

**Unapproved Minutes**  
**Langford Board of Trustees**  
**April, 2021**

The Langford Board of Trustees met in regular session Tuesday, April 13, 2021 at the City Finance Office. President Sell called the meeting to order at 6:04 p.m. with Trustee Jordan Hupke, Trustee Orrie Jesz, Utilities Manager Joe Keough, Assistant Utilities Manager Sean Kramer, Finance Officer Savannah Person, Deputy Finance Officer Melody Swearingen, in attendance along with Lee Hansen from Serocki Excavating, Inc., City Attorney Dana Frohling, and Marshall County Sheriff Damian Bahr, Dennis Lindgren, and Robert Wagner.

Discussion was held about the process of applying for a Uniform Alcoholic Beverage License. After an application has been submitted to the Finance Officer, a Notice of Hearing must be published. A Public Hearing can be held no less than 7 days after official publication. The governing body by majority vote recommends the approval or disapproves the granting of the license. Approving the application certifies that the requirements as to a location and suitability of premises and applicant have been reviewed and conform to the requirements of local and South Dakota law. If approved, the application is then sent on to the state for their approval. Bahr offered assistance in contacting the State for guidance of the type of license being applied for.

Stuart Samson entered the meeting at 6:20 p.m.

Glen Lehr and Joe Stark entered the meeting at 6:35 p.m.

Lindgren, Wagner, and Bahr left the meeting at 6:43 p.m.

Samson left the meeting at 7:35 p.m.

Hansen from Serocki Excavating, Inc. gave input on phase 1 of the street project. Serocki Excavating, Inc. submitted the lowest bid at the bid opening in the March regular session. The City is looking into funding option. Hanson left the meeting at 7:41 p.m.

Lehr met with the council to discuss the completion of the 5 year contract between the City and Lehr Sanitation. The Council expressed appreciation of the valuable and excellent service Lehr Sanitation has provided. No new contract has been entered into at this time.

Frohling, Lehr and Stark left the meeting at 8:06 p.m.

Nicole Hoines entered the meeting at 8:20 p.m. Hoines presented the final design of City's website and FaceBook page. Both will go live April 19, 2021. Hupke motioned (#2021-25) to approve the Cookies & Privacy Statement for the City's website; seconded by Jesz; motion carried. The online utility bill payment system is in the creation process. Hoines left at 8:43 p.m.

Aaron Miller from DGR Engineering entered the meeting via a phone call at 8:46 p.m. Final engineering invoices have been submitted. DENR will start to close out the water loan. Miller will meet with Keough and Kramer mid-May to do a warranty walk through. Miller left the meeting at 8:59 p.m.

Hukpe motioned (#2021-26) to approve the March regular session meeting minutes; seconded by Jesz; motion carried.

Jesz motioned (#2021-27) to approve the March financial report; seconded by Hupke; motion carried.

Hupke motioned (#2021-28) to approve expenditures; seconded by Jesz; motion carried. BDM Rural Water System, INC. \$2,015.00 (water purchased), Britton Journal \$124.10 (publications),

Cardmember Service \$651.51 (credit card charges), Dakota Electronics \$1,192.80 (siren chargers), Dakota Fluid Power, INC. \$242.15 (cylinder repair), Dakota Supply Group \$2,234.67 (supplies), DaMar Farmer's Elevator \$1,010.77 (supplies), DGR Engineering \$191.00 (Electric line inspection services), Grand Slam Computers \$275.00 (Library computer update), First Bank & Trust \$7,766.98 (elect/transmission fees), Hewitt Insurance Agency, Inc. \$1,391.19 (CNA Surety Bond), Holland NAPA Auto Parts \$32.99 (fire dept. batteries), Jensen Auto Service \$436.85 (fire dept. supplies), Public Health Laboratory \$15.00 (lab fees), Lake Region Electric \$453.65 (repairs), Town Of Langford \$200.00 security dep. paid out), Town of Langford \$1,612.92 (utilities in city-owned buildings), Langford Lumber Co. \$240.43 (supplies), Lehr Sanitation Service \$2,500.00 (garbage services), Off The Wall Signs \$35.68 (Golf cart decals), Petty Cash - Town of Langford \$4.80 (postage), Running Supply, INC. \$125.16 (supplies), SD Finance Officers' Association \$75.00 (training), SD Human Resource Association \$50.00 (training), SD Public Assurance Alliance \$20,365.66 (2021 annual premium), SD Dept of Revenue \$2,610.51 (sales tax for March), TEREX USA, LLC. \$970.95 (repairs to bucket truck), Rural Development \$2,776.00 (sewer loan payment), USPS \$105.00 (supplies), Venture Communications \$534.85 (phone/fax/internet services), Verizon Wireless \$184.75 (cell phone and tablet), US Department of Energy \$4,390.46 (power purchased), Corporate Trust, TFM \$3,276.08 (water project loan payments). Payroll by department: Council \$430.59, Finance Office \$2,955.98, Streets \$2,159.15, Sanitation \$3,176.59, Library \$1,670.58, Water \$3,176.59, Electric \$3,201.59, and Sewer \$3,176.55. Paid in vacation: Dacotah Bank \$8.80 (service charge).

