

City of Brookings Directory

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

Mission Statement

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

**Prepared by the City Clerk's Office
Shari Thornes, City Clerk
City & County Government Building, 520 3rd Street, Suite 230 / PO Box 270
Brookings, SD 57006-0270
(605) 692-6281
Fax: (605) 692-6907
sthornes@cityofbrookings.org
www.cityofbrookings.org**

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

If you require assistance and/or alternative formats consistent with the Americans with Disabilities Act, please contact the City ADA Coordinator, Shari Thornes, at (605) 697-8641.

Table of Contents

Mayor & City Council Members	Page 7
Affordable Housing Task Force	Page 8
Airport Board	Page 10
Bicycle Advisory Committee	Page 11
Board of Adjustment	Page 13
Board of Appeals	Page 15
Board of Health	Page 16
Brookings Committee for People who have Disabilities	Page 18
Brookings County & City Joint Jurisdiction Committee.....	Page 20
Brookings Health System Board of Trustees	Page 22
Business Improvement District #1 Board	Page 24
Comprehensive Master Plan Advisory Committee	Page 25
East Central Communications Council (E-911).....	Page 27
Historic Preservation Commission	Page 28
Human Rights Commission.....	Page 30
Joint Powers Board	Page 33
Leadership Team	Page 4
Library Board	Page 34
Mental Health Task Force	Page 35
Park & Recreation Board	Page 37
Phone Numbers	Page 5
Planning Commission	Page 39
Public Arts Commission	Page 41
Senators & Representatives – State & Local Officials	Page 6
Sixth (6 th) Street Design Ad Hoc Committee	Page 43
Sustainability Council	Page 44
Swiftel Center Advisory Committee	Page 46
Traffic Safety Committee	Page 48
University Community Coalition	Page 50
Utility Board	Page 52
 <u>Appendices:</u>	
Appointment Process.....	Page 60
Appointment Dates	Page 4
Training	Page 62
Recognition	Page 62
Annual Reporting	Page 62
City Governance & Ends Policies	Page 56
Ex-Officio Appointments	Page 55
Open / Public Meeting Laws.....	Page 64
Previous Mayors	Page 53
Previous Council Members	Page 54
Recruitment	Page 58
Residency Requirements	Page 58
Vacancies	Page 57

Leadership Team

City Manager	Jeffrey Weldon
Assistant City Manager	Kevin A. Catlin
City Attorney	Steve Britzman
City Clerk	Shari Thornes
City Engineer	Jackie Lanning
Community Development Director.....	Mike Struck
Finance Manager	Shawna Costello
Fire Chief	Darrell Hartmann
Human Resources Director	Donna Langland
Library Director	Ashia Gustafson
Liquor Store Manager	Janet Coplan
Swiftel Center Executive Director	Tom Richter
Parks, Recreation & Forestry Director.....	Dan Brettschneider
Police Chief	Dave Erickson
Director of Solid Waste Management (Landfill)	Todd Langland
Street Superintendent	Matthew Bartley

January 1 Appointments

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

May 1 Appointments

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

December 31 Appointments

- Planning Commission
- Traffic Safety Commission

Phone Numbers

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

State and National Elected Officials

S.D. Governor

Dennis Daugaard

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 Kristi Noem (R)

1323 Longworth House Office Bldg.
Washington, DC 20515
Phone: 202-225-2801
Fax: 202-225-5823

District Phone: 605-275-2868

300 N Dakota Avenue, Suite 314
Sioux Falls, SD 57104

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

S.D. State Senators & Representatives

Senator Larry Tidemann

251 Indian Hills Road
Brookings, SD 57006
Home Phone: 605-692-1267
Capitol Phone: 605-224-4200

sen.tidemann@state.sd.us

Representative Spencer Hawley

1215 W 8th Street S
Brookings, SD 57006
Home Phone: 605-692-9716
Office Phone: 605-692-6223

rep.hawley@state.sd.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

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

Call: (605) 692-6281

Fax: (605) 692-6907

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Keith Corbett, Mayor keithcorbett52@gmail.com Retired * resigned as Council Member to accept position as Mayor **elected to fill unexpired term	1122 Telluride Lane Brookings, SD 57006	695-7591 (c)	05/01/10-05/01/13 05/01/16-05/01/17* 05/01/17-05/01/18**	05/01/2018-05/01/2021
Mary Kidwiler, Deputy Mayor kidwiler@swiftel.net Retired	1001 Parkway Blvd Brookings, SD 57006	690-6850 (c)		05/01/2016-05/01/2019
Holly Tilton Byrne hmtilton@gmail.com Community Organizer, Dakota Rural Action *appointed to fill vacancy **elected to fill unexpired term	104 5 th Street Brookings, SD 57006	690-4757	5/10/17-04/30/18*	05/01/2018-05/01/2019**
Oepke "Ope" Niemeyer bopn@brookings.net Self-Employed/Owner	718 11 th Street Brookings, SD 57006	690-4246 (c) 697-9111 (h)	05/01/11-05/01/14 05/01/14-05/01/17	05/01/2017-05/01/2020
Dan Hansen danhansen1@hotmail.com SDSU	1124 Copper Mtn Rd Brookings, SD 57006	695-9797 (c) 696-7959 (h)	05/01/14-05/01/17	05/01/2017-05/01/2020
Nick Wendell wendellnick@gmail.com SD Board of Technical Education Executive Director *elected to fill vacancy	601 4 th Street, #19 Brookings, SD 57006	830-5446 (c)	05/01/16-05/01/18*	05/01/2018-05/01/2021
Patty Bacon pattybacon5@gmail.com Semi-retired non-profit professional	1016 7 th Avenue Brookings, SD 57006	695-9680 (h)	05/01/15-05/01/18	05/01/2018-05/01/2021

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.
 Location: City & Co. Gov't Bldg., 520 3rd St.
 Chambers (Room 310)
 Phone: (605) 692-6281
 City Contact: Shari Thornes, City Clerk
sthornes@cityofbrookings.org

Affordable Housing Task Force

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

Purpose

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

Objectives:

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

Membership

Membership: 7-9 members
Residency: Not required

Meeting Schedule

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

Airport Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Judy McLaughlin judyrob@itctel.com SDSU Programmer/Analyst	47124 203 rd Street Brookings, SD 57006	693-4429 (h)	05/01/09-05/01/14	05/01/2014-05/01/2019
Jason Baker jason.baker60@gmail.com SDSU Public Safety	726 Medary Avenue #5 Brookings, SD 57006	(253) 335-4414 (c)		05/01/2015-05/01/2020
Brian Van Liere ime@swiftel.net Industrial Machine & Eng. Business Owner <i>* filled unexpired term</i>	924 17 th Ave. S Brookings, SD 57006	692-4417 (h) 651-3849 (c)	07/14/15-05/1/16*	05/01/2016-05/01/2021
Lynn Riedesel ried@itctel.com Retired Farmer & Airline Pilot	20631 472 nd Ave. Brookings, SD 57006	693-3494 (h) 695-0490 (c)	05/01/07-05/01/12 05/01/12-05/01/17	05/01/2017-05/01/2022
Orv Smidt obsmidt@mchsi.com Retired US Army/State Legislature	117 4 th Street Brookings, SD 57006	697-5826 (h) 690-2356 (c)	08/01/08-05/01/13 05/01/13-05/01/18	05/01/2018-05/01/2023

