

Municipal Utilities Board
City of Brookings

June 8, 2020

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, June 8, 2020, via Webex with the following members present: Bartels, Carruthers, Hansen and Harvey.

ADOPTION OF AGENDA

The agenda was adopted.

RESOLUTION OF COMMENDATION – CAROL PITTS

Motion was made by Hansen that the following Resolution No. 8 – 20 be approved.

RESOLUTION NO. 8 - 20

RESOLUTION OF COMMENDATION

WHEREAS Carol Pitts has served as a member of the Brookings Municipal Utilities Board since February, 2011, giving generously of her time and efforts.

NOW, THEREFORE, BE IT RESOLVED by the Brookings Municipal Utilities Board that the Board hereby express to:

CAROL PITTS

the sincere thanks and commendation of the Utilities Board on behalf of all the citizens of Brookings for faithfully and ably serving as a member of the Brookings Municipal Utilities Board.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this 8th day of June, 2020.

Tim Harvey, President

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

MINUTES

Minutes of the regular meeting held May 11, 2020 and the special meeting held May 26, 2020 were read and approved.

APPROVAL OF BILLS AND CLAIMS

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

4Nu-Praxair Dist, Supplies, \$13.80; 605 Custom Design, Uniforms, \$727.50; Active Heating, Repair, \$3,469.39; Ag First, Supp/LP, \$17.84; A-I Computer Solutions, Supp, \$34.99; Allegra, Printed Supp, \$1,229.30; Alphagraphics, Acrylic Shields, \$2,255.00; AlphaMedia, Advertising, \$2,250.00; AMP Electric, Labor/Supp, \$723.75; Anderson, Chris, Travel, \$132.00; Appeara, Supp, \$269.92; Approved Networks, Transceivers, \$87.77; Aramark, Supp, \$791.04; AT & T, Telco Settlement, \$744.03; Authorize.Net, Credit Card Processing Fee, \$169.20; Auto Pro, Supp, \$59.80; Badger Communications, Unreg Inv, \$17,379.14; Ball, Michelle, Janitorial Service, \$250.00; Banner Associates, Engineering Consulting, \$715.00; Barrett's Flooring, Paint, \$167.99; Blooston & Mordkofsky, Legal Service, \$17,581.25; Bluefin Payment Systems, Credit Card Processing Fee, \$11,223.33; Bob's Lock & Key, Lock/Key Service, \$98.00; Border States Elec, Supp, \$5,265.91; Bowes Construction, Gravel, \$644.90; Bozied Gas Stop, Towing, \$125.00; Bridle Estates, Sewer Charge Reim, \$3,358.00; Brookings County Finance, License, \$42.40; Brookings Credit Bureau, Delinq. Acct Collection, \$389.14; Brookings Utilities, Office Utility Bill, \$49,651.14; Brookings Register, Advertising/Legals, \$877.86; BSG Clearing Solutions, Telco Settlement, \$58.00; Capitol Sales, Unreg Inv, \$48.40; Carquest, Equip Maint, \$109.99; CellStream, Registration, \$660.00; Cemcast Pipe & Precast, Supp, \$300.00; Central Bank, Employee Recognition, \$177.00; Century Business Products, Copier Maint, \$30.36; Century Link, Tele Exp, \$140.27; Century Link, Interconnections, \$4,929.71; Century Link, Telco Settlement, \$272.23; Chesterman, Bottled Water, \$20.00; City of Brookings, Contract Fee, \$7,314.34; City of Brookings, Landfill Fee, \$185.98; City of Volga, Utility Bill, \$138.69; Clay Union Electric, Utility Bill, \$265.28; Cleanslate, Printed Material, \$400.00; Core & Main, Supp, \$760.79; Credit Collections Bureau, Delinq. Acct Collection, \$512.59; Crescent Electric, Unreg Inv, \$2,022.44; Culligan, Bottled Water, \$148.75; Culligan, Bottled Water, \$11.75; Cutler Law Firm, Legal Service, \$930.00; Dale's Alignment, Vehicle Maint, \$437.04; Dave's Window Cleaning, Window Service, \$137.00; DENR, Annual Fee, \$6,650.00; Dept of the Treasury, Federal Tax, \$7,711.24; DHE, Maint Fee, \$1,196.63; Directory Resources, Software Maint, \$1,250.00; Ditch Witch of SD, Equip Maint, \$1,761.14; DPC Industries, Chemicals, \$1,149.12; Ethanol Products, Chemicals, \$1,049.07; Express Communications, Telco Settlement, \$11,644.42; Farmers Implement, Equip Maint, \$15.60; Fastenal, Supp, \$282.95; Fibercomm, Broadband Service, \$529.35; First Bank & Trust, Bond Pymt Series 2011, \$36,466.25; Flexible Pipe Tool, Sewer Camera Repair, \$3,690.82; Foerster Supply, Supp, \$1,350.80; Fox Sports Net North, Contract Fee, \$7,722.05; Freeman, Harvey, Travel, \$49.50; G & R Controls, Equip/Maint, \$1,032.45; Golden West, Tech Support, \$4,548.00; Goldfield Telecom, VoIP Switch, \$3,042.05; Grainger, Supp, \$304.80; Gray Television Group, Contract Fee, \$10,934.64; Graybar Electric, Supp, \$4,156.31; Graybar Electric, Unreg Inv, \$25,181.77; Hach Chemical, Supp, \$2,518.92; Hawkins, Chemicals, \$605.00; Hawkins, Supp, \$257.46; Hibu-West, Advertising, \$344.00; Hillyard, Janitorial Supp, \$458.29; Homestead Do It Center, Supp, \$190.67; Hometown Service, Vehicle Maint, \$1,293.41; Incomm Agent Solutions, POS Fees, \$128.00; Independent Communications, Contract Fee, \$4,514.04; Insight Direct USA, Supp, \$2,263.64; Insight Direct USA, Unreg Inv, \$1,594.98; Interstate Telecom, Tele Exp, \$456.43; iQmetrix USA, Software Fees, \$2,140.00; Jackrabbit Tire, Equip Maint, \$380.43; JCL Solutions, Supp, \$125.51; John

