

The regular meeting of the Municipal Utilities Board was held at 1:00 p.m. on Monday, August 9, 2021, at the Utility Building with the following members present: Carruthers, Hansen, Harvey and Hawley. Absent: Bartels.

ADOPTION OF AGENDA

The agenda was adopted.

TOUR OF WESTERN AVENUE SUBSTATION

The staff provided a tour of the recently completed Western Avenue substation.

MINUTES

Minutes of the regular meeting held July 12, 2021 and the special meeting held July 26, 2021 were read and approved.

APPROVAL OF BILLS AND CLAIMS

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

ABM Manufacturing, Supplies, \$125.00; Access Health-Brookings, Drug Screening, \$311.00; A-I Computer Solutions, Supplies, \$39.99; AICPA, Membership Dues, \$590.00; Allegra, Printed Supp, \$1,254.75; Anderson, Chris, Travel, \$231.00; Anixter, Supp, \$2,857.25; AT & T, Telco Settlement, \$947.55; AT & T Mobility, PCS Phone Service, \$461.64; Authorize.Net, Credit Card Processing Fee, \$167.55; Auto Body Specialties, Supp, \$20.80; AVI Midwest, Annual Support, \$3,120.00; Badger Communications, Systems/Cabling Inv, \$13,660.94; Bally Sports North, Contract Fee, \$7,522.57; Banner Associates, Engineering Consulting, \$1,428.00; Bluefin Pymt Systems, Credit Card Processing Fee, \$12,848.19; BMU Coffee Fund, Coffee Fund Reim, \$720.00; Bobcat of Brookings, Supp/Equip Rental, \$41.42; Border States Elec, Supp/Inventory, \$12,321.25; Border States Elec, Systems/Cabling Inv, \$72,930.94; Bowes Construction, Asphalt, \$2,169.30; Bridle Estates, Sewer Charge Reim, \$4,991.00; Briggs, Ken, Travel, \$94.08; Brookings Credit Bureau, Delinq. Acct Collection, \$151.74; Brookings Municipal Utilities, Office Utility Bill, \$58,650.89; Brookings Municipal Utilities, Petty Cash, \$17.00; Brookings Radio, Advertising, \$1,680.00; BSG Clearing Solutions, Telco Settlement, \$64.74; Carquest Auto, Equip Maint, \$324.04; CDW Government, Computer Supp/Support, \$758.03; CDW Government, Systems/Cabling Inv, \$6,591.79; Cemcast Pipe & Precast, Supp, \$6,404.91; Century Business Products, Copier Maint, \$63.58; Century Link, Telephone Exp, \$224.74; CHR Solutions, Software Maint, \$1,542.61; City of Brookings, Contract Fee, \$7,132.78; City of Sioux City, Storm Drainage Fee, \$193.61; Core & Main, Sump Pump Pilot Program, \$10,498.48; Core & Main, Supp, \$1,476.67; Courtesy Plumbing, Repair/Supp, \$132.60; Courtesy Plumbing, Sump Pump Pilot Program, \$486.03; Credit Collections Bureau, Delinq. Acct Collection, \$398.54;

