

Municipal Utilities Board  
City of Brookings

October 14, 2025

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, October 14, 2025, at the Utility building with the following members present: Bartels, Hansen, Hawley, Harvey and City Council Liaison Avery. Absent: Carruthers.

#### ADOPTION OF AGENDA

The agenda was adopted.

#### MINUTES

Minutes of the regular meeting held September 8, 2025, and the special meeting held September 22, 2025 were read and approved.

#### APPROVAL OF BILLS AND CLAIMS

Motion was made by Harvey, 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, \$562.00; Action Battery Wholesaler Inc, Central Office Batteries, \$29562.00; ADP, Inc, Payroll Processing Fee, \$2673.38; Advanced Media Technologies Inc, Systems/Cabling Inv, \$15317.44; Agwrx Cooperative, Supplies/LP, \$1513.34; Allegra, Printed Supplies, \$865.42; Anixter Inc, Systems/Cabling Inv, \$127.59; Appearal, Supplies, \$69.43; ARIN, American Registry for Internet Numbers, IP/Routing Numbers, \$2100.00; AT & T Mobility, PCS Phone Service, \$3390.73; Auto Pro SD LLC, Supplies, \$149.00; Bell Lumber & Pole Company, Transmission Poles, \$21924.00; Bluefin Payment Systems, Credit Card Processing Fee, \$17536.58; Bobcat Of Brookings, Supplies, \$2150.07; Border States Elec Supply, Supplies, \$4011.46; Briggs, Ken, Vehicle Gasoline, \$68.76; Brookings County Finance Office, Vehicle Registration/Plates, \$41.00; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, \$150.68; Brookings Dumpster Service, Sanitation Service, \$569.26; Brookings High School Activities, Advertising, \$750.00; Brookings Municipal Utilities, Office Utility Bill, \$58749.99; Brookings Radio, Advertising, \$1500.00; Brookings School District- High School, Advertising, \$5000.00; Buhls Dry Cleaners & Linen Supply, Rug/Supplies, \$185.10; Business Track, Credit Card Processing Fee, \$10071.91; Calix Inc., Inventory, \$32578.28; Card Connect, Credit Card Processing Fee, \$11152.89; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$708.74; Carrier Management Systems Inc, Subscription, \$1312.85; CDW Government Inc, Computer Equipment/Supplies, \$2312.69; Century Link, Telephone Expense, \$158.24; City of Brookings, 2024 Audit Fees, \$10884.00; City of Brookings, Contract Fee, \$6494.21; City of Brookings Landfill, Landfill Fee, \$117.97; City of Sioux Falls, Storm Drainage Fee, \$162.21; Clark Drew Construction Inc, WWTP Dump Station, \$53610.10; Climate Systems Inc, HVAC Maintenance, \$2450.01; Cooperative Network Services, LLC, Consulting Fees, \$87.50; Core & Main, Supplies, \$14945.55; Courtesy Plumbing Inc., Repair/Supplies, \$450.20; Credit Collections Bureau, Delinq. Account Collection, \$398.78; Culligan of Brookings, Bottled Water, \$66.00; Cutler Law Firm, LLP, Legal Service, \$1423.50;

