

BRING YOUR DREAMS.



City of Brookings Directory

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

Mission Statement

The City of Brookings is committed to providing a high quality of life for its citizens and fostering a diverse economic base through innovative thinking, strategic planning, and proactive, fiscally responsible municipal management.

**Prepared by: City Clerk's Office
City & County Government Building, 520 3rd Street, Suite 230
Brookings, SD 57006
(605) 692-6281
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, Susan Rotert, at (605) 692-6281.

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City of Brookings Leadership Team

City Manager	Paul Briseno
Assistant City Manager	Jake Meshke
City Attorney	Steve Britzman
City Clerk	Bonnie Foster
City Engineer	VACANT
Community Development Director.....	Mike Struck
Chief Finance Officer.....	Erick Rangel
Fire Chief	Pete Bolzer
Human Resources Director	Susan Rotert
Library Director	Ashia Gustafson
Liquor Store Manager	Bill Heldt
Parks, Recreation & Forestry Director.....	Dusty Rodiek
Police Chief	Dave Erickson
Solid Waste Management Director (Landfill)	VACANT
Street Superintendent	Jeremy Linstad
Swiftel Center Executive Director	Tom Richter

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/

U.S. Senators & Representatives

Senator John Thune (R)

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

District Phone: 605-334-9596

5015 S Bur Oak Place
Sioux Falls, SD 57108

thune@thune.senate.gov

www.thune.senate.gov/

Senator Michael Rounds (R)

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

District Phone: 605-336-0486

District Fax: 605-336-6624

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

www.rounds.senate.gov/

Representative Dusty Johnson (R)

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

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

S.D. State Senators & Representatives

Senator VJ Smith

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

Representative Larry Tidemann

251 Indian Hills Road
Brookings, SD 57006
Home Phone: 605-692-1267
Capitol Phone: 605-773-3851
larry.tidemann@sdlegislature.gov

Representative Tim Reed

627 Medary Avenue
Brookings, SD 57006
Phone: 605-691-0452
tsreed@brookings.net

Message Center – during Session

605-773-3821

S.D. Municipal League

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

Yvonne Taylor, Executive Director

yvonne@sdmunicipalleague.org

www.sdmunicipalleague.org

Mayor & City Council

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Oepke “Ope” Niemeyer, Mayor oniemeyer@cityofbrookings-sd.gov Self-Employed/Owner <i>(Council Member 2011-2021) *Elected Mayor 2021</i>	718 11 th Street Brookings, SD 57006	690-4246 (c) 697-9111 (h)	05/01/11-05/01/14 05/01/14-05/01/17 05/01/17-05/01/20 07/01/20-05/01/21*	05/01/2021-04/30/2024
Holly Tilton Byrne hmtilton@gmail.com Human Resources Specialist <i>*appointed to fill vacancy</i> <i>**elected to fill unexpired term</i>	104 5 th Street Brookings, SD 57006	690-4757	5/10/17-04/30/18* 05/01/2018-05/01/2019**	05/01/2019-04/30/2022
Leah Brink leahbrink@gmail.com Human Resources at Daktronics	504 8 th Street Brookings, SD 57006	690-5310 (c)		05/01/2019-04/30/2022
Joey Collins jcollins@cityofbrookings-sd.gov Retired	2332 16 th Ave. So. Brookings, SD 57006	695-9811 (c)		07/01/2020-04/30/2023
Wayne Avery wavery@cityofbrookings-sd.gov Retired <i>(Vacated Council Member Seat 5/1/2021-4/30/2023) *</i>	212 Sundance Pass Brookings, SD 57006	695-8884 (c)		06/01/2021-04/30/2022
Nick Wendell, Deputy Mayor wendellnick@gmail.com SD Board of Technical Education Executive Director <i>*elected to fill vacancy</i>	601 4 th Street, #19 Brookings, SD 57006	830-5446 (c)	05/01/16-05/01/18* 05/01/18-05/01/21	05/01/2021-04/30/2024
Patty Bacon pattybacon5@gmail.com Semi-retired non-profit professional	1016 7 th Avenue Brookings, SD 57006	695-9680 (h)	05/01/15-05/01/18 05/01/18-05/01/21	05/01/2021-04/30/2024

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

Phone: (605) 692-6281

Email: citycouncil@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, 2nd & 4th Tuesdays 6:00 p.m.
Study Sessions: Monthly, 3rd Tuesday 5:30 p.m.
Location: City & Co. Gov't Bldg., 520 3rd St.
Chambers (Room 310)
Phone: (605) 692-6281
City Contact: City Clerk's Office

Airport Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Lynn Riedesel lried@itctel.com Retired Farmer & Airline Pilot	2063 I 472 nd Ave. Brookings, SD 57006	693-3494 (h) 695-0490 (c)	05/01/07-04/30/12 05/01/12-04/30/17	05/01/2017-04/30/2022
Orv Smidt obsmidt@mchsi.com Retired US Army/State Legislature	117 4 th Street Brookings, SD 57006	697-5826 (h) 690-2356 (c)	08/01/08-04/30/13 05/01/13-04/30/18	05/01/2018-04/30/2023
Judy McLaughlin judyrob@itctel.com SDSU Programmer/Analyst	47124 203 rd Street Brookings, SD 57006	693-4429 (h)	05/01/09-04/30/14 05/01/14-04/30/19	05/01/2019-04/30/2024
Brady Klocker jbrady.klocker@sdsu.edu SDSU Pilot/Mechanic	106 James Ave. Volga, SD 57071	880-0599 (c)		05/01/2020-04/30/2025
Brian Van Liere ime@swiftel.net Industrial Machine & Eng. Business Owner	234 Sundance Pass Brookings, SD 57006	692-4417 (h) 651-3849 (c)	07/14/15-04/30/16* 05/01/16-04/30/21	05/01/2021-04/30/2026

* filled unexpired term

Purpose

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

Membership

Membership: 5 members
 Term: 5 years
 Residency: City required for majority (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, 3rd Thursday
 Time: 3:30 p.m.
 Location: City & County Gov't Bldg., 520 3rd Street, Suite 230, Room 241

Department: City Engineer's Office / Airport
 Phone: Airport: (605) 697-8664 or Engineer's Office: (605) 692-6629
 City Contact: Matthew Sommerfeld, Airport Manager msommerfeld@cityofbrookings-sd.gov
 VACANT, City Engineer