Dakota Service & Repair, Supp, \$496.77; Dave's Window Cleaning, Window Service, \$62.00; Dept of the Treasury, Federal Tax, \$5,883.31; Detection Instruments, Supp, \$391.28; DexYP, Advertising, \$417.99; DGR Engineering, Engineering Service, \$268.50; DHE, Maint Fee, \$1,196.63; DigiCert, Support/Maint, \$883.50; DLT Solutions, Annual Subscription, \$5,697.20; Express Communications, Telco Settlement, \$8,834.12; Fastenal, Supp, \$653.41; First Bank & Trust, Bond Pymt Series 2011, \$36,264.58; Foerster Supply, Supp, \$133.00; Franz Reprographics, Maint/Supp, \$165.15; Golden West Tech, Tech Support, \$4,171.75; Grainger, Supp, \$626.60; Gray Television Group, Contract Fee, \$16,959.36; Graybar Electric, Supp, \$1,031.88; Graybar Electric, Underground Conductor, \$5,755.20; Hawkins Inc, Chemicals, \$5,122.30; Helsper, McCarty, & Rasmussen, PC, Legal Service, \$3,725.00; Hibu-West, Advertising, \$344.00; Homestead Do It Center, Supp, \$73.21; Howe Inc., HVAC Maint, \$9,730.63; Iconectiv, LNP Fee, \$932.45; Independent Communications, Contract Fee, \$147.84; Interstate All Battery Center, Supp, \$39.20; Iowa Workforce Development, Unemployment Insurance, \$8,571.00; John Deere Financial, Equip Maint, \$80.04; John Henry Foster Minn, Supp, \$85.01; Krier & Blain, HVAC Maint, \$12,047.62; Lumen, Telco Settlement, \$272.22; Martin's Inc, Diesel/Oil, \$1,336.31; Mediacom, Broadband Service, \$89.95; Midcontinent, Contract Fee, \$517.50; Moss Adams, Consulting Service, \$250.00; Municipal Pipe Tool, Sewer Main Relining, \$175,756.50; MVTL Labs, Wastewater Analysis, \$1,508.00; Napa Auto Parts, Supp, \$5.58; New Tec, Equip Maint, \$315.50; Nexstar Broadcasting, Contract Fee, \$8,194.59; Niklason Masonary, Concrete/Supp, \$6,400.00; Northwestern Energy, Natural Gas, \$153.72; Office Peeps, Supp, \$1,640.28; One Source-Background Check Co, Employee Verification, \$44.00; Pete Lien & Sons, Chemicals, \$17,664.13; Prussman Contracting, Sanitary Sewer Manhole Replacement, \$107,750.45; RC First Aid, Supp, \$190.00; Rients, Shane, Travel, \$297.00; Runnings, Supplies, \$2,362.20; Schoon's Pump N' Pak, Gas, \$7,041.95; SD Dept of Health Lab, Testing W-WW Samples, \$1,709.00; SD Dept of Rev, Enhanced 911, \$8,621.55; SD Telecom Assoc, Assessment, \$12,550.90; SD Treasurer, Sales/Excise Tax, \$188,383.98; SDN Communications, Circuit Lease, \$3,992.00; Sherwin-Williams, Paint, \$72.34; Sioux Valley Environmental, Chemicals, \$10,992.00; SD One Call, Locate Fee, \$516.60; Springbrook, Credit Card Processing Fee, \$2,116.51; Sprint, PCS Phone Service, \$283.88; Strand, Chad, Travel, \$16.50; Sturdevant Auto, Supp, \$135.77; Swiftel Communications, Office Phone Bill, \$116,542.17; US Postal Service, Postage, \$9,000.00; Universal Service Adm., USAC Contribution, \$10,064.29; University Estates, Water Charge Reim, \$3,445.00; USA Bluebook, Supp, \$465.99; Vantage Point Solutions, Engineering Consulting, \$3,020.00; Walker & Associates, Support Agreement, \$1,273.21; Wellmark Blue Cross Blue Shield of SD, Benefit Plan Fee, \$190.00; Wesco, Supp, \$13,849.12; Winter Contracting, SW Interceptor Replacement, \$75,138.06; WW Tire, Equip Maint, \$199.00; Xerox, Copier Maint, \$8.32; YourMembership.com, Employment Advertising, \$399.00.

The following are Telephone/Utility Refunds:

Adee, Kyle, \$255.32; Albers, Ardean, \$21.77; Anderson, Nakoska, \$39.12; Anderson, Samuel, \$34.63; Antique Gallery, \$27.83; Astech Asphalt Surface, \$620.92; Baker, Pamela, \$26.51; Barnes, Tramel, \$58.70; Barthel, Jerry, \$35.79; Behrends, Brett, \$234.98; Benedict, Thomas, \$55.89; Benson, Austin, \$185.00; Bludorn Ventures, \$55.04; Bowers, Julia, \$36.34; Christie, Philip, \$15.96; Cole, Mackenzie, \$7.94; Courter, Bryant, \$43.40; Dargatz, Hannah, \$4.38; Davidson, Brandy, \$29.65; Davis, Michael & Debra, \$114.52; Dennis, Amber, \$13.95; DeVries, Jill, \$39.47; Dhaliwal, Jashanjeet, \$26.22; Duque, Juan, \$136.27; Flanagan, Kaley, \$136.27;

