

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, May 12, 2025, at the Utility building with the following members present: Bartels, Hansen, Harvey, Hawley and President Carruthers and City Council Liaison Specker.

ADOPTION OF AGENDA

The agenda was adopted.

ELECTION OF OFFICERS

Motion was made by Hansen, seconded by Bartels to nominate Doug Carruthers to President of the Board. Motion carried. Motion was made by Hawley, seconded by Hansen to cast a unanimous ballot for Doug Carruthers to President of the Board. All members present voted in favor of the motion.

Motion was made by Carruthers, seconded by Hawley to nominate Seth Hansen to Vice President of the Board. Motion carried. Motion was made by Harvey, seconded by Bartels to cast a unanimous ballot for Seth Hansen to Vice President of the Board. All members present voted in favor of the motion.

Motion was made by Hansen, seconded by Harvey to nominate Spence Hawley to Secretary of the Board. Motion carried. Motion was made by Hansen, seconded by Carruthers to cast a unanimous ballot for Spence Hawley to Secretary of the Board. All members present voted in favor of the motion.

MINUTES

Minutes of the regular meeting held April 9, 2024, April 28, 2025, were read and approved. All members present voted in favor of the motion.

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.

ABM Manufacturing LLC, Supplies, \$112.00; Advanced Engineering & Environmental Service, 6th St. Reducing Station Control Panel, \$9730.23; Advanced Engineering & Environmental Service, Engineering Services, \$23933.07; Advanced Engineering & Environmental Service, EWP Powerflex VFD's, \$32788.34; Advanced Engineering & Environmental Service, WAS Pump VFD, \$2168.61; Allegra, Printed Supplies, \$453.16; AMP Electric Construction Inc, Labor/Supplies, \$750.78; Anixter Inc, Systems/Cabling Inv, \$616.41; Appera, Supplies, \$67.06; AT & T Mobility, PCS Phone Service, \$3347.47; Bachman, Chad, Travel, \$60.00; Batteries Plus, Batteries, \$20.15; Bendix Inc., Printer/Copier Maintenance, \$2695.04; Blooston, Mordkofsky,