Bicycle Advisory Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Mike Lockrem michael.lockrem@sdstate.edu SDSU Director of Marketing & Communications <i>* filled unexpired term</i>	1416 17 th Avenue S Brookings, SD 57006	688-5395 (w) 695-0406 (c)	05/17/16-01/01/19*	01/01/2019-01/01/2022
Caleb Evenson caevenson@gmail.com Bluestem Bicycles	908 5 th Street Brookings, SD 57006	(507) 720-2002 (c)	02/23/16-01/01/19	01/01/2019-01/01/2022
Brittany Kleinsasser brittany.kleinsasser@outlook.com Spoke-N-Sport	1331 4 th Street Brookings, SD 57006	696-7979 (w)	04/26/16-01/01/19*	01/01/2019-01/01/2022
Jess Fryslie jafryslie@yahoo.com SDSU Building Maintenance	2018 Morningside Dr. Brookings, SD 57006	520-3067 (h/c) 690-3234 (w)		04/08/20-01/01/2023*
Ben Vukovich bwvukovich@gmail.com Best Choice Real Estate Agent	2106 Wild Wood Cir. Brookings, SD 57006	695-3196 (c)		04/08/20-01/01/2023*
Steve Paula sepoula@hotmail.com Advocate	529 Southview Drive Brookings, SD 57006	695-2866 (c)	01/26/16-01/01/17 01/01/17-01/01/20	01/01/2020-01/01/2023
Vacant (vacated by E. Braun)				01/01/2021-01/01/2024
Eric Rasmussen ericasmussen@lawinsd.com Attorney Helsper, McCarty & Rasmussen <i>* filled unexpired term</i>	1140 Apache Trail Brookings, SD 57006	(605) 929-0164 (c) 692-7775 (w)	12/13/16-01/01/18* 1/1/2018-1/1/2021	01/01/2021-01/01/2024
Vacant (vacated by J. Holm)				01/01/2021-01/01/2024
LIAISON				
Steve Berseth, CMAA steve.berseth@kl2.sd.us Park & Recreation Board SD Interscholastic Athletic Administrators Assoc. State Coordinator JIAAA Prof. Dev. Academy	909 Christine Ave. Brookings, SD 57006	692-9243 (h) 695-3452 (c)		

Purpose

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

Membership

Membership: 9 or more members
 Term: 3 years
 Residency: Not required (Code Section 2-236)
 Appointment: January 1
 Legal Reference: Ordinance 16-001

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

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

Non-voting liaisons:

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

Meeting Schedule

Day: Monthly, day varies
 Time: Varies
 Location: City & County Gov't Bldg., 520 3rd Street, 3rd Floor Community Room

Department: Parks, Recreation & Forestry
 Phone: (605) 692-2708
 City Contact: Dusty Rodiek, Parks, Recreation & Forestry Director drodiek@cityofbrookings-sd.gov
 Darren Hoff, Recreation Manager dhoff@cityofbrookings-sd.gov

Board of Adjustment

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Nick Schmeichel nick.schmeichel@gmail.com Sideline Productions - Owner <i>* filled unexpired term</i> <i>** Moved to 1st Alternate 5/18</i> <i>***Moved to full position</i>	1313 Yorktown Cir. Brookings, SD 57006	695-3478 (c)	02/13/18-01/01/19*	01/01/19-01/01/2022***
Jeremy Scott landscapes@swiftel.net Fire Department Office Manager <i>* filled unexpired term</i> <i>** Moved to full position</i>	204 Craig Court Brookings, SD 57006	692-6323 (w) 690-9153 (c)	02/13/18-05/18/18* 05/18/18-01/01/20**	01/01/2020-01/01/2023
George Houtman, Chair houtman@brookings.net Houtman Construction <i>*Moved to full position</i>	1300 Pheasant Run Rd Brookings, SD 57006	692-2140 (w) 690-1620 (c)	01/01/16-01/01/19 01/01/17-01/01/20*	01/01/2020-01/01/2023
Dustin Edmison dustin@dustinedmison.com SGS North America Analytical Laboratory Manager <i>* filled unexpired term</i> <i>** Moved to full position</i>	1924 Derald Drive Brookings, SD 57006	691-4149 (c) 692-7611 (w)	12/13/16-07/25/17* 07/25/17-01/01/20**	01/01/2020-01/01/2023
Justin Borns, Vice-Chair justinborns@gmail.com Swiftel Communications Engineer <i>* filled unexpired term</i> <i>** Moved to full position</i>	1311 Yorktown Circle Brookings, SD 57006	(605) 881-3069 (c)	08/22/17-01/01/18* 01/01/2018-01/01/2021**	01/01/2021-01/01/2024

ALTERNATES

1st Alternate

Matt Chandler matt@clarkdrewconstruction.com Clark Drew Construction Inc. <i>* filled unexpired term</i> <i>** Moved to 1st Alternate 1/1/2021</i>	2105 Wildwood Cir. Brookings, SD 57006	692-9063 (w) 690-4519 (c)	03/10/2020-01/01-2021*	01/01/21-01/01/2024**
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2nd Alternate

Jake Russell jacob.russell@sdstate.edu SDSU Project Manager / Engineer <i>* filled unexpired term</i>	1215 Forest St. Brookings, SD 57006	645-4545 (c)		04/27/21-01/01/2024*
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Purpose

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

Membership

Membership: 7 (5 full & 2 alternate)
 Term: 3 years
 Residency: Required or reside within the Joint Jurisdictional Area (By-laws dated 4/7/2005 and Code Section 94-42)
 Appointment: January 1
 Legal Reference: Brookings City Code of Ordinances Chapter 94, Article II, Section 94-42 thru 94-45
 Ordinance 15-013, Ordinance 21-03, Ordinance 11-93, Ordinance 23-91; SDCL 11-4-13

Meeting Schedule

Day: Monthly, 1st and 3rd Thursday
 Time: 5:00 p.m.
 Location: City & County Gov't Bldg., 520 3rd Street, Chambers (Room 310)

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

Board of Appeals

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Jonathan Meendering Associate Architect jonmeen@yahoo.com	215 Grey Owl Pass Brookings, SD 57006	692-4008 (w) 691-2012 (c)	01/01/12-01/01/17	01/01/2017-01/01/2022
Dave Ekern Ekern Plumbing & Heating ekern@brookings.net	921 5 th Street Brookings, SD 57006	864-1452 (c) 690-1279 (c)		01/01/2017-01/01/2022
George Houtman General Contractor houtman@brookings.net <i>*filled unexpired term</i>	1300 Pheasant Run Rd Brookings, SD 57006	690-1620 (c) 692-2140 (w)	02/26/13-01/01/18*	01/01/2018-01/01/2023
Spencer Hawley Insurance Agency Owner Spencer.hawley@mchsi.com	1215 W. 8 th St. So. Brookings, SD 57006	692-6223(w) 692-9716 (h) 691-3061 (c)	05/01/86-05/01/91 05/01/91-01/01/96 01/01/96-01/01/01 01/01/01-01/01/06 01/01/06-01/01/11 01/01/11-01/01/16 01/01/16-01/01/21	01/01/2021-01/01/2026
Paul Sahr Mills Construction, Inc. psmills@brookings.net	403 Jefferson Avenue Volga, SD 57071	690-4545 (c) 627-9427 (h)	01/01/16-01/01/21	01/01/2021-01/01/2026

