

Brookings City Council
January 12, 2016

The Brookings City Council held a meeting on Tuesday, January 12, 2016 at 6:00 p.m., at City Hall with the following members present: Mayor Tim Reed, Council Members Keith Corbett, Dan Hansen, Ope Niemeyer, Patty Bacon, Jael Thorpe, and Scott Meyer. City Attorney Steve Britzman, City Manager Jeffrey Weldon and City Clerk Shari Thornes were also present.

Consent Agenda. Action to cancel the January 19th Study Session was added to the agenda, and Item #5.C. Request from Dustin Kjelden, representative of Sterling Technologies, was removed from the agenda. A motion was made by Council Member Hansen, seconded by Council Member Meyer, to approve the Consent Agenda as amended. The motion carried by the following vote: Yes: 7 - Reed, Corbett, Hansen, Niemeyer, Meyer, Thorpe, and Bacon.

3.A. Action to approve the agenda, as amended.

3.B. Action to approve the December 8 and December 15 City Council Minutes.

3.C. Action on Resolution 16-002, a Resolution directing preparation of Assessment Roll, dividing Assessments into Installments, and providing for the collection thereof for Sidewalk Assessment Project 2015-01SWR (2015 Sidewalk Repairs).

Resolution 16-002 - Resolution Directing Preparation of Assessment Roll, Dividing Assessments into Installments, and Providing for the Collection Thereof for Sidewalk Assessment Project 2015-01SWR (2015 Sidewalk Repairs)

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

1. More than twenty days have elapsed since the adoption and publication of Resolution 15-074, Resolution Determining the Necessity of Repairing or Installing Sidewalks for Sidewalk Assessment Project No. 2015-01SWR. The referendum has not been invoked, and no written protests against the making of said improvement have been filed with the City Manager.
2. A contract for Sidewalk Assessment Project No. 2015-01SWR has been duly executed, and the City Council is authorized to levy special assessments pursuant to the provisions of chapter 9-43, SDCL 1967, as amended.
3. The City Engineer has caused an estimate of the expense of the work to be made and filed in City Hall showing the total cost of said improvement as follows: Contract price \$181,702.36; Engineering, inspection, fiscal, legal expense, publication \$525.04; for a Total Expense of \$182,227.40.
4. The total cost of said improvement shall be paid as follows: City Repair Costs \$172,951.65, and Assessable Costs \$8,750.71.

5. There shall be made and filed in the office of the City Clerk an Assessment Roll for said improvement. The assessments shall be on the basis of benefits upon each lot or tract of land contiguous to the sidewalk constituting said improvement.
6. The assessment shall be divided into five (5) equal annual installments for all amounts over \$300.00. For amounts of \$300.00 or less, the entire assessment shall be due.
7. Unless paid to the City in advance of maturity, the assessments shall be collected by the City Manager in accordance with the procedure for Plan One in Chapter 9-43, SDCL 1967, as amended.
8. The interest rate to be borne by the unpaid installments of the special assessment is ten percent (10%).

3.D. Action to appoint the following Affordable Housing Task Force members: Patty Bacon, City Council, Jacob Mills (development), Kelan Bludorn (realtor), Mary Jo Minor (development/rentals), Ryan Krogman (realtor), Connie Bridges (mortgage lender), Mike Lockrem (sustainability council), Al Heuton (economic development), and Angie Boersma (architect).

Mayoral Proclamation. Presentation of Mayor Proclamation declaring January as National Mentor Month in the City of Brookings.

Resolution 16-004. A motion was made by Council Member Corbett, seconded by Council Member Hansen, that Resolution 16-004, a Resolution authorizing the City Manager to sign documents for Airport Consultant Selection for Airport Improvements for 2016 through 2020, be approved. The motion carried by the following vote: Yes: 7 - Reed, Corbett, Hansen, Niemeyer, Thorpe, Meyer, and Bacon.

Resolution 16-004 - Resolution Authorizing the City Manager
to Sign Documents for Airport Consultant Selection for Airport Improvements
for 2016 through 2020

Whereas, the Brookings City Council desires South Dakota Department of Transportation and Federal Aviation Administration assistance with the Brookings Regional Airport Improvement Projects for 2016 through 2020; and

Whereas, the City of Brookings desires professional services with Helms and Associates for the Brookings Regional Airport Improvement Projects for 2016 through 2020 including purchasing a braking meter, design of Runway 17/35 reconstruction, reconstruct Runway 17/35, design of Parallel Taxiway to Runway 35 End and construct Parallel Taxiway to Runway 35 End.