Dacotah Bank Center, Advertising, \$10000.00; Dakota Riggers & Tool Supply, Inc, Supplies, \$4580.19; Dakota Supply Group, Supplies, \$4043.20; Dakota Supply Group, Systems/Cabling Inv, \$1500.28; Dave's Window Cleaning, Inc, Window Service, \$108.00; Dept Of The Treasury, Federal Tax, \$5408.00; Detection Instruments Corp., Supplies, \$1931.96; DGR Engineering Inc, Engineering Service, \$5866.00; DHE, LLC, Maintenance Fee, \$900.00; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$2790.40; Drexler, Brian, Travel, \$772.44; Ethanol Products LLC, Chemicals, \$4939.28; Express Communications, Inc., Telco Settlement, \$10208.92; FanDuel Sports Network, Contract Fee, \$3774.40; Fastenal Company, Supplies, \$58.80; First Bank & Trust, Bank Processing Fee, \$1.00; First Bank & Trust - Visa, Supplies, \$1884.93; Foerster Supply Inc, Supplies, \$285.00; Fox Corporation, Contract Fee, \$184.84; Franz Reprographics, Inc, Plotter Maintenance, \$195.05; G & R Controls, Inc, Equipment Repair/Supplies, \$1158.55; Golden West Technologies Inc., Tech Support, \$4684.24; GP Auto Service & Repair, Vehicle Topper, \$3523.94; Grainger, Supplies, \$29.10; Graybar Electric Company, Supplies, \$1071.08; Graybar Electric Company, Systems/Cabling Inv, \$8290.02; Great Northern Environmental, LLC, Supplies, \$776.25; Gridor Const., Inc., Water Treatment Plant, \$751984.00; Gridor Const., Inc., WWTP Digester Pump, \$18600.00; GuidePoint Security, LLC, Software, \$7482.00; Hawkins Inc, Chemicals, \$8446.43; Henkin Schultz Inc, Communications Consulting, \$1767.50; Homestead Do It Center, Supplies, \$166.79; I'll Do It Constructors, LLC, Concrete Work, \$3571.44; Industrial Machine & Engineering, LLC, Repairs/Supplies, \$5185.00; Innovative Systems, LLC, Software/Hardware Maintenance, \$38189.25; Interstate Telecommunications Cooperative, Telephone Expense, \$352.14; Jackrabbit Tire & Service, Inc, Work Equipment Maintenance, \$154.50; Jenne, Inc, Systems/Cabling Inv, \$1390.45; John Deere Financial, Supplies, \$325.80; Kerry's Landscaping, Inc, Sprinkler Repairs, \$4051.20; L G Everist Inc, Quartzite/Gravel, \$1013.02; Lowe's, Supplies, \$1253.63; Lumen, Telco Settlement, \$272.22; M & T Fire and Safety, Inc, Supplies, \$50.00; Mack, Brayton, Travel, \$40.80; Mack, Scott, Travel, \$512.35; Martin's Inc, Diesel/Oil, \$2410.66; Matheson Tri-Gas Inc, Supplies, \$687.33; Menards-Sioux Falls West, Supplies, \$663.56; Meyer, Steve, Travel, \$266.00; Micro Computer Systems, Repairs/Supplies, \$220.57; Mid South Telecom, Systems/Cabling Inv, \$90.87; Midcontinent Comm., Contract Fee, \$894.87; Midwest Glass LLC, Supplies, \$668.41; Missouri River Energy Services, Registration, \$396.00; Missouri River Energy Services, Supplemental Power, \$1249896.98; Missouri River Energy Services, WAPA Allocation, \$256599.65; MVTL Laboratories Inc., Wastewater Analysis, \$2369.31; Napa Auto Parts, Supplies, \$186.89; NCTC, TV Programs Fee, \$82386.75; Nexstar Broadcasting, Inc., Contract Fee, \$14570.92; Northwest Corp, Core Drilling, \$1113.53; Northwestern Energy, Natural Gas, \$81.92; Novak Sanitary Service, Shredding, \$89.72; Office Peeps Inc, Supplies, \$5616.51; Oil Price Information Service, LLC, Publication, \$546.00; O'Reilly Auto Enterprises, LLC, Supplies, \$199.88; Outlaw Graphics, Supplies/Decals, \$1305.00; Pete Lien & Sons Inc, Chemicals, \$41786.90; Pinnacle Marketing Group, Branding Consultation, \$990.00; Pinnacle Marketing Group, Directory Publication, \$8620.83; Prunty Construction Co, Inc, Raw/Treated Water Pipeline, \$556337.94; Prussman Contracting Inc, Main Repair/Equipment Rental, \$7081.03; Pye-Barker Fire & Safety, LLC, Fire Extinguisher/Maintenance, \$873.00; Quadient, Inc., Postage Meter Rental, \$1004.54; Radco, Vehicle Toppers, \$9852.00; Ramsdell F&M Ltd., LP Fill, \$45.51; Resco, Reclosures, \$27806.89; Resco, Supplies, \$3535.46; Runnings, Supplies, \$2721.53; Schomp's Mechanical Services, Labor/Supplies, \$1192.03; Schoon's Pump N' Pak, Vehicle Gasoline, \$3347.93; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$3568.00; SD Dept of Rev, Enhanced 911, \$11816.84; SD State Treasurer-UCP, Unclaimed Property, \$37654.70; SD

