

BRING YOUR DREAMS.



# City of Brookings Directory

**Elected Officials,  
Appointed Volunteer 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: City Clerk's Office  
City & County Government Building, 520 3<sup>rd</sup> Street, Suite 230  
Brookings, SD 57006  
(605) 692-6281  
[www.cityofbrookings-sd.gov](http://www.cityofbrookings-sd.gov)**

If you have any comments or corrections regarding the City of Brookings Volunteer Board 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, Casey Bell, at (605) 692-6281.

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# City of Brookings Leadership Team

City Manager .....	Paul Briseno
Deputy City Manager .....	Jake Meshke
Supervisor of : Information Technology Dept., Police Dept., Fire Dept.	
City Attorney .....	Steve Britzman
City Clerk .....	Bonnie Foster
Community Development Director.....	Mike Struck
Interim Chief Finance Officer.....	Ashley Rentsch
Supervisor of : Finance, Municipal Liquor Store, and Swiftel Center	
Fire Chief .....	Pete Bolzer
Human Resources Director .....	Casey Bell
Library Director .....	Ashia Gustafson
Parks, Recreation & Forestry Director.....	Kristin Zimmerman
Police Chief .....	Michael Drake
Public Works .....	John Thompson
Supervisor of: Engineering, Streets, Solid Waste / Landfill	
Public Information Officer.....	Sherry Fuller Bordweyk

## Department Managers

Airport .....	Lucas Dahl
Engineering .....	Charlie Richter
Information Technology.....	Don Goff
Municipal Liquor Store .....	Bill Heldt
Street Department.....	Jeremy Linstad
Solid Waste / Landfill .....	VACANT
Swiftel Center .....	Michael Logan

## South Dakota's State and National Elected Officials

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

#### **Kristi Noem**

500 E. Capitol Ave.  
Pierre, SD 57501  
Phone: 605-773-3212  
[www.state.sd.us/governor/](http://www.state.sd.us/governor/)

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

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

511 Dirksen Senate Office Bldg.  
Washington, DC 20510  
Toll Free: 1-866-850-3855  
Phone: 1-202-224-2321  
Fax: 202-228-5429  
District Phone: 605-334-9596  
5015 S Bur Oak Place  
Sioux Falls, SD 57108  
[thune@thune.senate.gov](mailto:thune@thune.senate.gov)  
[www.thune.senate.gov/](http://www.thune.senate.gov/)

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

SR-C4 Russell Senate Office Bldg.  
Washington, DC 20510  
Phone: 202-224-5842  
Toll free: 844-875-5268  
Fax: 202-224-7482  
District Phone: 605-336-0486  
District Fax: 605-336-6624  
320 N. Main, Suite 'A'  
Sioux Falls, SD 57104  
[www.rounds.senate.gov/](http://www.rounds.senate.gov/)

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

1508 Longworth House Office Bldg.  
Washington, DC 20515  
Phone: 202-225-2801  
<http://dustyjohnson.house.gov/>

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

#### **Senator Tim Reed**

1409 Whitetail Path  
Brookings, SD 57006  
Home Phone: 605-691-0452  
Capitol Phone: 605-773-3821  
[Tim.Reed@sdlegislature.gov](mailto:Tim.Reed@sdlegislature.gov)

#### **Representative Roger DeGroot**

1925 Oriole Trail  
Brookings, SD 57006  
Home Phone: 605-360-0644  
Capitol Phone: 605-773-3851  
[Roger.DeGroot@sdlegislature.gov](mailto:Roger.DeGroot@sdlegislature.gov)

#### **Representative Mellissa Heermann**

860 Regency Court  
Brookings, SD 57006  
Phone: 605-651-7891  
Capitol Phone: 605-773-3851  
[Mellissa.Heermann@sdlegislature.gov](mailto:Mellissa.Heermann@sdlegislature.gov)

#### **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  
David Reiss, Executive Director  
[david@sdmunicipalleague.org](mailto:david@sdmunicipalleague.org)  
[www.sdmunicipalleague.org](http://www.sdmunicipalleague.org)

## Mayor & City Council

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Mayor Oepke “Ope” Niemeyer</b> <a href="mailto:oniemeyer@cityofbrookings-sd.gov">oniemeyer@cityofbrookings-sd.gov</a> Self-Employed/Owner <i>(Council Member 2011-2021) *Elected Mayor 2021</i>	718 11 <sup>th</sup> Street Brookings, SD 57006	690-4246 (c) 697-9111 (h)	05/01/11-05/01/14 05/01/14-05/01/17 05/01/17-05/01/20 07/01/20-05/01/21*	05/01/2021-04/30/2024
<b>Andrew Rasmussen</b> <a href="mailto:arasmussen@cityofbrookings-sd.gov">arasmussen@cityofbrookings-sd.gov</a> SDSU Student	1744 Torrey Pines Dr. Brookings, SD 57006	695-3891 (c)		05/01/2023-04/30/2026
<b>Brianna Doran</b> <a href="mailto:bdoran@cityofbrookings-sd.gov">bdoran@cityofbrookings-sd.gov</a> United Way Director of Communication & Impact <i>*Elected to fill unexpired term</i>	919 6 <sup>th</sup> Avenue Brookings, SD 57006	430-5598 (c)	05/01/22-04/30/23*	05/01/2023-04/30/2026
<b>Wayne Avery</b> <a href="mailto:wavery@cityofbrookings-sd.gov">wavery@cityofbrookings-sd.gov</a> Retired <i>*Appointed to fill vacancy</i> <i>**Elected to fill unexpired term</i>	212 Sundance Pass Brookings, SD 57006	695-8884 (c)	06/01/21-04/30/22*	05/01/2022-04/30/2024**
<b>Nick Wendell, Deputy Mayor</b> <a href="mailto:wendellnick@gmail.com">wendellnick@gmail.com</a> SD Board of Technical Education Executive Director <i>*Elected to fill unexpired term</i>	1011 4 <sup>th</sup> St Brookings, SD 57006	830-5446 (c)	05/01/16-05/01/18* 05/01/18-05/01/21	05/01/2021-04/30/2024
<b>Holly Tilton Byrne</b> <a href="mailto:hmtilton@gmail.com">hmtilton@gmail.com</a> Human Resources Specialist <i>*Appointed to fill vacancy</i> <i>**Elected to fill unexpired term</i>	723 Harvey Dunn St. Brookings, SD 57006	690-4757	5/10/17-04/30/18* 05/01/18-05/01/19** 05/01/19-04/30/22	05/01/2022-04/30/2025
<b>Bonny Specker</b> <a href="mailto:bspecker@cityofbrookings-sd.gov">bspecker@cityofbrookings-sd.gov</a> Retired Professor & Endowed Chair Emerita, SDSU	121 Trail Ridge Road Brookings, SD 57006	691-1644 (c)		05/01/2022-04/30/2025

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

**Phone:** (605) 692-6281

**Email:** [bopn@cityofbrookings-sd.gov](mailto:bopn@cityofbrookings-sd.gov); [arasmussen@cityofbrookings-sd.gov](mailto:arasmussen@cityofbrookings-sd.gov); [bdoran@cityofbrookings-sd.gov](mailto:bdoran@cityofbrookings-sd.gov);  
[wavery@cityofbrookings-sd.gov](mailto:wavery@cityofbrookings-sd.gov); [wendellnick@gmail.com](mailto:wendellnick@gmail.com); [hmtilton@gmail.com](mailto:hmtilton@gmail.com); [bspecker@cityofbrookings-sd.gov](mailto:bspecker@cityofbrookings-sd.gov)

### Membership

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

### Meeting Schedule

Council Meetings: Monthly, 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays 6:00 p.m.  
Study Sessions: Monthly, 3<sup>rd</sup> Tuesday 5:30 p.m.  
(Not held during June, July, and August.)  
Location: City & Co. Gov't Bldg., 520 3<sup>rd</sup> St.  
Chambers (Room 310)

## Airport Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Isaac Wilde</b> <a href="mailto:wildeairservice@gmail.com">wildeairservice@gmail.com</a> Owner/Pilot Wilde Air Services	21009 459 <sup>th</sup> Avenue Volga, SD 57071	605-860-8692 (c)		05/01/2023-05/01/2028
<b>Judy McLaughlin</b> <a href="mailto:judyrob@itctel.com">judyrob@itctel.com</a> Avera, Application Developer	47124 203 <sup>rd</sup> Street Brookings, SD 57006	693-4429 (h)	05/01/09-04/30/14 05/01/14-04/30/19	05/01/2019-05/01/2024
<b>Brady Klocker</b> <a href="mailto:brady.klocker@sdsu.edu">brady.klocker@sdsu.edu</a> SDSU Pilot/Mechanic	106 James Ave. Volga, SD 57071	880-0599 (c)		05/01/2020-05/01/2025
<b>Brian Van Liere</b> <a href="mailto:ime@swiftel.net">ime@swiftel.net</a> Industrial Machine & Eng. Business Owner <i>* filled unexpired term</i>	234 Sundance Pass Brookings, SD 57006	692-4417 (h) 651-3849 (c)	07/14/15-04/30/16* 05/01/16-04/30/21	05/01/2021-05/01/2026
<b>Lynn Riedesel</b> <a href="mailto:lried@itctel.com">lried@itctel.com</a> Retired Farmer & Airline Pilot	20631 472 <sup>nd</sup> Ave. Brookings, SD 57006	693-3494 (h) 695-0490 (c)	05/01/07-04/30/12 05/01/12-04/30/17 05/01/17-05/01/22	05/01/2022-05/01/2027

### Purpose

The Airport Board provides recommendations to Airport staff, City Manager, and City Council on matters related to airport operations, capital improvements, and overall 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 (Code: Section 18-32)  
 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, 3<sup>rd</sup> Thursday  
 Time: 3:30 p.m.  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Suite 230, Room 241

Department: City Engineer's Office / Airport  
 Phone: Engineer's Office: (605) 692-6629 or Airport: (605) 697-8664  
 City Contact: Lucas Dahl, Airport Manager [ldahl@cityofbrookings-sd.gov](mailto:ldahl@cityofbrookings-sd.gov)  
 Charlie Richter, City Engineer [crichter@cityofbrookings-sd.gov](mailto:crichter@cityofbrookings-sd.gov)

## Board of Adjustment

(Comprised of appointed Planning Commission members – Ordinance 22-006)