Deere Financial, Equip Maint, \$32.45; Johnstone Supply, Supp, \$167.67; Jones Pest Control, Pest Control, \$55.00; Karpen, Nick, Disinfectant, \$12.76; Karpen, Nick, Travel, \$92.00; Knettel, Trever, Disinfectant, \$36.18; KPHR, Advertising, \$800.00; KXLG-FM, Advertising, \$2,500.00; Laake, Aaron, Travel, \$62.10; Lewis Drug, Supp, \$69.88; Lowe's, Supp, \$64.59; Martin's, Diesel/Oil, \$969.91; Matheson Tri-Gas, Supp, \$191.28; MCE Systems, License, \$5,400.00; Menards-Sx City, Supp, \$194.30; Menards-Sx Falls West, Supp, \$104.69; Menards-Watertown, Supp, \$158.19; Midamerican Energy, Utility Bill, \$1,753.44; Midcontinent, Broadband Service, \$193.08; Midcontinent, Contract Fee, \$476.44; Midwest Communications, Advertising, \$720.00; Millborn Seeds, Grass Seed/Fertilizer, \$112.50; Moss Adams, Consulting Service, \$250.00; MVTL Labs, Wastewater Analysis, \$800.00; National Processing, Credit Card Processing Fee, \$5,519.10; Nebraska Public Power, Utility Bill, \$257.97; Northwestern Energy, Natural Gas, \$25.29; Office Elements, Maint/Supp, \$40.70; Office Peeps, Supp, \$488.70; Opis Energy Group, Publication, \$414.00; Pete Lien & Sons, Chemicals, \$4,078.88; Peterson A/C & Heating, Repairs/Supp, \$179.00; Powell Broadcasting, Advertising, \$3,000.00; Power & Telephone Supply, Set Top Boxes, \$15,267.00; Prairie Graphics, Supp/Uniforms, \$199.22; Pro Lube, Vehicle Maint, \$45.60; Quadient, Postage Meter Rental, \$836.99; Ramsdells, Supp, \$81.28; Reed, Jeff, Travel, \$214.50; Resco, LED Commercial Luminaires, \$35,790.00; Resco, Padmount Transformers, \$24,464.00; Resco, Supp, \$1,676.45; Runge, Jared, Conserve/Demand Incentive, \$325.00; Runnings, Supp, \$3,373.51; Schoon's Pump N' Pak, Gas, \$2,108.93; SD Dept of Health Lab, Testing W-WW Samples, \$528.00; SD Retirement System, SDRS Contribution, \$45.00; SD Treasurer, Sales/Excise Tax, \$193,461.01; Servicemaster, Janitorial Service, \$280.00; Sioux Falls Utilities, Utility Bill, \$641.07; Sioux Valley Energy, Utility Bill, \$635.86; Sioux Valley Environmental, Chemicals, \$1,008.00; Skinner Striping, Parking Lot Striping, \$300.00; South Sx City, Utility Bill, \$715.86; Sprint, Circuit Lease, \$421.90; Sprint, PCS Phone Service, \$1,929.94; Sprint, PCS Service Fee, \$26,582.06; Staples, Supp, \$8.49; State of Iowa-Treasurer, Sales Tax, \$3,573.00; Stoltenburg, Audie, Disinfectant, \$18.09; Stuart C. Irby, Padmount Transformers, \$5,674.00; Stuart C. Irby, Supp, \$2,827.20; Sturdevant Auto, Supp, \$591.78; Summerland, Brent, PCS Refund, \$35.64; Swiden Distributing, Unreg Inv, \$89.42; Swiftel Communications, Office Phone Bill, \$123,478.98; Tech Sales, Supp, \$146.50; Teledynamics, Unreg Inv, \$66.80; The Casper Firm, Legal Service, \$3,437.50; The UPS Store, Freight, \$544.65; Thompson, Luke, Travel, \$6.90; Timmons Construction, 6th St Main Replacement, \$348,088.00; Tott's Auto, Vehicle Maint, \$54.95; Town & Country Shopper, Advertising, \$320.00; Townsquare Media, Advertising, \$3,870.40; Traffic Control, Signal Light Repair, \$720.00; Turfguard Lawn Service, Weed Spraying, \$695.00; Union County Elec, Utility Bill, \$249.00; UPS, Freight, \$301.78; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$68,772.69; University Estates, Water Charge Reim, \$3,445.00; US Postmaster-Bkgs, Annual Permit Fee, \$532.00; USA Bluebook, Supp, \$1,056.80; Valencia, Arturo, Travel, \$23.00; Wagner Contracting, Vault Footings, \$4,342.86; Watertown Area Chamber of Commerce, Membership Dues, \$386.63; Watertown Utilities, Utility Bill, \$287.91; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$204.25; Wells, Miranda, Travel, \$6.90; Wholesale Electronics, Supp, \$1,094.80; Winter Contracting, 4th St Main Replacement, \$199,857.89; Xcel Energy/NSP, Utility Bill, \$754.68.

