

Brookings City Council
March 22, 2016

The Brookings City Council held a meeting on Tuesday, March 22, 2016 at 6:00 p.m., at City Hall with the following members present: Deputy Mayor Keith Corbett, Council Members David M. Meyer, Dan Hansen, Ope Niemeyer, Jael Thorpe, and Patty Bacon. Mayor Tim Reed was absent. City Attorney Steve Britzman, City Manager Jeffrey Weldon, and City Clerk Shari Thornes were also present.

Consent Agenda. A motion was made by Council Member Hansen, seconded by Council Member Niemeyer, to approve the Consent Agenda. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

3.A. Action to approve the agenda.

3.B. Action to approve the February 9, February 16, and February 23 City Council Minutes.

3.C. Action on Resolution 16-026, a Resolution declaring a 1989 Chevy S10 Pickup and a 1992 Chevy Single Axle Dump Truck as surplus property (Street Dept.).

Resolution 16-026 - 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: 1) One (1) 1989 Chevy S10 Pickup, Model S10-CC109, Serial Number 1GCCS19R4K8216503, and 2) One (1) 1992 Chevy Single Axle Dump Truck, Model C7H042, Serial Number 1GBL7H1P9NJ105158.

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

Whereas, the City Manager hereby authorized to sell said surplus property.

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

3.D. Action on Resolution 16-023, a Resolution declaring Parks & Forestry equipment as surplus property.

Resolution 16-023 - Declaring Surplus Property

Whereas, the City of Brookings is the owner of the following described equipment formerly used at the City of Brookings Parks, Recreation & Forestry Department: 1) One (1) 1981 Dodge D350 One Ton Dump Truck, VIN # 1B6WD34T2BS121564; 2) One (1) 1964 Ford 3000 Tractor, VIN # B954876, 3) One (1) Model 50 Ideal Bed Knife Grinder, 4) One (1) 1988 John Deere 3325 Fairway Mower, VIN # E03325X783260, and 5) One (1) 1992 Dodge Dakota LE, VIN # 1B7GG23X4NS606900.

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

Whereas, the City Manager hereby authorized to sell said surplus property.

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

3.E. Action on Resolution 16-028, a Resolution to write off uncollectible accounts receivable for the Swiftel Center.

Resolution 16-028 - Uncollectible Accounts Receivable Removed From Records

Whereas, the Brookings Swiftel Center had a total of \$337.76 in uncollectible Swiftel accounts receivable in 2013: \$56.86 - Hasseth/Sarri WR, \$280.90 - Misc Equipment Rentals/Robin Taylor; and

Whereas, efforts to collect and recover from customers was unsuccessful.

Now, Therefore, Be It Resolved the amount of \$337.76 in Swiftel accounts receivable be determined as uncollectible and removed from the records.

3.F. Action on Resolution 16-029, a Resolution designating Election Judges for the April 12, 2016 Combined Municipal / School Board Election.

Resolution 16-029 - Appointment of Election Judges

Whereas, a City of Brookings Municipal Election will be held on April 12, 2016 for the positions of one Mayor, two Council members and two School Board members; and

Whereas, as required by SDCL 9-13-16.1, the City Council must appoint Election Superintendents and Deputies and set their rate of compensation; and

Whereas, the following superintendents and deputies are hereby appointed at a rate of \$11.50 per hour for superintendents, \$11.00 per hour for deputies, and a flat fee of \$20.00 for the April 12, 2016 Election School: RESOLUTION BOARD: David Peterson, Larry Hult, and Ken Ahartz as Alternate; VOTE CENTER 1 – Brookings Activity Center: Norma Linn, Superintendent, Kris Cooper, Carol Dusharm, Delores Canaday, and LaVonne Kurtz; VOTE CENTER 2 – Bethel Baptist Church: Sue Knutzen, Superintendent, Sharon Anderegg, Marilyn Foerster, Robert Bell, and Linda Thaden; VOTE CENTER 3 – Holy Life Tabernacle Church: Bobbe Bartley, Superintendent, Russell Lokken, Marilyn Heesch, Ellen Herrboldt, and Mary Peterson; ALTERNATES – Delores Canaday and Betty Vaughn; VOTE CENTER 4 – Ruth Anderson, Superintendent, Gloria Pike, Ron Thaden; ABSENTEE VOTE CENTER – Larry Hult, Superintendent, Ken Ahartz, Ray Dorn.