**Maintenance Dept. Report:**

Spring City Clean Up Days are planned for June 1<sup>st</sup> through 4<sup>th</sup> 2021. Residents may place unwanted items at the curb. The City will collect the items for disposal. No tires, batteries, used or waste oil, concrete or construction debris or hazardous materials. The City will NOT accept refrigerators, air conditioners or freezers unless the freon has been removed and tagged.

Hupke motioned (#2021-29) to approve crack seal proposal for approximately \$6,640.00; seconded by Jesz; motion carried.

The bucket truck inspection came back and it was determined it needs immediate repairs for approximately \$7,577.13. The Finance Office door could possibly need a closer for approximately \$223.47. Gravel will be placed on both sides on east Main Street to prevent the edge of the road from chipping.

**New Business:**

Funding for the street project and future electric project was discussed. No action taken.

Sell motioned (#2021-30) to approve an electrical upgrade to DaMar and Jensen Auto for approximately \$3,000.00; seconded by Hupke; motion carried.

Hupke motioned (#2021-31) to approve new bulk material prices; seconded by Jesz; motion carried. Prices can be found on the new website.

Hupke motioned (#2021-32) to approve cleaning of the north side of the lagoon with the rental of a back hoe for approximately \$900.00; seconded by Sell; motion carried.

Hupke motioned (#2021-33) to approve Resolution #2021-02 – Fire Department Under the City Umbrella; seconded by Jesz; motion carried. BE IT ORDAINED by the City Council of the Town of Langford that the Town of Langford recognizes that the Langford Volunteer Fire Department falls beneath the umbrella of the Town of Langford in that the Town of Langford covers expenditures such as

utilities and supplies, and that the Town of Langford insures the Fire Department's buildings and contents, along with its vehicles; and that the Town of Langford provides Workmen's Compensation coverage for all Fire Department volunteers.

Hupke motioned (#2021-34) to approve building Permits were approved for Steiner, Schock, Loeb & Goetz; seconded by Jesz; motion carried.

**Old Business:**

Hupke motioned (#2021-35) to approve 2nd reading of Ordinance Title V, Section 52.02 - Requiring New Services to have a Service Disconnect; seconded by Jesz; 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 V, Section 52.02: Title V, Section 52.02 - SERVICE DISCONNECT. The Town of Langford requires that a service disconnect be installed before the meter on all new services or remodeled existing services that don't fall under NEC 230.85 or NEC 230.82. Also, any new service or remodeled existing service that has CT's and /or PT's installed for metering purposes must have a means of disconnecting the power from the property before the meter. Buildings with multiple units and multiple meters are required to place the meters in a group in the same location and must have a service disconnect for each unit. Removing the meter from the meter socket or pulling the cutout on the pole does not qualify as a means of disconnect. Customers are required to provide the city with the capability to lock said service in the on and off position, and the disconnect must be located in an outdoor location that is readily accessible at all times. Plans for electrical service disconnect must meet the latest version of NEC (National Electric Code) adopted by the State of South Dakota, approved by the Town of Langford Utilities Department, and approved by the City Council of the Town of Langford.

A special session of the Board of Trustees is scheduled for Wednesday, April 28<sup>th</sup>, 2021 at 6:00 p.m. at the Finance Office for the purpose of reviewing the draft of the updated ordinance book and other miscellaneous items.

The next regular session of the Board of Trustees is scheduled for Tuesday, May 11<sup>th</sup>, 2021 at 6:00 p.m. at the Finance Office.

There being no further business, the meeting adjourned at 11:29 p.m.

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

Published once at an approximate cost of \$\_\_\_\_\_.