The following are Telephone/Utility Refunds:

Aflac, \$186.94; Al Inizi, Ali, \$126.47; Anderson, Cloey, \$62.68; Baragar, Terry, \$2.72; Behrends, Brett, \$321.24; Behrends, Brett, \$174.58; Behrends, Brett, \$129.52; Blindauer, Jacob,

\$80.95; Brandt, Briana, \$54.43; Bruckner, Hailey, \$47.09; Brummer, Lora, \$40.81; Buchholz, Tonya, \$31.85; Buyck, Kordell, \$67.50; Carpenter, Taylor, \$2.72; Close, Sierra, \$80.95; Cowherd, Willow, \$142.72; Dendinger, Kyla, \$136.27; Dertien, Jade, \$2.18; Determan, Matthew, \$186.24; Dobesh, Susan, \$89.37; Englert, Norman, \$4.10; Fevold, Jared, \$14.21; Geiger, Isaac, \$136.27; Gonda, Michael, \$8.28; Gosse, Collin, \$59.06; Green, Foster, \$38.11; Guenther, Brittany, \$2.72; Guss, Megan, \$75.94; Haake, Ally, \$3.42; Hanley, Amy, \$89.15; Hartman, Garrett, \$21.79; Heitritter, Branden, \$136.27; Heritage East Apts, \$22.02; Hoffman, James, \$20.45; Holland, Maria, \$59.06; Hunstad, Derek, \$27.25; Innovation Enterprise, \$44.88; Innovation Village, \$74.96; Innovation Village, \$47.89; Jensen, Gregory, \$48.97; Kallenberger, Terry, \$2.18; Kinzler, Payton, \$18.60; Klein, Lexi, \$54.43; Klosterman, Mariel, \$54.43; Kost, Tye, \$118.81; Lafave, Nicholas, \$29.95; Lage, Hannah, \$32.66; Lindgren, Tim, \$44.73; Magnuson, Jordan, \$55.14; Main Barber Shop, \$5.99; Meendering, Izabell, \$47.09; Moser, Joanna, \$5.61; Nelson, Devin, \$78.47; Park, Ashley, \$61.89; Pearson, Ashlyn, \$2.72; Petersen, Megan, \$52.40; Rausch, Kyle, \$10.89; Roehrig, Maddie, \$45.49; Rudebusch, Paige, \$29.13; Sanmiguel, Enrique, , \$84.48; Schmidt, Taylor, , \$49.13; Schwenk, Terry, , \$98.45; Simon, Maggie, \$61.31; Siwakoti, Kishan, \$30.32; Staudenmier, Nicholas, \$73.92; Tietz, Kennedy, \$28.21; Tomasello, Daniel, \$60.55; Torres, Kerigan, \$48.05; Uecker, Tyler, \$32.66; Uhing, Noah, \$60.80; Vogt, Tyson, \$8.69; Willert Enterprises, \$623.70; Witte, Madison, \$2.72.