<u>Name</u>	<u>Address</u>	<u>Phone</u>
<b>Greg Fargen</b> <a href="mailto:greg@ebankstar.com">greg@ebankstar.com</a> BankStar Financial	237 Indian Hills Road Brookings, SD 57006	697-6793 (h) 692-3636 (w)
<b>Richard Smith</b> <a href="mailto:Rls19392011@hotmail.com">Rls19392011@hotmail.com</a> Retired Lawyer	1233 Laurel Lane Brookings, SD 57006	605-696-7297 (h) 605-651-2442 (c)
<b>Tanner Aiken - Chair</b> <a href="mailto:tanner.aiken@sdsu.edu">tanner.aiken@sdsu.edu</a> SDSU Facilities and Services Horticulturalist	409 Main Ave. So. Brookings, SD 57006	641-5812 (h)
<b>Clark James Drew, III</b> <a href="mailto:james@clarkdrewconstruction.com">james@clarkdrewconstruction.com</a> Clark Drew Construction – Owner, General Contractor	1319 Keystone Circle Brookings, SD 57006	692-8386 (h) 692-9063 (w)
<b>Scot Leddy</b> <a href="mailto:scotl@bannerassociates.com">scotl@bannerassociates.com</a> Banner Associates – Project Manager / Professional Engineer	2219 16 <sup>th</sup> Avenue South Brookings, SD 57006	612-710-3587 (c) 692-6342 (w)
<b>Jacob Mills – Vice Chair</b> <a href="mailto:jacob@mills-development.com">jacob@mills-development.com</a> Mills Development - Developer	2741 Sweetgrass Drive Brookings, SD 57006	691-3352 (c)
<b>Kyle Jamison</b> <a href="mailto:Kyle.jamison@outlook.com">Kyle.jamison@outlook.com</a> designArc Group	521 12 <sup>th</sup> Street South #15 Brookings, SD 57006	605-940-7568 (c)
<b>Nick Schmeichel</b> <a href="mailto:nick.schmeichel@gmail.com">nick.schmeichel@gmail.com</a> Sideline Productions	2509 Avalon Circle Brookings, SD 57006	695-3478 (c)
<b>Roger Solum</b> <a href="mailto:rsolum@swiftel.net">rsolum@swiftel.net</a> Retired	1631 Cypress Point Cir Brookings, SD 57006	

*NOTE: for term information, please refer to the Planning Commission pages.*

### Purpose

The Board of Adjustment has the authority to act on variances or special exceptions to the zoning ordinance.

With the passage of Ordinance 22-006, the Board of Adjustment members will be the appointed current Planning Commission members. The Board of Adjustment terms will be consistent with the Planning Commission member terms.



**Membership**

Membership: 9 (7 full & 2 alternate)  
 Alternates are non-voting members, unless 1 or 2 of the voting members are absent.  
 The Planning Commission Chair and Vice-Chair will serve as Alternates (1<sup>st</sup> Alternate – Vice Chair, 2<sup>nd</sup> Alternate, Chair).

Term: 3 years

Residency: Required (Code Section 66-3)

Appointment: December 31

Legal Reference: Brookings City Code of Ordinances Chapter 94, Article II, Section 94-42 thru 94-45(repealed 2022) Ordinance 15-013 (repealed 2022), Ordinance 21-03 (repealed 2022), Ordinance 11-93 (repealed 2022), Ordinance 23-91 (repealed 2022); SDCL 11-4-13, Ordinance 22-006, Ordinance 23-001 (amending Code Sections 66-5 and 66-9 in 2023).

**Meeting Schedule**

Day: Monthly, 1<sup>st</sup> Tuesday

Time: 5:30 p.m.

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

Department: Community Development

Phone: (605) 692-6629

City Contact: Ryan Miller, City Planner [rmiller@cityofbrookings-sd.gov](mailto:rmiller@cityofbrookings-sd.gov)  
 Mike Struck, Community Development Director [mstruck@cityofbrookings-sd.gov](mailto:mstruck@cityofbrookings-sd.gov)

## Board of Appeals

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>	<b><u>History</u></b>	<b><u>Current Term</u></b>
<b>George Houtman</b> General Contractor <a href="mailto:houtmanconst@gmail.com">houtmanconst@gmail.com</a> <i>*filled unexpired term</i>	1300 Pheasant Run Rd Brookings, SD 57006	690-1620 (c) 692-2140 (w)	02/26/13-01/01/18* 01/01/18-01/01/23	01/01/2023-01/01/2028
<b>Spencer Hawley</b> Insurance Agency Owner <a href="mailto:Spencer.hawley@mchsi.com">Spencer.hawley@mchsi.com</a>	1215 W. 8 <sup>th</sup> St. So. Brookings, SD 57006	692-6223(w) 692-9716 (h) 691-3061 (c)	05/01/86-05/01/91 05/01/91-01/01/96 01/01/96-01/01/01 01/01/01-01/01/06 01/01/06-01/01/11 01/01/11-01/01/16 01/01/16-01/01/21	01/01/2021-01/01/2026
<b>Paul Sahr</b> Mills Construction, Inc. <a href="mailto:pauls@buildwithmills.com">pauls@buildwithmills.com</a>	403 Jefferson Avenue Volga, SD 57071	690-4545 (c) 627-9427 (h)	01/01/16-01/01/21	01/01/2021-01/01/2026
<b>Jonathan Meendering</b> Associate Architect <a href="mailto:jonmeen@yahoo.com">jonmeen@yahoo.com</a>	215 Grey Owl Pass Brookings, SD 57006	692-4008 (w) 691-2012 (c)	01/01/12-01/01/17 01/01/17-01/01/22	01/01/2022-01/01/2027
<b>Brad Peterson</b> Peterson Trucking LLC <a href="mailto:Petersontrucking105@gmail.com">Petersontrucking105@gmail.com</a>	305 20 <sup>th</sup> St S. Brookings, SD 57006	651-1516 (c)		01/01/2022-01/01/2027

### **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 (Code Section 22-36)  
 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

Department: Community Development  
 Phone: (605) 692-6629  
 City Contact: Jared Thomas, Building Services Administrator [jthomas@cityofbrookings-sd.gov](mailto:jthomas@cityofbrookings-sd.gov)  
 Mike Struck, Community Development Director [mstruck@cityofbrookings-sd.gov](mailto:mstruck@cityofbrookings-sd.gov)

## Brookings Disability Awareness Committee

Name	Address	Phone	History	Current Term
<b>COLLEGE STUDENT REPRESENTATIVE</b>				
<b>Emma Nusrat Qurashi</b> SDSU Student <i>(student term – 1 year)</i>	131 12 <sup>th</sup> Ave S #5A Brookings, SD 57006	(605) 202-1757		05/01/2022-05/01/2023
<b>Ismael Collazo</b> <a href="mailto:cookingizzy@yahoo.com">cookingizzy@yahoo.com</a> Self-employed Carpenter <i>*filled unexpired term</i>	1342 4 <sup>th</sup> St Brookings, SD 57006	(305)763-2540 (c)	10/12/21-01/01/23*	01/01/2023-01/01/2026
<b>Lynda Venhuizen</b> <a href="mailto:lynda.venhuizen@gmail.com">lynda.venhuizen@gmail.com</a> SDSU Faculty <i>*filled unexpired term</i>	702 3rd St. Brookings, SD 57006	605-692-4005 (h) 605-592-5188 (c) 605-688-4449 (w)		02/14/2023-01/01/2026*
<b>Ali Teesdale</b> <a href="mailto:ali@bcymentoring.org">ali@bcymentoring.org</a> Brookings County Youth Mentoring Program <i>*filled unexpired term</i>	1226 Christine Circle Brookings, SD 57006		03/08/22-01/01/23*	01/01/2023-01/01/2026
<b>Rachel Holm</b> <a href="mailto:rahholm5614@gmail.com">rahholm5614@gmail.com</a> Dept. of Social Services <i>*filled unexpired term</i>	209 36 <sup>th</sup> St. So. Brookings, SD 57006	688-4330 (h) 605-929-6519 (c)	03/12/19-01/01/21*	01/01/2021-01/01/2024
<b>Matthew Weiss, Chair</b> <a href="mailto:matthew@designarcgroup.com">matthew@designarcgroup.com</a> designArc Group, LLC <i>*filled unexpired term</i>	415 21 <sup>st</sup> Avenue Brookings, SD 57006	692-4008 (h) 691-1611 (c)	03/12/19-01/01/21*	01/01/2021-01/01/2024
<b>Ramona Kauk</b> <a href="mailto:Ramona.kauk@gmail.com">Ramona.kauk@gmail.com</a> Advance <i>*filled unexpired term</i>	304 Lincoln Ln Volga, SD 57071  Volga, SD 57071	860-8771 (c) 696-5276 (w)		06/28/2021-01/01/2024*
<b>Jenny Grendler</b> <a href="mailto:jlgrendler@gmail.com">jlgrendler@gmail.com</a> SDSU Family Resource Network <i>*filled unexpired term</i>	2227 Rhonda Road Brookings, SD 57006	605-530-2568 (c)	03/12/19-01/01/21*	01/01/2021-01/01/2024
<b>Aysia Platte, Recorder</b> <a href="mailto:Aysia.platte@gmail.com">Aysia.platte@gmail.com</a> Self-employed <i>*reactivated position 1/1/2021</i>	420 Main Ave., #202 Brookings, SD 57006	(920) 290-6149 (c)	7/13/21-01/01/22 *	01/01/2022-01/01/2025

<b>Katie Knudson</b> <a href="mailto:Katie.knudson@k12.sd.us">Katie.knudson@k12.sd.us</a> Early Childhood SPED TA <i>*filled unexpired term</i>	1322 Pheasant Run Road Brookings, SD 57006	605-633-0179 (c)		09/12/2023-01/01/2025*
<b>Jon Stauff, Vice-Chair</b> <a href="mailto:Jon.stauff@sdstate.edu">Jon.stauff@sdstate.edu</a> SDSU – Assistant VP for Internat'l Affairs <i>*reactivated position 1/1/2021</i>	2417 9 <sup>th</sup> St., Apt. #212 Brookings, SD 57006	605-688-4122(w) (540)577-2672 (c)	01/01/21-01/01/22*	01/01/2022-01/01/2025
<b>Mark Sternhagen,</b> Publicity Coordinator <a href="mailto:cnsstone@yahoo.com">cnsstone@yahoo.com</a> Retired Teacher <i>*filled unexpired term</i>	900 15 <sup>th</sup> St. So., #111 Brookings, SD 57006	605-697-7209(h)	03/12/19-01/01/22*	01/01/2022-01/01/2025

**SDSU LIAISON**

<b>Sarah Lesnar</b> <a href="mailto:Sarah.Lesnar@sdstate.edu">Sarah.Lesnar@sdstate.edu</a>	4/2/8/2023-unending
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The following position(s) to remain vacant, until such time the Committee determines otherwise.