Gilbert Trust, \$51.58; Gunderson, Amanda, \$285.93; GW Investment, \$82.29; Hague, Kaitlyn, \$58.70; Harris, Schuyler, \$22.50; Hildenbrand, Misty, \$2.65; Jackman, Kaitlyn, \$53.02; Jensen, Randy, \$2.17; Kant, Joanita, \$101.88; Kapelle, Janice, \$3.51; KB Properties, \$76.60; Krogman, Karlee, \$21.27; Leiferman, Peter, \$712.02; Lirette, Sky, \$246.84; Lommen, Dorothy, \$6.20; Maher, Michael, \$105.07; McLaughlin, Cortney, \$27.66; Metter, Michaela, \$26.51; Morse III, David, \$35.56; Neitzel, Mara, \$27.14; Ocguder, Sergen, \$139.43; Ofstedal, Jonathan, \$13.24; O'Riley, Tristan, \$15.91; Orth, Dillon, \$18.86; Punt, Erin, \$29.78; Reisetter, Josh, \$18.71; RNT LLC, \$53.00; Ryan, Anne, \$27.99; Schlim, Andrew, \$29.17; Schulte, Taylor, \$10.92; Schumacher, Carley, \$75.47; Schwenk, Terry, \$89.46; Scott, Alex, \$41.78; Sheffield, Zach, \$42.75; Slabaugh, Kalynn, \$4.38; Smith, VJ, \$2.08; Taylor, Olivia, \$8.61; Tetzlaff, Preston, \$103.35; Thorngren, Jill, \$136.78; Thorson, Curtis, \$145.11; Tilly, Braden, \$100.38; Tomhave, Jolane, \$19.74; Van Horn, Eli, \$19.74; Vukovich, Ben, \$58.70; Vukovich, Ben, \$38.43; Waldner, Victoria, \$33.94; Weiss, Donald, \$308.04; Wilmot Estates Apts, \$58.79.

PERSONNEL INFORMATION

Department Salaries (July): Electric, \$246,551.05; Water, \$91,228.29; Wastewater, \$100,685.52; Telephone, \$351,223.88;

Retirement, \$43,535.23; Social Security, \$57,068.51; Insurance, \$92,007.29; Deferred Comp, \$13,330.02;

Salary Changes: C. Anderson, \$22.42; H. Beynon, \$22.90; J. Borns, \$36.51; K. Briggs, \$44.05; T. Cook, \$15.14; T. Dahmen, \$41.92; B. Drexler, \$44.05; J. Ekern, \$36.51; P. Engelmann, \$15.14; A. Fuhr, \$15.56; C. Grimsley, \$14.58; E. Heesch, \$15.56; J. Horst, \$39.96; K. Jensen, \$29.28; D. Kimball, \$15.14; S. Kindt, \$41.92; J. Kleinemas, \$39.96; J. Kriese, \$37.95; D. Kruse, \$37.95; J. Larson, \$39.96; J. Lenander, \$19.44; J. Lounsbery, \$36.51; T. McLaughlin, \$25.21; M. Menken, \$36.51; B. Nelson, \$36.51; D. Nichols, \$15.56; J. Owen, \$22.42; D. Patrick, \$23.64; D. Peterson, \$15.98; Z. Price, \$15.14; J. Reed, \$36.51; K. Resmen, \$14.58; S. Riets, \$33.15; C. Strand, \$39.96; L. Swenson, \$33.15; K. Tesch, \$15.56; A. Wakeman, \$15.14;

M. Beynon, \$36.51; A. Brech, \$18.91; D. Denison, \$30.10; J. Hanson, \$34.16; E. Henningsen, \$36.51; T. Hohn, \$37.95; K. Hougland, \$31.59; J. Jensen, \$31.59; T. Koch, \$31.59; D. Loban, \$30.10; T. McClain, \$22.12; R. Meyer, \$31.59; S. Minor, \$37.95; D. Nemitz, \$17.73; M. Page, \$30.10; B. Peterson, \$30.10; B. Scott, \$25.59; N. Vandersnick, \$31.59; M. Volkers, \$33.15; R. Wendland, \$31.59;

