



February 11, 2025

City of Brookings  
Attn: Paul Briseno, City Manager  
520 3<sup>rd</sup> St., Ste 230  
Brookings, SD 57006

pbriseno@cityofbrookings-sd.gov  
**VIA U.S. MAIL AND E-MAIL**

Dear Mr. Briseno:

I am writing in response to the City of Brookings's Request for Proposal for City Attorney services. Woods, Fuller, Shultz & Smith P.C. is a full-service law firm based in Sioux Falls, with satellite offices in Brookings, SD; Sioux Center and Sheldon, IA; and Worthington, MN. Woods Fuller is one of the region's oldest, largest, and most experienced legal teams. A wide range of in-house expertise allows Woods Fuller to handle the full scope of municipal legal needs with both proficiency and cost-effectiveness.

I have practiced law at Woods Fuller for over twenty years. My practice has been shaped and expanded over the years to best serve the needs of my clients, who include professionals, construction companies, municipalities, banks, farmers, and entrepreneurs. In recent years, my practice has been refined to three key areas: business, real estate, and municipal law.

In the business realm, I have created a transaction-centered practice including business succession planning, corporate formation and representation, mergers and acquisitions, and professional practice compliance. I serve as the Chair of the Firm's Corporate and Business Transactions practice group. I also have a robust real estate practice in construction development, management, commercial and residential creditor and landlord rights, and environmental matters.

Most importantly, I have experience representing municipalities and with administrative law and regulation. For the past four years, I have represented the City of Marion as City Attorney and provide ad-hoc support to several other cities and towns. Through these engagements, I have become intimately familiar with the broad scope of legal services that municipalities require, such as preparing, reviewing, and negotiating contracts and other legal documents, addressing nuisance abatement issues and ordinance violations, advising on personnel concerns, navigating utility law, and understanding the intricacies of land use and zoning regulations. With this refined expertise and depth of knowledge, I am well-equipped to support the variety of legal issues that South Dakota municipalities encounter.

In addition to my own experience and expertise, I am supported by an exceptional team of other attorneys with notable achievements and experience in municipal matters. Woods Fuller's core South Dakota municipality team is comprised of myself (Vince Jones), in addition to Seth Lopour and Susan Rasmussen. Attorneys Jim Wiederrich and James Moore also provide specialized municipal services in the areas of construction law and government litigation, respectively. As a part of our Firm's approach to providing municipal legal services, I would oversee the delegation of responsibilities to the other practitioners on our municipal team.



Seth Lopour joined Woods Fuller in 2018, and practices primarily in general civil litigation, in both state and federal court. He has represented individuals as well as business entities throughout the state, guiding his clients through trial as well as dispute resolution such as mediation, settlement, and arbitration. Seth has considerable experience in cannabis law, family law, and municipal law, in particular. Additionally, Seth was named to the 2025 *Best Lawyers: Ones to Watch® in America* list in the practice areas of Family Law and Government Relations Practice, which demonstrates his notable achievements and expertise. His proven advocacy skills and proficiency in municipal law and government relations would make Seth an indispensable addition to the City's legal team.

Susan Rasmussen, though a more recent addition to the Firm, gained a near-decade of invaluable experience as a paralegal across a diverse range of practice areas prior to becoming a licensed attorney herself. This created a Firm foundation for her own practice of law, which includes business representation, real estate development, and municipal and administrative law. Her expertise includes all aspects of corporate representation including formation and governance, purchase and sale agreements, real estate transactions, and employment law issues, ensuring compliance with all governing laws and regulations. Throughout her legal career, Susan has assisted in the representation of several municipalities across multiple states, and she would provide invaluable insight in servicing the full spectrum of the City's legal needs.

In addition to those of us who serve as South Dakota municipal attorneys, the Firm also provides municipalities with the expertise of attorneys James E. Moore and Jim Wiederrich, who are industry experts in their respective practice areas. Both James and Jim have assisted many municipalities and other governmental entities with their litigation and construction contract needs, including the City of Brookings. James Moore, who joined Woods Fuller in 1991, handles trial work involving government liability, eminent domain, insurance disputes, and business litigation. Jim Wiederrich is also a long-standing practitioner at Woods Fuller, concentrating in agribusiness, complex construction and real estate transactions.

All South Dakota natives, the Woods Fuller municipal team is familiar with the challenges and legal issues that face our local governments. We are well-suited to serve the needs of the City of Brookings promptly and proficiently. Additionally, I understand that the current City Attorney Steve Britzman may be open to continue serving as an Assistant City Attorney. We have an excellent relationship with Steve and would be more than happy to work with him in that capacity should the City desire such an arrangement. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Vincent Jones', written in a cursive style.

