

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  
Fax: (605) 692-6907

*"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, November 9, 2021

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. 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, unless a member of the Council or City Manager requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the formal items. Approval by the Council of the Consent Agenda items means that the recommendation of the City Manager is approved along with the terms and conditions described in the agenda supporting documentation.*

3.A. Action to approve the agenda.

3.B. [ID 21-0532](#) Action on the October 26, 2021 City Council minutes.

Attachments: [Minutes](#)

3.C. [RES 21-088](#) Action on Resolution 21-088, a Resolution authorizing the City Manager to sign a Wine Operating Agreement renewal for Schoon's Pump N' Pak South, Jon Schoon, owner, 1205 Main Ave. So. Legal description: Outlot 8, NE 1/4, .66 acres, Section 35-T110N-R50W.

**Attachments:**     [Resolution](#)  
                              [Operating Agreement](#)

- 3.D.     [RES 21-089](#)**     Action on Resolution 21-089, a Resolution authorizing the City Manager to sign a Wine Operating Agreement 5-year mid-term renewal for Wooden Legs Brewing Co., 309 5th Street, Suite 100, Seth Koch, Brent Mathiason, and Steven Krueger, owners. Legal description: Lots 15-16, Block 14, Second Addition.

**Attachments:**     [Resolution](#)  
                              [Operating Agreement](#)

- 3.E.     [RES 21-090](#)**     Action on Resolution 21-090, a Resolution authorizing the City Manager to sign a Wine Operating Agreement renewal for McCrory Gardens Educational Visitors Center, Aramark Educational Services, LLC, manager, 6th Street / 22nd Avenue. Legal description: a portion of the SE ¼ of Section 24-T110N-R50W (located on northwest corner of 6th Street and 22nd Avenue).

**Attachments:**     [Resolution](#)  
                              [Operating Agreement](#)

- 3.F.     [RES 21-092](#)**     Action on Resolution 21-092, a Resolution declaring surplus property for the City of Brookings.

**Attachments:**     [Resolution](#)

- 3.G.     [RES 21-093](#)**     Action on Resolution 21-093, a Resolution of Appreciation at the Conclusion of the Work of Various Committees and Task Forces of the City of Brookings, South Dakota.

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

- 3.H.     [RES 21-095](#)**     Action on Resolution 21-095, a Resolution Removing Uncollectible, Delinquent Accounts from the Records.

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

- 3.I.     [ID 21-0517](#)**     Action on Relocation, Displacement, and Acquisition Plan for the Community Development Block Grant Project.

**Attachments:**     [Relocation, Displacement, and Acquisition Plan](#)

#### **4. Items removed from Consent Agenda.**

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

#### **5. Open Forum/Presentations/Reports:**

- 5.A. [ID 21-0528](#) Proclamation: Small Business Saturday - November 27, 2021.

Attachments: [2021 Small Business Saturday.doc](#)

- 5.B. [ID 21-0530](#) Proclamation: Stephanie Ballard Day.

Attachments: [Proclamation](#)

- 5.C. SDSU Student Association Report.

- 5.D. Open Forum.

*At this time, any member of the public may request time on the agenda for an item not listed. Items are typically scheduled for the end of the meeting; however, very brief announcements or invitations will be allowed at this time.*

- 5.E. [ID 21-0534](#) 3rd Quarter 2021 CFO Report

Attachments: [Report](#)

## 6. Contracts/Change Orders:

- 6.A. [RES 21-094](#) Action on Resolution 21-094, a Resolution Approving a Professional Services Agreement Between the City of Brookings, SD, and RESPEC Company, LLC for the Six-Mile Creek Feasibility Project.

Attachments: [Memo](#)  
[Resolution](#)  
[Fee Proposal](#)  
[Map](#)

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

## 7. Ordinance First Readings:

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

- 7.A. [ORD 21-036](#) Introduction and First Reading on Ordinance 21-036, an Ordinance repealing Sections 2-261 through 2-272 of the Code of Ordinances of the City of Brookings, SD, and pertaining to the University Community Coalition. Second Reading: November 23, 2021.

