VISION: We are a welcoming and inclusive community. Bring your dreams!

MISSION: To provide high quality of life through exceptional services and proactive solutions.

VALUES: Our organization operates through honest, service-oriented leadership with core values of integrity, accountability, and innovation.

WHAT WE DO IS BIGGER THAN US!
Our community expects great things from us. Every employee adds value to the City of Brookings through distinct skillsets and essential services. You were chosen to be part of our team because of the core values and attributes you possess. Together through servant leadership, we help shape the community to create a lasting legacy for all to reflect on with pride. As a team, we assist in “achieving dreams.”

BASIC RULES
- Commitment to our vision, mission, and values.
- Family comes first and work should be fun.
- The leadership team will lead by listening, empowering and standing behind employees.
- All will be valued and treated with positivity and respect.
- All will cultivate a culture that welcomes innovative ideas through empowerment which enhances our services.

EXPECTATIONS
- We will work collaboratively, function as a cohesive team, and foster an environment of positivity.
- We will be informed and engaged.
- We will seek to understand citizens and others from their perspective.
- Customer service is a priority. We will demonstrate professionalism, respect, courtesy, and responsiveness through exceptional services.
- We will seek improvement through expertise, insights and training.
- We will capitalize on leadership and training opportunities to expand our collective knowledge and improve the organization.
- We will consistently perform operations in a safe manner and any concerns will be reported immediately.
- We will be good stewards of the City’s resources.

TOGETHER WE REPRESENT THE CITY OF BROOKINGS.
2019 Annual Report
Message from the City Manager

I am proud to present the 2019 Annual Report, which showcases the hard work and dedication of elected officials, staff, and members of advisory boards, commissions, and committees.

2019 was a great year for the City of Brookings as a long-range outlook was taken while accomplishing day-today activities.

Key operational highlights from 2019 include:
- Managed licensing for over 151 individuals/businesses
- Issued 560 total building permits
- Conducted 1,514 rental inspections
- 26,197 calls for police services and 253 calls for fire service
- 54,253 aircraft operations at the Brookings Regional Airport
- 232,725 checkouts from the Brookings Public Library
- Collected 4,903 tons of garbage, 880 tons of recycling, and 814 tons of compost while serving 5,385 residential homes

The City took a strategic step forward through creating and implementing the Snow and Ice Removal Operations Plan. The Plan specifics standardized responses depending on the severity of winter storm. Priority routes are identified and a threshold was established for declaring a parking ban. All of these elements will allow the City provide more efficient, effective, and transparent snow and ice removal operations going forward.

While reflecting on the success of 2019, I am excited for the great opportunities on the horizon in 2020. Some of our primary initiatives include the 20th Street Interchange, Bob Shelden Field Renovation Project, Airport Taxi Lane Reconstruction Project, construction of a new cell at the Brookings Regional Landfill, launching a new performance management program, and releasing Engage Brookings mobile app to continually provide high-quality service.

With that, I hope you find the 2019 Annual Report easy to read, informative, and, most of all, enjoyable.

Paul M. Briseno
Brookings City Manager
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1. Departmental Reports

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Community Development
Engineering
Finance
Fire
Human Resources
Information Technology
Library
Liquor Store
Parks, Recreation, and Forestry
Police
Solid Waste Collections
Solid Waste Disposal
Street
Swiftel Center

2. Volunteer Board, Commission, and Committee Reports

Airport Board
Board of Adjustment
Board of Appeals
Committee for People Who Have Disabilities
Historic Preservation Commission
Human Rights Commission
Planning Commission
Sustainability Council
Traffic Safety Committee
2019 CITY CLERK’S OFFICE OVERVIEW

The City Clerk’s Office provide administrative services for the Mayor and City Council Members in the areas of research, drafting legislative documents, resolving issues, and coordinating events. The City Clerk is the official recorder for the City Council and custodian of public records, responsible to provide access to City Council meeting agendas and legislative documents. The City Clerk serves as the official filing officer for the city and administers municipal elections, bidding, legal notices, alcohol licensing, various licenses and permits, assists with the city website, city government channel, social media and various open government initiatives.

Successes

• Prepared materials and agendas for 29 meetings of the City Council.
• Codified 22 Ordinances and 93 Resolutions in 2019.
• Coordinated recruitment and appointment or reappointment process for nearly 63 members of various Volunteer Boards, Committees, and Commissions.
• Coordinated Mayors Events to include: Volunteer Appreciation Reception, Mayor’s Awards, and the Mayor’s Annual Holiday Party.
• Managed the licensing process for over 151 individuals/businesses to operate within the City of Brookings.
• Conducted 18 bid lettings, and conducted 72 online surplus property auctions.
• Conducted Board of Equalization for 12 appellants and 21 properties.
• Conducted a successful combined city-council election.
• Implemented a Vote Center on the SDSU Campus at the SDSU Alumni Center.
• Conducted timely and accurate printed notice in the official newspaper and the City Website to include: meeting agendas, bid lettings and other advertisement, public hearing, and regular and special meetings.

Challenges

• Continued development and implementation of a Records Management Program which integrates procedures, retention schedules, and best practices for the management of records in accordance with the requirements of State Statute and City Charter.
• Implementation of an e-signature program to assist with internal processes for permits, licenses, etc.
• New staff training.

Looking Ahead

LICENSING
Work with City Departments to develop online application processes.

ELECTION
Create a new training toolkit for election judges and workers.
Evaluate current polling locations, looking at the possibility of a permanent Vote Center location on or near the SDSU Campus.

**PUBLIC RECORDS RETENTION**
Assure the City is within compliance with national standards and meeting state statues related to the retention of public records.

**RECORDS MANAGEMENT**
Improve the efficiency of accessing information stored, and establish policies for the operation and implementation of the City-wide Records Information Management.

Continued development and implementation of a Records Management Program which integrates procedures, retention schedules, and best practices for the management of records in accordance with the requirements of State Statute and City Charter.

Creation of a city website document portal for access to public records.

**VOLUNTEER BOARDS, COMMITTEES, COMMISSIONS MANAGEMENT**
Improve the application process for volunteer boards, committees, and commissions.

Assure the City is within compliance with State Statute and City Charter.

BONNIE FOSTER, CITY CLERK
520 3rd St,
Brookings, SD 57006
(605) 697-8641
BFOSTER@CITYOFBROOKINGS.ORG
## 2019 Community Development Overview

The Community Development Department provides professional advice, technical expertise and quality service in the areas of land use planning, zoning administration, code enforcement and community development initiatives.

### Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Joint Jurisdiction Zoning Ordinance Update</td>
<td>75%</td>
</tr>
<tr>
<td>2. Rental Inspection Program Updates</td>
<td>100%</td>
</tr>
<tr>
<td>3. Armory RFP &amp; Development Agreement</td>
<td>85%</td>
</tr>
<tr>
<td>4. Workforce Housing Opportunity RFP &amp; Development Agreement</td>
<td>75%</td>
</tr>
<tr>
<td>5. Historic Preservation Transition</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Successes
- 1,514 Rental Inspections performed
- 1,252 Code Violations
- Approved 39 sign permits
- Processed 21 variance requests

### Challenges
- Training

### Looking Ahead
- Historic Preservation Plan Update
- Design Guidelines Manual
- GIS Implementation/Integration
- Connectivity Index
- Residential & Commercial Parking Study
- 2020 Census Committee
- Zoning & Subdivision Review
2019 ENGINEERING DEPARTMENT OVERVIEW

The mission of the Engineering Department is to provide quality engineering and building services to all citizens in a professional and efficient manner. The Engineering Department has two (2) licensed civil engineers, two (2) full time building staff, two (2) full time airport staff, one (1) full time engineering technician and one (1) office manager that is shared with the Community Development Department. The Engineering Department provides building permit and code services, engineering design and oversight of construction projects, infrastructure and storm drainage review, traffic system management and airport management.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20th Street South Improvements</td>
<td>50%</td>
</tr>
<tr>
<td>22nd Ave Phase I Reconstruction Project</td>
<td>100%</td>
</tr>
<tr>
<td>Annual Chip Seal Project</td>
<td>100%</td>
</tr>
<tr>
<td>Airport Sanitary Sewer Project</td>
<td>100%</td>
</tr>
<tr>
<td>Annual Concrete Maintenance Project</td>
<td>25%</td>
</tr>
<tr>
<td>Annual Street Maintenance &amp; Overlay Project</td>
<td>100%</td>
</tr>
</tbody>
</table>

Successes

- Issued 560 total building permits, which included 72 new residential homes, one (1) townhome, three (3) duplexes and two (2) apartments with 91 units. The total residential 2019 value was $22,144,845.58, up 11% from 2018, and the commercial value was $26,661,327.48, up 25% from 2018.
- The airport saw 54,253 aircraft operations in 2019, which was an 18% increase from 2018.
- The 22nd Avenue reconstruction project between Minnesota Drive and Eastbrook Drive was completed with concrete pavement for a total cost of approximately $2,881,000.
Challenges

- Staff spent a large amount of time with citizen interaction and analysis resulting from an abnormally wet year. Several areas throughout Brookings were affected with high ground water and storm runoff throughout the spring, summer and into fall.

Looking Ahead

The following projects are budgeted for 2020:

- Completion of 20th Street South Improvements from Main Ave South to Rio Grande Ave: $3,241,110.70.
- Asphalt Overlay Project: $1,600,000
- Concrete Maintenance Project: $320,000
- Moriarty Park Pond Project: $400,000

Airport activities for 2020:

- Reconstruction of the General Aviation Apron and taxilane: $2,221,500
- Hangar Taxilane construction project between ARFF building and Airport Terminal: $350,000
2019 FINANCE OVERVIEW

The Finance Department’s main goals are to provide timely and accurate financial information to the City management and to the public, while practicing fiscal responsibility and accountability focused on the highest degree of customer service, honesty, and integrity. Department’s core functions include collecting, disbursing and accounting for all City funds.

Our total operating budget in 2019 was $490,804 with four (4) full time staff.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Execute vendor management functions across all departments</td>
<td>10%</td>
</tr>
<tr>
<td>2. Develop enhanced financial reporting for all audiences</td>
<td>On Going</td>
</tr>
<tr>
<td>3. Streamline internal financial and accounting processes</td>
<td>40%</td>
</tr>
</tbody>
</table>

Successes

- Successfully completed Annual Financial Audit for 2018
- Streamlined liquor billing process reducing staff time for both the City and the entities involved
- Refinanced Sales Tax Revenue Bonds, which reduced interest cost by $300,000 over the next 15 years
- Passed a General Fund structurally balanced budget for 2020

Challenges

- New staff transition
- Collaborate with City’s leadership team to optimize resource usage to help fund Priority Capital Improvement Projects
- Work with City’s leadership team to manage 2020’s expenditures to meet budget

Looking Ahead

- Develop liquor billing online portal
- Streamline accounts payable process

For detailed information regarding the City’s finances please see the City’s Annual Finance Report located on the website.

ERICK RANGEL
CHIEF FINANCIAL OFFICER
520 3RD STREET
BROOKINGS, SD 57006
692-6281
ERANGEL@CITYOFBROOKINGS.ORG
2019 FIRE DEPARTMENT OVERVIEW

The Brookings Fire Department provides fire suppression, rescue, fire code review and inspection, fire prevention activities and maintenance of our fleet. We are comprised of three full-time employees and forty-five volunteer firefighters.

We still maintain an ISO rating of 3 and continue to work towards an ISO of 2.

For 2019, the Department operated on a budget of $479,436 for Personnel, $196,871 for Operations, and $72,500 for Capital expenses.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1st year for work on the Training Center</td>
<td>100%</td>
</tr>
<tr>
<td>2 Have written specifications for Engine 1 replacement</td>
<td>100%</td>
</tr>
<tr>
<td>3 Start background work for 2020 FTE &quot;Fire and Life Safety Tech.&quot;</td>
<td>100%</td>
</tr>
</tbody>
</table>

Successes

- In-town average response time: 4:53 min
- Out-town average response time: 6:24 min
- Volunteer firefighter hours: 10,970 hours
- Handled 253 calls for service (197 in-town)

Challenges

- Continued recruitment and retention

Looking Ahead

SOUTH TRAINING STATION REMODEL

2nd year of a 3 year plan to complete an indoor 2-story training facility for year around training opportunities.

2020 ENGINE 1 REPLACEMENT

Begin the process of specifications and plans for the apparatus replacement, with a bid date for a 2020 purchase.