J. Vincent Jones  
Attorney at Law



**PROPOSAL FOR CITY ATTORNEY SERVICES**  
***CITY OF BROOKINGS***

**FIRM PROFILE:**

Woods, Fuller, Shultz & Smith P.C. is a full-service law firm. Our 40+ attorneys blend their years of experience with an unwavering commitment to the Firm's clients to deliver exceptional legal services across a variety of specialties. For more than 130 years, Woods Fuller attorneys have continued to uphold the values of integrity and dedication that originally launched the Firm. While our roots may be in South Dakota, we serve clients from all over the country, as well as internationally. We have attorneys who practice in Iowa, Minnesota, Nebraska, North Dakota, federal and tribal courts, and appear before state supreme courts. Woods Fuller attorneys represent municipalities across South Dakota, Iowa, and Minnesota.

**ATTORNEY PROFILE:**

*Proposed Lead Attorney:*

**J. Vincent Jones**

Woods, Fuller, Shultz & Smith P.C.  
300 S. Phillips Ave, Ste 300  
Sioux Falls, SD 57104  
(605) 336-3890  
vince.jones@woodsfuller.com

Years of Practice: 21

*See Resume attached* - Active license to practice law in South Dakota; Member in good standing with the South Dakota State Bar and South Dakota Municipal Attorneys Association; No Disciplinary Proceedings

*Proposed Supporting and Specialty Attorneys:*

**Seth A. Lopour**

seth.lopour@woodsfuller.com

**Susan T. Rasmussen**

susan.rasmussen@woodsfuller.com

**James E. Moore**

james.moore@woodsfuller.com

**James M. Wiederrich**

jim.wiederrich@woodsfuller.com

**OFFICE LOCATION:**

The proposed lead attorney (Vince Jones) as well as the supporting and specialty attorneys listed, practice primarily out of the Firm's Sioux Falls office, which is staffed Monday through Friday from 8:00am to 5:00pm. However, the Firm does have an office workspace located in Brookings that can be used for meetings, conference calls, and other attorney work on an as-needed basis. We envision that the Brookings office location will be utilized by the Lead Attorney and supporting attorneys when legal services for the City would benefit from or require their physical presence in the area.

**ACCESSIBILITY AND RESPONSIVENESS:**

Our attorneys’ response time to the City’s requests for legal advice and services will be determined by the need, urgency, and extent of the issue, as communicated by the City or otherwise determined in our discretion. We have the experience and capacity to dedicate the time and resources necessary to address the City’s requests in a timely fashion. Our team takes pride in responding promptly and efficiently to our clients’ legal needs, which requires an ability to accommodate ever-shifting priorities.

**EXPERIENCE AND QUALIFICATIONS:**

All Past and Present Municipal Clients:

This list includes past and present municipal clients of the Firm as a whole and may not be comprehensive given the age and size of the Firm; however, our records indicate the following municipal clients as listed below. We have included a phone number, contact name, and email address for all current clients. For all past clients, we have included a phone number and estimated date of engagement. We have also noted whether the scope of representation was as appointed city attorney, or by contract for specific matters. We have also represented many municipalities through the South Dakota Public Assurance Alliance, which may not all be included below.

City	Date	Responsible Attorney	Contact Information
Aberdeen, SD	Current	Jim Wiederrich, Bill Beck – [REDACTED]	[REDACTED]
Brookings, SD	Current	James Moore, Jim Wiederrich, Joel Engel, et al. – [REDACTED]	[REDACTED]
Marion, SD	Current	Vince Jones, Seth Lopour – <i>city attorney</i>	[REDACTED]
Sioux Falls, SD	Current	James Moore, Jim Wiederrich, Justin Smith, Joel Engel, et al. – [REDACTED]	[REDACTED]
Pickstown, SD	Current	Vince Jones, Susan Rasmussen – [REDACTED]	[REDACTED]
Pierre, SD	Current	James Moore – [REDACTED]	[REDACTED]
Faulkton, SD	Current	James Moore – [REDACTED]	[REDACTED]
Hospers, IA	Current	Micah Schreurs – <i>city attorney</i>	[REDACTED]