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
 Mike Struck, Community Development Director mstruck@cityofbrookings-sd.gov

Brookings Disability Awareness Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
COLLEGE STUDENT REPRESENTATIVE				
VACANT SDSU Student	(not filling at this time)			05/01/2020-05/01/2021
<i>(student term – 1 year)</i>				
Aysia Platte Aysia.platte@gmail.com Self-employed <i>*reactivated position 1/11/2021</i>	420 Main Ave., #202 Brookings, SD 57006	(920) 290-6149 (c)		07/13/2021-01/01/2022*
Carol Jung caroljeanjung@gmail.com Retired <i>*reactivated position 1/11/2021</i>	1607 17 th Ave. So. Brookings, SD 57006	651-3165 (c) 692-6086 (h)		01/01/2021-01/01/2022
Jon Stauff Jon.stauff@sdsu.edu SDSU – Assistant VP for Internat'l Affairs <i>*reactivated position 1/11/2021</i>	2417 9 th St., Apt. #212 Brookings, SD 57006	688-4122 (w) (540)577-2672 (c)		01/01/2021-01/01/2022
Mark Sternhagen cnsstone@yahoo.com Retired Teacher <i>*filled unexpired term</i>	900 15 th St. So., #111 Brookings, SD 57006	697-7209 (h)		03/12/2019-01/01/2022*
VACANT (Vacated by C.Lemke) <i>*filled unexpired term</i>				01/01/2020-01/01/2023*
Destini Crevier Benchmark Human Services destinicrevier@gmail.com <i>*filled unexpired term</i>	21703 485 th Ave. Elkton, SD 57026	(605) 216-1644 (c)	04/23/19-01/01/20*	01/01/2020-01/01/2023
Rachel Holm raholm5614@gmail.com Dept. of Social Services <i>*filled unexpired term</i>	209 36 th St. So. Brookings, SD 57006	688-4330 (h) 605-929-6519 (c)	03/12/19-01/01/21*	01/01/2021-01/01/2024

Matthew Weiss, Vice-Chair matthew@designarcgroup.com designArc Group, LLC <i>*filled unexpired term</i>	617 7 th St. Brookings, SD 57006	692-4008 (h) 691-1611 (c)	03/12/19-01/01/21* 03/12/19-01/01/21*	01/01/2021-01/01/2024
Brianna Doran, Chair brianna@brookingsunitedway.org Brookings Area United Way <i>*filled unexpired term</i>	619 5 th St. Brookings, SD 57006	692-4979 (h) 605-430-5598 (c)	03/12/19-01/01/21* 03/12/19-01/01/21*	01/01/2021-01/01/2024
Jenny Grendler jlgrendler@gmail.com SDSU Family Resource Network <i>*filled unexpired term</i>	2227 Rhonda Road Brookings, SD 57006	605-530-2568 (c)	03/12/19-01/01/21* 03/12/19-01/01/21*	01/01/2021-01/01/2024
Kaylee Bolton Advance kaylee.bolton@advancebkg.com	1504 5 th Ave. S. Brookings, SD 57006	692-7582 (w) 605-840-1173 (c)		06/01/2020-05/01/2023

SDSU LIAISON**VACANT**

unending

SDSU ADA Coordinator

The following position(s) to remain vacant, until such time the Committee determines otherwise.

VACANT

01/01/2018-01/01/2020

vacated by S. Minor 1/19*Purpose**

The Brookings 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 3rd Street, Suite 230, Room 241

Department: Human Resources

Updated: 8/2/2021

Phone: (605) 692-6281

City Contact: Susan Rotert, Human Resources Director srotert@cityofbrookings-sd.gov

ADA Coordinator Liaisons:

Susan Rotert	City ADA Coordinator	(605) 692-6281	520 3 rd St., Suite 230
Kristen Witchey	County ADA Coordinator	(605) 696-8205	520 3 rd St., Suite 210
Kendra Eichten	SDSU ADA Coordinator	(605) 688-5585	SWC Box 2214, SDSU

Brookings Health System Board of Trustees

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
CITY APPOINTMENTS				
Justin Sell justin.sell@sdstate.edu SDSU Director of Athletics <i>*filled unexpired term</i>	1148 Apache Trail Brookings, SD 57006	690-0449 (w) 691-0690 (c)	01/01/12-01/01/13* 01/01/13-01/01/16 01/01/16-01/01/19	01/01/2019-01/01/2022
Dick Peterson theatre@brookings.net State Theatre Company <i>*filled unexpired term</i>	1703 Victory Street Brookings, SD 57006	692-6821 (w) 692-6476 (h)	01/14/14-01/01/16* 01/01/16-01/01/19	01/01/2019-01/01/2022
Lynn Darnall medacresghse@gmail.com Medary Acres Greenhouse, Inc. <i>*filled unexpired term</i>	1405 Medary Avenue S Brookings, SD 57006	692-6665 (h) 692-5816 (w) 695-1291 (c)	03/13/18-01/01/20*	01/01/2020-01/01/2023
Daryl Englund englund506@gmail.com Retired Engineer	1200 Telluride Lane Brookings, SD 57006	690-7020 (c)	01/01/14-01/01/17 01/01/17-01/01/20	01/01/2020-01/01/2023
David Meyer meyerortho@gmail.com Orthodontist / Meyer Orthodontics	1814 Terrace Drive Brookings, SD 57006	692-1650 (h) 691-7511 (c)		01/01/2021-01/01/2024
MEDICAL STAFF APPOINTMENT				
Dr. Andrew Ellsworth andrew.ellsworth@avera.org <i>*filled unexpired term</i>	1808 Tatanka Pass Brookings, SD 57006	697-9500 (w) 270-2769 (c)	06/23/15-01/01/16* 01/01/16-01/01/19	01/01/2019-01/01/2022
COUNTY APPOINTMENTS				
Sheila Anderson ssanders@itctel.com CFO/Treasurer of Daktronics	3310 Walnut Lane Brookings, SD 57006		01/01/17-12/31/19	01/01/2020-12/31/2022
Mary Anne Krogh maryanne.krogh@sdstate.edu <i>*filled unexpired term</i>	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
Jim Morgan morganjim6@gmail.com Retired from Daktronics	2634 Western Ave S Brookings, SD 57006	691-4501 (c)	01/01/16-12/31/18	01/01/2019-12/31/2022