Darrell Hartmann
Fire Chief
607 20th Avenue
Brookings, SD 57006
(605) 692-6323
dhartmann@cityofbrookings.org
2019 HUMAN RESOURCES OVERVIEW

The City of Brookings Human Resource Department consists of three full time staff dedicated to serving our employees. Recruitment, hiring, employee relations, compensation, benefits, policy, and risk management are all areas that we work in daily. Our goals are to help employees with safety/wellness in the workplace, address any questions they may have, and assist in resolution of problems when conflict arises.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Employee Relations</td>
<td>25%</td>
</tr>
<tr>
<td>2 Salary Survey through Public Sector Personnel Consulting</td>
<td>85%</td>
</tr>
<tr>
<td>3 Additional Services for First Responders</td>
<td>100%</td>
</tr>
<tr>
<td>4 Updated Policy and Procedure Manual</td>
<td>14.3%</td>
</tr>
</tbody>
</table>

Successes

- Team Building Training
- Employee Recognition Banquet
- Employee Christmas Party
- Employee Relations within Departments
- Streamline Process for onboarding
- Building Confidence in the HR Department

Challenges

- ADA Certification
- Time

Looking Ahead

OPERATIONAL STUDY
In process and employee training is being discussed

IMPLEMENTING SAFETY/SECURITY TASKFORCE
First meeting Wednesday March 4th 2020
2019 INFORMATION TECHNOLOGY OVERVIEW

Our Information Technology Team consists of two (2) full-time dedicated employees who service every department of the City. This includes maintaining, supporting and securing our City-wide network, applications and project management. Through collaboration and participation within the City departments, the IT Specialists provide the highest quality, cost effective technical support and services in meeting the needs of the City staff and citizens they serve.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Veem email backup service</td>
<td>100%</td>
</tr>
<tr>
<td>2 Springbrook Server Migration</td>
<td>100%</td>
</tr>
<tr>
<td>3 Quorum backup solution for disaster recovery (virtual and hard copy)</td>
<td>75%</td>
</tr>
</tbody>
</table>

Successes

- Time Clock Server Migration
- Springbrook Server Migration
- Chambers upgrade
- Granicus Server Upgrade
- Ipad replacement for City Council
- Teamviewer remote support software
- East Fire Station Camera installed
- Liquor Store Domain Migration
- Bandwidth speed increase at City Hall
- Four (4) squad cars in PD using Axiom camera system and cloud storage for video of body and dash cameras

Challenges

- Stringent deadlines
- Coordination with outside service providers
- Budgetary Constraints

Looking Ahead

DEFENDIFY
Breakdown of cybersecurity and policy recommendations

OFFICE 365 G1
Office 365 G1/.gov extension for entire city

CITYWIDE FIREWALL UPGRADES
Upgrading firewalls at city hall and remote offices
The Brookings Public Library ("the Library") serves Brookings County and surrounding areas. It is a dynamic and continuously changing organization that strives to engage with the constantly changing world and technologies.

- The Library has a staff of 10 full-time employees and 11 part-time employees, with a 2019 budget of $1,172,373.
- The Library offers a collection of 179,889 items, with a total circulation of 232,725 in 2019.
- The Library provides access to e-books and e-audiobooks with an annual circulation of 39,165 checkouts in 2019, an increase of 14% from 2018.
- The Library has 20 public access computers and free wi-fi throughout the building.
- The Library had 137,586 patron visits in 2019.
- The Library meeting rooms were used 1,210 times in 2019.
- The Library currently has 10,922 cardholders.
- The Library presented 800 programs to 24,697 patrons in 2019.
- The Library offers free notary public services to the public. Library staff notarized 313 documents in 2019.
- The Library offers free proctoring services to distance learners. We proctored 298 tests for students in 2019, and demand for this service continues to grow.

### Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 New Carpet - August 2019</td>
<td>100%</td>
</tr>
<tr>
<td>2 New Circulation Desk - August 2019</td>
<td>100%</td>
</tr>
<tr>
<td>3 Started a Video Game Collection</td>
<td>ongoing</td>
</tr>
<tr>
<td>4 Added Telescopes to the collection</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Successes

- Hosted a vibrant summer reading program.
- Created and implemented a successful Brooking Youth Leadership Academy.
- Held a Giant Oregon Trail program at the Dakota Nature Park.
- Hosted Earth As Art Exhibit.

### Challenges

- Continuing to encourage participation in the Summer Reading Program.
- Finding programs to engage Teens.
Looking Ahead

**NEW ROOF**
A new roof for the Library is budgeted in 2020.

New carpet and circulation desk install  Giant Oregon Trail

ASHIA GUSTFASON
DIRECTOR OF LIBRARY SERVICES
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605-692-6407
AGUSTAFSON@CITYOFBROOKINGS.ORG
2019 LIQUOR STORE OVERVIEW

The goal of the Brookings Liquor Store continues to be to support the City of Brookings mission of improving its residents’ quality of life by generating revenues that promote City services and programs such as parks and recreation, public improvements and public safety while exceeding our customers’ expectations in product offerings of fine wine, beer and spirits.

Management continues to focus on strategies for continued store improvement and maximizing profits by controlling expenses and realizing attainable gross margins and product markups. Controlling inventory also continues to be a primary objective with the continuous goal of maintaining balanced inventories in relation to sales by product category.

The liquor store employs three (3) full time and seven (7) part time employees.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Negotiate a new lease or propose new store site locations</td>
<td>30%</td>
</tr>
<tr>
<td>2 Capitalize on business opportunity analysis information to increase revenues</td>
<td>30%</td>
</tr>
<tr>
<td>3 Study of new POS system(s)</td>
<td>40%</td>
</tr>
<tr>
<td>4 Communicate Benefits of Buying Local</td>
<td>50%</td>
</tr>
</tbody>
</table>
**Successes**

The preliminary financial results for 2019 show total revenue from the liquor store to be nearly $4.2 million, in spite of losing an estimated $100,000 in unrecovered sales from store closings due to flooding/winter storms and the effect of the 22nd Avenue construction project. Revenue exceeded expenses and total product purchases by $317,398. Transfers from the Liquor Store to the general fund were $380,000 and $225,650 to Edgebrook Golf Course. New store signage begun in 2018 was completed in the spring of 2019.

**Challenges**

- Continue to manage the business in line with the latest market trends.
- Capitalize on the business opportunity analysis information to increase revenues.
- Renegotiate new building lease or recommend new store site locations.
- Work with the consultant’s recommendations and to implement an employee policy/procedure manual.
- Effectively communicate the benefits of buying local to our residents.

**Looking Ahead**

**REPLACE POINT OF SALE SYSTEM**

Research and select replacement for the existing POS system.

**DEVELOP RETAIL POLICY/PROCEDURE**

Prepare written retail policy manual based on the consultant’s recommendations for the liquor store for inventory, operations and theft.

**NEGOTIATE NEW LEASE OR PROPOSE BUILDING NEW STORE**

Negotiate new lease with existing building owner or present proposal for new store site.

**COMMUNICATE BENEFITS OF BUYING LOCAL**

Effectively communicate through marketing strategies the benefits of shopping local.

