

Brookings City Council
March 25, 2014

The Brookings City Council held a meeting on Tuesday, March 25, 2014 at 6:00 p.m., at City Hall with the following members present: Mayor Tim Reed, Council Members Mike McClemons, Ope Niemeyer, Keith Corbett, John Kubal, Tom Bezdichek and Jael Thorpe. City Attorney Steve Britzman, City Manager Jeffrey Weldon and Deputy City Clerk Bonnie Foster were also present.

6:00 p.m. Regular Council Meeting

Consent Agenda. A motion was made by Kubal, seconded by Corbett, to approve the consent agenda.

- A. Action to approve the agenda.**
- B. Action to approve the February 25 Council Meeting Minutes.**
- C. Action on Resolution No. 25-14, a Resolution declaring the following property as surplus: 2008 Elgin Pelican NP Sweeper, 1985 Chevy Tandem Dump Truck Model C70, and a 1993 Chevy S10 Utility Box Pickup.**

Resolution No. 25-14 - Declaring Surplus Property

Whereas, the City of Brookings is the owner of the following described equipment formerly used at the City of Brookings Street Department: One (1) 2008 Elgin Pelican NP Sweeper, Serial Number NP-324-S; One (1) 1985 Chevy Tandem Dump Truck, Model C70, VIN#1GBS7D4G7FV215930; and One (1) 1993 Chevy S10 Utility Box Pickup, VIN#1GCCS14Z2P8164495.

Whereas, in the best financial interest, it is the desire of the City of Brookings to sell same as surplus property;

Now, Therefore, Be It Resolved by the governing body of the City of Brookings, South Dakota, that this property be declared surplus property according to SDCL Chapter 6-13.

All present voted yes; motion carried.

Chamber of Commerce Monthly Report. Heidi Gullickson, Chamber Director, provided an update.

Presentation of the City of Brookings Annual Financial Report. Rita Thompson, Finance Manager presented the 'unaudited' Annual Finance Report of the City of Brookings.

Resolution No. 26-14. A motion was made by Corbett, seconded by Thorpe, to approve Resolution No. 26-14, a Resolution awarding a contract for a new Access Control and CCTV Security System for the Larson Ice Center. All present voted yes; motion carried.

Resolution No. 26-14 - Resolution Awarding a Contract for a new Access Control and
CCTV Security System for the Larson Ice Center

Whereas, the City of Brookings held a bid letting at 1:30 p.m. on Tuesday, February 25, 2014; and

Whereas, the City of Brookings has received the following bids for a new Access Control and CCTV Security System for the Larson Ice Center:

<u>Company</u>	<u>Bid Price</u>	<u>Alt #1</u>	<u>Alt #2</u>	<u>Final Bid Price</u>
Safe-N-Secure, Inc. Sioux Falls, SD	\$14,950.00	\$5,750.00	\$7,500.00	\$26,500.00
Midwest Alarm Co. Sioux Falls, SD	\$23,820.00	\$5,640.00	\$7,220.00	\$36,680.00

The capital budget for this expenditure is \$36,680.00.

Now Therefore, Be it Resolved that the bid from Safe-N-Secure, Inc. of Sioux Falls, SD in the amount of \$26,500.00, inclusive of Alternates #1 and #2, be accepted.

Resolution No. 27-14. Public comment was received from Tim Burns, Jacob Mills, Dave Odens, Rob Winter, Doc Knaus, and Roger DeGroot.

A motion was made by Reed, seconded by Thorpe, directing staff to determine the feasibility of routing the sanitary sewer to the Brookings Municipal Utilities interceptor instead of the lift station. Staff was asked to consult with Brookings Municipal Utilities to verify feasibility from an engineering perspective and determine cost implications. All present voted yes, except Bezdichek and Corbett voted no; motion carried.

A motion was made by Reed, seconded by Niemeyer, to table action on Resolution No. 27-14, a Resolution awarding a contract for 2014-02STA Main Avenue & 26th Street South Assessment Project. All present vote yes, except Bezdichek, Corbett and Niemeyer voted no; motion carried to table.

Resolution No. 28-14. A motion was made by Kubal, seconded by Bezdichek, to approve Resolution No. 28-14, a Resolution awarding a contract for a 4-wheel drive tractor for the Parks, Recreation & Forestry Department. All present voted yes; motion carried.

Resolution No. 28-14 - Resolution awarding a contract for One New Four-Wheel Drive Tractor with Two Attachments for the Parks, Recreation and Forestry Dept.

Whereas, the City of Brookings held a bid letting at 1:30 p.m. on Tuesday, March 11, 2014; and

Whereas, the City of Brookings has received the following bid for One New Four-Wheel Drive Tractor with Two Attachments (60" HD Rotary Broom and 72" Mid-Mount Side-Discharge Mower):

<u>Company</u>	<u>Bid Price</u>	Trade-in on 1994 John Deere Tractor <u>w/72" Belly Mower</u>	<u>Final Bid Price</u>
Schuneman Equipment Co. Brookings, SD	\$36,291.29	\$2,725.00	\$33,566.29

The capital budget for this expenditure is \$35,000.00.

