

BRING YOUR DREAMS.



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 3rd Street, Suite 230
Brookings, SD 57006
(605) 692-6281
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 Briseno |
| City Attorney | Steve Britzman |
| 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..... | Dusty Rodiek |
| Police Chief | Dave Erickson |
| Director of Solid Waste Management (Landfill) | Todd Langland |
| Street Superintendent | VACANT |

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/

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

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/

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

Representative Doug Post

21692 466th Avenue
Volga, SD 57071
Home Phone: 605-693-6393
Capitol Phone: 605-773-3851
doug.post@sdlegislature.gov

Representative Tim Reed

627 Medary Avenue
Brookings, SD 57006
Phone: 605-691-0452
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

www.sdmunicipalleague.org

Mayor & City Council

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|--|--|------------------------------|--|-----------------------|
| Keith Corbett, Mayor keithcorbett52@gmail.com 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 |
| Nick Wendell wendellnick@gmail.com SD Board of Technical Education Executive Director *elected to fill vacancy | 601 4 th Street, #19 Brookings, SD 57006 | 830-5446 (c) | 05/01/16-05/01/18* | 05/01/2018-05/01/2021 |
| Patty Bacon pattybacon5@gmail.com Semi-retired non-profit professional | 1016 7 th Avenue Brookings, SD 57006 | 695-9680 (h) | 05/01/15-05/01/18 | 05/01/2018-05/01/2021 |
| Holly Tilton Byrne hmtilton@gmail.com Human Resources Specialist *appointed to fill vacancy **elected to fill unexpired term | 104 5 th Street Brookings, SD 57006 | 690-4757 | 5/10/17-04/30/18* 05/01/2018-05/01/2019** | 05/01/2019-05/01/2022 |
| Leah Brink leahbrink@gmail.com Human Resources at Daktronics | 504 8 th Street Brookings, SD 57006 | 690-5310 (c) | | 05/01/2019-05/01/2022 |
| Oepke "Ope" Niemeyer bopn@brookings.net Self-Employed/Owner | 718 11 th Street Brookings, SD 57006 | 690-4246 (c) 697-9111 (h) | 05/01/11-05/01/14 05/01/14-05/01/17 05/01/17-05/01/20 | 07/01/2020-05/01/2023 |
| Joey Collins Retired | Brookings, SD 57006 | | | 07/01/2020-05/01/2023 |

ADDRESS: City & County Government Building, 520 3rd Street, Suite 230, Brookings, SD 57006

Phone: (605) 692-6281

Fax: (605) 692-6907

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, 2nd & 4th Tuesdays
6:00 p.m.
 Study Sessions: Monthly, 3rd Tuesday
5:00 p.m.
 Location: City & Co. Gov't Bldg., 520 3rd St.
Chambers (Room 310)
 Phone: (605) 692-6281
 City Contact: City Clerk

Airport Board

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|--|---|------------------------------|--|-----------------------|
| Brian Van Liere bvanliere@swifotel.net Industrial Machine & Eng. Business Owner <i>* filled unexpired term</i> | 234 Sundance Pass Brookings, SD 57006 | 692-4417 (h) 651-3849 (c) | 07/14/15-05/11/16* | 05/01/2016-05/01/2021 |
| Lynn Riedesel lried@itctel.com Retired Farmer & Airline Pilot | 2063 I 472 nd 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 |
| Orv Smidt obsmidt@mchsi.com Retired US Army/State Legislature | 117 4 th 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 |
| Judy McLaughlin judyrob@itctel.com SDSU Programmer/Analyst | 47124 203 rd 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 |
| Brady Klocker jbrady.klocker@sdsu.edu SDSU Pilot/Mechanic | 106 James Ave. Volga, SD 57071 | 880-0599 (c) | | 05/01/2020-05/01/2025 |

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 24-05, Ordinance 10-97, SDCL 50-6-2 (Repealed)

Meeting Schedule

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

Bicycle Advisory Committee

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|--|---|------------------------------------|--|----------------------------|
| Emily Braun emily@visitbrookingsd.com Convention Visitor's Bureau | 415 8 th Street S Brookings, SD 57006 | 692-6125 (w) | 01/26/16-01/01/18 | 01/01/2018-01/01/2021 |
| Eric Rasmussen ericrasmussen@lawinsd.com 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 |
| Joanie Holm jholm229@gmail.com Brookings Avera Medical Clinic | 724 5 th Street Brookings, SD 57006 | 690-3750 (c) | 01/26/16-01/01/18 | 01/01/2018-01/01/2021 |
| Mike Lockrem michael.lockrem@sdsu.edu SDSU Director of Marketing & Communications <i>* filled unexpired term</i> | 1416 17 th Avenue S Brookings, SD 57006 | 688-5395 (w) 695-0406 (c) | 05/17/16-01/01/19* | 01/01/2019-01/01/2022 |
| Caleb Evenson caevenson@gmail.com Bluestem Bicycles | 908 5 th Street Brookings, SD 57006 | (507) 720-2002 (c) | 02/23/16-01/01/19 | 01/01/2019-01/01/2022 |
| Brittany Kleinsasser brittany.kleinsasser@outlook.com Spoke-N-Sport | 1331 4 th Street Brookings, SD 57006 | 696-7979 (w) | 04/26/16-01/01/19* | 01/01/2019-01/01/2022 |
| Jess Fryslie jafryslie@yahoo.com SDSU Building Maintenance | 2018 Morningside Dr. Brookings, SD 57006 | 520-3067 (h / c) 690-3234 (w) | | 04/08/2020- 01/01/2023* |
| Ben Vukovich bwvukovich@gmail.com Best Choice Real Estate Agent | 2106 Wild Wood Cir. Brookings, SD 57006 | 695-3196 (c) | | 04/08/2020- 01/01/2023* |
| Steve Paula sepoula@hotmail.com Advocate | 529 Southview Drive Brookings, SD 57006 | 695-2866 (c) | 01/26/16-01/01/17 01/01/17-01/01/20 | 01/01/2020-01/01/2023 |

LIAISON

| | | | | |
|--|---|------------------------------|--|--|
| Steve Berseth, CMAA steve.berseth@kl2.sd.us Park & Recreation Board SD Interscholastic Athletic Administrators Assoc. State Coordinator JIAAA Prof. Dev. Academy | 909 Christine Ave. Brookings, SD 57006 | 692-9243 (h) 695-3452 (c) | | |
|--|---|------------------------------|--|--|