Now, Therefore Be It Resolved that the City Manager of the City of Brookings is authorized to sign the Agreement and other related documents for Airport Consultant Selection for Brookings Regional Airport Improvement Projects for 2016 through 2020.

Resolution 16-001. A motion was made by Council Member Hansen, seconded by Council Member Niemeyer, that Resolution 16-001, a Resolution authorizing Change Order No. 5 (Final) for 2014-02STA, Main Avenue South and 26th Street South Assessment Project; Bowes Construction, Inc. be approved. The motion carried by the following vote: Yes: 7 - Reed, Corbett, Hansen, Niemeyer, Thorpe, Meyer, and Bacon.

Resolution 16-001 - Resolution Authorizing Change Order No. 5 (Final)
for 2014-02STI, Main Avenue South and 26th Street South Assessment Project;
Bowes Construction Inc.

Be It Resolved by the City Council that the following change order be allowed for 2014-02STI, Main Avenue South and 26th Street South Assessment Project: Construction Change Order Number 5 (Final): Schedule A & B: Adjust from plan quantities to as-constructed quantities and for additional work to construct a concrete bike trail bridge, additional valley gutter, tree removal and ditch excavation for a total increase of \$126,086.45 to the contract to close out the project.

First Reading: Ordinance 16-001. Introduction and First Reading on Ordinance 16-001, an Ordinance creating the Brookings Bicycle Advisory Committee for the City of Brookings, South Dakota. Public Hearing: January 26, 2016.

First Reading: Ordinance 16-002. Introduction and First Reading on Ordinance 16-002, an Ordinance creating an Urban Chicken Demonstration/Pilot Project and temporarily amending Chapter 14 of the Code of Ordinances of the City of Brookings, South Dakota to include provisions pertaining to the keeping of chickens pursuant to a Pilot Project of Limited Duration in the City of Brookings. Public Hearing: January 26, 2016.

Ordinance 15-024. A public hearing was held on Ordinance 15-024, an Ordinance amending Chapter 26 of the Code of Ordinances of the City of Brookings, South Dakota to include the regulation of Transportation Network Companies in the City of Brookings. A motion was made by Council Member Meyer, seconded by Council Member Bacon, to approve Ordinance 15-024. The motion carried by the following vote: Yes: 7 - Reed, Corbett, Hansen, Niemeyer, Thorpe, Meyer, and Bacon.

Legal Description Change. A public hearing was held on a legal description change for Liquor Operating Agreement Holder, Elks Lodge #1490, 516 4th Street, Brookings, South Dakota, legal description: Lot 3, Block 2, First Addition; legal description addition: Lots 3, 4, 5, 6 and 7, Block 2, First Addition. A motion was made by Council Member Corbett, seconded by Council Member Hansen, that the legal description change be approved. The motion carried by the following vote: Yes: 7 - Reed, Corbett, Hansen, Niemeyer, Thorpe, Meyer, and Bacon.

Temporary Alcohol License. A public hearing was held on a Temporary Alcohol License for the City to host a Reception for Outgoing Council Member Scott Meyer on January 27, 2016 at 311 3rd Street (Homestead Co-working Space). A motion was

made by Council Member Niemeyer, seconded by Council Member Hansen, that the temporary alcohol license be approved. The motion carried by the following vote: Yes: 7 - Reed, Corbett, Hansen, Niemeyer, Thorpe, Meyer, and Bacon.

Resolution 16-003. A motion was made by Council Member Hansen, seconded by Council Member Corbett, that Resolution 16-003, a Resolution calling for opt-out public vote to the property tax limitation for purposes of financing the proposed Brookings Community Recreation Center, be approved. The motion carried by the following vote: Yes: 7 - Reed, Corbett, Hansen, Niemeyer, Thorpe, Meyer, and Bacon.

Resolution 16-003 - Resolution for Opt Out

The City Council of the CITY OF BROOKINGS, SOUTH DAKOTA does hereby state that the City of Brookings is unable to operate under current state law property tax limitation provisions. The City therefore OPTS OUT of such tax limitations in the amount of \$1,400,000 per annum, starting with calendar year 2016 taxes payable in calendar year 2017. This opt out will remain in place for 20 years, covering taxes payable in calendar years 2017 through 2036. This action has been taken by the City Council and approved by at least a two-thirds vote of the City Council.

The purpose of the opt out is to provide a revenue source for the funding of a new Recreational Center. The intent is to finance the new Recreational Center with the tax proceeds of this Opt Out in an amount not to exceed \$18,000,000.