J. Axtell, \$33.88; T. Bruna, \$27.88; T. Charging, \$24.02; J. Christenson, \$26.02; W. Clark, \$33.88; K. Gerdes, \$22.90; B. Goodfellow, \$15.56; M. Hageman, \$18.32; T. Heitpas, \$15.56; C. Hofland, \$16.59; C. Koerlin, \$20.74; J. McKibben, \$27.88; T. Mumby, \$22.90; C. Murphy, \$17.63; J. Nielsen, \$21.86; J. Nutter, \$22.90; T. Roach, \$24.02; L. Sebring, \$26.54; A. Skyberg, \$30.74; D. Steege, \$41.92; S. Stulken, \$24.02; S. Thelen, \$22.90; R. Volkers, \$22.90; D. Wakeman, \$37.95;

S. Anderson, \$35.96; N. Axtell, \$42.67; C. Carpenter, \$33.15; M. Collins, \$41.92; D. DesLauriers, \$39.96; L. Dickey, \$39.96; A. Egeberg, \$28.65; R. Foster, \$39.96; C. Haakinson,

\$39.96; A. Haberman, \$32.89; B. Halvorson, \$28.65; S. Hinricher, \$28.65; I. Kruse, \$39.96; N. Maher, \$26.02; R. Meyer, \$16.04; J. Millard, \$39.96; C. Nutter, \$39.96; B. Pedersen, \$39.96; T. Rymerson, \$22.90; C. Sandmeier, \$34.68; B. Steffen, \$39.96; T. Swanson, \$44.92; V. Voegeli, \$39.96; J. Volkers, \$39.96; M. Vrchota, \$39.96; A. Zaug, \$28.65.

New Hires: M. Hageman, \$17.74; C. Hofland, \$16.07; S. McKeown, \$27.88; L. Reed, \$41.92.

EXECUTIVE SESSION

Motion was made by Hawley, seconded by Hansen to adjourn to executive session for the purpose of discussing competitive service offerings, review communications from legal counsel about pending litigation and contractual matters. All members present voted in favor of the motion.

The Board reconvened in open session.

QUARTERLY FINANCIAL REVIEW

Laura Julius, Finance & Accounting Manager, presented a quarterly financial review of second quarter 2021.

REVIEW OF 2022 CAPITAL IMPROVEMENT PROGRAM

The staff presented the proposed 2022 Capital Improvement Program for all funds. No action was taken.

SURPLUS TELECOMMUNICATIONS AND IT EQUIPMENT

Motion was made by Carruthers that the following Resolution No. 21-21 be approved.

RESOLUTION NO. 21 - 21

RESOLUTION ORDERING DISPOSITION OF SURPLUS EQUIPMENT TO BE DESTROYED

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:

Infinera Transport Equipment:

- 1 Model DTC ANSI Package (including DTC, Fan, PEN, Door & MCM)
- 1 Software configuration option 4.0
- 1 Management Control Module B kit (MCM-B)
- 1 Digital Line Modules – C Band

- 3 Tributary Adapter Modules (TAM-2-10GR)
- 6 Tributary Optical Modules (TOM-10G-SR0)

IT Equipment:

- 19 PC's
- 2 Monitors
- 10 Tablets
- 3 Printers
- 15 Miscellaneous Network Equipment
- 2 Credit Card Processing Machines

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 9th day of August, 2021.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President

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

BIDS

AUTHORIZATION TO SOLICIT BIDS
CONDUCTOR
SWITCHGEAR
TRANSFORMERS
STREET LIGHT POLES/FIXTURES

Motion was made by Hansen, seconded by Hawley that authorization be given to advertise for bids listed above. All members present voted in favor of the motion.

ADJOURNMENT

The meeting adjourned.

ATTEST:

Seth Hansen, Secretary

Tim Harvey, President