

2009 Directory
Updated 6/11/2009

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
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Brookings, SD 57006-0270
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If you have any comments or corrections regarding the 2008 City of Brookings Directory or desire additional copies, please contact the City Clerk's Office at 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 697-8641.

Table of Contents

Mayor & City Council Members	Page 7
Airport Board	Page 8
Board of Adjustment	Page 9
Board of Appeals	Page 11
Board of Health	Page 12
Brookings Committee for People who have Disabilities	Page 14
Brookings Health System Board of Trustees	Page 16
Brookings Transportation Board	Page 18
Historic Preservation Commission	Page 21
Human Rights Committee	Page 22
Leadership Team	Page 4
Library Board	Page 24
Park & Recreation Board	Page 25
Phone Numbers	Page 5
Planning Commission	Page 27
Senators & Representatives – State & Local Officials	Page 6
Swiftel Center Advisory Committee	Page 29
Traffic Safety Committee	Page 31
Utility Board	Page 33
Visitor Promotions Committee	Page 34

Appendices:

Appointment Process.....	Page 42
Appointment Dates	Page 4
Training	Page 43
Recognition	Page 43
Annual Reporting	Page 44
City Governance & Ends Policies	Page 38
Open / Public Meeting Laws.....	Page 45
Previous Mayors	Page 36
Previous Council Members	Page 37
Recruitment	Page 39
Residency Requirements	Page 41
Vacancies	Page 39

Leadership Team

City Manager	Jeffrey Weldon
City Attorney	Steve Britzman
City Clerk	Shari Thornes
City Engineer	Jackie Lanning
Community Development Director.....	Mike Struck
Finance Manager	Rita Thompson
Fire Chief	Darrell Hartmann
Human Resources Director	Donna Langland
Library Director	Elvita Landau
Liquor Store Manager	William Purrington
Swiftel Center Executive Director	Tom Richter
Parks, Recreation & Forestry Director.....	Allyn Frerichs
Police Chief	Bryan Gums
Director of Solid Waste (Landfill)	Robert McGrath
Street Superintendent	Koss Delfinis

January 1 Appointments

Board of Adjustment
Board of Appeals
Board of Health
Brookings Committee for People who have Disabilities
Brookings Health System Board of Trustees
Brookings Transportation Board
Historic Preservation Commission
Human Rights Committee
Library Board
Swiftel Center Advisory Committee
Visitor Promotions Committee

May 1 Appointments

Airport Board
Brookings Committee for People who have Disabilities (Student Member only)
Human Rights Committee (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	692-6955	697-8665
Animal Control	691-0201	697-8351
City Attorney	697-9058	697-9060
City Clerk	697-8641	692-6907
Engineering Dept.	692-6629	692-6907
Finance Dept.	692-6281	697-8661
Fire Dept.	692-6323	697-8353
Golf Course (Edgebrook)	692-6995	697-8355
Hospital	696-9000	697-7380
Human Resources Dept.	697-8668	692-6907
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	697-8676
Swiftel Telecommunications	692-6211	697-5151
Brookings Municipal Utilities	692-6325	697-8570

State and National Elected Officials

S.D. Governor

Michael Rounds

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

U.S. Senators & Representatives

Senator John Thune (R)

493 Russell 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
320 N. Main, Suite 'B'
Sioux Falls, SD 57104
thune@thune.senate.gov
www.thune.senate.gov/

Senator Tim Johnson (D)

136 Hart Senate Office Bldg.
Washington, DC 20510
phone: 202-224-5842
toll free: 800-537-0025
fax: 202-228-5765
District phone: 605-332-8896
District Fax: 605-332-2824
715 So. Minnesota Ave.
Sioux Falls, SD 57104
tim_johnson@johnson.senate.gov
www.johnson.senate.gov/

Representative Stephanie Herseth Sandlin

331 Cannon House Office Bldg.
Washington, DC 20515
phone: 202-225-2801
toll free: 866-371-8747
fax: 202-225-5823
District phone: 605-367-8371
District fax: 605-367-8373
326 East 8th St., Suite #108
Sioux Falls, SD 57103
stephanie.herseth@mail.house.gov
www.house.gov/herseth/

S.D. State Senators & Representatives

Senator Pam Merchant

721 Medary Avenue
Brookings, SD 57006
home phone: 605-692-8547

Representative Larry Tidemann

251 Indian Hills Road
Brookings, SD 57006
home phone: 605-692-1267
cell phone: 605-690-8353

Representative Carol Pitts

725 4th St.
Brookings, SD 57006
home phone: 605-692-4507
cell phone: 605-695-5770

Message Center – during Session
605-773-3821

S.D. Municipal League

214 E. Capital
Pierre, SD 57501
toll free: 1-800-658-3633
605-224-8654
fax: 605-224-8655
Yvonne Taylor, Executive Director
yvonne@sdmunicipalleague.org
www.sdmunicipalleague.org

Mayor & City Council

City Hall, 311 3rd Ave.

Call: 692-6281

Fax: 692-6907

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Julie Whaley bjkwhaley@mchsi.net Self-Employed	120 2 nd Street S Brookings, SD 57006	695-7303 (c)	05/01/01-05/01/04 05/01/04-05/01/07	05/01/2007-05/01/2010
Jael Trieb jael@aibyjael.com Self-Employed * appointed to fill vacancy	PO Box 8412 Brookings, SD 57006	692-5750 (w)		05/01/2009-05/01/2010*
Michael Bartley mbartley@mac.com Optician/Hearing Dispenser	1929 25 th Ave. N. Brookings, SD 57006	692-7619 (w)	05/01/05-05/01/08	05/01/2008-05/01/2011
Michael McClemans mjmac@brookings.net Area Businessman	709 Park Avenue Circle Brookings, SD 57006	690-1860 (c)	05/01/99-05/01/03 05/01/03-05/01/04 05/01/04-05/01/05	05/01/2008-05/01/2011
John Kubal kubal3@mchsi.com Reporter – Brookings Register	512 2 nd Avenue Brookings, SD 57006	695-3576 (c)		05/01/2009-05/01/2012
Tim Reed tsreed@brookings.net SDSU Foundation * appointed to fill vacancy ** resigned as Council Member to accept position as Mayor	627 Medary Ave. Brookings, SD 57006	691-0452 (c)	05/01/03-05/01/04* 05/01/04-05/01/07 05/01/07-05/01/09**	05/01/2009-05/01/2012
Tom Bezdichek tbezdichek@yahoo.com Best Choice Real Estate	934 Yosemite Lane Brookings, SD 57006	691-9225 (c)	05/01/03-05/01/06 05/01/06-05/01/09	05/01/2009-05/01/2012

