

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, January 9, 2024, at the Utility Building with the following members present: Bartels, Hansen, Hawley, President Harvey and City Council Liaison Avery. Absent: Carruthers.

### ADOPTION OF AGENDA

The agenda was adopted.

### MINUTES

Minutes of the regular meeting held December 11, 2023, December 14, 2023, and December 22, 2023, were read and approved.

### APPROVAL OF BILLS AND CLAIMS

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

ABRA Autobody & Glass of Brookings, Vehicle Maintenance, \$2079.35; Advanced Engineering & Environmental Service, Engineering Services, \$665.99; Appeara, Supplies, \$65.37; AT & T Mobility, COPP Device, \$503.67; AT & T Mobility, PCS Phone Service, \$2920.19; Avera Medical Group Occupation, Drug Screening, \$70.36; Bendix Inc., Printer/Copier Maintenance, \$604.96; Bluefin Payment Systems, Credit Card Processing Fee, \$11997.90; Border States Elec Supply, Supplies, \$1728.30; Bowes Construction Inc, Asphalt Patch, \$14596.77; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$438.66; Brookings Engraving, Supplies, \$331.00; Brookings Municipal Utilities, Office Utility Bill, \$65129.39; BSG Clearing Solutions, Telco Settlement, \$33.68; Buffalo Ridge Concrete, Inc., Concrete/Supplies, \$923.41; Business Track, Credit Card Processing Fee, \$7318.65; Card Connect, Credit Card Processing Fee, \$9581.07; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$439.18; Central Bank, Employee Recognition, \$243.00; Century Link, Telephone Expense, \$160.85; City of Brookings, Contract Fee, \$7071.41; City of Brookings Landfill, Landfill Fee, \$519.54; Courtesy Plumbing Inc., Repair/Supplies, \$2528.65; Credit Collections Bureau, Delinq. Account Collection, \$308.11; Dakota County Treasurer, NE Real Estate Tax, \$1271.66; Dakota Supply Group, System/Cabling Inv, \$801.50; Dave's Window Cleaning, Inc, Window Service, \$99.00; Dept Of The Treasury, Federal Tax, \$5991.07; DGR Engineering Inc, Engineering Service, \$202.50; DHE, LLC, Maintenance Fee, \$996.63; Elevate Drone Services LLC, Drone Service, \$200.00; Eurofins Eaton Analytical LLC, Analysis, \$1050.00; Fastenal Company, Supplies, \$528.40; First Baptist Church, Directory Delivery, \$1245.75; Foerster Supply Inc, Supplies, \$1251.70; Grainger, Supplies, \$35.80; Graybar Electric Company, Supplies, \$4095.82; Graybar Electric Company, System/Cabling Inv, \$4516.99; Gridor Const., Inc., Water Treatment Plant,