Purpose

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

Membership

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

Meeting Schedule

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

Bicycle Advisory Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
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)		05/17/2016-01/01/2019*
Caleb Evenson caevenson@gmail.com Bicycle House	908 5 th Street Brookings, SD 57006	(507) 720-2002 (c)		02/23/2016-01/01/2019
Brittany Kleinsasser brittany@snsbikes.com Spoke-N-Sport	503 N Main Avenue Brookings, SD 57006	696-7979 (w)		04/26/2016-01/01/2019*
Keith Schram kmschram2@gmail.com 3M Trainer/Designer	1516 24 th Street S Brookings, SD 57006	690-6957 (c) 696-1460 (w)		01/01/2017-01/01/2020
Jennifer McLaughlin jennifer.mclaughlin71@gmail.com SDSU Sustainability Intern	Brookings, SD 57006		02/23/16-01/01/17	01/01/2017-01/01/2020
Steve Paula sepoula@hotmail.com Advocate	529 Southview Drive Brookings, SD 57006	695-2866 (c)	01/26/16-01/01/17	01/01/2017-01/01/2020
Emily Braun emily@visitbrookingsd.com Convention Visitor's Bureau	415 8 th Street S Brookings, SD 57006	692-6125 (w)	01/26/16-01/01/18	01/01/2018-01/01/2021
Eric Rasmussen ericrasmussen@lawinsd.com Attorney Helsper, McCarty & Rasmussen <i>* filled unexpired term</i>	1140 Apache Trail Brookings, SD 57006	(605) 929-0164 (c) 692-7775 (w)	12/13/16-01/01/18*	01/01/2018-01/01/2021
Joanie Holm jholm229@gmail.com Brookings Avera Medical Clinic	724 5 th Street Brookings, SD 57006	690-3750 (c)	01/26/16-01/01/18	01/01/2018-01/01/2021

Liaison:

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

Purpose

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

Membership

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

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

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

Non-voting liaisons:

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

Meeting Schedule

Day: Monthly, day varies
Time: Varies
Location: City & County Gov't Bldg., 520 3rd Street, 3rd Floor Community Room
Phone: (605) 692-6281
City Contact: Shari Thornes, City Clerk sthornes@cityofbrookings.org

Board of Adjustment

Name	Address	Phone	History	Current Term
Teresa Binkley teresabinkley328@gmail.com Retired SDSU Research <i>* filled unexpired term</i> <i>** Moved to 1st Alternate</i> <i>***Moved to full position</i>	1726 Overlook Ridge Rd Brookings, SD 57006	627-1225 (c)	12/13/16-7/25/17* 7/25/17-01/01/18**	11/02/2017-01/01/2019***
Jeremy Scott landscapes@swiftel.net <i>* filled unexpired term</i> <i>** Moved to full position</i>	204 Craig Court Brookings, SD 57006	692-6323 (w) 690-9153 (c)	02/13/18-5/18/18*	05/18/2018-01/01/2020**
George Houtman houtman@brookings.net Houtman Construction <i>*Moved to full position</i>	1300 Pheasant Run Rd Brookings, SD 57006	692-2140 (w) 690-1620 (c) 692-2141 (h)	01/01/16-01/01/19	01/01/2017-01/01/2020*
Dustin Edmison dustin@dustinedmison.com SGS North America Application Support/Business Analyst <i>* filled unexpired term</i> <i>** Moved to full position</i>	1924 Derald Drive Brookings, SD 57006	691-4149 (c) 692-7611 (w)	12/13/16-7/25/17*	07/25/2017-01/01/2020**
Justin Borns justinborns@gmail.com Swiftel Communications Engineer <i>* filled unexpired term</i> <i>** Moved to full position</i>	1311 Yorktown Circle Brookings, SD 57006	(605) 881-3069 (c)	08/22/17-01/01/18*	01/01/2018-01/01/2021**
1st Alternate				
Nick Schmeichel nick.schmeichel@gmail.com <i>* filled unexpired term</i> <i>** Moved to 1st Alternate 5/18</i>	1313 Yorktown Circle Brookings, SD 57006	695-3478 (c)		02/13/2018-01/01/2021*
2nd Alternate				
VACANT				
				02/13/2018-01/01/2021*

Purpose

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

Membership

Membership: 7 (5 full & 2 alternate)

Term 3 years

Residency: Required or reside within the Joint Jurisdictional Area

Appointment: January 1

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

Meeting Schedule

Day: Monthly, 1st and 3rd Thursday

Time: 5:00 p.m.

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

Phone: (605) 692-6629

City Contact: Staci Bungard, City Planner sbungard@cityofbrookings.org

Mike Struck, Community Development Director mstruck@cityofbrookings.org

Board of Appeals

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

*filled unexpired term

Purpose

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

Membership

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

Meeting Schedule

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

Board of Health

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

Trish Matson Buus trishmatsonbuus@aol.com	446 Southview Drive Brookings, SD 57006	692-3100 (h) 351-5885 (c)	01/01/06-01/01/09 01/01/09-01/01/12 1/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
--	--	------------------------------	---	-----------------------

County Appointment

Mike Bartley mbartley@brookingscountysd.gov County Commissioner	1929 25 th Avenue Brookings, SD 57006	691-9910 (c)	01/01/2018-12/31/2018
--	---	--------------	-----------------------

Purpose

The purpose of the Board of Health is to provide a general supervision of the health of the city with full powers to take all steps and measures necessary to promote the cleanliness and healthfulness and to prevent and arrest the spread of any contagious or infectious diseases and harmful environmental conditions, and to quarantine any person or evacuate any area contaminated by such condition or disease. In addition, the Board is to provide public education for the need of all phases of an integrated solid waste management system;

- Establish a comprehensive realistic solid waste plan for the city.
- Develop a financial policy that would be used for raising funds required to build and operate an integrated solid waste program.
- Develop and promote pilot programs for recycling and collection of household hazardous waste and reducing solid waste.

Membership

Membership: 9 (8 city, 1 county)
 Term: 3 years
 Residency: County required (2 may live outside Brookings city limits, but must reside in Brookings county)
 Appointment: January 1
 Legal Reference: Brookings City Code of Ordinances Chapter 42, Article II, Section 42-31 thru 42-43
 Ordinance No. 07-00, SDCL 9-32-2

Meeting Schedule

Day: Bi-Annual
 Time: 7:00 p.m.
 Location: City & County Gov't Bldg., 520 3rd Street, Suite 230, Room 241
 Phone: (605) 693-3667
 City Contact: Todd Langland tlangland@cityofbrookings.org

