

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

The Langford Board of Trustees met in regular session Tuesday, December 14, 2021, at the City Finance Office. President Orrie Jesz called the meeting to order at 6:01 p.m. with Trustee Todd Sell, Utilities Manager Sean Kramer, Utilities Assistant Manager Josh Helland and Finance Officer Savannah Person, Roger Williams and Steve Swanson in attendance.

Williams addressed the council about the City's responsibility to keep lots clean in town. Williams also requested that the City make an effort to keep people off his personal property. The town would like to remind residents that William's private lots are not a public route to the rubble site. Please only take designated public roads to the rubble site.

FINANCE OFFICE REPORT:

Jesz motioned (#2021-137) to approve the November regular meeting minutes; ; seconded by Sell; motion carried.

Jesz motioned (#2021-138) to approve the November Financial Report; seconded by Sell; motion carried.

Jesz motioned (#2021-139) to approve the following expenditures; seconded by Sell; motioned carried. BDM Rural Water System, Inc. \$2,091.60 (Water Purchased), Cardmember Service \$153.05 (Credit Card Purchases), Dakota Supply Group \$2,169.32 (Supplies), Damar Farmer's Elevator \$1,935.17 (Fuel), Damar Farmer's Elevator \$378.98 (Reissue), Grant & Williams, Inc. \$12,278.49 (2020 Audit), First Bank & Trust \$9,467.94 (Power Purchased), Holland Napa Auto Parts \$31.38 (Shop Supplies), Jensen Auto Service \$189.95 (Batteries & Tire Repair), Public Health Laboratory \$448.00 (Lab Fees), Town Of Langford \$1,685.65 (Utilities In City-Owned Bldgs), Langford Lumber Co. \$34.75 (Shop Supplies), Lehr Sanitation Service \$4,000.00 (October Disposal), Marshall County Title Co \$200.00 (Annual Fee 2022), Marshall County Journal \$53.47 (Publications), Maxwell Electric, LLC \$606.48 (Water Tower Repair), Mcleod's Printing & Office \$77.73 (Tax Forms), Petty Cash - Town Of Langford \$5.10 (Postage), Resco \$96.20 (Elect Equipment), Running Supply, Inc. \$68.84 (Shop Supplies), South Dakota 811 \$7.35 (Message Fees), SD Finance Officers' Assoc. \$40.00 (Annual Fee 2022), SD Municipal Street Maint Assoc. \$35.00 (Annual Fee 2022), SD Municipal Electric Assoc. \$316.00 (Annual Fee 2022), SD Dept of Revenue \$1,790.24 (Sales Tax for Nov), South Dakota Municipal League \$490.43 (Annual Fee 2022), Share Corporation \$531.32 (AR/FR Equipment), Titan Machinery \$624.72 (Uptime Inspection), Rural Development \$2,776.00 (December Monthly Sewer Loan Payment), United States Postal Service \$138.00 (Postage Stamps), Venture Communications \$505.81 (Phone/Fax/Internet Services), Verizon Wireless \$54.26 (Water Tablet), US Department of Energy \$4,373.84 (Power Purchased) Paid in Vacation: Titan Machinery \$2,030.00 (Extended Warranty). Payroll by department: Council \$430.60, Finance Office \$3,625.29, Streets \$1,839.61, Sanitation \$3,524.77, Library \$3,227.79, Water \$3,524.77, Electric \$4,616.02, Sewer \$3,524.39.

MAINTENANCE DEPT. REPORT

Jesz motioned (#2021-140) to approve the 2nd reading of the Meter Socket Bypass Ordinance; seconded by Sell. Reads as follows: AN ORDINANCE ALL NEW CONSRUCTION OR REMODELS OF METER SOCKETS NEED A LEVER BYPASS

BE IT ENCATED BY THE City Council of the Town of Langford, South Dakota, that the following Ordinance is added to the Town of Langford, defined as Chapter 52, Electric system.