Now Therefore, Be It Resolved that the bid from Schuneman Equipment Co. of Brookings, SD in the amount of \$33,566.29 be accepted.

First Reading - Ordinance No. 07-14. A first reading was held on Ordinance No. 07-14, an Ordinance for a conditional use to establish a Contractor's Shop and Storage Yard on Lot 11, Block 4, Folsom Addition (141 3rd Ave. So.). Public Hearing: April 22, 2014.

Resolution No. 29-14. A public hearing was held on Resolution No. 29-14, a Resolution Levying Assessment for Sidewalk Assessment Project No. 2013-01SWR (2013 Sidewalk Repair Sites). No public comment. A motion was made by Corbett, seconded by McClemans, to approve Resolution No. 29-14. All present voted yes; motion carried.

Resolution No. 29-14 - Levying Assessment for Sidewalk Assessment Project No. 2013-01SWR
(2013 Sidewalk Repair Sites)

Whereas, the City Council has provided for sidewalk repair work to be completed under Project No. 2013-01SWR (2013 Sidewalk Repair Sites).

Be It Resolved by the City Council of the City of Brookings, South Dakota, as follows:

1. The City Council has made all investigation and authorized by Resolution No. 79-13, which deems the work necessary and has found and determined that the amount which each lot or tract will be benefited by the construction of the sidewalk improvement heretofore designated as Sidewalk Assessment Project No. 2013-01SWR is the amount stated in the proposed Assessment Roll.
2. The assessment for Sidewalk Assessment Project No. 2013-01SWR is hereby approved and the assessment thereby specified are levied against each and every lot, piece or parcel of land thereby described.
3. Such assessments, unless paid within thirty (30) days after the date of mailing of a statement of account by the City, shall be collected by the City in accordance with the procedure for Plan One in Sections 9-43, South Dakota Compiled Laws of 1967, as amended with interest of 10% on the unpaid balance.
4. Assessments amounting to less than \$300.00 shall be paid in one payment.

Temporary Alcohol License. A public hearing was held on a temporary alcohol license for the Annual Firemen's Dance to be held in the 300 Block of Main Avenue on July 26, 2014. No public

comment. A motion was made by McClemans, seconded by Thorpe, to approve. All present voted yes; motion carried.

Ordinance No. 04-14. A public hearing was held on Ordinance No. 04-14, an Ordinance rezoning Blocks 1 and 2, Gladwill Addition in the NW ¼ of Section 23-T110N-R50W from a Residence R-1A and Industrial I-1R District to a Residence R-3 District. Public comment: David Kneip and Todd Voss. A motion was made by Kubal, seconded by Niemeyer, to approve Ordinance No. 04-14. All present voted yes; motion carried.

Ordinance No. 05-14. A public hearing was held on Ordinance No. 05-14, an Ordinance rezoning Outlots 5 and 6, in the NW ¼ of Section 23-T110N-R50W from a Residence R-1A District to an Industrial I-1 District. No public comment. A motion was made by Kubal, seconded by Thorpe, to approve Ordinance No. 05-14. All present voted yes; motion carried.

Ordinance No. 06-14. A public hearing was held on Ordinance No. 06-14, an Ordinance amending Chapter 94, Zoning, pertaining to off-street parking requirements for apartments. No public comment. A motion was made by Corbett, seconded by Kubal, to approve Ordinance No. 06-14. All present voted yes; motion carried.

2014 Strategic Plan. A public hearing was held on the adoption of the 2014 Strategic Plan. No public comment.

A motion was made by Reed, seconded by Corbett to add an amendment, Section 5 “Build on the current Vision 2020 Comprehensive Plan by initiating a process that will create an updated plan to 2035 that is more proactive and promotes efficient growth” to the current plan. All present voted yes, except Kubal voted no; motion carried.

A motion was made by Thorpe, seconded by Corbett to approve the 2014 Strategic Plan. All present voted yes; motion carried.

Brookings City Council 2014 STRATEGIC PLAN
City of Brookings, South Dakota

PREFACE: On January 16, 2014, the Mayor and City Council Members convened for a day-long strategic planning session facilitated by an external facilitator. Initiated in 2010 and held at the beginning of each calendar year, these gatherings are intended for the governing body to engage in discussions about ways to shape the future of Brookings through their capacity of city government. Topics include potential policy updates, fiscal/budgetary matters, capital improvement investments, economic development strategies, city services and programs, community partnerships, and the identification of emerging community needs. After much discussion, a prioritized set of goals and objectives were crafted for the balance of 2014 and beyond. As expected, the rate of progress against initiatives adopted in 2013 was affirmed along with several new initiatives for the City Manager and staff. As in past years, periodic progress reports on each item will be made to the Mayor and Council.