Brookings Committee for People who have Disabilities

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Taylor Wold SDSU Student taylor.wold@jacks.sdstate.edu <i>**student term – 1 year</i>	1705 24 th Street S Brookings, SD 57006	(605) 999-1712	07/25/2017-05/01/2018**	05/01/2018-05/01/2019**
Sylvia Buboltz sylvia.buboltz@state.sd.us SD Division of Rehabilitation Services – District Supervisor <i>*filled unexpired term</i> <i>**student term – 1 year</i>	725 Sun Valley Street Brookings, SD 57006	688-4280 (w)	03/22/11-05/01/11* ** 05/01/11-05/01/12** 05/01/12-01/01/13** 01/01/13-01/01/16	01/01/2016-01/01/2019
Lonnie Bayer lonniebayer@yahoo.com United Fire Group <i>*filled unexpired term</i>	802 19 th Street S Brookings, SD 57006	690-7521 (w) 692-2978 (f)	08/1/08-01/01/09* 01/01/09-01/01/12 01/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2020
Laura Crooks lcrooks@brookingshealth.org Occupational Therapy Assistant at Brookings Health System <i>*filled unexpired term</i>	330 Main Street Astoria, SD 57213	690-3975 (c)	07/25/17-01/01/18*	01/01/2018-01/01/2020
Shawn Minor shawn.minor@jacks.sdstate.edu SDSU Student <i>* filled unexpired term</i> <i>**student term – 1 year</i>	1603 Derald Drive Brookings, SD 57006	690-9620 (c) 692-6331 (h)	10/22/13-05/01/14* ** 05/01/14-05/01/15** 05/01/15-05/01/16** 04/26/16-01/01/18*	01/01/2018-01/01/2020
Matt Simet matt.simet@advancebkg.com Human Services/Manager/Career Advantage	1812 9 th Avenue S Brookings, SD 57006	695-8471 (w) 692-6103 (h) 695-2076 (c)	01/01/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
Ruth Harper ruth.harper@sdstate.edu Retired SDSU Professor/Project Coordinator	522 Deer Pass Brookings, SD 57006	690-1466 (c)		01/01/2017-01/01/2020
Dave Miller davemiller234@gmail.com <i>*filled unexpired term</i>	46996 204 th Street Brookings, SD 57006	690-0143 (c)	05/01/07-01/01/09* 01/01/09-01/01/12 01/01/12-01/01/15 01/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
Jessie Kuechenmeister jkuechenmeister@yahoo.com Supported Employment Specialist <i>*filled unexpired term</i>	318 21 st Avenue S Brookings, SD 57006	691-1953 (c)	05/01/05-04/01/07 04/15/08-01/01/09* 01/01/09-01/01/12 01/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021

Nancy Hartenhoff-Crooks nancy.crooks@sdstate.edu Disability Services - SDSU <i>* filled unexpired term</i>	PO Box 442 Toronto, SD 57268	794-4571 (h) 688-4504 (w)	02/01/97-01/01/00*	01/01/2018-01/01/2021
			01/01/00-01/01/03	
			01/01/03-01/01/06	
			01/01/06-01/01/09	
			01/01/09-01/01/12	
			01/01/12-01/01/15	
			01/01/15-01/01/18	
Nadine Gjerde Nadine.gjerde@state.sd.us SD Division of Rehabilitation Services <i>* filled unexpired term</i> <i>**student term – 1 year</i>	3617 Pleasant View Dr Brookings, SD 57006	430-2068 (h) 688-4282 (w)	01/01/13-05/01/13* **	01/01/2018-01/01/2021
			05/01/13-10/22/13**	
			10/22/13-01/01/15*	
			01/01/15-01/01/18	

Purpose

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

Membership

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

Meeting Schedule

Day: Monthly, day varies
 Time: varies
 Location: City & County Gov't Bldg., 520 3rd Street, Suite 230, Room 241
 Phone: (605) 692-6281
 City Contact: Shari Thornes, City Clerk sthornes@cityofbrookings.org

ADA Coordinator Liaisons:

Shari Thornes	City ADA Coordinator	(605) 697-8641	PO Box 270
Laura Littlecott	County ADA Coordinator	(605) 696-8205	520 3 rd St., Suite 210
Nancy Hartenhoff-Crooks	SDSU Disability Coordinator	(605) 688-4504	SWC Box 2214, 125, SDSU

Brookings County & City Joint Jurisdiction Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Mary Kidwiler kidwiler@swifotel.net City Council Member	1001 Parkway Boulevard Brookings, SD 57006	690-6850 (c)
Ope Niemeyer bopn@brookings.net City Council Member	718 11 th Street Brookings, SD 57006	690-4246 (c)
Lee Ann Pierce lpierce@brookingscountysd.gov County Commissioner	316 4 th Street Brookings, SD 57006	695-2078 (c)
Mike Bartley mbartley@brookingscountysd.gov County Commissioner	1929 25 th Avenue Brookings, SD 57006	691-9910 (c)
Robert Hill rhill@brookingscountysd.gov County Development Director / Emergency Manager	520 3 rd Street, Suite 200 Brookings, SD 57006	692-5212 (w)
Mike Struck mstruck@cityofbrookings.org City of Brookings Community Development Director	520 3 rd Street, Suite 140 Brookings, SD 57006	692-6629 (w)
Steve Meyer smeyer@swifotel-bmu.com Executive Vice President / General Manager Brookings Municipal Utilities	525 Western Avenue Brookings, SD 57006	692-6325 (w)
Al Heuton al@brookingsedc.com Citizen at large representative	108 Half Moon Road Brookings, SD 57006	697-8103 (c)
Scott Mohror scottm@bannerassociates.com Citizen at large representative	3704 3 rd Avenue, South Brookings, SD 57006	690-8653 (c)
Duane Knutson dgknutson@live.com Township representative	1504 Western Avenue, South Brookings, SD 57006	695-4841 (c)
Robert Hexum rlhexum@gmail.com Township representative	21732 468 th Avenue Volga, SD 57071	690-3420 (c)

Greg Fargen greg@ebankstar.com City Planning Commission Representative	237 Indian Hills Road Brookings, SD 57006	692-3636 (w)
Darrell Nelson baddad@itctel.com County Planning & Zoning Commission Representative	47405 219 th Street Brookings, SD 57006	695-9724 (c)

Purpose

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

Membership

Membership: 13 (representing the following organizations):

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

Meeting Schedule

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

Brookings Health System Board of Trustees

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
City Appointments				
Justin Sell justin.sell@sdsu.edu SDSU Director of Athletics <i>*filled unexpired term</i>	1148 Apache Trail Brookings, SD 57006	690-0449 (w) 691-0690 (c)	01/01/12-01/01/13* 01/01/13-01/01/16	01/01/2016-01/01/2019
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*	01/01/2016-01/01/2019
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)		03/13/2018-01/01/2020*
Daryl England englund506@gmail.com Retired Engineer	1200 Telluride Lane Brookings, SD 57006	690-7020 (c)	01/01/14-01/01/17	01/01/2017-01/01/2020
Walter Wosje wsjey@brookings.net Retired	2026 Monarch Lane Brookings, SD 57006	697-6591 (h)	01/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
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*	01/01/2016-01/01/2019
County Appointments				
Jim Morgan morganjim6@gmail.com Retired from Daktronics	2634 Western Ave S Brookings, SD 57006	691-4501 (c)		01/01/2016-12/31/2018
Sheila Anderson ssanders@itctel.com CFO/Treasurer of Daktronics	3310 Walnut Lane Brookings, SD 57006			01/01/2017-12/31/2019
William Davidson wrdavidson@aol.com	807 Regency Court Brookings, SD 57006	691-3299 (c)		01/01/2018-12/31/2020

Purpose

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

Membership

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

Meeting Schedule

- Day: Monthly, 4th Thursday
- Time: 5:30 p.m.
- Location: Brookings Health System, Conference Room A & B
- Phone: (605) 696-9000
- Hospital Contact: Jason Merkley, CEO
- City Contact: Donna Langland, Human Resources Director 697-8668 (w)
Jeffrey Weldon, City Manager 692-6281 (w)

