Municipal Utilities Board September 8, 2025
City of Brookings

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, September 8, 2025, at the Utility building with the following members present: Bartels, Hansen, Hawley, Harvey, President Carruthers and City Council Liaison Specker.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held August 11, 2025, and the special meeting held August 25, 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.

ADP Screening & Selection Services, Drug Sceening/Background Check, $75.25; Allegra, Printed Supplies, $451.81; Anixter Inc, Supplies, $307.92; Appeara, Supplies, $69.43; AT & T Mobility, PCS Phone Service, $3461.38; Atlas Copco Compressors LLC, Equip Maintenance, $1202.25; Auto Pro SD LLC, Supplies, $9.95; Automatic Building Controls Inc., Building Maintenance, $300.00; Bendix Inc., Printer/Copier Maintenance, $66.12; Bendix Inc., Secure Data Destruction, $1181.00; Bluefin Payment Systems, Credit Card Processing Fee, $17295.73; Border States Elec Supply, Inventory, $325.90; Border States Elec Supply, Supplies, $413.06; Brookings Auto Mall, Vehicle Maintenance, $1145.95; Brookings County Finance Office, Commercial License Plates, $5135.22; Brookings County Finance Office, Vehicle Registration/Plates, $3889.20; Brookings Credit Bureau & Collection Agency, Delinq. Account Collection, $21.68; Brookings Dumpster Service, Sanitation Service, $569.26; Brookings Engraving, Supplies, $66.00; Brookings Municipal Utilities, Office Utility Bill, $56016.38; Business Track, Credit Card Processing Fee, $10026.31; Card Connect, Credit Card Processing Fee, $10492.93; Carus LLC, Chemicals, $3591.00; CDW Government Inc, Computer Equipment/Supplies, $436.76; CDW Government Inc, Gigabit Ethernet Switch, $1970.85; Century Link, Telephone Expense, $577.35; Chong-Elverud, Yura, Travel, $428.30; City of Brookings, Contract Fee, $6396.78; Consortia Consulting Inc, Consulting Service, $1499.00; Core & Main, Supplies, $9002.93; Coverstone, Crystal, Travel, $727.20; Credit Collections Bureau, Delinq. Account Collection, $358.10; Crippled Designs, Uniforms, $42.00; Culligan of Brookings, Bottled Water, $66.00; Dakota Riggers & Tool Supply, Inc, Supplies, $603.78; Dakota Supply Group, Systems/Cabling Inv, $2146.94; Dept Of The Treasury, Federal Tax, $5463.75; Detection Instruments Corp., Supplies, $423.45; DeZURIK, Inc., Supplies, $132.26; DGR Engineering Inc, Engineering Service, $7859.00; Double K Sales & Detailing LLC, Work Equipment Maintenance, $2391.93; Einspahr Auto Plaza, 2025 1/2 Ton Crew Cab, $53665.00; Elevate Drone Services LLC, Drone Service, $550.00; Ethanol Products LLC, Chemicals,