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 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. Brookings School District
- D. South Dakota State University

Meeting Schedule

Day: Monthly, day varies
 Time: Varies
 Location: City & County Gov't Bldg., 520 3rd Street, 3rd 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> |
|--|---|------------------------------|---|--------------------------|
| Justin Borns justinborns@gmail.com 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** |
| Nick Schmeichel nick.schmeichel@gmail.com Sideline Productions - Owner <i>* filled unexpired term</i> <i>** Moved to 1st 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*** |
| Jeremy Scott landscapes@swiftel.net 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) | 02/13/18-05/18/18* 05/18/18-01/01/20** | 01/01/2020-01/01/2023 |
| George Houtman houtman@brookings.net 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 01/01/17-01/01/20* | 01/01/2020-01/01/2023 |
| Dustin Edmison dustin@dustinedmison.com 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) | 12/13/16-07/25/17* 07/25/17-01/01/20** | 01/01/2020-01/01/2023 |

ALTERNATES

1st Alternate

VACANT

Brookings, SD 57006

(vacated by D. Metcalf)

** filled unexpired term*

2nd Alternate

Matt Chandler

matt@clarkdrewconstruction.com
Clark Drew Construction, Inc.

** filled unexpired term*

2105 Wildwood Cir.
Brookings, SD 57006

692-9063 (w)
690-4519 (c)

03/10/2020-01/01/2021*

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, 1st and 3rd Thursday

Time: 5:00 p.m.

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

Phone: (605) 692-6629

City Contact: VACANT, City Planner XXX@cityofbrookings.org

Mike Struck, Community Development Director mstruck@cityofbrookings.org

Board of Appeals

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|---|--|---|--|-----------------------|
| Spencer Hawley Insurance Agency Owner | 1215 W. 8 th 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 |
| Paul Sahr Mills Construction, Inc. | 403 Jefferson Avenue Volga, SD 57071 | 690-4545 (c) 627-9427 (h) | | 01/01/2016-01/01/2021 |
| Jonathan Meendering 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 |
| Dave Ekern Ekern Plumbing & Heating | 921 5 th Street Brookings, SD 57006 | 864-1452 (c) 690-1279 (c) | | 01/01/2017-01/01/2022 |
| George Houtman 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 25-04

Meeting Schedule

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

Board of Health

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|---|---|----------------------------------|--|------------------------|
| City Appointments | | | | |
| Robert Brotsky lakepark@itctel.com 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 |
| Albert Patin albert.patin@daktronics.com Daktronics Safety Manager | 1308 Yorktown Circle Brookings, SD 57006 | 651-0595 (c) | 01/01/15-01/01/18 | 01/01/2018-01/01/2021 |
| Trish Matson Buus trishmatsonbuus@aol.com | 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 |
| Bob McGrath Retired <i>*filled unexpired term</i> | 47547 SD Hwy 30 White, SD 57276 | 629-4441 (h) | 01/01/11-01/01/14 01/01/14-01/01/17 01/01/17-01/01/20 | 01/01/2020-01/01/2021* |
| Dr. Shelly Brandenburger drshelly.brandenburger@gmail.com Presentation College Professor | 21605 474 th Avenue Brookings, SD 57006 | 651-0465 (c) | 01/01/17-01/01/20 | 01/01/2020-01/01/2023 |
| Mary Anne Krogh SDSU, Dean of Nursing Maryanne.krogh@sdstate.edu | 1011 Circle Dr. Brookings, SD 57006 | 688-5178 (h) 612-360-3777 (c) | | 01/01/2020-01/01/2023 |
| Roberta Wagner 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 01/01/17-01/01/20 | 01/01/2020-01/01/2023 |

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 3rd Street, Suite 230, Room 241
 Phone: (605) 693-3667
 City Contact: Todd Langland, Director of Solid Waste Management 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> |
|--|---|----------------------------------|--------------------|------------------------|
| COLLEGE STUDENT REPRESENTATIVE | | | | |
| Kaylee Bolton SDSU Student kaylee.bolton@jacks.sdstate.edu <i>**student term – 1 year</i> | 1504 5 th Ave. S. Brookings, SD 57006 | 692-7582 (w) 605-840-1173 (c) | | 06/60/2020-05/01/2021 |
| Rachel Holm raholm5614@gmail.com Dept. of Social Services <i>*filled unexpired term</i> | 209 36 th St. So. Brookings, SD 57006 | 688-4330 (h) 605-929-6519 (c) | | 03/12/2019-01/01/2021* |
| Matthew Weiss matthew@designarcgroup.com designArc Group, LLC <i>*filled unexpired term</i> | 617 7 th St. Brookings, SD 57006 | 692-4008 (h) 691-1611 (c) | | 03/12/2019-01/01/2021* |
| Brianna Doran brianna@brookingsunitedway.org Brookings Area United Way <i>*filled unexpired term</i> | 619 5 th St. Brookings, SD 57006 | 692-4979 (h) 605-430-5598 (c) | | 03/12/2019-01/01/2021* |
| Jenny Grendler jlgrendler@gmail.com 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* |
| Mark Sternhagen cnsone@yahoo.com Retired Teacher <i>*filled unexpired term</i> | 900 15 th St. So., #111 Brookings, SD 57006 | 697-7209 (h) | | 03/12/2019-01/01/2022* |
| Connie Lemke Dept. of Human Services chlemke529@mediacombb.net <i>*filled unexpired term</i> | 523 3 rd St./PO Box 243 Bruce, SD 57220 | 651-1904 (c) 688-5187 (w) | 04/23/19-01/01/20* | 01/01/2020-01/01/2023 |
| Destini Crevier Benchmark Human Services destinicrevier@gmail.com <i>*filled unexpired term</i> | 21703 485 th Ave. Elkton, SD 57026 | (605) 216-1644 (c) | 04/23/19-01/01/20* | 01/01/2020-01/01/2023 |
| Andrew Royer andrewroyer1@gmail.com Harms Oil Company | 1910 Lincoln Lane Brookings, SD 57006 | 320-221-0480 (c) | | 01/01/2020-01/01/2023 |

