

# City of Brookings Directory

**Elected Officials  
Appointed Boards, Committees &  
Commissions**

# **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.*

**Prepared by the City Clerk's Office  
City & County Government Building, 520 3<sup>rd</sup> Street, Suite 230  
Brookings, SD 57006  
(605) 692-6281  
Fax: (605) 692-6907  
[www.cityofbrookings.org](http://www.cityofbrookings.org)**

If you have any comments or corrections regarding the City of Brookings Directory or desire additional copies, please contact the City Clerk's Office at (605) 692-6281.

If you require assistance and/or alternative formats consistent with the Americans with Disabilities Act, please contact the City ADA Coordinator, Susan Rotert, at (605) 692-6281.

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# Leadership Team

City Manager .....	Paul M. Briseno
City Attorney .....	Steve Britzman
Acting City Clerk .....	Bonnie Foster
City Engineer .....	Jackie Lanning
Community Development Director.....	Mike Struck
Chief Finance Officer.....	Erick Rangel
Fire Chief .....	Darrell Hartmann
Human Resources Director .....	Susan Rotert
Library Director .....	Ashia Gustafson
Liquor Store Manager .....	Janet Coplan
Swiftel Center Executive Director .....	Tom Richter
Parks, Recreation & Forestry Director.....	VACANT
Police Chief .....	Dave Erickson
Director of Solid Waste Management (Landfill) .....	Todd Langland
Street Superintendent .....	Matthew Bartley

## **January 1 Appointments**

- Bicycle Advisory Committee
- Board of Adjustment
- Board of Appeals
- Board of Health
- Brookings Committee for People who have Disabilities
- Brookings Health System Board of Trustees
- Business Improvement District #1 Board
- Historic Preservation Commission
- Human Rights Commission
- Library Board
- Public Arts Commission
- Sustainability Council
- Swiftel Center Advisory Committee

## **May 1 Appointments**

- Airport Board
- Brookings Committee for People who have Disabilities (Student Member only)
- Human Rights Commission (Student Member only)
- Parks & Recreation Board
- Utility Board

## **December 31 Appointments**

- Planning Commission
- Traffic Safety Commission

## Phone Numbers

<u>City Department</u>	<u>Phone</u>	<u>Fax</u>
Airport .....	697-8664	697-8665
Animal Control .....	691-0201	697-8351
City Attorney .....	697-9058	697-9060
City Clerk .....	697-8641	692-6907
Community Development.....	692-6629	697-8624
Engineering Dept. ....	692-6629	697-8624
Finance Dept. ....	692-6281	692-6907
Fire Dept. ....	692-6323	697-8353
Golf Course (Edgebrook) .....	692-6995	697-8355
Hospital .....	696-9000	697-7380
Human Resources Dept. ....	697-8668	697-8661
Landfill .....	693-3667	693-3653
Library .....	692-9407	692-9386
Liquor Store .....	692-5613	697-8698
City Manager .....	692-6281	692-6907
Mayor & City Council .....	692-6281	692-6907
Swiftel Center .....	692-7539	697-6393
Parks, Recreation & Forestry Dept. ....	692-2708	697-8355
Police Dept. ....	692-2113	697-8351
Street Dept. ....	692-2016	693-2770
Swiftel Telecommunications .....	692-6211	697-5151
Brookings Municipal Utilities .....	692-6325	697-8570

## State and National Elected Officials

### **S.D. Governor**

#### **Kristi Noem**

500 E. Capitol Ave.  
Pierre, SD 57501  
Phone: 605-773-3212

[www.state.sd.us/governor/](http://www.state.sd.us/governor/)

### **U.S. Senators & Representatives**

#### **Senator John Thune (R)**

511 Dirksen Senate Office Bldg.  
Washington, DC 20510  
Toll Free: 1-866-850-3855  
Phone: 1-202-224-2321  
Fax: 202-228-5429

District Phone: 605-334-9596

5015 S Bur Oak Place  
Sioux Falls, SD 57108

[thune@thune.senate.gov](mailto:thune@thune.senate.gov)

[www.thune.senate.gov/](http://www.thune.senate.gov/)

#### **Senator Michael Rounds (R)**

SR-C4 Russell Senate Office Bldg.  
Washington, DC 20510  
Phone: 202-224-5842  
Toll free: 844-875-5268  
Fax: 202-224-7482

District Phone: 605-336-0486

District Fax: 605-336-6624

320 N. Main, Suite 'A'  
Sioux Falls, SD 57104

[www.rounds.senate.gov/](http://www.rounds.senate.gov/)

#### **Representative Dusty Johnson (R)**

1508 Longworth House Office Bldg.  
Washington, DC 20515  
Phone: 202-225-2801

<http://dustyjohnson.house.gov/>

### **S.D. State Senators & Representatives**

#### **Senator VJ Smith**

PO Box 742  
Brookings, SD 57006  
Home Phone: 605-697-5822  
Capitol Phone: 605-773-3821  
[VJ.Smith@sdlegislature.gov](mailto:VJ.Smith@sdlegislature.gov)

#### **Representative Doug Post**

21692 466<sup>th</sup> Avenue  
Volga, SD 57071  
Home Phone: 605-693-6393  
Capitol Phone: 605-773-3851  
[doug.post@sdlegislature.gov](mailto:doug.post@sdlegislature.gov)

#### **Representative Tim Reed**

627 Medary Avenue  
Brookings, SD 57006  
Phone: 605-691-0452  
[tsreed@brookings.net](mailto:tsreed@brookings.net)

#### **Message Center – during Session**

605-773-3821

### **S.D. Municipal League**

208 Island Drive  
Fort Pierre, SD 57532  
Toll Free: 1-800-658-3633  
Phone: 605-224-8654  
Fax: 605-224-8655

Yvonne Taylor, Executive Director

[yvonne@sdmunicipalleague.org](mailto:yvonne@sdmunicipalleague.org)

[www.sdmunicipalleague.org](http://www.sdmunicipalleague.org)

## Mayor & City Council

City & County Government Building, 520 3<sup>rd</sup> Street, Suite 230, Brookings, SD 57006

Call: (605) 692-6281

Fax: (605) 692-6907

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Keith Corbett, Mayor</b> <a href="mailto:keithcorbett52@gmail.com">keithcorbett52@gmail.com</a> Retired * resigned as Council Member to accept position as Mayor **elected to fill unexpired term	1122 Telluride Lane Brookings, SD 57006	695-7591 (c)	05/01/10-05/01/13 05/01/16-05/01/17* 05/01/17-05/01/18**	05/01/2018-05/01/2021
<b>Oepke "Ope" Niemeyer</b> <a href="mailto:bopn@brookings.net">bopn@brookings.net</a> Self-Employed/Owner	718 11 <sup>th</sup> Street Brookings, SD 57006	690-4246 (c) 697-9111 (h)	05/01/11-05/01/14 05/01/14-05/01/17	05/01/2017-05/01/2020
<b>Dan Hansen</b> <a href="mailto:danhansen1@hotmail.com">danhansen1@hotmail.com</a> SDSU	1124 Copper Mtn Rd Brookings, SD 57006	695-9797 (c) 696-7959 (h)	05/01/14-05/01/17	05/01/2017-05/01/2020
<b>Nick Wendell</b> <a href="mailto:wendellnick@gmail.com">wendellnick@gmail.com</a> SD Board of Technical Education Executive Director *elected to fill vacancy	601 4 <sup>th</sup> Street, #19 Brookings, SD 57006	830-5446 (c)	05/01/16-05/01/18*	05/01/2018-05/01/2021
<b>Patty Bacon</b> <a href="mailto:pattybacon5@gmail.com">pattybacon5@gmail.com</a> Semi-retired non-profit professional	1016 7 <sup>th</sup> Avenue Brookings, SD 57006	695-9680 (h)	05/01/15-05/01/18	05/01/2018-05/01/2021
<b>Holly Tilton Byrne</b> <a href="mailto:hmtilton@gmail.com">hmtilton@gmail.com</a> Human Resources Specialist *appointed to fill vacancy **elected to fill unexpired term	104 5 <sup>th</sup> Street Brookings, SD 57006	690-4757	5/10/17-04/30/18* 05/01/2018- 05/01/2019**	05/01/2019-05/01/2022
<b>Leah Brink</b> <a href="mailto:leahbrink@gmail.com">leahbrink@gmail.com</a> Human Resources at Daktronics	504 8 <sup>th</sup> Street Brookings, SD 57006	690-5310 (c)		05/01/2019-05/01/2022

### Membership

Mayor: 1 - elected  
 City Council: 6 - elected  
 Term: 3 years  
 Residency: required  
 Legal Reference: City Charter  
 Appointment: May 1

### Meeting Schedule

Council Meetings: Monthly, 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays  
 6:00 p.m.  
 Location: City & Co. Gov't Bldg., 520 3<sup>rd</sup> St.  
 Chambers (Room 310)  
 Phone: (605) 692-6281  
 City Contact: City Clerk

## Affordable Housing Task Force

<u>Name</u>	<u>Address</u>	<u>Phone</u>
<b>Patty Bacon</b> <a href="mailto:pattybacon5@gmail.com">pattybacon5@gmail.com</a> City Council Member	1016 7 <sup>th</sup> Avenue Brookings, SD 57006	692-4311 (h)
<b>Jacob Mills</b> <a href="mailto:jacob@mills-development.com">jacob@mills-development.com</a> Mills Development	1724 Teton Pass Brookings, SD 57006	691-3352 (c) 697-3118 (w)
<b>Kelan Bludorn</b> <a href="mailto:kelan@brookingshomes.com">kelan@brookingshomes.com</a> Self-employed / Best Choice Real Estate	1817 Windermere Way Brookings, SD 57006	690-7772 (c) 692-9200 (w)
<b>Mary Jo Minor</b> <a href="mailto:maryjo@millsproperty.com">maryjo@millsproperty.com</a> Mills Property Management, Inc.	2250 Clubhouse Drive Brookings, SD 57006	690-5824 (c) 697-3175 (w)
<b>Ryan Krogman</b> <a href="mailto:ryankrog@century21gka.com">ryankrog@century21gka.com</a> Century 21 Gustafson Krogman & Associates	3302 Walnut Lane Brookings, SD 57006	695-2188 (c) 692-2100 (w)
<b>Connie Bridges</b> <a href="mailto:brookingsbridges@gmail.com">brookingsbridges@gmail.com</a> First Bank & Trust Mortgage Loan Officer	510 Powderhorn Pass Brookings, SD 57006	691-1573 (c) 696-2322 (w)
<b>Mike Lockrem</b> <a href="mailto:michael.lockrem@sdsu.edu">michael.lockrem@sdsu.edu</a> SDSU Director of Marketing & Communications	1416 17 <sup>th</sup> Avenue S Brookings, SD 57006	695-0406 (c) 688-5395 (w)
<b>Al Heuton</b> <a href="mailto:al@brookingsedc.com">al@brookingsedc.com</a> Brookings Economic Development Corporation Executive Director	2301 Research Park Way, Suite 113 Brookings, SD 57006	691-9887 (c) 697-8103 (w)
<b>Angie Boersma</b> <a href="mailto:angelab@id8arc.com">angelab@id8arc.com</a> ID8 Architecture, LLC - Owner	118 Jefferson Avenue S Brookings, SD 57006	695-9635 (c)

### Purpose

The role of the Brookings Affordable Housing Task Force (BAHTF) is to advise the City Council, City Manager, and City Boards on housing-related issues; help advance the creation and availability of affordable housing for middle and low income residents of Brookings; and deliver proposals to the City Council on potential incentives for the creation of affordably priced single family dwellings and affordable rental units for middle income residents of Brookings.



**Objectives:**

- 1) Adopt an agreed-upon definition of “affordable” to be used as a mainstay for the Task Force’s work around owner-occupied and rental housing.
- 2) Evaluate the affordable housing needs at all levels by developing an understanding of the community’s housing situation with a global focus on workforce housing, first time home buyers, low and moderate income individuals & families, veterans, disabled, and elderly for owner-occupied and rental housing.
- 3) Investigate the various tools, policies, procedures, means, and methods that could be employed by the City of Brookings to alleviate the challenges of affordable housing including but not limited to modified zoning policies, higher density incentives, public/private partnerships and the utilization of affordable housing trust funds.
- 4) Develop a comprehensive plan to address the housing affordability challenges of the community.
- 5) Make a recommendation to the City Council based on (4) for governing body action by submitting a final report which may include draft resolutions or ordinances for subsequent action.

**Membership**

Membership: 7-9 members  
Residency: Not required

**Meeting Schedule**

Day: Monthly, day varies  
Time: Varies  
Location: City & County Gov’t Bldg., 520 3<sup>rd</sup> Street, 3<sup>rd</sup> Floor Community Room  
Phone: (605) 692-6629  
City Contact: Mike Struck, Community Development Director, [mstruck@cityofbrookings.org](mailto:mstruck@cityofbrookings.org)

## Airport Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Jason Baker</b> <a href="mailto:jason.baker60@gmail.com">jason.baker60@gmail.com</a> SDSU Public Safety	2221 17 <sup>th</sup> Ave. So. Brookings, SD 57006	(253) 335-4414 (c)		05/01/2015-05/01/2020
<b>Brian Van Liere</b> <a href="mailto:ime@swiftel.net">ime@swiftel.net</a> Industrial Machine & Eng. Business Owner <i>* filled unexpired term</i>	234 Sundance Pass Brookings, SD 57006	692-4417 (h) 651-3849 (c)	07/14/15-05/1/16*	05/01/2016-05/01/2021
<b>Lynn Riedesel</b> <a href="mailto:ried@itctel.com">ried@itctel.com</a> Retired Farmer & Airline Pilot	2063 I 472 <sup>nd</sup> Ave. Brookings, SD 57006	693-3494 (h) 695-0490 (c)	05/01/07-05/01/12 05/01/12-05/01/17	05/01/2017-05/01/2022
<b>Orv Smidt</b> <a href="mailto:obsmidt@mchsi.com">obsmidt@mchsi.com</a> Retired US Army/State Legislature	117 4 <sup>th</sup> Street Brookings, SD 57006	697-5826 (h) 690-2356 (c)	08/01/08-05/01/13 05/01/13-05/01/18	05/01/2018-05/01/2023
<b>Judy McLaughlin</b> <a href="mailto:judyrob@itctel.com">judyrob@itctel.com</a> SDSU Programmer/Analyst	47124 203 <sup>rd</sup> Street Brookings, SD 57006	693-4429 (h)	05/01/09-05/01/14 05/01/14-05/01/19	05/01/2019-05/01/2024

### Purpose

The Airport Board gives recommendations to city staff for the management, supervision, regulations, and care for the Brookings Regional Airport. Any rules or regulations are subject to approval of the City Manager.