CITY COUNCIL MEMBER EX-OFFICIO APPOINTMENTS

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

Purpose

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

Membership

Membership:	9 (5 City Council appointed, 1 Practicing Physician Representatives, 3 Co. Commission appointed) <ul style="list-style-type: none"> 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 th each year.
Legal Reference:	Brookings City Code of Ordinances Chapter 42, Article III, Division 2, Section 42-91 thru 42-105, Ordinance 03-90, Ordinance 18-91, Ordinance 19-91, Ordinance 32-99, Ordinance 06-02, Ordinance 15-04, Ordinance 27-05, Ordinance 29-06, Ordinance 12-08, Ordinance 18-008

Meeting Schedule

Day:	Monthly, 4 th Thursday
Time:	5:30 p.m.
Location:	Brookings Health System, 22 nd Ave., Brookings
Department:	Brookings Health System
Phone:	(605) 696-9000
Hospital Contact:	Jason Merkley, CEO jmerkley@brookingshealth.org
City Contact:	Paul Briseno, City Manager pbriseno@cityofbrookings-sd.gov
County Contact:	Stacy Steffensen, County Commission Assistant ssteffensen@brookingscountysd.gov

Business Improvement District #1 Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Tom Richter , Chair trichter@swiftelcenter.com Swiftel Center Executive Director	824 32 nd Avenue Brookings, SD 57006	692-7539 (w)	06/28/11-01/01/13 01/01/13-01/01/16 01/01/16-01/01/19	01/01/2019-01/01/2022
Laura Schoen Carbonneau laura@visitbrookingsssd.com Executive Director of Convention Visitors Bureau	1321 6 th Street Brookings, SD 57006	692-6125 (w)		07/23/2019-01/01/2022*
Kate Treiber ktreiber@prairieplay.org Children's Museum of SD Executive Director <i>*filled unexpired term</i>	1418 Sheridan Circle Brookings, SD 57006	692-6700 (w) 695-8556 (c)	04/28/15-01/01/17* 01/01/17-01/01/20	01/01/2020-01/01/2023
Lynda Pierce lynda@designarcgroup.com Architect	46749 199 th St. Bruce, SD 57220	651-3567 (h) 692-4008 (w)		01/01/2020-01/01/2023
Aaron Carsrud Aaron.dos.sd107@gmail.com Member-at-large	1518 South Main Ave Brookings, SD 57006			07/27/2021-01/01/2024*

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 3rd Street, Suite 140

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

East Central Communications Council (E-911)

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Paul Briseno pbriseno@cityofbrookings-sd.gov City Manager	520 3 rd St., Suite 230 Brookings, SD 57006	692-8627 (w)
Angela Boersma, Vice-Chair aboersma@brookingscountysd.gov County Commissioner	118 Jefferson Ave. So. Brookings, SD 57006	695-9635 (c)
Larry Jensen, Chair ljensen@brookingscountysd.gov County Commissioner	47685 209 th Street Aurora, SD 57002	592-6500 (c)
Joey Collins jcollins@cityofbrookings-sd.gov City Council Member	2332 16 th Ave. So. Brookings, SD 57006	695-9811 (c)

Purpose

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

Membership

- Membership: 4 (representing the following organizations):
- Chair of the Brookings County Commission, or a designated alternate
 - 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

Meeting Schedule

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

Department: Brookings Police Department
 Phone: (605) 692-2113
 City Contact: Dave Erickson, City of Brookings Police Chief derickson@cityofbrookings-sd.gov

Historic Preservation Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Greg Heiberger greg_heiberger@hotmail.com SDSU Biology & Microbiology Program Manager & Instructor	819 9 th Avenue Brookings, SD 57006	688-4294 (w) 695-0911 (c)	04/28/15-01/01/19	01/01/2019-01/01/2022
Kyle Nelson kylemartinnelson@yahoo.com Unlimited Vision LLC <i>*filled unexpired term</i>	1519 Sequoia Ct Brookings, SD 57006	691-3131 (c)		07/27/2021-01/01/2022*
Tom Thaden Capital Services Account Specialist				01/01/2019-01/01/2022
Jessica Garcia Fritz, Chair jessica.garcia-fritz@sdstate.edu SDSU Architecture Instructor <i>*filled unexpired term</i>	902 3 rd Street Brookings, SD 57006	691-4705 (c)	05/12/15-01/01/19*	01/01/2019-01/01/2022
VACANT (vacated by A. Royer) <i>*filled unexpired term</i>	Brookings, SD 57006			01/01/2020-01/01/2023*
Matthew Weiss, Vice-Chair matthew@designarcgroup.com Architect <i>*filled unexpired term</i>	617 7 th St. Brookings, SD 57006	692-4008 (w) 691-1611 (c)	08/13/19-01/01/20*	01/01/2020-01/01/2023
Jon Stauff jon.stauff@sdstate.edu 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*
Janet Merriman janet.merriman@sdstate.edu SDSU Construction Management Instructor <i>*filled unexpired term</i>	1803 15 th Street S Brookings, SD 57006	688-4018 (w) 692-2718 (h) 691-3889 (c)	08/12/14-01/01/15* 01/01/15-01/01/18 01/01/18-01/01/21	01/01/2021-01/01/2024
Janet Gritzner janet.gritzner@sdstate.edu Retired SDSU Geography Professor	1011 7 th Avenue Brookings, SD 57006	692-4643 (h)	01/01/09-01/01/12 01/01/12-01/01/15 01/01/15-01/01/18 01/01/18-01/01/21	01/01/2021-01/01/2024

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

Updated: 8/2/2021

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 3rd Street

Department: Community Development
Phone: (605) 692-6629
City Contact: Ryan Miller, City Planner rmiller@cityofbrookings-sd.gov