Treasurer, Sales/Excise Tax, \$191839.65; SDN Communications, Circuit Lease, \$19727.89; Sentry, LLC, Wellfield Expansion, \$820755.00; Sioux Falls Utilities, Utility Bill, \$273.49; Sioux Valley Energy, Dispatching Service, \$1100.00; Skinner Striping, Asphalt, \$5102.05; South Dakota One Call, Locate Fee, \$563.85; Springbrook, Credit Card Processing Fee, \$3041.69; Springbrook Holding Company LLC, Software Support, \$6305.00; Springbrook Holding Company LLC, TOU/AMI Software Improvements, \$715.00; Stuart C. Irby, Supplies, \$1257.80; Stuart C. Irby, Transformers, \$71980.00; Sturdevant's Auto Value, Supplies, \$26.47; Swiftel Communications, Office Phone Bill, \$163993.42; Tech Sales Company, Equipment/Maintenance, \$13137.00; Terex USA, LLC, Equipment Maintenance, \$935.59; Thatcher Company, Inc, Chemicals, \$11875.52; Three B Developments, LLC, Crop Damage, \$18744.00; Thryv, Inc, Advertising, \$867.98; T-Mobile, PCS Phone Service, \$55.20; Town & Country Shopper Inc., Advertising, \$164.00; Traffic Control Corporation, Supplies, \$11557.00; Turfguard Lawn Service Inc., Weed Spraying, \$1575.00; U.S. Bank National Association, SRF DW-03 Loan Payment, \$309226.16; U.S. Bank National Association, SRF Loan Payment, \$557772.36; Uline, Inc, Supplies, \$322.32; United Parcel Service, Freight, \$148.94; United States Postal Service, Postage, \$9000.00; Universal Service Adm. Co, USAC Contribution, \$31366.05; USA Bluebook, Supplies, \$774.07; Vantage Point Solutions Inc., Engineering Consulting, \$350.00; Wage Works, Inc, Benefit Plan Fee, \$165.00; Wesco, Supplies, \$9218.00; Xcel Energy/NSP, Utility Bill, \$30.84; ABRAHAMS, JOSEPH, Refund Check, \$28.90; Bailey, Daron, Telephone Refund, \$60.61; Banes, Adam, Telephone Refund, \$7.85; Birgen, Mike, Conserve/Demand Incentive, \$40.00; Bishop, Janelle, Conserve/Demand Incentive, \$25.00; Brunsen, Jessica, Telephone Refund, \$88.59; Carter, Gabrielle, Telephone Refund, \$74.59; Dallmann, Diane, Telephone Refund, \$16.31; Dentlinger, Adam, Conserve/Demand Incentive, \$40.00; Dobrenski, Celia, Telephone Refund, \$34.27; Eichmann, Megan, Telephone Refund, \$39.27; Grunzke, Brian, Conserve/Demand Incentive, \$40.00; HARRISON, SHARON, Refund Check, \$64.63; HELDT, GARY & CONNIE, Refund Check, \$609.67; Kaufhold & Dix Patient Law, Telephone Refund, \$112.41; LICHTY, BRUCE, Refund Check, \$108.66; MADLER, MELISSA, Refund Check, \$168.00; METRO CONSTRUCTION INC, Refund Check, \$3500.00; MINKEL, LOGAN, Refund Check, \$309.73; NELSEN, GLENN & DIANNE, Refund Check, \$22.24; Niva, Gordon, Telephone Refund, \$10.60; Noble Wireless Group LLC, Telephone Refund, \$89.56; OINES, RANDY, Refund Check, \$31.43; Plueger, Troy, Conserve/Demand Incentive, \$25.00; Schad, Christopher, Telephone Refund, \$60.61; SCHIESL, ANDREW, Refund Check, \$124.98; Smith, Bryson, Telephone Refund, \$15.48; Spika, Matthew, Conserve/Demand Incentive, \$40.00; Thomassen-Reisetter, Barbara, Telephone Refund, \$62.33; Thomsen, Klark, Conserve/Demand Incentive, \$40.00; Toutges, Cary, Telephone Refund, \$6.88; Unterbrunner, Jacob, Telephone Refund, \$5.27; Vanhill, Heath, Conserve/Demand Incentive, \$40.00; VANTHOF, TOMMY, Refund Check, \$147.49; Wilmot Estates, Telephone Refund, \$460.53;

#### PERSONNEL INFORMATION

Department Salaries (September): Electric, \$307,555.00; Water, \$144,187.11; Wastewater, \$132,186.12; Telephone, \$353,661.45; Retirement, \$55,656.99; Social Security, \$66,173.70; Insurance, \$115,798.06; Deferred Comp, \$17,546.77.