Membership

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

Meeting Schedule

Day: Monthly, 2nd & 4th Tuesdays
 Time: 5:00 pm Work Session
 6:00 pm Council Meeting
 Location: City Hall, 311 3rd Ave., Council
 Chambers (downstairs/basement)
 Phone: 692-6281
 City Contact: Shari Thornes, City Clerk
 sthornes@cityofbrookings.org

Airport Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Jim Bailey Retired SDSU Veterinarian	409 20 th Ave. Brookings, SD 57006	697-7231 (h) 691-4981 (c)	05/01/00-05/01/05	05/01/2005-05/01/2010
Jeff Boulware SDSU Aviation Professor	534 Ridge Dr. Brookings, SD 57006	692-3205 (h) 688-4366 (w) 688-6145 (f)		05/01/2006-05/01/2011
Lynn Riedesel ried@itctel.com Retired Farmer & Airline Pilot	2063 I 472 nd Ave. Brookings, SD 57006	693-3494 (h) 695-0490 (c)		05/01/2007-05/01/2012
Orv Smidt smidtserv@brookings.net Retired US Army/State Legislature	117 4 th Street Brookings, SD 57006	697-5826 (h) 697-2000 (w)		08/01/2008-05/01/2013
Judy McLaughlin judyrob@itctel.com SDSU Programmer/Analyst	47124 203 rd Street Brookings, SD 57006	693-4429 (h)		05/01/2009-05/01/2014

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: County of Brookings
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

Meeting Schedule

Day: Monthly, 3rd Thursday
Time: 3:30 p.m.
Location: City Hall, 311 3rd Ave, Meeting Room (main level)
Phone: 692-6629
City Contact: Michael Wilson, Airport Manager mwilson@cityofbrookings.org
Jackie Lanning, City Engineer jlanning@cityofbrookings.org

Board of Adjustment

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Dick Peterson theatre@brookings.net Owner – State Theatre Co. <i>*2nd Alternate</i>	1703 Victory St. Brookings, SD 57006	692-6821 (w) 692-6476 (h) 690-6821 (c)	08/01/02-01/01/04* 01/01/04-01/01/07	01/01/2007-01/01/2010
Dave Rusten dsrusten@brookings.net Retired	509 20 th Ave. Brookings, SD 57006	697-5116 (h)	01/01/05-01/01/08	01/01/2008-01/01/2011
Jay Vanduch tvproinbox@brookings.net TV Productions <i>* Alternate-filled unexpired term</i>	201 Sundance Pass Brookings, SD 57006	697-6590 (h) 692-7457 (w)	04/01/93-01/01/94 01/01/94-01/01/97 01/01/97-01/01/00 10/01/04-01/01/05* 01/01/05-01/01/08	01/01/2008-01/01/2011
Larry Klingbile lklingbile@brookings.net Equalization Office, Appraiser <i>* filled unexpired term</i>	823 19 th St. So. Brookings, SD 57006	692-1853 (h) 696-8227 (w) 690-1853 (c)	01/01/04-01/01/05* 01/01/05-01/01/08	01/01/2008-01/01/2011
Matt Kurtenbach mkurten@daktronics.com Daktronics <i>* 1st Alternate</i>	1016 Christine Ave. Brookings, SD 57006	692-4081 (h)	01/01/01-08/01/02 08/01/02-01/01/03 01/01/03-01/01/06* 01/01/06-01/01/09*	01/01/2009-01/01/2012
1st Alternate				
Mike Keating mike@availabilityemployment.com Availability Employment Services	222 5 th Ave. Brookings, SD 57006	651-3236 (h / c) 697-5627 (w)	05/01/05-01/01/06 01/01/06-01/01/09	01/01/2009-01/01/2012
2nd Alternate				
Jim Pederson auto1@brookings.net East Central Multi-District	1739 Orchard Dr. Brookings, SD 57006	692-4029 (h) 696-4764 (w)	01/01/06-01/01/09	01/01/2009-01/01/2012

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 No. 21-03, Ordinance No. 11-93, Ordinance No. 23-91, Resolution dated Aug. 2, 1989

Meeting Schedule

Day: Monthly, 1st and 3rd Thursday
Time: 5:00 p.m.
Location: City Hall, 311 3rd Ave., Council Chambers (lower level/basement)
Phone: 692-6629
City Contact: Dan Hanson, Planning & Zoning Administrator dhanson@cityofbrookings.org
Jackie Lanning, City Engineer jlanning@cityofbrookings.org

Board of Appeals

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Spencer Hawley Insurance Co-Owner	1215 W. 8 th St. So. Brookings, SD 57006	692-6223(w) 692-9716 (h)	05/01/86-05/01/91 05/01/91-01/01/96 01/01/96-01/01/01 01/01/01-01/01/06	01/01/2006-01/01/2011
Ray Froehlich Retired Bldg. Inspector <i>*filled unexpired term</i>	1515 Calumet Rd. Brookings, SD 57006	692-6886 (h)	09/01/03-01/01/06*	01/01/2006-01/01/2011
Dan Rettedal Contractor <i>*filled unexpired term</i>	PO Box 341 Brookings, SD 57006	692-1811 (h) 690-5055 (c)	08/01/02-01/01/07*	01/01/2007-01/01/2012
Dick Anderson Masonry Contractor	1206 Western Ave. Brookings, SD 57006	692-2920 (h) 690-1277 (c)	01/01/92-01/01/97 01/01/97-01/01/02 01/01/02-01/01/07	01/01/2007-01/01/2012
Gerald Foster Plumber	20610 473 rd Ave. Brookings, SD 57006	693-4261 (h)	01/01/98-01/01/03 01/01/03-01/01/08	01/01/2008-01/01/2013