PERSONNEL INFORMATION

Department Salaries (May): Electric, \$216,240.95; Water, \$111,229.24; Wastewater, \$96,707.69; Telephone, \$493,039.74;

Retirement, \$53,048.85; Social Security, \$66,216.27; Insurance, \$120,382.21; Deferred Comp, \$15,392.06;

Salary Changes: L. Avila, \$22.65; A. Casey, \$16.09; D. Cramer, \$16.09; E. Zitterich, \$16.09; A. Haberman, \$27.95; B. Steffen, \$30.92;

New Employees: M. Redmond, \$13.91; S. Anderson, \$33.81; S. Mathison, \$17.61; J. Olson, \$12.73;

EXECUTIVE SESSION

Motion was made by Hansen, seconded by Bartels to adjourn to an executive session to discuss competitive service offerings, review communication from legal counsel about pending litigation and contractual matters. All members present voted in favor of the motion.

The Board reconvened in open session.

ADDENDA TO AGREEMENTS FOR COOPERATIVE INVESTIGATIONS WITH SDSU

Motion was made by Hansen that the following Resolution No. 9-20 be approved.

RESOLUTION NO. 9 - 20

RESOLUTION APPROVING ADDENDA TO AGREEMENT
FOR COOPERATIVE INVESTIGATIONS WITH
SOUTH DAKOTA STATE UNIVERSITY

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

1. The Addenda entitled "Addenda to Agreement for Cooperative Investigations" with South Dakota State University 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 8th day of June, 2020.

ATTEST:

Tim Harvey, President

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

SURPLUS EQUIPMENT TO BE TRADED IN

Motion was made by Hansen that the following Resolution No. 10-20 be approved.

RESOLUTION NO. 10 - 20

RESOLUTION ORDERING DISPOSITION OF SURPLUS EQUIPMENT

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:

2018 GH 729T Mower with 3461PF Deck

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 8th day of June, 2020.

ATTEST:

Tim Harvey, President

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

APPLICATION FOR EXTENSION OF WATER/SEWER MAINS AND CONNECTION INTO THE CITY WATER/SEWER SYSTEM – TIMBERLINE ADDITION

Motion was made by Hansen, seconded by Bartels that the application for extension of water/sewer mains and connection into the city water/sewer system requested by Sioux Empire Development Corporation for Silverthorne Circle and Castle Rock Circle– Timberline Addition be approved. All members present voted in favor of the motion.

AWARDING OF BIDS

The following bids were opened and read at 1:30 p.m. on June 4, 2020, and presented at this time for consideration and action.

VEHICLE – ELECTRIC CONSTRUCTION DEPARTMENT

	Item #1
Company	New 2020 or Current Model Year Class 5 4x4 HD Regular Cab Chassis
Brookings Auto Mall	NO BID
Einspahr Auto Plaza	\$52,938.00

VEHICLE – ELECTRIC MAINTENANCE DEPARTMENT

	Item #1
Company	2020 1 Ton HD Extended/Double Cab 4x4 Pickup
Brookings Auto Mall	NO BID
Einspahr Auto Plaza	\$50,077.00
Nelson Auto Center	\$49,412.40

Motion was made by Bartels, seconded by Hansen that the following low bids be approved: Einspahr Auto Plaza, Item 1, New 2020 or Current Model Year Class 5 4x4 HD Regular Cab Chassis, \$52,938.00; Nelson Auto Center Item 1, 2020 1 Ton HD Extended/Double Cab 4x4 Pickup, \$49,412.40; 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.

TELECOMMUNICATIONS STRATEGIC PRIORITIES

The Telecommunications Strategic Priorities were reviewed with the Utility Board. No action was taken.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Doug Carruthers, Secretary

Tim Harvey, President