JANET COPLAN
LIQUOR STORE MANAGER
780 22nd AVENUE
BROOKINGS, SD 57006
691-0674
JCOPLAN@CITYOFBROOKINGS.ORG
2019 PARKS, RECREATION & FORESTRY OVERVIEW

As a department, we strive to “Create Community through People, Parks & Programs.” With citizens’ support, recommendations from our nine-member volunteer Park & Recreation Board and multiple community partnerships, our department strives to create an environment that promotes healthy living initiatives, sustainability, enriching programming and promotes tourism. The Parks, Recreation & Forestry Department encompasses 21 full-time employees and over 145 seasonal employees throughout the year. Our Parks system includes 21 parks and over 770 acres of parkland, open spaces and facilities. Our staff and volunteers are truly ambassadors to our community on a daily basis as we showcase what Brookings has to offer to residents and visitors alike.

Our department has seven divisions that are instrumental in being able to offer a variety of offerings, facilities and services to the community.

- Dakota Nature Park
- Hillcrest Aquatic Center
- Recreation
- Parks
- Larson Ice Center
- Forestry
- EdgeBrook Golf Course

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dakota Nature Park – Reseal &amp; Preserve Nature Center</td>
<td>100%</td>
</tr>
<tr>
<td>Hillcrest Aquatic Center – Facility Assessment, Pool painting</td>
<td>100%</td>
</tr>
<tr>
<td>Recreation – Community Games Event planning &amp; development</td>
<td>75%</td>
</tr>
<tr>
<td>Parks – Playground replacements at Southside Park &amp; Pioneer Park</td>
<td>100%</td>
</tr>
<tr>
<td>Parks – Replace Southside Park Softball Fencing</td>
<td>100%</td>
</tr>
<tr>
<td>Parks – Sexauer Campground grill replacement</td>
<td>100%</td>
</tr>
<tr>
<td>Parks – Resurface Hillcrest Tennis Court + Pickle ball lines</td>
<td>100%</td>
</tr>
<tr>
<td>Parks – Bob Shelden Field Design &amp; Cost Estimation</td>
<td>75%</td>
</tr>
<tr>
<td>Parks – Southbrook light pole replacement</td>
<td>100%</td>
</tr>
<tr>
<td>Larson Ice Center – Replacement of ice system &amp; rink floors</td>
<td>100%</td>
</tr>
<tr>
<td>Forestry – Recognized as a “Tree City USA” for 39th consecutive year</td>
<td>100%</td>
</tr>
<tr>
<td>Forestry – Planted over 300 boulevard trees</td>
<td>100%</td>
</tr>
<tr>
<td>EdgeBrook Golf Course – Chip seal customer parking area</td>
<td>100%</td>
</tr>
<tr>
<td>EdgeBrook Golf Course – Concrete maintenance area</td>
<td>100%</td>
</tr>
</tbody>
</table>
Successes

- Positive Aquatic Center facility report
- Successful Ice Arena construction project
- Increased ice rental use
- Transition to a new Office Manager and Director
- Relocation of “Stickworks” art to Dakota Nature Park
- Successful Eagle Scout projects
- Brookings Area Senior Games
- Increased participation for swimming lesson program
- Continued collaboration with multiple community partners
- EdgeBrook Golf Course Hosted High School District Cross Country Meet

Challenges

- Inclement Weather – delayed many projects, closed facilities and cancelled programming activities
- Staffing temporary and part time positions
- Lack of City-owned gym space
- Closures at Sexauer Campground due to flooding
- Community Garden flooding issues
- July Storm Damage
- 50 meter pool heater mechanical issues
- Cold and wet Spring causing delayed opening at EdgeBrook Golf Course

Looking Ahead

**Larson Park Playground**
- Playground equipment replacement

**HillCrest Park Shelter**
- Construction of an additional group shelter

**Southbrook Shade Structures**
- Installation of shade structures

**Pioneer Park Trail**
- Overlay of park trail

**Larson Park Disc Golf**
- Complete Disc Golf course redesign

**Edgebrook Golf Course**
- Maintenance building parking area upgrades, clubhouse painting

**Bicycle Committee**
- Bicycle education initiative, trail easement acquisition, grant opportunities

**Public Arts Commission**
- City/County building art installation, Bob Shelden project art selection

Dusty Rodiek
Parks, Recreation & Forestry Director
520 3rd St, Suite 130
Brookings, SD 57006
(605) 692-2708
DRODIÊK@CITYOFBROOKINGS.ORG
2019 POLICE DEPARTMENT OVERVIEW

The Brookings Police Department provides coverage for the City of Brookings 24 hours per day, 365 days per year. The Brookings Police Department currently runs 12-hour shifts for officers for the communication center. They respond to calls for service and other public needs promptly in order to provide services which resolve problems and protect persons and property.

The department staffs a Chief of Police, an Assistant Chief, two (2) Patrol Lieutenants, one (1) Lieutenant of Investigations, four (4) Patrol Sergeants, one (1) Sergeant of Investigations, 22 Full-Time Patrol Officers, one (1) Part Time Patrol Officer, one (1) K-9, two (2) SRO Officers, and three (3) Investigators. In addition to the sworn personnel, there is one (1) Officer Manager, one (1) Office Clerk, one (1) Evidence Tech, one (1) Communication Commander, nine (9) Dispatchers, one (1) Full-Time Community Service Officer, two (2) Part-Time Community Service Officers, and 11 Reserve Officers.

For the year, the department answered to 26,197 Calls-for-Service, 39,574 phone calls/inquiries, received 10,409 911 phone calls, handled 1009 arrests, over 449 investigations and sex offender registries, 559 accidents, and 2,464 parking tickets. The Animal Control Officers took 5,338 Calls-for-Service, impounded 417 cats and dogs, handled 776 other animal calls, and brought in $23,135 for the year.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Purchase of 34 dual band portable police radios</td>
<td>100%</td>
</tr>
<tr>
<td>2. Formation of a Criminal Interdiction Unit partnering with outside agencies</td>
<td>100%</td>
</tr>
<tr>
<td>3. Critical Incident Assistance Program</td>
<td>100%</td>
</tr>
<tr>
<td>4. Transition from Animal Control to Community Service Division</td>
<td>100%</td>
</tr>
</tbody>
</table>

Successes

- Another successful National Night Out community event.
- Five out of the last six new officers came to us already certified. Officers want to work for the BPD.

