

Unapproved Minutes
Langford Board of Trustees
January, 2021

The Langford Board of Trustees met in regular session Tuesday, January 12, 2021 at the Finance Office. President Todd Sell called the meeting to order at 6:02 p.m. with Trustee Jordan Hupke, Trustee Orrie Jesz, Utilities Manager Joe Keough, Assistant Utilities Manager Sean Kramer, Finance Officer Savannah Person, and Deputy Finance Officer Melody Swearingen in attendance, along with Aaron Miller from DGR Engineering.

Miller addressed the council with an update on the water system renovation project. Colin Paulsen from J&J Earthworks, Inc. arrived at 6:26 p.m. An agreement was reached between the City Council and J&J Earthworks, Inc. to reduce the City's obligation to J&J Earthworks in the amount of \$35,000.00 for liquidated damages. Paulsen left the meeting at 7:08 p.m. Miller left the meeting at 7:40 p.m.

Hupke motioned (#2021-1) to approve the December regular session, and December year-end session meeting minutes; seconded by Jesz; motion carried.

Person provided clarification regarding that portion of the Amendment to 2020 Appropriation Ordinance involving Fire Dept Capital Outlay funds. Upon request from the Fire Chief, a Certificate of Deposit in the amount of \$14,024.02 was cashed in for the purchase of bunker gear in the amount of \$8,610.00; the remainder funds in the amount of \$5,414.02 are reserved as Fire Dept Capital Outlay funds.

Jesz motioned (#2021-2) to approve December financial report; seconded by Hupke; motion carried.

APPROVAL OF EXPENDITURES: Sell motioned (#2021-3) to approve the following expenditures; seconded by Hupke; motion carried: Corporate Trust \$3,250.47 (water loan payment); BDM Rural Water System, Inc. \$2,366.50 (water purchased); Britton Journal \$107.23 (publications); Cardmember Services \$590.23 (Amazon \$127.52 for office supplies, Menards \$25.85 for shop supplies, Amazon \$84.78 for shop supplies, US Cargo Control \$160.54 for bucket truck supplies, Dept. of Ag \$96.00 for Mosquito License, Hangar 9 \$82.06 for airplane fuel for Fire Dept., Photo Express \$13.48 for framed photo from top of water tower); Crawford Trucks & Equipment \$214.67 (water pump); DaMar Farmer's Elevator \$1,345.20 (supplies); Heartland \$11,364.57 (December electricity, November transmission); Holland NAPA \$206.98 (supplies); Innovative Office Supplies \$197.03 (envelopes); Public Health Lab \$186.00 (lab fees); Town of Langford \$1,630.50 (utilities in city-owned buildings); Petty Cash Replenishment \$5.80 (postage); Resco \$475.50 (supplies); Running Supply, Inc. \$87.44 (supplies); SD Dept. of Revenue \$1,808.41 (sales tax); USDA Rural Development \$2,776.00 (sewer loan payment); USDA Rural Development \$4,000.00 (annual principle payment on sewer loan); US Postal Service \$90.00 (postage); Venture Communications \$571.38 (phone, fax & internet); Verizon Wireless \$132.79 (cell phone & tablet fees); Western Area Power Administration \$4,359.45 (power purchased). December payroll by department: Council \$565.15; Finance Office \$3,422.96; Streets \$1,808.18; Sanitation \$3,594.97; Library \$2,479.69; Water \$3,594.97; Electric \$3,619.97; Sewer \$3,594.88. December paid in vacation: Cardmember Service \$44.98 (Amazon office supplies); Frohling Law Office \$22.50 (code enforcement); House of Glass \$53.15 (door to community room); Lehr Sanitation Service \$2,850.00 (November services & rolloff); SD DENR \$350.00 (wasterwater discharge permit fee); SD DENR \$12.00 (water/sewer certification fees); Aberdeen Sport Recreation \$1,308.61 (4-wheeler repairs); Langford Lumber \$1,454.61 (supplies); Lake Region Electric \$215.00 (repairs); Innovative Office Solutions \$366.26 (utility billing cards); Frohling Law Office \$877.50 (water project).

NEW BUSINESS:

Sell motioned (#2021-4) to establish municipal election date as April 13, 2021; seconded by Hupke; motion carried.

