CITY OF BROOKINGS

| Meeting Agenda |

CITY COUNCIL

"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!"

Tuesday, October 26, 2021| 6:00 p.m. | City & County Government Center

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

brookings

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.

CONSENT AGENDA

A. Approve the agenda.

B. Approve the October 12 and October 19 City Council minutes.

C. Action on Volunteer Commission appointment.

4. ITEMS REMOVED FROM CONSENT AGENDA

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

5. OPEN FORUM

PRESENTATIONS

REPORTS

5.A. SDSU Student Association Report

Anna Shane - SDSU Student’s Association
Government Affairs Chair

5.B. 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.

6. CONTRACTS

CHANGE ORDERS

6.A. Resolution 21-086

A Resolution Awarding City Facility Waste Collection, Disposal and Recycling Contract.

DMJ, Inc - **$14,200.80** plus on-call services for Swiftel Center and South Fire Training Facility.

Cook's Waste Paper and Recycling - **$15,288.00** plus on-call services for Swiftel Center and South Fire Training Facility.

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 or public hearing is announced.

7.A. Ordinance 21-039:

An Ordinance Authorizing Supplemental Appropriation No. 5 to the 2021 Budget.

Second Reading: November 9, 2021

Ordinance 21-039 – Supplemental Appropriation No. 5

American Rescue Plan Funds

Brookings County Food Pantry

City of Brookings Photo Library

Brookings Arts Council Elevator

City/County Building Air Conditioner

Ordinance 21-039 – Supplemental Appropriation No. 5

Part	Amount	Description	2021 Budget Impact
1(a) - ARPA Grant Funds	$2,183,026.04	Recognize 1st half of City's allocation	Incremental
1(b) – ARPA Grant Expenditures	$250,000	Additional budget authority for ARPA-related Expenditures	Incremental
2 – Brookings County Food Pantry	$300,000	Transfer from CCPPF to Capital Project Fund for Consulting & Engineering and Furniture & Equipment	Incremental
3 – City Photo Library	$5,000	Additional budget authority to develop City of Brookings photo library	Incremental
4 – Brookings Arts Council Elevator Replacement	$68,260	Transfer from CIP "Sinking" Fund to General Fund Rec. Department	Not Incremental
5 – City/County Building Air Conditioning	$25,000	Transfer from CIP "Sinking Fund to General Fund City/County Building Department for A/C breakdown costs	Not Incremental

7.B. Ordinance 21-037:

An Ordinance for the 2022 Budget Appropriation.

Second Reading: November 9, 2021

brookings SOUTH DAKOTA

BRING YOUR DREAMS.

2022 BUDGET IN BRIEF

BROOKINGS BUDGET

The City of Brookings adopts a budget on an annual basis to set the strategic direction for the upcoming year.

The budget serves as a policy tool, operations guide, financial plan, and communications device while aligning with City Council's five (5) focus areas.