SDSU LIAISON**Vacant**

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

VACANT

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: 7-11
 Term: 3 years (1-year term for student position)
 Residency: Required for 7 members (no more than 25% of members as non-residents)
 Appointment: January 1
 Legal Reference: Brookings City Code of Ordinances Chapter 2, Article V, Division 3, Section 2-171 thru 2-177
 Ordinance 28-91, Resolution 35-90, SDCL Chapter 60-7

Meeting Schedule

Day: Monthly, day varies
 Time: varies
 Location: City & County Gov't Bldg., 520 3rd 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 rd St., Suite 230 |
| Kristen Witchey | County ADA Coordinator | (605) 696-8205 | 520 3 rd St., Suite 210 |
| Vacant | SDSU ADA Coordinator | (605) 688-4033 | SWC Box 2214, SDSU |

Brookings County & City Joint Jurisdiction Committee

| <u>Name</u> | <u>Address</u> | <u>Phone</u> |
|--|--|--------------|
| Holly Tilton Byrne hmtilton@gmail.com City Council Member | 104 5 th St. Brookings, SD 57006 | 690-4757 (c) |
| Ope Niemeyer bopn@brookings.net City Council Member | 718 11 th Street Brookings, SD 57006 | 690-4246 (c) |
| Lee Ann Pierce lpierce@brookingscountysd.gov County Commissioner | 316 4 th Street Brookings, SD 57006 | 695-2078 (c) |
| Mike Bartley mbartley@brookingscountysd.gov County Commissioner | 1929 25 th Avenue Brookings, SD 57006 | 691-9910 (c) |
| Robert Hill rhill@brookingscountysd.gov County Development Director / Emergency Manager | 520 3 rd Street, Suite 200 Brookings, SD 57006 | 692-5212 (w) |
| Mike Struck mstruck@cityofbrookings.org City of Brookings Community Development Director | 520 3 rd Street, Suite 140 Brookings, SD 57006 | 692-6629 (w) |
| Steve Meyer smeyer@swiftel-bmu.com Executive Vice President / General Manager Brookings Municipal Utilities | 525 Western Avenue Brookings, SD 57006 | 692-6325 (w) |
| Al Heuton al@brookingsedc.com Citizen at large representative | 108 Half Moon Road Brookings, SD 57006 | 697-8103 (c) |
| Scott Mohror scottm@bannerassociates.com Citizen at large representative | 3704 3 rd Avenue, South Brookings, SD 57006 | 690-8653 (c) |
| Duane Knutson dgknutson@live.com Township representative | 1504 Western Avenue, South Brookings, SD 57006 | 695-4841 (c) |
| Robert Hexum rlhexum@gmail.com Township representative | 21732 468 th Avenue Volga, SD 57071 | 690-3420 (c) |
| Greg Fargen | 237 Indian Hills Road | 692-3636 (w) |

greg@ebankstar.com Brookings, SD 57006
City Planning Commission Representative

Darrell Nelson 47405 219th Street 695-9724 (c)
baddad@itctel.com Brookings, SD 57006
County Planning & Zoning Commission Representative

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 3rd Street
Phone: (605) 692-6629
Contact: Mike Struck, mstruck@cityofbrookings.org
Robert Hill, 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> |
|---|---|--|--|------------------------|
| CITY APPOINTMENTS | | | | |
| Walter Wosje wsjey@brookings.net 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 |
| Justin Sell justin.sell@sdsu.edu 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 |
| Dick Peterson theatre@brookings.net 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 |
| Lynn Darnall medacresghse@gmail.com 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) | 03/13/18-01/01/20* | 01/01/2020-01/01/2023 |
| Daryl England englund506@gmail.com Retired Engineer | 1200 Telluride Lane Brookings, SD 57006 | 690-7020 (c) | 01/01/14-01/01/17 01/01/17-01/01/20 | 01/01/2020-01/01/2023 |
| MEDICAL STAFF APPOINTMENT | | | | |
| Dr. Andrew Ellsworth andrew.ellsworth@avera.org <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 |
| COUNTY APPOINTMENTS | | | | |
| Sheila Anderson ssanders@itctel.com CFO/Treasurer of Daktronics | 3310 Walnut Lane Brookings, SD 57006 | | 01/01/17-12/31/19 | 01/01/2020-12/31/2022 |
| Mary Anne Krogh maryanne.krogh@sdsu.edu <i>*filled unexpired term</i> | 1011 Circle Dr. Brookings, SD 57006 | (612) 360-3777 (c) 688-5178 (w) | | 01/01/2020-12/31/2020* |
| Jim Morgan morganjim6@gmail.com 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 |

CITY COUNCIL MEMBER EX-OFFICIO APPOINTMENTS

| | | | |
|--|--|--------------|--------------------|
| Patty Bacon Pattybacon5@gmail.com | 1016 7 th Ave. Brookings, SD 57006 | 695-9680 (c) | 8/11/2020-5/1/2021 |
| Leah Brink leahbrink@gmail.com | 504 8 th St. Brookings, SD 57006 | 690-5310 (c) | 8/11/2020-5/1/2021 |

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, 1 Practicing Physician Representatives, 3 Co. Commission appointed)

- 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 30th each year.

Legal Reference: Brookings City Code of Ordinances Chapter 42, Article III, Division 2, Section 42-91 thru 42-105, Ordinance 03-90, Ordinance 18-91, Ordinance 19-91, Ordinance 32-99, Ordinance 06-02, Ordinance 15-04, Ordinance 27-05, Ordinance 29-06, Ordinance 12-08, Ordinance 18-008

Meeting Schedule

Day: Monthly, 4th 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> |
|--|---|------------------------------|---|------------------------|
| Randy Soma randy.soma@kl2.sd.us Member-at-large | 1754 Doral Drive Brookings, SD 57006 | 651-2440 (c) 696-4112 (w) | | 01/01/2018-01/01/2021 |
| Tom Richter trichter@swiftelcenter.com Swiftel Center Executive Director | 824 32 nd 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 |
| Laura Schoen Carbonneau laura@visitbrookingsd.com Executive Director of Convention Visitors Bureau | 415 8 th Street S Brookings, SD 57006 | 692-6125 (w) | | 07/23/2019-01/01/2022* |
| Kate Treiber ktreiber@prairieplay.org 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* 01/01/17-01/01/20 | 01/01/2020-01/01/2023 |
| Lynda Pierce lynda@designarcgroup.com Architect | 46749 199 th St. Bruce, SD 57220 | 651-3567 (h) 692-4008 (w) | | 01/01/2020-01/01/2023 |