Challenges

- Staffing shortages at dispatch were experienced earlier in the year. Staff rose to the challenges and performed very well. Our entire department is currently fully staffed.
Looking Ahead

COMMUNITY OUTREACH TEAM
Through programs that engage community members and groups, and problem-solving through collaboration amongst team members and community stakeholders our goal is to create outreach programs to work with segments of the population we may not normally interact with.

We want to actively be a part of the Brookings community to build long-lasting partnerships.

DESK OFFICER REPORTING SYSTEM (DORS)
DORS will allow citizens to file reports on-line for certain types of minor crimes such as petty thefts, vandalisms etc. that do not require an officer to respond to a scene. The citizens will then have access to these reports as well as to accident reports for the purpose of filing insurance claims and the like.

DAVID ERICKSON
CHIEF OF POLICE
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DERICKSON@BROOKINGSLEO.ORG
The Solid Waste Collection Department is comprised of five staff members. The Solid Waste Collection Department offers garbage collection, recycling collection, yard waste pickup and holiday tree pickup for the City of Brookings residents. The Solid Waste Collection has a yard waste program that starts in April and ends in November.

The Solid Waste Collection Department organizes and works with the area volunteers to make the annual Latex Paint Exchange a success. The program gives the general public an opportunity to drop off used Latex paint and have it recycled.

The revenue for the Collection in 2019 was $1,246,611 and expenses were $1,047,129.

### Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 New Calendar insert for Utility Billing</td>
<td>100%</td>
</tr>
<tr>
<td>2 Recycling Education</td>
<td>100%</td>
</tr>
<tr>
<td>3 Cart/dumpster replacements</td>
<td>75%</td>
</tr>
</tbody>
</table>

### Successes
- Collection Tonnage Breakdown:
  - Garbage: 4,903
  - Compost: 814
  - Recycling: 880
  - Total: 6,596
- Served 5,385 residential homes

### Challenges
- Weather (wind, Rain, Snow)

### Looking Ahead
- Yard waste Cart Program (2020)
- Yard Waste drop off site (Park Shop)
- Plastic Bags out of single recycling
- Other changes in recycling industry

TODD. R. LANGLAND  
DIRECTOR OF SOLID WASTE  
4101 30TH STREET  
BROOKINGS, SD 57006  
693-3667  
TLANGLAND@CITYOFBROOKINGS.ORG
2019 SOLID WASTE DISPOSAL OVERVIEW

The City of Brookings Solid Waste Department is committed to the management of Solid Waste employing source reduction practices by enhancing recycling opportunities for the public, with a focus on sustainable lifestyles, processing waste into energy, and operating an environmentally safe landfill in a cost efficient manner.

The Solid Waste Disposal Department is comprised of six (6) staff members. The Brookings Regional Landfill serves the six counties of Brookings, Kingsbury, Moody, Deuel, Hamlin and Lake. The landfill serves a population area of 47,600 residents across 32 communities.

The Landfill offers the annual spring clean-up for Brookings Residents. This program is possible with the joint efforts of the Park & Recreation, Forestry, Street, Landfill and Collection departments. The Brookings Regional Landfill also offers a free leaf/compost drop-off program for Brookings residents. The revenue for the landfill in 2019 was $2,723,040 and expenses were $1,869,003.

### Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Citizens Campus dirt work (Complete 2020)</td>
<td>75%</td>
</tr>
<tr>
<td>2 Compost drop off site (Community gardens)</td>
<td>100%</td>
</tr>
<tr>
<td>3 Fencing in compost/Citizens Campus area</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Successes

- Keep roads in operation condition
- Cleaning up tree and lumber/metal area
- Maintaining the working face with cover material
- Keep a head of any paper issues

### Challenges

- Excess rain
- Storm Water pumping
- Pumping Leachate
- Wind
- Compost Screening

### Looking Ahead

- Complete Citizens Campus Area (2020)
- Bid Cell Construction Project in February 2020
- Renew Landfill Operating Permit (2020)
- Review Air Quality Permit (2020)
- Landfill Gas Testing Program (2020)
2019 Street Overview

It is the mission of the City of Brookings Street Department to fund equipment, materials, and personnel in order to provide a safe network of streets, avenues, and alleys throughout the City. We intend to do this by responding promptly and courteously to citizens’ requests and concerns.

The Street Department is comprised of 15 staff; Superintendent, Street Operations Supervisor, Traffic Safety Supervisor, Shop Supervisor/Mechanic, two (2) Heavy Equipment Operators, three (3) Advanced Equipment Operators, one (1) Office Manager, and five (5) Street Maintenance Technicians.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mastic Pothole Patcher</td>
<td>80%</td>
</tr>
<tr>
<td>2 Pavement Management Radar Scan / GIS Integration</td>
<td>90%</td>
</tr>
<tr>
<td>3 Snow and Ice Removal Plan</td>
<td>80%</td>
</tr>
<tr>
<td>4 Departmental integration for snow removal</td>
<td>70%</td>
</tr>
<tr>
<td>5 Thermoplastic inlays</td>
<td>40%</td>
</tr>
<tr>
<td>Facility Condition Assessment</td>
<td>100%</td>
</tr>
</tbody>
</table>

Successes

This year we created the Snow and Ice Removal Plan to effectively communicate snow removal operations and procedures. A large part of the plan’s success is due to the integration efforts of the Street and Parks Departments. This integration has provided a more efficient service to the community.

Thermoplastic inlays are being used for crosswalks and stop bars in each year’s chip seal rotation. Thermoplastic has a 7-year life span that coordinates with the chip seal rotations.

A consultant was hired in September 2019 to perform a Facility Condition Assessment for all City facilities. The Assessment will be used to implement a facility maintenance plan and budget for 2020 and beyond.

Challenges

The biggest challenge in 2019 was development of the Snow and Ice Removal plan. Staff did an analysis of current procedures and researched comparable cities to develop a cohesive operations plan.

The thermoplastic inlays for 2018 had many failures due to not having proper adhesion. It was determined that a primer needed to be applied before thermoplastic installation. This year staff used the primer and found little to no failures with this season’s installations. These challenges have provided an opportunity for learning and growth that will better the Department for the future.
Looking Ahead

The Street Department will utilize the newly developed Snow and Ice Removal Plan in all snow removal efforts. Departmental integrations will continue to refine snow removal efforts.

The new mastic pothole patcher will be utilized in the winter months when hot asphalt mix is not available. This equipment will provide for a one-stop fix of winter potholes.

The Facility Condition Assessment received in 2019 will be a key piece to understanding current and future facility needs. This will provide an objective overview of City facilities and allow for proper planning of future projects and budgets.

