

A special meeting of the Municipal Utilities Board was held at 11:45 a.m. on Monday, January 22<sup>nd</sup>, 2024, via Microsoft Teams with the following members present: Bartels, Hansen, Hawley and President Harvey. Absent: Carruthers.

### APPROVAL OF BILLS AND CLAIMS

Motion was made by Hawley, seconded by Hansen that the following bills and claims be approved. All members present voted in favor of the motion.

605 Custom Design LLC, Uniforms, \$150.00; Advanced Engineering & Environmental Service, Engineering Services, \$4820.68; Appeara, Supplies, \$65.37; Bally Sports North, Contract Fee, \$8319.82; Bendix Inc., Printer/Copier Maintenance, \$632.01; Bobcat Of Brookings, Supplies/Equipment Rental, \$517.25; Border States Elec Supply, Supplies, \$413.00; Brookings Dumpster Service, Sanitation Service, \$539.72; Brookings Radio, Advertising, \$1500.00; Brookings Register, Advertising/Legals, \$345.13; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$185.10; Calix Inc., Inventory, \$26482.51; Calix Inc., Supplies, \$90039.90; Card Connect, Credit Card Processing Fee, \$248.46; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$296.93; CDW Government Inc, Licenses/Support, \$3657.48; Central Bank, Employee Recognition, \$2280.00; Century Business Products, Printer/Copier Maintenance, \$86.64; Century Link, Telephone Expense, \$83.60; City of Brookings Landfill, Landfill Fee, \$351.90; City Of Sioux City, Storm Drainage Fee, \$193.61; City of Vermillion, Tower Lease Payment, \$770.00; Click Rain, Website Development, \$2250.00; Connections Inc, EAP Service, \$1025.82; Core & Main, Supplies, \$838.50; Courtesy Plumbing Inc., Camera Inspection, \$650.76; Creative Printing Inc., Printed Materials, \$278.90; Culligan of Brookings, Bottled Water, \$66.00; Dakota Supply Group, System/Cabling Inv, \$69806.42; Dale's A-1 Transmission, Vehicle Maintenance, \$5357.45; DeBoer, John, Employee Recognition Banquet, \$1350.00; Dept of Legislative Audit, Registration, \$200.00; DGR Engineering Inc, Engineering Service, \$1442.00; DLT Solutions LLC, Software, \$1676.90; Einspahr Auto Plaza, Vehicle Maintenance, \$246.93; Elevate Drone Services LLC, Drone Service, \$200.00; Ethanol Products LLC, Chemicals, \$2066.64; Express Communications, Inc., Telco Settlement, \$9168.15; Farmers Implement Irrigation, Supplies, \$343.58; Ferguson Waterworks #2516, Tapping Saddle, \$2439.08; Ferguson Waterworks #2516, Water Meters, \$16500.00; First Bank & Trust - Trust Dept, Admin Fees-Deferred Comp, \$3575.00; First Bank & Trust - Visa, Supplies, \$632.36; First Bank & Trust Visa, Lodging/Car Rental/Registration, \$2535.27; Flat Rate, Inc, Crushed Concrete, \$11594.00; Flexible Pipe Tools & Equip, Sewer Camera System, \$233086.00; Foerster Supply Inc, Supplies, \$578.00; Franz Reprographics, Plotter Maintenance, \$203.81; FRRPA, FRRPA Lease, \$9076.50; G & R Controls, Equipment Repair/Supplies, \$239.83; Gacke Enterprise, Lime Sludge Disposal, \$19250.00; Golden West Technologies Inc., Tech Support, \$1234.78; Gray Media Group Inc, Contract Fee, \$20976.33; Graybar Electric Company, Supplies, \$1432.84; Graybar Electric Company, System/Cabling Inv, \$4645.67; GuidePoint Security, LLC, Software Licensing, \$363.10; H & A Enterprises, Tower Lease Payment, \$922.37; HDR, Inc, Engineering Service, \$53568.72; Helsper, McCarty, & Rasmussen, PC,