### Membership

Membership: 5 members  
 Term: 5 years  
 Residency: City required for majority  
 Appointment: May 1  
 Legal Reference: Brookings City Code of Ordinances Chapter 18, Article II, Section 18-31 thru 18-42  
 Ordinance No. 24-05, Ordinance No. 15-91, SDCL 50-6-2 (Repealed)

### Meeting Schedule

Day: Monthly, 3<sup>rd</sup> Thursday  
 Time: 3:30 p.m.  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Suite 230, Room 241  
 Phone: (605) 697-8664 or (605) 692-6629  
 City Contact: Matthew Sommerfeld, Airport Manager [msommerfeld@cityofbrookings.org](mailto:msommerfeld@cityofbrookings.org)  
 Jackie Lanning, City Engineer [jlanning@cityofbrookings.org](mailto:jlanning@cityofbrookings.org)

## Bicycle Advisory Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Keith Schram</b> <a href="mailto:kmschram2@gmail.com">kmschram2@gmail.com</a> 3M Trainer/Designer	1516 24 <sup>th</sup> Street S Brookings, SD 57006	690-6957 (c) 696-1460 (w)		01/01/2017-01/01/2020
<b>Jennifer McLaughlin</b> <a href="mailto:jennifer.mclaughlin71@gmail.com">jennifer.mclaughlin71@gmail.com</a> SDSU Sustainability Intern	Brookings, SD 57006		02/23/16-01/01/17	01/01/2017-01/01/2020
<b>Steve Paula</b> <a href="mailto:sepoula1@hotmail.com">sepoula1@hotmail.com</a> Advocate	529 Southview Drive Brookings, SD 57006	695-2866 (c)	01/26/16-01/01/17	01/01/2017-01/01/2020
<b>Emily Braun</b> <a href="mailto:emily@visitbrookings.com">emily@visitbrookings.com</a> Convention Visitor's Bureau	415 8 <sup>th</sup> Street S Brookings, SD 57006	692-6125 (w)	01/26/16-01/01/18	01/01/2018-01/01/2021
<b>Eric Rasmussen</b> <a href="mailto:ericrasmussen@lawinsd.com">ericrasmussen@lawinsd.com</a> Attorney Helsper, McCarty & Rasmussen <i>* filled unexpired term</i>	1140 Apache Trail Brookings, SD 57006	(605) 929-0164 (c) 692-7775 (w)	12/13/16-01/01/18*	01/01/2018-01/01/2021
<b>Joanie Holm</b> <a href="mailto:jholm229@gmail.com">jholm229@gmail.com</a> Brookings Avera Medical Clinic	724 5 <sup>th</sup> Street Brookings, SD 57006	690-3750 (c)	01/26/16-01/01/18	01/01/2018-01/01/2021
<b>Mike Lockrem</b> <a href="mailto:michael.lockrem@sdstate.edu">michael.lockrem@sdstate.edu</a> SDSU Director of Marketing & Communications <i>* filled unexpired term</i>	1416 17 <sup>th</sup> Avenue S Brookings, SD 57006	688-5395 (w) 695-0406 (c)	05/17/16-01/01/19*	01/01/2019-01/01/2022
<b>Caleb Evenson</b> <a href="mailto:caevenson@gmail.com">caevenson@gmail.com</a> Bluestem Bicycles	908 5 <sup>th</sup> Street Brookings, SD 57006	(507) 720-2002 (c)	02/23/16-01/01/19	01/01/2019-01/01/2022
<b>Brittany Kleinsasser</b> <a href="mailto:brittany.kleinsasser@outlook.com">brittany.kleinsasser@outlook.com</a> Spoke-N-Sport	1331 4 <sup>th</sup> Street Brookings, SD 57006	696-7979 (w)	04/26/16-01/01/19*	01/01/2019-01/01/2022

**Liaison:**

Steve Berseth, CMAA  
Park & Recreation Board  
SD Interscholastic Athletic Administrators Assoc.  
State Coordinator - NIAAA Prof. Devel. Academy  
909 Christine Avenue  
692-9243 (home)  
695-3452 (cell)  
[Steve.Berseth@kl2.sd.us](mailto:Steve.Berseth@kl2.sd.us)

**Purpose**

The role of the Brookings Bicycle Advisory Committee is to advise the City Council, City Manager, and City Boards on bicycling related issues; help advance the state of bicycle infrastructure; encourage bicycling for transportation and recreation; public education and awareness; improve safety and compliance with traffic laws; assist the City with bicycle plans; review and suggest legislative and policy changes; recommend priorities for use of the public funds on bicycle projects; and help ensure Brookings retains and enhances its status as a bike friendly community.

**Membership**

Membership: 9 or more members  
 Term: 3 years  
 Residency: Not required  
 Appointment: January 1  
 Legal Reference: Ordinance No. 16-001

Voting members to be chosen from, but not limited to the following areas:

- A. Local Biking Organizations
- B. Citizens-at-large
- C. Brookings School District faculty, staff, and students
- D. SDSU Student Senate and Administration
- E. Brookings Area Transit Authority
- F. Business Community

Non-voting liaisons:

- A. Brookings Sustainability Council
- B. Park & Recreation Board
- C. South Dakota State University

**Meeting Schedule**

Day: Monthly, day varies  
 Time: Varies  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, 3<sup>rd</sup> Floor Community Room  
 Phone: (605) 692-2708  
 City Contact: Dusty Rodiek, Parks, Recreation & Forestry Director  
 Darren Hoff, Recreation Manager

## Board of Adjustment

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Jeremy Scott</b> <a href="mailto:landscapes@swiftel.net">landscapes@swiftel.net</a> Fire Department Office Manager <i>* filled unexpired term</i> <i>** Moved to full position</i>	204 Craig Court Brookings, SD 57006	692-6323 (w) 690-9153 (c)	02/13/18-5/18/18*	05/18/2018-01/01/2020**
<b>George Houtman</b> <a href="mailto:houtman@brookings.net">houtman@brookings.net</a> Houtman Construction <i>*Moved to full position</i>	1300 Pheasant Run Rd Brookings, SD 57006	692-2140 (w) 690-1620 (c)	01/01/16-01/01/19	01/01/2017-01/01/2020*
<b>Dustin Edmison</b> <a href="mailto:dustin@dustinedmison.com">dustin@dustinedmison.com</a> SGS North America Analytical Laboratory Manager <i>* filled unexpired term</i> <i>** Moved to full position</i>	1924 Derald Drive Brookings, SD 57006	691-4149 (c) 692-7611 (w)	12/13/16-7/25/17*	07/25/2017-01/01/2020**
<b>Justin Borns</b> <a href="mailto:justinborns@gmail.com">justinborns@gmail.com</a> Swiftel Communications Engineer <i>* filled unexpired term</i> <i>** Moved to full position</i>	1311 Yorktown Circle Brookings, SD 57006	(605) 881-3069 (c)	08/22/17-01/01/18*	01/01/2018-01/01/2021**
<b>Nick Schmeichel</b> <a href="mailto:nick.schmeichel@gmail.com">nick.schmeichel@gmail.com</a> Sideline Productions - Owner <i>* filled unexpired term</i> <i>** Moved to 1<sup>st</sup> Alternate 5/18</i> <i>***Moved to full position</i>	1313 Yorktown Circle Brookings, SD 57006	695-3478 (c)	02/13/18-01/01/19*	01/01/2019-01/01/2022***

### 1<sup>st</sup> Alternate

<b>Travis Bortnem</b> <a href="mailto:travis.bortnem@gmail.com">travis.bortnem@gmail.com</a> Brookings Area Transit Authority Resource Development Director <i>* filled unexpired term</i>	316 14 <sup>th</sup> Avenue Brookings, SD 57006	690-9316 (c) 692-5416 (w)		01/01/2019-01/01/2021*
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### 2<sup>nd</sup> Alternate

<b>Douglas Metcalf</b> <a href="mailto:whiskereddog@msn.com">whiskereddog@msn.com</a> Retired builder/developer <i>* filled unexpired term</i>	137 Trailridge Road Brookings, SD 57006	360-5009 (c)		01/01/2019-01/01/2021*
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**Purpose**

The Board of Adjustment has the authority to act on variances or special exceptions to the zoning ordinance. Four of the five members must vote in the affirmative for a motion to pass.

**Membership**

Membership: 7 (5 full & 2 alternate)

Term 3 years

Residency: Required or reside within the Joint Jurisdictional Area

Appointment: January 1

Legal Reference: Brookings City Code of Ordinances Chapter 94, Article II, Section 94-42 thru 94-45  
Ordinance 15-013, Ordinance 21-03, Ordinance 11-93, Ordinance 23-91

**Meeting Schedule**

Day: Monthly, 1<sup>st</sup> and 3<sup>rd</sup> Thursday

Time: 5:00 p.m.

Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Chambers (Room 310)

Phone: (605) 692-6629

City Contact: Staci Bungard, City Planner [sbungard@cityofbrookings.org](mailto:sbungard@cityofbrookings.org)

Mike Struck, Community Development Director [mstruck@cityofbrookings.org](mailto:mstruck@cityofbrookings.org)

## Board of Appeals

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Spencer Hawley</b> Insurance Agency Owner	1215 W. 8 <sup>th</sup> St. So. Brookings, SD 57006	692-6223(w) 692-9716 (h) 691-3061 (c)	05/01/86-05/01/91 05/01/91-01/01/96 01/01/96-01/01/01 01/01/01-01/01/06 01/01/06-01/01/11 01/01/11-01/01/16	01/01/2016-01/01/2021
<b>Paul Sahr</b> Mills Construction, Inc.	403 Jefferson Avenue Volga, SD 57071	690-4545 (c) 627-9427 (h)		01/01/2016-01/01/2021
<b>Jonathan Meendering</b> Associate Architect	215 Grey Owl Pass Brookings, SD 57006	692-4008 (w) 691-2012 (c)	01/01/12-01/01/17	01/01/2017-01/01/2022
<b>Dave Ekern</b> Ekern Plumbing & Heating	921 5 <sup>th</sup> Street Brookings, SD 57006	864-1452 (c) 690-1279 (c)		01/01/2017-01/01/2022
<b>George Houtman</b> General Contractor	1300 Pheasant Run Rd Brookings, SD 57006	690-1620 (c) 692-2140 (w)	02/26/13-01/01/18*	01/01/2018-01/01/2023

\*filled unexpired term

### Purpose

The function of the Board of Appeals is to hear and decide on appeals or orders, decisions or determinations made by the city building officials relative to the application and interpretation of the Building Code, and to determine the suitability of alternate materials and methods of construction. All members of the Board must be qualified by training and experience to pass upon the matters pertaining to building construction.

### Membership

Membership: 5  
 Term: 5 years  
 Residency: Not required  
 Appointment: January 1  
 Legal Reference: Brookings City Code of Ordinances Chapter 22, Article II, Section 22-36  
 Ordinance No. 25-04, Ordinance No. 27-91

### Meeting Schedule

Day/Time/Location: On Call  
 Phone: (605) 692-6629  
 City Contact: Jared Thomas, Building Services Administrator [jthomas@cityofbrookings.org](mailto:jthomas@cityofbrookings.org)  
 Jackie Lanning, City Engineer [jlanning@cityofbrookings.org](mailto:jlanning@cityofbrookings.org)

## Board of Health

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>City Appointments</b>				
<b>Dr. Merritt Warren</b> Physician <i>(This position concludes at the end of this term.)</i>	1813 Terrace Drive Brookings, SD 57006	692-6236 (w) 692-1421 (h)	05/01/85-05/01/86 05/01/86-05/01/87 05/01/87-05/01/90 05/01/90-05/01/93 05/01/93-01/01/96 01/01/96-01/01/99 01/01/99-01/01/02 01/01/02-01/01/05 01/01/05-01/01/08 01/01/08-01/01/11 01/01/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
<b>Dr. Shelly Brandenburger</b> <a href="mailto:drshelly.brandenburger@gmail.com">drshelly.brandenburger@gmail.com</a> Presentation College Professor	21605 474 <sup>th</sup> Avenue Brookings, SD 57006	651-0465 (c)		01/01/2017-01/01/2020
<b>Bob McGrath</b> Retired	47547 SD Hwy 30 White, SD 57276	629-4441 (h)	01/01/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
<b>Roberta Wagner</b> Nurse	1310 Parkway Blvd. Brookings, SD 57006	692-6467 (h)	01/01/96-01/01/99 01/01/99-01/01/02 01/01/02-01/01/05 01/01/05-01/01/08 01/01/08-01/01/11 01/01/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
<b>Paul Irwin</b> Retired	217 11 <sup>th</sup> Avenue Brookings, SD 57006	692-7131 (h) 692-6940 (f)	01/01/00-01/01/03 01/01/03-01/01/06 01/01/06-01/01/09 01/01/09-01/01/12 1/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
<b>Robert Brotsky</b> <a href="mailto:lakepark@itctel.com">lakepark@itctel.com</a> Retired Engineer Banner Associates	2000 Country Club Drive Brookings, SD 57006	693-3649 (h) 690-4653 (c)	01/01/15-01/01/18	01/01/2018-01/01/2021
<b>Albert Patin</b> <a href="mailto:albert.patin@daktronics.com">albert.patin@daktronics.com</a> Daktronics Safety Manager	1308 Yorktown Circle Brookings, SD 57006	651-0595 (c)	01/01/15-01/01/18	01/01/2018-01/01/2021



<b>Trish Matson Buus</b> <a href="mailto:trishmatsonbuus@aol.com">trishmatsonbuus@aol.com</a>	446 Southview Drive Brookings, SD 57006	692-3100 (h) 351-5885 (c)	01/01/06-01/01/09 01/01/09-01/01/12 1/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
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**Purpose**

The purpose of the Board of Health is to provide a general supervision of the overall health of the city with power to take all steps and measures necessary to promote the cleanliness and healthfulness of the city to prevent and arrest the spread of any contagious or infectious diseases and harmful environmental conditions, and to quarantine any person or evacuate any area contaminated by such condition or disease. The Board of Health shall also provide general supervision over the sanitary conditions of the city, the operation of the Brookings Regional Landfill and the City Solid Waste Collection System.

**Duties:**

- The Board of Health shall provide the city council the advice and information it determines appropriate and necessary concerning the public health of the city; and whenever it shall hear of the existence of a toxic or potentially hazardous environmental condition or contagious, dangerous or deadly disease, it shall promptly investigate the same and adopt necessary measures to arrest its progress. The Board of Health shall exercise general supervision over the sanitation laws of the state and city. For completing these requirements, it shall be permitted at all times, for good cause, to enter any private or public property to make a thorough examination of the premises.
- In addition, the Board of Health shall provide advice and counsel to the city council and city staff in the operations of the Brookings Regional Landfill and the city solid waste collection operation, including:
  - Providing public education for the need of all phases of an integrated solid waste management system.
  - Establishing a comprehensive, realistic solid waste plan for the city.
  - Developing a financial policy to build and operate an integrated solid waste program.
  - Developing and promoting recycling and developing and promoting pilot programs for the collection of household hazardous waste and reducing solid waste.

**Membership**

Membership: 7  
 Term: 3 years  
 Residency: County required (2 may live outside Brookings city limits, but must reside in Brookings county)  
 Appointment: January 1  
 Legal Reference: Brookings City Code of Ordinances Chapter 42, Article II, Section 42-31 thru 42-43  
 Ordinance 07-00, SDCL 9-32-2, Ordinance 19-001

**Meeting Schedule**

Day: Annually  
 Time: 7:00 p.m.  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Suite 230, Room 241  
 Phone: (605) 693-3667  
 City Contact: Todd Langland [tlangland@cityofbrookings.org](mailto:tlangland@cityofbrookings.org)

## Brookings Committee for People who have Disabilities

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Amber Alvey</b> SDSU Student <a href="mailto:amber.alvey@jacks.sdstate.edu">amber.alvey@jacks.sdstate.edu</a> <i>**student term – 1 year</i>	Brookings, SD 57006			08/13/2019-05/01/2020**
<b>Connie Lemke</b> Dept. of Human Services <a href="mailto:chlemke529@mediacommb.net">chlemke529@mediacommb.net</a> <i>*filled unexpired term</i>	523 3 <sup>rd</sup> St./PO Box 243 Bruce, SD 57220	651-1904 (c) 688-5187 (w)		4/23/2019-01/01/2020*
<b>Destini Crevier</b> Benchmark Human Services <a href="mailto:destinicrevier@gmail.com">destinicrevier@gmail.com</a> <i>*filled unexpired term</i>	21703 485 <sup>th</sup> Ave. Elkton, SD 57026	(605) 216-1644 (c)		4/23/2019-01/01/2020*
<b>Rachel Holm</b> <a href="mailto:raholm5614@gmail.com">raholm5614@gmail.com</a> Dept. of Social Services <i>*filled unexpired term</i>	209 36 <sup>th</sup> St. So. Brookings, SD 57006	688-4330 (h) 605-929-6519 (c)		03/12/2019-01/01/2021*
<b>Matthew Weiss</b> <a href="mailto:matthew@designarcgroup.com">matthew@designarcgroup.com</a> designArc Group, LLC <i>*filled unexpired term</i>	617 7 <sup>th</sup> St. Brookings, SD 57006	692-4008 (h) 691-1611 (c)		03/12/2019-01/01/2021*
<b>Brianna Doran</b> <a href="mailto:brianna@brookingsunitedway.org">brianna@brookingsunitedway.org</a> Brookings Area United Way <i>*filled unexpired term</i>	619 5 <sup>th</sup> St. Brookings, SD 57006	692-4979 (h) 605-430-5598 (c)		03/12/2019-01/01/2021*
<b>Jenny Grendler</b> <a href="mailto:jlgrendler@gmail.com">jlgrendler@gmail.com</a> SDSU Family Resource Network <i>*filled unexpired term</i>	2227 Rhonda Road Brookings, SD 57006	605-530-2568 (c)		03/12/2019-01/01/2021*
<b>Mark Sternhagen</b> <a href="mailto:cnsone@yahoo.com">cnsone@yahoo.com</a> Retired Teacher <i>*filled unexpired term</i>	900 15 <sup>th</sup> St. So., #111 Brookings, SD 57006	697-7209 (h)		03/12/2019-01/01/2022*

The following positions to remain vacant, until such time the Committee determines otherwise.