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 58-11, Resolution 59-11

Meeting Schedule

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

East Central Communications Council (E-911)

| <u>Name</u> | <u>Address</u> | <u>Phone</u> |
|--|---|---------------------|
| Paul Briseno pbriseno@cityofbrookings.org City Manager | 520 3 rd St., Suite 230 Brookings, SD 57006 | 692-8627 (w) |
| Mike Bartley mbartley@brookingscountysd.gov County Commissioner | 1929 25 th Avenue Brookings, SD 57006 | 691-9910 (c) |
| Larry Jensen ljensen@brookingscountysd.gov County Commissioner | 47685 209 th Street Aurora, SD 57002 | 592-6500 (c) |
| Joey Collins jcollins@cityofbrookings.org City Council Member | 2332 16 th Ave. So. Brookings, SD 57006 | 695-9811 (c) |

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 rd Thursday. Budget meeting held in May. |
| Time: | 8:30 a.m. |
| Location: | City & County Gov't Bldg., 520 3 rd 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> |
|--|---|--|---|-----------------------|
| Carrie Kuhl carrie@hitchstudio.com 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 |
| Janet Merriman janet.merriman@sdstate.edu SDSU Construction Management Instructor <i>*filled unexpired term</i> | 1803 15 th 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 |
| Janet Gritzner janet.gritzner@sdstate.edu Retired SDSU Geography Professor | 1011 7 th 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 |
| Greg Heiberger greg_heiberger@hotmail.com SDSU Biology & Microbiology Program Manager & Instructor | 819 9 th Avenue Brookings, SD 57006 | 688-4294 (w) 695-0911 (c) | 04/28/15-01/01/19 | 01/01/2019-01/01/2022 |
| Angela Boersma angelab@id8arc.com 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 |
| Tom Thaden Capital Services Account Specialist | | | | 01/01/2019-01/01/2022 |
| Jessica Garcia Fritz jessica.garcia-fritz@sdstate.edu SDSU Architecture Instructor <i>*filled unexpired term</i> | 902 3 rd Street Brookings, SD 57006 | 691-4705 (c) | 05/12/15-01/01/19* | 01/01/2019-01/01/2022 |
| Andrew Royer andrewroyer1@gmail.com Harms Oil Company | 1910 Lincoln Lane Brookings, SD 57006 | 320-221-0480 (c) | | 01/01/2020-01/01/2023 |
| Matthew Weiss matthew@designarcgroup.com Architect <i>*filled unexpired term</i> | 617 7 th St. Brookings, SD 57006 | 692-4008 (w) 691-1611 (c) | 08/13/19-01/01/20* | 01/01/2020-01/01/2023 |

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: 10/13/2020

Appointment: January 1
Legal Reference: Brookings City Code of Ordinances Chapter 46, Article II, Section 46-21 thru 46-26
Ordinance 16-91, Ordinance 09-03, Ordinance 15-007, SDCL 1-19B, Resolution 29-85, Ordinance
05-89, Ordinance 30-99

Meeting Schedule

Day: Monthly, day varies
Time: varies
Location: City & County Gov't Bldg., 520 3rd Street
Phone: (605) 692-6629
City Contact: VACANT, City Planner XXXX@cityofbrookings.org
Community Development Dept.

Human Rights Commission

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|--|---|------------------------------------|---|------------------------|
| COLLEGE STUDENT REPRESENTATIVE | | | | |
| Shedrick Flournoy Shedrick.flournoy@jacks.sdstate.edu SDSU Student Representative <i>Student term 1-year</i> | | (727) 318-9400 | | 10/13/2020-05/01/2021* |
| CITY APPOINTMENTS | | | | |
| Lawrence Novotny actup@brookings.net Retired Chemist - SDSU | 928 8 th 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 |
| Kati Hanson katihanson13@gmail.com BMU <i>*filled unexpired term</i> | 1600 Buffalo Trail Brookings, SD 57006 | 695-1488 (c) | | 02/26/2019-01/01/2021* |
| Erinn Thomas ethomas@greatfuturesd.org Boys & Girls Club Director of Events & Marketing | 1313 Christine Circle Brookings, SD 57006 | 690-7112 (c) | | 01/01/2018-01/01/2021 |
| Meagan Irvine-Miller mnirvine@gmail.com SDSU Graduate Assistant <i>Student term 1-year*</i> <i>**filled unexpired term</i> | 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 |
| Dan Berg Daniel.berg@k12.sd.us Brookings School District <i>*vacated by P. Hauffe</i> | 506 Telluride Lane Brookings, SD 57006 | 592-2184 (c) 696-4100 (w) | | 06/09/2020-01/01/2022* |
| Jason Meusburger meusbengers@gmail.com BMU Information Systems Technician <i>*filled unexpired term</i> | 2219 16 th Ave. So. Brookings, SD 57006 | 691-1251 | 02/26/19-01/01/20* | 01/01/2020-01/01/2023 |
| Marilyn Hildreth Marilyn.hildreth@gmail.com Retired RN <i>*filled unexpired term</i> | 4026 Willow Lane Brookings, SD 57006 | 691-5808 | 02/26/19-01/01/20* | 01/01/2020-01/01/2023 |
| Hanna Holmquist hanna.holmquist12@gmail.com SDSU Honors College Advisor/Student Services Specialist <i>Student term 1-year*</i> <i>**filled unexpired term</i> | 6060 Hunters Ridge Road Brookings, SD 57006 | (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* 12/12/17-01/01/20* | 01/01/2020-01/01/2023 |

COUNTY APPOINTMENT

Matthew Rhodes 402 13th Ave. 06/01/2019-12/31/2019*
Mrhodes1134@gmail.com
 Brookings, SD 57006
 *filled unexpired term

BROOKINGS SCHOL DISTRICT LIAISON

Roger DeGroot 1925 Oriole Trail 605-360-0644 06/09/2020-?
rddd@swiftel.net
 Brookings, SD 57006