Legal Service, \$3814.56; Innovative Systems, Software/Hardware Maint, \$15306.26; Interstate TRS Fund Admin, Teleco Relay Service, \$6987.26; Jackrabbit Tire Company, Work Equipment Maintenance, \$70.20; Johnson Garage Door, LLC, Steel Door, \$8201.76; Kibble Equipment, Supplies, \$48.40; Kruse, Dan, Travel, \$460.20; Lewis Drug Inc, Festival of Lights, \$157.70; Localogy, Directory Rates/Data, \$58.14; Lowe's, Supplies, \$1007.91; Lowe's, System/Cabling Inv, \$24.96; Marco Technologies, LLC. NW 7128, Board Room Equipment, \$30032.30; Martin's Inc, Diesel/Oil, \$6615.24; Matheson Tri-Gas Inc, Supplies, \$269.39; Mediacom LLC, Broadband Service, \$89.95; Midcontinent Comm., Contract Fee, \$735.68; Missouri River Energy Services, Supplemental Power, \$1290399.42; Missouri River Energy Services, WAPA Allocation, \$215880.36; MMUA, Safety Training, \$7643.70; Napa Auto Parts, Supplies, \$126.36; Nexstar Broadcasting, Inc., Contract Fee, \$9982.33; Niklason Masonary, Concrete/Supplies, \$1230.00; Northwestern Energy, Natural Gas, \$5700.34; NRTC, TV Programs Fee, \$87535.82; Office Peeps Inc, Supplies, \$1559.55; OneNeck IT Solutions LLC, Annual Maintenance, \$34320.00; OneNeck IT Solutions LLC, Software/Consulting, \$1800.00; Outlaw Graphics, Supplies/Decals, \$30.00; Party Depot, Festival Of Lights, \$53.38; Perkins Storage & Transfer Co., Inc., Relocate Equipment, \$352.50; Pests B Dead LLC, Pest Control, \$160.00; Pete Lien & Sons Inc, Chemicals, \$4651.44; Portable Technology Solutions LLC, Software, \$2508.00; Prussman Contracting Inc, Main Repair, \$3743.40; Quadiant, Inc., Postage Meter Rental, \$1091.11; RC First Aid, Supplies, \$129.50; Resco, Generator, \$5515.47; Riverside Technologies, Inc., Computer Supplies, \$3972.00; Runnings, Festival of Lights, \$64.46; Runnings, Supplies, \$2883.13; Schaffer Law Office, Prof. LLC, Legal Service, \$1923.90; Schoon's Pump N' Pak, Vehicle Gasoline, \$3809.79; SD Dept of Environ & Nat, Certification, \$120.00; SD State Treasurer, Communication Impaired Fee, \$1874.45; SD Telecom Association, Registration, \$975.00; SDN Communications, Circuit Lease, \$21237.34; SDSU, Perform. Eval. W/WW, \$128064.00; SDSU Financial Aid Office, Scholarship, \$1000.00; Seeco, Supplies, \$3776.26; Sioux Falls Utilities, Utility Bill, \$37.46; Sioux Valley Energy, Annexed Compensation, \$5903.86; Sioux Valley Energy, Dispatching Service, \$2200.00; South Dakota Newspaper Services. Inc, Employment Advertising, \$822.42; South Dakota One Call, Locate Fee, \$214.20; Springbrook, Credit Card Processing Fee, \$2391.23; Springbrook Holding Company LLC, Software Support, \$990.00; Stuart C. Irby, Conductor, \$31680.00; Stuart C. Irby, Transformer, \$2613.00; Subway, Meeting Supplies, \$39.54; Tech Sales Company, Equipment/Maintenance, \$638.00; The UPS Store, Freight, \$800.69; Thryv, Advertising, \$432.00; United Parcel Service, Freight, \$94.64; United States Postal Service, Postage, \$9000.00; University of South Dakota, Scholarship, \$500.00; Verizon, Phone Service, \$20.02; Wholesale Electronics, Supplies, \$1165.72; WW Tire Service Inc, Work Equipment Maintenance, \$1021.28; Xcel Energy/NSP, Utility Bill, \$9.48; Zesto, Employee Recognition, \$60.00; Bauman, Curt, Conserve/Demand Incentive, \$150.00;

## POLICY MANUAL AMENDMENT

Motion was made by Hansen that the following Resolution No. 2-24 be approved.

RESOLUTION NO. 2 - 24

RESOLUTION AMENDING POLICY MANUAL  
PERSONNEL – VACATION AND SICK LEAVE POLICIES

WHEREAS a comprehensive statement of policy governing the organizational and operational affairs of the Brookings Municipal Utility has been adopted by the Brookings Municipal Utilities Board (the “Board”), which statement is now on file in the office of the Executive Vice President/General Manager; and

WHEREAS after due consideration the Board finds that an amendment to the Personnel Policy, Section 308.01, Vacation Leave and Section 308.02, Sick Leave, in said statement should be made.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Policy Manual be amended as shown on the attached.

Adopted this 22<sup>nd</sup> day of January, 2024.

ATTEST:

\_\_\_\_\_  
Seth Hansen, Secretary

\_\_\_\_\_  
Tim Harvey, President

The motion was seconded by Hawley. All members present voted in favor of the motion.

BIDS

AUTHORIZATION TO SOLICIT BIDS

EAST LOOK STATIS LINE REPLACEMENT PROJECT

Motion was made by Hansen, seconded by Hawley to authorize solicitation of bids for East Loop Static line Replacement Project. All members present voted in favor of the motion.

ADJOURNMENT

The meeting adjourned.

ATTEST:

\_\_\_\_\_  
Seth Hansen, Secretary

\_\_\_\_\_  
Tim Harvey, President