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STREET SUPERINTENDENT/PROJECT MANAGER
125 7TH AVENUE
BROOKINGS, SD 57006
6978676
MBARTLEY@CITYOFBROOKINGS.ORG
2019 SWIFTEL CENTER OVERVIEW

Our goal is to maximize revenue through the hosting of numerous, well-attended events and minimize expense through efficient and cost-effective facility operations. We are constantly seeking opportunities to host new events as well as managing a healthy portfolio of repeat clients. Our staff is here to make every event the best possible experience. Our food and beverage service is performed entirely in-house including concessions, catering, bar and beverage service. We present food with imagination, creativity, and visual appeal. We control the guest experience at every ticketing touchpoint. This translates into increased repeat guests via all sales channels including online and at the on-site ticket office. Our in-house marketing department creates fresh materials designed to attract audiences through strategically placed advertising, ensuring maximum visibility and on-budget advertising plans. Our on-site operations crew facilitates the set up and tear down of every event. Our facility can be transformed and bring any event you can imagine to life.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switched to New Software (Ungerboeck)</td>
<td>98%</td>
</tr>
<tr>
<td>Ruckus Wireless Internet</td>
<td>100%</td>
</tr>
<tr>
<td>Enhanced Lighting</td>
<td>100%</td>
</tr>
</tbody>
</table>

Successes

- NAIA Best New Championship Host
- Longest Running Swiftel Center Event – PRCA Rodeo 20th Anniversary
- Sold Out Old Dominion & Kane Brown Concerts

Challenges

- Mother Nature (Heavy Snowfall)
- Aging Equipment (HVAC Repairs)
- Increased Market Competition

Looking Ahead

AIJCA JUNIOR NATIONALS

For detailed information regarding the Swiftel Center please see the Swiftel Center 2019 Annual Report.
2019 BROOKINGS AIRPORT BOARD OVERVIEW

The Airport Board is an advisory board to the City Manager and Council on matters concerning the city airport. The board meets monthly and receives reports on the operation of the airport from the Airport Manager, City Engineer, Fixed Base Operator (FBO), SDSU and other interested parties. It reviews proposed construction plans, recommends leases of airport land for hangars, and reviews the operations of the airport and makes recommendations for improvements as necessary. The Airport Board reviews concerns and complaints in an effort to resolve issues. There are five (5) members on this advisory board.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conducted 11 meetings</td>
<td>100%</td>
</tr>
<tr>
<td>2. Reviewed Aerial Applicator Applications</td>
<td>100%</td>
</tr>
<tr>
<td>3. Reviewed hangar lease renewals</td>
<td>100%</td>
</tr>
</tbody>
</table>

Successes

- Passed our Part 139 inspection in April.
- Reviewed and discussed the 2018 Airport Traffic Report.
- Apron Reconstruction starting this spring to include better lighting and increase tie downs.
- Digital Self-Inspection/Work order program.
- Painted centerline and edge markings on runway 12/30 in 2019.
- Attended the Airports Conference in Watertown.
- Reviewed the updated Snow and Ice Control Plan.
- Fencing project to be completed around new hangar development
- New hangar development anticipated for 2020
- Relinquishing our part 139 Certificate.
- Adding part-time summer staff to assist airport operations.

Challenges

- Resources (Staff, Response time, minimal shop equipment)
- Adapting from a 139 Airport to General Aviation (GA) airport
- Fencing/wetlands
- Lack of storage space for equipment

Looking Ahead

In 2020, the Airport Board will continue to provide a safe airport for regional users and the flying community.
The Board of Adjustment is a quasi-judicial board that renders decisions on variance requests, appeals, and special exception uses in the joint jurisdiction area. The board hears and decides variance requests to modify the strict application of the setback, area, height, parking or density zoning ordinance requirements.

### Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Conducted 9 Meetings</td>
<td>100%</td>
</tr>
<tr>
<td>2 Reviewed 32 Requests (Some projects with multiple requests)</td>
<td>100%</td>
</tr>
<tr>
<td>3 Staff reports included variance criteria analysis</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Successes

- 2019 statistics are as follows:
  - 21 Requests Approved, 4 Approved with amendments, 7 Denied
    - 14 – Setbacks
    - 2 – Driveways
    - 4 – Density for Lot Size
    - 3 – Parking
    - 6 – Landscaping
    - 2 – Fence
    - 1 – Accessory Size

### Challenges

- Training
- Meeting Schedule
- Quorum

### Looking Ahead

Review projects as requested.

---

Mike Struck  
Community Development Director  
520 3rd Street  
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mstruck@cityofbrookings.org
**2019 BOARD OF APPEALS OVERVIEW**

The Board of Appeals is a statutorily created Board. The Board meets on an as-needed basis and they determine code interpretations, determine suitability of alternative materials and construction, and review code changes. The Board of Appeals is comprised of five (5) members with experience in the construction or fire-related fields.

**Key Projects**

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conducted 4 meetings</td>
<td>100%</td>
</tr>
<tr>
<td>2. Reviewed 2018 Code and Amendments</td>
<td>100%</td>
</tr>
<tr>
<td>3. Reviewed 2015 IBC Section 903.2.9(5) self-service storage facilities</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Successes/Upcoming**

- Discussed 2015 IBC Section 903.2.9(5) related to automatic sprinkler requirements for certain self-service storage facilities.
- Held three (3) meetings to discuss the 2018 Codes and possible amendments. Discussion included fire protection, egress window sizes, handrails, and energy efficiency chapters.

**Challenges**

- Balancing energy efficient requirements with the cost associated with the work to assist with affordable housing goals.
- Volunteer time commitments.

**Looking Ahead**

In 2020, the Board of Appeals will continue to review changes to the 2018 Codes for upcoming adoption.
2019 BROOKINGS ADVISORY COMMITTEE FOR PEOPLE WHO HAVE DISABILITIES OVERVIEW

We advocate for the rights of people in our community who have disabilities. 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 non-profit organizations.

The Brookings Advisory Committee for People who have Disabilities was created to provide a framework for community-based advocacy in the removal of mobility and attitudinal barriers faced by individuals with disabilities. The Committee’s purpose directly corresponds to the City’s goal to provide a high quality of life for its citizens. This is a service not provided by any other entity in Brookings.

The goals of this Committee are to improve the quality of life for people with 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. Results are measured by the number of interactions with the public, questions for technical assistance, and positive outcomes in advocacy situations.