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: 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: 692-6629
City Contact: Greg Miller, Building Services Administrator gmillar@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 Dr. 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	01/01/2008-01/01/2011
Jesse Ronning jesseronning@yahoo.com Attorney <i>*filled unexpired term</i>	1006 15 th St. So. Brookings, SD 57006	692-3626 (h) 692-9415 (w)	05/01/04-01/01/05* 01/01/05-01/01/08	01/01/2008-01/01/2011
Luanne Napton Environmental Protection	1234 42 nd St. Brookings, SD 57006	693-4298 (h)	01/01/02-01/01/05 01/01/05-01/01/08	01/01/2008-01/01/2011
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	01/01/2008-01/01/2011
Karen Cook <i>*filled unexpired term</i>	1824 W. 16 th Ave. Brookings, SD 57006	693-3367 (h)	05/01/05-01/01/06* 01/01/06-01/01/09	01/01/2009-01/01/2012
Paul Irwin Retired	217 11 th Ave. 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	01/01/2009-01/01/2012
Pat Lyons SDSU Professor <i>*filled unexpired term</i>	1620 Robin Rd. Brookings, SD 57006	688-4842 (w) 692-7405 (h)	03/01/94-01/01/97* 01/01/97-01/01/00 01/01/00-01/01/03 01/01/03-01/01/06 01/01/06-01/01/09	01/01/2009-01/01/2012
Tricia Matson-Buus trishmatsonbuus@aol.com Brkngs Co. Red Cross	446 Southview Dr. Brookings, SD 57006	692-3100 (h) 692-5772 (w) 351-5885 (c)	01/01/06-01/01/09	01/01/2009-01/01/2012
County Appointment				
Al Gregg dakotawingservice@mchsi.com Owner – Dakota Service / County Commissioner	224 Front St./PO Box 32 Brookings, SD 57006	690-1566 (c)		01/01/2009-01/01/2012

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;

- o Establish a comprehensive realistic solid waste plan for the city.
- o Develop a financial policy that would be used for raising funds required to build and operate an integrated solid waste program.
- o 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 Hall, 311 3rd Ave., Meeting Room (main level)

Phone: 693-3667

City Contact: Robert McGrath, Deputy Health Officer bmcgrath@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>
Kim Wells-SDSU Student lucky_lindy46@yahoo.com <i>**student term – 1 year</i> <i>*filled unexpired term</i>	1302 US Hwy 14 #207 Volga, SD 57071	695-5610 (w) (719) 494-5134	11/18/08-05/01/09*	05/01/2009-05/01/2010
Dona Kornbaum Retired	617 8 th St. Brookings, SD 57006	692-6402 (h)	01/01/01-01/01/04 01/01/04-01/01/07	01/01/2007-01/01/2010
David Bertelson dbmills@brookings.net Architect <i>*filled unexpired term</i>	234 Trail Ridge Road Brookings, SD 57006	697-3100 (w) 697-7195 (h)	01/01/98-01/01/99* 01/01/99-01/01/02 01/01/02-01/01/05 01/01/05-01/01/08	01/01/2008-01/01/2011
VACANT <i>vacated by L. Sonnenburg 05/09</i>				01/01/2008-01/01/2011
Lonnie Bayer lonniebayer@yahoo.com United Fire Group <i>*filled unexpired term</i>	811 19 th Street S Brookings, SD 57006	692-7521 (h) 690-7521 (w) 692-2978 (f)	08/1/08-01/01/09*	01/01/2009-01/01/2012
Dave Miller dave@millsproperty.com Sup. – Mills Property Mgmt. <i>*filled unexpired term</i>	2038 Morningside Dr. Brookings, SD 57006	692-7905 (h) 690-5873 (w) 697-3177 (f)	05/01/07-01/01/09*	01/01/2009-01/01/2012
Kurt Cogswell kurt.cogswell@sdstate.edu Math Professor – SDSU <i>*filled unexpired term</i>	1928 Moriarty Drive Brookings, SD 57006	688-6196 (w) 695-1958 (c)	09/01/98-01/01/00* 01/01/00-01/01/03 01/01/03-01/01/06 01/01/06-01/01/09	01/01/2009-01/01/2012
Jessie Kuechenmeister jkuechenmeister@yahoo.com State Director CASA <i>*filled unexpired term</i>	310 14 th Avenue Brookings, SD 57006	692-2277 (w) 691-1953 (c)	05/01/05-04/01/07 04/15/08-01/01/09* 04/15/08-01/01/09*	01/01/2009-01/01/2012
Nancy Hartenhoff-Crooks nancy.crooks@sdstate.edu Disability Support 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* 01/01/00-01/01/03 01/01/03-01/01/06 01/01/06-01/01/09	01/01/2009-01/01/2012

Jeff Vostad 608 Meadow Creek Dr. 627-5186 (h) 12/01/06-01/01/09*
jjvostad@hotmail.com Volga, SD 57071 688-6653 (w)
jeffrey.vostad@sdstate.edu 690-8693 (c)
 SDSU Program Director, TRIO Student Support Services
**filled unexpired term*

Alan Davis 718 6th Street 688-4715 (w) 05/01/08-01/01/09* 01/01/2009-01/01/2012
alan.davis@sdstate.edu Brookings, SD 57006 695-4448 (h)
 SDSU Professor Rehabilitation Counseling 688-5929 (f)
**filled unexpired term*

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. This is a service not provided by any other entity in Brookings. 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. 24-06, Ordinance No. 28-91, Resolution No. 35-90, SDCL Chapter 60-7

Meeting Schedule

Day: Monthly, day varies
 Time: varies
 Location: City Hall, 311 3rd Ave., Meeting Room (main level)
 Phone: 692-6281
 City Contact: Shari Thornes, City Clerk sthornes@cityofbrookings.org

ADA Coordinator Liaisons:

Shari Thornes	City ADA Coordinator	697-8641	PO Box 270
Stephanie Vogel	County ADA Coordinator	696-8205	314 6 th Ave.
Nancy Hartenhoff-Crooks	SDSU Disability Coordinator	688-4504	SWC Box 2214, 125, SDSU