BUDGET HIGHLIGHTS

2022 BUDGET

– 2022 Budget total is over $1 million less than 2021

GENERAL FUND INCREASE

– $640k increase from 2021

- Improving economy from COVID downturn

PUBLIC WORKS DEPARTMENT CREATED

– Engineering Division

– Street Division

– Solid Waste Division

NON-DEPARTMENTAL EXPENDITURES FURTHER REDUCED

– Funds moved to appropriate departments

– Improves financial understanding and accountability

ADDED THREE 911 DISPATCHERS

– Recommendation as part of staffing analysis

CITY MANAGER

ELECTED OFFICIALS

Mayor - Cepele "Cope" Nemeyer

Council Member - Lech Brink

Deputy Mayor - Nick Wendel

Council Member - Holly Tilton Byrne

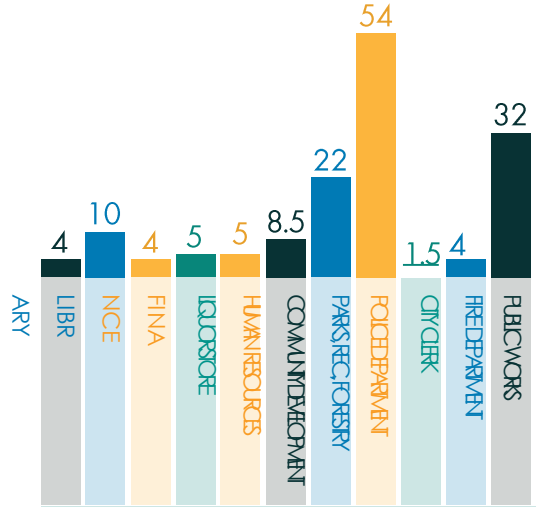
Council Member - Patty Bacon

Council Member - Wayne Avery

Council Member - Joey Collins

CITY MANAGER

Paul Briseno



CITYWIDE STAFFING

150

EMPLOYEES

BUDGET SUMMARY

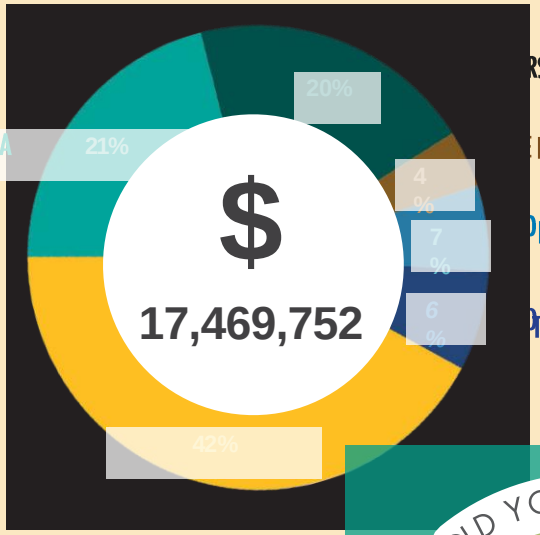
Total Budget	$52,780,431

ENTERPRISE	GENERAL FUND
$17.4 M	$17.5 M
33%	33%

CAPITAL IMPROVEMENT	SPECIAL REVENUE
$9.3 M	$8.7 M
18%	16%

General Fund Revenue	$17,469,752
General Fund Expenditures	$17,469,752

GENERAL FUND REVENUE

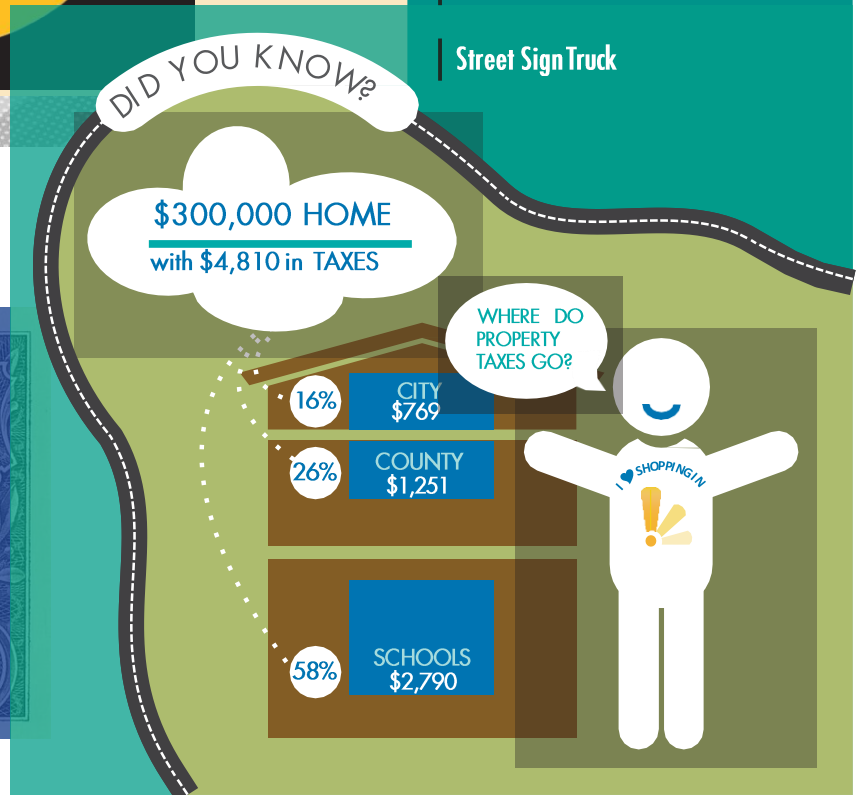


PROJECTS

- Street Overlay and Chip Seal
- McClemans Park Playground Equipment
- Library Facility Improvement
- Fire Engine 2
- Patrol SUV
- Motor Grader
- Street Sign Truck

GENERAL FUND EXPENDITURES

HOW EACH $ IS



7.C. 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.

Second Reading: November 9, 2021

Pheasant Nest
Rezone: Area Map

Pheasant Nest
Rezone: Zoning Map

8. PUBLIC HEARINGS and SECOND READINGS

8.A. Ordinance 21-035:

An Ordinance Amending Section 2-233 through 2-240 and pertaining to the Brookings Bicycle Advisory Committee and to Establish Revised Areas of Responsibility of the Brookings Park and Recreation Advisory Board.

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

Section 62-36 – Powers and areas of responsibility.
The Park and Recreation Advisory Board shall provide advice to the Director of Parks, Recreation, and Forestry to assist in the management of the public park system, recreation programs, golf operations, bicycle-related issues, and the city forestry program. The Park and Recreation Advisory Board shall also advise the City Council and make recommendations on matters regarding capital improvements and planning for the parks, recreation, and forestry program of the City.