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Sheldon, IA	Current	Micah Schreurs – <i>city attorney</i>	[REDACTED]
Granville, IA	Current	Micah Schreurs – <i>city attorney</i>	[REDACTED]
Inwood, IA	Current	Micah Schreurs – <i>city attorney</i>	[REDACTED]
Archer, IA	Current	Micah Schreurs – <i>city attorney</i>	[REDACTED]
Worthington, MN	Current	Jesse Flynn – <i>city attorney</i>	[REDACTED]
Lakefield, MN	2024	Jesse Flynn – [REDACTED]	[REDACTED]
Dell Rapids, SD	2024	James Moore, Justin Bergeson – [REDACTED]	[REDACTED]
Rushmore, MN	2022	Jesse Flynn – <i>city attorney</i>	[REDACTED]
Ortonville, MN	2021	Heather Springer – [REDACTED]	[REDACTED]
Yankton, SD	2020	James Moore – [REDACTED]	[REDACTED]
Custer, SD	2017	Troy Leonard – [REDACTED]	[REDACTED]
Sturgis, SD	2008	Troy Leonard – [REDACTED]	[REDACTED]



*Firm and Individual Experience Summary:*

The proposed lead attorney (Vince Jones) has experience in most of the areas listed in the Request for Proposals, and other members of the Firm have experience in nearly all the areas listed, as follows:

1. Business contracts and agreements: As stated in more detail above, Vince Jones' practice focuses on business contracts and agreements. Many of the Firm's attorneys have experience drafting and reviewing contracts and agreements both for and adverse to municipalities.
2. Ordinances and resolutions: Vince Jones and other attorneys in the Firm have experience drafting and reviewing ordinances and resolutions related to numerous topics. Seth Lopour has assisted municipalities in drafting their first cannabis ordinances.
3. Real estate matters: Vince Jones' practice has an emphasis on real estate matters that include but are not limited to drafting, reviewing, and advising on deeds, easements, plats, purchase agreements, leases, management agreements, and more. Other Firm attorneys such as Jim Wiederrich, Elizabeth Lewis, and Carey Miller have experience in annexations on the developer side. James Moore has extensive experience in eminent domain (condemnation) and nuisance abatement.
4. Open meetings and open records: Vince Jones and Seth Lopour have experience advising on open records laws.
5. State law: Vince Jones and several other attorneys at the Firm have experience analyzing and applying state law as it relates to municipalities. Many attorneys in the Firm are familiar with how local, county, and state bodies work and have represented them on numerous occasions.
6. Personnel matters: Vince Jones and several other attorneys at the Firm have experience handling personnel matters, and the Firm has an employment law practice group.
7. Zoning: Vince Jones and Seth Lopour have experience enforcing zoning regulations, and several other members of the Firm have experience on both the municipal and developer side of development matters.
8. Public Safety: Vince Jones and Seth Lopour have experience applying and enforcing public safety ordinances. As part of this work, they have developed relationships with other municipal attorneys and states' attorneys. Seth Lopour, James Moore, and several other attorneys at the Firm have extensive experience defending municipalities and public employees through the South Dakota Public Assurance Alliance.
9. Public Utilities: Many attorneys at the Firm have experience dealing with utilities in real estate transactions and development work. The Firm has also represented public and quasi-governmental utility companies for many years.



Based on the anticipated scope of services and the depth of experience within the Firm, it is not anticipated that any of the City's work would need to be outsourced.

Disciplinary Matter:

No disciplinary investigations or inquiries have been commenced, nor any disciplinary complaint been made against the attorneys listed in this proposal, including Vince Jones, Seth Lopour, Susan Rasmussen, Jim Wiederrich, and James Moore, before any court or State Bar Disciplinary Board, within the past five (5) years. In regard to the other attorneys in the Firm, there was one disciplinary complaint made with the Iowa Bar Association against an attorney in January 2024. However, this complaint was summarily dismissed by the Disciplinary Board later that year.

**CONFLICT OF INTEREST STATEMENT:**

1. To the best of our knowledge, we do not represent any clients with substantial legal work that would cause a potential conflict or be a potential litigant against the City of Brookings. However, if such a potential conflict were to arise in the future, we would resolve it by referring the client to another firm to seek alternate representation in any matter adverse to the City.
2. The firm has not represented any client in the past five (5) years against the City of Brookings or one of its employees.
3. We have represented many municipalities through the South Dakota Public Assurance Alliance, which is a risk-sharing pool providing property and liability coverage to municipalities.

[REDACTED]

**COMPENSATION:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**PROFESSIONAL LIABILITY INSURANCE:**

Please see enclosed proof of professional liability insurance coverage, including limits.

**REFERENCES AND CONTACT INFORMATION:**

Woods Fuller is proud to offer the following list of references:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



# RESUME

J. VINCENT JONES

VINCE.JONES@WOODSFULLER.COM

605.336.3890



Vince Jones has been an attorney at Woods Fuller since 2004, focusing on business and corporate transactions, and real estate. During that time, Vince has acquired a wide range of legal experience, ranging from litigation to corporate, governmental relations, and administrative law. This uniquely positions Vince to assist municipalities.