Brookings Health System Board of Trustees

Name	Address	Phone	History	Current Term
City Appointments				
Dr. Daniel Little dlittle@dairynet2000.com Owner - Dairy Net 2000 Inc. Veterinarian	151 Airport Ave. Brookings, SD 57006	695-3732 (h) 697-3000 (w) 697-3082 (f)		01/01/2007-01/01/2010
Dr. Roberta Olson roberta.olson@sdstate.edu Dean of Nursing – SDSU	1303 Wahpeton Pass Brookings, SD 57006	692-8533 (h)	10/01/01-01/01/04 01/01/04-01/01/07	01/01/2007-01/01/2010
Robert Jones robertjones1640@yahoo.com Business Owner, Slumberland	1605 Mockingbird Ln. Brookings, SD 57006	692-5103 (h)	01/01/00-01/01/02 01/01/02-01/01/05 01/01/05-01/01/08	01/01/2008-01/01/2011
Al Baker abaker@bankeasy.com Fishback Financial Banker	1310 17 th Ave. So. Brookings, SD 57006	697-6464 (h) 696-1752 (w) 692-2333 (f)		01/01/2008-01/01/2011
Keith Corbett keith.corbett@sdstate.edu Assistant to Dean Gen. Studies-SDSU	1122 Telluride Lane Brookings, SD 57006	692-6550 (h)	01/01/06-01/01/09	01/01/2009-01/01/2012
Medical Staff Appointment				
Dr. Debra Johnston Avera Brookings Medical Clinic Physician	321 Main Ave. Brookings, SD 57006	697-9500 (w) 697-6939 (f)		11/01/2006-01/01/2010
County Appointments				
Jim Booher jim.booher@sdstate.edu Professor – HPER – SDSU <i>*filled unexpired term</i>	7280 Valley View Rd. Brookings, SD 57006	693-4785 (h) 688-5824 (w)	10/01/06-01/01/09*	01/01/2009-01/01/2012
Dianna Evers norms@itctel.com Registered Nurse <i>*filled unexpired term</i>	21366 476 th Ave. Aurora, SD 57002	693-3926 (h)	01/01/03-01/01/04* 01/01/04-01/01/07	01/01/2007-01/01/2010
Sandra Trevathan Faltemier sfaltemi@itctel.com <i>*filled unexpired term</i>	518 Shamrock Lane Brookings, SD 57006	693-4725 (h)	08/01/06-01/01/08*	01/01/2008-01/01/2011

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: 8+ (3 County Commission appointed, 5 City Council appointed, Practicing Physician Representatives)

- Practicing Physician Representatives - a practicing physician representative from each clinic whose physicians are members of the active medical staff of the Brookings Hospital and who have been members of the active medical staff of the Brookings Hospital for at least one (1) year are eligible for appointment by the mayor, with the advice and consent of the City Council. Such physician representatives shall have all of the voting privileges as other members of the board of trustees.

Term: 3 years

Residency: Must be a resident of Brookings County

Appointment: January 1

Legal Reference: Brookings City Code of Ordinances Chapter 42, Article III, Division 2, Section 42-91 thru 42-105 Ordinance No. 29-06, Ordinance No. 27-05, Ordinance No. 15-04, Ordinance No. 06-02, Ordinance No. 32-99, Ordinance No. 19-91, Ordinance No. 03-90 (Nov. 29, 1999 changed the board configuration from a 7-member board to a 9-member board.), Ordinance No. 12-08

Meeting Schedule

Day: Monthly, 4th Thursday

Time: 7:00 p.m.

Location: Brookings Hospital Board Room

Phone: 696-9000

Hospital Contact: Vern Carda, CEO
Deb Davis, Administrative Assistant
ddavis@brookingshospital.org

City Contact: Donna Langland, Human Resources Director 697-8668 (w)
Jeffrey Weldon, City Manager 692-6281 (w)

Brookings Transportation Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Dean Kattelmann dean.kattelmann@sdstate.edu SDSU – Assistant Vice President Facilities & Services Rep: SDSU Admin.	623 Powderhorn Pass Brookings, SD 57006	692-3700 (h) 688-4136 (w) 688-4010 (f)		01/22/2008-01/01/2010
Robb Rasmussen robb@501main.com Sioux River Bicycles & Fitness Rep: Downtown Brookings, Inc.	501 Main Ave. Brookings, SD 57006	691-5022 (h) 692-9708 (w)		01/22/2008-01/01/2010
Michael Forgy mforgy@gmail.com Clinical Director ECMH Rep: East Central Mental Health	3318 Walnut Lane Brookings, SD 57006	228-0490 (h) 697-2850 (w)		01/22/2008-01/01/2010
Dr. Roger DeGroot roger.degroot@k12.sd.us Supt. Brookings School Dist. Rep: Brookings School System	2130 8 th Street S Brookings, SD 57006	360-0644 (h) 696-4700 (w) 696-4704 (f)		01/22/2008-01/01/2010
Nancy Hartenhoff-Crooks nancy.crooks@sdstate.edu Disability Support Services - SDSU Rep: Disability Comm. *filled unexpired term	PO Box 442 Toronto, SD 57268	794-4571 (h) 688-4504 (w)		04/15/2008-01/01/2011
Robert Jones robertjones1640@yahoo.com Business Owner, Slumberland Rep: Brookings Health System	1605 Mockingbird Lane Brookings, SD 57006	692-5103 (h)		01/22/2008-01/01/2011
Deanna Santema dsant@brookings.net County Commissioner Rep: County of Brookings	1621 Robin Road Brookings, SD 57006	692-1441 (h)		01/01/2009-01/01/2012
Jeffrey Weldon jweldon@cityofbrookings.org City Manager Rep: City of Brookings	PO Box 270 Brookings, SD 57006	692-6281 (w)		01/22/2008-01/01/2011
Teresa McKnight teresa.mcknight@sdstate.edu CEO/Exec. Dir. SDSU Innovation Campus/Growth Partnership Rep: Citizen-at-Large	815 Medary Ave., #102 Brookings, SD 57006	696-5600 (w) 696-5605 (f)	01/22/08-01/01/09	01/01/2009-01/01/2012

Art Conners conners49@yahoo.com City of Brookings – P&R Dept. Rep: Senior Activity Center	PO Box 823 Brookings, SD 57006	697-5710 (h) 692-4492 (w)	01/22/08-01/01/09	01/01/2009-01/01/2012
Terrell Spence terrell@advancebkg.com ADVANCE – Dir. of Op. Rep: ADVANCE	19714 476 Ave. Toronto, SD 57268 (h) PO Box 810 Brookings, SD 57006 (w)	794-2041 (h) 696-5206 (w)	01/22/08-01/01/09	01/01/2009-01/01/2012
Jerry Raabe jerry.raabe@state.sd.us State of SD – Div. of Rehab. Rep: SD Dept. of Vo. Rehab.	509 E. 1 st St. Volga, SD 57071	627-5603 (h) 688-4280 (w) 688-5497 (f)	01/22/08-01/01/09	01/01/2009-01/01/2012
Tyler Luckhurst tluckhurst@jacks.sdstate.edu SDSU Student Rep: SDSU Student Assoc.	213 W. Hwy 14 Bypass Brookings, SD 57006	605-350-1682	08/1/08-01/01/09	01/01/2009-01/01/2012
City Transportation Providers				
Brenda Schweitzer Brookings Area Transit Authority	418 Western Avenue Brookings, SD 57006	692-2222 (w)		
Ellie Trautman Safe Ride	Student Health and Counseling Services 907 Harvey Dunn Street West Hall Box 510 Brookings, SD 57006	688-4312 (w)		
Charlene Carothers Easy Cab	821 Kasan Avenue Volga, SD 57071	695-2414 (w)		
Brooks Behrend Brookings Taxi	PO Box 522 Brookings, SD 57006	697-6892 (w) 690-4935 (c)		
Don Boone Brookings County Resource Center	826 32 nd Avenue Brookings, SD 57006	696-8280 (w)		

Purpose

The purpose of the Brookings Transportation Board is to identify opportunities for improved efficiency as measured by increased levels of service or decreased cost, especially through coordination among transportation providers in Brookings. The Brookings Transportation Board shall provide oversight and evaluation of the success of coordinated transportation efforts as well as provide advice and information to other organizations on a regular or as-needed basis.