Human Rights Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
COLLEGE STUDENT REPRESENTATIVE				
VACANT				
SDSU Student Representative <i>Student term 1-year</i>				
CITY APPOINTMENTS				
Meagan Irvine-Miller, Acting Vice Chair mnirvine@gmail.com SDSU Graduate Assistant <i>Student term 1-year*</i> <i>**filled unexpired term</i>	809 Candlewood Lane Brookings, SD 57006	(979) 595-4121 (c)	01/24/17-05/01/17* 04/24/18-01/01/19**	01/01/2019-01/01/2022
Dan Berg Daniel.berg@k12.sd.us Brookings School District <i>*filled unexpired term</i>	506 Telluride Lane Brookings, SD 57006	592-2184 (c) 696-4100 (w)		06/09/2020-01/01/2022*
Dianne Nagy Nagy.dianne@gmail.com South Dakota State University <i>*filled unexpired term</i>	1936 Orchard Dr Brookings, SD 57006	688-5051 (w) 695-7596 (c)		07/27/20210-01/01/2023*
Erica Moore Erica.moore@sdsstate.edu South Dakota State University <i>*filled unexpired term</i>	1212 6 th St Brookings, SD 57006	(605)220-4070		07/27/2021-01/01/2023*
Joel Gindo joelgindo@gmail.com Larson Manufacturing <i>*filled unexpired term</i>	1038 110 th St Brookings, SD 57006	(319)427-4811		07/27/2021-01/01/2023*
Lawrence Novotny actup@brookings.net Retired Chemist - SDSU	928 8 th Street Brookings, SD 57006	691-9129 (c) 692-6026 (h)	01/01/09-01/01/12 01/01/12-01/01/15 01/01/15-01/01/18 01/01/18-01/01/21	01/01/2021-01/01/2024
Nieema Thasing, Chair just.nieema@gmail.com 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
Erinn Thomas ethomas@greatfuturesd.org Boys & Girls Club Director of Events & Marketing	1313 Christine Circle Brookings, SD 57006	690-7112 (c)	01/01/18-01/01/21	01/01/2021-01/01/2024

COUNTY APPOINTMENT**VACANT**

Charlie Ward

Brookings, SD 57006

12/31/2019-12/31/2022*

filled unexpired term*BROOKINGS SCHOL DISTRICT LIAISON****Michelle VandeWeerd**

(605) 696-4714

06/01/2021 - unending

Michelle.vandeweerd@kl2.sd.us**SDSU LIAISON****Kas Williams**

SSU 065, Box 2815

688-5585 (w)

2018-2019

2020-2021

kas.williams@sdstate.edu

Brookings, SD 57007

2019-2020

SDSU Program Advisor – African American Programs

LGBTQ COMMUNITY LIAISONS**Address****Phone****History****Lawrence Novotny**928 8th Street
Brookings, SD 57006

691-9129 (c)

2015-present

actup@brookings.net

Human Rights Commission

Lieutenant Marci Gebers307 3rd Avenue
Brookings, SD 57006

692-2113 (w)

2017-present

mgebers@cityofbrookings-sd.gov

Brookings Police Department

POLICE LIAISONS**Address****Phone****History****Keith Theroux**307 3rd Avenue
Brookings, SD 57006

692-2113 (w)

2015-present

ktheroux@cityofbrookings-sd.gov

Brookings Police Department

Chief Timothy HeatonBox 2920
Brookings, SD 57007

688-5117 (w)

2016-present

timothy.heaton@sdstate.edu

University Police Department

Vacant315 7th Avenue
Brookings, SD 57006

696-8300

2017-present

@brookingscountysd.gov

Brookings County Sheriff's Office

Purpose

The mission of the Brookings Human Rights Commission (BHRC) is to improve human relations in the Brookings area by fighting discrimination through education and a complaint resolution procedure. The Commission seeks to protect the rights of and prevent and eliminate bias and discrimination against individuals or groups because of their sex, race, color, creed, religion, ancestry, disability, familial status, national origin, age, marital status,

ethnicity, sexual orientation, gender identity, or political affiliation, with respect to employment, labor union membership, housing accommodations, property rights, education, public accommodations or public services. The Commission promotes educational activities to make Brookings an inclusive and welcoming community.

Membership

Membership: 10 (9 City, 1 County)
 Term: 3 years (1-year term for student position)
 Residency: Not Required (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 Bldg., 520 3rd Street, Suite 230, Room 241

Department: Human Resources
 Phone: (605) 692-6281
 City Contact: Susan Rotert, Human Resources Director srotert@cityofbrookings-sd.gov
 Casey Bell, Human Resources Specialist cbell@cityofbrookings-sd.gov

Joint Powers Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Angela Boersma aboersma@brookingscountysd.gov County Commissioner	118 Jefferson Ave. So. Brookings, SD 57006	695-9635 (c)
Lee Ann Pierce lpierce@brookingscountysd.gov County Commissioner	316 4 th Street Brookings, SD 57006	695-2078 (c)
Leah Brink leahbbrink@gmail.com City Council Member	504 8 th St. Brookings, SD 57006	690-5310 (c)
Nick Wendell wendellnick@gmail.com City Council Member	601 4 th Street, #19 Brookings, SD 57006	(605) 830-5446 (c)

Purpose

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

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

Membership

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

Meeting Schedule

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

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

Library Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Deb Waltman, Vice-Chair Administrative Assistant for Rapid City, Pierre & Eastern Railroad	241 Pine Ridge Road Brookings, SD 57006	697-2407 (w) 692-4689 (h)	01/01/16-01/01/19	01/01/2019-01/01/2022
Kathryn A. Miller, Chair kathymiller909@gmail.com Retired School Counselor	1055 Circle Drive Brookings, SD 57006	692-7680 (h)	01/01/17-01/01/20	01/01/2020-01/01/2023
Dr. Douglas O'Neill dougmaryoneill@gmail.com Retired Sociologist/Geographer	304 Trail Ridge Road Brookings, SD 57006	695-3194 (c) 692-2154 (h)	01/01/17-01/01/20	01/01/2020-01/01/2023
Stephanie Carroll skwolkow@yahoo.com Daktronics	1417 Yosemite Lane Brookings, SD 57006	690-6660 (c)		01/01/2021-01/01/2024
Denise Hall denisemching@gmail.com SoDak Labs	1713 Olwien Street Brookings, SD 57006	690-6079 (c)		04/27/21-01/01/2024*

*filled unexpired term

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 (SDCL 14-2-35)
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 nd Thursday
Time:	5:30 p.m.
Location:	Brookings Public Library
Department:	Brookings Public Library
Phone:	(605) 692-9407
City Contact:	Ashia Gustafson, Library Director agustafson@cityofbrookings-sd.gov