<b>VACANT</b> <i>*vacated by L. Bayer 1/19</i>				01/01/2018-01/01/2020
<b>VACANT</b> <i>*vacated by L. Crooks 1/19</i>				01/01/2018-01/01/2020
<b>VACANT</b>				01/01/2018-01/01/2020

\*vacated by S. Minor 1/19

### **Purpose**

The Brookings Committee for People who have Disabilities strives to advocate for the rights of people who have disabilities in our community. Throughout the year, specific events are held to bring awareness and information to our citizens. Technical assistance is provided to the business community, private individuals, governmental entities and nonprofit organizations. The goals of this service are to improve the quality of life for people who have disabilities through enhancing the knowledge base of entities in the community; and to further serve as a community-based advocacy group enhancing the ability of local entities to comply with Federal Civil Rights legislation.

### **Membership**

Membership: 11  
 Term: 3 years (1 year term for student position)  
 Residency: Required for 7 members  
 Appointment: January 1  
 Legal Reference: Brookings City Code of Ordinances Chapter 2, Article V, Division 3, Section 2-171 thru 2-177  
 Ordinance No. 28-91, Resolution No. 35-90, SDCL Chapter 60-7

### **Meeting Schedule**

Day: Monthly, day varies  
 Time: varies  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Suite 230, Room 241  
 Phone: (605) 692-6281  
 City Contact: Susan Rotert, Human Resources Director

### **ADA Coordinator Liaisons:**

Susan Rotert	City ADA Coordinator	(605) 692-6281	520 3 <sup>rd</sup> St., Suite 230
Laura Littlecott	County ADA Coordinator	(605) 696-8205	520 3 <sup>rd</sup> St., Suite 210
Nancy Hartenhoff-Crooks	SDSU Disability Coordinator	(605) 688-4504	SWC Box 2214, 125, SDSU

## Brookings County & City Joint Jurisdiction Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>
<b>Holly Tilton Byrne</b> <a href="mailto:hmtilton@gmail.com">hmtilton@gmail.com</a> City Council Member	104 5 <sup>th</sup> St. Brookings, SD 57006	690-4757 (c)
<b>Ope Niemeyer</b> <a href="mailto:bopn@brookings.net">bopn@brookings.net</a> City Council Member	718 11 <sup>th</sup> Street Brookings, SD 57006	690-4246 (c)
<b>Lee Ann Pierce</b> <a href="mailto:lpierce@brookingscountysd.gov">lpierce@brookingscountysd.gov</a> County Commissioner	316 4 <sup>th</sup> Street Brookings, SD 57006	695-2078 (c)
<b>Mike Bartley</b> <a href="mailto:mbartley@brookingscountysd.gov">mbartley@brookingscountysd.gov</a> County Commissioner	1929 25 <sup>th</sup> Avenue Brookings, SD 57006	691-9910 (c)
<b>Robert Hill</b> <a href="mailto:rhill@brookingscountysd.gov">rhill@brookingscountysd.gov</a> County Development Director / Emergency Manager	520 3 <sup>rd</sup> Street, Suite 200 Brookings, SD 57006	692-5212 (w)
<b>Mike Struck</b> <a href="mailto:mstruck@cityofbrookings.org">mstruck@cityofbrookings.org</a> City of Brookings Community Development Director	520 3 <sup>rd</sup> Street, Suite 140 Brookings, SD 57006	692-6629 (w)
<b>Steve Meyer</b> <a href="mailto:smeyer@swiftel-bmu.com">smeyer@swiftel-bmu.com</a> Executive Vice President / General Manager Brookings Municipal Utilities	525 Western Avenue Brookings, SD 57006	692-6325 (w)
<b>Al Heuton</b> <a href="mailto:al@brookingsedc.com">al@brookingsedc.com</a> Citizen at large representative	108 Half Moon Road Brookings, SD 57006	697-8103 (c)
<b>Scott Mohror</b> <a href="mailto:scottm@bannerassociates.com">scottm@bannerassociates.com</a> Citizen at large representative	3704 3 <sup>rd</sup> Avenue, South Brookings, SD 57006	690-8653 (c)
<b>Duane Knutson</b> <a href="mailto:dgknutson@live.com">dgknutson@live.com</a> Township representative	1504 Western Avenue, South Brookings, SD 57006	695-4841 (c)
<b>Robert Hexum</b> <a href="mailto:rlhexum@gmail.com">rlhexum@gmail.com</a> Township representative	21732 468 <sup>th</sup> Avenue Volga, SD 57071	690-3420 (c)

<b>Greg Fargen</b> <a href="mailto:greg@ebankstar.com">greg@ebankstar.com</a> City Planning Commission Representative	237 Indian Hills Road Brookings, SD 57006	692-3636 (w)
<b>Darrell Nelson</b> <a href="mailto:baddad@itctel.com">baddad@itctel.com</a> County Planning & Zoning Commission Representative	47405 219 <sup>th</sup> Street Brookings, SD 57006	695-9724 (c)

**Purpose**

The purpose of the Joint Jurisdiction Committee is to review the current Joint Jurisdiction Ordinances governing the joint jurisdictional area around the City of Brookings and make recommendations for changes to the Brookings County Planning & Zoning Commission and the City of Brookings Planning Commission.

**Membership**

Membership: 13 (representing the following organizations):

- Two members of the Brookings County Commission
- Two members of the Brookings City Council
- One representative from Brookings City Planning Commission
- One representative from Brookings County Planning & Zoning Commission
- Two township representatives to be selected by the Committee
- One representative from Brookings Municipal Utilities
- Brookings County Development Director
- Brookings City Community Development Director
- Two at-large representatives to be selected by the Committee

**Meeting Schedule**

Day: Monthly, day varies  
 Time: Varies  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street  
 Phone: (605) 692-6629  
 Contact: Mike Struck, [mstruck@cityofbrookings.org](mailto:mstruck@cityofbrookings.org)  
 Robert Hill, [rhill@brookingscountysd.gov](mailto:rhill@brookingscountysd.gov)

## Brookings Health System

### Board of Trustees

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>City Appointments</b>				
<b>Lynn Darnall</b> <a href="mailto:medacresghse@gmail.com">medacresghse@gmail.com</a> Medary Acres Greenhouse, Inc. <i>*filled unexpired term</i>	1405 Medary Avenue S Brookings, SD 57006	692-6665 (h) 692-5816 (w) 695-1291 (c)		03/13/2018-01/01/2020*
<b>Daryl England</b> <a href="mailto:englund506@gmail.com">englund506@gmail.com</a> Retired Engineer	1200 Telluride Lane Brookings, SD 57006	690-7020 (c)	01/01/14-01/01/17	01/01/2017-01/01/2020
<b>Walter Wosje</b> <a href="mailto:wsjey@brookings.net">wsjey@brookings.net</a> Retired	2026 Monarch Lane Brookings, SD 57006	697-6591 (h)	01/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
<b>Justin Sell</b> <a href="mailto:justin.sell@sdsu.edu">justin.sell@sdsu.edu</a> SDSU Director of Athletics <i>*filled unexpired term</i>	1148 Apache Trail Brookings, SD 57006	690-0449 (w) 691-0690 (c)	01/01/12-01/01/13* 01/01/13-01/01/16 01/01/16-01/01/19	01/01/2019-01/01/2022
<b>Dick Peterson</b> <a href="mailto:theatre@brookings.net">theatre@brookings.net</a> State Theatre Company <i>*filled unexpired term</i>	1703 Victory Street Brookings, SD 57006	692-6821 (w) 692-6476 (h)	01/14/14-01/01/16* 01/01/16-01/01/19	01/01/2019-01/01/2022
<b>Medical Staff Appointment</b>				
<b>Dr. Andrew Ellsworth</b> <a href="mailto:andrew.ellsworth@avera.org">andrew.ellsworth@avera.org</a> <i>*filled unexpired term</i>	1808 Tatanka Pass Brookings, SD 57006	697-9500 (w) 270-2769 (c)	06/23/15-01/01/16* 01/01/16-01/01/19	01/01/2019-01/01/2022
<b>County Appointments</b>				
<b>Sheila Anderson</b> <a href="mailto:ssanders@itctel.com">ssanders@itctel.com</a> CFO/Treasurer of Daktronics	3310 Walnut Lane Brookings, SD 57006			01/01/2017-12/31/2019
<b>William Davidson</b> <a href="mailto:wrdavidson@aol.com">wrdavidson@aol.com</a>	807 Regency Court Brookings, SD 57006	691-3299 (c)		01/01/2018-12/31/2020
<b>Jim Morgan</b> <a href="mailto:morganjim6@gmail.com">morganjim6@gmail.com</a> Retired from Daktronics	2634 Western Ave S Brookings, SD 57006	691-4501 (c)	01/01/16-12/31/18	01/01/2019-12/31/2022

**Purpose**

The Brookings Health System Board of Trustees is an administrative board responsible for the planning, operation and evaluation of all hospital and nursing home programs, services and related organizational activities consistent with the City Charter, Ordinance and facility by laws. (Formerly called the "Brookings Hospital Board")

**Membership**

- Membership: 9 (5 City Council appointed, 3 County Commission appointed, Practicing Physician Representatives)
- Practicing Physician Representatives - One member of the board of trustees shall be a practicing physician representative who is a member of the active medical staff of the Brookings Health System and who has been a member of the active medical staff for at least one year. Physician representatives of the board of trustees shall have all of the voting privileges as other members of the board of trustees, and are not required to reside within the City or County of Brookings.
- Term: 3 years. No members may serve more than three consecutive 3-year terms. A partial term may be served in addition to this limit.
- Residency: A minimum of six members of the board of trustees must reside in the City or County of Brookings.
- Appointment: January 1 – In order to fill vacancies in a timely manner, the applications of prospective board members shall be submitted to the City and County by October 30<sup>th</sup> each year.
- Legal Reference: Brookings City Code of Ordinances Chapter 42, Article III, Division 2, Section 42-91 thru 42-105, Ordinance No. 03-90, Ordinance No. 19-91, Ordinance No. 32-99 (Nov. 29, 1999 changed the board configuration from a 7-member board to a 9-member board), Ordinance No. 06-02, Ordinance No. 15-04, Ordinance No. 27-05, Ordinance No. 29-06, Ordinance No. 12-08, Ordinance 18-008

**Meeting Schedule**

- Day: Monthly, 4<sup>th</sup> Thursday
- Time: 5:30 p.m.
- Location: Brookings Health System, Conference Room A & B
- Phone: (605) 696-9000
- Hospital Contact: Jason Merkley, CEO
- City Contact: Paul Briseno, City Manager

## Business Improvement District #1 Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Tari Waterman</b> <a href="mailto:tari.waterman@hilton.com">tari.waterman@hilton.com</a> Hotel Manager	3017 LeFevre Drive Brookings, SD 57006	697-5232 (w)	06/28/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
<b>Kate Treiber</b> <a href="mailto:ktreiber@prairieplay.org">ktreiber@prairieplay.org</a> Children's Museum of SD Executive Director <i>*filled unexpired term</i>	1418 Sheridan Circle Brookings, SD 57006	692-6700 (w) 695-8556 (c)	04/28/15-01/01/17*	01/01/2017-01/01/2020
<b>Randy Soma</b> <a href="mailto:randy.soma@kl2.sd.us">randy.soma@kl2.sd.us</a> Member-at-large	1754 Doral Drive Brookings, SD 57006	651-2440 (c) 696-4112 (w)		01/01/2018-01/01/2021
<b>Tom Richter</b> <a href="mailto:trichter@swiftelcenter.com">trichter@swiftelcenter.com</a> Swiftel Center Executive Director	824 32 <sup>nd</sup> Avenue Brookings, SD 57006	692-7539 (w)	06/28/11-01/01/13 01/01/13-01/01/16 01/01/16-01/01/19	01/01/2019-01/01/2022
<b>Laura Schoen Carbonneau</b> <a href="mailto:laura@visitbrookings.com">laura@visitbrookings.com</a> Executive Director of Convention Visitors Bureau	415 8 <sup>th</sup> Street S Brookings, SD 57006	692-6125 (w)		07/23/2019-01/01/2022*

### Purpose

The Business Improvement District #1 Board is responsible to prepare a plan of improvements for a district and provide improvement recommendations to the City Council. The boundaries of Business Improvement District #1 are defined as non-contiguous properties to include all hotels/motels with 25 or more rooms situated within the corporate limits of the city of Brookings.

### Membership

Membership: 5  
 Term: 3 years (initial terms of office shall be staggered in 1, 2 and 3 year increments)  
 Residency: Not required  
 Appointment: January 1  
 Legal Reference: SDCL 9-55-5 and 9-55-6, Resolution No. 58-11, Resolution No. 59-11

### Meeting Schedule

Day: Annually  
 Time: varies  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Suite 140  
 Phone: (605) 692-6629  
 City Contact: Mike Struck, Community Development Director [mstruck@cityofbrookings.org](mailto:mstruck@cityofbrookings.org)



## Comprehensive Master Plan Advisory Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>
<b>Keith Corbett</b> <a href="mailto:keithcorbett52@gmail.com">keithcorbett52@gmail.com</a> Mayor	1122 Telluride Lane Brookings, SD 57006	695-7591 (c)
<b>Brenda Schweitzer</b> <a href="mailto:bschweitzer@brookingsareatransit.com">bschweitzer@brookingsareatransit.com</a> Brookings Area Transit Authority Executive Director	1409 8 <sup>th</sup> Street S Brookings, SD 57006	(605) 430-2810 (c) 692-2222 (w)
<b>Jessica Garcia Fritz</b> <a href="mailto:jessica.garcia-fritz@sdstate.edu">jessica.garcia-fritz@sdstate.edu</a> SDSU Department of Architecture Instructor	902 3 <sup>rd</sup> Street Brookings, SD 57006	691-4705 (c)
<b>Angie Boersma</b> <a href="mailto:angelab@id8arc.com">angelab@id8arc.com</a> ID8 Architecture, LLC - Owner	118 Jefferson Avenue S Brookings, SD 57006	695-9635 (c)
<b>Robert Watrel</b> <a href="mailto:robert.watrel@sdstate.edu">robert.watrel@sdstate.edu</a> SDSU Professor	1628 17 <sup>th</sup> Avenue S Brookings, SD 57006	690-0014 (c) 688-6288 (w)
<b>Benjamin Kleinjan</b> <a href="mailto:benkleinjan@lawinsd.com">benkleinjan@lawinsd.com</a> Attorney for Helsper, McCarty, Mahlke & Kleinjan, PC	1719 Olwein Street Brookings, SD 57006	695-3529 (c) 692-7775 (w)
<b>David Odens</b> <a href="mailto:davido@brookings.net">davido@brookings.net</a> Retired Engineer for Banner Associates	1432 LeGeros Drive Brookings, SD 57006	690-7023 (c) 688-6342 (w)
<b>Doug Carruthers</b> <a href="mailto:carruthd@mac.com">carruthd@mac.com</a> Mechanical Engineer for Geo-Connections, Inc.	705 4 <sup>th</sup> Street Brookings, SD 57006	695-9851 (c)
<b>Beth Niemeyer</b> <a href="mailto:bethn@bannerassociates.com">bethn@bannerassociates.com</a> Civil Engineer for Banner Associates	718 11 <sup>th</sup> Street Brookings, SD 57006	690-9974 (c) 692-6342 (w)
<b>Kate Treiber</b> <a href="mailto:ktreiber@prairieplay.org">ktreiber@prairieplay.org</a> Children's Museum of South Dakota Executive Director	1418 Sheridan Circle Brookings, SD 57006	695-8556 (c) 692-6700 (w)
<b>Kristi Tornquist</b> <a href="mailto:kmtornquist@gmail.com">kmtornquist@gmail.com</a> SDSU Chief University Librarian	727 Main Avenue Brookings, SD 57006	651-9884 (c) 688-5557 (w)
<b>Lee Ann Pierce</b> <a href="mailto:leeannpierce@swiftel.net">leeannpierce@swiftel.net</a> Attorney for Fite, Pierce & Ronning Law Office	PO Box 524 Brookings, SD 57006	695-2078 (c) 692-9415 (w)

**Ben Stout** 601 4<sup>th</sup> Street, Apt. 12 (605) 488-0089 (c)  
[benjamin.stout@jacks.sdstate.edu](mailto:benjamin.stout@jacks.sdstate.edu)  
 SD Department of Agriculture Ag Development Representative  
 Brookings, SD 57006

**Paul Von Fischer** 1913 17<sup>th</sup> Avenue S 695-2594 (c)  
[paul.vonfischer@k12.sd.us](mailto:paul.vonfischer@k12.sd.us) 696-4100 (w)  
 Brookings High School Principal  
 Brookings, SD 57006

### **Purpose**

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.