Membership

Membership: 13 (representing the following entities):

- City of Brookings
- Brookings County
- Brookings Health Systems
- Brookings Committee for People who have Disabilities
- Brookings Public School System
- East Central Mental Health
- Downtown Brookings, Inc.
- SDSU Administration
- SDSU Student Assoc.
- SD Dept. of Vocational Rehabilitation
- ADVANCE
- Senior Activity Center
- Citizen-at-large

Ex-Officio members (non-voting)

- City Engineer
- City ADA Coordinator
- City Transportation Providers

Term: 3 years
Residency: Not Required
Appointment: January 1
Legal Reference: Resolution No. 90-07

Meeting Schedule

Day: to be determined
Time: to be determined
Location: City Hall, 311 3rd Ave., Meeting Room (main level)
Phone: 692-6281 (City Hall)
City Contact: Jackie Lanning, City Engineer jlanning@cityofbrookings.org

Historic Preservation Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Mary McClure Bibby Retired	822 8 th Ave. Brookings, SD 57006	692-5024 (h) 320-796-2162 (o)	01/01/04-01/01/07	01/01/2007-01/01/2010
Dennis Willert willertd@hotmail.com Dr. of Chiropractic	417 Main Ave. Brookings, SD 57006	515-851-2873 (h) 692-0123 (w)		01/01/2008-01/01/2011
Pat Powers Powers57006@yahoo.com patpowers@century21.gka.com Red Cross / Century 21	1610 17 th Ave. So. Brookings, SD 57006	697-7343 (h) 692-6772 (w) Red Cross 692-2100 (w) Century21 692-6633 (f)		01/01/2008-01/01/2011
Pam Merchant pam@merchantdesign.net	721 Medary Avenue Brookings, SD 57006	692-8547 (h)		02/26/2008-01/01/2011
Joanita Kant jeetakant@hotmail.com <i>*filled unexpired term</i>	320 17 th Ave. Brookings, SD 57006	692-2594 (h)	06/12/07-01/01/09*	01/01/2009-01/01/2012
Jerry McCollough jmccollough@brookings.net	1922 Laurel Lane Brookings, SD 57006	692-7939 (h) 695-6526 (c)	02/01/06-01/01/09	01/01/2009-01/01/2012
Janet Gritzner janet.gritzner@sdsu.edu SDSU Professor of Geography	1011 7 th Avenue Brookings, SD 57006	688-6176 (w) 692-4643 (h)		01/01/2009-01/01/2012

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

Meeting Schedule

Day: Monthly, day varies
Time: varies
Location: City Hall, 311 3rd Ave., Meeting Room (main level)
Phone: 692-6281
City Contact: Shari Thornes, City Clerk sthornes@cityofbrookings.org

Human Rights Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
City Appointments				
Ashley Kuecker aakuecker@jacks.sdstate.edu SDSU Student <i>*student term of 1 year</i>	408 3 rd Avenue S, #203 Brookings, SD 57006	690-3835		05/01/2009-05/01/2010*
Joel Vargas (Jay) joel.vargas@sdstate.edu SDSU – Ph.D. Student <i>* student term of 1-year</i> <i>** filled unexpired term</i>	1026 Western Ave. Brookings, SD 57006	(956) 451-7117 (c) 688-6264 (w)	05/01/05-05/01/06* 05/01/06-05/01/07* 05/01/07-05/01/08* 05/01/08-05/01/09*	05/01/2009-01/01/2010**
Penny Hauffe p.k.hauffe@mchsi.com Store Manager – Habitat for Humanity <i>*filled unexpired term</i>	1026 6 th Avenue Brookings, SD 57006	697-5900 (w) 697-6550 (h) 697-3011 (f)	01/01/95-01/01/98 01/01/98-01/01/01 01/01/01-01/01/04	07/08/2008-01/01/2010*
Steve Bayer thebayes@swiftel.net (home) SBayer@daktronics.com (work) Daktronics – Project Development <i>*filled unexpired term</i>	533 Summit Pass Brookings, SD 57006	692-2600 (h) 691-1227 (w) 697-4000 (f)	11/01/06-01/01/08*	01/01/2008-01/01/2011
George Hamer george.hamer@sdstate.edu SDSU Professor	321 8 th St. Brookings, SD 57006	690-9660 (c) 688-5721 (w)	01/01/06-01/01/08	01/01/2008-01/01/2011
Angela Hatton ahatton@daktronics.com Marketing Manager – Daktronics	2221 David Cove Brookings, SD 57006	695-4566 (w) 693-3034 (h) 697-4700 (f)		01/01/2009-01/01/2011
Lawrence Novotny actup@itctel.com Chemist - SDSU	928 8 th Street Brookings, SD 57006	688-6187 (w) 692-6026 (h)		01/01/2009-01/01/2012
Ryan Howlett ryan.howlett@sdsufoundation.org Development Director – SDSU Foundation	620 8 th Avenue Brookings, SD 57006	697-7475 (w) 697-5115 (h) 697-5641 (f)		01/01/2009-01/01/2012
Tricia Wek-Visker triciav@advancebkg.com Director of Quality Services – Advance <i>*filled unexpired term</i>	200 Half Moon Rd. Brookings, SD 57006	692-6641 (h) 696-5216 (w)	10/01/03-01/01/06* 01/01/06-01/01/09	01/01/2009-01/01/2012

County Appointment

Ann Marie Bahr	1302 W. 20 th St. So.	688-4935 (w)	10/01/93-01/01/96*	01/01/2008-01/01/2011
ambahr@itctel.com	Brookings, SD 57006	693-3108 (h)	01/01/96-01/01/99	
annmarie.bahr@sdsu.edu			01/01/99-01/01/02	
Religious Studies – SDSU			01/01/02-01/01/05	
<i>*filled unexpired term</i>			01/01/05-01/01/08	

SDSU Liaison

Al Branum	SAD 217 Box 2201	692-9170 (h)
allen.branum@sdsu.edu	SDSU	688-6361 (w)
Director of Diversity - SDSU	Brookings, SD 57007	

Purpose

The Human Rights Committee has the power to investigate alleging discrimination.