Park & Recreation Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
HIGH SCHOOL STUDENT REPRESENTATIVE				
Isaac Schulte Isaac.schulte@hotmail.com	2012 17 th Ave. So. Brookings, SD 57006	692-15580 (h) 695-4606 (c)	05/01/2019-05/01/2020* 05/01/2020-05/01/2021	05/01/2010-05/01/2022
<i>Student term 1-year</i> <i>*filled unexpired term</i>				
COLLEGE STUDENT REPRESENTATIVE				
Carson Cody carsoncody@hotmail.com	1128 Yorktown Dr. Brookings, SD 57006	691-6232 (c) 692-6909 (h)	05/01/2019-05/01/2020 05/01/2020-05/01/2021	05/01/2021-05/01/2022
<i>Student term 1-year</i>				
Ashley Ragsdale ashleykragdale@yahoo.com	1211 5 th St. So. Brookings, SD 57006	691-4235 (c) 692-4177 (w)		02/09/2021-05/01/2022*
Exec. Dir. Arts Council <i>* filled unexpired term</i>				
Erika Saunders erikasaun@gmail.com	271 Indian Hills Road Brookings, SD 57006	692-2717 (h) (703)944-6042(w)	05/01/13-05/01/16 05/01/16-05/01/19	05/01/2019-05/01/2022
Technical Editor				
John Maynes john.maynes@outlook.com	217 Indian Hills Road Brookings, SD 57006	690-1603 (c) 692-8984 (h) 696-5000 (w)		05/01/2019-05/01/2022
Retired Attorney				
Andrea Hogie Hogie5@mchsi.com	1024 Oakwood Cir Brookings, SD 57006	692-7539 (w) 690-2848 (c)		05/01/2020-05/01/2023
Accountant				
Steve Berseth steve.berseth@kl2.sd.us	909 Christine Ave. Brookings, SD 57006	692-9243 (h) 695-3452 (c)	05/01/14-05/01/17 05/01/17-05/01/20	05/01/2020-05/01/2023
Retired Athletic Director				
Doug Smith dougandbets@gmail.com	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
Retired <i>*filled unexpired term</i>				
Jay Larsen	1347 5 th Street Brookings, SD 57006	695-0063 (c) 692-9077 (h)	05/01/16-05/01/18* 05/01/18-05/01/21	05/01/2021-05/01/2024
Retired <i>* filled unexpired term</i>				

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, 1st Monday
Time: 5:30 p.m.
Location: City & County Government Center, 520 3rd Street

Department: Parks, Recreation & Forestry
Phone: (605) 692-2708
City Contact: Dusty Rodiek, Parks & Recreation Director drodiek@cityofbrookings-sd.gov

Planning Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Gregg Jorgenson , Chair greggi@bannerassociates.com Banner Associates, Inc. Engineer <i>* filled unexpired term</i>	1917 Spyglass Hill Drive Brookings, SD 57006	695-2094 (c) 692-6342 (w)		01/09/2018-12/31/2022*
Lee Ann Pierce leeannpierce@swiftel.net County Commissioner <i>* filled unexpired term</i>	PO Box 524 Brookings, SD 57006	692-9415 (w)	11/26/13-12/31/17*	12/31/2017-12/31/2022
Roger Solum rsolum@swiftel.net Retired <i>* filled unexpired term</i>	1631 Cypress Point Cir Brookings, SD 57006			07/27/2021-12/31/2022*
Greg Fargen greg@ebankstar.com BankStar Financial <i>* filled unexpired term</i>	237 Indian Hills Road Brookings, SD 57006	697-6793 (h) 692-3636 (w)	1/26/06-12/31/08* 12/31/08-12/31/13 12/31/13-12/31/18	12/31/2018-12/31/2023
Clark James Drew, III james@clarkdrewconstruction.com Clark Drew Construction – Owner General Contractor	1319 Keystone Circle Brookings, SD 57006	692-8386 (h) 692-9063 (w)	12/31/13-12/31/18	12/31/2018-12/31/2023
Ashley Biggar , Vice-Chair ashley@brookingschamber.org Chamber Downtown Director <i>* filled unexpired term</i>	1310 15 th St. So. Brookings, SD 57006	692-6125 (w) 691-4761 (c)		07/23/2019-12/31/2023*
Justin Borns justinborns@gmail.com Swiftel Communications <i>* filled unexpired term</i>	1311 Yorktown Circle Brookings, SD 57006			7/27/2021-12/31/2025*
Jacob Mills jacob@mills-development.com Mills Development - Developer <i>*filled unexpired term</i>	1724 Teton Pass Brookings, SD 57006	691-3352 (c)	12/31/19-12/31/20*	12/31/2020-12/31/2025
Tanner Aiken tanner.aiken@sdsu.edu SDSU Facilities and Services Horticulturist	409 Main Ave. So. Brookings, SD 57006	641-5812 (h)	12/31/15-12/31/20	12/31/2020-12/31/2025

Purpose

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

Membership

Membership: 9
Term: 5 years
Residency: Required (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

Meeting Schedule

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

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

Public Arts Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Julia Eberhart julia_eberhart@yahoo.com Marketing Rep: Brookings Historic Preservation Commission *Filled unexpired term	521 Remington Brookings, SD 57006	(605) 690-1418		07/13/2021-01/01/2022*
Kate Treiber ktreiber@prairieplay.org CVB Board and Children's Museum of South Dakota Rep: Convention Visitors Bureau	1418 Sheridan Circle Brookings, SD 57006	695-8556 (c) 692-6700 ext. 233 (w)	06/14/16-01/01/19	01/01/2019-01/01/2022
Ashley Biggar ashley@brookingschamber.org Director of Downtown Brookings Rep: Chamber of Commerce	1310 15 th St. So. Brookings, SD 57006	692-6125 (w) 691-4761 (c)		05/28/2019-01/01/2022*
Jean Jostad bobnjan@brookings.net Brookings Arts Council Board and Retired Educator Rep: Citizen-at-Large	1006 Parkway Blvd Brookings, SD 57006	692-5216 (h)	06/14/16-01/01/20	01/01/2020-01/01/2023
Taylor McKeown taylor.mckeown@sdsu.edu SDSU Art Museum Director Rep: SD Art Museum	510 9 th Ave. Brookings, SD 57006	688-5423 (w) 695-9297 (c)		03/10/2020-01/01/2023*
Brian Rex briantrex@gmail.com SDSU Professor Rep: SDSU School of Design *Filled unexpired term	1011 4 th Street Brookings, SD 57006	(605) 592-6090		10/13/2020-01/01/2023*
Jamison Lamp jamisonlamp@gmail.com Brookings Arts Council Board and SDSU Professional Programs Coordinator Rep: Brookings Arts Council	105 Lincoln Lane S Brookings, SD 57006	691-9443 (c)	06/14/16-01/01/20	01/01/2020-01/01/2023
Trayce Meyer artworksbrookings@yahoo.com Brookings Arts Council Board and Artworks/BBC Coffee Owner Rep: Art/Design Professional / Landscape Architect / Urban Planner	21094 1 st 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
Linda Purrington lkspurrington@gmail.com Consultant for School Districts Rep: Brookings Arts Council	1423 1 st Street Brookings, SD 57006	695-2362 (c)	06/14/16-01/01/18 01/01/18-01/01/21	01/01/2021-01/01/2024

Darla Biel
ddbziel@gmail.com
 SDSU Lecturer of English
Rep: Citizen-at-Large

323 19th Avenue S
 Brookings, SD 57006

690-7258 (c)