### **Membership**

Membership: 11-15 members  
 Residency: Not required

### **Meeting Schedule**

Day: Monthly, day varies  
 Time: Varies  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, 3<sup>rd</sup> Floor Community Room  
 Phone: (605) 692-6629  
 City Contact: Mike Struck, Community Development Director, [mstruck@cityofbrookings.org](mailto:mstruck@cityofbrookings.org)

## East Central Communications Council (E-911)

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>
<b>Paul Briseno</b> <a href="mailto:pbriseno@cityofbrookings.org">pbriseno@cityofbrookings.org</a> City Manager	520 3 <sup>rd</sup> St., Suite 230 Brookings, SD 57006	692-8627 (w)
<b>Mike Bartley</b> <a href="mailto:mbartley@brookingscountysd.gov">mbartley@brookingscountysd.gov</a> County Commissioner	1929 25 <sup>th</sup> Avenue Brookings, SD 57006	691-9910 (c)
<b>Larry Jensen</b> <a href="mailto:ljensen@brookingscountysd.gov">ljensen@brookingscountysd.gov</a> County Commissioner	47685 209 <sup>th</sup> Street Aurora, SD 57002	592-6500 (c)
<b>Patty Bacon</b> <a href="mailto:pattybacon5@gmail.com">pattybacon5@gmail.com</a> City Council Member	1016 7 <sup>th</sup> Avenue Brookings, SD 57006	692-4311 (h)

### **Purpose**

The East Central Communications Council oversees the 911 functions for the City and County of Brookings.

### **Membership**

- Membership: 4 (representing the following organizations):
- Chair of the Brookings County Commission, or a designated alternate
  - County Commissioner who is the liaison to the East Central Communications/Brookings Sheriff's office or designated alternate;
  - Mayor of the City of Brookings or designated alternate
  - City Manager or designated alternate who will be from the elected City Council.

Term:	1 year
Residency:	The majority of the members shall be residents of the city/county.
Appointment:	January 1
Enabling Document:	Emergency Dispatch Services Agreement (12/28/1993); Joint Powers Agreement of the ECRCC (12/28/1993), Amended 08/31/1999

### **Meeting Schedule**

Day:	4 times annually: January, April, July and October - 3 <sup>rd</sup> Thursday. Budget meeting held in May.
Time:	8:30 a.m.
Location:	City & County Gov't Bldg., 520 3 <sup>rd</sup> Street, Suite 230, Room 241
Phone:	(605) 692-2113
City Contact:	Dave Erickson, City of Brookings Police Chief

## Historic Preservation Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Dennis Willert</b> <a href="mailto:drwillert@willertchiro.com">drwillert@willertchiro.com</a> Dr. of Chiropractic	405 Main Ave. Brookings, SD 57006	692-0123 (w) 651-4205 (c) 693-4549 (h)	01/01/08-01/01/11 01/01/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
<b>Matthew Weiss</b> <a href="mailto:matthew@designarcgroup.com">matthew@designarcgroup.com</a> Architect <i>*filled unexpired term</i>	617 7 <sup>th</sup> St. Brookings, SD 57006	692-4008 (w) 691-1611 (c)		08/13/2019-01/01/2020*
<b>Carrie Kuhl</b> <a href="mailto:carrie@hitchstudio.com">carrie@hitchstudio.com</a> Owner/Designer Hitch Studio <i>*filled unexpired term</i>	1741 Torrey Pines Dr Brookings, SD 57006	695-8006 (c) 592-9072 (w)	04/25/17-01/01/18*	01/01/2018-01/01/2021
<b>Janet Merriman</b> <a href="mailto:janet.merriman@sdsu.edu">janet.merriman@sdsu.edu</a> SDSU Construction Management Instructor <i>*filled unexpired term</i>	1803 15 <sup>th</sup> Street S Brookings, SD 57006	688-4018 (w) 692-2718 (h) 691-3889 (c)	08/12/14-01/01/15* 01/01/15-01/01/18	01/01/2018-01/01/2021
<b>Janet Gritzner</b> <a href="mailto:janet.gritzner@sdsu.edu">janet.gritzner@sdsu.edu</a> Retired SDSU Geography Professor	1011 7 <sup>th</sup> Avenue Brookings, SD 57006	692-4643 (h)	01/01/09-01/01/12 01/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
<b>Greg Heiberger</b> <a href="mailto:greg_heiberger@hotmail.com">greg_heiberger@hotmail.com</a> SDSU Biology & Microbiology Program Manager & Instructor	819 9 <sup>th</sup> Avenue Brookings, SD 57006	688-4294 (w) 695-0911 (c)	04/28/15-01/01/19	01/01/2019-01/01/2022
<b>Angela Boersma</b> <a href="mailto:angelab@id8arc.com">angelab@id8arc.com</a> ID8 Architecture, LLC - Owner	118 Jefferson Avenue S Brookings, SD 57006	695-9635 (c)	04/28/15-01/01/19	01/01/2019-01/01/2022
<b>Tom Thaden</b> Capital Services Account Specialist				01/01/2019-01/01/2022
<b>Jessica Garcia Fritz</b> <a href="mailto:jessica.garcia-fritz@sdsu.edu">jessica.garcia-fritz@sdsu.edu</a> SDSU Architecture Instructor <i>*filled unexpired term</i>	902 3 <sup>rd</sup> Street Brookings, SD 57006	691-4705 (c)	05/12/15-01/01/19*	01/01/2019-01/01/2022

### Purpose

The purpose of the Historic Preservation Commission is to allow the city to engage in a comprehensive program of historic preservation to promote the inspiration, pleasure and enrichment of the citizens of Brookings through identification, documentation, preservation, promotion, and development of the city's historic resources.

### Membership

Membership: 7-10  
Term: 3 years  
Residency: Required for majority

Updated: 09/12/2019

Appointment: January 1  
Legal Reference: Brookings City Code of Ordinances Chapter 46, Article II, Section 46-21 thru 46-26  
Ordinance No. 16-91, Ordinance No. 09-03, Ordinance 15-007, SDCL 1-19B

**Meeting Schedule**

Day: Monthly, day varies  
Time: varies  
Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street  
Phone: (605) 692-6629  
City Contact: Staci Bungard, City Planner [sbungard@cityofbrookings.org](mailto:sbungard@cityofbrookings.org)  
Community Development Dept.

## Human Rights Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>City Appointments</b>				
<b>Wren Murphy</b> <a href="mailto:cory.murphy@jacks.sdstate.edu">cory.murphy@jacks.sdstate.edu</a> SDSU Student Representative Student term 1-year* **filled unexpired term	505 3 <sup>rd</sup> Avenue Frederick, SD 57441	(605) 626-6028	07/24/18-5/1/19**	05/01/2019-05/01/2020*
<b>Jason Meusburger</b> <a href="mailto:meusburgers@gmail.com">meusburgers@gmail.com</a> BMU Information Systems Technician *filled unexpired term	2219 16 <sup>th</sup> Ave. So. Brookings, SD 57006	691-1251		02/26/2019-01/01/2020*
<b>Marilyn Hildreth</b> <a href="mailto:Marilyn.hildreth@gmail.com">Marilyn.hildreth@gmail.com</a> Retired RN *filled unexpired term	4026 Willow Lane Brookings, SD 57006	691-5808		02/26/2019-01/01/2020*
<b>Hanna Holmquist</b> <a href="mailto:hanna.holmquist12@gmail.com">hanna.holmquist12@gmail.com</a> SDSU Honors College Advisor/Student Services Specialist Student term 1-year* **filled unexpired term	2701 N Career Avenue, Apt 9 Sioux Falls, SD 57107	(605) 216-3549 (c) 688-5268 (w)	01/22/12-05/01/13* 05/01/13-05/01/14* 05/01/14-05/01/15*	12/12/2017-01/01/2020**
<b>Lawrence Novotny</b> <a href="mailto:actup@brookings.net">actup@brookings.net</a> Retired Chemist - SDSU	928 8 <sup>th</sup> Street Brookings, SD 57006	691-9129 (c) 692-6026 (h)	01/01/09-01/01/12 01/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
<b>Kati Hanson</b> <a href="mailto:khanson@prairieplay.org">khanson@prairieplay.org</a> Children's Museum of SD Director of Guest Services *filled unexpired term	1600 Buffalo Trail Brookings, SD 57006	695-1488 (c)		02/26/2019-01/01/2021*
<b>Erinn Thomas</b> <a href="mailto:ethomas@greatfuturesd.org">ethomas@greatfuturesd.org</a> Boys & Girls Club Director of Events & Marketing	1313 Christine Circle Brookings, SD 57006	690-7112 (c)		01/01/2018-01/01/2021
<b>Meagan Irvine-Miller</b> <a href="mailto:mnirvine@gmail.com">mnirvine@gmail.com</a> SDSU Graduate Assistant Student term 1-year* **filled unexpired term	809 Candlewood Lane Brookings, SD 57006	(979) 595-4121 (c)	01/24/17-05/01/17* 04/24/18-01/01/19**	01/01/2019-01/01/2022
<b>Penny Hauffe</b> <a href="mailto:p.k.hauffe@swiftel.net">p.k.hauffe@swiftel.net</a> Brookings Health System *filled unexpired term	1026 6 <sup>th</sup> Avenue Brookings, SD 57006	696-9000 (w) 697-6550 (h)	01/01/95-01/01/98 01/01/98-01/01/01 01/01/01-01/01/04 07/08/08-01/01/10* 01/01/10-01/01/13 01/01/13-01/01/16	01/01/2019/01/01/2022

01/01/16-01/01/19

**County Appointment**

**Matthew Rhodes** 402 13<sup>th</sup> Ave. 06/01/2019-12/31/2019\*  
[Mrhodes1134@gmail.com](mailto:Mrhodes1134@gmail.com) Brookings, SD 57006

\*filled unexpired term

**SDSU Liaison**

**Kas Williams** SSU 065, Box 2815 688-5585 (w) 2018-2019 2019-2020  
[kas.williams@sdsu.edu](mailto:kas.williams@sdsu.edu) Brookings, SD 57007  
 SDSU Program Advisor – African American Programs

<b>LGBTQ Community Liaisons</b>	<b>Address</b>	<b>Phone</b>	<b>History</b>
<b>Lawrence Novotny</b> <a href="mailto:actup@brookings.net">actup@brookings.net</a> Human Rights Commission	928 8 <sup>th</sup> Street Brookings, SD 57006	691-9129 (c)	2015-present
<b>Assistant Police Chief Derrick Powers</b> <a href="mailto:dpowers@brookingsleo.org">dpowers@brookingsleo.org</a> Brookings Police Department	307 3 <sup>rd</sup> Avenue Brookings, SD 57006	692-2113 (w)	2015-present
<b>Chief Timothy Heaton</b> <a href="mailto:timothy.heaton@sdsu.edu">timothy.heaton@sdsu.edu</a> University Police Department	Box 2920 Brookings, SD 57007	688-5117 (w)	2016-present
<b>Lieutenant Marci Gebers</b> <a href="mailto:mgebers@brookingsleo.org">mgebers@brookingsleo.org</a> Brookings Police Department	307 3 <sup>rd</sup> Avenue Brookings, SD 57006	692-2113 (w)	2017-present
<b>Deputy Chuck Umberger</b> <a href="mailto:cumberger@brookingscountysd.gov">cumberger@brookingscountysd.gov</a> Brookings County Sheriff's Office	315 7 <sup>th</sup> Avenue Brookings, SD 57006	696-8300	2017-present

**Purpose**

The mission of the Brookings Human Rights Commission (BHRC) is to improve human relations in the Brookings area by fighting discrimination through education and a complaint resolution procedure. The Commission seeks to protect the rights of and prevent and eliminate bias and discrimination against individuals or groups because of their sex, race, color, creed, religion, ancestry, disability, familial status, national origin, age, marital status, ethnicity, sexual orientation, gender identity, or political affiliation, with respect to employment, labor union membership, housing accommodations, property rights, education, public accommodations or public services. The Commission promotes educational activities to make Brookings an inclusive and welcoming community.

**Membership**

Membership: 10 (9 City, 1 County)  
 Term: 3 years (1 year term for student position)  
 Residency: Not Required  
 Appointment: January 1  
 Legal Reference: Brookings City Code of Ordinances Chapter 2, Article V, Division 2, Section 2-141 thru 2-147  
 Ordinance No. 28-84, Ordinance No. 02-90, Ordinance No. 24-91, Ordinance No. 18-92,  
 Resolution No. 65-92, Ordinance No. 2-93, Ordinance 15-005, Resolution No. 15-120

**Meeting Schedule**

Day: Monthly, day varies  
Time: varies  
Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Suite 230, Room 241  
Phone: (605) 692-6281  
City Contact: Susan Rotert, Human Resources Director



## Joint Powers Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>
<b>Mike Bartley</b> <a href="mailto:mbartley@brookingscountysd.gov">mbartley@brookingscountysd.gov</a> County Commissioner	1929 25 <sup>th</sup> Avenue Brookings, SD 57006	691-9910 (c)
<b>Lee Ann Pierce</b> <a href="mailto:lpierce@brookingscountysd.gov">lpierce@brookingscountysd.gov</a> County Commissioner	316 4 <sup>th</sup> Street Brookings, SD 57006	695-2078 (c)
<b>Leah Brink</b> <a href="mailto:leahbrink@gmail.com">leahbrink@gmail.com</a> City Council Member	504 8 <sup>th</sup> St. Brookings, SD 57006	690-5310 (c)
<b>Nick Wendell</b> <a href="mailto:wendellnick@gmail.com">wendellnick@gmail.com</a> City Council Member	601 4 <sup>th</sup> Street, #19 Brookings, SD 57006	(605) 830-5446 (c)

### Purpose

The Joint Powers Board has the general authority concerning the planning, design and construction of the Government Center and the continued operation of the building, provided, however, that the following matters are subject to approval by both the County Commission and City Council:

- Hiring architects and engineers
- Approval of final design and plans
- Bidding all contracts
- All bonds and financing
- Annual operation budget

### Membership

Membership: 4 members (two (2) from the County Commission and two (2) from the City Council)  
 Residency: Follows requirements for the delegated elected official  
 Legal Reference: Joint Cooperative Agreement for County/City Administrative Office Building dated April 6, 2010

### Meeting Schedule

Day: Varies  
 Time: Varies  
 Location: City & County Gov't Bldg, 520 3<sup>rd</sup> Street, Suite 230, Room 241  
 Phone: (605) 696-8205 County / (605) 692-6281 City  
 County Contacts: Stacy Steffensen, County Commission Assistant [ssteffensen@brookingscountysd.gov](mailto:ssteffensen@brookingscountysd.gov)  
 Dan Nelson, State's Attorney [dnelson@brookingscountysd.gov](mailto:dnelson@brookingscountysd.gov)  
 City Contacts: Paul Briseno, City Manager [pbriseno@cityofbrookings.org](mailto:pbriseno@cityofbrookings.org)  
 Steve Britzman, City Attorney [britzmanlaw@brookings.net](mailto:britzmanlaw@brookings.net)

## Library Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Kathryn A. Miller</b> <a href="mailto:kathymiller909@gmail.com">kathymiller909@gmail.com</a> Retired School Counselor	1055 Circle Drive Brookings, SD 57006	692-7680 (h)		01/01/2017-01/01/2020
<b>Dr. Douglas O'Neill</b> <a href="mailto:dougmaryoneill@gmail.com">dougmaryoneill@gmail.com</a> Retired Sociologist/Geographer	304 Trail Ridge Road Brookings, SD 57006	695-3194 (c) 692-2154 (h)		01/01/2017-01/01/2020
<b>Sarah Meusburger</b> <a href="mailto:meusburgers.05@gmail.com">meusburgers.05@gmail.com</a> Banner Associates & Alternative HRD	2219 16 <sup>th</sup> Avenue S Brookings, SD 57006	691-3446 (c)		01/01/2018-01/01/2021
<b>Michael Linehan</b> <a href="mailto:michael_linehan@hotmail.com">michael_linehan@hotmail.com</a> <i>*filled unexpired term</i>	1316 Trail Ridge Circle Brookings, SD 57006	521-1057 (c)		09/10/2019-01/01/2021*
<b>Deb Waltman</b> Administrative Assistant for Rapid City, Pierre & Eastern Railroad	241 Pine Ridge Road Brookings, SD 57006	697-2407 (w) 692-4689 (h)	01/01/16-01/01/19	01/01/2019-01/01/2022

### Purpose

The Library Board is responsible for the appointment of the Librarian, the conduct of business and development of policies for the Brookings Public Library materials, the governance of the library and the use of the public library services and materials.