Business Improvement District #1 Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Tom Richter trichter@swiftelcenter.com Swiftel Center Executive Director	824 32 nd Avenue Brookings, SD 57006	692-7539 (w)	06/28/11-01/01/13 01/01/13-01/01/16	01/01/2016-01/01/2019
Jennifer Johnson jennifer@brookingschamber.org Executive Director of Convention Visitors Bureau	415 8 th Street S Brookings, SD 57006	692-6125 (w)	01/01/13-01/01/16	01/01/2016-01/01/2019
Tari Waterman tari.waterman@hilton.com Hotel Manager	3017 LeFevre Drive Brookings, SD 57006	697-5232 (w)	06/28/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
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*	01/01/2017-01/01/2020
Randy Soma randy.soma@kl2.sd.us Member-at-large	1754 Doral Drive Brookings, SD 57006	651-2440 (c)	696-4112 (w)	01/01/2018-01/01/2021

Purpose

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

Membership

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

Meeting Schedule

Day: Annually
Time: varies
Location: City & County Gov't Bldg., 520 3rd Street, Suite 140
Phone: (605) 692-6281
City Contact: Mike Struck, Community Development Director mstruck@cityofbrookings.org

Comprehensive Master Plan Advisory Committee

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

Ben Stout 601 4th Street, Apt. 12 (605) 488-0089 (c)
benjamin.stout@jacks.sdstate.edu Brookings, SD 57006
 SD Department of Agriculture Ag Development Representative

Paul Von Fischer 1913 17th Avenue S 695-2594 (c)
paul.vonfischer@k12.sd.us Brookings, SD 57006 696-4100 (w)
 Brookings High School Principal

Purpose

The purpose of the Comprehensive Master Plan Advisory Committee is to assist the City in developing a new Comprehensive Master Plan. The Advisory Committee's Mission is to build consensus around a comprehensive strategy for Brookings' future by engaging community input and advise the process of developing the Plan. The Committee will collaborate with the Planning Commission and city staff to complete the plan.

Membership

Membership: 11-15 members
 Residency: Not required

Meeting Schedule

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

East Central Communications Council (E-911)

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Paul Briseno pbriseno@cityofbrookings.org City Manager	520 3 rd St., Suite 230 Brookings, SD 57006	692-8627 (w)
Mike Bartley mbartley@brookingscountysd.gov County Commissioner	1929 25 th Avenue Brookings, SD 57006	691-9910 (c)
Lee Ann Pierce lpierce@brookingscountysd.gov County Commissioner	316 4 th Street Brookings, SD 57006	695-2078 (c)
Patty Bacon pattybacon5@gmail.com City Council Member	1016 7 th Avenue Brookings, SD 57006	692-4311 (h)

Purpose

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

Membership

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

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

Meeting Schedule

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

Historic Preservation Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
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)		04/28/2015-01/01/2019
Angela Boersma arboersma@gmail.com Mills Construction & SDSU – Interior Designer/Architect & Professor	118 Jefferson Avenue S Brookings, SD 57006	695-9635 (c)		04/28/2015-01/01/2019
VACANT <i>*vacated by V. James 4/18</i>				01/01/2016-01/01/2019*
Jessica Garcia Fritz jessica.garcia-fritz@sdstate.edu SDSU Architecture Instructor <i>*filled unexpired term</i>	902 3 rd Street Brookings, SD 57006	691-4705 (c)		05/12/15-01/01/19*
Dennis Willert drwillert@willertchiro.com Dr. of Chiropractic	405 Main Ave. Brookings, SD 57006	692-0123 (w) 651-4205 (c) 693-4549 (h)	01/01/08-01/01/11 01/01/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
Leah Brink leahbbrink@gmail.com Daktronics Corporate Recruiter	504 8 th Street Brookings, SD 57006	690-5310 (c) 691-4258 (w)	06/11/13-01/01/14* 01/01/14-01/01/17	01/01/2017-01/01/2020
Carrie Kuhl carrie@hitchstudio.com Owner/Designer Hitch Studio <i>*filled unexpired term</i>	1741 Torrey Pines Dr Brookings, SD 57006	695-8006 (c) 592-9072 (w)	04/25/17-01/01/18*	01/01/2018-01/01/2021
Janet Merriman janet.merriman@sdstate.edu SDSU Construction Management Instructor <i>*filled unexpired term</i>	1803 15 th Street S Brookings, SD 57006	688-4018 (w) 692-2718 (h) 691-3889 (c)	08/12/14-01/01/15* 01/01/15-01/01/18	01/01/2018-01/01/2021
Janet Gritzner janet.gritzner@sdstate.edu Retired SDSU Geography Professor	1011 7 th Avenue Brookings, SD 57006	692-4643 (h)	01/01/09-01/01/12 01/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021

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
Appointment: January 1

Updated: 08/14/2018

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

Meeting Schedule

Day: Monthly, day varies
Time: varies
Location: City & County Gov't Bldg., 520 3rd Street, Suite 230, Room 241
Phone: (605) 692-6281
City Contact: Shari Thornes, City Clerk sthornes@cityofbrookings.org

Human Rights Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
City Appointments				
Cory Murphy cory.murphy@jacks.sdstate.edu SDSU Student Representative <i>Student term 1-year*</i>	505 3 rd Avenue Frederick, SD 57441	(605) 626-6028		07/24/2018-05/01/2019*
Meagan Irvine-Miller mnirvine@gmail.com SDSU Graduate Assistant <i>Student term 1-year*</i> <i>**filled unexpired term</i>	2127 Elmwood Drive Brookings, SD 57006	(979) 595-4121 (c)	01/24/17-05/01/17*	04/24/2018-01/01/2019**
Penny Hauffe p.k.hauffe@swif.tel.net Brookings Health System <i>*filled unexpired term</i>	1026 6 th Avenue Brookings, SD 57006	696-9000 (w) 697-6550 (h)	01/01/95-01/01/98 01/01/98-01/01/01 01/01/01-01/01/04 07/08/08-01/01/10* 01/01/10-01/01/13 01/01/13-01/01/16	01/01/2016-01/01/2019
Steve Bayer Daktronics – Project Develop. <i>*filled unexpired term</i>	533 Summit Pass Brookings, SD 57006	692-2600 (h)	11/01/06-01/01/08* 01/01/08-01/01/11 01/01/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
George Hamer george.hamer@sdstate.edu SDSU Professor	321 8 th Street Brookings, SD 57006	690-9660 (c) 688-5721 (w)	01/01/06-01/01/08 01/01/08-01/01/11 01/01/11-01/01/14 01/01/14-01/01/17	01/01/2017-01/01/2020
Hanna Holmquist hanna.holmquist@sdstate.edu SDSU Honors College Advisor/Student Services Specialist <i>Student term 1-year*</i> <i>**filled unexpired term</i>	606 Hunters Ridge Road Brookings, SD 57006	216-3549 (c) 688-5268 (w)	01/22/12-05/01/13* 05/01/13-05/01/14* 05/01/14-05/01/15*	12/12/2017-01/01/2020**
Lawrence Novotny actup@brookings.net Retired Chemist - SDSU	928 8 th Street Brookings, SD 57006	691-9129 (c) 692-6026 (h)	01/01/09-01/01/12 01/01/12-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
Maggie Owens mowens@cityofbrookings.org Human Resource Director <i>*filled unexpired term</i>	2005 1 st Street Brookings, SD 57006	651-2847 (c)	11/10/15-01/01/18*	01/01/2018-01/01/2021
Erinn Osborne erinnosborne@greatfuturessd.org Boys & Girls Club Director of Events & Marketing	1313 Christine Circle Brookings, SD 57006	690-7112 (c)		01/01/2018-01/01/2021