06/14/16-01/01/18 01/01/2021-01/01/2024
 01/01/18-01/01/21

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 3rd Street

Department: Parks, Recreation & Forestry
 Phone: (605) 692-2708
 City Contact: Dusty Rodiek, Parks, Recreation & Forestry Director drodiek@cityofbrookings-sd.gov

Sustainability Council

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
COLLEGE STUDENT REPRESENTATIVE				
VACANT				
SDSU Student Representative				06/09/2020-05/01/2021
<i>Student term 1-year*</i>				
<i>*filled unexpired term</i>				
VACANT				
(Vacated by S. Aure)				01/01/2019-01/01/2022*
<i>*filled unexpired term</i>				
Albert Patin Apatin02@gmail.com Safety & Environmental Manager (Daktronics)	1308 Yorktown Circle Brookings, SD 57006	(605) 690-0909 (c) (605) 692-0200		07/13/2021-01/01/2022*
<i>*filled unexpired term</i>				
Norma Nusz Chandler norma.nusz-chandler@sdstate.edu SDSU Construction Management Instructor	617 12 th Avenue Brookings, SD 57006	688-6417 (w)	07/26/11-01/01/13 01/01/13-01/01/16 01/01/16-01/01/19	01/01/2019-01/01/2022
Robin Buterbaugh, Vice-Chair rebbuterbaugh@yahoo.com RTI, LLC Microbiologist	21086 1 st Avenue Brookings, SD 57006	696-7300 (w) 695-1339 (c)		01/01/2019-01/01/2022
Jennifer McLaughlin, Chair SDSU Sustainability Specialist			02/28/17-01/01/19*	01/08/2019-01/01/2022
<i>*filled unexpired term</i>				
Betty L. Beer frankly@itctel.com Retired Attorney	22046 471 st Avenue Brookings, SD 57006	693-4985 (h)	01/01/13-01/01/14* 01/01/14-01/01/17 01/01/17-01/01/20	01/01/2020-01/01/2023
<i>*filled unexpired term</i>				
Louis Hesler louhesl@aol.com USDA Research Entomologist	709 Main Ave. Brookings, SD 57006	(605) 651-2089 (c) (605) 693-5228 (h)		10/13/2020-01/01/2023*
<i>*filled unexpired term</i>				
Emily Abele thorntoe@gmail.com Avera Medical Group	1906 Tanbury Lane Brookings, SD 57006	696-2700 (w) (605)759-6728 (c)		03/23/2021-01/01/2023*
<i>*filled unexpired term</i>				
Darcy Green Aramark – SDSU darcygreen.sid@gmail.com	47136 228 th St. Colman, SD 57017	310-1323 (c)		01/01/2021-01/01/2024

Brianna Kratz SDSU – Residence Hall Dir. kratzbrianna@gmail.com	SDSU Residential Life Box 2810A Brookings, SD 57007	688-5184 (w) (773)443-4940 (c)	01/01/2021-01/01/2024
Ben Vukovich Real Estate Agent bwvukovich@gmail.com	2106 Wild Wood Cir. Brookings, SD 57006	695-3196 (c)	01/01/2021-01/01/2024

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 3rd Street, 3rd Floor Community Room

Department: City Manager's Office
 Phone: (605) 692-6281
 City Contact: Jacob Meshke, Assistant City Manager jmeshke@cityofbrookings-sd.gov

Swiftel Center Advisory Committee

Name	Address	Phone	History	Current Term
Kyleigh Cramer kyleigh.cramer@live.com Volunteer Service Bank Director <i>*County appointment and filled unexpired term</i>	PO Box 527 Brookings, SD 57006	690-2456 (c)	01/01/17-12/31/18*	01/01/2019-01/01/2022
Rod Schaefer rodschaefer@hotmail.com Principal Financial Group	Box 692 Brookings, SD 57006	692-9290 (h) 692-7226 (w) 692-8151 (f) 695-7495 (c)	01/01/04-01/01/07 01/01/07-01/01/10 01/01/10-01/01/13 01/01/13-01/01/16 01/01/16-01/01/19	01/01/2019-01/01/2022
Laura Schoen Carbonneau laura@visitbrookings.sd.gov CVB Executive Director Rep: Chamber <i>*filled unexpired term</i>	1321 6 th Street Brookings, SD 57006	692-6125 (w)		07/23/2019-01/01/2022*
Jennifer Johnson, Vice-Chair jennjoyjohnson@gmail.com Self-employed <i>*filled unexpired term</i>	205 Sioux Pass Brookings, SD 57006	(651) 247-2915 (c)		05/28/2019-01/01/2022*
Teri Ronning terironning@gmail.com <i>*filled unexpired term</i>	850 Regency Court Brookings, SD 57006	692-3626 (h) 691-3582 (w)	05/01/08-01/01/11* 01/01/11-01/01/14 01/01/14-01/01/17 01/01/17-01/01/20	01/01/2020-01/01/2023
Jeff Holm, Chair jeff.holm@sdsu.edu Rep: SDSU	1206 Clark Avenue Dell Rapids, SD 57022	428-4174 (h) 688-6287 (w) 595-2403 (c)	01/01/14-01/01/17 01/01/17-01/01/20	01/01/2020-01/01/2023
Nick Schmeichel nick@sideline-productions.com 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

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
 Updated: 8/2/2021

Legal Reference: Brookings City Code of Ordinances Chapter 2, Article V, Division 4, Section 2-180 thru 2-187
Ordinance 24-06, Ordinance 17-028, Resolution 65-05

Meeting Schedule

Day: Bimonthly, last Wednesday
Time: 12:00 p.m. Noon
Location: Swiftel Center Conference Room

Department: Swiftel Center
Phone: (605) 692-7539
City Contact: Tom Richter, Swiftel Center Executive Director trichter@swiftelcenter.com