3.G. Action on Adoption of the 2016 Strategic Plan.

2016 STRATEGIC PLAN

-City of Brookings, S.D.-

Mission Statement: 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.

Vision Statement: 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!

- 1) Foster the new economy through creative entrepreneurialism.
 - Develop internal initiatives and best practices for entrepreneurial approaches for improving city service delivery
 - Formalize a comprehensive entrepreneurial program either through (1) BEDC, or (2) special committee; develop workplan for selected option
 - Launch 'open counter' platform as a major initiative of business start-up program
- 2) Improve the overall livability of Brookings through place-making initiatives.
 - Armory site adaptive re-use
 - Comprehensive master plan update
 - Rec center (dependent upon voter approval)
 - Small-scale interventions; pilot projects to improve livability
 - Determine/implement select list of bicycle-friendly activities; (Silver designation, bike racks, bicycle lane designation)
 - Identify/develop downtown gathering/public greenspace improvements
 - Finalize public art program for implementation of 2017 projects
- 3) Expand lean government services practices
 - Lean staff committee continue to identify opportunities for efficiency improvement
 - Lean committee undertake selected projects for implementation
 - Host local conference with other employers working on lean practices
 - Further develop performance management & benchmarking measures for services and service delivery
- 4) Develop strategies to promote broader and more diverse affordable housing opportunities.
 - Support efforts of Affordable Housing Task Force; monitor/take action on their recommendations commensurate with the charter
- 5) Build upon past efforts to expand transparency and utility of public records.
 - Research/implement open.gov platform for on-line/searchable financial records & budget
 - Migrate city records to web for transparency
- 6) Implement specific projects of the Sustainability Council for better stewardship of public assets.

- Select specific topics from benchmark workplan for implementation by selected departments
- All future city buildings to be LEED certified.
- Analyze changes in means and methods of construction using sustainability measures

Downtown Brookings, Inc. Quarterly Report. Elliot Johnson, DBI Director, provided an update to the Mayor and City Council on current and upcoming events.

Presentation of the City of Brookings Financial Report. Shawna Costello, Finance Officer, presented the 2015 'unaudited' Annual Financial Report for the City of Brookings.

Resolution 16-030. A motion was made by Council Member Hansen, seconded by Council Member Niemeyer, that Resolution 16-030, a Resolution awarding the contract on the 2016-04STI, 3rd Street & 22nd Avenue Traffic Signal Project, be approved. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

Resolution 16-030 - Resolution Awarding the Contract on the 2016-04STI,
3rd Street & 22nd Avenue Traffic Signal Project

Whereas, the City of Brookings opened bids for Project 2016-04STI 3rd Street & 22nd Avenue Traffic Signal Project on Tuesday, March 8, 2016 at 1:30 pm at the Brookings City and County Government Center; and

Whereas, the City of Brookings has received the following bids for Project 2016-04STI 3rd Street & 22nd Avenue Traffic Signal Project: 1) Action Electric Company - \$223,229.98; 2) Muth Electric, Inc. - \$243,139.75; 3) Engelstad Electric Co. - \$260,188.88.

Now Therefore, Be It Resolved that the low bid of \$223,229.98 with Action Electric Company be accepted.