Other programs include:

- The study of the existence, character, causes and extent of discrimination in employment, housing and public accommodations, property rights, education and public services.
- Advise and provide a forum for those subjected to unfair and discriminatory practices in the City and County.
- Advise City officials concerning issues of discrimination.
- Conducting educational programs and disseminates information to further the committee's policy to eliminate discrimination in the city.

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. 2-93, Ordinance No. 18-92, Ordinance No. 24-91, Ordinance No. 02-90, Ordinance No. 28-84, Resolution No. 65-92

Meeting Schedule

Day:	Monthly, day varies
Time:	varies
Location:	City Hall, 311 3 rd Ave., Meeting Room (main level)
Phone:	692-6281
City Contact:	Shari Thornes, City Clerk sthornes@cityofbrookings.org

Library Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Mac R. Harris mac.harris@sdstate.edu SDSU – Museum Director <i>* filled unexpired term</i>	1615 Robin Road Brookings, SD 57006	697-6043 (h) 688-4582 (w)		05/26/2009-01/01/2010*
Lawrence Rogers Larry.rogers@sdstate.edu SDSU Professor – Teacher Ed.	522 Deer Pass Brookings, SD 57006	692-5156 (h) 688-4448 (w)		01/01/2008-01/01/2011
Gloria Thvedt jgthvedt@brookings.net Retired Teacher	705 8 th Ave. Brookings, SD 57006	692-2413 (h)		01/01/2008-01/01/2011
Tami Watson	2210 Teresa Ave. Brookings, SD 57006	696-2718 (h)	01/01/06-01/01/09	01/01/2009-01/01/2012
Amber J. Ohm aohm@daktrronics.com Daktrronics <i>* filled unexpired term</i>	910 Tumbleweed Rd. Brookings, SD 57006	691-9303 (h) 697-4479 (w)	05/01/07-01/01/09*	01/01/2009-01/01/2012

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, 2nd Tuesday
Time: 5:30 p.m.
Location: Brookings Public Library
Phone: 692-9407
City Contact: Elvita Landau, Library Director elandau@sdln.net

Park & Recreation Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
High School Student				
Kaitlin Kwasniewski kwazy19@hotmail.com	1331 Medary Ave. S Brookings, SD 57006	692-9643 (h)		05/01/2009-05/01/2010*
<i>*student term 1-year</i>				
College Student				
Dave Leiferman drleiferman@jacks.sdstate.edu	101 Halfmoon Road Brookings, SD 57006	693-4415 (h) 695-7832		05/01/2009-05/01/2010*
<i>*student term 1-year</i>				
Ryan Krogman ryankrog@brookings.net Realtor	3302 Walnut Lane Brookings, SD 57006	692-2100 (w) 693-4788 (h)	05/01/00-05/01/05	05/01/2005-05/01/2010
September Kirby september.kirby@sdstate.edu SDSU Instructor	2218 42 nd Street Brookings, SD 57006	693-4368 (h) 688-5387 (w)		03/10/2009-05/01/2010*
<i>* filled unexpired term</i>				
Keith Rounds roundskd@brookings.net Contractor/Developer	1600 Blair Hill Circle Brookings, SD 57006	692-9141 (h) 692-9141 (w) 690-5370 (c)	05/01/04-05/01/06*	05/01/2006-05/01/2011
<i>* filled unexpired term</i>				
Ann Martin annmartin@brookings.net Sioux Valley Medical Equipment	1813 Sunnybrook Dr. Brookings, SD 57006	692-1560 (h)	05/01/99-05/01/02 05/01/02-05/01/07	05/01/2007-05/01/2012
Erik Dahl edahl@daktronics.com Transportation Mgr – Daktronics	1007 6 th Ave. Brookings, SD 57006	692-5250 (h) 697-4863 (w) 697-4000 (f) 691-2744 (c)	08/01/02-05/01/03* 05/01/03-05/01/08	05/01/2008-05/01/2013
June Eng jeng@Larsondoors.com Larson Mfg.	610 Summit Pass Brookings, SD 57006	697-6097 (h) 696-6445 (w)	11/01/04-05/01/09	05/01/2009-05/01/2014
David V. Eggers, D.C. drdave@brookingscenter.com Chiropractic Physician	21609 469 th Avenue Brookings, SD 57006	693-3020 (h) 693-7222 (w)		05/01/2009-05/01/2014

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: 5 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, SDCL 9-38-12

Meeting Schedule

Day: Monthly, 1st Monday
Time: 7:00 p.m.
Location: City Recreation Center, 221 Main Ave.
Phone: 692-2708
City Contact: Allyn Frerichs, Parks & Recreation Director afrerichs@cityofbrookings.org

Planning Commission

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Michael Cameron NW Public Service	719 5 th Ave. Brookings, SD 57006	692-6265 (w) 697-6772 (h) 695-3349 (c)	12/31/00-12/31/05	12/31/2005-12/31/2010
Dave Kurtz dkurtz@itctel.com <i>* filled unexpired term</i>	2125 Derald Dr. Brookings, SD 57006	692-6864	02/01/02-12/31/05*	12/31/2005-12/31/2010
Stacy Howlett stacyhowlett@gmail.com Registered Nurse <i>*filled unexpired term</i>	620 8 th Ave. Brookings, SD 57006	333-6688 (w) 697-5115 (h)		08/01/2007-12/31/2010*
Al Gregg dakotatowingservice@mchsi.com Owner – Dakota Service	224 Front St./PO Box 32 Brookings, SD 57006	692-9824 (h) 692-7545 (w) 696-3167 (f)		12/31/2007-12/31/2012
Larry Fjeldos <i>* filled unexpired term</i>	677 Park Ave. Brookings, SD 57006	692-7882 (h)	05/01/98-12/31/02* 12/31/02-12/31/07	12/31/2007-12/31/2012
Al Heuton al@brookingsd.us BEDC/Chamber Director	108 Half Moon Rd. Brookings, SD 57006	697-7388 (h) 692-6125 (w) 697-8109 (f)		12/31/2007-12/31/2012
Greg Fargen greg@ebankstar.com BankStar Financial	237 Indian Hills Rd. Brookings, SD 57006	697-6793 (h) 692-3636 (w)	12/31/05-12/31/08	12/31/2008-12/31/2013
Wayne Avery wavery@dacotahbank.com VP Commercial Lending – Dacotah Bank	212 Sundance Pass Brookings, SD 57006	692-2066 (h) 692-8600 (w)		12/31/2008-12/31/2013
John Gustafson jgus@brookings.net Realtor – Century 21	310 19 th Ave. So. Brookings, SD 57006	692-1741 (h) 692-2100 (w) 692-6633 (f)	12/31/03-12/31/08	12/31/2008-12/31/2013