Traffic Safety Committee

Name	Address	Phone	History	Current Term
Chief Tim Heaton tim_heaton@sdsu.edu Rep: SDSU Chief of Security	1008 3 rd St. Brookings, SD 57006	688-5117 (w)		unending
VACANT Vacated by J. Lanning Rep: City Engineer	Brookings, SD 57006			unending
Jeremy Linstad jlinstad@cityofbrookings-sd.gov Rep: Street Dept. Supt.	127 7 th Avenue Brookings, SD 57006	692-2016 (w)		unending
Lewayne Erickson lericlaw@brookings.net Rep: Citizen-at-large *filled unexpired term	1612 Cypress Point Cir Brookings, SD 57006	695-8650 (c) 692-4190 (h) 692-6158 (w)	2/27/18-12/31/18*	12/31/2018-12/31/2021
Jake McGlade jakemcglade@yahoo.com Habitat for Humanity Volunteer Rep: Jogger/Bicyclist *filled unexpired term	528 Hunters Ridge Rd Brookings, SD 57006	697-2540 (w) (402) 306-7991 (h)		05/28/18-12/31/2021*
Charles Schnabel cvschnabel@brookings.net BATA Driver Rep: Automobile Insurance	212 16 th Avenue Brookings, SD 57006	695-9806 (c)		12/31/2018-12/31/2021
Tony Sonnenburg tsonnenburg@cityofbrookings-sd.gov Rep: City Chief of Police designee * filled unexpired term	307 3 rd Avenue Brookings, SD 57006	692-2113 (w) 691-1522 (c)	07/14/09-12/31/10 12/31/10-12/31/13 12/31/13-12/31/16 12/31/16-12/31-19	12/31/2019-12/31/2022
Brian Lueders brian.lueders@k12.sd.us Brookings School Admin. Rep: School Supt. designee	2130 8 th 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	12/31/2019-12/31/2022
Don Norton donnorton745@gmail.com Rep: Citizen-at-large * filled unexpired term	1801 7 th Avenue S Brookings, SD 57006	(309) 259-0047 (c)	12/31/18-12/31/19*	12/31/2019-12/31/2022
Kacie Richard kacie.richard@hotmail.com Rep: Citizen-at-large	1024 12 th Street S Brookings, SD 57006	(701) 201-0666 (c)	12/31/16-12/31/19	12/31/2019-12/31/2022

* filled unexpired term

Gary Gramm 1320 Laurel Lane 692-9517 (h) 2/14/12-12/31/14* 12/31/2020-12/31/2023
ggramm@brookings.net Brookings, SD 57006 12/31/14-12/31/17
 Rep: Senior Citizens 12/31/17-12/31/20

* filled unexpired term

Kristina Lankow 612 Park Ave. (701) 640-8251 (c) 12/31/2020-12/31/2023
klankow@swiftelcenter.com Brookings, SD 57006
 Rep: Chamber of Commerce

Justin Bucher 2011 Grand Arbor Ave. 692-6342 (w) 12/31/17-12/31/20 12/31/2020-12/31/2023
justinb@bannerassociates.com Brookings, SD 57006 (605)413-7601 (c)
 Rep: Industry

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 ScheduleDay: Monthly, 2nd Thursday

Time: 12:10 p.m.

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

Department: City Engineer's Office

Phone: (605) 692-6629

City Contact: VACANT, City Engineer

BMU Contact: Steve Meyer, Executive Vice President/General Manager smeyer@swiftel-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.)

Wayne Avery	May 26, 2021 – April 30, 2022*
<i>*vacated by Ope Niemeyer who was elected to Mayor (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 McClemons	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*
<i>* 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).</i>	

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

Patty Bacon & Leah Brink

Brookings Municipal Utilities

Oepke “Ope” Niemeyer & Joey Collins

Brookings Economic Development Corp. Board

Nick Wendell

**Brookings Economic Development
Corporation Investment Committee**

Leah Brink, Oepke “Ope” Niemeyer & Patty Bacon

East Central Communications Council (E-911)

Joey Collins

Joint Powers Board

Nick Wendell & Leah Brink

City of Brookings

Governance & Ends Policies

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

Mission Statement

The City of Brookings is committed to providing a high quality of life for its citizens, and fostering a diverse economic base, through innovative thinking, strategic planning, and proactive, fiscally responsible municipal management.

Table of Contents: Governance Policies

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

1. Governance Process

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

2. Council-Staff Linkage

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

1.6 Governance Process, Citizen Advisory Boards

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

Guideline A

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

- 1. The Council will determine if the need for a citizen advisory board or committee justifies continuation of the board or committee. If continuation is justified, proceed to #2.
- 2. The Council will make an effort to determine the most effective use of citizen volunteers, with a primary decision being the length of service for each board and

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

Guideline B

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

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



Vacancies

Vacancies occur:

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

* May appointments are mandated by State Law for the:

- Airport Board
- Park & Recreation Board
- Utility Board

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

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

Appointments

January 1

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

May 1 Appointments

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

December 31 Appointments

Planning Commission
 Traffic Safety Commission

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 1st, 2nd, 3rd, etc. preferences. Individuals currently serving on a city board are not prevented from applying for a different board. However, that volunteer would be required to resign from the previous board.

One Board Policy: *The City Council desires to give as many citizens as possible an opportunity to serve upon the various boards, 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 book of filed applications is maintained by the City Clerk's Office and is available for review by the public.

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

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

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

4. The Mayor may seek appointment recommendations from the specific board, committee, or commission by contacting the Board Chairman.
5. The Mayor may conduct personal interviews with applicants.

6. The Mayor may seek out candidates who have not applied and invite them to submit an application for consideration. The Mayor may accept applications after the published closing date.
7. The Mayor shall submit, or cause to be submitted, a list of planned appointments to the City Council members in the Council Packet prior to the date for Council action. The document shall include:
 - Names of Mayor's appointments including dates of prior service
 - A brief statement on appointee's qualifications
 - A summary on the specific Board's purpose
 - Specific Board composition requirements, if any

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

8. Formal City Council action on all appointments is required and will normally be listed on the consent agenda.
9. Upon appointment, volunteers are sent a letter of congratulations and a certificate of appointment. Applicants who are not appointed will be advised in writing.
10. The City Clerk's Office will provide the name and contact information of the new volunteer to the appropriate Board, Committee, or Commission City staff liaison.
11. A formal orientation session will be coordinated to include the following attendees: Mayor, 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 will be 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 Policies, the Role of Citizen Advisory Boards, Code of Ethics, Legal Issues Facing Boards, 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.

Annual Reporting *(This process is currently undergoing evaluation.)*

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.

Annual report contents:

- Verbal Reports – 5 minutes in length
- Written Report
 - List of Volunteers
 - Summary of Purpose
 - Report on programs and services
 - Performance Measurement Summary
 - Expenditure Report
 - Goals and Objectives for the coming year
 - Unmet Needs
- Each Board must formally approve their report.
 - Airport Board
 - Board of Adjustment
 - Board of Appeals
 - Board of Health
 - Historic Preservation Commission
 - Human Rights Commission
 - Library Board
 - Brookings Disability Awareness Committee
 - Parks & Recreation Board
 - Planning Commission
 - Traffic Safety Committee
 - (Utility Board, Swiftel Center Advisory Committee and Brookings Health System Board of Trustees are exempt from year-end reporting.)
- Board member involvement in writing the report is required.

SOUTH DAKOTA OPEN MEETING LAWS

What is South Dakota's Open Meetings Law?

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

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

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

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

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

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

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

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

SDCL 1-25-1.1 requires that all public bodies prominently post a notice and copy of the proposed agenda at the organization's principal office 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.

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.