This decision is hereby referred to a vote of the people to be held on April 12, 2016. If approved by a majority vote of the people, this resolution authorizes the county auditor to spread an excess levy to raise tax dollars in the above stated amount.

Comprehensive Master Plan Advisory Committee Charter. A motion was made by Council Member Meyer, seconded by Council Member Thorpe, that Adoption of a Charter authorizing the Comprehensive Master Plan Advisory Committee, be approved. The motion carried by the following vote: Yes: 7 - Reed, Corbett, Hansen, Niemeyer, Thorpe, Meyer, and Bacon.

Charter - City of Brookings SD Comprehensive Master Plan Advisory Committee

Purpose:

The City of Brookings seeks thoughtful growth and development supporting a long-term vision of the future of Brookings. A comprehensive master plan would identify how the physical growth and development of the Brookings community could align with future goals and dreams of its citizens and leaders.

A thriving community is dependent on internal and external investments of both time and money. Attracting these investments requires a more detailed road map to illustrate how and where the City of Brookings will develop.

The purpose of the Comprehensive Master Plan Advisory Committee is to assist the City in developing a new Comprehensive Master Plan. The Advisory Committee's Mission is to build consensus around a comprehensive strategy for Brookings' future by engaging community input and advise the process of developing the Plan. The Committee will collaborate with the Planning Commission and city staff to complete the plan.

Specific Objectives:

- Develop and direct the process to complete a new plan
 - Research and gather comparable plans and processes
 - Research use of a Consultant to aid in the development of the Plan
 - Develop a Budget
 - Present Budget to Council for Approval
 - Advise the City Manager in selection of Consultant
 - Work with the Consultant to complete a new plan
 - Develop milestones and deliverable due dates
 - Execute the process to deliver a draft plan for Planning Commission and City Council approval.
 - The Advisory Committee shall formally report its activities to the Planning Commission quarterly.
- Engage community members and stakeholders to provide input and comment throughout the process of developing the plan. It is important that a broad cross section of the community be represented.
- Seek out advice and council of community stakeholders including but not limited to;
 - County Commission
 - School District
 - City Sustainability Council
 - Brookings Committee for those with Disabilities
 - Historic Preservation Commission
 - Affordable Housing Task Force
 - Brookings Economic Development Corporation
 - Brookings Chamber and Convention and Visitor Bureau
- Identify Physical and Conceptual Scope of Comprehensive Master Plan
- Identify community priorities and values to be addressed through a Master Plan Study. For Example:
 - Safety, Health and Wellness
 - Diversity, Creativity, Authenticity
 - Economic Development & Entrepreneurship Growth
 - Sustainability
 - Place-making & Community Character
 - Historic Preservation
 - Work force and Affordable Housing Solutions
- Determine spatial priorities to be considered. For Example:
 - Vehicular, pedestrian(walkability), and bike transportation
 - Public Space

- Potential Adaptive Reuse
- Growth and Redevelopment Strategies
- Zones (Downtown, Commercial, Industrial, and Residential)

The Master Plan should be developed considering:

- Existing City Comprehensive Plan
- County Comprehensive Plan
- Community Vision, Forecasted Growth, Gateway Plan, Parks and Recreation Master Plan, Master Transportation Plan, and other Community Planning Documents.
- Visioning Charrettes

Membership

Voting Members appointed by Mayor with Council consent.

- 9-11 members selected from the following;
 - City Council Member
 - Planning Commission Member(s)
 - Citizens-at-large
 - Citizens or Planning Commission Member with background in urban planning or landscape architecture
 - Citizens or Planning Commission Member with background in architecture
 - The Business Community
 - University Representative
 - School District Representative
 - Historic Preservation Commission Member
 - Sustainability Council Member

The City Manager or representative will be a non-voting member of the Committee. City staff per the direction of the City Manager will staff the committee.

Expectations of members:

- Adhere to the City's Code of Ethics
- Adhere to City Meeting Policies

Discussion with City Council Applicants. Applicants Edward J. Ballou, Arnold M. Brown, David M. Meyer and Douglas A. Smith provided information and responded to questions.

Action to cancel meeting. A motion was made by Council Member Hansen, seconded by Council Member Meyer, to cancel the January 19th Study Session. The motion carried by the following vote: Yes: 7 - Reed, Corbett, Hansen, Niemeyer, Thorpe, Meyer, and Bacon.

Adjourn. A motion was made by Council Member Corbett, seconded by Council Member Meyer, to adjourn the meeting at 7:56 p.m. The motion carried by a unanimous vote.

CITY OF BROOKINGS

Tim Reed, Mayor

ATTEST:

Shari Thornes, City Clerk