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: 7:00 p.m.
Location: City Hall, 311 3rd Ave., Council Chambers (lower level/basement)
Phone: 692-6629
City Contact: Dan Hanson, Planning & Zoning Administrator dhanson@cityofbrookings.org
Jackie Lanning, City Engineer jlanning@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) 695-4046 (c)	01/01/04-01/01/07	01/01/2007-01/01/2010
Teri Ronning terironning@yahoo.com <i>*filled unexpired term</i>	1006 15 th Street S Brookings, SD 57006	692-3626 (h) 691-4389 (w)		05/01/2008-01/01-2011*
Rob Peterson (SDSU Rep) Rob.peterson@sdsu.edu SDSU Associate Athletic Director <i>*filled unexpired term</i>	317 9 th Avenue Brookings, SD 57006	688-6287 (w) 691-1203 (c) 688-5999 (f)		05/27/2008-01/01/2011*
Tom Coughlin tcoughl@daktronics.com	1000 Yosemite Lane Brookings, SD 57006	697-7938 (h) 697-4494 (w) 697-4700 (f) 695-9617 (c)	01/01/03-01/01/06 01/01/06-01/01/09	01/01/2009-01/01/2012

County Appointments **VACANT**

**vacated by Matthew Nelson 4/14/09*

Barbara Telkamp robar@itctel.com	1746 8 th Street Brookings, SD 57006	697-3048 (h)	01/01/04-01/01/07	01/01/2007-01/01/2010
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Chamber Appointment

Deb Garbers garbers@brookings.net	414 Main Avenue Brookings, SD 57006	(507) 368-4868 (h) 692-6125 (w) 697-8109 (f) 690-0911 (c)	01/01/04-01/01/07	01/01/2007-01/01/2010
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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

Meeting Schedule

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

Traffic Safety Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
Daryl Englund daryle@bannerbkgs.com <i>*filled unexpired term</i> Rep: Jogger/Bicyclist	1200 Telluride Lane Brookings, SD 57006	692-6342 (w) 692-2076 (h)	07/01/95-12/31/97* 12/31/97-12/31/00 12/31/00-12/31/03 12/31/03-12/31/06	12/31/2006-12/31/2009
Brad Whaley street@cityofbrookings.org Rep: Street Superintendent designee	125 7 th Ave. Brookings, SD 57006	692-2016 (w)		12/31/2006-12/31/2009
Louis Skubic lmskubic@brookings.net Rep: Senior Citizens	1631 Cypress Pt. Circle Brookings, SD 57006	692-5856 (h)	12/31/94-12/31/98 12/31/97-12/31/00 12/31/00-12/31/03 12/31/03-12/31/06	12/31/2006-12/31/2009
Skip Webster Skip.websterB6DN@statefarm.com Insurance Agent Rep: Automobile Insurance	PO Box 5 Brookings, SD 57006	692-8383 (w) 692-4591 (h)	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	12/31/2006-12/31/2009
Sgt. Rebecca Thompson <i>* filled unexpired term</i> Rep: Brookings Chief of Police designee	PO Box 270 Brookings, SD 57006	692-2113 (w)	01/01/07-12/31/07*	12/31/2007-12/31/2010
Brian Lueders brian.lueders@k12.sd.us Brookings School Admin. Rep: School Superintendent designee	2130 8 th St. So. Brookings, SD 57006	696-4700 (w)	12/31/04-12/31/07	12/31/2007-12/31/2010
Connie Bridges cbridges@firstnb.com bridges@brookings.net Rep: Citizen-at-large	510 Powderhorn Pass Brookings, SD 57006	696-2322 (w) 697-6228 (h)	12/31/98-12/31/01 12/31/01-12/31/04 12/31/04-12/31/07	12/31/2007-12/31/2010
Mike Fossum eandaweni@hotmail.com <i>* filled unexpired term</i> Rep: Citizen-at-large	1823 Oriole Trail Brookings, SD 57006	692-4668 (h) 691-1533 (c)		05/01/2008-12/31/2010*
Keith Bruinsma bruinsma@brookings.net Vera Sun Corp – Controller Rep: Industry	213 Flint Pass Brookings, SD 57006 696-7250 (f)	692-3977 (h) 696-7214 (w)	12/31/02-12/31/05 12/31/05-12/31/08	12/31/2008-12/31/2011

Carol Rettkowski PO Box 32 692-9824 (h)
hammergirl@mchsi.com Brookings, SD 57006 692-7545 (w)
** filled unexpired term*
Rep: Chamber of Commerce

Dain Arns 1803 Sunnybrook Drive 691-3009 (h) 03/10/2009-12/31/2011*
dain.arns@daktronics.com Brookings, SD 57006 692-0200 ext. 56964
Driver & Fleet Safety Coordinator
Rep: Citizen-at-large
** filled unexpired term*

Chief Tim Heaton 1008 3rd St. 688-5117 (w)
tim_heaton@sdsu.edu Brookings, SD 57006
Rep: SDSU Chief of Security

Jackie Lanning 311 3rd Ave. 692-6629 (w)
jlanning@cityofbrookings.org Brookings, SD 57006
Rep: City Engineer

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), Ordinance No. 26-91, Resolution No. 01-09

Meeting Schedule

Day: Monthly, 2nd Thursday

Time: 12:10 p.m.