8.B. Resolution 21-087: Adoption of the 2021 Parks & Recreation Master Plan

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

PARKS & RECREATION

MASTER PLAN

9. OTHER BUSINESS

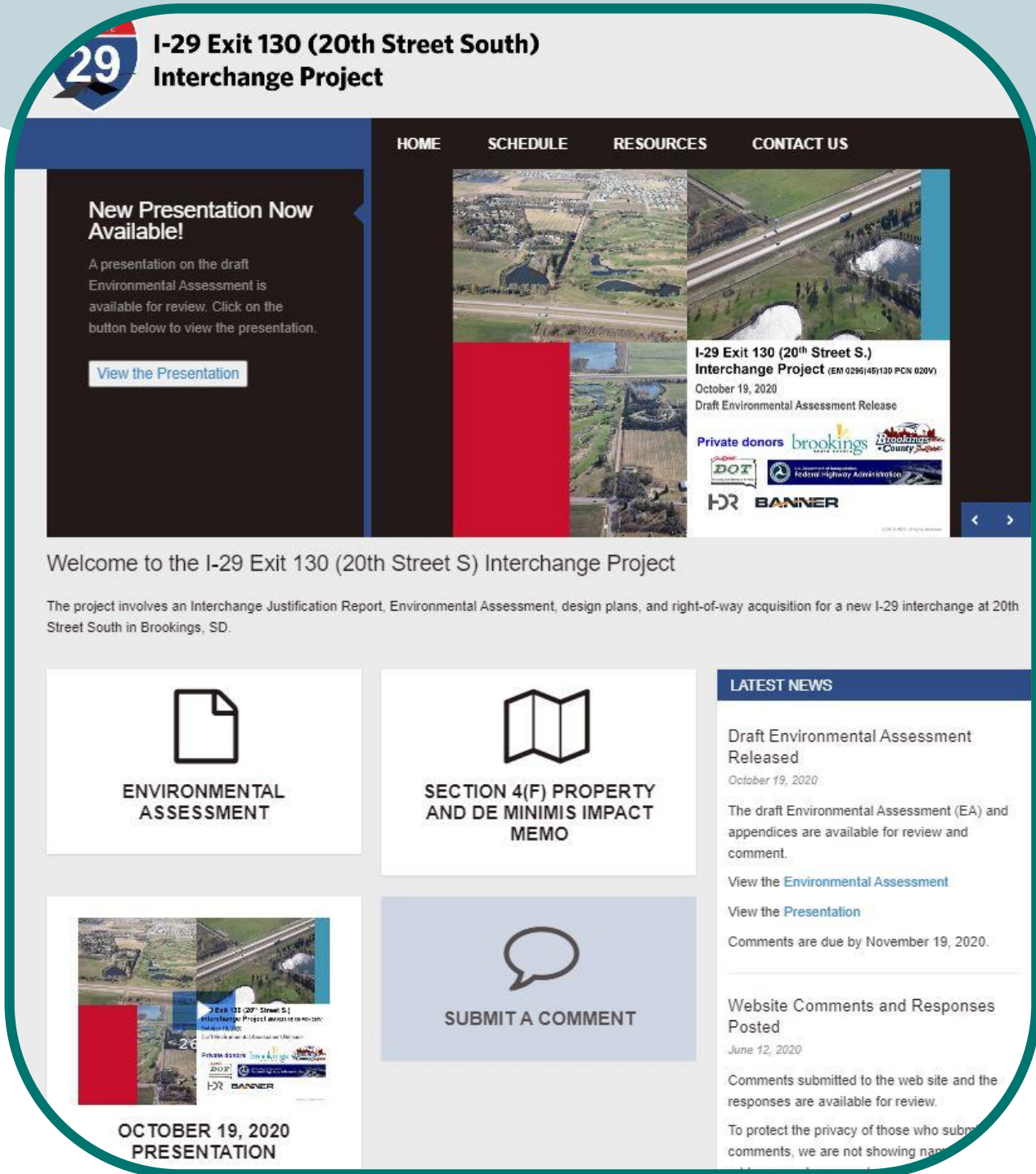
10. PROGRESS REPORT

brookings
SOUTH DAKOTA

Progress Report
October 2021

20th Street Interchange

- Project information available at www.20thstinterchange.com
- Recent Updates
  - *All easements and rights-of-way necessary to construct the project have been obtained*
- Next Steps
  - *Bid Letting – November 17, 2021*
  - *Construction – 2022 – 2023*



Police Facility

- Contract for owner's representation services
- Next Steps
  - *Construction Manager At-Risk Resolution*
  - *Review of facility – build new vs. renovation*
  - *Conceptual plans and initial cost estimates*

Jefferson Avenue Drainage Project

- Complete
  - *Water Main*
  - *Sanitary Sewer*
  - *Storm Sewer*
  - *Storm Sewer Sump Collection*
  - *Curb/Gutter/Ramps*
  - *Paving*
- Up Next
  - *Boulevard Landscape Restoration*
  - *Punchlist*
- Completion Date – October 2021

