

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, August 11, 2025, at the Utility building with the following members present: Bartels, Hansen, Harvey, Hawley and President Carruthers and City Council Liaison Avery.

ADOPTION OF AGENDA

The agenda was adopted.

MINUTES

Minutes of the regular meeting held July 14, 2025 and the special meeting held July 28, 2025, were read and approved. All members present voted in favor of the motion.

APPROVAL OF BILLS AND CLAIMS

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

ADP, Inc, Payroll Processing Fee, \$2692.20; Advanced Media Technologies Inc, Supplies, \$175.02; AMP Electric Construction Inc, Labor/Supplies, \$436.49; Anixter Inc, Systems/Cabling Inv, \$11825.10; Appera, Supplies, \$69.43; AT & T Mobility, PCS Phone Service, \$3561.10; Aureon Network Services, LNP Fees, \$180.00; Banner Associates Inc, Engineering Consulting, \$1623.00; BENNETT, KELDON, Utility Refund, \$188.40; Bierschbach Equipment, Supplies, \$117.42; Blooston, Mordkofsky, Dickens & Prendergast, LLP, Legal Service, \$2208.00; Bluefin Payment Systems, Credit Card Processing Fee, \$14487.16; Bobcat Backers, Advertising, \$1200.00; Border States Elec Supply, Supplies, \$5146.98; Border States Elec Supply, Systems/Cabling Inv, \$377.23; Border States Elec Supply, Uniforms, \$1463.76; Brookings Dumpster Service, Sanitation Service, \$569.26; Brookings Equipment Inc, Supplies, \$49.46; Brookings Municipal Utilities, Office Utility Bill, \$55802.14; Brookings Radio, Advertising, \$1500.00; Business Track, Credit Card Processing Fee, \$8499.16; Calix Inc., Inventory, \$3583.37; Card Connect, Credit Card Processing Fee, \$10277.99; Carquest Auto Supply, Work Equip Maintenance/Supplies, \$785.45; Center for Internet Security, Inc., Annual Maintenance, \$10800.00; City of Brookings, Contract Fee, \$6599.06; City of Brookings Landfill, Landfill Fee, \$115.54; Clark Drew Construction Inc, WWTP Dump Station, \$11601.90; Click Rain, Website Maintenance, \$175.00; Climate Systems Inc, HVAC Maintenance, \$2263.50; Clites Electric Construction, Inc., Labor/Supplies, \$204.08; Core & Main, Supplies, \$23717.08; Courtesy Plumbing Inc., Repair/Supplies, \$621.00; Credit Collections Bureau, Delinq. Account Collection, \$885.68; Culligan of Brookings, Bottled Water, \$66.00; Dakota Supply Group, Supplies, \$242.00; Dept Of The Treasury, Federal Tax, \$5634.49; DHE, LLC, Maintenance Fee, \$996.63; Ditch Witch UnderCon, Supplies/Work Equip Maint, \$717.55; Egeberg, Phil, American Flags, \$176.21; Ethanol Products LLC, Chemicals, \$2045.16; Express Communications, Inc., Telco Settlement, \$10188.48; Fastenal Company, Supplies, \$3450.69; First Bank & Trust, Bank Processing Fee, \$1.00; First Bank & Trust - Visa, Supplies, \$1005.97; Flexible Pipe Tools &

