42; Andrew Ekeland, Inventory Control/Digital Marketing Clerk, 21.68; Brian Hanson, Inventory Control Clerk, 22.53. **Airport:** Lucas Dahl, Airport Operations / Maintenance Technician, 23.90; Matthew Sommerfeld, Airport Manager, 35.13. **Edgebrook Golf Course:** Nick Picek, Golf Technician, 20.42; Greg Redenius, Golf Course Superintendent, 34.32. **Solid Waste Collection:** Calvin Cook, Sanitation Collector, 24.80; Paul Hartley, Sanitation Collector, 23.90; Jeremy Janssen, Sanitation Collector, 23.90; Brian Klingbile, Sanitation Collector, 23.90; Aaron Mumby, Sanitation Collector, 23.90. **Solid Waste Disposal:** Tim Huber, Heavy Equipment Operator, 23.90; Larry Johnson, Advanced Equipment Operator, 20.85; John Miraglia, Advanced Equipment Operator, 25.09; Todd Smidt, Advanced Equipment Operator, 26.60; Katie Stiegelmeier, Office Manager, 21.77.

City of Brookings Volunteer List – Resolution 16-025

(Addendum to the January 11, 2022 City Council Minutes.)

Brookings City Library Volunteers: Cheryl Riley. **Brookings City Fire Department Volunteers:** Major Anderson, Kurt Athey, John Austin, Kevin Banken, Alex Berkness, Pete Bolzer, Cory Braun, Derek Brown, Dan Bruna, Nick Casstevens, Bret Christianson, Dillon Collins, Tom Coughlin, Mandi Cramer, Roger DeBates, Scott Hallan, Bill Hardin, Troy Herrig, Kevin Hilmoe, Dalton Holm, Dave Koch, Jim Kriese, Mike Lambertus, Brett Lawrence, Brandon Long, Jaque Mann, Joshua Mann, Lori Mergen, Nick Oines, Steven Rensink, Connor Ringling, Jared Runge, Tim Rynearson, Rob Schuneman, Jeremy Scott, Jesse Seas, Lucas Speakman, Charles Stephenson, Shannon Stuefen, Curt Teal, Anthony Teesdale, Nathan Vandersnick, Adam Vaux. **Brookings City Police Department Reserve Unit:** Mark Anawski, Justin Borns, Andrew Erickson, Zach Erickson, Josh Henslin, Matthew Luebbert, Jaque Mann, Joshua Mann, Cora Olson, Gerrit Williams-Ponto, Ben Quam, Lisa Waltermann. **Brookings City Park & Recreation Volunteers:** Brian Kvamme, Daniel Forester, Jason Bain, Joseph Schumacher, Julio Castillon, Natasha Raguse, Nathan Hilbrands, Robb McClemons, Shane Kuehl, Tyler Koch.