**Key Projects**

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> WhatIfItWasME campaign (multi-year &amp; multi-phase)</td>
<td>100%</td>
</tr>
<tr>
<td>• Social Media Campaign</td>
<td></td>
</tr>
<tr>
<td>• Community Partnerships &amp; Events</td>
<td></td>
</tr>
<tr>
<td>• ‘Sticky Note’ participation</td>
<td></td>
</tr>
<tr>
<td>• Community Day Designations &amp; Promotion</td>
<td></td>
</tr>
<tr>
<td>(for 2019, this campaign will continue through 2020)</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong> Durable Medical Equipment Community Partnership</td>
<td>100%</td>
</tr>
<tr>
<td>• A partnership was created with the Department of Social Services (rentable short-term disability equipment), Independent Living Choices (long-term disability equipment) to disseminate collected durable medical equipment and create the most efficient way to direct and help people of Brookings</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong> 2019 ADA Day Celebration &amp; Promotion</td>
<td>100%</td>
</tr>
<tr>
<td>• Mayoral Proclamation</td>
<td></td>
</tr>
<tr>
<td>• Brookings Community Band Event partner</td>
<td></td>
</tr>
<tr>
<td>• Social Media Campaign</td>
<td></td>
</tr>
</tbody>
</table>
Successes
• ABLE Award
• WhatIfItWasME campaign
  o Festival of Trees (11/15 – 1/3)
  o Community awareness and participation through sticky notes campaign
• WhatIfItWasMe/ADA Day & Mayoral Proclamation
  o Brookings Community Band event partner (7/26)
• Created a Durable Medical Equipment Donation partnership with Department of Social Services and Independent Living Choices
• NDEAM October designation
• Provided input on Bob Sheldon Athletic Complex Renovation Project
• Reviewed city curb, street, and ramps with City Engineer
• Maintained a Facebook page to educate public on local and national resources and committee updates

Challenges
• In 2019, the Committee received all new members, SDSU, City, County, and SDSU student liaisons.
• Community awareness of the committee’s role as a resource – this has been a work-in-progress as the Committee continues to develop in experience and knowledge on the board

Looking Ahead
WHATIFITWASME CAMPAIGN
• Continue Social Media campaign to bring awareness to and how to be an advocate for all disabilities
• Create SDSU campus partnership to engage students in an awareness event
• Plan and execute a major event in October for National Disability Employment Awareness Month (NDEAM)

ADA REVIEWS
The Committee will be structuring non-official ADA reviews to be available to any public and private entity at request of the entity

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DIRECTOR OF HR AND RISK MANAGEMENT
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The Committee printed and distributed sticky notes for the WhatIfItWasME campaign to bring awareness to and advocate for all people who have disabilities.
2019 BROOKINGS HISTORIC PRESERVATION COMMISSION OVERVIEW

Promote inspiration and enrichment of Brookings' citizens through identification, preservation, promotion and development of the city's historic resources.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 11.1 Contractor’s Informational Packet</td>
<td>100%</td>
</tr>
<tr>
<td>2 11.1 Review for 928 8th Avenue</td>
<td>100%</td>
</tr>
<tr>
<td>3 Preservation Plan Update</td>
<td>5%</td>
</tr>
</tbody>
</table>

Successes

- Secured funding and contracted with Winter & Company to begin Preservation Plan update
- Kicked off Historic Preservation Month in May with an article and photos in the Brookings Register
- Provided historic district walking tours during the August Brookings Bonanza event (8/24)
- Recognized three projects/citizens at the City of Brookings Mayor’s Awards (9/26)
- Hosted guided horse drawn trolley tours of the Central Historic District during the Brookings Annual Festival of Lights in November (11/30)
- Participated in the RFP process for the adaptive reuse of the Armory
- Maintained a Facebook page to educate public on historic resources in Brookings, Brookings County, South Dakota, and across the United States, as well as provide information on news, grant opportunities, and happenings
- Partnered with the Public Arts Commission and Downtown

Challenges

- Resources to send Commission and staff to training opportunities
- Community awareness

Brookings Committee with cross membership participation
Looking Ahead

- Complete Phases 1 & 2 of the Brookings Historic Preservation Plan
  - Create community resource assessment, identify community goals & issues, and assessment of current program
- Enter into contract for the remaining phases of the Preservation Plan
- Finish out grant program with the installation of plaques in the University District
- Provide and implement usage of the 11.1 Contractor’s Guide as a resource for contractors and homeowners
- Conduct public education activities as required by the CLG Grant including: walking tours, historical trolley tours, Mayor’s Awards and other events as resources allow
2019 BROOKINGS HUMAN RIGHTS COMMISSION

OVERVIEW

The mission of the Brookings Human Rights Commission (HRC) 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.

Commission members were: Hanna Holmquist (chair), Meagan Irvine-Miller (vice-chair), Lawrence Novotny (recorder), Matthew Rhodes (county rep – appointed June), Penny Hauffe (city rep), Kati Hanson (city rep), Marilyn Hildreth (city rep), Jason Meusburger (city rep), Wren Murphy (SDSU student rep), Shafiqur Rahman (county rep – resigned May), Erinn Thomas (city rep), Kas Williams (SDSU liaison)

Budget of $4,284 for operations plus $5,000 for Community Common Read.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 RAINBOW CROSSWALK/ BROOKINGS PRIDE – Partnered with the Brookings Public Arts Committee to fund the installation of a rainbow crosswalk. Holmquist represented BHRC on a panel during Brookings first pride event on June 14. The City Council purchased 12 rainbow flags that were flown during the weekend of Brookings Pride.</td>
</tr>
<tr>
<td>2 MEI SCORECARD – Received a perfect score of 100; worked with the Human Rights Campaign to organize a public announcement. Novotny gave a presentation on the MEI process to the inaugural meeting of the Watertown human rights committee on July 19. BHRC shared our documents with Watertown.</td>
</tr>
<tr>
<td>3 HUMAN RIGHTS AWARDS – The 2019 Butler award was given to Akimoto and Tomoko Ichinomiva for their work on welcoming international families to Brookings.</td>
</tr>
<tr>
<td>4 COMMON READ – The selected book was Irresistible by Adam Alter. Over 200 people (a mix of community and students) attended the showing of the film Screenagers on the evening of September 19 at Brookings Cinema 8.</td>
</tr>
<tr>
<td>5 DIVERSITY POTLUCK – Spring Potluck on April 7 was attended by 93 people. The speaker was Jennifer Wingate with SDSU International Affairs. This was the first time that reusable eating ware was used. The Fall Potluck on Oct. 13 had 65 attendees and featured diversity bingo.</td>
</tr>
<tr>
<td>6 LEGISLATIVE ISSUES – BHRC had an information table in the Capitol Rotunda as part of Equality Day at the Legislature on March 7. Novotny testified on behalf of BHRC before the House Judiciary Committee in support of HB 1243 that would have added sexual orientation and gender identity to the states hate crimes statute (bill failed). Holmquist submitted written testimony on behalf of BHRC to legislative committees regarding SB 49, HB 1225 &amp; SB 117 – all of which were killed.</td>
</tr>
</tbody>
</table>
The **SOCIAL MEDIA WORKING GROUP** was formed and became active in doing Facebook postings and website postings.

