

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, July 26, 2022

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 request time on the agenda for an item not listed or to make a brief announcement or invitation. Items will be scheduled at the end of the meeting. Individuals are asked to state their name and address for the record.*

**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 22-0295](#)** Action to approve City Council meeting minutes.

**Attachments:** [7/12/2022 Minutes](#)  
[7/19/2022 Minutes](#)

- 5.B. [RES 22-056](#) Action on Resolution 22-056, a Resolution authorizing the City Manager to Sign Easement Documents for City Property Located in the East One-Half of Section Eight, Township 110 North, Range 49 West of the 5th P.M.

Attachments: [Memo](#)  
[Resolution](#)  
[Transmission Line Easement](#)  
[Easement Map](#)  
[Current Easement](#)

- 5.C. [RES 22-057](#) Action on Resolution 22-057, a Resolution Authorizing the City Manager to Sign and Submit an Application for a Bridge Improvement Grant for the Preliminary Engineering for the Replacement of a Bridge on Western Avenue.

Attachments: [Memo](#)  
[Resolution](#)  
[Application](#)  
[Map](#)

## 6. Presentations/Reports:

- 6.A. [ID 22-0242](#) Proclamation: Americans with Disabilities Act 32nd Anniversary Day

Attachments: [Proclamation](#)

- 6.B. [ID 22-0296](#) 2021 Annual Comprehensive Financial Report and Audit Summary.

Attachments: [Executive Summary](#)  
[Presentation](#)

## 7. Contracts/Change Orders:

## 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 22-027](#) Introduction and First Reading on Ordinance 22-027, an Ordinance amending the Zoning Ordinance of the City of Brookings and pertaining to Residence R-3 Apartment District for the purpose of administration of the Zoning Ordinance. Public Hearing and Action: August 9, 2022.

**Attachments:**     [Memo](#)  
                              [Ordinance - Clean](#)  
                              [Ordinance - Marked](#)  
                              [Legal Notice - City Council](#)  
                              [Legal Notice - Planning Commission](#)  
                              [Planning Commission Minutes](#)  
                              [Bufferyards](#)

- 8.B.**     [ORD 22-028](#)     Introduction and First Reading on Ordinance 22-028, an Ordinance amending the Zoning Ordinance of the City of Brookings and pertaining to Residence R-3A Apartment / Mobile Homes / Manufactured Housing District for the purpose of administration of the Zoning Ordinance. Public Hearing and Action: August 9, 2022.

**Attachments:**     [Memo](#)  
                              [Ordinance - Clean](#)  
                              [Ordinance - Marked](#)  
                              [Legal Notice - City Council](#)  
                              [Legal Notice - Planning Commission](#)  
                              [Planning Commission Minutes](#)  
                              [Bufferyards](#)

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

- 9.A.**     [ID 22-0292](#)     Public Hearing and Action on an Initial Development Plan for Lot 2 in Block 13 of Morningside Addition.

**Attachments:**     [Memo](#)  
                              [Legal Notice - City Council](#)  
                              [Legal Notice - Planning Commission](#)  
                              [Planning Commission Minutes](#)  
                              [Location Map](#)  
                              [Initial Development Plan - New](#)  
                              [Initial Development Plan - February 2022](#)

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

- 9.B.**     [ID 22-0293](#)     Public Hearing and Action on a Commercial Corridor Design Review - Block 1 of Northern Plains Addition.

**Attachments:**     [Memo](#)  
                              [Legal Notice - City Council](#)  
                              [Legal Notice - Planning Commission](#)  
                              [Planning Commission Minutes](#)  
                              [Location Map](#)  
                              [Site Plan](#)  
                              [Landscape Plan](#)  
                              [Elevations](#)  
                              [Floor Plan](#)  
                              [Commercial Corridor Design Review Application](#)

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

- 9.C.**     [ORD 22-026](#)     Public Hearing and Action on Ordinance 22-026, an Ordinance Amending Section 16(F) of Ordinance 21-028, and Pertaining to Prohibited Locations for Licensing as Medical Cannabis Establishments in the City of Brookings.

**Attachments:**     [Memo](#)  
                              [Ordinance - clean](#)  
                              [Ordinance - marked](#)  
                              [Legal Notice](#)

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

**Legislative History**

7/12/22             City Council                             read into the record

- 9.D.**     [ID 22-0291](#)     Public Hearing and Action on a request to transfer an On-Off Sale Malt License for Old Sanctuary, to Rabbit Rentals, LLC, Daniel Bielfeldt, owner, from Old Sanctuary Associates, Dennis Bielfeldt, owner, 928 4th Street. Legal description: Lot 1, and East 23 feet of Lot 2, Block 5, Skinners Second Addition.

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

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

- 9.E.**     [RES 22-055](#)     Public Hearing and Action on Resolution 22-055, a Resolution authorizing the City Manager to enter into an Operating Agreement for an On-Off Sale Wine License with Rabbit Rentals, LLC, dba Old Sanctuary, Daniel Bielfeldt, owner.

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

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

- 9.F.**     [ID 22-0298](#)     Action on an Agreement between Rabbit Rentals, LLC, dba Old Sanctuary, Daniel Bielfeldt, owner, and the City of Brookings pertaining to the sale of alcoholic beverages.

**Attachments:**     [Memo](#)  
                              [Agreement - clean](#)  
                              [Agreement - marked](#)  
                              [CC Minutes history excerpt](#)  
                              [Location Map](#)

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

## **10. Other Business:**

- 10.A.**     [RES 22-058](#)     Action on Resolution 22-058, a Resolution Authorizing the Transfer of Real Property for Economic Development Purposes.

**Attachments:**     [Memo](#)  
                              [Resolution](#)  
                              [South Dakota Housing Opportunity Fund Loan Commitment](#)

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

- 11.**     [ID 22-0299](#)     City of Brookings Progress Report.

**Attachments:**     [July 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 22-0302](#)     Executive Session, pursuant to SDCL 1-25-2.3, for purposes of consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters and SDCL 1-25-2.5, for purposes of discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivision, 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, Joey Collins, Brianna Doran, Holly Tilton Byrne, Bonny Specker*

*Brookings City Council Staff:*

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

*Public Comment is limited to a maximum of three minutes per person during the meeting. Individuals are asked to give their name and address for the record. Public Comment may be submitted prior to the meeting: 1) Email comments to the City Clerk ([bfoster@cityofbrookings-sd.gov](mailto:bfoster@cityofbrookings-sd.gov)), 2) participate via Zoom, or 3) via eComment (<https://cityofbrookings.legistar.com/Calendar.aspx>). Those who provide comments in any manner should understand their comments will become part of the official record and subject to review by all parties and the public.*

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

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