### Membership

Membership:	5
Term:	3 years
Residency:	Required
Appointment:	January 1
Legal Reference:	Brookings City Code of Ordinances Chapter 54, Article II, Section 54-31 thru 54-32 Ordinance No. 20-91, SDCL 14-2-35

### Meeting Schedule

Day:	Monthly, 2 <sup>nd</sup> Thursday
Time:	5:30 p.m.
Location:	Brookings Public Library
Phone:	(605) 692-9407
City Contact:	Ashia Gustafson, Library Director <a href="mailto:agustafson@cityofbrookings.org">agustafson@cityofbrookings.org</a>

## Mental Health Task Force

<u>Name</u>	<u>Address</u>	<u>Phone</u>
<b>Dan Hansen</b> <a href="mailto:danhansen1@hotmail.com">danhansen1@hotmail.com</a> City Council Member	1124 Copper Mountain Road Brookings, SD 57006	695-9797 (c)
<b>Angela Boersma</b> <a href="mailto:aboersma@brookingscountysd.gov">aboersma@brookingscountysd.gov</a> County Commissioner	118 Jefferson Avenue S Brookings, SD 57006	695-9635 (c)
<b>Debra DeBates</b> <a href="mailto:debra.debates@k12.sd.us">debra.debates@k12.sd.us</a> Brookings School Board Member	1728 3 <sup>rd</sup> Street Brookings, SD 57006	695-2663 (c)
<b>Andrea Bjornestad</b> <a href="mailto:andrea.bjornestad@sdsu.edu">andrea.bjornestad@sdsu.edu</a> SDSU Assistant Professor	1601 Windermere Way Brookings, SD 57006	688-5125 (w)
<b>Hande Briddick</b> <a href="mailto:hande.briddick@sdsu.edu">hande.briddick@sdsu.edu</a> SDSU Faculty/Coordinator of School Counseling Specialization	213 Larkspur Ridge Circle Brookings, SD 57006	695-7157 (c)
<b>Sylvia Buboltz</b> <a href="mailto:sylvia.buboltz@state.sd.us">sylvia.buboltz@state.sd.us</a> State of South Dakota District Supervisor Rehabilitation Services	725 Sun Valley Street Brookings, SD 57006	688-4280 (w) (952) 240-4314 (c)
<b>Nikki Eining</b> <a href="mailto:nikki.eining@avera.org">nikki.eining@avera.org</a> Avera Behavioral Health – Outpatient Mental Health Therapist	226 Hickory Street Brookings, SD 57006	(605) 350-4812 (c) 692-8092
<b>Mary Beth Fishback</b> <a href="mailto:mary.fishback@sdsu.edu">mary.fishback@sdsu.edu</a> SDSU Master of Public Health Program Coordinator	725 4 <sup>th</sup> Street Brookings, SD 57006	(310) 498-8682 (c)
<b>Craig Pahl</b> <a href="mailto:cpinsodak@gmail.com">cpinsodak@gmail.com</a> Retired/Brookings Empowerment Project Chair	1519 Pine Ridge Road Brookings, SD 57006	651-0801 (c)

### Purpose

The City of Brookings, Brookings County, and the Brookings School District have a long history of collaboration and cooperation, and are committed to a high quality of life for all. The purpose of the Task Force on Mental Illness is to complete a comprehensive needs assessment, create a roadmap of services currently available to the mentally ill, and to propose improvements to the current services available to people with mental health issues in our community.

### Objectives

- Determine the prevalence of mental illness in the County;
- Identify and investigate what resources are available to someone struggling with mental health issues;
- Explore what needs currently exist;
- Provide a venue for collaboration and communication.

**Membership**

Membership: 9 members

- One member of City Council (appointed by the Mayor with Council consent)
- One member of County Commission (appointed by the County Commission)
- One member of the Brookings School Board or Designee (appointed by the School Board)
- Six at-large positions would then be selected by the City Council, County Commission, and School Board members appointed to the Task Force. The at-large appointments should be citizens at-large, preferably those with a background in mental illness. The task force should include at least one representative who has a family member with mental health issues.

Residency: Not required

**Meeting Schedule**

Day: Monthly, day varies

Time: Varies

Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street

Phone: (605) 692-6281 or (605) 696-8205

City Contact: City Clerk

County Contact: Stacy Steffensen, [ssteffensen@brookingscountysd.gov](mailto:ssteffensen@brookingscountysd.gov)

## Park & Recreation Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>High School Student</b>				
<b>VACANT</b>				05/01/2019-05/01/2020
<i>Student term 1-year*</i>				
<b>College Student</b>				
<b>Carson Cody</b> <a href="mailto:carsoncody@hotmail.com">carsoncody@hotmail.com</a>	1128 Yorktown Dr. Brookings, SD 57006	691-6232 (c) 692-6909 (h)		05/01/2019-05/01/2020
<i>Student term 1-year*</i>				
<b>Steve Berseth</b> <a href="mailto:steve.berseth@kl2.sd.us">steve.berseth@kl2.sd.us</a> Retired Athletic Director	909 Christine Ave. Brookings, SD 57006	692-9243 (h) 695-3452 (c)	05/01/14-05/01/17	05/01/2017-05/01/2020
<b>Sean Binker</b> <a href="mailto:sean.binker@gmail.com">sean.binker@gmail.com</a> Northwestern Mutual Representative	1108 Telluride Circle Brookings, SD 57006	692-2800 (h) 695-2046 (c)	05/01/14-05/01/17	05/01/2017-05/01/2020
<b>Doug Smith</b> <a href="mailto:dougandbets@gmail.com">dougandbets@gmail.com</a> Retired <i>*filled unexpired term</i>	606 6 <sup>th</sup> Avenue S Brookings, SD 57006	695-5978 (c) 692-4050 (h)	09/27/16-05/01/18*	05/01/2018-05/01/2021
<b>Jay Larsen</b> Retired <i>* filled unexpired term</i>	1347 5 <sup>th</sup> Street Brookings, SD 57006	695-0063 (c) 692-9077 (h)	05/01/16-05/01/18*	05/01/2018-05/01/2021
<b>Brittany Kleinsasser</b> <a href="mailto:brittany.kleinsasser@outlook.com">brittany.kleinsasser@outlook.com</a> Spoke-N-Sport <i>*student term 1-year</i> <i>** filled unexpired term</i>	1331 4 <sup>th</sup> Street Brookings, SD 57006	696-7979 (w)	09/27/11-05/01/12** 05/01/12-05/01/13* 08/14/12-05/01/13* 05/01/13-05/01/16 05/01/16-05/01/19	05/01/2019-05/01/2022
<b>Erika Saunders</b> <a href="mailto:erikasaun@gmail.com">erikasaun@gmail.com</a> Technical Editor	271 Indian Hills Road Brookings, SD 57006	692-2717 (h) (703)944-6042(w)	05/01/13-05/01/16 05/01/16-05/01/19	05/01/2019-05/01/2022
<b>John Maynes</b> <a href="mailto:john.maynes@outlook.com">john.maynes@outlook.com</a> Retired Attorney	217 Indian Hills Road Brookings, SD 57006	690-1603 (c) 692-8984 (h) 696-5000 (w)		05/01/2019-05/01/2022

### Purpose

The Park & Recreation Board provides advice to the Director of Parks, Recreation and Forestry to assist in fulfilling the administering of the public park system, recreation programs and city forestry program. The Board also advises the City Council and makes recommendations on matters regarding park capital improvements and planning.

**Membership**

Membership: 9 (1 high school student, 1 college student)  
Term: 3 years (except student positions – 1 year)  
Residency: Not required  
Appointment: May 1  
Legal Reference: Brookings City Code of Ordinances Chapter 62, Article II, Section 62-31 thru 62-46  
Ordinance No. 06-00, Ordinance No. 45-03, Ordinance No. 16-10, SDCL 9-38-12

**Meeting Schedule**

Day: Monthly, 1<sup>st</sup> Monday  
Time: 5:30 p.m.  
Location: City & County Government Center, 520 3<sup>rd</sup> Street  
Phone: (605) 692-2708  
City Contact: Dusty Rodiek, Parks & Recreation Director

## Planning Commission

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>History</b>	<b>Current Term</b>
<b>Alan Johnson</b> <a href="mailto:forestway219@gmail.com">forestway219@gmail.com</a> Retired Electrical Engineer	219 Crystal Ridge Circle Brookings, SD 57006	695-2576 (c)		12/31/2015-12/31/2020
<b>Eric Rasmussen</b> <a href="mailto:ericasmussen@lawinsd.com">ericasmussen@lawinsd.com</a> Attorney Helsper, McCarty & Rasmussen <i>* filled unexpired term</i>	1140 Apache Trail Brookings, SD 57006	(605) 929-0164 692-7775 (w)		7/25/2017-12/31/2020*
<b>Tanner Aiken</b> <a href="mailto:tanner.aiken@sdsu.edu">tanner.aiken@sdsu.edu</a> SDSU Facilities and Services Horticulturist	409 Main Avenue S Brookings, SD 57006	641-5812 (h)		12/31/2015-12/31/2020
<b>Gregg Jorgenson</b> <a href="mailto:greggi@bannerassociates.com">greggi@bannerassociates.com</a> Banner Associates, Inc. Engineer <i>* filled unexpired term</i>	1917 Spyglass Hill Drive Brookings, SD 57006	695-2094 (c) 692-6342 (w)		01/09/2018-12/31/2022*
<b>Lee Ann Pierce</b> <a href="mailto:leeannpierce@swiftel.net">leeannpierce@swiftel.net</a> County Commissioner <i>* filled unexpired term</i>	PO Box 524 Brookings, SD 57006	692-9415 (w)	11/26/13-12/31/17*	12/31/2017-12/31/2022
<b>Jason Meusburger</b> <a href="mailto:meusburgers@gmail.com">meusburgers@gmail.com</a> BMU IT Technician <i>* filled unexpired term</i>	2219 16 <sup>th</sup> Ave. So. Brookings, SD 57006	697-8482 (w) 691-1251 (c)		05/28/2019-12/31/2022*
<b>Greg Fargen</b> <a href="mailto:greg@ebankstar.com">greg@ebankstar.com</a> BankStar Financial <i>* filled unexpired term</i>	237 Indian Hills Road Brookings, SD 57006	697-6793 (h) 692-3636 (w)	1/26/06-12/31/08* 12/31/08-12/31/13 12/31/13-12/31/18	12/31/2018-12/31/2023
<b>Clark James Drew, III</b> <a href="mailto:james@clarkdrewconstruction.com">james@clarkdrewconstruction.com</a> Clark Drew Construction – Owner General Contractor	1319 Keystone Circle Brookings, SD 57006	692-8386 (h) 692-9063 (w)	12/31/13-12/31/18	12/31/2018-12/31/2023
<b>Ashley Biggar</b> <a href="mailto:ashley@brookingschamber.org">ashley@brookingschamber.org</a> Chamber Downtown Director <i>* filled unexpired term</i>	1310 15 <sup>th</sup> St. So. Brookings, SD 57006	692-6125 (w) 691-4761 (c)		07/23/2019-12/31/2023*

### **Purpose**

The City Planning Commission is responsible for the city comprehensive plan for the physical development of the city, including areas outside the boundaries of the city and within the planning jurisdiction.

**Membership**

Membership: 9  
Term: 5 years  
Residency: Required  
Appointment: December 31  
Legal Reference: Brookings City Code of Ordinances Chapter 66, Article II, Section 66-31 thru 66-42  
Ordinance No. 15-00, Ordinance No. 21-91, SDCL 11-4-11, 11-6-2

**Meeting Schedule**

Day: Monthly, 1<sup>st</sup> Tuesday  
Time: 5:30 p.m.  
Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Chambers (Room 310)  
Phone: (605) 692-6629  
City Contact: Staci Bungard, City Planner [sbungard@cityofbrookings.org](mailto:sbungard@cityofbrookings.org)  
Mike Struck, Community Development Director [mstruck@cityofbrookings.org](mailto:mstruck@cityofbrookings.org)



## Public Arts Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Jean Jostad</b> <a href="mailto:bobjean@brookings.net">bobjean@brookings.net</a> Brookings Arts Council Board and Retired Educator	1006 Parkway Blvd Brookings, SD 57006	692-5216 (h)		06/14/2016-01/01/2020
<b>Lynn Verschoor</b> <a href="mailto:lynn.verschoor@sdstate.edu">lynn.verschoor@sdstate.edu</a> SDSU Art Museum Director	1923 Half Moon Road S Brookings, SD 57006	688-4279 (w) 690-6518 (c)		06/14/2016-01/01/2020
<b>Scott Wallace</b> <a href="mailto:swallace@itctel.com">swallace@itctel.com</a> / <a href="mailto:scott.wallace@sdstate.edu">scott.wallace@sdstate.edu</a> SDSU Art & Design Professor <i>*Filled unexpired term</i>	510 Cottage Ave. Hendricks, MN 56136	507-275-3502 (h) 605-688-4660 (w) 605-691-9443 (c)		8/13/2019-01/01/2020*
<b>Jamison Lamp</b> <a href="mailto:jamisonlamp@gmail.com">jamisonlamp@gmail.com</a> Brookings Arts Council Board and SDSU Professional Programs Coordinator	105 Lincoln Lane S Brookings, SD 57006	691-9443 (c)		06/14/2016-01/01/2020
<b>Trayce Meyer</b> <a href="mailto:artworksbrookings@yahoo.com">artworksbrookings@yahoo.com</a> Brookings Arts Council Board and Artworks/BBC Coffee Owner	21094 1 <sup>st</sup> Avenue S Bushnell, SD 57276	695-9374 (c) 697-5222 (w)	06/14/16-01/01/18	01/01/2018-01/01/2021
<b>Linda Purrington</b> <a href="mailto:lkspurrington@gmail.com">lkspurrington@gmail.com</a> Consultant for School Districts	1423 1 <sup>st</sup> Street Brookings, SD 57006	695-2362 (c)	06/14/16-01/01/18	01/01/2018-01/01/2021
<b>Darla Biel</b> <a href="mailto:ddbriel@gmail.com">ddbriel@gmail.com</a> SDSU Lecturer of English	323 19 <sup>th</sup> Avenue S Brookings, SD 57006	690-7258 (c)	06/14/16-01/01/18	01/01/2018-01/01/2021
<b>Carrie Kuhl</b> <a href="mailto:carrie@hitchstudio.com">carrie@hitchstudio.com</a> Owner/Designer Hitch Studio	1741 Torrey Pines Drive Brookings, SD 57006	592-9072 (w) 695-8006 (c)		01/01/2019-01/01/2022
<b>Kate Treiber</b> <a href="mailto:ktreiber@prairieplay.org">ktreiber@prairieplay.org</a> CVB Board and Children's Museum of South Dakota	1418 Sheridan Circle Brookings, SD 57006	695-8556 (c) 692-6700 ext. 233 (w)	06/14/16-01/01/19	01/01/2019-01/01/2022
<b>Ashley Biggar</b> <a href="mailto:ashley@brookingschamber.org">ashley@brookingschamber.org</a> Director of Downtown Brookings <i>*Chamber of Commerce Representative</i>	1310 15 <sup>th</sup> St. So. Brookings, SD 57006	692-6125 (w) 691-4761 (c)		05/28/2019-01/01/2022*

### Purpose

Public art enhances the built environment of a city and enriches the lives of its citizens. A dedicated funding source for an established program of public art enhances the reputation of a city and serves as a vehicle for attracting new businesses and citizens. A public art program encourages a community's artists and citizens to engage in creative

activities and artistic development. A public arts commission can develop and implement a unified public art strategy for a community.