**TRAINING** – Steve Britzman conducted a training on the complaint resolution process for BHRC and city human resources staff.

### Successes
- Brookings had been awarded a perfect MEI score of 100 for the second year in a row.
- Organized the BHRC into focus/work group areas in which members work on issues of their interest.

### Challenges
- A continued challenge is working within confines of state law on some efforts related to the MEI scorecard, but efforts by the City Council and City staff have helped overcome these challenges.
- The Commission does not know if the lack of receiving discrimination complaints is a good sign for Brookings or if it means that the community is not aware of the complaint resolution process.

### Looking Ahead

**EDUCATION, OUTREACH, COLLABORATIONS**
The HRC plans on achieving better forms of outreach and event planning such as: Butler Human Rights, Youth, Youth Ally Awards; MLK Awards; Diversity Potlucks; Brookings Inclusive Collaborative with SDSU; Cultural/Community Events; Community Town Hall; Renter’s Rights.

**STRATEGIC HRC LIAISONS AND COMMUNITY PARTNERSHIPS**
The HRC plans on establishing better connections throughout the community, such as: Campus-Community Common Read; Brookings School District Liaison; Industry Liaisons; Social Media Presence.

**CONTINUED LEGISLATIVE MONITORING**
The HRC has and will continue to perform vigilant monitoring and analysis of various laws in the local and State Legislature for any bills that desire to target minorities and protected groups of people.

**HRC EFFECTIVENESS**
The members of the HRC have expressed interest in reconfiguring the complaint process and how effective and efficient it is to have and complete. The HRC members also expressed interest in establishing member expectations.
The Planning Commission’s primary function is to promote the health, safety, and general welfare of the community. Its duties include proposing a comprehensive plan for the physical development of the municipality. The Planning Commission makes recommendations to the governing body regarding various land use issues.

### Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Joint Jurisdiction Zoning Ordinance Update</td>
<td>75%</td>
</tr>
<tr>
<td>2 Design Guidelines/Overlay District</td>
<td>50%</td>
</tr>
<tr>
<td>3 Connectivity Index</td>
<td>10%</td>
</tr>
</tbody>
</table>

### Successes
- Completed Residential Parking Study
- Reviewed 51 projects
- 92 new residential lots platted
- 215 residential lots preliminary platted
- Two (2) rezoning requests
- Four (4) ordinance amendments
- Three (3) conditional use permits
- One (1) planned development amendment

### Challenges
- Training

### Looking Ahead

**JOINT JURISDICTION ZONING ORDINANCE UPDATE**
**DESIGN GUIDELINES MANUAL/OVERLAY DISTRICT**
**CONNECTIVITY INDEX**
**ZONING ORDINANCE AMENDMENTS**

Mike Struck  
Community Development Director  
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Mstruck@cityofbrookings.org
OVERVIEW
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. The Brookings Sustainability Council has 12 members and an annual budget of $5,000.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Solar Energy Research – conducted background research on solar energy options for Brookings as well as other potential renewable energy sources.</td>
</tr>
<tr>
<td>2 Plastic Bag Reduction Research – gathered information for the City Council on ways to reduce plastic bags in our community.</td>
</tr>
<tr>
<td>3 Brookings Bonanza - Handed out 150 reusable bags, LED light bulbs, and sustainable tips flyers at the community wide event.</td>
</tr>
</tbody>
</table>

Successes
- Recycling bins were placed in City Hall.
- Awarded Carrot Seed and SDSU Photovoltaics Project the Mayor’s Sustainability Award in the social/quality of life and environmental resilience categories respectively.
- Supported the Assistant City Manager in the grant submission for an electric car charging station.
- Committee member served on the 2018-I housing standard change committee.
- Members of the committee visited a waste-to-energy facility.
- Met with the City Engineering, Landfill, and Parks & Rec departments to learn about their efforts.
- Co-hosted Stephanie Arne for an Earth Day Celebration with the Children’s Museum of South Dakota.
- Two members attended the Growing Sustainable Communities Conference held in Dubuque, IA.
- Reviewed local and urban ag ordinances.
- Assisted with signage for downtown recycling trial.
- Food Co-op – set up a board of directors, fundraised, and moved forward with next steps for opening a food co-op in Brookings.

Challenges
- Finding committee volunteers to help with committee tasks
- Keeping meetings under 1.5 hours.

Looking Ahead
SEE SUSTAINABILITY STRATEGIC PLAN

Left: Stephanie Arne Presentation
Right: Carrot Seed at Mayor’s Award Ceremony
2019 TRAFFIC SAFETY COMMITTEE OVERVIEW

Traffic Safety Committee strives to improve safety and general road conditions for pedestrians and vehicle traffic. Duties and responsibilities of the committee include recommending traffic safety solutions that meet local needs, advise the city manager, city engineer and city council, reviewing and improving traffic and safety applications for funding, responding to public concerns and aiding the overall reduction of traffic accidents. The Committee discusses and updates parking, speed limit, stop sign, bicycle traffic and other rules and regulations. There are 13 members on the Committee.

Key Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducted 5 Meetings</td>
<td>100%</td>
</tr>
<tr>
<td>Made 5 Recommendations</td>
<td>100%</td>
</tr>
<tr>
<td>Elected Officers</td>
<td>100%</td>
</tr>
</tbody>
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Successes

- Review and approval of the 2018 Traffic Safety Committee Annual Report
- Discussed congestion on Larkspur Ridge Drive by the sidewalk leading to Dakota Prairie School. Recommended encouraging parents to use drop off loop at school.
- Discussed Highway 14 Bypass Corridor Study
- Discussed crosswalk at 7th Avenue and 5th Street
- Recommended temporary yield signs at Lincoln Lane & Elmwood Drive and Olwein Street
- Recommended removing parking on the east side of Jackrabbit Avenue between 7th Street & 8th Street
- Recommended adding a midblock crosswalk on Jackrabbit Avenue between 7th Street and 8th Street
- Recommended moving a crosswalk on Medary Avenue to the intersection of North Campus Drive
Challenges

- Training

Looking Ahead

In 2020, the Traffic Safety Committee will continue to make further traffic improvements in order to preserve and protect the safety of the public.

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