County Appointment

Shafiqur Rahman shafiqur.rahman@sdsu.edu SDSU College of Pharmacy <i>*filled unexpired term</i>	1807 Tatanka Pass Brookings, SD 57006	688-4239 (w) 695-3216 (c) 605-221-6051 (h)	01/01/13-01/01/14* 01/01/14-01/01/17	01/01/2017-12/31/2019
---	--	--	---	-----------------------

SDSU Liaison

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

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

Purpose

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

Membership

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

Meeting Schedule

Day: Monthly, day varies
Time: varies
Location: City & County Gov't Bldg., 520 3rd Street, Suite 230, Room 241
Phone: (605) 692-6281
City Contact: Shari Thornes, City Clerk sthornes@cityofbrookings.org

Joint Powers Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Mike Bartley mbartley@brookingscountysd.gov County Commissioner	1929 25 th Avenue Brookings, SD 57006	691-9910 (c)
Stephne Miller smiller@brookingscountysd.gov County Commissioner	3428 Oak Lane Brookings, SD 57006	695-1374 (c)
Mary Kidwiler kidwiler@swiftel.net City Council Member	1001 Parkway Boulevard Brookings, SD 57006	690-6850 (c)
Nick Wendell wendellnick@gmail.com City Council Member	601 4 th Street, #19 Brookings, SD 57006	(605) 830-5446 (c)

Purpose

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

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

Membership

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

Meeting Schedule

Day: Varies
 Time: Varies
 Location: City & County Gov't Bldg, 520 3rd Street, Suite 230, Room 241
 Phone: (605) 696-8205 County / (605) 692-6281 City
 County Contacts: Stacy Steffensen, County Commission Assistant ssteffensen@brookingscountysd.gov
 Teree Nesvold, Chief Deputy State's Attorney tnesvold@brookingscountysd.gov
 City Contacts: Jeff Weldon, City Manager jweldon@cityofbrookings.org
 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 Administrative Assistant for Rapid City, Pierre & Eastern Railroad	241 Pine Ridge Road Brookings, SD 57006	697-2407 (w) 692-4689 (h)		01/01/2016-01/01/2019
Kathryn A. Miller kathymiller909@gmail.com Retired School Counselor	1055 Circle Drive Brookings, SD 57006	692-7680 (h)		01/01/2017-01/01/2020
Dr. Douglas O'Neill dougaryoneill@gmail.com Retired Sociologist/Geographer	304 Trail Ridge Road Brookings, SD 57006	695-3194 (c) 692-2154 (h)		01/01/2017-01/01/2020
Sarah Meusbarger meusbargers.05@gmail.com Banner Associates & Alternative HRD	2219 16 th Avenue S Brookings, SD 57006	691-3446 (c)		01/01/2018-01/01/2021
James Rice sdrices@brookings.net SDSU Professor <i>*filled unexpired term</i>	1617 1 st Street Brookings, SD 57006	688-4252 (w) 692-9018 (h)	09/27/16-01/01/18*	01/01/2018-01/01/2021

Purpose

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

Membership

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

Meeting Schedule

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

Mental Health Task Force

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Dan Hansen danhansen1@hotmail.com City Council Member	1124 Copper Mountain Road Brookings, SD 57006	695-9797 (c)
Mike Bartley mbartley@brookingscountysd.gov County Commissioner	1929 25 th Avenue Brookings, SD 57006	691-9910 (c)
Debra DeBates debra.debates@k12.sd.us Brookings School Board Member	1728 3 rd Street Brookings, SD 57006	695-2663 (c)
Andrea Bjornestad andrea.bjornestad@sdsu.edu SDSU Assistant Professor	1601 Windermere Way Brookings, SD 57006	688-5125 (w)
Hande Briddick hande.briddick@sdsu.edu SDSU Faculty/Coordinator of School Counseling Specialization	213 Larkspur Ridge Circle Brookings, SD 57006	695-7157 (c)
Sylvia Buboltz sylvia.buboltz@state.sd.us State of South Dakota District Supervisor Rehabilitation Services	725 Sun Valley Street Brookings, SD 57006	688-4280 (w) (952) 240-4314 (c)
Nikki Eining nikki.eining@avera.org Avera Behavioral Health – Outpatient Mental Health Therapist	226 Hickory Street Brookings, SD 57006	(605) 350-4812 (c) 692-8092
Mary Beth Fishback mary.fishback@sdsu.edu SDSU Master of Public Health Program Coordinator	725 4 th Street Brookings, SD 57006	(310) 498-8682 (c)
Craig Pahl cpinsodak@gmail.com Retired/Brookings Empowerment Project Chair	1519 Pine Ridge Road Brookings, SD 57006	651-0801 (c)

Purpose

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

Objectives

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

Membership

Membership: 9 members

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

Residency: Not required

Meeting Schedule

Day: Monthly, day varies

Time: Varies

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

Phone: (605) 692-6281

City Contact: Shari Thornes, sthornes@cityofbrookings.org

Park & Recreation Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
High School Student				
Thomas Thvedt tt3366@k12.sd.us <i>Student term 1-year*</i> <i>**filled unexpired term</i>	715 6 th Avenue Brookings, SD 57006	651-1843 (c) 692-5026 (h)	09/27/16-05/01/17* ** 05/01/17-05/01/18*	05/01/2018-05/01/2019*
College Student				
VACANT <i>Student term 1-year*</i>				05/01/2018-05/01/2019*
Brittany Kleinsasser brittany@snsbikes.com Spoke-N-Sport <i>*student term 1-year</i> <i>** filled unexpired term</i>	503 N Main Avenue Brookings, SD 57006	696-7979 (w) 697-8103 (w)	09/27/11-05/01/12** 05/01/12-05/01/13* 08/14/12-05/01/13* 05/01/13-05/01/16	05/01/2016-05/01/2019
Erika Saunders erikasaun@gmail.com Technical Editor	271 Indian Hills Road Brookings, SD 57006	692-2717 (h) (703)944-6042 (w)	05/01/13-05/01/16	05/01/2016-05/01/2019
Kristi Larsen kristi@brookingsedc.com Brookings Economic Development Corporation Marketing Director	606 Hunters Ridge Rd Brookings, SD 57006	290-5467 (c) 697-8103 (w)		05/01/2016-05/01/2019
Steve Berseth steve.berseth@k12.sd.us Retired Athletic Director	909 Christine Avenue Brookings, SD 57006	692-9243 (h) 695-3452 (c)	05/01/14-05/01/17	05/01/2017-05/01/2020
Sean Binker sean.binker@gmail.com Northwestern Mutual Representative	1108 Telluride Circle Brookings, SD 57006	692-2800 (h) 695-2046 (c)	05/01/14-05/01/17	05/01/2017-05/01/2020
Doug Smith dougandbets@gmail.com Retired <i>*filled unexpired term</i>	606 6 th Avenue S Brookings, SD 57006	695-5978 (c) 692-4050 (h)	09/27/16-05/01/18*	05/01/2018-05/01/2021
Jay Larsen Retired <i>* filled unexpired term</i>	1347 5 th Street Brookings, SD 57006	695-0063 (c) 692-9077 (h)	05/01/16-05/01/18*	05/01/2018-05/01/2021