Jesz motioned (#2021-5) to approve bid from Larry Cole for \$500.00 for the N1/2 of Lot 17, Block 27, Langford; seconded by Hupke; motion carried.

Hupke motioned (#2021-6) to approve request from Fire Department for Finance Officer Savannah Person to serve as Fire Dept. treasurer; seconded by Jesz; motion carried.

The council held discussion regarding snow removal on streets. Residents are reminded that vehicles, trailers, campers, etc. must be off the road for their own protection and to allow snow plows to adequately remove snow from streets. One time warning, 2nd occurrence will result in a fine.

Hupke motioned (#2021-7) to declare the following official designation for 2021; seconded by Jesz; motion carried: official newspaper – Marshall County Journal; city attorney – Dana Frohling; Langford’s representative from Board of Trustees to sit on the Marshall County Equalization Board – Orrie Jesz; official depository – Dacotah Bank; Library Board members – President Melody Swearingen, Vice President – Kayla Suther, Treasurer Savannah Person, Trustees – Jodi Anderson, Kellie Alberts, Brandi Fries; Librarian – Nicole Hoines. Along with these designations, the current roster of volunteers for the Langford Fire Department is hereby recognized with 21 listed volunteers, as filed within the Finance Office. Fire Department volunteers and Library Board Members are covered under the city’s workers compensation. The following wage rates are hereby declared for 2021, as determined in executive session in the December year-end session, effective January 2021: Joe Keough, Utilities Manager \$23.50 hr; Sean Kramer, Assistant Utilities Manager \$18.50 hr; Nicole Hoines, Librarian \$13.75; Savannah Person, Finance Officer \$18.00 hr; Melody Swearingen (no increase), Deputy Finance Officer \$23.00 hr; Board President \$150.00 per session (no increase); Trustee \$125.00 per session (no increase). 2021 payroll figures published throughout the year will include employee net wages including any bonuses, employee and employer contributions to SD Retirement, employee contributions to SD Supplemental Retirement, employee and employer medical insurance premiums to Health Pool of SD, employee and employer insurance premiums to AFLAC, and employee and employer 941 tax to EFTPS.

Hupke motioned (#2021-8) to approve Security Assessment Agreement with Dakota State University, Madison, South Dakota; seconded by Jesz; motion carried. Project Boundary Fence, operated by DSU, is a free resource for SD city governments to seek assistance in securing networks from cyber-attacks through external penetration testing on outward facing technology infrastructures.

Jesz motioned (#2021-9) approve 2nd Reading of Ordinance Regarding Address Numbers on Buildings; seconded by Hupke; motion carried. BE IT HEREBY ORDAINED by The Town of Langford that the following Ordinance be approved, adopted, and added to the ORDINANCES OF THE TOWN OF LANGFORD, as follows; REQUIREMENTS FOR PROPERLY NUMERING BUILDINGS

A. CITY RESPONSIBILITY: It shall be the responsibility of the Finance Officer to assign house (or other building) numbers. In the case where a house (or other building) is incorrectly numbered, the Finance Officer and/or the Board of Trustees may require the owner or agent thereof to correctly number the same; and it shall be unlawful for such owner or agent to refuse to comply.

B. OWNER/AGENT RESPONSIBILITY: It shall be the responsibility of the Owner or Agent in control of any house or building to have said house or building neatly, clearly and properly numbered, so as to be clearly visible from the street fronting the lot.

Jesz motioned (#2021-10) to approve 2nd Reading of Ordinance Regarding Meter Requirements for New Commercial Construction with Multiple Units; seconded by Hupke; motion carried. Ordinance reads: BE IT ENACTED by the City Council of the Town of Langford, South Dakota, that the following Ordinance be added to Chapter 9 of the Ordinances of the Town of Langford, defined as Title 9 – Utilities, Chapter 9-4 Electricity. 9-4-6 MULTIPLE UNITS. New construction of properties that house separate units such as apartment dwelling units or office rental units are required to install separate electric meters to each unit.

The next regular session of the Board of Trustees is scheduled for Tuesday, February 9, 2021 at 6:00 p.m. at the Finance Office.

There being no further business, the meeting adjourned at 10:00 p.m.
ATTEST: Todd Sell, Board President; Savannah Person, Finance Officer
Published once at an approximate cost of \$_____.