<b>VACANT</b> <i>*vacated by S. Minor 1/2019</i>	01/01/2018-01/01/2020
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**Purpose**

The Brookings Disability Awareness Committee (BDAC) 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 majority (no more than 25% of members as non-residents) (Code Section 2-171)
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 3 <sup>rd</sup> Street, Room 300
Department:	Human Resources
Phone:	(605) 692-6281
City Contact:	Maureen Simet, Human Resources Risk Manager, <a href="mailto:msimet@cityofbrookings-sd.gov">msimet@cityofbrookings-sd.gov</a>

**ADA Coordinator Liaisons:**

Casey Bell	City ADA Coordinator	(605) 692-6281	520 3 <sup>rd</sup> St., Suite 230
Kristen Witchey	County ADA Coordinator	(605) 696-8205	520 3 <sup>rd</sup> St., Suite 210

## Brookings Health System

### Board of Trustees

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>CITY APPOINTMENTS</b>				
<b>Lynn Darnall</b> <a href="mailto:medacresghse@gmail.com">medacresghse@gmail.com</a> Medary Acres Greenhouse, Inc. <i>*filled unexpired term</i>	1405 Medary Avenue S Brookings, SD 57006	692-6665 (h) 692-5816 (w) 695-1291 (c)	03/13/18-01/01/20* 01/01/20-01/01/23	01/01/2023-01/01/2026
<b>Don Greiner</b> <a href="mailto:Donald.greiner@bankeasy.com">Donald.greiner@bankeasy.com</a> Lender / Banker	47158 219 <sup>th</sup> Street Brookings, SD 57006	695-6561 (c) 696-2499 (w)		01/01/2023-01/01/2026
<b>David Meyer</b> <a href="mailto:meyerortho@gmail.com">meyerortho@gmail.com</a> Orthodontist / Meyer Orthodontics	1814 Terrace Drive Brookings, SD 57006	692-1650 (h) 691-7511 (c)		01/01/2021-01/01/2024
<b>Tracy Greene</b> <a href="mailto:tracyg@osprey.net">tracyg@osprey.net</a> SDSU VP & General Counsel	106 W Main St White, SD 57276	629-2122 (h) 688-5248 (w) 695-2833 (c)		01/01/2022-01/01/2025
<b>Dick Peterson</b> <a href="mailto:theatre@brookings.net">theatre@brookings.net</a> State Theatre Company <i>*filled unexpired term</i>	1703 Victory Street Brookings, SD 57006	692-6821 (w) 692-6476 (h)	01/14/14-01/01/16* 01/01/16-01/01/19 01/01/19-01/01/22	01/01/2022-01/01/2025
<b>BROOKINGS HEALTH SYSTEM MEDICAL STAFF APPOINTMENT</b>				
<b>Dr. Andrew Ellsworth</b> <a href="mailto:andrew.ellsworth@avera.org">andrew.ellsworth@avera.org</a> <i>*filled unexpired term</i>	1320 Keystone Circle Brookings, SD 57006	697-9500 (w) 270-2769 (c)	06/23/15-01/01/16* 01/01/16-01/01/19 01/01/19-01/01/22	01/01/2022-01/01/2025
<b>COUNTY APPOINTMENTS</b>				
<b>Sheila Anderson</b> <a href="mailto:ssanders@itctel.com">ssanders@itctel.com</a> CFO/Treasurer of Daktronics	3310 Walnut Lane Brookings, SD 57006		01/01/17-12/31/19	01/01/2020-12/31/2022
<b>Mary Anne Krogh</b> <a href="mailto:maryanne.krogh@sdstate.edu">maryanne.krogh@sdstate.edu</a> <i>*filled unexpired term</i> SDSU Dean: College of Nursing	1011 Circle Dr. Brookings, SD 57006	612-360-3777(c) 688-5178 (w)	01/01/20-12/31/20*	12/31/2020-12/31/2023
<b>Jim Morgan</b> <a href="mailto:morganjim6@gmail.com">morganjim6@gmail.com</a> Retired from Daktronics	2634 Western Ave. S. Brookings, SD 57006	691-4501 (c)	01/01/16-12/31/18 01/01/19-12/31/22	01/01/2022-12/31/2024

**CITY COUNCIL MEMBER EX-OFFICIO APPOINTMENTS**

<b>Bonny Specker</b> <a href="mailto:bspecker@cityofbrookings-sd.gov">bspecker@cityofbrookings-sd.gov</a>	520 3 <sup>rd</sup> St., Suite 230 Brookings, SD 57006	691-1644 (c)		5/1/2023-5/1/2024
<b>Brianna Doran</b> <a href="mailto:bdoran@cityofbrookings-sd.gov">bdoran@cityofbrookings-sd.gov</a>	520 3 <sup>rd</sup> St., Suite 230 Brookings, SD 57006	430-5598 (c)	5/1/2022-5/1/2023	5/1/2023-5/1/2024

**COUNTY COMMISSION MEMBER EX-OFFICIO APPOINTMENT**

<b>Ryan Krogman</b> <a href="mailto:ryankrog@century21gka.com">ryankrog@century21gka.com</a>	518 Powderhorn Pass Brookings, SD 57006	695-2188 (c)		1/1/2022-12/31/2022
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**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. (Code Section 42-92)
- Appointment: January 1 – In order to fill vacancies in a timely manner, the applications of prospective board members shall be submitted to the City and County by October 30<sup>th</sup> each year.
- Legal Reference: Brookings City Code of Ordinances Chapter 42, Article III, Division 2, Section 42-91 thru 42-105, Ordinance 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, Ordinance 23-018

**Meeting Schedule**

- Day: Monthly, last Monday of the month. No meetings in May, July, or November.
- Time: 5:00 p.m.
- Location: Brookings Health System, 22<sup>nd</sup> Ave., Brookings
- Department: Brookings Health System
- Phone: (605) 696-9000
- Hospital Contact: Jason Merkley, CEO [jmerkley@brookingshealth.org](mailto:jmerkley@brookingshealth.org)
- City Contact: Paul Briseno, City Manager [pbriseno@cityofbrookings-sd.gov](mailto:pbriseno@cityofbrookings-sd.gov)
- County Contact: Stacy Steffensen, County Commission Assistant [ssteffensen@brookingscountysd.gov](mailto:ssteffensen@brookingscountysd.gov)

## Business Improvement District #1 Board

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>History</b>	<b>Current Term</b>
<b>Kate Treiber – Vice Chair</b> <a href="mailto:ktreiber@prairieplay.org">ktreiber@prairieplay.org</a> Children’s Museum of SD Executive Director <i>*filled unexpired term</i>	1418 Sheridan Circle Brookings, SD 57006	692-6700 (w) 695-8556 (c)	04/28/15-01/01/17* 01/01/17-01/01/20 01/01/20-01/01/23	01/01/2023-01/01/2026
<b>Lynda Pierce - Chair</b> <a href="mailto:lynda@lilydesignbuild.com">lynda@lilydesignbuild.com</a> Architect	46749 199 <sup>th</sup> St. Bruce, SD 57220	651-3567 (h) 692-4008 (w)	01/01/20-01/01/23	01/01/2023-01/01/2026
<b>Melisa Yager</b> <a href="mailto:Melisa@sahotels.net">Melisa@sahotels.net</a> Member-at-large <i>*filled unexpired term</i>	Brookings, SD 57006	605-261-9712 (w)		07/26/2023-01/01/2024*
<b>Mike Logan</b> <a href="mailto:Michael.logan@oakviewgroup.com">Michael.logan@oakviewgroup.com</a> Swiftel Center General Manager	1211 12 <sup>th</sup> St S Brookings, SD 57006	692-7539 (w) 690-8396 (c)		01/01/2022-01/01/2025
<b>Laura Schoen Carbonneau</b> <a href="mailto:laura@visitbrookingsd.com">laura@visitbrookingsd.com</a> Executive Director of Visit Brookings	1321 6 <sup>th</sup> Street Brookings, SD 57006	692-7444 (w)	07/23/19-01/01/22*	01/01/2022-01/01/2025

### **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 (Resolution 59-11)  
 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 3<sup>rd</sup> Street, Suite 140

Department: Community Development  
 Phone: (605) 692-6629  
 City Contact: Mike Struck, Community Development Director [mstruck@cityofbrookings-sd.gov](mailto:mstruck@cityofbrookings-sd.gov)

## East Central Communications Council (E-911)

<u>Name</u>	<u>Address</u>	<u>Phone</u>
<b>Samantha Beckman</b> <a href="mailto:sbeckman@cityofbrookings-sd.gov">sbeckman@cityofbrookings-sd.gov</a> Assistant to the City Manager	520 3 <sup>rd</sup> St., Suite 230 Brookings, SD 57006	692-8692 (w)
<b>Michael Drake</b> <a href="mailto:mdrake@cityofbrookings-sd.gov">mdrake@cityofbrookings-sd.gov</a> Chief of Police	311 3 <sup>rd</sup> Ave. Brookings, SD 57006	692-2311 (w)
<b>Larry Jensen, Vice-Chair</b> <a href="mailto:ljensen@brookingscountysd.gov">ljensen@brookingscountysd.gov</a> County Commissioner	47685 209 <sup>th</sup> Street Aurora, SD 57002	691-9910 (c)
<b>Ryan Krogman, Chair</b> <a href="mailto:rkrogman@brookingscountysd.gov">rkrogman@brookingscountysd.gov</a> County Commissioner	518 Powderhorn Pass Brookings, SD 57006	695-2188 (c)

### Purpose

The East Central Communications Council oversees the Emergency 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
  - Vice-Chair of the Brookings County Commission, or designated alternate
  - Mayor of the City of Brookings or designated alternate who will be from the elected City Council.
  - City Manager or designated alternate

Term: 1 year  
 Residency: The majority of the members shall be residents of the City and/or County. (Emergency Dispatch Services Agreement 12/28/1993)  
 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; City Manager Memo 1/20/2022

### Meeting Schedule

Day: 4 times annually: January, April, July, and October - 3<sup>rd</sup> Thursday. Budget meeting held in May.  
 Time: 8:30 a.m.  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Suite 230, Room 241

Department: Brookings Police Department  
 Phone: (605) 692-2113  
 City Contact: Michael Drake, City of Brookings Police Chief, [mdrake@cityofbrookings-sd.gov](mailto:mdrake@cityofbrookings-sd.gov)