Dickens & Prendergast, LLP, Legal Service, \$200.00; Bluefin Payment Systems, Credit Card Processing Fee, \$13861.02; Bobcat Of Brookings, Bobcat, \$110753.03; Bobcat Of Brookings, Supplies, \$3570.99; Bobcat Of Brookings, Trailer, \$19725.00; Border States Elec Supply, Inventory, \$579.20; Border States Elec Supply, Supplies, \$10689.73; Border States Elec Supply, Systems/Cabling Inv, \$2556.38; Border States Elec Supply, Uniforms, \$12059.36; Brech, Andrew, Travel, \$81.60; Briggs, Ken, Travel, \$217.60; Brookings County Commission Office, ESRI License, \$14666.66; Brookings County Commission Office, Image Library, \$10124.49; Brookings Dumpster Service, Sanitation Service, \$569.26; Brookings Engraving, Uniforms, \$429.54; Brookings Furniture Co., Chairs, \$219.88; Brookings Municipal Utilities, Office Utility Bill, \$51344.76; Brookings Municipal Utilities, Service Application Fee, \$1102.00; Brookings Radio, Advertising, \$1500.00; Builders FirstSource, Supplies, \$200.88; Business Track, Credit Card Processing Fee, \$7781.19; Butler Machinery, Annual Inspection, \$1910.19; Calix Inc., Supplies, \$35352.62; Card Connect, Credit Card Processing Fee, \$9855.52; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$961.30; CDW Government Inc, Computer Equipment/Supplies, \$272.25; Century Business Products, Printer/Copier Maintenance, \$336.02; City of Brookings, Contract Fee, \$6519.07; Click Rain, Website Maintenance, \$175.00; Consortia Consulting Inc, Consulting Service, \$325.00; Cooperative Network Services, LLC, Consulting Fees, \$43.75; Core & Main, Supplies, \$6019.18; Courtesy Plumbing Inc., Repair/Supplies, \$155.45; Credit Collections Bureau, Delinq. Account Collection, \$495.02; Culligan of Brookings, Bottled Water, \$66.00; Cummins Inc, Generator Maintenance, \$406.47; Dakota Riggers & Tool Supply, Inc, Supplies, \$2186.94; Dakota Supply Group, Supplies, \$2375.71; Dakota Supply Group, Systems/Cabling Inv, \$206.16; Dakota Supply Group, Transformers, \$18900.00; Dave's Window Cleaning, Inc, Window Service, \$83.00; Denison, Devin, Travel, \$81.60; Dept Of The Treasury, Federal Tax, \$5788.98; DGR Engineering Inc, Solventum Expansion/Upgrade, \$23200.00; DHE, LLC, Maintenance Fee, \$996.63; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$511.20; Elevate Drone Services LLC, Drone Service, \$350.00; Engbarth Directional Drilling Inc, Fiber Installation, \$20250.85; FanDuel Sports Network, Contract Fee, \$3806.80; Farmers Implement Irrigation, Work Equipment Maintenance, \$334.91; Fastenal Company, Supplies, \$832.56; Ferguson Waterworks #2516, Hydrants, \$81990.15; Ferguson Waterworks #2516, Supplies, \$5419.25; Ferguson Waterworks #2516, Water Meters, \$2683.55; First Bank & Trust - Visa, Supplies, \$1639.41; FixIt Shop, Supplies, \$80.00; Flexible Pipe Tools & Equip, Software Subscription, \$8035.00; Fluke Electronics Corp, Repairs/Supplies, \$1778.00; Foerster Supply Inc, Supplies, \$277.00; Fox Corporation, Contract Fee, \$143.00; Franz Reprographics, Inc, Plotter Maintenance, \$173.41; Frontier Precision Inc, Supplies, \$1592.20; General Repair Service Inc, Repair/Supplies, \$3495.90; Geotek Engineering & Testing Services Inc., Soil Analysis, \$5200.00; Golden West Technologies Inc., Tech Support, \$2910.00; Grainger, Supplies, \$38.80; Graybar Electric Company, Inventory, \$10533.16; Graybar Electric Company, Supplies, \$8277.23; Great Northern Environmental, LLC, Supplies, \$1279.82; Gridor Const., Inc., Water Treatment Plant, \$791135.28; Halgerson, Russ, Travel, \$63.00; Hawkins Inc, Chemicals, \$3644.85; Homestead Do It Center, Supplies, \$526.53; Hometown Service & Tire LLC, Vehicle Maintenance, \$41.00; Industrial Machine & Engineering, LLC, Repairs/Supplies, \$865.00; Innovative Systems, LLC, Software/Hardware Maintenance, \$21900.00; Interstate All Battery Center, Supplies, \$150.95; Interstate Telecommunications Cooperative, Telephone Expense, \$353.64; I-State Truck Center, Vehicle Maintenance, \$35.08; Jaymar, Printed Supplies, \$8582.30; Jenne, Inc, Systems/Cabling Inv, \$968.17; Johnson Garage Door, LLC, Supplies/Repair, \$229.50; Kabris, Curt, Travel, \$68.00;