Attachments: [Memo](#)  
[Ordinance](#)  
[Current Code](#)

## 8. Public Hearings and Second Readings:

- 8.A. [ORD 21-037](#) Second Reading and Action on Ordinance 21-037, an Ordinance for the

2022 Budget Appropriation.

**Attachments:**

[Memo](#)

[Ordinance](#)

[Budget-in-Brief](#)

[Budget Detail](#)

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

**Legislative History**

10/26/21

City Council

read into the record

**8.B. [ORD 21-039](#)**

Second Reading and Action on Ordinance 21-039, an Ordinance Authorizing Supplemental Appropriation No. 5 to the 2021 Budget.

**Attachments:**

[Memo](#)

[Ordinance](#)

[Presentation](#)

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

**Legislative History**

10/26/21

City Council

read into the record

**8.C. [ORD 21-038](#)**

Public Hearing and Action on Ordinance 21-038, an Ordinance to Rezone Lots 2 - 5 of Block 5 in Pheasant Nest Addition from Business B-2 District to Residence R-3 Apartment District.

**Attachments:**

[Memo](#)

[Ordinance](#)

[Notice - City Council](#)

[Notice - Planning Commission](#)

[Planning Commission Minutes](#)

[Area Map](#)

[Zoning Map](#)

[Future Land Use Map](#)

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

**Legislative History**

10/26/21

City Council

read into the record

**8.D. [ORD 21-032](#)**

TABLED ITEM: Public Hearing and Action on Ordinance 21-032, an Ordinance to Change the Zoning within the City of Brookings, rezoning a portion of Arbor Hill Addition from Residence R-3 Apartment District to Business B-2 District.

**Attachments:**

[Memo](#)  
[Ordinance](#)  
[Public Notice - City Council 11.9.2021](#)  
[Public Notice - City Council 10.12.2021](#)  
[Public Notice - Planning Commission](#)  
[Planning Commission Minutes](#)  
[Application](#)  
[B-2 Zoning Excerpt](#)  
[Area Map](#)  
[Zoning Map](#)  
[Future Land Use Map](#)

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

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

**Legislative History**

9/28/21	City Council	read into the record
10/12/21	City Council	approved
10/12/21	City Council	tabled

**9. Other Business:****9.A. [RES 21-091](#)**

Action on Resolution 21-091, a Resolution Adopting the Consolidated Fee Schedule.

**Attachments:**

[Memo](#)  
[Resolution](#)  
[Fee Schedule - Marked](#)  
[Fee Schedule - Clean](#)  
[Presentation](#)

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

**9.B. [ID 21-0543](#)**

Action on the 10-Year Capital Improvement Plan (CIP).

**Attachments:**

[Memo](#)  
[Capital Improvement Plan](#)

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

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

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

**11. Adjourn.**

*Brookings City Council: Oepke Niemeyer, Mayor; Nick Wendell, Deputy Mayor  
Council Members Wayne Avery, Patty Bacon, Leah Brink, Joey Collins, Holly Tilton Byrne,*

*Council Staff:*

*Paul M. Briseno, City Manager   Steven Britzman, City Attorney   Bonnie Foster, City Clerk*

*View the City Council Meeting Live on the City Government Access Channel 9.*

*Rebroadcast Schedule: Wednesday 1:00pm/Thursday 7:00pm/Friday 9:00pm/Saturday 1:00pm*

*The complete City Council agenda packet is available on the city website: [www.cityofbrookings.org](http://www.cityofbrookings.org)*

*Assisted Listening Systems (ALS) are available upon request by contacting (605) 692-6281. If you require additional assistance, alternative formats, and/or accessible locations consistent with the Americans with Disabilities Act, please contact Susan Rotert, City Human Resources Director and ADA Coordinator at (605) 692-6281 at least three working days prior to the meeting.*

*Public Comment can be submitted: 1) via eComment on InSite (<https://cityofbrookings.legistar.com/Calendar.aspx>), 2) Email your comments the City Clerk ([bfoster@cityofbrookings-sd.gov](mailto:bfoster@cityofbrookings-sd.gov)), or 3) participate via Zoom (contact the City Clerk for login access [bfoster@cityofbrookings-sd.gov](mailto:bfoster@cityofbrookings-sd.gov)). Thank you.*