$1455.36; FanDuel Sports Network, Contract Fee, $3782.50; Fastenal Company, Supplies, $623.16; First Bank & Trust, Bank Processing Fee, $1.00; Flagshooter, Inc, Supplies, $1435.21; Foerster Supply Inc, Supplies, $1311.00; Fox Corporation, Contract Fee, $143.62; GP Auto Service & Repair, Vehicle Maintenance, $81.66; Graybar Electric Company, Supplies, $1349.16; Graybar Electric Company, Systems/Cabling Inv, $66.58; GreatBlue Research, Inc, Customer Survey, $5700.00; Gridor Const., Inc., Water Treatment Plant, $775380.00; Halgerson, Russ, Travel, $1387.18; Hawkins Inc, Chemicals, $5504.43; Hawkins Inc, Supplies, $30.50; HDR, Inc, Engineering Service, $77172.50; Innovative Systems, LLC, Software/Hardware Maintenance, $22132.30; Interstate Telecommunications Cooperative, Telephone Expense, $354.76; John Deere Financial, Supplies, $51.40; Julius, Laura, Travel, $206.10; Kabris, Curt, Travel, $688.60; Kruse, Dan, Travel, $40.80; L G Everist Inc, Quartzite/Gravel, $3861.69; Lowe's, Supplies, $1783.49; Lumen, Telco Settlement, $272.22; Mack, Scott, Travel, $504.79; Martin's Inc, Diesel/Oil, $2283.67; Meyer, Steve, Travel, $1128.53; Midcontinent Comm., Contract Fee, $863.76; Millborn Seeds Inc, Grass Seed/Fertilizer, $280.00; Missouri River Energy Services, AMI/Smart Grid Software, $138893.42; MVTL Laboratories Inc., Wastewater Analysis, $926.55; NavePoint, Systems/Cabling Inv, $176.70; NCTC, TV Programs Fee, $86264.15; Nexstar Broadcasting, Inc., Contract Fee, $14611.95; Northwestern Energy, Natural Gas, $45.08; Nutter, Chris, Travel, $99.78; OneNeck IT Solutions LLC, Hardware/Software/Consulting, $2500.00; Outlaw Graphics, Supplies/Decals, $260.00; Pests B Dead LLC, Pest Control, $215.00; Pete Lien & Sons Inc, Chemicals, $5682.50; Pinnacle Marketing Group, Directory Publication, $8620.83; Power & Telephone Supply, Supplies, $411.09; Power Monitors Inc, PQ Canvas Subscription, $365.00; Prunty Construction Co, Inc, Raw/Treated Water Pipeline, $249979.57; Ramsdell F&M Ltd., LP Fill, $13.86; Resco, Supplies, $597.00; Resco, Transformers, $47325.00; Rients, Shane, Travel, $61.20; Riverside Technologies, Inc., Laptop/Desktops/Monitors, $4196.00; Runnings, Supplies, $2903.44; SD Dept of Health Lab Remit Center, Testing W-WW Samples, $636.00; SD Dept of Rev, Enhanced 911, $12071.64; SD State Treasurer, Communication Impaired Fee, $1661.00; SD Treasurer, Sales/Excise Tax, $200082.14; SDN Communications, Circuit Lease, $15080.98; SDSU Financial Aid Office, Scholarship, $1500.00; Secretary of State, Notary Filing Fee, $30.00; Sentry, LLC, Wellfield Expansion, $599222.70; Sioux Valley Environmental, Inc, Supplies, $375.00; Skinner Striping, Asphalt, $14285.74; South Dakota One Call, Locate Fee, $428.40; South Dakota Public Assurance Alliance, General Liability/Property Ins, $241.87; Springbrook, Credit Card Processing Fee, $3096.14; Springbrook Holding Company LLC, Software Support, $6426.00; Stuart C. Irby, Supplies, $4209.00; Sturdevant's Auto Value, Supplies, $278.86; Subway, Meeting Supplies, $33.56; Swiftel Communications, Office Phone Bill, $152247.95; Teledynamics, Systems/Cabling Inv, $295.92; Tires Tires Tires, Vehicle Maintenance/Tires, $1101.28; Titan Machinery, Inc, Work Equipment Maintenance, $1539.54; T-Mobile, PCS Phone Service, $55.20; United Parcel Service, Freight, $157.25; United States Postal Service, Postage, $9000.00; Universal Service Adm. Co, USAC Contribution, $31366.05; US Signal Company, LLC, Hardware/Software/Consulting, $347.02; USA Bluebook, Supplies, $656.70; Utilismart Corporation, AMI/Smart Grid Software, $50376.00; Wage Works, Inc, Benefit Plan Fee, $165.00; Walker & Associates Inc, Supplies, $543.83; Wesco, Decorative Poles, $32688.00; Wesco, Supplies, $790.80; WW Tire Service Inc, Work Equipment Maintenance, $182.66; Xcel Energy/NSP, Utility Bill, $11.60; Adolf, Greta, Telephone Refund, $76.26; AGUIRRE, EDUARDO, Refund Check, $106.18; Bear, Tylan, Telephone Refund, $177.67; Brody, Amber, Telephone Refund, $23.96; Carr, Stella, Telephone Refund, $144.88; CHRISTOPHERSON, CLIFTON, Refund Check, $85.42; CLARK, GARY, Refund Check, $15.14; Clites, Benjamin, Telephone Refund, $76.44; Delaney, Evan, Telephone Refund, $52.71; Flanery, David, Telephone Refund, $15.81; Harrison, Jeanne, Telephone Refund, $89.43; Heier, Troy, Conserve/Demand Incentive, $40.00; Kelley, Heather, Telephone Refund, $455.00; Lpl Finanacial-Rich Widman, Telephone Refund, $21.44; MAYEN, YAR, Refund Check, $10.46; MCKEAG, OLIVIA, Refund Check, $29.63; Mittelstadt, Martin, Telephone Refund, $167.18; MOHAMMAD, FNU, Refund Check, $45.91; NAPTON PROPERTIES LLC, Refund Check, $92.12; Park, Dylan, Telephone Refund, $112.06; PIETILA, GABRIELLE, Refund Check, $27.59; Poppenga, Malik, Telephone Refund, $29.85; Ramirez, Isai, Telephone Refund, $93.74; ROOT & GROW DANCE STUDIO, Refund Check, $136.62; ROOT & GROW DANCE STUDIO, Refund Check, $68.46; Smith, Sam, Telephone Refund, $59.86; Vansickle, Katrina, Telephone Refund, $42.18; Withers, James, Telephone Refund, $34.27;