Resolution 16-032. A motion was made by Council Member Hansen, seconded by Council Member Meyer, that Resolution 16-032, a Resolution awarding the contract on the 2016-03SSI, Division Avenue Drainage Improvement Project, Phase 3, be approved. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

Resolution 16-032 - Resolution Awarding the Contract for the
2016-03SSI Division Avenue Drainage Improvement Project, Phase 3

Whereas, the City of Brookings opened bids for 2016-03SSI Division Avenue Drainage Improvement Project, Phase 3, on Tuesday, March 15, 2016 at 1:30 pm at the Brookings City & County Government Center; and

Whereas, the City of Brookings has received the following bids for 2016-03SSI Division Avenue Drainage Improvement Project, Phase 3: 1) Rounds Construction Co., Inc. - \$57,990.00; 2) Bowes Construction Inc. - \$70,487.75; 3) Austreim Excavating - \$96,549.25; and 4) Prussman Contracting, Inc. - \$115,956.90.

Now Therefore, Be It Resolved that the project be awarded to the low bid of Rounds Construction Co., Inc., for \$57,990.00.

Resolution 16-034. A motion was made by Council Member Niemeyer, seconded by Council Member Hansen, that Resolution 16-034, a Resolution awarding the contract to purchase One Truck Chassis with Raise-able Flatbed Option for Brookings Parks, Recreation and Forestry Department, be approved. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

Resolution 16-034 - Resolution Awarding the Contract for the purchase of
One Truck Chassis with Raise-able Flatbed Option for
Brookings Parks, Recreation and Forestry Dept.

Whereas, the City of Brookings held a bid letting at 1:30 p.m. on Tuesday, March 15, 2016; and

Whereas, the City of Brookings has received the following bids (UL = Unleaded, D = Diesel): Einspahr Auto Plaza, Brookings, SD with a Schedule 1 Bid Price (Chassis Only) in the amount of \$32,191.00 UL and a Schedule 2 Bid Price (with Flatbed Option) in the amount of \$44,851.00 UL.

The Parks Dept. capital budget for this expenditure is \$49,000.00.

Now Therefore, Be It Resolved that the bid from Einspahr Auto Plaza of Brookings, SD in the amount of \$44,851.00 be accepted.

Engineering Services Procurement. A motion was made by Council Member Thorpe, seconded by Council Member Bacon, to resume Engineering Services with Short Elliot Hendrickson for 20th Street South. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

VenuWorks Management & Operating Agreement. A motion was made by Council Member Meyer, seconded by Council Member Niemeyer, that a 5-year extension of the Management & Operating Contract with VenuWorks for the Swiftel Center be approved. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

Resolution 16-033. A motion was made by Council Member Niemeyer, seconded by Council Member Hansen, that Resolution 16-033, a Resolution authorizing the Transfer

of Real Property for Economic Development Purposes (Lot 2, Block 1, Foster Addition), be approved. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

Resolution 16-033 - Resolution authorizing the Transfer of Real Property
for Economic Development Purposes

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

Whereas, the City of Brookings has received Requests for Proposals for the purchase of the following described property: Lot Two (2) of Block One (1) of Foster Addition to the City of Brookings, County of Brookings, State of South Dakota, consisting of approximately 6.4 acres, more or less; and

Whereas, for the express purpose of furthering economic growth and development of the City of Brookings, South Dakota, the City of Brookings has accepted a Proposal from Bowes Construction, Inc., in response to the City's Request for Proposals, and the City agrees to sell said property to Bowes Construction, Inc. in accordance with applicable law; and

Whereas, the City of Brookings has determined that the proposal submitted by Bowes Construction, Inc. will provide economic growth by providing land to small, local businesses serving the Brookings area that will build facilities for their small businesses, thereby furthering economic development in the City of Brookings; and

Whereas, the City is authorized to enter into this transaction as an economic development activity under the laws of the State of South Dakota.

Now, Therefore, It Is Hereby Resolved by the City Council of the City of Brookings, South Dakota, as follows:

- A. That the City convey title to the above-described property to the Brookings Economic Development Corporation, Inc. for the transfer of the above-described property to Bowes Construction, Inc. for the purposes set forth in Response of Bowes Construction, Inc. to the City's Request for Proposals; and
- B. That the Mayor, City Clerk, City Manager and City Attorney are authorized to execute the required documents in accordance with this Resolution.