Karma's Korn Inc, Event Supplies, \$160.00; Krier & Blain Inc, HVAC Maintenance, \$351.00; Kuechenmeister, Mark, Travel, \$81.60; L G Everist Inc, Quartzite/Gravel, \$1021.79; Loban, Darin, Travel, \$81.60; Lower, Bill, Travel, \$81.60; Lowe's, Supplies, \$2065.95; Lumen, Telco Settlement, \$272.22; Malloy Electric, Repairs/Supplies, \$649.77; Martin's Inc, Diesel/Oil, \$1318.61; McClain, Tyson, Travel, \$134.38; Meyer, Steve, Travel, \$231.00; Midcontinent Comm., Contract Fee, \$880.23; Midwest Glass LLC, Supplies, \$285.71; Millennium, Supplies, \$72.00; MVTL Laboratories Inc., Wastewater Analysis, \$890.99; Napa Auto Parts, Supplies, \$475.49; NCTC, TV Programs Fee, \$86165.33; Nexstar Broadcasting, Inc., Contract Fee, \$14660.14; Niklason Masonary, Concrete/Supplies, \$2100.00; Northwestern Energy, Natural Gas, \$735.89; NRECA, Publication, \$72.00; Office Peeps Inc, Desk, \$6017.00; Office Peeps Inc, Supplies, \$539.86; One Source - The Background Check Company, Employee Verification, \$101.00; OneNeck IT Solutions LLC, Hardware/Software/Consulting, \$82347.69; Party Depot, Event Supplies, \$59.40; Pete Lien & Sons Inc, Chemicals, \$6862.38; Pinnacle Marketing Group, Directory Publication, \$8620.83; Prairie Wind Heating and Air LLC, Prairie Sub HVAC Unit, \$4540.82; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$1051381.40; Prussman Contracting Inc, Main Repair/Equipment Rental, \$3256.35; Quadient, Inc., Postage Meter Rental, \$832.00; Ramsdell F&M Ltd., LP Fill, \$13.86; RC First Aid, Supplies, \$65.50; Rients, Shane, Travel, \$61.20; Runnings, Supplies, \$4579.11; Rykhus-Nelson Siding Windows & Gutters, Prairie Substation Remodel, \$20780.00; Schoon's Pump N' Pak, Vehicle Gasoline, \$1357.16; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$2518.00; SD Dept of Rev, Enhanced 911, \$12855.64; SD Municipal League Assoc, Registration, \$75.00; SD Public Utilities Comm, Gross Receipts Tax, \$5782.39; SD State Treasurer, Communication Impaired Fee, \$1768.85; SD Treasurer, Sales/Excise Tax, \$156160.10; SDN Communications, Circuit Lease, \$2334.17; Sentry, LLC, Wellfield Expansion, \$45900.00; Sioux Valley Energy, Dispatching Service, \$1100.00; Skinner Striping, Asphalt, \$13265.33; South Dakota Newspaper Services. Inc, Employment Advertising, \$1305.66; South Dakota One Call, Locate Fee, \$614.25; South Dakota Public Assurance Alliance, General Liability/Property Ins, \$939.89; Springbrook, Credit Card Processing Fee, \$2593.84; Springbrook Holding Company LLC, Software Support, \$6101.00; SPX Aids To Navigation, Monitoring Service, \$271.23; Stan Houston Equipment Co Inc, Supplies, \$473.55; Stuart C. Irby, Supplies, \$2955.00; Stuart C. Irby, Transformers, \$759648.00; Sturdevant's Auto Value, Supplies, \$179.58; Swiftel Communications, Office Phone Bill, \$148856.41; Switchgear Power Systems LLC, Supplies, \$4475.25; Terex USA, LLC, Equipment Maintenance, \$14064.26; The UPS Store 5064, Freight, \$1069.28; Travel Leaders, Air Fare, \$1691.01; United States Postal Service, Postage, \$9000.00; Universal Service Adm. Co, USAC Contribution, \$33351.47; Verizon, Phone Service, \$20.02; Wage Works, Inc, Benefit Plan Fee, \$165.00; Weekes, Dylan, Travel, \$81.60; Wesco, Supplies, \$2803.80; WW Tire Service Inc, Work Equipment Maintenance, \$53.07; Xcel Energy/NSP, Utility Bill, \$11.93; B.Beautiful, Telephone Refund, \$28.58; Ballou, Ross H, Telephone Refund, \$13.18; BARBER, SHEVY, Refund Check, \$108.93; Beedle, Alicia K, Telephone Refund, \$38.91; Bemis, Ruby L, Telephone Refund, \$28.70; BK HOME BUILDERS, Refund Check, \$92.65; Bosch, Martin, Telephone Refund, \$10.30; Brookings Professional Associates, Telephone Refund, \$96.18; Gray, Justin & Kim, Telephone Refund, \$169.15; HABITAT FOR HUMANITY, Refund Check, \$74.88; Hammrich, Aaron & Jenny, Telephone Refund, \$186.48; Hanson, Jennifer R, Telephone Refund, \$86.00; JAGER, HUNTER, Refund Check, \$178.18; Moreno, Chantal, Telephone Refund, \$29.65; Nielson, Saffron A, Telephone Refund, \$22.97; Osvog, Lillian, Telephone Refund, \$7.46; South Bow USA Infrastructure Holdings LT, Telephone Refund, \$746.98; Stein, Alex,

Telephone Refund, \$78.73; Stubbles, Marcus, Telephone Refund, \$151.29; Tetzlaff, Katie, Telephone Refund, \$10.53;

PERSONNEL INFORMATION

Department Salaries (April): Electric, \$291,173.35; Water, \$140,740.95; Wastewater, \$121,359.32; Telephone, \$339,112.72; Retirement, \$52,504.91; Social Security, \$64,056.08; Insurance, \$113,092.28; Deferred Comp, \$16,723.20.