## Historic Preservation Commission

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>History</b>	<b>Current Term</b>
<b>Nathaniel Condelli</b> SDSU – Event Services Coordinator <a href="mailto:nlcondelli@gmail.com">nlcondelli@gmail.com</a> <i>*filled unexpired term</i>	1741 8 <sup>th</sup> St Brookings, SD 57006	507-530-7272	04/19/22-01/01/23*	01/01/2023-01/01/2026
<b>Matthew Weiss, Chair</b> <a href="mailto:matthew@designarcgroup.com">matthew@designarcgroup.com</a> Architect <i>*filled unexpired term</i>	415 21 <sup>st</sup> Avenue Brookings, SD 57006	692-4008 (w) 691-1611 (c)	08/13/19-01/01/20* 01/01/20-01/01/23	01/01/2023-01/01/2026
<b>Jon Stauff</b> <a href="mailto:jon.stauff@sdstate.edu">jon.stauff@sdstate.edu</a> SDSU <i>*filled unexpired term</i>	2043 Monarch Lane Brookings, SD 57006	(540) 577-2672 (c) 688-4122 (w)		02/09/2021-01/01/2024*
<b>Janet Merriman</b> <a href="mailto:janet.merriman@sdstate.edu">janet.merriman@sdstate.edu</a> SDSU Construction Management Instructor <i>*filled unexpired term</i>	1803 15 <sup>th</sup> Street S Brookings, SD 57006	688-4018 (w) 692-2718 (h) 691-3889 (c)	08/12/14-01/01/15* 01/01/15-01/01/18 01/01/18-01/01/21	01/01/2021-01/01/2024
<b>Janet Gritzner, Vice-Chair</b> <a href="mailto:janet.gritzner@sdstate.edu">janet.gritzner@sdstate.edu</a> Retired SDSU Geography Professor	1011 7 <sup>th</sup> Avenue Brookings, SD 57006	692-4643 (h)	01/01/09-01/01/12 01/01/12-01/01/15 01/01/15-01/01/18 01/01/18-01/01/21	01/01/2021-01/01/2024
<b>Paula Carson</b> <a href="mailto:Paula.carson@sdstate.edu">Paula.carson@sdstate.edu</a> Retired from SDSU	2124 Monarch Lane Brookings, SD 57006	695-0889 c		01/01/2022-01/01/2025
<b>Kyle Nelson</b> <a href="mailto:kylemartinnelson@yahoo.com">kylemartinnelson@yahoo.com</a> Unlimited Vision LLC <i>*filled unexpired term</i>	1519 Sequoia Ct Brookings, SD 57006	691-3131 (c)	07/27/21-01/01/22*	01/01/2022-01/01/2025
<b>Tom Thaden</b> Capital Services Account Specialist			01/01/19-01/01/22	01/01/2022-01/01/2025
<b>Samuel Krueger</b> <a href="mailto:Samuel.t.krueger@gmail.com">Samuel.t.krueger@gmail.com</a> Self employed – Carpenter <i>*filled unexpired term</i>	1208 Crested Butte Ave Brookings, SD 57006			03/08/2022-01/01/2025

### **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 (Code Section 46-22)  
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 3<sup>rd</sup> Street

Department: Community Development  
Phone: (605) 692-6629  
City Contact: Ryan Miller, City Planner [rmiller@cityofbrookings-sd.gov](mailto:rmiller@cityofbrookings-sd.gov)  
Mike Struck, Community Development Director [mstruck@cityofbrookings-sd.gov](mailto:mstruck@cityofbrookings-sd.gov)

## Human Rights Commission

Name	Address	Phone	History	Current Term
<b>COLLEGE STUDENT REPRESENTATIVE</b>				
<b>Joseph Ulloa</b> <a href="mailto:Ulloajoseph2018@gmail.com">Ulloajoseph2018@gmail.com</a> SDSU Student	939 Western Ave. Circle Brookings, SD 57006	605-920-2774 (c)		5/1/2023-5/1/2024
<b>CITY APPOINTMENTS</b>				
<b>Dianne Nagy, Chair</b> <a href="mailto:Nagy.dianne@gmail.com">Nagy.dianne@gmail.com</a> South Dakota State University <i>*filled unexpired term</i>	1936 Orchard Dr Brookings, SD 57006	688-5051 (w) 695-7596 (c)	07/27/21-01/01/23*	01/01/2023-01/01/2026
<b>Erica Moore</b> <a href="mailto:emoore@aihec.org">emoore@aihec.org</a> South Dakota State University <i>*filled unexpired term</i>	1212 6 <sup>th</sup> St Brookings, SD 57006	(605)220-4070	07/27/21-01/01/23*	01/01/2023-01/01/2026
<b>Amanda Fickes</b> <a href="mailto:amfickes@gmail.com">amfickes@gmail.com</a> Sanford Health <i>*filled unexpired term</i>	1209 4 <sup>th</sup> Street Brookings, SD 57006	605-328-2431 (w) 218-371-0003 (c)	10/11/22-01/01/23*	01/01/2023-01/01/2026
<b>Lawrence Novotny</b> <a href="mailto:actup@brookings.net">actup@brookings.net</a> Retired Chemist - SDSU	928 8 <sup>th</sup> Street Brookings, SD 57006	691-9129 (c) 692-6026 (h)	01/01/09-01/01/12 01/01/12-01/01/15 01/01/15-01/01/18 01/01/18-01/01/21	01/01/2021-01/01/2024
<b>Nieema Thasing</b> <a href="mailto:leadership.service@yahoo.com">leadership.service@yahoo.com</a> RTI <i>*filled unexpired term</i>	128 Beaver St. / PO Box 500 Elkton, SD 67026	542-3202 (h) 691-3106 (c)		01/01/2021-01/01/2024
<b>Carla Gatzke</b> <a href="mailto:carlagatzke@gmail.com">carlagatzke@gmail.com</a> Daktronics <i>*filled unexpired term</i>	20836 475 <sup>th</sup> Ave Aurora, SD 57002	605-691-4500		10/11/2022-01/01/2024*
<b>Pastor Mark Johnsen</b> <a href="mailto:pastormarkjohnsen@gmail.com">pastormarkjohnsen@gmail.com</a> United Church of Christ <i>*filled unexpired term</i>	727 Napa Valley Street Brookings, SD 57006	605-697-2882(w) 605-440-3201 (c)		10/11/2022-01/01/2025*
<b>Emma Nusrat Qurashi</b> <a href="mailto:emma.qurashi95@gmail.com">emma.qurashi95@gmail.com</a> Brookings Behavioral Health & Wellness <i>*filled unexpired term</i>	131 12 <sup>th</sup> Avenue So. #5A Brookings, SD 57006	605-202-1757 (c)		03/28/2023-01/01/2025*

**COUNTY APPOINTMENT**

**Behnoosh Amandi, Vice Chair** 1823 Torrey Pines Drive 571-397-9830 01/17/2023-01/01/2026  
[Amandi.behnoosh2010@gmail.com](mailto:Amandi.behnoosh2010@gmail.com) Brookings, SD 57006

**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)  
 Liaisons: Liaisons are non-voting members. Liaisons represent: Brookings City Police Dept., Brookings Sheriff's Office, SDSU, and Brookings School District.  
 Term: 3 years (1-year term for student position)  
 Residency: Not Required (Code Section 2-142)  
 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 Center Bldg., 520 3<sup>rd</sup> Street, Room 300

Department: Human Resources  
 Phone: (605) 692-6281  
 City Contact: Casey Bell, Human Resources Director [cbell@cityofbrookings-sd.gov](mailto:cbell@cityofbrookings-sd.gov)

## Joint Jurisdiction Board of Adjustment

<b>APPOINTMENTS</b>		<b>District</b>
<b>Wayne Avery, Vice Chair</b> <a href="mailto:wavery@cityofbrookings-sd.gov">wavery@cityofbrookings-sd.gov</a>	212 Sundance Pass Brookings, SD 57006	City Council Mayor's designee
<b>Tanner Aiken</b> <a href="mailto:tanner.aiken@sdstate.edu">tanner.aiken@sdstate.edu</a>	409 Main Avenue South Brookings, SD 57006	City Planning Commission
<b>Mike Bartley, CC Liaison</b> <a href="mailto:mbartley@brookingscountysd.gov">mbartley@brookingscountysd.gov</a>	1929 25 <sup>th</sup> Avenue Brookings, SD 57006	County Commissioner
<b>Kyle Vanderwal</b> <a href="mailto:Kylevanderwal89@gmail.com">Kylevanderwal89@gmail.com</a>	46410 209 <sup>th</sup> Street Volga, SD 57071	County Planning Commission
<b>Chad Ford, Chairman</b> <a href="mailto:ChadFord84@gmail.com">ChadFord84@gmail.com</a>	19938 462 <sup>nd</sup> Avenue Bruce, SD 57220	County Planning Commission
<b>ALTERNATES</b>		<b>District</b>
<b>Nick Wendell</b> <a href="mailto:wendellnick@gmail.com">wendellnick@gmail.com</a>	1011 4 <sup>th</sup> Street Brookings, SD 57006	City Council – Deputy Mayor Alternate
<b>Jacob Mills</b> <a href="mailto:actup@brookings.net">actup@brookings.net</a>	2741 Sweetgrass Drive Brookings, SD 57006	City Planning Commission Alternate
<b>Spencar Diedrich</b> <a href="mailto:spencard@gmail.com">spencard@gmail.com</a>	21858 479 <sup>th</sup> Avenue Elkton, SD 57026	County Planning Commission Alternate

### Purpose

The Joint Board shall operate in accordance with the powers, duties and procedures set forth in Article VI (as amended) of the Brookings County Zoning Ordinance. The Joint Board shall have the following powers and duties:

- a. Administrative Review. To hear and decide cases where it is alleged by the aggrieved party that there is error in any order, requirement, decision, or determination made by the County Zoning Officer or other administrative officers in the enforcement of any provision of this Ordinance, and/or interpretation of the Official Joint Jurisdiction Zoning Map.
- b. Issuance of Conditional Use Permits/Special Questions. To hear and decide applications for conditional uses that are specified in this Ordinance, and to address special questions upon which the Board of Adjustment is specifically authorized to decide.
- c. Granting of Variances. To hear and decide, upon appeal in specific cases, such variance from the terms of the ordinance which will not be contrary to the public interest, if, owing to special conditions, a literal enforcement of the provisions of this ordinance will result in unnecessary hardship, and so that the spirit of this ordinance is observed, and substantial justice is done.