Salary Changes: H. Beynon, \$5,930.50; W. Lower, \$37.22; K. Falconer, \$25.72;

New Hires: R. Straub, \$7,198.63

### REVIEW 2026 BUDGET

Laura Julius, Financial & IT Manager, gave a brief overview on the proposed 2025 Budget for the Board's consideration. No action was taken. More detail will be shared at the next Utility Board Meeting.

### PUBLIC HEARING ON 2026 BUDGET AND PROPOSED RATE ADJUSTMENTS

A public hearing was held on the 2026 Budget and proposed rate increases for wastewater and water. No one appeared and no written complaints were received. The public hearing closed.

### FIRST READING OF ELECTRIC RATE REVIEW

The proposed rate increase for electric service was reviewed. Motion was made by Harvey, seconded by Bartels to approve the first reading of the proposed rate increase in residential and commercial water rates. All members present voted in favor of the motion.

### FIRST READING OF WASTEWATER RATE REVIEW

The proposed rate increase for wastewater service was reviewed. Motion was made by Hansen, seconded by Harvey to approve the first reading of the proposed rate increase in residential and commercial water rates. All members present voted in favor of the motion.

### FIRST READING OF WATER RATE REVIEW

The proposed rate increase for water service was reviewed. Motion was made by Harvey, seconded by Hansen to approve the first reading of the proposed rate increase in residential and commercial wastewater rates. All members present voted in favor of the motion.

### FIRST READING OF BMU RULES AND REGULATIONS RATES AND CHARGES SECTION REVIEW

The proposed amendments to the BMU Rules and Regulations Rates and Charges was reviewed. Motion was made by Harvey, seconded by Hansen to approve the first reading of the proposed rate increase in residential and commercial wastewater rates. All members present voted in favor of the motion.

### RAW WATER SUPPLY AGREEMENT WITH THE CITY OF BROOKINGS

Motion was made by Harvey that the following Resolution No. 27-25 be approved.

RESOLUTION NO. 27 - 25

RESOLUTION APPROVING RAW WATER SUPPLY AGREEMENT  
WITH THE CITY OF BROOKINGS

BE IT RESOLVED by the Brookings Municipal Utilities Board (the Board) that:

1. The Agreement entitled "Raw Water Supply Agreement" with the City of Brookings be hereby approved.
2. The President of the Board and/or Executive Vice President/General Manager be hereby authorized to execute the approved contract documents.

Adopted this 14<sup>th</sup> day of October, 2025.

ATTEST:

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Spencer Hawley, Secretary

Doug Carruthers, President

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

HANSEN NOW ABSENT

FINAL PAYMENT ON THE DUMP STATION PROJECT

Motion was made by Harvey that the following Resolution No. 28-25 be approved.

RESOLUTION NO. 28 - 25

RESOLUTION APPROVING WORK AND AUTHORIZING  
FINAL PAYMENT ON WWTP DUMP STATION

BE IT RESOLVED by the Brookings Municipal Utilities Board that final payment in the amount of \$53,610.10 to Clark Drew Construction Inc. be approved for the WWTP Dump Station.

BE IT FURTHER RESOLVED that the work for said project be approved.

Adopted this 14<sup>th</sup> day of October, 2025.

ATTEST:

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Spencer Hawley, Secretary

Spencer Hawley, Acting President

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

APPLICATION FOR WATER AND SEWER CONNECTION – LEGACY ADDITION

Motion was made by Bartels, seconded by Harvey that the application for extension of water and sewer mains and connection into the city water and sewer system requested by the City of Brookings on 6<sup>th</sup> Street and 34<sup>th</sup> Avenue in the Legacy Addition be approved. All members present voted in favor of the motion.

SURPLUS PROPERTY FOR DESTRUCTION

Motion was made by Harvey that the following Resolution No. 29-25 be approved.