The role of the Brookings Public Arts Commission is as follows:

1. To develop a unified public art strategy for the City of Brookings;
2. To advise the City Council and other community groups and agencies who are initiating a public art project concerning the proposed site, selection of a professional artist and commissioning of a public artwork;
3. To oversee the Public Art Fund;
4. To guide and monitor design development process through reviews at various stages to ensure artistic and design quality, integration with the site and relevance to the community;
5. To approve the final design prior to fabrication; and
6. To approve the final artwork, installation procedures, and maintenance plan prior to installation.

### **Membership**

Membership: 8-10 members  
 Term: 3 years  
 Residency: Majority residents of the city  
 Appointment: January 1  
 Legal Reference: Ordinance No. 16-006

Voting members to be chosen from, but not limited to the following areas:

- A. Brookings Arts Council
- B. SDSU School of Design
- C. South Dakota Art Museum
- D. Chamber of Commerce and/or Convention Visitor's Bureau Board
- E. Art professional, design professional, landscape architect/urban planner
- F. Representative from the Historical Preservation Commission
- G. Citizen-at-large
- H. Citizen-at-large

Non-voting liaisons:

- A. Community Development Director
- B. Park & Recreation Director
- C. City Clerk
- D. Finance Director

### **Meeting Schedule**

Day: Monthly, day varies  
 Time: Varies  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street  
 Phone: (605) 692-2708  
 City Contact: VACANT, Parks, Recreation & Forestry Director

## **Sixth (6<sup>th</sup>) Street Design Ad Hoc Committee**

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>
<b>Matthew Weiss</b> <a href="mailto:weissmatthew10@gmail.com">weissmatthew10@gmail.com</a> designArc Intern Architect	1009 Southland Lane #415 Brookings, SD 57006	(218) 234-0953
<b>John Howard</b> <a href="mailto:john.howard@sdsu.edu">john.howard@sdsu.edu</a> SDSU Instructional Designer/Traffic Safety Committee	1800 15 <sup>th</sup> Street S Brookings, SD 57006	695-8151 (c)
<b>Shayn Damm</b> <a href="mailto:shayndamm@gmail.com">shayndamm@gmail.com</a> Fishback Financial Corp Core System Admin/Traffic Safety Committee	1403 Wisconsin Street Brookings, SD 57006	212-1811 (c)
<b>Skip Webster</b> <a href="mailto:skipwebster63@hotmail.com">skipwebster63@hotmail.com</a> Retired/Traffic Safety Committee	7040 Sunset Road Brookings, SD 57006	695-8383 (c)
<b>Gregg Jorgenson</b> <a href="mailto:greggi@bannerassociates.com">greggi@bannerassociates.com</a> Banner Associates Engineer/Traffic Safety Committee	1917 Spyglass Hill Drive Brookings, SD 57006	695-2094 (c)
<b>Jamison Lamp</b> <a href="mailto:jamisonlamp@gmail.com">jamisonlamp@gmail.com</a> SDSU Professional Programs Coordinator	601 4 <sup>th</sup> Street, #5 Brookings, SD 57006	691-9443 (c)
<b>Joanie Holm</b> <a href="mailto:jholm229@gmail.com">jholm229@gmail.com</a> Avera Medical Clinic/Bicycle Advisory Committee	724 5 <sup>th</sup> Street Brookings, SD 57006	690-3750 (c)

### **Purpose**

The City of Brookings is committed to a high quality of life. Brookings strives to attain safe transportation routes, reasonable travel times, safe bike and pedestrian travel, and aesthetically pleasing transportation corridors. The Brookings City Council has concluded that five lanes is prudent for the Main to Medary segment of 6<sup>th</sup> Street. The Sixth (6<sup>th</sup>) Street Design Ad Hoc Committee will advise the City of Brookings and the South Dakota State Department of Transportation (DOT) on the design of 6<sup>th</sup> Street from Main to Medary to attain safe bike and pedestrian travel, and an aesthetically pleasing transportation corridor.

### **Membership**

Membership: Up to 7 members

### **Meeting Schedule**

Day: Monthly, day varies  
 Time: Varies  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street  
 Phone: (605) 692-6281  
 City Contact: Jackie Lanning, City Engineer [jlanning@cityofbrookings.org](mailto:jlanning@cityofbrookings.org)

## Sustainability Council

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>	<b><u>History</u></b>	<b><u>Current Term</u></b>
<b>Anna Barr</b> SDSU Student Representative <a href="mailto:anna.barr@jacks.sdstate.edu">anna.barr@jacks.sdstate.edu</a> <i>Student term 1-year*</i> <i>*filled unexpired term</i>	727 14 <sup>th</sup> Ave. Brookings, SD 57006	(641) 521-3423		07/23/2019-05/01/2020*
<b>Betty L. Beer</b> <a href="mailto:frankly@itctel.com">frankly@itctel.com</a> Retired Attorney <i>*filled unexpired term</i>	22046 471 <sup>st</sup> Avenue Brookings, SD 57006	693-4985 (h)	01/01/13-01/01/14* 01/01/14-01/01/17	01/01/2017-01/01/2020
<b>Nels Granholm</b> <a href="mailto:nels.granholm@sdstate.edu">nels.granholm@sdstate.edu</a> Retired Professor	216 Sundance Pass Brookings, SD 57006	692-6416 (h) 691-3772 (c)	09/08/15-01/01/17	01/01/2017-01/01/2020
<b>Shelly Brandenburger</b> <a href="mailto:shelly.brandenburger@presentation.edu">shelly.brandenburger@presentation.edu</a> Presentation College Professor & Chiropractic Physician/Nutritionist <i>*filled unexpired term</i>	21605 474 <sup>th</sup> Avenue Brookings, SD 57006	651-0465 (c)		08/08/2017-01/01/2020*
<b>Jane Hegland</b> <a href="mailto:jane.hegland@sdstate.edu">jane.hegland@sdstate.edu</a> SDSU Associate Dean & Department Head	1415 Indian Hills Rd. Brookings, SD 57006	688-5196 (w)	07/26/11-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
<b>Mike Lockrem</b> <a href="mailto:michael.lockrem@sdstate.edu">michael.lockrem@sdstate.edu</a> SDSU Director of Marketing & Communications <i>*filled unexpired term</i>	1416 17 <sup>th</sup> Avenue S Brookings, SD 57006	688-5395 (w) 695-3274 (h) 695-0406 (c)	04/22/14-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
<b>Robert McGrath</b> <a href="mailto:robertb.mcgrath@gmail.com">robertb.mcgrath@gmail.com</a> Retired Solid Waste Director	47547 SD Hwy 30 White, SD 57276	629-4441 (h)	07/26/11-01/01/15	01/01/2018-01/01/2021
<b>Stephanie Aure</b> <a href="mailto:stephraure@gmail.com">stephraure@gmail.com</a> Express Employment Professionals Staffing Consultant <i>*filled unexpired term</i>	410 Telluride Lane Brookings, SD 57006	691-4069 (c)	11/25/14-01/01/16* 01/01/16-01/01/19	01/01/2019-01/01/2022
<b>Paul Peterson</b> <a href="mailto:p-peterson@mmm.com">p-peterson@mmm.com</a> 3M Environmental Engineer <i>*filled unexpired term</i>	1634 Sioux Trail Brookings, SD 57006	696-1445 (w) (605)380-2013 (h)	8/28/12-01/01/13* 01/01/13-01/01/16 01/01/16-01/01/19	01/01/2019-01/01/2022
<b>Norma Nusz Chandler</b> <a href="mailto:norma.nusz-chandler@sdstate.edu">norma.nusz-chandler@sdstate.edu</a> SDSU Construction Management Instructor	617 12 <sup>th</sup> Avenue Brookings, SD 57006	688-6417 (w)	07/26/11-01/01/13 01/01/13-01/01/16 01/01/16-01/01/19	01/01/2019-01/01/2022

**Robin Buterbaugh**  
[rebbuterbaugh@yahoo.com](mailto:rebbuterbaugh@yahoo.com)  
 RTI, LLC Microbiologist

21086 1<sup>st</sup> Avenue  
 Brookings, SD 57006

696-7300 (w)  
 695-1339 (c)

01/01/2019-01/01/2022

**Jennifer McLaughlin**  
 SDSU Sustainability Specialist

02/28/17-01/01/19\* 01/08/2019-01/01/2022

*\*filled unexpired term*

**Purpose**

The purpose of the Sustainability Council is to investigate, propose, educate, communicate, and advocate investment strategies and policies that will improve our future quality of life while still meeting the needs of the present.

**Membership**

Membership: 9 or more (1 post-secondary educational student)  
 Term: 3 years (1 year term for student position)  
 Residency: Required for majority  
 Appointment: January 1  
 Legal Reference: Brookings City Code of Ordinances Chapter 2, Article V, Section 2-196 thru 2-204, Ordinance No. 04-11, Ordinance No. 15-023

**Meeting Schedule**

Day: Monthly, day varies  
 Time: varies  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, 3<sup>rd</sup> Floor Community Room  
 Phone: (605) 692-6281  
 City Contact: Jacob Meshke, Assistant to the City Manager [jmeshke@cityofbrookings.org](mailto:jmeshke@cityofbrookings.org)

## Swiftel Center Advisory Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>City Appointments</b>				
<b>Teri Ronning</b> <a href="mailto:terironning@gmail.com">terironning@gmail.com</a> <i>*filled unexpired term</i>	850 Regency Court Brookings, SD 57006	692-3626 (h) 691-3582 (w)	05/01/08-01/01/11* 01/01/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
<b>Jeff Holm</b> <a href="mailto:jeff.holm@sdsu.edu">jeff.holm@sdsu.edu</a> Rep: SDSU	1206 Clark Avenue Dell Rapids, SD 57022	428-4174 (h) 688-6287 (w) 595-2403 (c)	01/01/14-01/01/17	01/01/2017-01/01/2020
<b>Nick Schmeichel</b> <a href="mailto:nick@sideline-productions.com">nick@sideline-productions.com</a> Sideline Productions Video Director	1313 Yorktown Circle Brookings, SD 57006	695-3478 (c)		01/01/2018-01/01/2021
<b>Kyleigh Cramer</b> <a href="mailto:kyleigh.cramer@live.com">kyleigh.cramer@live.com</a> Volunteer Service Bank Director <i>*County appointment and filled unexpired term</i>	PO Box 527 Brookings, SD 57006	690-2456 (c)	01/01/17-12/31/18*	01/01/2019-01/01/2022
<b>Rod Schaefer</b> <a href="mailto:rodjschaefer@hotmail.com">rodjschaefer@hotmail.com</a> Principal Financial Group	Box 692 Brookings, SD 57006	692-9290 (h) 692-7226 (w) 692-8151 (f) 695-7495 (c)	01/01/04-01/01/07 01/01/07-01/01/10 01/01/10-01/01/13 01/01/13-01/01/16 01/01/16-01/01/19	01/01/2019-01/01/2022
<b>Laura Schoen Carbonneau</b> <a href="mailto:laura@visitbrookingsssd.com">laura@visitbrookingsssd.com</a> CVB Executive Director Rep: Chamber <i>*filled unexpired term</i>	415 8 <sup>th</sup> Street S Brookings, SD 57006	692-6125 (w)		07/23/2019-01/01/2022*
<b>Jennifer Johnson</b> <a href="mailto:jennjoyjohnson@gmail.com">jennjoyjohnson@gmail.com</a> Self-employed <i>*filled unexpired term</i>	205 Sioux Pass Brookings, SD 57006	(651) 247-2915 (c)		05/28/2019-01/01/2022*

### **Purpose**

The Swiftel Center Advisory Committee shall act only in an advisory capacity to the city council, however it shall, in particular, advise the city concerning marketing, operational issues and management of the Swiftel Center, and in particular, shall advise and assist the city in the performance of contracts between the City of Brookings and County of Brookings, and between the City of Brookings and the firm managing the Swiftel Center and which concern the Swiftel Center.

### **Membership**

Membership: 7 (1 SDSU Representative and 1 Chamber Representative)  
 Term: 3 years  
 Residency: Not Required  
 Appointment: January 1  
 Legal Reference: Brookings City Code of Ordinances Chapter 2, Article V, Division 4, Section 2-180 thru 2-187  
 Ordinance No. 24-06, Ordinance 17-028

Updated: 09/12/2019

**Meeting Schedule**

Day: Bimonthly, last Wednesday  
Time: 12:00 p.m. Noon  
Location: Swiftel Center Conference Room  
Phone: (605) 692-7539  
City Contact: Tom Richter, Executive Director [trichter@brookings.net](mailto:trichter@brookings.net)

## Traffic Safety Committee

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>History</b>	<b>Current Term</b>
<b>Chief Tim Heaton</b> <a href="mailto:tim_heaton@sdsu.edu">tim_heaton@sdsu.edu</a> Rep: SDSU Chief of Security	1008 3 <sup>rd</sup> St. Brookings, SD 57006	688-5117 (w)		Unending
<b>Jackie Lanning</b> <a href="mailto:jlanning@cityofbrookings.org">jlanning@cityofbrookings.org</a> Rep: City Engineer	520 3 <sup>rd</sup> St., Suite 140 Brookings, SD 57006	692-6629 (w)		unending
<b>Matt Bartley</b> <a href="mailto:street@cityofbrookings.org">street@cityofbrookings.org</a> Rep: Street Dept. Supt.	3120 Hwy 14 Bypass Brookings, SD 57006	692-2016 (w) 691-4081 (c)		09/22/2015-unending
<b>Tony Sonnenburg</b> <a href="mailto:tsonnenburg@brookingsleo.org">tsonnenburg@brookingsleo.org</a> Rep: City Chief of Police designee * filled unexpired term	307 3 <sup>rd</sup> Avenue Brookings, SD 57006	692-2113 (w) 691-1522 (c)	07/14/09-12/31/10 12/31/10-12/31/13 12/31/13-12/31/16	12/31/2016-12/31/2019
<b>Brian Lueders</b> <a href="mailto:brian.lueders@k12.sd.us">brian.lueders@k12.sd.us</a> Brookings School Admin. Rep: School Supt. designee	2130 8 <sup>th</sup> St. So. Brookings, SD 57006	696-4700 (w)	12/31/04-12/31/07 12/31/07-12/31/10 12/31/10-12/31/13 12/31/13-12/31/16	12/31/2016-12/31/2019
<b>Don Norton</b> <a href="mailto:donnorton745@gmail.com">donnorton745@gmail.com</a> Rep: Citizen-at-large * filled unexpired term	1801 7 <sup>th</sup> Avenue S Brookings, SD 57006	(309) 259-0047 (c)		12/31/2018-12/31/2019*
<b>Kacie Richard</b> <a href="mailto:kacie.richard@hotmail.com">kacie.richard@hotmail.com</a> Rep: Citizen-at-large * filled unexpired term	1024 12 <sup>th</sup> Street S Brookings, SD 57006	(701) 201-0666 (c)		12/31/2016-12/31/2019
<b>Gary Gramm</b> <a href="mailto:ggramm@brookings.net">ggramm@brookings.net</a> Rep: Senior Citizens * filled unexpired term	1320 Laurel Lane Brookings, SD 57006	692-9517 (h)	2/14/12-12/31/14* 12/31/14-12/31/17	12/31/2017-12/31/2020
<b>Staci Perry</b> <a href="mailto:staci.perry@daktronics.com">staci.perry@daktronics.com</a> Rep: Chamber of Commerce	401 Elm Avenue Brookings, SD 57006	690-4256 (c)		12/31/2017-12/31/2020
<b>Justin Bucher</b> <a href="mailto:justinb@bannerassociates.com">justinb@bannerassociates.com</a> Rep: Industry	1308 15 <sup>th</sup> Street S Brookings, SD 57006	692-6342 (w) (605)413-7601 (c)		12/31/2017-12/31/2020



<b>Lewayne Erickson</b> <a href="mailto:lericlaw@brookings.net">lericlaw@brookings.net</a> Rep: Citizen-at-large *filled unexpired term	1612 Cypress Point Cir Brookings, SD 57006	695-8650 (c) 692-4190 (h) 692-6158 (w)	2/27/18-12/31/18*	12/31/2018-12/31/2021
<b>Jake McGlade</b> <a href="mailto:jakemcglade@yahoo.com">jakemcglade@yahoo.com</a> Habitat for Humanity Volunteer Rep: Jogger/Bicyclist *filled unexpired term	528 Hunters Ridge Rd Brookings, SD 57006	697-2540 (w) (402) 306-7991 (h)		05/28/2018-12/31/2021*
<b>Charles Schnabel</b> <a href="mailto:cvschnabel@brookings.net">cvschnabel@brookings.net</a> BATA Driver Rep: Automobile Insurance	212 16 <sup>th</sup> Avenue Brookings, SD 57006	695-9806 (c)		12/31/2018-12/31/2021

**Purpose**

The Traffic Safety Committee will develop and implement coordinated traffic safety programs that meet local needs; acting in an advisory capacity to the City Manager, City Engineer and the City Council as a whole in the coordination of traffic safety activities of the official agencies and departments of the City of Brookings; establishing safety priorities for the City; reviewing and approving project applications for funding; serving in a liaison capacity between the City of Brookings and the South Dakota Highway Safety Program in developing the State Highway Safety Program and in meeting the National Highway Safety Program Standards; promoting public acceptance of official programs proposed or instigated by the City; fostering public knowledge and support of traffic law enforcement and traffic engineering problems; cooperating with city schools in promoting educational traffic safety aids; educating the public in traffic safety; and generally aiding the overall reduction of traffic accidents, injuries and deaths on the city streets.

