

Unapproved Minutes  
Langford Board of Trustees  
February, 2021

The Langford Board of Trustees met in regular session Tuesday, February 9, 2021 at the Finance Office. President Todd Sell called the meeting to order at 6:03 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.

Aaron Miller addressed the council via telephone conference with an update on the water system renovation project and final loan documents. The project is anticipated to be closed out at the March council meeting. Miller left the meeting at 6:25 p.m.

Hupke motioned (#2021-11) to approve January regular session meeting minutes; seconded by Sell; motion carried.

Jesz motioned (#2021-12) to approve January financial report; seconded by Hupke; motion carried.

APPROVAL OF EXPENDITURES: Jesz motioned (#2021-13) to approve the following expenditures; seconded by Sell; motion carried: BDM Rural Water System, Inc. \$1,955.80 (water purchased); Britton Journal \$166.08 (publications); Cardmember Service \$194.72 (Walmart \$194.72 for office supplies & 3 filing cabinets); DaMar Farmer's Elevator \$1,213.29 (supplies); DGR Engineering \$370.00 (electrical improvements/line inspection service); Grand Slam Computers \$85.00 (update computer); Heartland \$12,280.28 (January electricity, December transmission); Holland NAPA \$8.58 (clamps); Jensen Auto Service \$212.38 (parts); Public Health Lab \$15.00 (lab fees); Town of Langford \$1,645.88 (utilities in city-owned buildings); Langford Lumber Co. \$121.35 (supplies); Lehr Sanitation Service \$2,500.00 (garbage services); Petty Cash \$7.80 (postage); Running Supply Inc. \$74.97 (supplies); SD 811 \$8.40 (message fees); SD Dept. of Revenue \$2,126.24 (sales tax for January); SD Supplemental Retirement \$45.00 (Special Pay Plan fee); SD Supplemental Retirement \$2,035.50 (retirement payout into Special Pay Plan); USDA Rural Development \$2,776.00 (sewer loan payment); USPS \$69.00 (postage); Venture Comm. \$499.89 (phone, fax, & internet services); Verizon Wireless \$133.29 (cell phone & tablet fees); US Dept. of Energy \$4,348.46 (power purchased). January payroll by department: Council \$861.21; Finance Office \$2,496.83; Streets \$2,606.83; Sanitation \$3,921.96; Library \$3,152.62; Water \$3,921.96; Electric \$3,946.96; Sewer \$3,921.97. January paid in vacation: LIEAP \$16.23 (payment correction); Dacotah Bank \$20.00 (annual safe deposit box fee); Dacotah Bank \$1.60 (service charge).

**NEW BUSINESS:**

The city council reviewed surcharges, with no changes being made.

Hupke motioned (#2021-13) to declare bookshelf and computer cart surplus; seconded by Sell; motion carried.

Hupke motioned (#2021-14) to approve the purchase of a siren battery and charger for approximately \$2,000; seconded by Jesz; motioned carried.

Sell motioned (#2021-15) to approve the purchase of metering services from Chapman Metering for approximately \$3,200.00; seconded by Hupke; motion carried.

Sell motioned (#2021-16) to approve the purchase of a new lawn mower, along with the old mower being traded in, at approximately \$9,100.00; seconded by Hupke; motion carried.

Hupke motioned and Sell seconded (#2021-17) to approve the following policy regarding refunds for utility billing errors: Established at the February, 2021, council meeting, and signed into policy at the February, 2021 council meeting as follows: In the situation where it is discovered that a utility account has been overbilled, the Finance Officer is instructed to review the previous six (6) bill cycles, and either refund the customer or credit the customer's account.

Hupke motioned (#2021-18) to approve building permit applications from Nicholas Wegleitner for shingles and Dacotah Bank for interior remodel; seconded by Sell; motion carried.

Sell motioned (#2021-19) to enter into executive session at 9:49 p.m.; seconded by Hupke; motion carried. Regular session resumed at 10:02 p.m.

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

There being no further business, the meeting adjourned at 10:03 p.m.

ATTEST: Todd Sell, Board President; Savannah Person, Finance Officer

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