**Membership**

There shall be established a City/County joint Board of Adjustment, which is referred to herein as the Joint Jurisdiction Board of Adjustment. The membership of the Joint Board of Adjustment shall consist of one (1) County Commissioner, two (2) members of the Brookings County Planning Commission, one (1) member of the City of Brookings Planning Commission, and one (1) member of the Brookings City Council. The Board of Brookings County Commissioners and the Brookings City Council may further appoint alternates to the Joint Board of Adjustment in the event a Board member is unable to participate in a meeting. Alternates to the Joint Board of Adjustment shall be appointed by the Brookings County Commissioners to participate in place of any County appointee, and alternates shall be appointed by the Brookings City Council to participate in place of any City appointee. (excerpt from Ordinance 22-037, Section 4.03.01)

Residency: Follows requirements for the delegated elected official  
Legal Reference: Joint Jurisdiction Zoning Ordinance 22-037

**Meeting Schedule** (when there are items to be addressed)

Day: first Tuesday of the month  
Time: 8:00 p.m. (April-October); 7:00 p.m. (November-March) unless agreed upon by the applicant and board  
Location: City & County Gov't Bldg, 520 3<sup>rd</sup> Street, Room 310  
Phone: County Office: (605) 696-8350  
City Office: (605) 692-6629  
County Contacts: Robert Hill, County Development Director [rhill@brookingscountysd.gov](mailto:rhill@brookingscountysd.gov)  
Richard Haugen, County Development Deputy Director [rhaugen@brookingscountysd.gov](mailto:rhaugen@brookingscountysd.gov)  
City Contact: Mike Struck, Community Development Director [pbriseno@cityofbrookings-sd.gov](mailto:pbriseno@cityofbrookings-sd.gov)

## Joint Powers Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>
<b>Shawn Hostler</b> <a href="mailto:SHostler@brookingscountysd.gov">SHostler@brookingscountysd.gov</a> County Commissioner	513 Copper Mountain Circle Brookings, SD 57006	695-0466 (c)
<b>Kelly VanderWal</b> <a href="mailto:KVanderwal@brookingscountysd.gov">KVanderwal@brookingscountysd.gov</a> County Commissioner	106 Lincoln Lane Volga, SD 57071	695-9983 (c)
<b>Jacob Meshke</b> <a href="mailto:jmeshke@cityofbrookings-sd.gov">jmeshke@cityofbrookings-sd.gov</a> Deputy City Manager	520 3 <sup>rd</sup> St., Suite 230 Brookings, SD 57006	692-6281
<b>Mike Struck</b> <a href="mailto:mstruck@cityofbrookings-sd.gov">mstruck@cityofbrookings-sd.gov</a> Community Development Director	520 3 <sup>rd</sup> St., Suite 230 Brookings, SD 57006	692-6629

### 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 and Amended 8/15/2029; City Manager Memo 1/20/2022

### Meeting Schedule

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

Phone: County Office: (605) 696-8205  
 City Office: (605) 692-6281  
 County Contacts: Stacy Steffensen, County Commission Assistant [ssteffensen@brookingscountysd.gov](mailto:ssteffensen@brookingscountysd.gov)  
 Dan Nelson, State's Attorney [dnelson@brookingscountysd.gov](mailto:dnelson@brookingscountysd.gov)  
 City Contacts: Paul Briseno, City Manager [pbriseno@cityofbrookings-sd.gov](mailto:pbriseno@cityofbrookings-sd.gov)  
 Steve Britzman, City Attorney [britzmanlaw@brookings.net](mailto:britzmanlaw@brookings.net)

## Library Board

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>History</b>	<b>Current Term</b>
<b>Kathryn A. Miller</b> <a href="mailto:kathymiller909@gmail.com">kathymiller909@gmail.com</a> Retired School Counselor	1055 Circle Drive Brookings, SD 57006	692-7680 (h)	01/01/17-01/01/20 01/01/20-01/01/23	01/01/2023-01/01/2026
<b>Brittany Shaw</b> , Chair <a href="mailto:Brittany.shaw@bankeasy.com">Brittany.shaw@bankeasy.com</a> Contact Center Supervisor	306 Thunder Ln, Apt. 34 Brookings, SD 57006	325-370-3184 (c) 696-2417 (w)		01/01/2023-01/01/2026
<b>Stephanie Carroll</b> <a href="mailto:skwolkow@yahoo.com">skwolkow@yahoo.com</a> Daktronics	1417 Yosemite Lane Brookings, SD 57006	690-6660 (c)		01/01/2021-01/01/2024
<b>Denise Hall</b> , Vice Chair <a href="mailto:denisemching@gmail.com">denisemching@gmail.com</a> SoDak Labs <i>*filled unexpired term</i>	1713 Olwien Street Brookings, SD 57006	690-6079 (c)		04/27/2021-01/01/2024*
<b>Linda Richter</b> <a href="mailto:Rlinda392@gmail.com">Rlinda392@gmail.com</a> Retired Educator	1516 Pine Ridge Road Brookings, SD 57006	692-6967 (h)		3/8/2022-01/01/2025

### **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 for majority.
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, 2 <sup>nd</sup> Thursday (after the first Monday)
Time:	12:00 Noon
Location:	Brookings Public Library, Historical Room
Department:	Brookings Public Library
Phone:	(605) 692-9407
City Contact:	Ashia Gustafson, Library Director <a href="mailto:agustafson@cityofbrookings-sd.gov">agustafson@cityofbrookings-sd.gov</a>



## Park & Recreation Board

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>History</b>	<b>Current Term</b>
<b>HIGH SCHOOL STUDENT REPRESENTATIVE</b>				
<b>Cade Christianson</b> <a href="mailto:Cademc2005@gmail.com">Cademc2005@gmail.com</a> <i>Student term 1-year</i> <i>*filled unexpired term</i>	207 Hickory Street Brookings, SD 57006			08/22/2023-05/01/2024*
<b>COLLEGE STUDENT REPRESENTATIVE</b>				
<b>Erin Benz</b> <a href="mailto:erin.benz@jacks.sdstate.edu">erin.benz@jacks.sdstate.edu</a> <i>Student term 1-year</i>	819 Harvey Dunn St. Brookings, SD 57006	507-822-4093 (c)		09/26/2023-05/01/2024
<b>Nathaniel Condelli</b> <a href="mailto:ncondelli@gmail.com">ncondelli@gmail.com</a> Even Services Coordinator	1741 8 <sup>th</sup> Street Brookings, SD 57006	507-580-7272 (c)		05/01/2023-05/01/2026
<b>Steve Berseth</b> <a href="mailto:steve.berseth@k12.sd.us">steve.berseth@k12.sd.us</a> Retired Athletic Director	909 Christine Ave. Brookings, SD 57006	692-9243 (h) 695-3452 (c)	05/01/14-05/01/17 05/01/17-05/01/20 05/01/20-05/01/23	05/01/2023-05/01/2026
<b>Doug Smith</b> <a href="mailto:dougandbets@gmail.com">dougandbets@gmail.com</a> Retired <i>*filled unexpired term</i>	1138 Pactola Cove Brookings, SD 57006	695-5978 (c) 692-4050 (h)	09/27/16-05/01/18* 05/01/18-05/01/21	05/01/2021-05/01/2024
<b>Jay Larsen</b> Retired <i>* filled unexpired term</i>	1347 5 <sup>th</sup> Street Brookings, SD 57006	695-0063 (c) 692-9077 (h)	05/01/16-05/01/18* 05/01/18-05/01/21	05/01/2021-05/01/2024
<b>Ashley Ragsdale</b> <a href="mailto:ashleykragsdale@yahoo.com">ashleykragsdale@yahoo.com</a>  <i>* filled unexpired term</i>	1211 5 <sup>th</sup> St. So. Brookings, SD 57006	691-4235 (c) 692-4177 (w)	02/09/21-05/01/22	05/01/2022-05/01/2025
<b>Erika Saunders</b> <a href="mailto:erikasaun@gmail.com">erikasaun@gmail.com</a> Technical Editor	271 Indian Hills Road Brookings, SD 57006	692-2717 (h) 703-944-6042(w)	05/01/13-05/01/16 05/01/16-05/01/19 05/01/19-05/01/22	05/01/2022-05/01/2025
<b>John Maynes</b> <a href="mailto:john.maynes@outlook.com">john.maynes@outlook.com</a> Retired Attorney	217 Indian Hills Road Brookings, SD 57006	690-1603 (c) 692-8984 (h) 696-5000 (w)	05/01/19-05/01/22	05/01/2022-05/01/2025

### **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 (SDCL 9-38-12 / Code Section 62-32)  
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, 1<sup>st</sup> Monday  
Time: 5:30 p.m.  
Location: City & County Government Center, 520 3<sup>rd</sup> Street

Department: Parks, Recreation & Forestry  
Phone: (605) 692-2708  
City Contact: Kristin Zimmerman, Parks, Recreation & Forestry Director [kzimmerman@cityofbrookings-sd.gov](mailto:kzimmerman@cityofbrookings-sd.gov)

## Planning Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Richard Smith</b> <a href="mailto:Rls19392011@hotmail.com">Rls19392011@hotmail.com</a> Retired Lawyer <i>* filled unexpired term</i>	1233 Laurel Lane Brookings, SD 57006	605-696-2797(h) 605-657-2442(c)		04/25/2023-12/31/2025*
<b>Scot Leddy</b> <a href="mailto:scotl@bannerassociates.com">scotl@bannerassociates.com</a> Project Manager / Professional Engineer	2219 16 <sup>th</sup> Avenue South Brookings, SD 57006	612-710-3587(c) 692-6342 (w)		12/31/2022-12/31/2025
<b>Roger Solum</b> <a href="mailto:rsolum@swiftel.net">rsolum@swiftel.net</a> Retired <i>* filled unexpired term</i>	1631 Cypress Point Cir Brookings, SD 57006		07/27/21-12/31/22*	12/31/2022-12/31/2025
<b>Greg Fargen</b> <a href="mailto:gfargen@gmail.com">gfargen@gmail.com</a> BankStar Financial <i>* filled unexpired term</i>	237 Indian Hills Road Brookings, SD 57006	697-6793 (h) 692-3636 (w)	1/26/06-12/31/08* 12/31/08-12/31/13 12/31/13-12/31/18	12/31/2018-12/31/2023
<b>Clark James Drew, III</b> <a href="mailto:james@clarkdrewconstruction.com">james@clarkdrewconstruction.com</a> Clark Drew Construction – Owner, General Contractor	1319 Keystone Circle Brookings, SD 57006	692-8386 (h) 692-9063 (w)	12/31/13-12/31/18	12/31/2018-12/31/2023
<b>Nick Schmeichel</b> <a href="mailto:nick.schmeichel@gmail.com">nick.schmeichel@gmail.com</a> Sideline Productions <i>* filled unexpired term</i>	2509 Avalon Circle Brookings, SD 57006	695-3478 (c)		11/23/2021-12/31/2023*
<b>Kyle Jamison</b> <a href="mailto:Kyle.jamison@outlook.com">Kyle.jamison@outlook.com</a> designArc Group <i>* filled unexpired term</i>	521 12 <sup>th</sup> St. So., #15 Brookings, SD 57006	605-940-7568		10/11/2022-12/31/2024*
<b>Jacob Mills – Vice Chair</b> <a href="mailto:jacob@mills-development.com">jacob@mills-development.com</a> Mills Development - Developer <i>*filled unexpired term</i>	2741 Sweetgrass Drive Brookings, SD 57006	691-3352 (c)	12/31/19-12/31/20*	12/31/2020-12/31/2024
<b>Tanner Aiken - Chair</b> <a href="mailto:tanner.aiken@sdsta.edu">tanner.aiken@sdsta.edu</a> SDSU Facilities and Services Horticulturist	409 Main Ave. So. Brookings, SD 57006	641-5812 (h)	12/31/15-12/31/20	12/31/2020-12/31/2024

**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.

With the passage of Ordinance 22-006, the Board of Adjustment members will be the appointed current Planning Commission members. The Board of Adjustment terms will be consistent with the Planning Commission member terms.