Equip, Work Equip Maintenance/Supplies, \$1142.45; Foerster Supply Inc, Supplies, \$429.00; Fortra, LLC, License/Support, \$5823.02; Franz Reprographics, Inc, Plotter Maintenance, \$154.28; Golden West Technologies Inc., Tech Support, \$4041.40; Government Finance Officers Association, Registration, \$720.00; Grainger, Supplies, \$442.12; Graybar Electric Company, Holophane Light Poles, \$15912.00; Graybar Electric Company, Supplies, \$6381.33; Graybar Electric Company, Systems/Cabling Inv, \$2938.35; Gridor Const., Inc., Water Treatment Plant, \$437040.00; Gridor Const., Inc., WWTP Digester Pump, \$157977.00; Halgerson, Russ, Travel, \$154.00; Hawkins Inc, Chemicals, \$4578.52; Hawley, Spence, Travel, \$206.09; HDR, Inc, Engineering Service, \$41160.35; Hillyard/Sioux Falls, Janitorial Supplies, \$1748.73; Homestead Do It Center, Supplies, \$145.32; Innovative Systems, LLC, Software/Hardware Maintenance, \$21900.00; Interstate Telecommunications Cooperative, Telephone Expense, \$351.43; Jenne, Inc, Systems/Cabling Inv, \$2589.00; KGP Logistics Inc, Supplies, \$83.32; L G Everist Inc, Quartzite/Gravel, \$1276.55; Lowe's, Supplies, \$3064.42; Lowe's, Systems/Cabling Inv, \$11.86; Lumen, Telco Settlement, \$272.22; Martin's Inc, Diesel/Oil, \$7404.98; Matheson Tri-Gas Inc, Supplies, \$297.66; Meyer, Steve, Travel, \$518.00; Mid South Telecom, Systems/Cabling Inv, \$589.23; Millborn Seeds Inc, Grass Seed/Fertilizer, \$375.00; MVTL Laboratories Inc., Wastewater Analysis, \$904.26; Napa Auto Parts, Supplies, \$682.19; NavePoint, Systems/Cabling Inv, \$62.50; NCTC, TV Programs Fee, \$85934.91; Neuman, Hunter, Travel, \$20.40; Nordstrom's Automotive, Inc, Supplies, \$26.00; Northwestern Energy, Natural Gas, \$71.29; Novak Sanitary Service, Shredding, \$117.09; Office Peeps Inc, Supplies, \$77.88; Outlaw Graphics, Supplies/Decals, \$90.00; Pete Lien & Sons Inc, Chemicals, \$17412.21; Pinnacle Marketing Group, Directory Publication, \$8620.83; Prunty Construction Co, Inc, Raw/Treated Water Pipelines, \$646869.14; Prussman Contracting Inc, Main Repair/Equipment Rental, \$14872.00; Qdoba Mexican Grill, Event Supplies, \$201.75; Quadient, Inc., Postage Meter Rental, \$832.00; RC First Aid, Supplies, \$57.50; Resco, Supplies, \$5072.96; Riverside Technologies, Inc., Docking Station, \$289.00; Ron's Auto Repair, Vehicle Maintenance, \$347.94; Runnings, Supplies, \$2869.74; Runnings, Uniforms, \$24.99; Schomp's Mechanical Services, Labor/Supplies, \$6602.41; Schoon's Pump N' Pak, Vehicle Gasoline, \$1885.54; SD Dept of Health Lab Remit Center, Testing W-WW Samples, \$3543.00; SD Dept of Rev, Enhanced 911, \$12320.56; SD Treasurer, Sales/Excise Tax, \$197415.09; SDN Communications, Circuit Lease, \$3992.00; SDSU Cashiers Office, Employee Training, \$1208.73; Sentry, LLC, Wellfield Expansion, \$564974.30; Silverback Communications, LLC, Inventory, \$2224.04; Sioux Falls Utilities, Utility Bill, \$41.95; Sioux Valley Energy, Dispatching Service, \$1100.00; Sixth Street Development, Campanile Water Project, \$45295.98; Skinner Striping, Asphalt, \$8673.49; South Dakota One Call, Locate Fee, \$667.80; South Dakota Public Assurance Alliance, General Liability/Property Ins, \$529.48; Springbrook, Credit Card Processing Fee, \$2456.78; Springbrook Holding Company LLC, Software Support, \$6046.00; Springbrook Holding Company LLC, TOU/AMI Software Improvements, \$1573.00; Stan Houston Equipment Co Inc, Supplies, \$226.32; Sturdevant's Auto Value, Supplies, \$37.46; Swiftel Communications, Office Phone Bill, \$177931.40; Thryv, Inc, Advertising, \$432.00; Titan Machinery, Inc, Work Equipment Maintenance, \$227.76; T-Mobile, PCS Phone Service, \$55.20; United Parcel Service, Freight, \$43.38; United States Postal Service, Postage, \$9000.00; Universal Service Adm. Co, USAC Contribution, \$31366.05; US Signal Company, LLC, Hardware/Software/Consulting, \$322.97; USA Bluebook, Supplies, \$5065.61; Valcom, Inc, Repairs, \$122.31; Wage Works, Inc, Benefit Plan Fee, \$322.50; Walker & Associates Inc, Supplies, \$19.37; Xcel Energy/NSP, Utility Bill, \$12.20; Abicho, Natinael, Telephone Refund, \$59.07; ANDERSON, HEATHER, Refund