SDSU LIAISON

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

LGBTQ COMMUNITY LIAISONS

| Address | Phone | History |
|---|---|--------------------------------|
| Lawrence Novotny actup@brookings.net Human Rights Commission | 928 8 th Street Brookings, SD 57006 | 691-9129 (c) 2015-present |
| Assistant Police Chief Derrick Powers dpowers@brookingsleo.org Brookings Police Department | 307 3 rd Avenue Brookings, SD 57006 | 692-2113 (w) 2015-present |
| Chief Timothy Heaton timothy.heaton@sdstate.edu University Police Department | Box 2920 Brookings, SD 57007 | 688-5117 (w) 2016-present |
| Lieutenant Marci Gebers mgebers@brookingsleo.org Brookings Police Department | 307 3 rd Avenue Brookings, SD 57006 | 692-2113 (w) 2017-present |
| Vacant @brookingscountysd.gov Brookings County Sheriff's Office | 315 7 th Avenue Brookings, SD 57006 | 696-8300 2017-present |
| Roger DeGroot rddd@swiftel.net Brookings School District Liaison | 1925 Oriole Trail Brookings, SD 57006 | (605) 360-0644 2020-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 28-84, Ordinance 02-90, Ordinance 24-91, Ordinance 18-92, Resolution 65-92,
Ordinance 2-93, Ordinance 15-005, Resolution 15-120, Ordinance 24-07, Resolution 65-93

Meeting Schedule

Day: Monthly, day varies
Time: varies
Location: City & County Gov't Bldg., 520 3rd 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> |
|--|--|--------------------|
| Mike Bartley mbartley@brookingscountysd.gov County Commissioner | 1929 25 th Avenue Brookings, SD 57006 | 691-9910 (c) |
| Lee Ann Pierce lpierce@brookingscountysd.gov County Commissioner | 316 4 th Street Brookings, SD 57006 | 695-2078 (c) |
| Leah Brink leahbbrink@gmail.com City Council Member | 504 8 th St. Brookings, SD 57006 | 690-5310 (c) |
| Nick Wendell wendellnick@gmail.com City Council Member | 601 4 th 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 3rd Street, Suite 230, Room 241
 Phone: (605) 696-8205 County / (605) 692-6281 City
 County Contacts: Stacy Steffensen, County Commission Assistant ssteffensen@brookingscountysd.gov
 Dan Nelson, State's Attorney dnelson@brookingscountysd.gov
 City Contacts: Paul Briseno, City Manager pbriseno@cityofbrookings.org
 Steve Britzman, City Attorney britzmanlaw@brookings.net

Library Board

| Name | Address | Phone | History | Current Term |
|---|---|------------------------------|-------------------|------------------------|
| Sarah Meusbarger Meusbargers.05@gmail.com Banner Assoc. & Alternative HRD | 2219 16 th Ave. So. Brookings, SD 57006 | 691-3446 (c) | | 01/01/2018-01/01/2021 |
| Michael Linehan michael_linehan@hotmail.com <i>*filled unexpired term</i> | 1316 Trail Ridge Circle Brookings, SD 57006 | 521-1057 (c) | | 09/10/2019-01/01/2021* |
| Deb Waltman 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 |
| Kathryn A. Miller kathymiller909@gmail.com Retired School Counselor | 1055 Circle Drive Brookings, SD 57006 | 692-7680 (h) | 01/01/17-01/01/20 | 01/01/2020-01/01/2023 |
| Dr. Douglas O'Neill dougmaryoneill@gmail.com Retired Sociologist/Geographer | 304 Trail Ridge Road Brookings, SD 57006 | 695-3194 (c) 692-2154 (h) | 01/01/17-01/01/20 | 01/01/2020-01/01/2023 |

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 20-91, SDCL 14-2-35

Meeting Schedule

Day: Monthly, 2nd Thursday
 Time: 5:30 p.m.
 Location: Brookings Public Library
 Phone: (605) 692-9407
 City Contact: Ashia Gustafson, Library Director agustafson@cityofbrookings.org

Park & Recreation Board

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|---|---|--|---|-----------------------|
| HIGH SCHOOL STUDENT REPRESENTATIVE | | | | |
| Isaac Schulte Isaac.schulte@hotmail.com | 2012 17 th Ave. So. Brookings, SD 57006 | 692-15580 (h) 695-4606 (c) | 05/01/2019-05/01/2020* | 05/01/2020-05/01/2021 |
| <i>Student term 1-year</i> <i>*filled unexpired term</i> | | | | |
| COLLEGE STUDENT REPRESENTATIVE | | | | |
| Carson Cody carsoncody@hotmail.com | 1128 Yorktown Dr. Brookings, SD 57006 | 691-6232 (c) 692-6909 (h) | 05/01/2019-05/01/2020 | 05/01/2020-05/01/2021 |
| <i>Student term 1-year</i> | | | | |
| Doug Smith dougangbets@gmail.com | 606 6 th Avenue S Brookings, SD 57006 | 695-5978 (c) 692-4050 (h) | 09/27/16-05/01/18* | 05/01/2018-05/01/2021 |
| Retired <i>*filled unexpired term</i> | | | | |
| Jay Larsen | 1347 5 th Street Brookings, SD 57006 | 695-0063 (c) 692-9077 (h) | 05/01/16-05/01/18* | 05/01/2018-05/01/2021 |
| Retired <i>* filled unexpired term</i> | | | | |
| Brittany Kleinsasser brittany.kleinsasser@outlook.com | 1331 4 th 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 |
| Spoke-N-Sport <i>*student term 1-year</i> <i>** filled unexpired term</i> | | | | |
| Erika Saunders erikasaun@gmail.com | 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 |
| Technical Editor | | | | |
| John Maynes john.maynes@outlook.com | 217 Indian Hills Road Brookings, SD 57006 | 690-1603 (c) 692-8984 (h) 696-5000 (w) | | 05/01/2019-05/01/2022 |
| Retired Attorney | | | | |
| Andrea Hogie Hogie5@mchsi.com | 1024 Oakwood Cir Brookings, SD 57006 | 692-7539 (w) 690-2848 (c) | | 05/01/2020-05/01/2023 |
| Accountant | | | | |
| Steve Berseth steve.berseth@kl2.sd.us | 909 Christine Ave. Brookings, SD 57006 | 692-9243 (h) 695-3452 (c) | 05/01/14-05/01/17 05/01/17-05/01/20 | 05/01/2020-05/01/2023 |
| Retired Athletic Director | | | | |