**Membership**

Membership: 9  
 Term: 3 years  
 Residency: Required (Code Section 66-3)  
 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, Ordinance 22-006 (amending Code Sections 66-13 through 66-16 in 2022), Ordinance 23-001 (amending Code Sections 66-5 and 66-9 in 2023)

**Meeting Schedule**

Day: Monthly, 1<sup>st</sup> Tuesday  
 Time: 5:30 p.m.  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Chambers (Room 310)

Department: Community Development  
 Phone: (605) 692-6629  
 City Contact: Ryan Miller, City Planner [rmiller@cityofbrookings-sd.gov](mailto:rmiller@cityofbrookings-sd.gov)  
 Mike Struck, Community Development Director [mstruck@cityofbrookings-sd.gov](mailto:mstruck@cityofbrookings-sd.gov)

## Public Arts Commission

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>History</b>	<b>Current Term</b>
<b>Betty Beer</b> <a href="mailto:frankly@itctel.com">frankly@itctel.com</a> Retired Attorney; Portrait Artist <i>Rep: Citizen-at-Large</i>	22046 471 <sup>st</sup> Avenue Brookings, SD 57006	693-4985 (h) 695-7427 (c)		01/01/2023-01/01/2026
<b>Abigail Ramsbottom</b> <a href="mailto:abigail.ramsbottom@sdstate.edu">abigail.ramsbottom@sdstate.edu</a> SDSU Curator of Education <i>Rep: SD Art Museum</i>	725 5 <sup>th</sup> Street, Apt. A Brookings, SD 57006	688-6981 (w) (804)517-6419 (c)		01/01/2023-01/01/2026
<b>VACANT</b> (vacated B.Rex position) <i>Rep: SDSU School of Design</i> <i>*Filled unexpired term</i>	Brookings, SD 57006			01/01/2023-01/01/2026*
<b>Jamison Lamp</b> <a href="mailto:jamisonlamp@gmail.com">jamisonlamp@gmail.com</a> Brookings Arts Council Board and SDSU University Event Coordinator <i>Rep: Brookings Arts Council</i>	105 Lincoln Lane South Brookings, SD 57006	691-9443 (c)	06/14/16-01/01/20 01/01/20-01/01/23	01/01/2023-01/01/2026
<b>Trayce Meyer</b> <a href="mailto:artworksbrookings@yahoo.com">artworksbrookings@yahoo.com</a> Brookings Arts Council Board and Artworks/BBC Coffee Owner <i>Rep: Art/Design Professional / Landscape Architect / Urban Planner</i>	21094 1 <sup>st</sup> Avenue S Bushnell, SD 57276	695-9374 (c) 697-5222 (w)	06/14/16-01/01/18 01/01/18-01/01/21	01/01/2021-01/01/2024
<b>Linda Purrington</b> <a href="mailto:lkspurrington@gmail.com">lkspurrington@gmail.com</a> <i>Rep: Brookings Arts Council</i>	2040 Arbor Ridge Brookings, SD 57006	695-2362 (c)	06/14/16-01/01/18 01/01/18-01/01/21	01/01/2021-01/01/2024
<b>Paula Carson</b> <a href="mailto:Paula.carson@sdstate.edu">Paula.carson@sdstate.edu</a> Retired <i>Rep: Historical Preservation Commission</i> <i>** Filled unexpired term</i>	2124 Monarch Lane Brookings, SD 57006	695-0889 (c)		03/08/2022-01/01/2024
<b>Julia Eberhart</b> <a href="mailto:julia_eberhart@yahoo.com">julia_eberhart@yahoo.com</a> Marketing <i>*Filled unexpired term</i>	521 Remington Brookings, SD 57006	690-1418	07/13/21-01/01/22*	01/01/2022-01/01/2025
<b>Kate Treiber</b> <a href="mailto:ktreiber@prairieplay.org">ktreiber@prairieplay.org</a> Visit Brookings Board and Children's Museum of South Dakota <i>Rep: Visit Brookings Board</i>	1418 Sheridan Circle Brookings, SD 57006	695-8556 (c) 692-6700 ext. 233 (w)	06/14/16-01/01/19 01/01/19-01/01/22	01/01/2022-01/01/2025
<b>VACANT</b> (vacated D. Herman position)	Brookings, SD 57006			01/01/2023-01/01/2025*

Rep: SDSU

Rep: ~~Chamber of Commerce~~

\*Filled unexpired term

### **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 (Code Section 2-254)

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 3<sup>rd</sup> Street

Department: Parks, Recreation & Forestry

Phone: (605) 692-2708

City Contact: Jacob Meshke, Interim Parks, Recreation & Forestry Director [jmeshke@cityofbrookings-sd.gov](mailto:jmeshke@cityofbrookings-sd.gov)

## Sustainability Council

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>COLLEGE STUDENT REPRESENTATIVE</b>				
<b>Gabrielle Bolwerk</b> SDSU Student Representative <i>Student term 1-year*</i> <i>*filled unexpired term</i>	902 Onaka Trail Brookings, SD 57006	(920) 858-1789	05/01/22-05/01/23	05/01/2023-05/01/2024
<b>Betty L. Beer</b> <a href="mailto:frankly@itctel.com">frankly@itctel.com</a> Retired Attorney <i>*filled unexpired term</i>	22046 471 <sup>st</sup> Avenue Brookings, SD 57006	693-4985 (h)	01/01/13-01/01/14* 01/01/14-01/01/17 01/01/17-01/01/20 01/01/20-01/01/23	01/01/2023-01/01/2024
<b>Louis Hesler</b> <a href="mailto:louhesl@aol.com">louhesl@aol.com</a> USDA Research Entomologist <i>*filled unexpired term</i>	709 Main Ave. Brookings, SD 57006	(605) 651-2089 (c) (605) 693-5228 (h)	10/13/20-01/01/23*	02/28/2023-01/01/2026*
<b>Emily Abele, Chair</b> <a href="mailto:thorntoe@gmail.com">thorntoe@gmail.com</a> Avera Medical Group <i>*filled unexpired term</i>	1906 Tanbury Lane Brookings, SD 57006	696-2700 (w) 759-6728 (c)	03/23/21-01/01/23*	01/01/2023-01/01/2026
<b>Anthony Shanks</b> <a href="mailto:Anthony.shanks08@gmail.com">Anthony.shanks08@gmail.com</a> Daktronics <i>*filled unexpired term</i>	2202 Rio Grande Ave Brookings, SD 57006	507-236-7430		04/19/2022-01/01/2024*
<b>Kyle Jamison</b> <a href="mailto:Kyle.jamison@outlook.com">Kyle.jamison@outlook.com</a> Architectural Associate	521 12 <sup>th</sup> St. So., #15 Brookings, SD 57006	940-7568		09/28/2022-01/01/2024*
<b>Kiley Rath</b> <a href="mailto:kiley.rath@hotmail.com">kiley.rath@hotmail.com</a> Brookings Health Systems <i>*filled unexpired term</i>	325 Medary Ave S Brookings, SD 57006	605-690-1573		04/19/2022-01/01/2024*
<b>Albert Patin, Vice-chair</b> <a href="mailto:Aapatin02@gmail.com">Aapatin02@gmail.com</a> Safety & Environmental Manager (Daktronics) <i>*filled unexpired term</i>	1308 Yorktown Circle Brookings, SD 57006	690-0909 (c) 692-0200	07/13/21-01/01/22*	01/01/2022-01/01/2025
<b>Samuel Krueger</b> <a href="mailto:Samuel.t.krueger@gmail.com">Samuel.t.krueger@gmail.com</a> Self employed carpenter	1208 Crested Butte Ave Brookings, SD 57006	691-2550 (c)		03/08/2022-01/01/2025
<b>Robin Buterbaugh,</b> Vice-Chair <a href="mailto:rebbuterbaugh@yahoo.com">rebbuterbaugh@yahoo.com</a> RTI, LLC Microbiologist	21086 1 <sup>st</sup> Avenue Bushnell, SD 57276	696-7300 (w) 695-1339 (c)	01/01/19-01/01/22	01/01/2022-01/01/2025

<b>Bruce Pengra</b> <a href="mailto:b.e.pengra@mchsi.com">b.e.pengra@mchsi.com</a> Geographer <i>b.e.pengra@mchsi.com</i>	1345 1 <sup>st</sup> Street Brookings, SD 57006	651-0786	03/08/2022-01/01/2025
<b>Cynthia Kunkel</b> <a href="mailto:Ckunkel6305@gmail.com">Ckunkel6305@gmail.com</a> 3M	1278 Trail Ridge Rd, Unit D Brookings, SD 57006		01/01/2022-01/01/2025

**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 (Code Section 2-199)  
 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 3<sup>rd</sup> Street, 3<sup>rd</sup> Floor Community Room

Department: City Manager's Office  
 Phone: (605) 692-6281  
 City Contact: Samantha Beckman, Assistant to the City Manager [sbeckman@cityofbrookings-sd.gov](mailto:sbeckman@cityofbrookings-sd.gov)