**Membership**

Membership: 13 (representing the following organizations):

- Brookings Chief of Police (or their designee)
- Chamber of Commerce Representative
- City Engineer (or their designee)
- SDSU Chief of Security (or their designee)
- School Superintendent (or their designee)
- Street Superintendent (or their designee)
- Automobile Insurance Representative
- Senior Citizen Representative
- Industry Representative
- Jogger/Bicyclist Representative
- Citizen-at-large (3)

Term: 3 years

Residency: The majority of the members shall be residents of the city.

Appointment: December 31

Legal Reference: Resolution No. 58-90, Resolution No. 59-03 (repealed 01/13/2009), Resolution No. 01-09

**Meeting Schedule**

Day: Monthly, 2<sup>nd</sup> Thursday

Time: 12:10 p.m.

Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Suite 230, Room 241

Phone: (605) 692-6629

City Contact: Jackie Lanning, City Engineer [jlanning@cityofbrookings.org](mailto:jlanning@cityofbrookings.org)

## University Community Coalition

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Current Term</u>
<b>Brian Kvamme</b> <a href="mailto:briankvamme@gmail.com">briankvamme@gmail.com</a> Brookings Health System Anesthesia Director	1310 Vail Circle Brookings, SD 57006	759-8403 (c)	05/01/2017-05/01/2019
<b>VACANT</b> <a href="#">Vacated by J. Johnson 4/2019</a> <a href="mailto:@visitbrookingsd.com">@visitbrookingsd.com</a> Brookings Convention & Visitors Bureau Executive Director	Brookings, SD 57006	692-6125 (w)	05/01/2017-05/01/2019
<b>Kristina Lankow</b> <a href="mailto:klankow@swiftelcenter.com">klankow@swiftelcenter.com</a> Swiftel Center Sales & Marketing Manager	1000 7 <sup>th</sup> Avenue S Brookings, SD 57006	(701) 640-8251 (c)	05/01/2017-05/01/2019
<b>Tom Becker</b> <a href="mailto:tkbecker@brookings.net">tkbecker@brookings.net</a> SDSU Foundation Development Director	1119 4 <sup>th</sup> Street Brookings, SD 57006	695-9250 (c) 697-7475	05/01/2017-05/01/2019
<b>Stacy Aesoph</b> <a href="mailto:stacy@brookingsedc.com">stacy@brookingsedc.com</a> BEDC Workforce Development	2301 Research Parkway Suite 113 Brookings, SD 57006	(612) 619-1581 (c) 697-8103 (w)	05/01/2017-05/01/2019

### Purpose

The Brookings community and South Dakota State University (SDSU) have a long history of collaboration and cooperation for their mutual benefit. The purpose of this University Community Coalition is to identify, investigate, propose and advocate practices and policies that will improve the well-being of the university-community relationship and the quality of life in Brookings. In addition, the University Community Coalition will create a platform for effective communication between the Brookings community and South Dakota State University.

### Objectives:

- Provide a venue for collaboration and communication;
- Identify, investigate, and promote activities, practices, and policies that improve the university and community relationship;
- Explore where the Campus and Community can help each other attain its mission and vision;
- Enhance students off-campus experiences and encourage connectivity with the greater Brookings community;
- Encourage community members' connectivity with university programs and events;
- Create initiatives to encourage public safety, community health, and a high quality of life for students and community members; and
- Provide a venue for community-wide discussion on issues affecting both the University and Brookings community;

### Expectations of the Coalition:

Issues can be referred to the Coalition from the City Council, SDSU President's Executive Council, SDSU Student Association, SDSU Academic Senate for assistance and advice.

In addition to issues referred to them the Coalition will have a minimum of one open forum per year to hear issues and suggestions from the Brookings Community and the Campus Community.

The Coalition will meet as needed to identify and promote activities, practices, and policies that will resolve issues and attain the stated objectives.

The Coalition will also have an annual forum to review the year. The annual forum will include university administration, city officials, and student leaders. An annual report will be generated and published to the University President, the President's Executive Council, the Mayor, and the City Council. This report will be a public document.

### **Membership**

The Coalition will be comprised of a maximum of eleven members.

The Coalition membership will include;

- Brookings City Manager or designee
- Brookings Chief of Police or designee
- SDSU Student Association President or designee
- SDSU State and Local Chair or designee
- SDSU VP of Student Affairs or designee
- SDSU VP of Public Safety and Security or designee

Designees will need to be approved by the City Council.

A maximum of five (5) at-large positions would be appointed by the Mayor and approved by the City Council. No at large member would serve a term longer than two years with the ability to be reappointed. The at-large appointments should consider issues facing the University and Community (i.e. university administrators and faculty, SDSU student, business leader, property owner, involved community member, bar proprietor).

Term: 2 years, not eligible for reappointment  
Residency: Not required  
Appointment: May 1  
Legal Reference: Charter

### **Meeting Schedule**

Day: Monthly, day varies  
Time: Varies  
Location:  
Phone: (605) 692-6281  
City Contact:



## City of Brookings Mayors

1881	R.S. Hadley
1882	A.A. Aiken
1883-1884	G.A. Mathews
1884-1887	Mayor Natwick
1887-1889	G.A. Mathews
1889-1890	W.H. Roddie
1890-1891	John F. Diamond
1891-1894	G.J. Coller
1894-1895	Philo Hall
1895-1897	A.W. Hyde
1897-1903	G.A. Mathews
1903-1905	John C. Jenkins
1905-1907	Frank M. Kramer
1907-1909	H.B. Mathews
1909-1913	W.H. Leighty
1913-1915	A. Johnson
1915-1917	H.B. Mathews
1917-1920	W.H. Leighty
1920-1925	T.I. Flittie
1925-1930	C.O. Trygstad
1930-1935	I.B. Johnson
1935-1939	Chas. Gaukel
1939-1952	Homer Dwiggins
1952-1954	Lyle Cheever
1954-1960	Homer Dwiggins
1960-1962	Oliver Gottschalk
1962-1964	Homer Dwiggins
1964-1965	Forest G. Frie
1965-1970	Forest G. Frie
1970-1975	Orrin P. Juel
1975-1980	Orrin P. Juel
1980-1985	Roger Prunty
1985-1990	Gail A. Robertson
1990-1993	Orrin P. Juel
1993-1999	Wayne A. Hauschild
1999-2003	Virgil H. Herriott
2003-2006	Scott D. Munsterman
2006-2009	Scott D. Munsterman
2009-2012	Tim Reed
2012-2015	Tim Reed
2015-2016	Tim Reed
01/01/2017- 04/30/2017	Interim Scott Munsterman

05/01/2017- Keith W. Corbett  
 05/1/2018  
 2018-2021 Keith W. Corbett

## City of Brookings Council Members

(Starting with the City Council-City Manager form of government change on July 1, 1999.)

Holly Tilton Byrne	May 1, 2019 – May 1, 2022
Leah Brink	May 1, 2019 – May 1, 2022
Holly Tilton Byrne	May 1, 2018 – May 1, 2019
Nick Wendell	May 1, 2018 – May 1, 2021
Patty Bacon	May 1, 2018 – May 1, 2021
Holly Tilton Byrne	May 10, 2017 – April 30, 2018
Oepke “Ope” Niemeyer	May 1, 2017 – May 1, 2020
Dan Hansen	May 1, 2017 – May 1, 2020
Keith Corbett	May 1, 2016 – May 1, 2019*
<i>*elected to fill vacated Mayor position</i>	
Mary Kidwiler	May 1, 2016 – May 1, 2019
Nick Wendell	May 1, 2016 – May 1, 2018*
<i>*elected to fill Scott Meyer’s vacated position</i>	
David M. Meyer	February 10, 2016 – April 30, 2016*
<i>*appointed to fill Scott Meyer’s vacated position</i>	
Scott Meyer	May 1, 2015 – May 1, 2018 (resigned 2/9/2016)
Patty Bacon	May 1, 2015 – May 1, 2018
Dan Hansen	May 1, 2014 – May 1, 2017
Oepke “Ope” Niemeyer	May 1, 2014 – May 1, 2017
Keith Corbett	May 1, 2013 – May 1, 2016
Jael Thorpe	May 1, 2013 – May 1, 2016
Tom Bezdichek	May 1, 2012 – May 1, 2015
John Kubal	May 1, 2012 – May 1, 2015
Oepke “Ope” Niemeyer	May 1, 2011 – May 1, 2014
Michael McClemans	May 1, 2011 – May 1, 2014
Keith Corbett	May 1, 2010 – May 1, 2013
Jael Thorpe	May 1, 2010 – May 1, 2013
Jael Thorpe (Trieb)	May 1, 2009 – May 1, 2010*
<i>*appointed to fill Mayor Reed’s vacated position</i>	
Tom Bezdichek	May 1, 2009 – May 1, 2012
John Kubal	May 1, 2009 – May 1, 2012
Michael Bartley	May 1, 2008 – May 1, 2011
Michael McClemans	May 1, 2008 – May 1, 2011
Ryan Brunner	May 1, 2008 – May 1, 2009
Julie Whaley	May 1, 2007 – May 1, 2010

Tim Reed	May 1, 2007 – May 1, 2009
Michael Reitz	May 1, 2006 – May 1, 2009 (resigned 7/31/2007)
Ryan Brunner	August 28, 2007 – May 1, 2008*
<small>* filled M. Reitz vacated position (7/31/2007) thru next election date of April 2008. Election will be held at that time to fill the remaining year of this term (05/01/06-05/01/09).</small>	
Thomas Bezdichek	May 1, 2006 – May 1, 2009
Ginger Thomson	May 1, 2005 – May 1, 2008
Michael Bartley	May 1, 2005 – May 1, 2008
Michael Reitz	May 1, 2005 – May 1, 2006
Julie Whaley	May 1, 2004 – May 1, 2007
Tim Reed	May 1, 2004 – May 1, 2007
Michael McClemons	May 1, 2004 – May 1, 2005
Tim Reed	June 10, 2003 – May 1, 2004
<small>*appointed to fill Mayor Munsterman's vacated position</small>	
Julie Whaley	May 1, 2003 – May 1, 2004
Michael McClemons	May 1, 2003 – May 1, 2004
Thomas Bezdichek	May 1, 2003 – May 1, 2006
Scott Munsterman	May 1, 2001 – May 1, 2003
Doris Roden	May 1, 2001 – May 1, 2005
Tom Bozied	May 1, 2001 – May 1, 2005
William Davidson	May 1, 1999 – May 1, 2001
Tom Bozied	May 1, 1999 – May 1, 2001
Nathan Bibby	May 1, 1999 – May 1, 2001
Keri Weems	May 1, 1999 – May 1, 2003
Michael McClemons	May 1, 1999 – May 1, 2003
Sam Artz	May 1, 1999 – May 1, 2003

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## Ex-Officio Appointments

**Brookings County & City Joint Jurisdictional Committee**

Oepke “Ope” Niemeyer & Holly Tilton Byrne

**Brookings Health System Board of Trustees**

Dan Hansen & Leah Brink

**Brookings Municipal Utilities**

Oepke “Ope” Niemeyer & Patty Bacon

**Brookings Economic Development Corporation Board**

Dan Hansen

**Brookings Economic Development Corporation Investment Committee**

Leah Brink, Oepke “Ope” Niemeyer & Dan Hansen

**East Central Communications Council (E-911)**

Patty Bacon

**Joint Powers Board**

Nick Wendell & Leah Brink

**Retail Grant Committee**

Dan Hansen

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## **City of Brookings Governance & Ends Policies**

This document, established by the Brookings City Council, defines, protects and prioritizes the workings of the City Government. It is the ongoing hope of the Brookings City Council to lead the Citizens of Brookings in an ethical and prudent manner, in the best interests of the citizens, looking to the future rather than the past, as provided in the mission statement.

### **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.*

### **Table of Contents: Governance Policies**

**Defining the Purpose of the City Council, City Manager and all City Employees.**

#### **1. Governance Process**

- 1.1 Ownership of the Council
- 1.2 Council Role
- 1.3 Council Style & Vision
- 1.4 Council Action
- 1.5 Council Code of Conduct
- 1.6 Citizen Advisory Boards
- 1.7 Review and Update of Policies

#### **2. Council-Staff Linkage**

- 2.1 City Manager Role
- 2.2 Delegation to the City Manager
- 2.3 Monitoring Executive Performance

### **1.6 Governance Process, Citizen Advisory Boards**



The Council values the expression of citizen viewpoints on topics of concern to the Council. Therefore, the Council will continue the tradition of seeking input from volunteer citizen advisory boards and committees, although final responsibility for decisions, and the implementation that follows, rests entirely with the Council. The Council reminds staff that the ideal purpose of citizen involvement is not to advance staff agendas, but to seek objective opinions from a diverse range of citizens.

**Guideline A**

The Council will make every effort to offer overall direction and guidelines to citizen volunteers, through the use of Council Ends Policy statements, and by reviewing the mission and need for each citizen advisory board and committee on an annual basis. During the annual review:

1. The Council will determine if the need for a citizen advisory board or committee justifies continuation of the board or committee. If continuation is justified, proceed to #2.
2. The Council will make an effort to determine the most effective use of citizen volunteers, with a primary decision being the length of service for each board and committee. The Council believes citizen input will be more likely objective and updated if the advisory board or committee is kept in an ad hoc (short-term) format. However, the Council recognizes that some complex issues require citizen involvement for a longer period in order to be effective.
3. Unless otherwise specified by the Council, the City Manager will coordinate the activities and reporting functions of all citizen advisory boards and committees.
4. The City Manager will base his guidance of citizen advisory boards and committees on Ends Policies established by the Council.
5. The Mayor, with advice and consent of the Council, will make all appointments to citizen advisory boards and committees.
6. Upon recommendation of the City Manager, the Council may approve the creation of ad hoc committees to assist the City Manager or his staff.

**Guideline B**

The Council directs all staff to review relevant Ends Policies with citizens upon their appointment to an advisory board or committee. The Council asks staff to be as objective as possible in educating and presenting options to citizens, since the purpose of advisory boards and committees is not only to hear from citizens, but to increase citizen involvement, loyalty, and creativity toward their City.