Location: City Hall, 311 3rd Ave., Meeting Room (main level)

Phone: 692-6629

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

Utility Board

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
George Prest Unarco Director of Business Dev. <i>*filled unexpired term</i>	229 7 th Street #6 Brookings, SD 57006	691-3100 (c)	04/01/97-05/01/00* 05/01/00-05/01/05	05/01/2005-05/01/2010
Tim Harvey MetaBank President	240 Pine Ridge Rd. Brookings, SD 57006	692-1470 (h)		05/01/2006-05/01/2011
Steve Myers Capital Advisors, LLC President <i>*filled unexpired term</i>	1342 Wahpeton Pass Brookings, SD 57006	692-1622 (h) 692-8217 (w)	09/01/01-05/01/02* 05/01/02-05/01/07	05/01/2007-05/01/2012
Dave Peterson Retired <i>*filled unexpired term</i>	2026 Kansas Dr. Brookings, SD 57006	692-7757 (h)	08/01/05-05/01/08*	05/01/2008-05/01/2013
Gail Robertson Sony Corporation Consultant <i>*filled unexpired term</i>	825 6 th Ave. Brookings, SD 57006	692-1689 (h) 692-1363 (w) 692-2363 (f)	02/01/03-05/01/04* 05/01/04-05/01/09	05/01/2009-05/01/2014

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, Ordinance No. 22-91

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: 692-6325
BMU Contact: Steve Meyer, Executive Vice President/General Manager

Visitor Promotions Committee

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>History</u>	<u>Current Term</u>
At-Large				
Tom Jones staurolite@mchsi.com Staurolite Inn & Suites	2515 E. 6 th St. Brookings, SD 57006	692-3111 (w)		04/01/2007-01/01/2010
Amy Einspahr amy@brookingsd.us	46895 Amen Corner Brookings, SD 57006	693-4688 (h)		04/01/2007-01/01/2010
Bob Johnson bobj@aaumail.com AAU	328 22 nd Ave. So. Brookings, SD 57006	692-6765 (h) 691-4636 (c) 692-7523 (f)	04/01/07-01/01/08	01/01/2008-01/01/2011
Lynn Darnall briandarnall5@mchsi.com Medary Acres Greenhouse	1100 8 th St. So. Brookings, SD 57006	692-5816 (w)	04/01/07-01/01/08	01/01/2008-01/01/2011
Didem Koroglu dkoroglu@brookingshealth.org Brookings Health System <i>*filled unexpired term</i>	601 4 th Street, Apt. 11 Brookings, SD 57006	696-7768 (w) 695-3748 (h) 696-7770 (f)		07/08/2008-01/01/2011*
SDSU Representatives				
Chris Daugaard cjdaugaard@jacks.sdstate.edu SDSU Student Senate	SDSU PO Box 2815 Brookings, SD 57007	212-6869 (c)	04/01/07-01/01/09	01/01/2009-01/01/2012
Tyler Luckhurst tdluckhurst@jacks.sdstate.edu SDSU Student Senate	213 W. Hwy 14 Bypass Brookings, SD 57006	605-350-1682	08/01/08-01/01/09	01/01/2009-01/01/2012
Zeno Wicks III zeno.wicks@sdstate.edu SDSU Student Senate Advisor	SDSU NPB 24B Box 2140C Brookings, SD 57007	688-5542 (w)		04/01/2007-01/01/2010
Swiftel Center Advisory Committee Representative				
Rob Peterson Rob.peterson@sdstate.edu SDSU Associate Athletic Director <i>*filled unexpired term</i>	317 9 th Avenue Brookings, SD 57006	688-6287 (w) 691-1203 (c) 688-5999 (f)		05/01/2009-01/01/2012*
DBI Representative				
Jerry Miller winks@brookings.net Owner, Winks Jewelry	322 5 th St. Brookings, SD 57006	693-2999 (h) 692-4623 (w)	04/01/07-01/01/09	01/01/2009-01/01/2012

Chamber Representative

Victoria Blatchford PO Box 197 692-6245 (w) 04/01/2007-01/01/2010
victoria.blatchford@wellsfargo.com Brookings, SD 57006
Wells Fargo Bank

Purpose

The Visitor Promotions Committee was created to attract out of town visitors for events with economic impact and to attract attention and the expenditures of out of town visitors to the City of Brookings and surrounding area and the VPC shall also provide marketing counsel and advice to the Director of the Brookings Area Convention and Visitors Bureau and the Brookings Area Chamber of Commerce Board of Directors.

Membership

Membership: 11 (representing the following entities):

- 5 citizen-at-large
- 3 SDSU Student Association
- 1 Chamber of Commerce
- 1 Downtown Brookings, Inc.
- 1 Swiftel Center Advisory Committee

Term: 3 years (limit of 2 full terms)
Residency: Not Required
Appointment: January 1
Legal Reference: Resolution No. 12-07

Meeting Schedule

Day: Monthly
Time: varies
Location: Brookings City Hall Meeting Room (311 3rd Ave.)
Phone: 692-6281 (City Hall); 692-6125 (Brookings Area Chamber of Commerce)
Contact: Community Events Coordinator, 692-6125

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-	Tim Reed

City of Brookings Council Members

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

Jael 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 7/31/07)

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

Timothy Reed May 1, 2004 – May 1, 2007

Michael McClemons May 1, 2004 – May 1, 2005

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, 2005

Doris Roden May 1, 2001 – May 1, 2005

Tom Bozied May 1, 2001 – May 1, 2005

William Davidson May 1, 1999 – May 1, 2001

Tom Bozied May 1, 1999 – May 1, 2001

Nathan Bibby May 1, 1999 – May 1, 2001

Keri Weems May 1, 1999 – May 1, 2003

Michael McClemons May 1, 1999 – May 1, 2003

Sam Artz May 1, 1999 – May 1, 2003

City 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 Committees.

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>
Airport Board	No Live within Brookings County	SDCL 50-6-2
Board of Adjustment	Yes Residents of the city or within the Joint Jurisdictional Area	Sec. 18-32
Board of Appeals	Yes	
Board of Health	No 2 may live outside City limits, but live within Brookings County	Ordinance No. 07-00 SDCL 9-32-2
Brookings Committee for People who have Disabilities	No (a minimum of 7 members must be city residents, no more than 75% of committee shall be non- city residents)	Section 2-171
Brookings Health System Board of Trustees	No Live within Brookings County	Ordinance No. 12-08 Section 42-92
Brookings Transportation Board	Not Required	Resolution No. 90-07
Historic Preservation Commission	Yes	Section 46-22
Human Rights Committee	No	Section 2-142
Library Board	Yes	SDCL 14-2-35
Park & Recreation Board	No	SDCL 9-38-12
Planning Commission	Yes	Section 66-33
Swiftel Center Advisory Committee	No	Section 2-181
Traffic Safety Committee	Not Specified	Resolution No. 58-90
Utility Board	Yes Resident & Landowner	Section 86-33
Visitor Promotions Committee	No	Resolution No. 12-07

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 anyAdditional 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 101 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 Committee
 - 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.