8th St. S. & Medary Ave. Traffic Signal

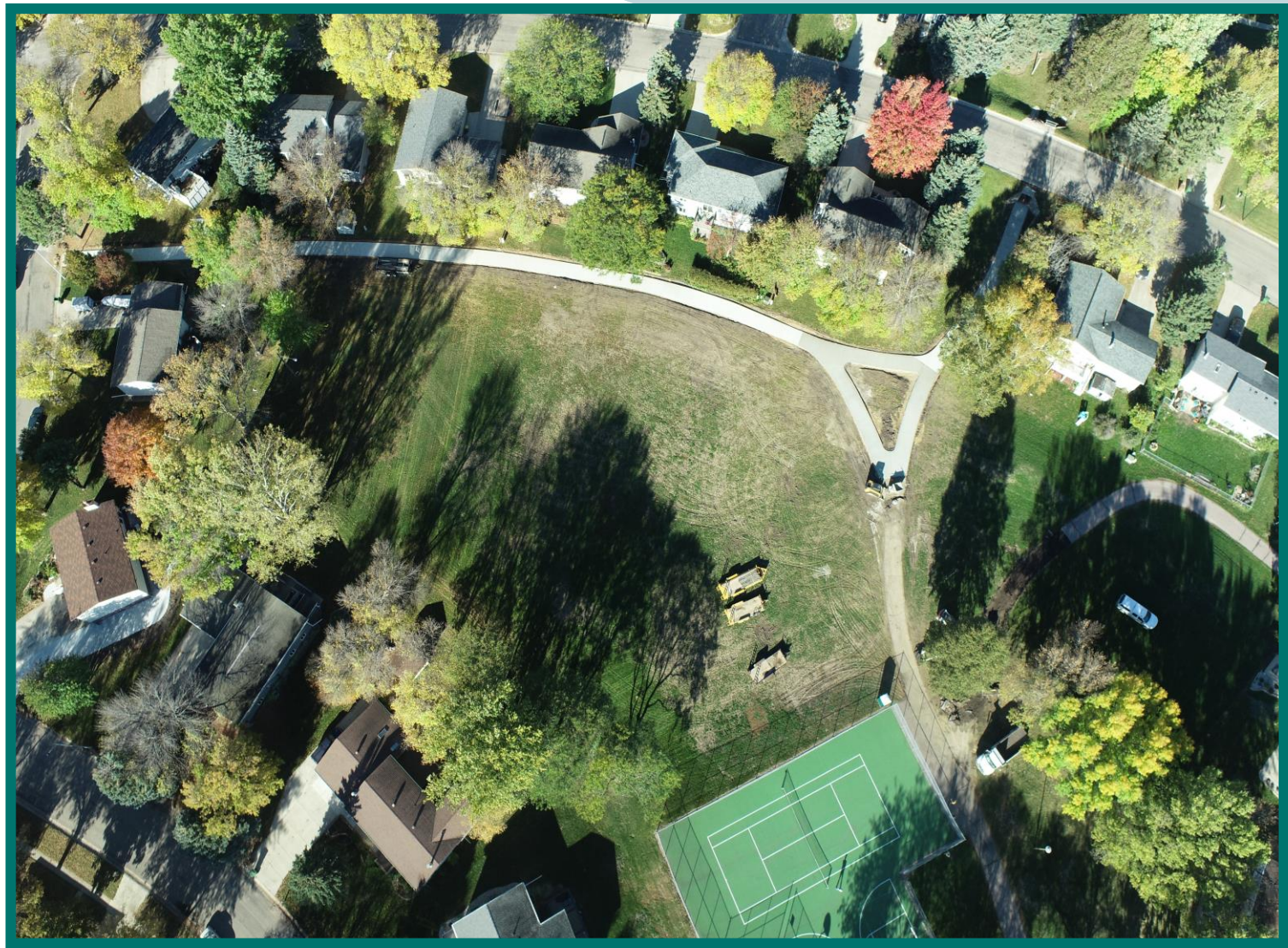
- Completed
  - *All Lanes Open*
  - *Lane Striping*
  - *Traffic Signals*
  - *Video Detection*
  - *Pedestrian Crossing Buttons*
  - *Sidewalks/Ramps*
  - *Boulevard Landscaping*
- Remaining Work:
  - *Punchlist*
- Completion – October 22

15th Street South and 7th Avenue

- Scope
  - *15th Street South and 7th Avenue Street Extensions*
  - *Sanitary Sewer*
  - *Water Main*
  - *Storm Sewer*
  - *Regional Detention Pond*
  - *Drainage Channel Improvements*
- Work Being Performed
  - *Drainage Channel Formed*
  - *Temporary Drainage Installed*
  - *Sanitary Sewer Installed*
  - *Water Main Installation Underway*
  - *Roads Roughed Out*
- Completion – June 2022

Engineering

- Floodplain Development Standards
- Master Drainage Plan
- Bike Trails
  - *Hill Crest Bike Trail*
  - *Indian Hills Bike Trail*



Parks and Recreation

- Larson Park Paving
- Harmony Park Musical Playground
  - *Larson Park*
  - *Arts Council/Arts Commission/Rotary Club Partnership*
- Discovery Trails
  - *Dakota Nature Park*
  - *2 mile perimeter loop*

Community Development

- National Community Planning Month
  - *Planning and Zoning*
  - *Determine the future of our community*

APA National Community Planning Month

COMMUNITY PLANNING MONTH PROCLAMATION

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to recovery and how planners can lead communities to equitable, resilient and long-lasting recovery; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the City of Brookings; and

WHEREAS, we recognize the many valuable contributions made by professional community and regional planners of the City of Brookings and extend our heartfelt thanks for the continued commitment to public service by these professionals;

W, THEREFORE, BE IT RESOLVED THAT, the month of October 2021 is hereby designated as **Community Planning Month** i of Brookings in conjunction with the celebration of National Community Planning Month.