RESOLUTION NO. 29 - 25

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:

North Water Plant
North Water Plant Wells & Well Houses Nos. 1, 2, 4, 6, 8 & 9
North Water Plant Pumping Equipment
North Water Plant Equipment
North Water Plant Purification System
Lift Station Building (I-29 Underpass – old Coast to Coast Lift Station)
Alcatel-Lucent 7750 SR-7 Transport Platform

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 14<sup>th</sup> day of October, 2025.

ATTEST:

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Spencer Hawley, Secretary

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Spencer Hawley, Acting President

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

SURPLUS PROPERTY TO BE SOLD

Motion was made by Bartels that the following Resolution No. 30-25 be approved.

RESOLUTION NO. 30 - 25

RESOLUTION ORDERING DISPOSITION OF SURPLUS  
EQUIPMENT TO BE SOLD

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:

Corner Office Desk 41 1/2" x 41 1/2"
Office Desk with Drawer 48" x 23 1/2"
Office Desk with Two Drawers 48" x 23 1/2"
Side Box Kobalt Toolbox
Large Behind the Cab Kobalt tool box
Hoist for Underground Vaults
Stand with Arrow and Lights
Small Heater
Echo Power Blower PB-200
Steel School Desks & Chairs
Lexan Clear Partitions used during Covid 64"L x 30"W
Schlage Commercial Door Handle & Lock Kits (used)
Orange Cab Mount Strobe Light 8"W x 17"L

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 to be sold in accordance with the provision of SDCL 6-13.

Adopted this 14<sup>th</sup> day of October, 2025.

ATTEST:

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Spencer Hawley, Secretary

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Spencer Hawley, Acting President

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

## BIDS

### AWARDING OF BIDS

#### 600 AMP DEADFRONT PADMOUNTED SWITCHGEAR – ELECTRIC DEPT.

<b>Bidder</b>	<b>Bid Security</b>	<b>ITEM 1</b>	<b>ITEM 2</b>
		QTY. OF 4 Three-Way Switchgear	QTY. OF 4 Fiberglass Box Pads
IRBY (S&C)	10%	<b>\$120,400.00</b>	<b>\$8,800.00</b>
RESCO (FPE)	10%	\$147,540.00	\$9,140.00
DSG (FPE)	10%	\$153,200.00	

#### 600 AMP LIVE FRONT PADMOUNTED SWITCHGEAR – ELECTRIC DEPT.

<b>Bidder</b>	<b>Bid Security</b>	<b>ITEM 1</b>	
		QTY. OF 3 Two-Way Switchgear	
IRBY (S&C)	10%	<b>59,580.00</b>	
DSG (FPE)	10%	\$80,700.00	

#### CONDUCTOR – ELECTRIC DEPARTMENT

	Item #1 15,000 ft. 350 KCMIL Primary <u>Conductor</u>	Item #2 40,000 ft. 1/0 AWG Primary <u>Conductor</u>	Item #3 45,000 ft. 4/0 Triplex Secondary <u>Conductor</u>	Item #4 6,000 ft #4 Triplex Secondary <u>Conductor</u>
Wesco	\$114,315.00	\$171,600.00		
Graybar			\$117,315.00	\$6,336.00
Irby			\$112,950.00	

Motion was made by Harvey, seconded by Bartels that the following low bids be awarded for Switchgear and Conductor: Irby for 3 Two Way Switchgear, \$59,580.00, 45,000' 4/0 Triplex Secondary Conductor, \$112,950.00; 4 Three-Way Switchgear, \$120,400.00; 4 Fiberglass Box Pads, \$8,800.00 Wesco for 15,000' 350 KCMIL Primary Conductor, \$114,315.00; 40,000' 1/0 AWG Primary Conductor, \$171,600.00; Graybar Electric for 6,000' #4 Triplex, \$6,336.00; and

that, after reviewing the contracts for the above bids, that the President of the Board and/or Executive Vice President/General Manager be authorized to execute the approved contract documents. All members present voted in favor of the motion.

**EXECUTIVE SESSION**

Motion was made by Harvey, 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 and personnel. All members present voted in favor of the motion.

The Board reconvened in open session.

**ADJOURNMENT**

The meeting adjourned.

ATTEST:

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Spencer Hawley, Secretary

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Spencer Hawley, Acting President