\$3367810.60; GuidePoint Security, LLC, Software Licensing, \$1352.40; Hawkins Inc, Chemicals, \$2200.00; Homestead Do It Center, Supplies, \$95.07; Infinera Corporation, Support Agreement, \$26767.73; Interstate Telecommunications Cooperative, Telephone Expense, \$349.23; Jackrabbit Tire Company, Work Equipment Maintenance, \$1361.11; JB Enterprises, Inc, Customer Service Week, \$284.76; Lone Star Telequip, Inc., Supplies, \$182.45; Lumen, Telco Settlement, \$272.22; Mack, Scott, Travel, \$613.09; Matheson Tri-Gas Inc, Supplies, \$400.33; Midamerican Energy, Utility Bill, \$50.59; Moss Adams LLP, Consulting Service, \$600.00; MVTL Laboratories Inc., Wastewater Analysis, \$912.12; Nelson, Brian K, Travel, \$17.70; Northwestern Energy, Natural Gas, \$909.59; Office Peeps Inc, Office Furniture, \$2632.00; OneNeck IT Solutions LLC, Software/Consulting, \$2.84; Outlaw Graphics, Vehicle Graphics, \$2848.00; Pests B Dead LLC, Pest Control, \$245.00; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$110903.34; Prunty Construction Co, Inc, Repairs, \$12521.32; RC First Aid, Supplies, \$82.50; Riverside Technologies, Inc., Computer Supplies, \$58.00; Riverside Technologies, Inc., Laptop, \$1635.00; Runnings, Supplies, \$22.09; Schwartz Manure Hauling & Septic Service Inc, Sludge Removal, \$1170.00; SD Dept of Environ & Nat, Certification, \$60.00; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$856.00; SD Dept of Rev, Enhanced 911, \$8530.90; SD Municipal Electric Association, Membership Dues, \$21478.00; SD Treasurer, Sales/Excise Tax, \$152475.65; Sioux Valley Environmental, Chemicals, \$36411.00; Sprint PCS, PCS Phone Service, \$107.84; Sturdevant's Auto Value, Supplies, \$1294.59; Sunbelt Rentals, Inc, Generator Rental, \$4587.75; Swanson, Todd, CDL License Renewal, \$35.00; SWCA Environmental Consultants, Consulting Service, \$712.91; Swiftel Communications, Office Phone Bill, \$129629.74; Teledynamics, System/Cabling Inv, \$72.33; Tetonka, LLP, Wetland Mitigation Credits, \$22176.00; The UPS Store, Freight, \$21.55; Timmons Construction, Inc, Sump Pump Program, \$969.39; United Parcel Service, Freight, \$46.77; Universal Service Adm. Co, USAC Contribution, \$32040.70; USA Bluebook, Supplies, \$1938.75; Verizon, Phone Service, \$20.02; Winter Contracting, LLC, Raw/Treated Water Pipelines, \$730029.79; Xcel Energy/NSP, Utility Bill, \$10.48; BENNETT, TONY, Refund Check, \$72.50; BRIDLE/UNIV ESTS SANITARY DIST, Refund Check, \$117.00; DEN-WIL INVESTMENTS INC, Refund Check, \$63.99; FOERSTER, HALEY, Refund Check, \$222.12; GUERUE, MONICA, Refund Check, \$57.30; HELTZEL, REECE, Refund Check, \$106.92; Sanderson, Zach, Conserve/Demand Incentive, \$150.00;

### PERSONNEL INFORMATION

Department Salaries (December): Electric, \$237,782.44; Water, \$117,342.72; Wastewater, \$104,776.22; Telephone, \$300,954.19; Retirement, \$48,171.00; Social Security, \$51,192.72; Insurance, \$105,399.81; Deferred Comp, \$14,134.84.

Salary Changes: S. Rients, \$37.52; L. Swenson, \$37.52; L. Sebring, \$6,935.23; J. Brown, \$24.79; D. Brutty, \$30.47;

### DEPARTMENT HIGHLIGHTS FOR 2023

The managers presented their department highlights for 2023. No action was taken.

## EXECUTIVE SESSION

Motion was made by Hansen, seconded by Bartels to adjourn to an executive session to consult with legal counsel and review communications from legal counsel about proposed or pending litigation or contractual matters and discuss marketing or pricing strategies. All members present voted in favor of the motion.

The Board reconvened in open session.

## MISSION STATEMENT

The mission statement was reviewed. The Board directed the staff to review and come back to the Board with suggested changes.

## SURPLUS EQUIPMENT FOR DESTRUCTION

Motion was made by Hansen that the following Resolution No. 1-24 be adopted.

### RESOLUTION NO. 1 - 24

#### RESOLUTION ORDERING DISPOSITION OF SURPLUS EQUIPMENT FOR DESTRUCTION

WHEREAS the city of Brookings Municipal Utilities owns property which is no longer necessary, useful or suitable for municipal purposes; and

WHEREAS said property is as follows:

Alarm System (1980)  
Ultra Sonic Alarm (Radio Shack 228441)  
Security Alarm System, North & East Water Plants (1984)  
Security Alarm System, North & East Water Plants (1985)  
Biosolids Storage Tank Mixing Pump

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Board hereby orders that the above referenced property be declared surplus equipment for destruction in accordance with the provision of SDCL 6-13.

Adopted this 9<sup>th</sup> day of January, 2024.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President

ADJOURNMENT

The meeting adjourned.

ATTEST:

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Seth Hansen, Secretary

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Tim Harvey, President