1. The Council asks the City Manager to create and regularly update an orientation packet for each new volunteer that includes relevant Ends Policies.
2. The Council asks staff to review this orientation packet with each potential volunteer, prior to their appointment, emphasizing this very policy (Policy 1.6), and asking for a citizen signature on the line that indicates understanding of this policy.
3. Staff will provide regular summaries of citizen committee work to the Council.

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**Vacancies**

Vacancies occur:

January 1	Appointments made in December prior
May 1	Appointments made in April prior (*, **)
Resignation	Appointments made as soon as possible after advertising vacancy

\* May appointments are mandated by State Law for the Airport Board, Park & Recreation Board and Utility Board.

\*\* Student representatives are appointed in May for one year terms to Brookings Committee for People with Disabilities and Human Rights Commission.

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## **Recruitment**

The City of Brookings wants to give as many citizens as possible the opportunity to participate in local government and provide their viewpoint on topics of concern to the City Council. Prior to the expiration of a volunteer’s term or upon notification of a resignation, the City Clerk prepares and distributes a press release to radio and print media and the city website for all vacancies on City Boards, Committees, and Commissions including partial terms.

***Advertising Policy:*** *The City of Brookings will notify the public of any vacancies of volunteer or compensated positions on boards, committees and commissions of the City. Notification of vacancies will consist of press releases to local media at least two weeks prior to the appointment. (Source: Resolution No. 94-94 dated September 6, 1994)*

If there is little or no response to an advertisement, the City Clerk will re-advertise the position and extend the application deadline. Applications for Appointment and Orientation Packets specific to a board of choice are made available at the Office of the City Clerk. Applicants are required to review the orientation packet prior to submission of their application and return as a signed application and supporting information, to include signing the *City Code of Ethics*, to the City Clerk by the advertised deadline.

Applicants may apply for more than one board by indicating 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. preferences. Individuals currently serving on a city board are not prevented from applying for a different board. However, that volunteer would be required to resign from the previous board.

***One Board Policy:*** *The City Council desires to give as many citizens as possible an opportunity to serve upon the various boards and commissions. It is the policy of the City of Brookings that citizens may not serve on more than one committee, board or commission at a time. (Source: Resolution No. 04-94)*

The City Clerk retains applications for up to two years. The City Clerk also maintains a list of all individuals who have volunteered for a position. The City Clerk will maintain the applications of appointed volunteers on file for the duration of their service.

## **Residency Requirements**

<b><u>Board/Committee/Commission</u></b>	<b><u>City Residency</u></b>	<b><u>Authority</u></b>
Affordable Housing Task Force	No	Charter
Airport Board	City required for majority	Sec. 18-32
Bicycle Advisory Committee	No	Ordinance No. 16-001
Board of Adjustment	Yes - Residents of the city or within the Joint Jurisdictional Area	Bylaws dated 4/7/05 and ordinance change Sec. 94-42
Board of Appeals	No	Sec. 22-36
Board of Health	No - 2 may live outside City limits, but live within Brookings County	Sec. 42-32
Brookings Committee for People who have Disabilities	City required for majority	Section 2-171
Brookings Health System Board of Trustees	No - Live within Brookings County	Section 42-92
Business Improvement District #1 Board	Not Required	Resolution No. 59-11
Comprehensive Master Plan Advisory Committee	No	Charter
East Central Communications Council (E-911)	Follows requirements for the delegated elected official	Emergency Dispatch Services Agreement (12/28/1993)
Historic Preservation Commission	Required for Majority	Ordinance 15-007
Human Rights Commission	No	Section 2-142
Joint Powers Board	Follows requirements for the delegated elected official	Joint Cooperative Agreement for the County/City Administrative Office Building
Library Board	Yes	SDCL 14-2-35

Park & Recreation Board	No	SDCL 9-38-12; Sec. 62-32
Planning Commission	Yes	Section 66-3
Public Arts Commission	Required for Majority	Ordinance 16-006
Sixth (6 <sup>th</sup> ) Street Design Ad Hoc Committee	No	Charter
Sustainability Council	Required for Majority	Section 2-199
Swiftel Center Advisory Committee	No	Section 2-181
Traffic Safety Committee	Not Specified	Resolution No. 58-90
Task Force on Mental Health	No	Charter
University Community Coalition	No	Ordinance 16-024
Utility Board	Yes - Resident & Landowner	Section 86-33

## **Mayoral Volunteer Appointment Process**

(effective 01/01/03)

Section 2.03 of the Brookings City Charter, provides that the Mayor shall "...appoint with the advice and consent of the Council the members of citizen advisory boards, committees and commissions...."

The following recites the general process followed by the Mayor and City Clerk in the appointment process. It is designed to permit Council members to exercise their "advice and consent" roles during the process. Council members will be notified of upcoming appointments, may encourage potential applicants to submit applications to the City Clerk, and will be provided a list of volunteer applicants who have applied following the closing date for applications. Normally only those who have filed applications are considered for appointment. Council members are encouraged to discuss with the Mayor information or suggestions that they may have concerning applicants.

The book of filed applications is maintained by the City Clerk and is available for review by the public.

1. The City Clerk will contact incumbents whose terms are expiring and inquire if they wish to be considered for reappointment.
2. The City Clerk's Office prepares a packet of information for the Mayor that includes the following:
  - Incumbent reappointment requests

- Copies of current Applications for Appointment (those responding to the press release)
  - Copies of prior Applications for Appointment on file
  - A summary on the specific Board's purpose
  - Specific Board composition requirements (professional designation, residency limitations, bylaw requirements, etc.)
3. After providing the Mayor with the applicant packet information, the City Clerk will email the City Council a summary list that includes the following:
- Incumbent reappointment requests (including dates of prior service)
  - Names of new applicants
  - Names of applicants on file
  - Summary on the specific Board's purpose
  - Specific Board composition requirements, if any
- Additional information is available in the City Clerk's Office.

If Council members have information or recommendations concerning applicants that they wish the Mayor to consider, they should confer with the Mayor within 7 days following receipt of the applicant list.

4. The Mayor may seek appointment recommendations from the specific board, committee, or commission by contacting the Board Chairman.
5. The Mayor may conduct personal interviews with applicants.
6. The Mayor may seek out candidates who have not applied and invite them to submit an application for consideration. The Mayor, when necessary, may accept applications after the published closing date.
7. The Mayor shall submit, or cause to be submitted, a list of planned appointments to the City Council members in the Council Packet prior to the date for Council action. The document shall include:
- a. Names of Mayor's appointments including dates of prior service
  - b. A brief statement on appointee's qualifications
  - c. A summary on the specific Board's purpose
  - d. Specific Board composition requirements, if any
- Additional information will be available in the City Clerk's Office.
8. Formal City Council action on all appointments is required and will normally be listed on the consent agenda.
9. Upon appointment, volunteers are sent a letter of congratulations and a certificate of appointment. Applicants who are not appointed will be advised in writing.

10. The City Clerk provides the name and contact information of the new volunteer to the appropriate Department staff person to coordinate a formal orientation.

### **City Directory**

The City Clerk's Office maintains a comprehensive City Directory of all city committees, boards and commissions and their volunteers that is available to the general public, city staff and elected officials in book format and on the city website.

### **Training**

Formal orientation and training sessions are provided for all volunteers twice annually. All board members, long-term and newly appointed, are strongly encouraged to attend this training session. Information is provided on the City Council/Manager Form of Government, the City Council Governance Policies, the Role of Citizen Advisory Boards, Legal Issues Facing Boards and the Role of the Chairman.

### **Recognition**

The Volunteer Appreciation Luncheon was created in 1993. The purpose of the event is to publicly recognize and thank all the people who volunteer their time to serve on city boards, committees and commissions. It is usually held in late April or early May, during National Volunteer Appreciation Week. In addition to the 137 city and 8 county volunteers, city staff that assist the boards, city management and the Mayor and City Council also attend the event. A guest speaker is invited to give a motivational speech during the one-hour luncheon. Gathering at the luncheon provides an opportunity for the City Council to meet and personally thank the volunteers.

### **Annual Reporting**

Commencing in 2003, the City will sponsor an Annual Meeting Event to provide volunteers the opportunity to socialize, exchange ideas, seek partnering opportunities and provide a report to each other and the City Council regarding their activities. The annual meeting reports are then incorporated into the Council's annual evaluation of each board's mission and continued need.

Annual report contents:

- Verbal Reports – 5 minutes in length
- Written Report
  - List of Volunteers
  - Summary of Purpose
  - Report on programs and services
  - Performance Measurement Summary
  - Expenditure Report
  - Goals and Objectives for the coming year
  - Unmet Needs
- Each Board must formally approve their report.
  - Airport Board
  - Board of Adjustment

- Board of Appeals
- Board of Health
- Historic Preservation Commission
- Human Rights Commission
- Library Board
- Brookings Committee for People who have Disabilities
- Parks & Recreation Board
- Planning Commission
- Traffic Safety Committee
- (Utility Board, Swiftel Center Advisory Committee and Brookings Health System Board of Trustees are exempt from year-end reporting.)
- Board member involvement in writing the report is required.

## **SOUTH DAKOTA OPEN MEETING LAWS**

### **What is South Dakota's Open Meetings Law?**

South Dakota's open meetings law was written in 1965 and amended in 1980, 1987, 1989 and 1990. The law – which is intended to encourage public participation in government – now is contained in three relevant statutes.

The first, SDCL 1-25-1, requires that official meeting of cities, counties, school boards and all related boards and commissions be open to the public.

The meetings of boards and commissions which are created by law OR which are entitled to receive revenue directly from public tax funds are also subject to the open meetings law.

It is a Class 2 misdemeanor to break this law. A Class 2 misdemeanor is punishable by a penalty of 30 days in jail, a \$200 fine, or both. SDCL 22-6-2.

While the open meetings law does not define “official meeting”, specific statutes relating to cities, counties and school districts define what constitutes an official meeting. The attorney general has taken the position that a meeting, that must be open to the public, occurs when the following conditions exist:

- A legal quorum of the entity is present at the same place at the same time; and
- Public business, meaning any matter relating to the activities of the entity, is discussed.

Openness in government is encouraged and although state law may not require an entity to open a meeting to the public, state law in no way prevents openness. When in doubt, open the meeting.

### **How are the Public and Media notified when public business is being discussed?**

SDCL 1-25-1.1 requires that all public bodies prominently post a notice and copy of the proposed agenda at the organization's principal office at least 24 hours PRIOR to the meeting. In case of special or rescheduled meetings, public bodies are asked to comply with the regular meeting notice requirements as much as circumstance will permit. The notice must be delivered in person, by mail or over the telephone to all local news media who have asked to be notified. While the law is silent on the issue, it is recommended that local media renew requests for notification annually as a means of reminding the entity of ongoing media interest.

### **Who are the local Media?**

Because there is no definition set out in state law, the attorney general is of the opinion that local media is all media – broadcast and print – that regularly carries news to the community. While this is a very broad definition, the number of requests by news organizations for notification has not been excessive.

### **What happens when a public body fails to comply by properly notify local media or posting notice?**

No South Dakota court has rules on this question. The attorney general believes that any action taken during any meeting that has not been properly noticed could, if challenged, be declared null



and void. It could even result in personal liability for members of the governing body involved, depending upon the action taken.

**When can a meeting be closed to the public and media?**

SDCL 1-25-2 allows a majority of the body present to vote to close a meeting when discussion revolves around employee or student performance, legal matters, employee contract negotiations or pricing strategies by publicly-owned competitive business.

Note that the statute does not require meetings be closed in these circumstances. Federal legislation regarding the student records often requires school districts to close meetings.

Finally, governmental organizations must act responsibly when dealing with information harmful to an individual's reputation.

Any official action based on these discussions must be made at an open meeting. Violating this section of the law is a Class 2 misdemeanor.

**Does this law require that the public body make reference to a specific legal or personnel matter?**

The public body must refer to the general purpose in the motion calling for an executive session. Discussion in the executive session must be strictly limited to the announced subject.

No official votes may be taken on any matter during an executive session. The governing body must adjourn the executive session and return to open session before any official action can be taken. Board members could be held personally liable for the results of an official vote taken illegally during an executive session.

For example, a contract approved only during an executive session could be found void and the board members could be required to repay any public funds spend under the contract.

The attorney general encourages public bodies to cite the specific reason when calling for an executive session.

**What happens if the media or public is improperly excluded from an official meeting?**

Excluding the media or public from a meeting that has not been properly closed is a Class 2 misdemeanor punishable by a maximum sentence of 30 days in jail, a \$200 fine or both. The first level of enforcement is the local state's attorney. Repeated violations should be brought to the attention of the attorney general.

**Who does the Open Meetings Law apply to?**

The open meetings law applies to all public bodies that are not specifically exempted by the law. That means that all units of local governments – including school boards, city and county commissions – and state government boards and commissions are bound by the open meetings law. Generally speaking, any unit of government that receives public funds as revenue is subject to the open meetings law.

The meetings of boards and commissions which are created by law or which are entitled to receive revenue directly from public tax funds are subject to the open meetings law.

The law's applicability becomes less clear when it comes to the Legislature, the governor, the constitutional officers and special committees appointed by local governments.

For instance, if the attorney general refuses to issue a polygraph examiner's permit, he is acting as an agency, and not as attorney general, putting the open meetings law into play.

The open meetings law is not, however, applicable to the attorney general's staff meetings or to meetings with constituents, since these are executive functions of the office holder and not agency actions. The constitution allows the Legislature to create rules regarding its activities.

### **Will all teleconferences be considered public meetings?**

Yes. The open meetings law allows meetings, including executive or closed meetings, to be conducted by teleconference – an information exchange by audio or video medium – if a place is provided for the public to participate by speaker phone. State agencies must provide two places for the public to participate.

The media and public must be notified of telephone conference call meetings under the same notice requirements as any other meeting. All votes shall be taken by roll call during a teleconference. A teleconference cannot be used for any part of a state administrative rule of process.

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### **SDCL 1-25-1 Meeting of public agencies to be open – Misdemeanor.**

Except as otherwise provided by law, the official meetings of the state and the political subdivisions thereof, including all related boards, commissions and other agencies, and the subdivisions thereof, including all related boards, commissions and other agencies, and the official meetings of boards, commissions and other agencies created by statute or which are non-taxpaying and derive a source of revenue from public funds, shall be open to the public, except as provided in this chapter.

Meetings, including executive or closed meetings may be conducted by teleconference. Members shall be deemed present if they answer present to the roll call taken by teleconference. Any vote at a meeting held by teleconference shall be taken by roll call.

Except for executive or closed meetings held by teleconference, there shall be provided one or more places at which the public may listen to participate in the proceedings. Except for executive or closed meetings held by teleconference of related boards and commissioners of the state, there shall be provided two or more places at which the public may listen to and participate in the proceedings. No teleconference may be used in conducting hearings or taking final disposition pursuant to 1-26-4. A meeting held by teleconference is subject to the notice provisions of Chapter 1-25. (A violation of this section is a Class 2 misdemeanor.)

**SDCL 1-25-1.1 Public notice provided.**

All public bodies shall provide notice, with proposed agenda, at least 24 hours prior to any meeting, by posting a copy of the notice, visible to the public, at the principal office of the public body holding the meeting, and for special or rescheduled meetings, delivering, in person, by mail or by telephone, the information in the notice to members of the local news media, who have requested notice. For special or rescheduled meetings, all public bodies shall also comply with the public notice provisions of this section for regular meetings to the extent that circumstances permit.

**SDCL 1-25-1.2 Teleconference defined.**

For the purposes of this chapter, a teleconference is information exchanged by audio or video medium.

**SDCL 1-25-2 Executive or closed meetings.**

Executive or closed meetings may be held for the sole purpose of:

- 1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractors
- 2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student
- 3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters
- 4) Preparing for contract negotiations or negotiating with employees or employee representatives
- 5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, where public discussions would be harmful to the competitive position of the business.

However, any official action concerning such matters shall be made at an open official meeting. An executive or closed meeting shall be held only upon a majority vote of the members of such body present and voting, and discussion during the closed meeting is restricted to the purpose specified in the closure motion. Noting in 1-25-1 or this section may be construed to prevent an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. A violation of this section is a Class 2 misdemeanor.