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 (1-year student positions)
Residency: Not required
Appointment: May 1
Legal Reference: Brookings City Code of Ordinances Chapter 62, Article II, Section 62-31 thru 62-46
Ordinance 06-00, Ordinance 45-03, Ordinance 16-10, SDCL 9-38-12 (repealed)

Meeting Schedule

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

Planning Commission

| Name | Address | Phone | History | Current Term |
|--|---|--------------------------------|---|------------------------|
| Eric Rasmussen ericasmussen@lawinsd.com 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* |
| Jacob Mills jacob@mills-development.com Mills Development - Developer <i>*filled unexpired term</i> | 1724 Teton Pass Brookings, SD 57006 | 691-3352 (c) | | 12/31/2019-12/31/2020* |
| Tanner Aiken tanner.aiken@sdsu.edu SDSU Facilities and Services Horticulturist | 409 Main Avenue S Brookings, SD 57006 | 641-5812 (h) | | 12/31/2015-12/31/2020 |
| Gregg Jorgenson greggi@bannerassociates.com 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* |
| Lee Ann Pierce leeannpierce@swiftel.net 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 |
| Jason Meusburger meusburgers@gmail.com BMU IT Technician <i>* filled unexpired term</i> | 2219 16 th Ave. So. Brookings, SD 57006 | 697-8482 (w) 691-1251 (c) | | 05/28/2019-12/31/2022* |
| Greg Fargen greg@ebankstar.com 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 |
| Clark James Drew, III james@clarkdrewconstruction.com 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 |
| Ashley Biggar ashley@brookingschamber.org Chamber Downtown Director <i>* filled unexpired term</i> | 1310 15 th 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 15-00, Ordinance 21-91, SDCL 11-4-11, 11-6-2

Meeting Schedule

Day: Monthly, 1st Tuesday
Time: 5:30 p.m.
Location: City & County Gov't Bldg., 520 3rd Street, Chambers (Room 310)
Phone: (605) 692-6629
City Contact: VACANT, City Planner XXXX@cityofbrookings.org
Mike Struck, Community Development Director mstruck@cityofbrookings.org

Public Arts Commission

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|--|--|---------------------------------------|-------------------|------------------------|
| Trayce Meyer artworksbrookings@yahoo.com Brookings Arts Council Board and Artworks/BBC Coffee Owner <i>Rep: Art/Design Professional / Landscape Architect / Urban Planner</i> | 21094 1 st Avenue S Bushnell, SD 57276 | 695-9374 (c) 697-5222 (w) | 06/14/16-01/01/18 | 01/01/2018-01/01/2021 |
| Linda Purrington lkspurrington@gmail.com Consultant for School Districts <i>Rep: Brookings Arts Council</i> | 1423 1 st Street Brookings, SD 57006 | 695-2362 (c) | 06/14/16-01/01/18 | 01/01/2018-01/01/2021 |
| Darla Biel ddbiel@gmail.com SDSU Lecturer of English <i>Rep: Citizen-at-Large</i> | 323 19 th Avenue S Brookings, SD 57006 | 690-7258 (c) | 06/14/16-01/01/18 | 01/01/2018-01/01/2021 |
| Carrie Kuhl carrie@hitchstudio.com Owner/Designer Hitch Studio <i>Rep: Brookings Historic Preservation Commission</i> | 1741 Torrey Pines Drive Brookings, SD 57006 | 592-9072 (w) 695-8006 (c) | | 01/01/2019-01/01/2022 |
| Kate Treiber ktreiber@prairieplay.org CVB Board and Children's Museum of South Dakota <i>Rep: Convention Visitors Bureau</i> | 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 |
| Ashley Biggar ashley@brookingschamber.org Director of Downtown Brookings <i>Rep: Chamber of Commerce</i> | 1310 15 th St. So. Brookings, SD 57006 | 692-6125 (w) 691-4761 (c) | | 05/28/2019-01/01/2022* |
| Jean Jostad bobnjan@brookings.net Brookings Arts Council Board and Retired Educator <i>Rep: Citizen-at-Large</i> | 1006 Parkway Blvd Brookings, SD 57006 | 692-5216 (h) | 06/14/16-01/01/20 | 01/01/2020-01/01/2023 |
| Taylor McKeown taylor.mckeown@sdstate.edu SDSU Art Museum Director <i>Rep: SD Art Museum</i> | 510 9 th Ave. Brookings, SD 57006 | 688-5423 (w) 695-9297 (c) | | 03/10/2020-01/01/2023* |
| Brian Rex briantrex@gmail.com SDSU Professor <i>Rep: SDSU School of Design</i> *Filled unexpired term | 1011 4 th Street Brookings, SD 57006 | (605) 592-6090 | | 10/13/2020-01/01/2023* |
| Jamison Lamp jamisonlamp@gmail.com | 105 Lincoln Lane S Brookings, SD 57006 | 691-9443 (c) | 06/14/16-01/01/20 | 01/01/2020-01/01/2023 |

Brookings Arts Council Board and SDSU Professional Programs Coordinator

Rep: Brookings Arts Council

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 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 3rd Street
 Phone: (605) 692-2708
 City Contact: Dusty Rodiek, Parks, Recreation & Forestry Director