Check, \$142.83; BAYROCK, DENNIS & SUSAN, Refund Check, \$5.73; Beck, Brady, Telephone Refund, \$20.67; Bennis, Charles, Conserve/Demand Incentive, \$200.00; Biddle, Kelly, Telephone Refund, \$19.53; Brandwein, Robert, Conserve/Demand Incentive, \$25.00; Brookings County Democrats, Telephone Refund, \$26.12; Carlson, Mary, Telephone Refund, \$18.92; Colson, Jesse, Telephone Refund, \$21.00; Cose, Jason, Conserve/Demand Incentive, \$25.00; Defino, Nicholas, Telephone Refund, \$81.87; Discovery Benefits Inc, Telephone Refund, \$51.45; Everding, Talia, Telephone Refund, \$52.59; Flanery, Abby, Telephone Refund, \$65.36; GOERTZ, AMYAH, Refund Check, \$63.80; GREYER, NICOLE, Refund Check, \$101.01; Kelley, Heather, Telephone Refund, \$47.46; Koep, Evan, Conserve/Demand Incentive, \$40.00; Lambert, Trevor, Telephone Refund, \$58.29; Liebl, Stephanie, Telephone Refund, \$57.18; Lookhe, Ellen, Telephone Refund, \$11.15; Marnin, Aaron, Telephone Refund, \$57.19; MASON, DON & TRACY, Refund Check, \$251.85; Moore, William, Telephone Refund, \$8.63; Murphy, Charles, Conserve/Demand Incentive, \$155.00; Osborn, Bennett, Telephone Refund, \$139.72; Prokop, Nicholas, Telephone Refund, \$16.94; Rent In Brookings, Telephone Refund, \$89.09; Schelske, Fern, Telephone Refund, \$16.34; Skulstad, Roxanne, Telephone Refund, \$21.82; Strong, Cortni, Telephone Refund, \$56.67; Tropical Smoothie Cafe, Telephone Refund, \$210.26; Van Diepen, Joshua, Telephone Refund, \$127.38; WALTERS, SUSAN & BRAD, Refund Check, \$44.80; Weismantel, Mark, Conserve/Demand Incentive, \$275.00;

PERSONNEL INFORMATION

Department Salaries (July): Electric, \$329,990.39; Water, \$157,112.09; Wastewater, \$145,262.06; Telephone, \$362,149.43; Retirement, \$55,951.06; Social Security, \$72,121.63; Insurance, \$113,027.82; Deferred Comp, \$17,695.56.