Development Agreement. A motion was made by Council Member Meyer, seconded by Council Member Thorpe, that the Development Agreement with Bowes Construction, Inc. for a development project on Lot 2, Block 1, Foster Addition, be approved. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

Armory Building Adaptive Reuse Proposals. A motion was made by Council Member Niemeyer, seconded by Council Member Thorpe, that action on the Armory Building Adaptive Reuse Proposals be tabled to April 26 to allow public review and

receive feedback on the two proposals. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

(Council Member Thorpe on the phone.)

First Reading – Ordinance 16-010. An Introduction and First Reading was held on Ordinance 16-010, an Ordinance Revising Article IV of Chapter 72 of the Code of Ordinances of the City of Brookings and Pertaining to Site Runoff Erosion and Sediment Control in the City of Brookings, South Dakota. Public Hearing: April 26, 2016.

Ordinance 16-009. A public hearing was held on Ordinance 16-009, an Ordinance to amend the 2016 Budget. A motion was made by Council Member Niemeyer, seconded by Council Member Hansen, to approve Ordinance 16-009. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

Resolution 16-031. A public hearing was held on Resolution 16-031, a Resolution of Intent to Lease Real Property to a Private Person in Wiese and Freeland Additions. A motion was made by Council Member Hansen, seconded by Council Member Bacon, to approve Resolution 16-031. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

Resolution 16-031 - Resolution of Intent to Lease Real Property to Private Person
In Wiese and Freeland Additions

Be It Resolved by the governing body of the City of Brookings, South Dakota, that the City of Brookings intends to enter into a lease with David Rochel, commencing on March 22, 2016 and ending December 31, 2016, with the option to renew for one additional year, and pertaining to the following described property: The designated farmland of thirty (30) acres more or less in the Brookings Wiese Addition, in Section 19, T110N, R49W, and the designated farmland of thirty-six (36) acres more or less in the Brookings Freeland Addition, in Section 18, T110N, R49W in the City of Brookings, Brookings County, South Dakota.

The Lease will be an amount of Two Hundred Thirty Six Dollars and Fifty-two Cents (\$236.52) per acre for farmland annually, payable first half on April 1 and the remaining half on November 1. The City of Brookings may terminate this Lease at any time in the event a parcel of the above described property is to be sold by the City of Brookings. If a portion of the leased land is sold, the number of acres to be paid for will be adjusted at the unit price per acre.

Be It Further Noted, that a Public Hearing on this Resolution was held on March 22, 2016 at 6:00 o'clock P.M. at the City Council Chambers and that all persons were given an opportunity to be heard on the intent to lease real property.

Bike Lane Recommendations. A public hearing was held on Bike Lane recommendations. Public Comment: Caleb Finck, Kevin Grunewaldt, Kurt Hockenson, Eric Brockhoff, Jim Edinbrink, Kris Struwe, Adam Hibbert, RD Albers, Brandon Midway, Lincoln Hahn, Mark Penner, Bill Osacker, Robb Rasmussen, Lawrence Novotny, Mark McGlaughlin, Andrew L'Amour, Jennifer McLaughlin, Jessica Andrews, Heidi, Josh Heineke, Ming Stevens, Holly Tilton Byrne. A motion was made by Council Member Meyer, seconded by Council Member Bacon, to continue with sharrows until able to look at additional bike lanes. Friendly amendment was made to table until the Bike Master Plan is completed. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

Council Member Introduction of Future Topics. A motion was made by Council Member Hansen, seconded by Council Member Corbett, to have a discussion at the April or May Council Study Session about ways to educate the public regarding parking within 20' of a crosswalk. The motion carried by the following vote: Yes: 6 - Corbett, Niemeyer, Thorpe, Hansen, Bacon, and Meyer; Absent: 1 – Reed.

Adjourn. A motion was made by Council Member Niemeyer, seconded by Council Member Corbett, to adjourn the meeting at 9:34 p.m. The motion carried by a unanimous vote.

CITY OF BROOKINGS

Tim Reed, Mayor

ATTEST:

Shari Thornes, City Clerk