

**UNAPPROVED MEETING MINUTES**  
**Langford Board of Trustees**  
**Tuesday, November 12, 2024 | 5:00PM (CST)**

The Langford Board of Trustees met in regular session on Tuesday, November 12, 2024, at the Langford Community Center. Board President Orrie Jesz called the meeting to order at 5:05PM (CST) with the following in attendance: Trustees Chad Hardy and Matt Fries, Finance Officer Kaitlin Stiegelmeier, Utility Manager Sean Kramer, and Assistant Utility Manager Mitchell Wieser.

**PUBLIC COMMENT**

No public comment.

**FINANCE OFFICE REPORT**

Hardy motioned (2024-146) to approve October regular meeting minutes; seconded by Fries; motion carried.

Hardy motioned (2024-147) to approve expenditures; seconded by Fries; motion carried. *[See attachment – Exhibit A | Expenditure Summary.]*

Fries motioned (2024-148) to approve financial report; seconded by Hardy; motion carried.

Finance Officer Stiegelmeier noted the following: 1) The vision insurance, through VSP, is scheduled to renew in February 2025 with no rate increase; 2) Street banner designs were presented from two vendors, Performance Plus and Display Sales; Board opted to pursue Performance Plus as they offered personalized designs, compared to generic designs submitted by Display Sales; this will be further discussed at December's meeting; 3) The charges on account #375.00 were reviewed by the Board; the Board opted to not make any adjustments to total balance; must be paid by year-end (Dec. 31, 2024).

**MAINTENANCE DEPARTMENT REPORT**

Utility Manager Kramer noted the following: 1) Kramer and Wieser have been jetting throughout Town and the process has been running smoothly; 2) Glacial Lakes Excavating was in town and completed work on all of the applicable water curb stops; 3) The vendor that is scheduled to crack seal will be in town next week (week of November 18<sup>th</sup>).

## **NEW BUSINESS**

Hardy motioned (2024-149) to approve building permit for Michael & Sarah Swenson; seconded by Fries; motion carried.

Hardy motioned (2024-150) to approve first reading of Ordinance #2024-05, Amendment to 50.04 Security Deposit Required; seconded by Fries; motion carried.

Hardy motioned (2024-151) to approve Policy and Procedure #2024-001, regarding prorating resident first and/or final utility bill; seconded by Fries; motion carried.

Hardy motioned (2024-152) to approve a one-time tool reimbursement to Mitchell Wieser for \$150.00; seconded by Fries; motion carried.

Fries motioned (2024-153) to approve purchase of water parts for a valve; seconded by Hardy; motion carried.

## **OLD BUSINESS**

Hardy motioned (2024-154) to approve the second reading of Ordinance 2024-04, 2025 Appropriations, No. 137; seconded by Fries; motion carried.

## **EXECUTIVE SESSION**

No executive session.

There being no further business, Jesz motioned (2024-155) to adjourn the meeting at 8:04PM; seconded by Hardy; motion carried.

The next regular session of the Langford Board of Trustees is scheduled for Tuesday, December 17, 2024, at 5:00PM at the Langford Community Center.

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

Published once at an approximate cost of \$ TBD .

## Exhibit A | Expenditure Summary.

### Expenditures – October Payroll:

President & Board	\$369.38
Finance Officer	\$692.25
Streets	\$1,257.45
Sanitation	\$1,029.16
Park & Rec.	\$0.00
Library	\$1,162.95
Water	\$1,881.03
Electric	\$1,967.03
Sewer	\$1,880.82

### Expenditures:

BDM Rural Water System, Inc.	\$2,287.60	Water Purchased
Brubakken Trucking, LLC	\$581.38	Inv #101
Elan Financial Services – Credit Card	\$1,183.50	Monthly Statement
Crawford Trucks & Equip., Inc.	\$1,368.75	Inv #01P60347
Dakota Waste Solutions, LLC	\$4,458.33	Inv #132948
DaMar Farmer's Elevator	\$537.80	Monthly Statement
Dakota Supply Group	\$1,376.01	Monthly Statement
Glacial Lakes Excavating, LLC	\$2,918.68	Inv #1215
Hawkins, Inc.	\$105.63	Inv #6910245
Heartland Revenue	\$2,986.72	Power Purchased
Irby	\$279.00	Monthly Statement
Lake Region Electric Assn., Inc	\$440.00	Inv #28533
Marco Technologies, LLC	\$132.86	Inv #37791974
Marshall Co. Auditor	\$13,032.00	Law Invoice – 4Q24
Marshall Co. Journal	\$80.22	Publications
Midwest Pest Control	\$159.45	Inv #9714
Milbank Winwater Works, Co.	\$149.80	Inv #194124-01
MMUA	\$751.00	Inv #64681
Omni-Pro Software, Inc.	\$8,250.40	Inv #2720
OnSite Service Solutions, LLC	\$70.00	Inv #11815
OnTheClock.com, LLC	\$17.50	Employee Timecard
Quality Quick Print	\$357.06	Monthly Statement
Running Supply, Inc.	\$348.55	Monthly Statement
South Dakota 811	\$15.75	Inv #SD24-03003
State of South Dakota	\$15.00	Inv #10618022
SD Dept. of Revenue	\$2,604.57	Sales Tax – October 2024
SDML Workers Compensation Fund	\$4,104.00	Inv #24201
Stan Houston Equipment Co, Inc.	\$329.25	Inv #2546865
Town of Langford	\$1,766.78	Utilities
Rural Development of S.D.	\$2,776.00	Sewer Loan
United States Postal Service	\$185.00	Postage
WAPA	\$6,527.60	Inv #BFPB001271024
Corporate Trust, TFM	\$679.90	Water Loan #2
Corporate Trust, TFM	\$3,276.08	Water Loan #1