1) Economic Development

Most of the City's economic development efforts are implemented in conjunction with the Brookings Economic Development Corp. (BEDC) for development and implementation of a comprehensive economic development strategy serving all facets of the Brookings community economy; the Convention and Visitors Bureau (CVB) for tourism and visitor development; and the Growth Partnership Board of Directors for technology-based businesses at the Research Park at SDSU.

- A) Retention and expansion of existing commercial/industrial businesses
- B) Recruitment of retail/commercial businesses to available commercial locations
- C) Recruitment of new industrial businesses to all sites
- D) Development of the DOT property for retail/commercial businesses
- E) Recruitment of technology-based businesses to the Research Park at SDSU

Schedule*

On-going effort for recruitment of industrial and technological businesses, & CVB Marketing

DOT property engineered and site plan completed for development, December

At least one major tenant secured for DOT property, December

Assignment

City Council

Growth Partnership Board and Executive Director

Brookings EDC Board and Executive Director

Brookings CVB Board and Executive Director

City staff (City Manager, Engineer, Community Development Director)

2) Specialized infrastructure initiatives

- A) Continue close coordination with DOT on Highway 14 improvement project.
- B) Identify strategy for acquiring new location for Street Department Maintenance facility.
- C) Re-write Project Plan for S. 20th St./214th St. extension with interchange/overpass at I-29
(Previously dubbed "34/20 project", 34th Avenue will be completed this year.)

Schedule*

Street maintenance shop replacement property strategy, December

Highway 14 coordination schedule to be determined by SDDOT

20th Street Project Plan re-written, June

Assignment

City Council

City Staff (City Manager, City Engineer, Community Development Director, Street Supt.)

Other community partner groups TBD

3) Long-Range financial projections of capital investment initiatives

As part of the annual update of the Five-Year Capital Improvement Plan, the City shall focus more extensively on a comprehensive analysis of capital investments for future facilities deemed desirable for the community. A needs assessment will be necessary to gauge the type and nature of facilities upon which to plan for future capital expenditures. The examination should look beyond the traditional five-year window to a ten-year forecast for facilities. Besides the committed expenditures of second penny funding such as debt service, public safety, street maintenance, the City should examine the next appropriate investment opportunities for funding such as park facilities, infrastructure, cultural amenities, buildings and grounds, and investment opportunities with other community partners.

Schedule*

Revised second penny financial projections to City Council, April
Decisions by Council of 1-3 year capital investments, July
Decisions by Council of 4-10 year capital investments, September

Assignment

City Council
City Staff (City Manager, Finance Manager)

4) Identify and implement additional Lean measures and High-Performance Government practices for improved service delivery.

Capitalizing on the lean initiatives undertaken with the 2013 Strategic Plan, additional lean opportunities should be developed and initiated, especially with regard to continual improvement and optimization of technology applications. Such measures should lead to improved service delivery methods characteristic of high-performance government. This includes efforts to analyze and select specific initiatives from the Sustainability Council's Indicators Report.

Schedule*

Present Indicator Report at study session, July
Identify specific initiatives from Indicator Report for program implementation, September
Complete list of Lean initiatives completed or in-progress, June
Supplement Lean initiatives list with financial impact analysis, December

Assignment

City Council
City Staff (City Manager, City Clerk, Lean Committee)
Sustainability Council

5) Build on the current Vision 2020 Comprehensive Plan by initiating a process that will create an updated plan to 2035 that is more proactive and promotes efficient growth.

In coordination with the Planning Commission create an expanded comprehensive plan that allows Brookings to anticipate changes and guide those changes in an effective, orderly manner that is consistent with the desires of the community. The plan will be a tool for managing and directing growth. The plan should give developers predictability by illustrating types of developments and redevelopments desired along with existing and proposed infrastructure. The plan will be a long-range vision with factors that will guide development and the future of Brookings.

Schedule

Receive input from Planning Commission - End of May
Develop requirements - End of June
Create a plan including the resources need to complete in 2015

Assignment

City Council
City Staff (City Manager, Community Development, Engineering)
Planning Commission

*Many of the timelines are speculative since they will be in part dependent upon activities of other entities or agencies as well as circumstances beyond the control of the City.

Transportation Steering Committee. A public hearing was held on the adoption of a proposed charter for the creation of a Transportation Steering Committee. No public comment. A motion was made by Thorpe, seconded by Niemeyer, to approve the creation of a Transportation Steering Committee. All present voted yes, except Kubal and McClemons voted no; motion carried.

Council topics for future discussion. A motion was made by Reed, seconded by Corbett to hold a special meeting at 6:00 p.m. on Tuesday, April 1, 2014 for Action on Resolution No. 27-14, a Resolution awarding a contract for 2014-02STA Main Avenue & 26th Street South Assessment Project. All present voted yes; motion carried.

Adjourn. A motion was made by Corbett, seconded by McClemons, to adjourn. All present voted yes; motion carried. Meeting adjourned 8:47 p.m.

CITY OF BROOKINGS

Tim Reed, Mayor

ATTEST:

Shari Thornes, City Clerk