## Professional Experience

**Attorney – Woods Fuller Shultz and Smith, PC**

Sioux Falls, SD

(2004 – Present)

- **Corporate/LLC:** Advises business and non-profits on formation, maintenance, succession planning, mergers and acquisitions, and general business needs. Vince also acts as chair of the firm's Corporate Mergers and Acquisitions practice group.
- **Real Estate:** Manages real estate transactions and development, negotiates and drafts contracts and leases; litigates to enforce purchase agreements and enforce ownership rights; negotiates and drafts easements, closing agreements, development agreements and other real estate contracts.
- **Government Relations:** Represents clients' interests in front of state, county, and local boards, councils and agencies. Vince has represented the State of South Dakota with respect to mining and environmental issues since 2004, and works for municipalities located in South Dakota, Minnesota, and Iowa.
- **Creditor Rights:** Represents banks, agricultural companies, and property owners in collection actions, foreclosures, and other creditor issues.

## Community Involvement

Community service is a point of emphasis at Woods Fuller and has been particularly important to Vince throughout his career. Vince has served in a volunteer capacity for several organizations, including but not limited to:

- [REDACTED]: Recently completed his third term (nine years total) on the Board of Directors, contributing to [REDACTED].
- [REDACTED]: Served six years on the Board of Directors; actively coaches [REDACTED], training future citizens and teaching life skills through sports.
- Numerous [REDACTED] volunteer organizations.

## Education

- Juris Doctor (J.D.) – 2004  
University of South Dakota Knudson School of Law  
Vermillion, SD
- Bachelor of Arts (B.A.), Political Science – 2001  
Saint John's University  
Collegeville, MN

## Bar Admissions

South Dakota (2004)  
Minnesota (2004)

## Accolades

Recognized in The Best Lawyers in America® for Business Organizations (including LLCs and Partnerships), Corporate Law, and Real Estate Law.

## Personal Interests

A lifelong South Dakotan, Vince was raised camping, fishing on the Missouri River and glacial lakes, hunting upland birds and waterfowl in potholes and fields all over the eastern side of the State, and chasing antelope and white-tailed deer on both sides of the Big Muddy. As a father, he spends his free time continuing those traditions with his wife and three kids, coaches and participates in ice hockey and other sports, and otherwise enjoys the outdoors.





# WF

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**B**orn and raised in Sioux Falls, Vince joined Woods Fuller law firm in 2004, focusing on general business law and commercial litigation. He represents a variety of clients, including large and small businesses, construction companies, developers, banks, farmers, entrepreneurs, doctors, dentists, and other professionals. His practice areas of expertise include:

**Creditor Rights** - Representing banks, agricultural companies, and property owners in matters including collection actions, foreclosures, and other creditor issues.

**Real Estate** - Handling real estate transactions and development, mineral rights, and leases. He has litigated to enforce purchase agreements, commence foreclosures, enforce landlord rights, and handle disputes between owners.

**Corporate/LLC** - Advising a variety of business entities, including non-profit organizations and privately held companies through formation, maintenance, succession planning, and mergers and acquisitions, as well as guiding clients through general business needs. He currently serves as the chair of the firm's Business and Corporate Transactions practice group.

**Professional Practice** - Assisting many doctors, dentists, and other professionals in practice and asset purchases, regulatory compliance, employment law, and a myriad of other issues associated with professional practices.

**General Litigation** - Litigating a variety of cases including construction, breach of contract, and property disputes.

Community service is important to Vince, and he has volunteered on or for the boards of numerous local non-profits. He served six years on the board of the Sioux Falls Youth Hockey Association, where he remains active. Vince previously chaired the Bob Burns Dakota Bowl Committee and serves on the board of a local homeless shelter. Outside of his volunteer and work commitments, he enjoys spending time with his family, hunting, fishing, athletics, and the outdoors.

## J. VINCENT JONES

SHAREHOLDER

605-336-3890

Areas of Practice:

**Business and Corporate Transactions / Litigation  
/ Energy and Environment / Real Estate  
Development and Finance**

Saint John's University, B.A. University of South  
Dakota, J.D.

Licensed in MN, SD

300 S. PHILLIPS AVENUE, SUITE 300, SIOUX FALLS, SD, 57104  
P (605) 336-3890 • F (605) 339-3357 • WOODSFULLER.COM



## SETH A. LOPOUR

SHAREHOLDER

605-336-3890

Areas of Practice:

**Litigation**

University of South Dakota, B.A. in Political  
Science University of South Dakota School of  
Law, J.D., Honors

Licensed in SD

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## WOODS FULLER

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Seth is originally from Fort Pierre, South Dakota, and joined Woods Fuller, Sioux Falls law firm in 2018. He practices primarily in general civil litigation.