## Swiftel Center Advisory Committee

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>History</b>	<b>Current Term</b>
<b>Elena McKeown</b> <a href="mailto:Elena@millsproperty.com">Elena@millsproperty.com</a> <i>*filled unexpired term</i>	45652 208 <sup>th</sup> Street Arlington, SD 57212	880-2127 (c) 697-3180 (w)		01/01/2023-01/01/2026
<b>Jeff Holm, Chair</b> <a href="mailto:jeff.holm@sdsu.edu">jeff.holm@sdsu.edu</a> Rep: SDSU	1311 Sawgrass Drive Brookings, SD 57006	595-2403 (c)	11/25/14-01/01/17 01/01/17-01/01/20 01/01/20-01/01/23	01/01/2023-01/01/2026
<b>Nick Schmeichel</b> <a href="mailto:nick@sideline-productions.com">nick@sideline-productions.com</a> Sideline Productions Video Director	1313 Yorktown Circle Brookings, SD 57006	695-3478 (c)	01/01/18-01/01/21	01/01/2021-01/01/2024
<b>Kyleigh Cramer</b> <a href="mailto:Kyleigh.cramer@live.com">Kyleigh.cramer@live.com</a> <i>*filled unexpired term</i>	PO Box 527 Brookings, SD 57006	690-2456		01/01/2023-01/01/2025*
<b>Bill Retterath</b> <a href="mailto:Bill.retterath@gmail.com">Bill.retterath@gmail.com</a> Retired	20485 470 <sup>th</sup> Ave Brookings, SD 57006	690-6525 (c)		01/01/2022-01/01/2025
<b>Laura Schoen Carbonneau</b> <a href="mailto:laura@visitbrookings.com">laura@visitbrookings.com</a> Executive Director of Visit Brookings <i>*filled unexpired term</i>	1321 6 <sup>th</sup> Street Brookings, SD 57006	692-6125 (w)	07/23/19-01/01/22*	01/01/2022-01/01/2025
<b>Jennifer Johnson, Vice-Chair</b> <a href="mailto:jennjoyjohnson@gmail.com">jennjoyjohnson@gmail.com</a> Self-employed <i>*filled unexpired term</i>	205 Sioux Pass Brookings, SD 57006	651-247-2915(c)	10/09/12-01/01/13* 01/01/13-01/01/16 01/01/16-01/01/19 01/01/19-04/01/19 05/28/19-01/01/22*	01/01/2022-01/01/2025

### **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 (Code Section 2-181)  
 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 Thursday  
Time: 12:00 p.m. Noon  
Location: Swiftel Center Conference Room

Department: Swiftel Center  
Phone: (605) 692-7539  
City Contact: Michael Logan, Swiftel Center General Manager [michael.logan@oakviewgroup.com](mailto:michael.logan@oakviewgroup.com)  
Kristin Zimmerman, Parks, Recreation, and Forestry Director [KZimmerman@cityofbrookings-sd.gov](mailto:KZimmerman@cityofbrookings-sd.gov)

## Traffic Safety Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
<b>Chief Tim Heaton</b> <a href="mailto:timothy.heaton@sdsu.edu">timothy.heaton@sdsu.edu</a> Rep: SDSU Chief of Security	1008 3 <sup>rd</sup> St. Brookings, SD 57006	688-5117 (w)		unending
<b>Charlie Richter</b> <a href="mailto:crichter@cityofbrookings-sd.gov">crichter@cityofbrookings-sd.gov</a> Rep: City Engineer	520 3 <sup>rd</sup> St, Suite 140 Brookings, SD 57006	692-6629		unending
<b>Jeremy Linstad</b> <a href="mailto:jlinstad@cityofbrookings-sd.gov">jlinstad@cityofbrookings-sd.gov</a> Rep: Street Dept. Supt.	127 7 <sup>th</sup> Avenue Brookings, SD 57006	692-2016 (w)		unending
<b>Brian Lueders</b> <a href="mailto:brian.lueders@k12.sd.us">brian.lueders@k12.sd.us</a> Brookings School Admin. Rep: School Supt. designee	2130 8 <sup>th</sup> St. So. Brookings, SD 57006	696-4700 (w)	12/31/04-12/31/07 12/31/07-12/31/10 12/31/10-12/31/13 12/31/13-12/31/16 12/31/16-12/31/19 12/31/19-12/31/22	12/31/2022-12/31/2025
<b>VACANT</b> (D. Norton vacancy – restructure board) Rep: Citizen-at-large * filled unexpired term	Brookings, SD 57006			12/31/2022-12/31/2025*
<b>VACANT</b> (K. Richard vacancy – restructure board) Rep: Citizen-at-large * filled unexpired term				12/31/2022-12/31/2025*
<b>Gary Gramm</b> <a href="mailto:ggramm@brookings.net">ggramm@brookings.net</a> Rep: Senior Citizens * filled unexpired term	1320 Laurel Lane Brookings, SD 57006	692-9517 (h)	2/14/12-12/31/14* 12/31/14-12/31/17 12/31/17-12/31/20	12/31/2020-12/31/2023
<b>Kristina Lankow</b> <a href="mailto:kblankow@gmail.com">kblankow@gmail.com</a> Rep: Chamber of Commerce	612 Park Ave. Brookings, SD 57006	(701) 640-8251 (c)		12/31/2020-12/31/2023
<b>Justin Bucher</b> <a href="mailto:justinb@bannerassociates.com">justinb@bannerassociates.com</a> Rep: Industry	2011 Grand Arbor Ave. Brookings, SD 57006	692-6342 (w) (605)413-7601 (c)	12/31/17-12/31/20	12/31/2020-12/31/2023
<b>Lewayne Erickson, Chair</b> <a href="mailto:lericlaw@brookings.net">lericlaw@brookings.net</a> Rep: Citizen-at-large *filled unexpired term	1612 Cypress Point Cir Brookings, SD 57006	695-8650 (c) 692-4190 (h) 692-6158 (w)	2/27/18-12/31/18* 12/31/18-12/31/21	12/31/2021-12/31/2024
<b>Jake McGlade</b> Updated: 08/28/2023	528 Hunters Ridge Rd	697-2540 (w)	05/28/19-12/31/21*	12/31/2021-12/31/2024

[jakemcglade@yahoo.com](mailto:jakemcglade@yahoo.com) Brookings, SD 57006 (402) 306-7991 (h)  
 Habitat for Humanity Volunteer  
 Rep: Jogger/Bicyclist  
 \*filled unexpired term

**Charles Schnabel** 212 16<sup>th</sup> Avenue 695-9806 (c) 12/31/18-12/31/21 12/31/2021-12/31/2024  
[cvschnabel@brookings.net](mailto:cvschnabel@brookings.net) Brookings, SD 57006  
 BATA Driver  
 Rep: Automobile Insurance

**Michael Drake** 307 3<sup>rd</sup> Avenue 692-2113 (w)  
[mdrake@cityofbrookings-sd.gov](mailto:mdrake@cityofbrookings-sd.gov) Brookings, SD 57006  
 Rep: City Chief of Police designee  
 \* filled unexpired term

### **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. (Resolution 58-90)  
 Appointment: December 31  
 Legal Reference: Resolution 58-90, Resolution 01-09

### **Meeting Schedule**

Day: Monthly, 2<sup>nd</sup> Thursday  
 Time: 12:10 p.m.  
 Location: City & County Gov't Bldg., 520 3<sup>rd</sup> Street, Suite 230, Room 241

Department: City Engineer's Office  
 Phone: (605) 692-6629  
 City Contact: Charlie Richter, City Engineer [crichter@cityofbrookings-sd.gov](mailto:crichter@cityofbrookings-sd.gov)

## Utility Board

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>History</b>	<b>Current Term</b>
<b>Keith Bartels</b> <a href="mailto:kgbart@swiftnet.net">kgbart@swiftnet.net</a> Retired Electrical Engineer	825 Regency Court Brookings, SD 57006	999-2192 (c) 697-5500 (h)	05/01/18-05/01/23	05/01/2023-05/01/2028
<b>Seth Hansen</b> <a href="mailto:shansen@brookings.net">shansen@brookings.net</a> Daktronics Engineer / IT	1408 Yellowstone Dr. Brookings, SD 57006	691-4532 (c) 697-6231 (h)	05/01/14-05/01/19	05/01/2019-05/01/2024
<b>Spencer Hawley</b> <a href="mailto:spencehawley@gmail.com">spencehawley@gmail.com</a> Insurance	1215 W. 8 <sup>th</sup> St. S. Brookings, SD 57006	692-9716 (h)  691-3061 (c)		06/09/2020-05/01/2025
<b>Tim Harvey, Chair</b> <a href="mailto:tmharvey@brookings.net">tmharvey@brookings.net</a> 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 05/01/16-05/01/21	05/01/2021-05/01/2026
<b>Doug Carruthers,</b> Vice-Chair <a href="mailto:dwmcarruthers@gmail.com">dwmcarruthers@gmail.com</a> Lead Product Engineer Dandelion Energy <i>*filled unexpired term</i>	705 4 <sup>th</sup> Street Brookings, SD 57006	695-9851 (c)	2/10/15-05/01/17*  05/01/17-05/01/22	05/01/2022-05/01/2027

### **CITY COUNCIL MEMBER EX-OFFICIO APPOINTMENTS**

<b>Andrew Rasmussen</b> <a href="mailto:arasmussen@cityofbrookings-sd.gov">arasmussen@cityofbrookings-sd.gov</a>	520 3 <sup>rd</sup> St., Suite 230 Brookings, SD 57006	695-3891 (c)		5/1/2023-5/1/2024
<b>Wayne Avery</b> <a href="mailto:wavery@cityofbrookings-sd.gov">wavery@cityofbrookings-sd.gov</a>	520 3 <sup>rd</sup> St., Suite 230 Brookings, SD 57006	695-8884 (c)	8/10/2022-5/1/2023	5/1/2023-5/1/2024

#### **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) (Code Section 86-33)  
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: 2<sup>nd</sup> Monday (in person at 1:00 p.m.)  
4<sup>th</sup> 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.)