Community Development

- National Code Compliance Month
  - *Code Enforcement*
  - *Promote safety and welfare of our residents and visitors*

American Association of Code Enforcement
Proclamation
National Code Compliance Month

WHEREAS, Code Enforcement Officers provide for safety and welfare of the citizens throughout the United States through the enforcement of local codes or ordinances facing various issues of building, zoning, housing, animal control, environmental, health and life safety; and

WHEREAS, Code Enforcement Officers often have a challenging and demanding role and often do not receive recognition for the job that they do in improving living and working conditions for residents and businesses of local communities; and

WHEREAS, the role of many Code Enforcement Officers has expanded in recent years with the increased number of foreclosed and abandoned homes in communities impacted economically; and

WHEREAS, Code Enforcement Officers are dedicated, and high qualified professionals who share the goals of preventing neighborhood deterioration, enhancing and ensuring safety, and preserving property values through knowledge and application of housing, zoning, and nuisance codes and ordinances; and

WHEREAS, Code Enforcement Officers often have a highly-visible role in the communities they serve and regularly interact with a variety of state officials, county officials, first responders, legislative boards, commissions, agencies, and bodies; and

WHEREAS, Code Enforcement Officers are called upon to provide quality customer service and excellence to the residents and businesses of the communities in which they serve; and

WHEREAS, the American Association of Code Enforcement wants to recognize and honor Code Enforcement Officers and Professionals all across the United States and bring awareness to the Importance of Code Enforcement to the communities of the United States; and

WHEREAS, the American Association of Code Enforcement was established in 1988 for the purpose of providing ongoing training and support for Code Enforcement professionals working in the United States; and

NOW, THEREFORE, BE IT PROCLAIMED the month of October 2020 as National Code Compliance Month and call upon municipalities and communities to join in recognizing and expressing their appreciation for the dedication and service by the individuals who serve as our Code Enforcement Officers.

IN WITNESS THEREOF, I hereunto set my hand and cause the Seal of the City to be affixed this 1st day of September, 2020.

bara Burlingame
ent of the Board of Directors
Association of Code Enforcement

Public Information

- CP Pay
  - *Parking and Snow Tickets*
  - *Pay from smartphone, tablet, or computer*
  - *Improved security and ease of use*
- Snow Removal Fliers
  - *Included in BMU bill*
  - *http://www.cityofbrookings-sd.gov/SNOW*
- Street Pole Banner and Flags
  - *New Program*
  - *Event Promotion*
  - *Seasonal Messages*
  - https://cityofbrookings-sd.gov/streetbanners