Prior to joining Woods Fuller, Seth clerked for the Second Judicial Circuit of the State of South Dakota. Seth graduated in 2017 from the University of South Dakota School of law, with honors. While in law school, Seth served as the President of the Moot Court Board, competed on the trial team, and assisted in coaching the undergraduate Mock Trial team. As an undergraduate at the University of South Dakota, Seth received his degree in political science with a minor in business administration.

Seth is a member of the State Bar of South Dakota.



## SUSAN T. RASMUSSEN

ASSOCIATE

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### Areas of Practice:

**Business and Corporate Transactions /  
Family Law / Real Estate Law /  
Government Relations**

Wyoming Catholic College (BA, Liberal Arts, Magna cum Laude); University of Wales Trinity Saint David, (MA, Classics, with Merit); Mitchell Hamline School of Law (JD, Magna cum Laude)

Licensed in SD

# WF

# WOODS FULLER

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Prior to earning her law degree, Susan was a paralegal for several years. She gained invaluable experience supporting a wide variety of practice areas, including business representation, family law, real estate transactions, personal injury, estate planning, criminal defense, and tribal and municipal law. This background has provided a uniquely comprehensive and robust foundation for her own practice of law.

While in law school, Susan served as an associate editor for Mitchell Hamline Law Review Vol. 49 and continued to build her practical experience through student internships.

She graduated with honors in the top 20% of her class. Additionally, before entering the legal field, Susan obtained a MA in Classics, and taught Latin for elementary through undergraduate levels as well as edited several works in the language. She credits her experience as a teacher for the personable and accessible communication style she has developed in her law practice.

Susan chose to join the team at Woods Fuller for its long-standing traditions of integrity, excellence, and community service, and she strives to advocate for her clients in accordance with these esteemed values. Outside of her practice, she often enjoys a respite in the outdoors with her family of active young children.



## JAMES M. WIEDERRICH

SHAREHOLDER

### Areas of Practice:

Business and Corporate Transactions /  
Construction Law / Manufacturing / Real  
Estate Development

### Education:

University of South Dakota, B.S., M.B.A., J.D.

Licensed in: SD

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## WOODS FULLER

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Jim joined Woods Fuller law firm in 1980, concentrating in business and corporate law such as agribusiness, construction, real estate, and mergers and acquisitions.

He has put his agricultural background to use in organizing, capitalizing, and representing dozens of companies that produce and/or process agricultural commodities ranging from ethanol to soybeans to livestock and more.

Jim has received numerous accolades for his work, including "The Best Lawyers in America," "America's Leading Lawyers," and "Super Lawyers" recognition. He is very community conscious, previously serving as the Chairman of the Business Leadership Council of the Sioux Empire Chamber of Commerce, Chairman of the Sioux Empire United Way, and as Chairman of the Avera McKennan Board of Trustees. Appointed by the Mayor of Sioux Falls to serve on the Sioux Falls Housing and Redevelopment Commission, Jim was recently elected to serve as Chairman of the organization.

Jim and his wife are the proud parents of three daughters. He continues to strive for the best for clients.

"I approach the practice of law for businesses as risk management," Jim believes. "Clients identify business opportunities. We help them succeed by managing the legal risks of working with partners, shareholders, suppliers, customers, employees, managers, and the myriad of people with whom the client does business."



## JAMES E. MOORE

SHAREHOLDER

### Areas of Practice:

Government Relations

Litigation

### Education:

St. Olaf College, B.A., summa cum laude

University of South Dakota, J.D., Sterling Honor Society

### Licensed in:

South Dakota

# WF

## WOODS FULLER

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James, who joined the Woods Fuller law team in 1991, handles trial work involving government liability, eminent domain, insurance disputes, and business litigation, and minority-shareholder claims.

While in law school, James was an articles editor for the South Dakota Law Review. After law school, he clerked for the Honorable C. Arlen Beam with the United States Court of Appeals for the Eighth Circuit.

James is listed in "The Best Lawyers in America," and "Chamber's USA." He is a member of the American Board of Trial Advocates.

James is a member of the South Dakota Defense Lawyers Association and Defense Research Institute. He serves on the South Dakota State Bar Law School Committee. James is a past board chair of the Volunteers of America, Dakotas; First Lutheran Church; and the South Dakota Symphony Orchestra. He was also a member of the Civil Service Board for the City of Sioux Falls.

AV Peer Review Rated by Martindale-Hubbell

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