Department: Brookings Municipal Utilities  
Phone: (605) 692-6325  
BMU Contact: Steve Meyer, Executive Vice President/General Manager [smeyer@swiftnet-bmu.com](mailto:smeyer@swiftnet-bmu.com)

## 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)
05/01/2017-05/1/2018	Keith W. Corbett
2018-2021	Keith W. Corbett
2021-2024	Oepke "Ope" Niemeyer

## City of Brookings – City Council Members

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

Brianna Doran	May 1, 2023 – May 1, 2026
Andrew Rasmussen	May 1, 2023 – May 1, 2026
Holly Tilton Byrne	May 1, 2022 – May 1, 2025
Bonny Specker	May 1, 2022 – May 1, 2025
Wayne Avery	May 1, 2022 – May 1, 2024*
	<i>(seat vacated by resignation of Council Member Bacon 4/2022)</i>
	<i>(remaining 2 years of term filled by election through 5/2024)</i>
Brianna Doran	May 1, 2022 – May 1, 2023
	<i>(seat vacated by Council Member Niemeyer, who was elected as Mayor 5/2021)</i>
	<i>(vacancy was filled by appointment through 5/2022 – Wayne Avery appointment)</i>
	<i>(remainder of term filled by election through 5/2023)</i>
Wayne Avery	May 26, 2021 – April 30, 2022*
	<i>*vacated by Ope Niemeyer who was elected to Mayor</i>
	<i>(seat to be filled by appointment through 4/30/2022, then position to be filled via election through 4/30/2023)</i>
Nick Wendell	May 1, 2021 – April 30, 2024
Patty Bacon	May 1, 2021 – April 30, 2024
Oepke “Ope” Niemeyer	July 1, 2020 – April 30, 2023 (election postponed to 6/23/2020)
Joey Collins	July 1, 2020 – April 30, 2023 (election postponed to 6/23/2020)
Holly Tilton Byrne	May 1, 2019 – April 30, 2022
Leah Brink	May 1, 2019 – April 30, 2022
Holly Tilton Byrne	May 1, 2018 – April 30, 2019
Nick Wendell	May 1, 2018 – April 30, 2021
Patty Bacon	May 1, 2018 – April 30, 2021
Holly Tilton Byrne	May 10, 2017 – April 30, 2018
Oepke “Ope” Niemeyer	May 1, 2017 – April 30, 2020
Dan Hansen	May 1, 2017 – April 30, 2020
Keith Corbett	May 1, 2016 – April 30, 2019*
	<i>*elected to fill vacated Mayor position</i>
Mary Kidwiler	May 1, 2016 – April 30, 2019
Nick Wendell	May 1, 2016 – April 30, 2018*
	<i>*elected to fill Scott Meyer’s vacated position</i>
David M. Meyer	February 10, 2016 – April 30, 2016*
	<i>*appointed to fill Scott Meyer’s vacated position</i>
Scott Meyer	May 1, 2015 – April 30, 2018 (resigned 2/9/2016)
Patty Bacon	May 1, 2015 – April 30, 2018
Dan Hansen	May 1, 2014 – April 30, 2017
Oepke “Ope” Niemeyer	May 1, 2014 – April 30, 2017
Keith Corbett	May 1, 2013 – April 30, 2016
Jael Thorpe	May 1, 2013 – April 30, 2016
Tom Bezdichek	May 1, 2012 – April 30, 2015
John Kubal	May 1, 2012 – April 30, 2015
Oepke “Ope” Niemeyer	May 1, 2011 – April 30, 2014
Michael McClemans	May 1, 2011 – April 30, 2014
Keith Corbett	May 1, 2010 – April 30, 2013
Jael Thorpe	May 1, 2010 – April 30, 2013
Jael Thorpe (Trieb)	May 1, 2009 – April 30, 2010*
	<i>*appointed to fill Mayor Reed’s vacated position</i>

Tom Bezdichek	May 1, 2009 – April 30, 2012
John Kubal	May 1, 2009 – April 30, 2012
Michael Bartley	May 1, 2008 – April 30, 2011
Michael McClemons	May 1, 2008 – April 30, 2011
Ryan Brunner	May 1, 2008 – April 30, 2009
Julie Whaley	May 1, 2007 – April 30, 2010
Tim Reed	May 1, 2007 – April 30, 2009
Michael Reitz	May 1, 2006 – April 30, 2009 (resigned 7/31/2007)
Ryan Brunner	August 28, 2007 – April 30, 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 – April 30, 2009
Ginger Thomson	May 1, 2005 – April 30, 2008
Michael Bartley	May 1, 2005 – April 30, 2008
Michael Reitz	May 1, 2005 – April 30, 2006
Julie Whaley	May 1, 2004 – April 30, 2007
Tim Reed	May 1, 2004 – April 30, 2007
Michael McClemons	May 1, 2004 – April 30, 2005
Tim Reed	June 10, 2003 – April 30, 2004

*\*appointed to fill Mayor Munsterman's vacated position*

Julie Whaley	May 1, 2003 – April 30, 2004
Michael McClemons	May 1, 2003 – April 30, 2004
Thomas Bezdichek	May 1, 2003 – April 30, 2006
Scott Munsterman	May 1, 2001 – April 30, 2003
Doris Roden	May 1, 2001 – April 30, 2005
Tom Bozied	May 1, 2001 – April 30, 2005
William Davidson	May 1, 1999 – April 30, 2001
Tom Bozied	May 1, 1999 – April 30, 2001
Nathan Bibby	May 1, 1999 – April 30, 2001
Keri Weems	May 1, 1999 – April 30, 2003
Michael McClemons	May 1, 1999 – April 30, 2003
Sam Artz	May 1, 1999 – April 30, 2003



# City Council Member Ex-Officio Appointments

*(updated annually in May)*

**Brookings County & City  
Joint Jurisdictional Committee**

Oepke “Ope” Niemeyer & Holly Tilton Byrne

**Brookings Health System Board of Trustees**

Bonny Specker & Brianna Doran

**Brookings Municipal Utilities**

Wayne Avery & Andrew Rasmussen

**Brookings Economic Development Corp. Board**

Nick Wendell

**Brookings Economic Development  
Corporation Investment Committee**

Oepke “Ope” Niemeyer, Wayne Avery, and  
Holly Tilton Byrne

# City of Brookings

## Governance & Ends Policies

This is an excerpt of the City of Brookings Governance & Ends Policies, established by the Brookings City Council, which defines, protects, and prioritizes the workings of 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.*

### **I.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 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:

- Airport Board
- Park & Recreation Board
- Utility Board

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

- Brookings Disability Awareness Committee
- Human Rights Commission
- Park & Recreation Board
- Sustainability Council

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## **Appointments**

### **January 1**

Board of Appeals  
Brookings Disability Awareness Committee  
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 Disability Awareness Committee (Student Member only)  
Human Rights Commission (Student Member only)  
Parks & Recreation Board  
Utility Board

### **December 31 Appointments**

Planning Commission / Board of Adjustment  
Traffic Safety Commission

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## **Recruitment**

The City of Brookings wants to give as many citizens as possible the opportunity to participate in local government and provide their viewpoint on topics of concern to the City Council. Prior to the expiration of a volunteer's term or upon notification of a resignation, the City Clerk prepares and distributes a press release to radio and print media as well as posting on the city website notifying the public for the 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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. preferences. Individuals currently serving on a city board are not prevented from applying for a different board. However, that volunteer would be required to resign from the previous board.

***One Board Policy:*** *The City Council desires to give as many citizens as possible an opportunity to serve upon the various boards, committees, and commissions. It is the policy of the City of Brookings that citizens may not serve on more than one board, committee, 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.

## **Mayoral Volunteer Appointment Process**

(effective 01/01/2003)

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's Office in the appointment process. It is designed to permit City Council members to exercise their "advice and consent" roles during the process. City 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 filed applications are maintained by the City Clerk's Office and are available for review by the public upon request.

1. The City Clerk's Office will work with staff liaisons to contact incumbents whose terms are expiring and inquire if they wish to be considered for reappointment.
2. The City Clerk's Office prepares information for the Mayor which includes the following:
  - Incumbent reappointment requests (including dates of prior service)
  - Copies of current Applications for Appointment
  - Summary on the specific Board's purpose
  - Specific Board composition requirements (professional designation, residency limitations, by-law requirements, etc.)
3. After providing the Mayor with the applicants information, the City Clerk will email the City Council a summary list which includes the following:
  - Incumbent reappointment requests (including dates of prior service)
  - Copies of current Applications for Appointment
  - Summary on the specific Board's purpose
  - Specific Board composition requirements (professional designation, residency limitations, by-law requirements, etc.)

Applications are available for review in the City Clerk's Office.

If City Council members have information or recommendations concerning applicants they wish the Mayor to consider, they should confer with the Mayor within 2 days following receipt of the applications on file.

4. The Mayor may seek appointment recommendations from the specific board, committee, or commission by contacting the staff liaison or board chair.
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 may accept applications after the published closing date.

7. The Mayor shall submit, or cause to be submitted, a list of planned appointments in a future City Council Packet for Council action. The document shall include:
  - Mayor's appointment recommendations
  - Summary on the specific Board's purpose
  - Specific Board composition requirements (professional designation, residency limitations, by-law requirements, etc.)

Applications are available for review in the City Clerk's Office.

8. Formal City Council action on all appointments is required, and will 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's Office will provide the name and contact information of the new volunteer(s) to the appropriate Board, Committee, or Commission City staff liaison.
11. A formal orientation session will be coordinated to include the following attendees: Mayor (optional), City Manager, City Clerk, board staff liaison, board chair and/or vice-chair.

### **City Directory**

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

### **Orientation and Training**

Orientation sessions will occur at the onset of appointees terms. Training will be held as needed. All board members, long-term and newly appointed, are strongly encouraged to attend this training session.

Information to be covered: the City Council/Manager Form of Government, the City Council Governance & Ends Policies, the Role of Citizen Advisory Boards, Code of Ethics, Legal Issues Facing Boards, SD Open Meeting Laws, and the Role of the Chairman and Vice-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. This event was not held in 2020, and was combined with the Mayor's Holiday Celebration in 2021.

### **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 City Council's annual evaluation of each board's mission and continued need.

A redevelopment of the Annual Reports took place in 2022, with only the following boards to provide written and verbal reports:

- Disability Awareness Committee
- Historic Preservation Commission
- Human Rights Committee
- Library Board
- Park & Recreation Board
- Planning Commission
- Public Arts Commission
- Sustainability Council

Annual Reports are to be approved by the individual board.

Annual Report Presentations will be part of the City Council Spring Retreat. Will consist of:

- Verbal Report with Powerpoint – 5-10 minutes in length
- Written Report
  - Mission Statement / Summary of Purpose
  - Overview: Provide a brief background of the volunteer board to include services covered, number of board members, budget, etc.
  - Key Projects / Activities
  - Successes
  - Challenges
  - Goals and Objectives for the coming year
  - Unmet Needs



# **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 a continuous 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.

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

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

The media and public must be notified of telephone conference call meetings under the same notice requirements as any other meeting. All votes shall be taken by roll call during a

teleconference. A teleconference cannot be used for any part of a state administrative rule of process.

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

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

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

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

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

All public bodies shall provide notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous 24 hours immediately preceding any official meeting, by posting a copy of the notice, visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the political subdivision's website upon dissemination of the notice, if a website exists. For any special or rescheduled meetings, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, each political subdivision shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

**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 or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association;
- 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.
- 6) Discussing information listed in subdivisions [1-27-1.5\(8\)](#) and [1-27-1.5\(17\)](#).

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 the public body present and voting, and discussion during the closed meeting is restricted to the purpose specified in the closure motion. Nothing in § [1-25-1](#) or this section prevents 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.