52.11: The Town of Langford requires that all new meter sockets being installed on all new construction or remodel of existing meter sockets must have a lever bypass. Owner must contact the Utilities Department for prior approval of all parts up to but not after the meter.

Jesz motioned (#2021-141) to approve the 2nd reading of the Seal Tag Ordinance; seconded by Sell. Reads as follows: AN ORDINANCE STATING TAMPERING WITH SEALS ON ALL ELECTRICAL CABINETS ACCESSABLE AT OR BEFORE THE POINT OF METERING ON THE LANGFORD MUNICIPAL ELECTRIC DISTRIBUTION SYSTEM IS A PUNISHABLE OFFENSE

BE IT ENACTED BY THE City Council of the Town of Langford, South Dakota, that the following Ordinance is added to the Town of Langford, defined as Chapter 52, Electric system.

52.09: Any unauthorized tampering with any tamper tag, seal tag, padlock, or one time use lock found on all meter boxes, transformer cabinets, CT / PT cabinets, and any accessible boxes at or before the point of metering will be liable for all incurred damages to the property owner and the Town of Langford. This is also punishable with a fine per (General Provisions 10.99) found in the Town of Langford Ordinance book.

Jesz motioned (#2021-142) to approve the 1st reading of the Point of Demarcation Ordinance; seconded by Sell. Reads as follows: AN ORDINANCE STATING THE POINT OF DEMARCATION OR THE POINT THAT DETERMINES RESPONSIBILITY OF THE PROPERTY OWNER AND THE UTILITY

BE IT ENACTED BY THE City Council of the Town of Langford, South Dakota, that the following Ordinance is added to the Town of Langford, defined as Chapter 52, Electric system.

52.02B: The Town of Langford's Point of Demarcation is 2 feet after the lugs of the transformer or where the customer ties on to the Town's secondary's coming from the transformer. The customer is responsible for anything after the point of demarcation except for the electric meter. The Town of Langford will supply and maintain the meter. The Town of Langford has control over all devices associated to metering but the town will not be in charge of repairs and maintenance of devices associated with metering.

Sell motioned (#2021-143) to approve the Minnesota Municipal Utilities Association training for Sean Kramer and Josh Helland to begin attending in 2022; seconded by Jesz; motioned carried.

NEW BUSINESS

Sell motioned (#2021-144) to approve the 1st reading of Amendment to 2021 Appropriation Ordinance; seconded by Jesz; motioned carried.

Jesz motioned (#2021-145) to approve Resolution 2021-05 Transfer of Contingency Funds; seconded by Sell; motion carried. Reads as follows: BE IT RESOLVED by the Board of Trustees of the Town of Langford that the Finance Officer is hereby directed to transfer \$20,000.00 within the Contingency Fund within the General Fund to the following line items within the General Fund: 414.1 – Attorney \$800.00, 414.2 – Finance Office \$6,200.00, 432.0 – Sanitation \$5,000.00, and 455.0 – Library \$8,000.00.

Jesz motioned (#2021-146) to approve Resolution 2021- 06 Naming New Finance Officer; seconded by Sell; motion carried. Reads as follows: WHEREAS, the Town of Langford has hired Kaitlin Stiegelmeier as Finance Officer effective January 1, 2022, and

WHEREAS, certain business institutions require an acknowledgement by formal action in order to allow Savannah Person to be a signatory on documents for the Town of Langford,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees:

That the Board of Trustees formally acknowledges the hiring of Kaitlin Stiegelmeier as Finance Officer for the Town of Langford and allows her to be a signatory on documents required by businesses and organizations doing business with the Town of Langford.

The next special year end session of the Board of Trustees is scheduled for Thursday, December 30th, 2021, at 6:00 p.m. at the Finance office.

The next regular session of the Board of Trustees is scheduled for Tuesday, January 10th, 2022, at 6:00 p.m. at the Finance office.

There being no further business, the meeting adjourned at 9:37 p.m.

ATTEST: Orrie Jesz, Board President; Savannah Person, Finance Officer

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