

**Unapproved Minutes
Langford Board of Trustees
January 11, 2022**

The Langford Board of Trustees met in regular session Monday, January 10, 2022, at the City Finance Office. President Orrie Jesz called the meeting to order at 6:06 p.m. with Trustees Todd Sell and Jordan Hupke, Utilities Manager Sean Kramer, Utilities Assistant Manager Josh Helland, Finance Officer Kaitlin Stiegelmeier, and Deputy Finance Officer Savannah Person.

FINANCE OFFICE REPORT

Jesz motioned (#2022-1) to approve December regular meeting minutes and December year-end meeting minutes; seconded by Hupke; motion carried.

Hupke motioned (#2022-2) to approve December financial report; seconded by Jesz; motion carried.

Sell motioned (#2022-3) to approve expenditures; seconded by Hupke; motion carried.

BDM Rural Water System, Inc. \$2,248.10 (Water Purchased), Cardmember Service \$434.94 (Credit Card Purchases), Crawford Trucks & Equipment \$168.06 (Supplies), Dept. of Ag & Natural Resources \$350.00 (2022 Dues), First Bank & Trust \$11,486.64 (Heartland-Power), Holland NAPA Auto Parts \$340.69 (Supplies), Stuart C Irby Co \$47.98 (Electric Equip.), Jensen Auto Service \$497.40 (Shop Supplies), Public Health Laboratory \$15.00 (Sample Lab Fees), Town of Langford \$2,251.16 (Utilities), Langford Lumber Co. \$178.14 (Material), Lehr Sanitation Service \$8,500.00 (Garbage Services), MAC'S Hardware \$115.95 (Shop Supplies), Marshall County Journal \$110.45 (Publications), Meyer's Hardware Hank \$29.99 (Finance Office Supplies), MMUA \$395.00 (2022 Associate Member Dues), Petty Cash - Town Of Langford \$99.66 (Petty Cash Replenishment), Running Supply, Inc. \$1,672.47 (Shop Supplies), SD Dept of Revenue \$1,919.39 (Dec '21 Sales Tax), Sweeney Controls Company \$540.00 (Annual Service Fee Dec 21-22), Rural Development \$2,776.00 (Jan '22 Sewer Loan Payment), United States Postal Service \$138.00 (Postage), Verizon Wireless \$54.23 (Water Tablet), US Department of Energy \$4,544.45 (Dec'21 Service), Corporate Trust, TFM \$679.90 (Feb'22 Water Loan Payment), Corporate Trust, TFM \$3,276.08 (Feb '22 Water Loan Payment). Payroll by department: Council \$296.03, Finance Office \$2,127.44, Streets \$2,354.01, Sanitation \$4,153.72, Library \$3,463.24, Water \$4,153.72, Electric \$4,204.28, and Sewer \$4,159.67.

Hupke motioned (#2022-4) to approve the SDPAA Revised Intergovernmental Contract (IGC); seconded by Sell; motion carried.

NEW BUSINESS

Jesz motioned (#2022-5) to establish municipal election date as April 12, 2022; seconded by Sell; motion carried.

Jesz motioned (#2022-6) to designate official newspaper, Marshall County Journal; city attorney, Dana Frohling, representative from Board of Trustees to sit on the Marshall County Equalization Board – Orrie Jesz; official depository – Dacotah Bank; Library Board members – President Kayla Suther, Vice President – Kellie Alberts, Treasurer – Kaitlin Stiegelmeier, Trustees – Jodi Anderson and Brandi Fries; Librarian – Nicole Hoines. Along with these designations, the current roster of volunteers for the Langford Fire Department is hereby recognized with 18 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 2022, as determined in executive session in the December year-end session, effective January 2022: Sean Kramer, Utilities Manager \$22.50 hr; Josh Helland, Assistant Utilities Manager \$20.50 hr; Nicole Hoines, Librarian \$15.50; Kaitlin Stiegelmeier, Finance Officer \$20.00 hr; Savannah Person, Deputy Finance Officer \$20.00 hr; Board President \$150.00 per session (no increase); Trustee \$125.00 per session (no increase). 2022 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; seconded by Sell; motion carried.

MAINTENANCE DEPT. REPORT

Hupke motioned (#2022-7) to approve rate changes on Bulk Rates. Camping spots increase from \$10/night to \$15/night and non-potable water is \$5.00 per thousand; seconded by Sell; motion carried.

Hupke motioned (#2022-8) to approve Service Repair Waiver document; seconded by Jesz; motion carried. In emergency situations, the Town of Langford Utilities Department may make repairs to customer service lines based on their own discretion and abilities.

Sell motioned (#2022-9) to approve the maintenance department to purchase sand and salt for use at city intersections; seconded by Hupke; motion carried.

OLD BUSINESS

Jesz motioned (#2022-10) to approve utility rate increases as follows: Water Rates increase by \$1.00 per thousand, Sewer Rates increase by \$1.00 per thousand, Water and Sewer Base charge increases by \$1.00 each, Electric Rates increase by \$0.01 per kwh, and Electric Large Commercial Demand increases by \$5.40 per kw; seconded by Sell; motion carried.

The next regular session of the Board of Trustees is scheduled for Tuesday, February 8th, 2022, at 6:00 p.m. at the Finance Office.

There being no further business, the meeting adjourned at 8:07 p.m.

ATTEST: Orrie Jesz, Board President, Kaitlin Stiegelmeier, Finance Officer

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