Purpose

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

Membership

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

Meeting Schedule

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

Planning Commission

Name	Address	Phone	History	Current Term
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	12/31/2013-12/31/2018
Clark James Drew, III james@clarkdrewconstruction.com Clark Drew Construction – Owner General Contractor	631 Powderhorn Pass Brookings, SD 57006	692-8386 (h) 692-9063 (w)		12/31/2013-12/31/2018
Kristi Tornquist kmtornquist@gmail.com SDSU Chief University Librarian <i>* filled unexpired term</i>	727 Main Avenue Brookings, SD 57006	651-9884 (h) 688-5106 (w)	7/10/12-12/31/13*	12/31/2013-12/31/2018
Alan Johnson forestway219@gmail.com Retired Electrical Engineer	219 Crystal Ridge Circle Brookings, SD 57006	695-2576 (c)		12/31/2015-12/31/2020
Eric Rasmussen ericrasmussen@lawinsd.com Attorney Helsper, McCarty & Rasmussen <i>* filled unexpired term</i>	1140 Apache Trail Brookings, SD 57006	(605) 929-0164 692-7775 (w)		7/25/2017-12/31/2020*
Tanner Aiken tanner.aiken@sdstate.edu SDSU Facilities and Services Horticulturist	409 Main Avenue S Brookings, SD 57006	641-5812 (h)		12/31/2015-12/31/2020
Gregg Jorgenson greggi@bannerassociates.com Banner Associates, Inc. Engineer <i>* filled unexpired term</i>	1917 Spyglass Hill Drive Brookings, SD 57006	695-2094 (c) 692-6342 (w)		01/09/2018-12/31/2022*
Lee Ann Pierce leeannpierce@swiftel.net County Commissioner <i>* filled unexpired term</i>	PO Box 524 Brookings, SD 57006	692-9415 (w)	11/26/13-12/31/17*	12/31/2017-12/31/2022
Charles Siver c_siver@bowesconstruction.com Bowes Construction General Manager <i>* filled unexpired term</i>	1012 Oakwood Circle Brookings, SD 57006	690-1668 (c) 693-3557 (w)		01/09/2018-12/31/2022*

Purpose

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

Membership

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

Meeting Schedule

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

Public Arts Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Leah Brink leahbrink@gmail.com Daktronics Corporate Recruiter	504 8 th Street Brookings, SD 57006	691-4258 (w) 690-5310 (c)		06/14/2016-01/01/2019
Kate Treiber ktreiber@prairieplay.org CVB Board and Children's Museum of South Dakota	1418 Sheridan Circle Brookings, SD 57006	695-8556 (c) 692-6700 ext. 233 (w)		06/14/2016-01/01/2019
David Merhib david@brookingschamber.org Chamber of Commerce Executive Director	1009 Yosemite Lane Brookings, SD 57006	695-5536 (c) 692-6125 (w)		06/14/2016-01/01/2019
Jean Jostad bobnjan@brookings.net Brookings Arts Council Board and Retired Educator	1006 Parkway Blvd Brookings, SD 57006	692-5216 (h)		06/14/2016-01/01/2020
Lynn Verschoor lynn.verschoor@sdstate.edu SDSU Art Museum Director	1923 Half Moon Road S Brookings, SD 57006	688-4279 (w) 690-6518 (c)		06/14/2016-01/01/2020
Tim Steele michael.steele@sdstate.edu SDSU Director of School of Design	1638 Overlook Ridge Rd Brookings, SD 57006	688-4103 (w) 697-5196 (h)		06/14/2016-01/01/2020
Jamison Lamp jamisonlamp@gmail.com Brookings Arts Council Board and SDSU Professional Programs Coordinator	105 Lincoln Lane S Brookings, SD 57006	691-9443 (c)		06/14/2016-01/01/2020
Trayce Meyer artworksbrookings@yahoo.com Brookings Arts Council Board and Artworks/BBC Coffee Owner	21094 1 st Avenue S Bushnell, SD 57276	695-9374 (c) 697-5222 (w)	06/14/16-01/01/18	01/01/2018-01/01/2021
Linda Purrington lkspurrington@gmail.com Consultant for School Districts	1423 1 st Street Brookings, SD 57006	695-2362 (c)	06/14/16-01/01/18	01/01/2018-01/01/2021
Darla Biel ddbriel@gmail.com SDSU Lecturer of English	323 19 th Avenue S Brookings, SD 57006	690-7258 (c)	06/14/16-01/01/18	01/01/2018-01/01/2021

Purpose

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

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

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

Membership

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

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

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

Non-voting liaisons:

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

Meeting Schedule

Day: Monthly, day varies
Time: Varies
Location: City & County Gov’t Bldg., 520 3rd Street
Phone: (605) 692-6281
City Contact: Shari Thornes, City Clerk sthornes@cityofbrookings.org

Sixth (6th) Street Design Ad Hoc Committee

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

Purpose

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

Membership

Membership: Up to 7 members

Meeting Schedule

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

Sustainability Council

Name	Address	Phone	History	Current Term
Caleb Vukovich caleb.vukovich@gmail.com <i>Student term 1-year*</i>	611 Park Avenue Brookings, SD 57006	695-4385 (c)	05/01/17-05/01/18*	05/01/2018-05/01/2019*
Stephanie Aure stephaura@gmail.com Express Employment Professionals Staffing Consultant <i>*filled unexpired term</i>	410 Telluride Lane Brookings, SD 57006	691-4069 (c)	11/25/14-01/01/16*	01/01/2016-01/01/2019
Paul Peterson p-peterson@mmm.com 3M Environmental Engineer <i>*filled unexpired term</i>	1634 Sioux Trail Brookings, SD 57006	696-1445 (w) (605)380-2013 (h)	8/28/12-01/01/13* 01/01/13-01/01/16	01/01/2016-01/01/2019
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	01/01/2016-01/01/2019
Jennifer McLaughlin SDSU Sustainability Specialist <i>*filled unexpired term</i>				02/28/2017-01/01/2019*
VACANT <i>*vacated by B. Kleinjan 5/18</i>				01/01/2016-01/01/2019
Betty L. Beer frankly@itctel.com Retired Attorney <i>*filled unexpired term</i>	22046 471 st Avenue Brookings, SD 57006	693-4985 (h)	01/01/13-01/01/14* 01/01/14-01/01/17	01/01/2017-01/01/2020
Nels Granholm nels.granholm@sdstate.edu Retired Professor	216 Sundance Pass Brookings, SD 57006	692-6416 (h) 691-3772 (c)	09/08/15-01/01/17	01/01/2017-01/01/2020
Shelly Brandenburger shelly.brandenburger@presentation.edu Presentation College Professor & Chiropractic Physician/Nutritionist <i>*filled unexpired term</i>	21605 474 th Avenue Brookings, SD 57006	651-0465 (c)		08/08/2017-01/01/2020*
Jane Hegland jane.hegland@sdstate.edu SDSU Associate Dean & Department Head	1415 Indian Hills Rd. Brookings, SD 57006	688-5196 (w)	07/26/11-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021
Mike Lockrem michael.lockrem@sdstate.edu SDSU Director of Marketing & Communications <i>*filled unexpired term</i>	1416 17 th Avenue S Brookings, SD 57006	688-5395 (w) 695-3274 (h) 695-0406 (c)	04/22/14-01/01/15 01/01/15-01/01/18	01/01/2018-01/01/2021