CivicPlus Pay

Swiftel Center

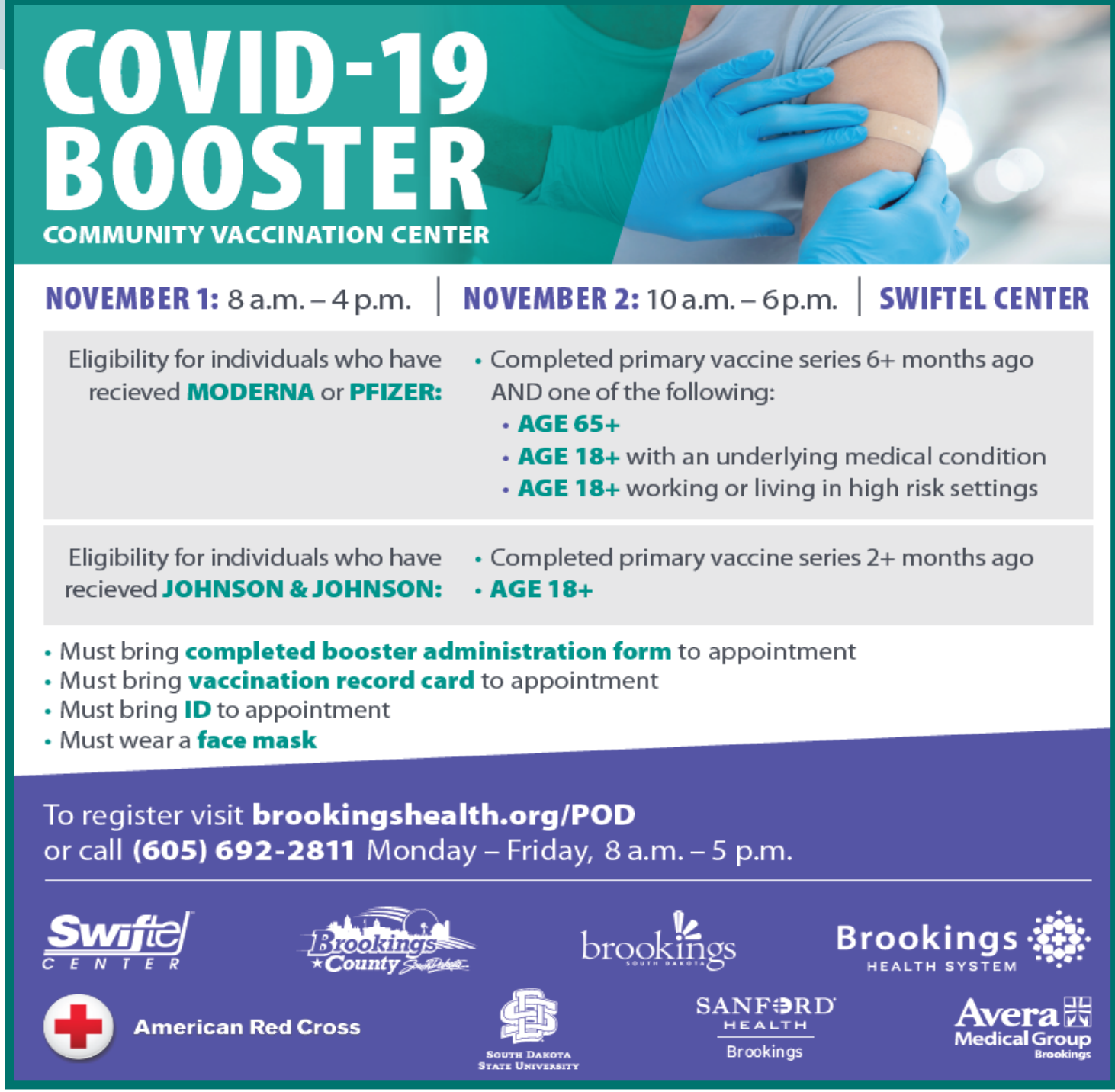
- October – 31 Event Days
- Pink Ladies Dart Tournament
  - *136 teams*
  - *Largest event turnout to date*
- Price is Right Live
  - *881 attendees*
- Kansas
  - *Tickets on sale*
  - *May 20, 2022*
- Tough Enough to Wear Pink
  - *Available while supplies last*
- Your Shot to Win
  - *Over 4,300 participants*
  - *352 new vaccinations*

Save the Date!

- Mayor’s Awards/Holiday Party
  - *Swiftel Center*
  - *December 2, 2021*
  - *5:00pm to 8:00pm*
  - *Awards presented at 6:00pm*

COVID POD Vaccine Booster

- Event Details
  - *Swiftel Center*
  - *Nov. 1, 8am to 4pm*
  - *Nov. 2, 10am to 6pm*
- Moderna
- Pfizer
- Johnson and Johnson
- More Information
- Registration



11. 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.

12. ADJOURN

Brookings City Council

Oepke Niemeyer, Mayor | Nick Wendell, Deputy Mayor | Council Members Leah Brink, Joey Collins, Holly Tilton Byrne, Patty Bacon, and Wayne Avery

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-sd.gov

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.