Salary Changes: C. Strand, \$47.52; H. Beynon, \$5,601.02; B. Drexler, \$10,416.66; N. Vandersnick, \$38.78; W. Lower, \$33.90; J. Reller, \$35.89; L. Voegeli, \$6,273.14;

New Employees: Y. Chong Elverud, \$13,166.67; T. Everding, \$23.27; C. Hubbard, \$23.27;

EXECUTIVE SESSION

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

QUARTERLY FINANCIAL REVIEW

Laura Julius, Financial & IT Manager, presented a quarterly financial review of first quarter 2025.

SURPLUS EQUIPMENT TO BE SOLD

Motion was made by Harvey that the following Resolution No. 12-25 be approved.

RESOLUTION NO. 12 - 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:

2011 Ford Pickup (T-52)

¾ Ton F250 Extended Cab 4x4 with box

VIN: 1FT7X2B66BEA09170

2013 Chevrolet Pickup (T-43)

½ Ton K1500 Extended Cab 4x4 with topper

VIN: 1GCRKSE71DZ319945

2008 Chevrolet Pickup (T-58)
½ Ton K1500 Extended Cab 4x4 with topper
VIN: 1GCEK19048Z237834
2002 Shorelandr Utility Trailer (approximately 4' x 8' black)
VIN: 1MDFEBH152A215071
Fiberglass Utility Box
Steel Utility Box
Single-Person Indoor Powered Lift

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 12th day of May, 2025.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS EQUIPMENT TO BE TRADED IN

Motion was made by Hawley that the following Resolution No. 13-25 be approved.

RESOLUTION NO. 13 - 25

RESOLUTION ORDERING DISPOSITION OF SURPLUS
EQUIPMENT TO BE TRADED IN

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:

2010 Chevrolet Silverado 2500 Crew Cab, 4 Wheel Drive
VIN #1GC4KXBG1AF140281

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 traded in in accordance with the provisions of SDCL 6-13.

Adopted this 12th day of May, 2025.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS EQUIPMENT TO BE DESTROYED

Motion was made by Hansen that the following Resolution No. 14-25 be approved.

RESOLUTION NO. 14 - 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:

Masonry brick, 4 windows, 1 steel door, 1 air conditioning unit
(from Prairie Substation)
1,244 ft - 8 strand fiber optic cable
916 ft - 12/24 strand fiber optic cable
22 ft - 12 strand fiber optic cable
386 ft - 24 strand fiber optic cable
473 ft - 48 strand fiber optic cable

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 destroyed in accordance with the provisions of SDCL 6-13.

Adopted this 12th day of May, 2025.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

FIRST READING OF WATER IRRIGATION RATE REVIEW

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

BIDS

AWARDING OF BIDS

VEHICLES

| | 2025 1 Ton 4x4 Crew Cab Chassis (with trade) | 2025 1 Ton 4x4 Extended Cab Chassis (no trade) |
|--------------------|---|---|
| Brookings Automall | \$55,036.00 | \$63,254.00 |

Motion was made by Hansen, seconded by Bartels that the following low bids be approved: Brookings Automall, 2025 1 Ton 4x4 Crew Cab with trade, \$55,036.00 and 2025 1 Ton 4x4 Extended Cab Chassis, \$63,254.00; 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 Hansen, seconded by Hawley that the Board adjourn to an executive session to consult with legal counsel and review communications from legal counsel about proposed or pending litigation or contractual matters, discuss marketing or pricing strategies. All members present voted in favor of the motion.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Spence Hawley, Secretary

Doug Carruthers, President