Sustainability Council

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|---|---|--|--|-----------------------|
| COLLEGE STUDENT REPRESENTATIVE | | | | |
| Anna Barr SDSU Student Representative anna.barr@jacks.sdstate.edu <i>Student term 1-year*</i> <i>*filled unexpired term</i> | 727 14 th Ave. Brookings, SD 57006 | (641) 521-3423 | 7/23/2019-5/1/2020* | 06/09/2020-05/01/2021 |
| Jane Hegland jane.hegland@sdstate.edu 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 |
| Mike Lockrem michael.lockrem@sdstate.edu SDSU Director of Marketing & Communications <i>*filled unexpired term</i> | 1416 17 th 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 |
| Robert McGrath robertb.mcgrath@gmail.com 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 |
| Stephanie Aure stephreaure@gmail.com 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 |
| Paul Peterson p-peterson@mmm.com 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 |
| Norma Nusz Chandler norma.nusz-chandler@sdstate.edu SDSU Construction Management Instructor | 617 12 th 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 RTI, LLC Microbiologist | 21086 1 st Avenue Brookings, SD 57006 | 696-7300 (w) 695-1339 (c) | | 01/01/2019-01/01/2022 |
| Jennifer McLaughlin SDSU Sustainability Specialist <i>*filled unexpired term</i> | | | 02/28/17-01/01/19* | 01/08/2019-01/01/2022 |
| Betty L. Beer frankly@itctel.com Retired Attorney <i>*filled unexpired term</i> | 22046 471 st Avenue Brookings, SD 57006 | 693-4985 (h) | 01/01/13-01/01/14* 01/01/14-01/01/17 01/01/17-01/01/20 | 01/01/2020-01/01/2023 |

Louis Hesler 709 Main Ave. (605) 651-2089 (c) 10/13/2020-01/01/2023*
louhesl@aol.com Brookings, SD 57006 (605) 693-5228 (h)

USDA Research Entomologist

**filled unexpired term*

Shelly Brandenburger 21605 474th Avenue 651-0465 (c) 08/08/17-01/01/20* 01/01/2020-01/01/2023
shelly.brandenburger@presentation.edu Brookings, SD 57006

Presentation College Professor & Chiropractic Physician/Nutritionist

**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 04-11, Ordinance 15-023

Meeting Schedule

Day: Monthly, day varies

Time: varies

Location: City & County Gov't Bldg., 520 3rd Street, 3rd Floor Community Room

Phone: (605) 692-6281

City Contact: Jacob Meshke, Assistant to the City Manager jmeshke@cityofbrookings.org

Swiftel Center Advisory Committee

| Name | Address | Phone | History | Current Term |
|---|---|--|---|------------------------|
| Nick Schmeichel nick@sideline-productions.com Sideline Productions Video Director | 1313 Yorktown Circle Brookings, SD 57006 | 695-3478 (c) | | 01/01/2018-01/01/2021 |
| Kyleigh Cramer kyleigh.cramer@live.com 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 |
| Rod Schaefer rodjschaefer@hotmail.com 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 |
| Laura Schoen Carbonneau laura@visitbrookingsssd.com CVB Executive Director Rep: Chamber <i>*filled unexpired term</i> | 415 8 th Street S Brookings, SD 57006 | 692-6125 (w) | | 07/23/2019-01/01/2022* |
| Jennifer Johnson jennjoyjohnson@gmail.com Self-employed <i>*filled unexpired term</i> | 205 Sioux Pass Brookings, SD 57006 | (651) 247-2915 (c) | | 05/28/2019-01/01/2022* |
| Teri Ronning terironning@gmail.com <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 01/01/17-01/01/20 | 01/01/2020-01/01/2023 |
| Jeff Holm jeff.holm@sdstate.edu Rep: SDSU | 1206 Clark Avenue Dell Rapids, SD 57022 | 428-4174 (h) 688-6287 (w) 595-2403 (c) | 01/01/14-01/01/17 01/01/17-01/01/20 | 01/01/2020-01/01/2023 |

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 24-06, Ordinance 17-028, Resolution 65-05

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 richter@brookings.net

Traffic Safety Committee

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|--|---|--|--|------------------------|
| Chief Tim Heaton tim_heaton@sdsu.edu Rep: SDSU Chief of Security | 1008 3 rd St. Brookings, SD 57006 | 688-5117 (w) | | Unending |
| Jackie Lanning jlanning@cityofbrookings.org Rep: City Engineer | 520 3 rd St., Suite 140 Brookings, SD 57006 | 692-6629 (w) | | unending |
| VACANT street@cityofbrookings.org Rep: Street Dept. Supt. | 3120 Hwy 14 Bypass Brookings, SD 57006 | 692-2016 (w) | | 09/22/2015-unending |
| Gary Gramm ggramm@brookings.net 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 |
| Staci Perry staci.perry@daktronics.com Rep: Chamber of Commerce | 401 Elm Avenue Brookings, SD 57006 | 690-4256 (c) | | 12/31/2017-12/31/2020 |
| Justin Bucher justinb@bannerassociates.com Rep: Industry | 1308 15 th Street S Brookings, SD 57006 | 692-6342 (w) (605)413-7601 (c) | | 12/31/2017-12/31/2020 |
| Lewayne Erickson lericlaw@brookings.net 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 |
| Jake McGlade jakemcglade@yahoo.com 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* |
| Charles Schnabel cvschnabel@brookings.net BATA Driver Rep: Automobile Insurance | 212 16 th Avenue Brookings, SD 57006 | 695-9806 (c) | | 12/31/2018-12/31/2021 |
| Tony Sonnenburg tsonnenburg@brookingsleo.org Rep: City Chief of Police designee * filled unexpired term | 307 3 rd 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 12/31/16-12/31-19 | 12/31/2019-12/31/2022 |
| Brian Lueders Updated: 10/13/2020 | 2130 8 th St. So. | 696-4700 (w) | 12/31/04-12/31/07 | 12/31/2019-12/31/2022 |

| | | | | |
|--|---|--------------------|--|-----------------------|
| brian.lueders@k12.sd.us Brookings School Admin. Rep: School Supt. designee | Brookings, SD 57006 | | 12/31/07-12/31/10 12/31/10-12/31/13 12/31/13-12/31/16 12/31/16-12/31/19 | |
| Don Norton donnorton745@gmail.com Rep: Citizen-at-large * filled unexpired term | 1801 7 th Avenue S Brookings, SD 57006 | (309) 259-0047 (c) | 12/31/18-12/31/19* | 12/31/2019-12/31/2022 |
| Kacie Richard kacie.richard@hotmail.com Rep: Citizen-at-large * filled unexpired term | 1024 12 th Street S Brookings, SD 57006 | (701) 201-0666 (c) | 12/31/16-12/31/19 | 12/31/2019-12/31/2022 |

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 58-90, Resolution 01-09

Meeting Schedule

Day: Monthly, 2nd Thursday
 Time: 12:10 p.m.
 Location: City & County Gov't Bldg., 520 3rd Street, Suite 230, Room 241
 Phone: (605) 692-6629
 City Contact: Jackie Lanning, City Engineer jlanning@cityofbrookings.org