PERSONNEL INFORMATION

Department Salaries (august): Electric, $306,677.68; Water, $142,562.72; Wastewater, $134,682.58; Telephone, $342,096.95; Retirement, $53,278.30; Social Security, $65,633.39; Insurance, $112,240.42; Deferred Comp, $16,202.51.

Salary Changes: E. Hegdahl, 433.31; S. Mathison, $49.56.

INVITATION FOR CITIZEN INPUT

Kyle Minnet was present and introduced himself as a Brookings developer. No action was taken.

MAYOR’S REPORT

Mayor Ope Neimeyer was present to give his annual report to the Utility Board.

ANNUAL REVIEW OF SDCL 1-25-13 SOUTH DAKOTA OPEN MEETING LAWS.

Bonnie Foster, City Clerk, presented the a review of the new South Dakota Meeting law (SDCL 1-25-13) that was passed by the South Dakota Legislature and made effective on July 1, 2025.

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

RESOLUTION NO. 25 - 25

RESOLUTION APPROVING ANNUAL REVIEW
OF SDCL 1-25-13 OPEN MEETING LAWS

WHEREAS SDCL 1-25-13 requires the Brookings Municipal Utilities Board review, on an annual basis, the Open Meeting laws for the State of South Dakota; and

WHEREAS each of the Utility Board members acknowledge receipt and review of the 2025 revision of the Guide to South Dakota's Open Meeting laws; and

WHEREAS Bonnie Foster, City Clerk, made a presentation to the Utility Board addressing the Open Meeting laws.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the official minutes of the meeting dated September 8, 2025, shall reflect the foregoing.

Adopted this 8th day of September, 2025.

ATTEST:

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Spence Hawley, Secretary Doug Carruthers, President

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

EXECUTIVE SESSION

Motion was made by Harvey, seconded by Hansen 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.

The Board reconvened in open session.

2026 CAPITAL IMPROVEMENT PROGRAM

Motion was made by Hawley that the following Resolution No. 26-25 be approved.

RESOLUTION NO. 26 - 25

RESOLUTION APPROVING
2026 CAPITAL IMPROVEMENT PROGRAM

WHEREAS a Capital Improvement Program has been reviewed by the Brookings Municipal Utilities Board which presents revenues, expenditures and capital outlays according to operating fund; and

WHEREAS after due consideration the Board finds that said program sets forth a sound financial plan for the operation for the utilities governed.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Capital Improvement Program dated September 8, 2025, now on file in the office of the Executive Vice President/General 6anager is hereby approved.

Adopted this 8th day of September, 2025.

ATTEST:

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Spence Hawley, Secretary Doug Carruthers, President

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

SET DATE FOR PUBLIC HEARING ON 2026 BUDGET AND RATES

Motion was made by Harvey, seconded by Bartels that a public hearing be held on the 2026 budget and utility rates at the Board Meeting to be held on Tuesday, October 14, 2025, at 1:00 p.m. 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 for the purpose of discussing personnel. All members present voted in favor of the motion.

The Board reconvened in open session.

Motion was made by Hawley, seconded by Bartels that the following adjustments be made to management wages effective October 1, 2025. All members present voted in favor of the motion.

I. Cost of Living Adjustments:

Increase the following salaried positions by 4% effective October 1, 2025:
Executive Vice President/General Manager
Assistant General Manager
Electric Department Manager
Water/Wastewater and Engineering Manager
Swiftel Operations Manager
Chief Financial Officer
Relationship & Communications Manager
Managing Director of Information & Operations Technology
Communications Coordinator
Customer Sales and Support Coordinator
Billing & Collection Supervisor

Accounting Supervisor
Human Resource Director
Engineering Supervisor
Water/Wastewater Plants Supervisor
Wastewater Collection & Water Distribution Supervisor
Electric Construction Supervisor
Electric Maintenance Supervisor
Central Office Supervisor
Swiftel Operations Supervisor
Internet Service Provider & Network Supervisor
Swiftel Sales & Marketing Supervisor

Increase the following salaried positions by 2% for market adjustments effective October 1, 2025:
Electric Department Manager

All members present voted in favor of the motion.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Spence Hawley, Secretary	Doug Carruthers, President