Robert McGrath 47547 SD Hwy 30 629-4441 (h) 07/26/11-01/01/15 01/01/2018-01/01/2021
robertb.mcgrath@gmail.com White, SD 57276
 Retired Solid Waste Director

Purpose

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

Membership

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

Meeting Schedule

Day: Monthly, day varies
 Time: varies
 Location: City & County Gov't Bldg., 520 3rd Street, Suite 230, Room 241
 Phone: (605) 692-6281
 City Contact: Shari Thornes, City Clerk sthornes@cityofbrookings.org

Swiftel Center Advisory Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
City Appointments				
Rod Schaefer rodjschaefer@hotmail.com Principal Financial Group	Box 692 Brookings, SD 57006	692-9290 (h) 692-7226 (w) 692-8151 (f) 695-7495 (c)	01/01/04-01/01/07 01/01/07-01/01/10 01/01/10-01/01/13 01/01/13-01/01/16	01/01/2016-01/01/2019
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	01/01/2017-01/01/2020
Jeff Holm (SDSU Rep) jeff.holm@sdsu.edu <i>*filled unexpired term</i>	1206 Clark Avenue Dell Rapids, SD 57022	428-4174 (h) 688-6287 (w) 595-2403 (c)	01/01/14-01/01/17	01/01/2017-01/01/2020
Nick Schmeichel nick@sideline-productions.com Sideline Productions Video Director	1313 Yorktown Circle Brookings, SD 57006	695-3478 (c)		01/01/2018-01/01/2021
County Appointments				
Kyleigh Cramer kyleigh.cramer@live.com Volunteer Service Bank	826 32 nd Avenue Brookings, SD 57006	690-2456 (c)		01/01/2017-12/31/2018
Chamber Appointment				
Jennifer Johnson jennifer@brookingschamber.org CVB Executive Director <i>*filled unexpired term</i>	415 8 th Street S Brookings, SD 57006	692-6125 (w)	10/9/2012-1/1/2013* 01/01/13-01/01/16	01/01/2016-01/01/2019

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

Meeting Schedule

Day: Bimonthly, last Thursday
Time: 4:00 p.m.
Location: Swiftel Center Mezzanine Conference Room
Phone: (605) 692-7539
City Contact: Tom Richter, Executive Director richter@brookings.net

Traffic Safety Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Chief Tim Heaton tim_heaton@sdsu.edu Rep: SDSU Chief of Security	1008 3 rd St. Brookings, SD 57006	688-5117 (w)		
Jackie Lanning jlanning@cityofbrookings.org Rep: City Engineer	520 3 rd St., Suite 140 Brookings, SD 57006	692-6629 (w)		
Matt Bartley street@cityofbrookings.org Rep: Street Dept. Supt.	3120 Hwy 14 Bypass Brookings, SD 57006	692-2016 (w) 691-4081 (c)		09/22/2015-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)		2/27/2018-12/31/2018*
Rodney Farke rfarke@msn.com Rep: Jogger/Bicyclist	1926 Laurel Lane Brookings, SD 57006	695-1927 (c)		09/26/2017-12/31/2018
Skip Webster skipwebster63@hotmail.com Retired Insurance Agent Rep: Automobile Insurance	7040 Sunset Road Brookings, SD 57006	693-4963 (h) 695-8383 (c)	12/31/80-12/31/91 12/31/91-12/31/94 12/31/94-12/31/97 12/31/97-12/31/00 12/31/00-12/31/03 12/31/03-12/31/06 12/31/06-12/31/09 12/31/09-12/31/12 12/31/12-12/31/15	12/31/2015-12/31/2018
Tony Sonnenburg tsonnenburg@brookingsleo.org Rep: City Chief of Police designee * filled unexpired term	307 3 rd Avenue Brookings, SD 57006	692-2113 (w) 691-1522 (c)	07/14/09-12/31/10 12/31/10-12/31/13 12/31/13-12/31/16	12/31/2016-12/31/2019
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	12/31/2016-12/31/2019
John Howard joncom1000@yahoo.com Rep: Citizen-at-large * filled unexpired term	1800 15 th Street S Brookings, SD 57006	695-8151 (c)	05/01/12-12/31/13* 12/31/13-12/31/16	12/31/2016-12/31/2019

Kacie Richard kacie.richard@hotmail.com Rep: <i>Citizen-at-large</i> <i>* filled unexpired term</i>	1024 12 th Street S Brookings, SD 57006	(701) 201-0666 (c)		12/31/2016-12/31/2019
Gary Gramm ggramm@brookings.net Rep: <i>Senior Citizens</i> <i>* filled unexpired term</i>	1320 Laurel Lane Brookings, SD 57006	692-9517 (h)	2/14/12-12/31/14* 12/31/14-12/31/17	12/31/2017-12/31/2020
Staci Perry staci.perry@daktronics.com Rep: <i>Chamber of Commerce</i>	401 Elm Avenue Brookings, SD 57006	690-4256 (c)		12/31/2017-12/31/2020
Justin Bucher justinb@bannerassociates.com Rep: <i>Industry</i>	1308 15 th Street S Brookings, SD 57006	692-6342 (w) (605)413-7601 (c)		12/31/2017-12/31/2020

Purpose

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

Membership

Membership: 13 (representing the following organizations):

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

Term: 3 years

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

Appointment: December 31

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

Meeting Schedule

Day: Monthly, 2nd Thursday

Time: 12:10 p.m.

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

Phone: (605) 692-6629

City Contact: Jackie Lanning, City Engineer jlanning@cityofbrookings.org

University Community Coalition

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Current Term</u>
Brian Kvamme briankvamme@gmail.com Brookings Health System Anesthesia Director	1310 Vail Circle Brookings, SD 57006	759-8403 (c)	05/01/2017-05/01/2019
Jennifer Johnson jennifer@visitbrookingsd.com Brookings Convention & Visitors Bureau Executive Director	205 Sioux Pass Brookings, SD 57006	(651) 247-2915 (c) 692-6125 (w)	05/01/2017-05/01/2019
Kristina Lankow klankow@swiftelcenter.com Swiftel Center Sales & Marketing Manager	1000 7 th Avenue S Brookings, SD 57006	(701) 640-8251 (c)	05/01/2017-05/01/2019
Tom Becker tkbecker@brookings.net SDSU Foundation Development Director	1119 4 th Street Brookings, SD 57006	695-9250 (c) 697-7475	05/01/2017-05/01/2019
Stacy Aesoph stacy@brookingsedc.com BEDC Workforce Development	2301 Research Parkway Suite 113 Brookings, SD 57006	(612) 619-1581 (c) 697-8103 (w)	05/01/2017-05/01/2019

Purpose

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

Objectives:

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

Expectations of the Coalition:

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

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

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

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

Membership

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

The Coalition membership will include;

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

Designees will need to be approved by the City Council.