Utility Board

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>History</u> | <u>Current Term</u> |
|---|---|--|--|-----------------------|
| Spencer Hawley spencer.hawley@mchsi.com Insurance | 1215 W. 8 th St. S. Brookings, SD 57006 | 692-9716 (h) 692-6223 (w) 691-3061 (c) | | 06/09/2020-05/01/2025 |
| Tim Harvey tmharvey@brookings.net Retired | 240 Pine Ridge Rd. Brookings, SD 57006 | 692-1470 (h) 691-9187 (c) | 05/01/06-05/01/11 05/01/11-05/01/16 | 05/01/2016-05/01/2021 |
| Doug Carruthers dwmcarruthers@gmail.com Lead Product Engineer Dandelion Energy <i>*filled unexpired term</i> | 705 4 th Street Brookings, SD 57006 | | 2/10/15-05/01/17* | 05/01/2017-05/01/2022 |
| Keith Bartels kgbart@swiftel.net Retired Electrical Engineer | 825 Regency Court Brookings, SD 57006 | 999-2192 (c) 697-5500 (h) | | 05/01/2018-05/01/2023 |
| Seth Hansen shansen@brookings.net Daktronics Engineer/IT | 1408 Yellowstone Dr. Brookings, SD 57006 | 692-0200 (w) 697-6231 (h) | 05/01/14-05/01/19 | 05/01/2019-05/01/2024 |

CITY COUNCIL MEMBER EX-OFFICIO APPOINTMENTS

| | | | | |
|---|---|--------------|--|--------------------|
| Joey Collins jcollins@cityofbrookings.org | 2332 16 th Ave. So. Brookings, SD 57006 | 695-9811 (c) | | 8/11/2020-5/1/2021 |
| Oepke "Ope" Niemeyer bopn@brookings.net | 718 11 th St. Brookings, SD 57006 | 690-4246 (c) | | 8/11/2020-5/1/2021 |

Purpose

The Utility Board is an administrative body responsible for the management and control of the electric, water, wastewater and telephone utilities of the City of Brookings.

Membership

Membership: 5
 Term: 5 years
 Residency: Required (resident & land owner)
 Appointment: May 1
 Legal Reference: Brookings City Code of Ordinances Chapter 86, Article II, Section 86-30 thru 86-50
 Ordinance 26-05, SDLC 9-39-12

Meeting Schedule

Day: Twice monthly: 2nd Monday (in person at 1:00 p.m.)
 4th Monday (via teleconference at 11:45 a.m.)
 Time: 1:00 p.m. / 11:45 a.m.
 Location: Brookings Municipal Utilities Building (525 Western Ave.)
 Phone: (605) 692-6325
 BMU Contact: Steve Meyer, Executive Vice President/General Manager

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 | Scott Munsterman (Interim) |
| 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 effective July 1, 1999.)

| | |
|----------------------|--|
| Oepke "Ope" Niemeyer | July 1, 2020 – May 1, 2023 (election postponed to 6/23/2020) |
| Joey Collins | July 1, 2020 – May 1, 2023 (election postponed to 6/23/2020) |
| 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* |

**elected to fill vacated Mayor position*

| | |
|---------------|----------------------------|
| Mary Kidwiler | May 1, 2016 – May 1, 2019 |
| Nick Wendell | May 1, 2016 – May 1, 2018* |

**elected to fill Scott Meyer's vacated position*

| | |
|----------------|-------------------------------------|
| David M. Meyer | February 10, 2016 – April 30, 2016* |
|----------------|-------------------------------------|

**appointed to fill Scott Meyer's vacated position*

| | |
|----------------------|---|
| 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 McClemons | 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* |

**appointed to fill Mayor Reed's vacated position*

| | |
|-------------------|--|
| 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 McClemons | 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* |

** 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).*

| | |
|------------------|---------------------------|
| Thomas Bezdichek | May 1, 2006 – May 1, 2009 |
| Ginger Thomson | May 1, 2005 – May 1, 2008 |

Updated: 10/13/2020

| | |
|---|-----------------------------|
| 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 |
| <i>*appointed to fill Mayor Munsterman's vacated position</i> | |
| 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 |

City Council Member Ex-Officio Appointments

***Brookings County & City
Joint Jurisdictional Committee***

Oepke “Ope” Niemeyer & Holly Tilton Byrne

Brookings Health System Board of Trustees

Patty Bacon & Leah Brink

Brookings Municipal Utilities

Oepke “Ope” Niemeyer & Joey Collins

Brookings Economic Development Corp. Board

Nick Wendell

***Brookings Economic Development
Corporation Investment Committee***

Leah Brink, Oepke “Ope” Niemeyer & Patty Bacon

East Central Communications Council (E-911)

Joey Collins

Joint Powers Board

Nick Wendell & Leah Brink

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 I.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.
-

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
- Utility Board

** Student representatives are appointed in May for one year terms:

- Brookings Committee for People with Disabilities
- Human Rights Commission
- Park & Recreation Board
- Sustainability Council



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 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 are available at the City Clerk's Office. Applicants are required to return a signed application and supporting information, to include a signed *City Volunteer Code of Ethics Form*, to the City Clerk's Office by the advertised deadline.

Applicants may apply for more than one board by indicating 1st, 2nd, 3rd, 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 04-94)*

The City Clerk retains applications for one year. The City Clerk will maintain the applications of appointed volunteers on file for the duration of their service.

Residency Requirements

| <u>Board/Committee/Commission</u> | <u>City Residency</u> | <u>Authority</u> |
|--|---|--|
| Affordable Housing Task Force | No | Charter |
| Airport Board | City required for majority | Sec. 18-32 |
| Bicycle Advisory Committee | No | Ordinance 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 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 |
| <u>Board/Committee/Commission</u> | <u>City Residency</u> | <u>Authority</u> |

| | | |
|---|----------------------------|------------------|
| Planning Commission | Yes | Section 66-3 |
| Public Arts Commission | Required for Majority | Ordinance 16-006 |
| Sixth (6 th) 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 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’s Office, 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 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
 - Copies of 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

Applications are available for review 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 anyApplications are available for review 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 boards, committees, 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. 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.

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.