Salary Changes: J. Borns, \$43.12; J. Bohl, \$19.85; P. Chase, \$29.79; T. Dahman, \$51.00; J. Ekern, \$43.12; C. Grimsley, \$18.08; E. Hegdahl, \$25.15; J. Horst, \$47.20; S. Kindt, \$51.00, J. Kleinmas, \$47.20; J. Kriese, \$44.81; D. Kruse, \$44.81, J. Larson, \$47.20, J. Lenander, \$24.10; J. Lounsbery, \$44.41; B. Mack, \$19.85, B. Nelson, \$43.12; J. Owen, \$26.47; D. Patrick, \$27.92; R. Petersen, \$26.98; S. Reints, \$43.12; C. Strand \$49.42; L. Swenson, \$43.12, J. VanEde, \$28.40; G. Bachman, \$19.85; M. Beynon, \$43.12; A. Brech, \$39.18; D. Denison, \$38.18; J. Hanson, \$44.81; E. Henningson, \$43.12; J. Jensen, \$30.18; T. Koch, \$44.81; A. Landsman, \$30.66; D. Loban, \$36.62; W. Lower, \$35.26; C. May, \$43.12; T. McClain, \$37.33; K. Miller, \$21.99; H. Neuman, \$29.32; M. Page, \$36.62; B. Peterson, \$35.55; M. Redmond, \$19.85; J. Reller, \$37.33; B. Scott, \$39.18; C. Stroschein, \$21.99; N. Vandersnick, \$40.33; M. Volkers, \$41.10; D. Weekes, \$39.18; R. Wendland, \$39.18; A. Witte, \$21.99; J. Axtell, \$40.02; Z. Barthel, \$24.58; T. Bruna, \$34.58; W. Clark, \$40.02; B. Goodfellow, \$19.29; K. Falconer, \$24.43; M. Hageman, \$28.40; M. Heninger, \$51.00; T. Heitpas, \$19.29; C. Koerlin, \$28.40; J. McKibben, \$34.58; T. Mumby, \$28.40; J. Neilsen, \$27.11; J. Nutter, \$31.36; C. Otis, \$25.72; C. Petersen, \$25.72; K. Resmen, \$18.08; M. Scott, \$22.34; A. Skyberg, \$37.39; D. Steege, \$51.00; S. Stulken, \$31.12; D. Wakeman, \$47.20; M. Stearns, \$33.61; A. Anderson, \$19.85; N. Axtell, \$54.64; J. Brown, \$32.15; D. Brutty, \$40.79; M. Collins, \$51.00; D. DesLauries, \$49.56; L. Dickey, \$49.56; A. Egeberg, \$33.84; T. Everding, \$24.20; R. Foster, \$47.20; A. Haberman, \$49.56; S. Hinricher, \$33.84; K. Hougland, \$32.27; C. Hubbard, \$24.20; C. Kelsey, \$19.85; I. Kruse, \$49.56; J.

Ladegaard, \$32.27; N. Maher, \$32.27; A. Martinez, \$23.23; S. Mathison, \$42.78; C. Mayer, \$23.23; K. Mc Clain, \$32.15; M. McKibben, \$23.23; R. Meyer, \$19.85; J. Millard, \$49.56; C. Nutter, \$47.20; J. Bryan Pedersen, \$47.20; M. Robinson, \$49.51; T. Rymerson, \$35.55; C. Sandmeier, \$43.12, B. Steffen, \$49.56; T. Swanson, \$54.64; V. Voegeli, \$49.56; J. Volkers, \$49.56; M. Vrchota, \$49.56; P. Wolf, \$19.85;

New Employees: K. Jensen, \$34.58.

SURPLUS EQUIPMENT FOR TRADE-IN

Motion was made by Harvey that the following Resolution No. 23-25 be approved.

RESOLUTION NO. 23 - 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:

Central Office Batteries (North Remote)

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 11th day of August, 2025.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

SURPLUS EQUIPMENT FOR DESTRUCTION

Motion was made by Hansen that the following Resolution No. 24-25 be approved.

RESOLUTION NO. 24 - 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:

Air Conditioning Unit (from Wastewater Treatment Plant)

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 11th day of August, 2025.

ATTEST:

Spence Hawley, Secretary

Doug Carruthers, President

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

APPLICATION FOR EXTENSION OF SEWER MAINS – CAPITAL STREET

Motion was made by Hansen, seconded by Harvey that the application for extension of sewer mains and connection into the city sewer system in Capital Street requested by the City of Brookings be approved. 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.

The Board reconvened in open session.

QUARTERLY FINANCIAL REVIEW

Laura Julius, Assistant General Manager, presented a quarterly financial review of second quarter of 2025.

REVIEW OF 2026 CAPITAL IMPROVEMENT PROGRAM

The staff presented the proposed 2026 Capital Improvement Program for all funds. No action was taken.

EXECUTIVE SESSION

Motion was made by Bartels, seconded by Harvey that the Board adjourn to an executive session to discuss personnel. All members present voted in favor of the motion.

The Board reconvened in open session.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Spence Hawley, Secretary

Doug Carruthers, President