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

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

Meeting Schedule

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

Utility Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Seth Hansen shansen@brookings.net Daktronics Engineer/IT	1408 Yellowstone Dr Brookings, SD 57006	692-0200 (w) 697-6231 (h)		05/01/2014-05/01/2019
Carol Pitts Dietitian, Veterans Health Admin. <i>*filled unexpired term</i>	1018 5 th Street Brookings, SD 57006	692-4509 (h) 695-5770 (w)	02/22/11-05/01/15	05/01/2015-05/01/2020
Tim Harvey Vice President, Fishback Financial	240 Pine Ridge Rd. Brookings, SD 57006	692-1470 (h)	05/01/06-05/01/11 05/01/11-05/01/16	05/01/2016-05/01/2021
Doug Carruthers dwmcarruthers@gmail.com Lead Product Engineer Dandelion Energy <i>*filled unexpired term</i>	705 4 th Street Brookings, SD 57006		2/10/15-05/01/17*	05/01/2017-05/01/2022
Keith Bartels kgbart@swiftel.net Retired Electrical Engineer	825 Regency Court Brookings, SD 57006	999-2192 (c) 697-5500 (h)		05/01/2018-05/01/2023

Purpose

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

Membership

Membership: 5
 Term: 5 years
 Residency: Required (resident & land owner)
 Appointment: May 1
 Legal Reference: Brookings City Code of Ordinances Chapter 86, Article II, Section 86-30 thru 86-50
 Ordinance No. 26-05, SDLC 9-39-12

Meeting Schedule

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

City of Brookings Mayors

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

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

City of Brookings Council Members

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

Holly Tilton Byrne May 1, 2018 – May 1, 2019
 Nick Wendell May 1, 2018 – May 1, 2021
 Patty Bacon May 1, 2018 – May 1, 2021
 Holly Tilton Byrne May 10, 2017 – April 30, 2018
 Oepke “Ope” Niemeyer May 1, 2017 – May 1, 2020
 Dan Hansen May 1, 2017 – May 1, 2020
 Keith Corbett May 1, 2016 – May 1, 2019*
**elected to fill vacated Mayor position*
 Mary Kidwiler May 1, 2016 – May 1, 2019
 Nick Wendell May 1, 2016 – May 1, 2018*
**elected to fill Scott Meyer’s vacated position*
 David M. Meyer February 10, 2016 – April 30, 2016*
**appointed to fill Scott Meyer’s vacated position*
 Scott Meyer May 1, 2015 – May 1, 2018 (resigned 2/9/2016)
 Patty Bacon May 1, 2015 – May 1, 2018
 Dan Hansen May 1, 2014 – May 1, 2017
 Oepke “Ope” Niemeyer May 1, 2014 – May 1, 2017
 Keith Corbett May 1, 2013 – May 1, 2016
 Jael Thorpe May 1, 2013 – May 1, 2016
 Tom Bezdichek May 1, 2012 – May 1, 2015
 John Kubal May 1, 2012 – May 1, 2015
 Oepke “Ope” Niemeyer May 1, 2011 – May 1, 2014
 Michael McClemons May 1, 2011 – May 1, 2014
 Keith Corbett May 1, 2010 – May 1, 2013
 Jael Thorpe May 1, 2010 – May 1, 2013
 Jael Thorpe (Trieb) May 1, 2009 – May 1, 2010*
**appointed to fill Mayor Reed’s vacated position*
 Tom Bezdichek May 1, 2009 – May 1, 2012
 John Kubal May 1, 2009 – May 1, 2012
 Michael Bartley May 1, 2008 – May 1, 2011
 Michael McClemons May 1, 2008 – May 1, 2011
 Ryan Brunner May 1, 2008 – May 1, 2009
 Julie Whaley May 1, 2007 – May 1, 2010
 Tim Reed May 1, 2007 – May 1, 2009
 Michael Reitz May 1, 2006 – May 1, 2009 (resigned 7/31/2007)

Ryan Brunner August 28, 2007 – May 1, 2008*

** filled M. Reitz vacated position (7/31/2007) thru next election date of April 2008. Election will be held at that time to fill the remaining year of this term (05/01/06-05/01/09).*

Thomas Bezdichek	May 1, 2006 – May 1, 2009
Ginger Thomson	May 1, 2005 – May 1, 2008
Michael Bartley	May 1, 2005 – May 1, 2008
Michael Reitz	May 1, 2005 – May 1, 2006
Julie Whaley	May 1, 2004 – May 1, 2007
Tim Reed	May 1, 2004 – May 1, 2007
Michael McClemons	May 1, 2004 – May 1, 2005
Tim Reed	June 10, 2003 – May 1, 2004

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

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

Ex-Officio Appointments

Brookings County & City Joint Jurisdictional Committee

Oepke “Ope” Niemeyer & Mary Kidwiler

Brookings Health System Board of Trustees

Dan Hansen & Mary Kidwiler

Brookings Municipal Utilities

Oepke “Ope” Niemeyer, Patty Bacon & Holly Tilton Byrne

Brookings Economic Development Corporation Board

Dan Hansen

Brookings Economic Development Corporation Investment Committee

Mary Kidwiler, Oepke “Ope” Niemeyer & Dan Hansen

East Central Communications Council (E-911)

2018 Directory

Patty Bacon

Joint Powers Board

Nick Wendell & Mary Kidwiler

Retail Grant Committee

Nick Wendell

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 and Utility Board.

** Student representatives are appointed in May for one year terms to Brookings Committee for People with Disabilities and Human Rights 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 and the city website for all vacancies on City Boards, Committees, and Commissions including partial terms.

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

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

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

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

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

Residency Requirements

<u>Board/Committee/Commission</u>	<u>City Residency</u>	<u>Authority</u>
Affordable Housing Task Force	No	Charter
Airport Board	City required for majority	Sec. 18-32
Bicycle Advisory Committee	No	Ordinance No. 16-001
Board of Adjustment	Yes - Residents of the city or within the Joint Jurisdictional Area	Bylaws dated 4/7/05 and ordinance change Sec. 94-42
Board of Appeals	No	Sec. 22-36
Board of Health	No - 2 may live outside City limits, but live within Brookings County	Sec. 42-32
Brookings Committee for People who have Disabilities	City required for majority	Section 2-171
Brookings Health System Board of Trustees	No - Live within Brookings County	Section 42-92
Business Improvement District #1 Board	Not Required	Resolution No. 59-11
Comprehensive Master Plan Advisory Committee	No	Charter
East Central Communications Council (E-911)	Follows requirements for the delegated elected official	Emergency Dispatch Services Agreement (12/28/1993)
Historic Preservation Commission	Required for Majority	Ordinance 15-007
Human Rights Commission	No	Section 2-142
Joint Powers Board	Follows requirements for the delegated elected official	Joint Cooperative Agreement for the County/City Administrative Office Building
Library Board	Yes	SDCL 14-2-35
Park & Recreation Board	No	SDCL 9-38-12; Sec. 62-

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

Mayoral Volunteer Appointment Process

(effective 01/01/03)

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

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

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

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

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

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

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

City Directory

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

Training

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

Recognition

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

Annual Reporting

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

Annual report contents:

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

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

SOUTH DAKOTA OPEN MEETING LAWS

What is South Dakota's Open Meetings Law?

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

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

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

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

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

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

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

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

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

Who are the local Media?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Who does the Open Meetings Law apply to?

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

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

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

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

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

Will all teleconferences be considered public meetings?

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

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

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

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

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

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

SDCL 1-25-1.1 Public notice provided.

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

SDCL 1-25-1.2 Teleconference defined.

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

SDCL 1-25-2 Executive or closed meetings.

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

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

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