

**UNAPPROVED MEETING MINUTES**  
**Langford Board of Trustees**  
**Tuesday, February 11, 2025 | 5:00PM (CST)**

The Langford Board of Trustees met in regular session on Tuesday, February 11, 2025, at the Langford Community Center. Board President Orrie Jesz called the meeting to order at 5:02PM (CST) with the following in attendance: Trustees Chad Hardy and Matt Fries, Finance Officer Kaitlin Stiegelmeier, Utility Manager Sean Kramer, Assistant Utility Manager Mitchell Wieser, Collin Jensen from Jensen Rock & Sand, Inc., and Rook from Bituminous Paving, Inc. Kayla Suther, Brandi Fries, and Kellie Alberts entered the meeting at 5:44PM, then exited at 6:39PM.

**PUBLIC COMMENT** – No public comment.

**2025 STREET BIDS**

Board President Jesz opened and read aloud the two bids received for the 2025 chip seal project. Bituminous Paving's bid came in at \$302,500.00, while Jensen Rock & Sand's bid was at \$293,900.00. Both parties bid for both Project A and A.1. Per the Bid Booklet prepared by the Department of Legislative Audit, the Town is required to accept the lowest bid. Hardy motioned (2025-012) to accept the bid from Jensen Rock & Sand, Inc. for \$293,900.00, which includes both Project A and A.1, for the 2025 chip seal project; seconded by Fries; motion carried.

**EXECUTIVE SESSION**

Hardy motioned (2025-013) to enter executive session at 5:45PM (Kramer and Wieser exited the meeting at this time); seconded by Fries; motion carried.

Hardy motioned (2025-014) to exit executive session at 6:39PM; seconded by Fries; motion carried. No action was taken, and Kramer and Wieser returned to the meeting at this time.

**FINANCE OFFICE REPORT**

Hardy motioned (2025-015) to approve December special meeting minutes and January regular meeting minutes; seconded by Fries; motion carried.

Fries motioned (2025-016) to approve expenditures; seconded by Hardy; motion carried. *[See attachment: Exhibit A | Expenditure Summary.]*

Fries motioned (2025-017) to approve financial report; seconded by Hardy; motion carried.

**MAINTENANCE DEPARTMENT REPORT**

Hardy motioned (2025-018) to approve purchase of Hydrovac Nozzle for approximately \$410.00 from Jetline Sales & Service; seconded by Fries; motion carried.

Fries motioned (2025-019) to approve purchase of insulation for the ceiling in the Maintenance Shop for approximately \$1,500.00; seconded by Jesz; motion carried.

Hardy motioned (2025-020) to approve purchase of an electric hose reel for the jetter for approximately \$400.00; seconded by Fries; motion carried.

Hardy motioned (2025-021) to approve changing the monthly meter read date from the 20th of each month to the 1<sup>st</sup>; seconded by Jesz; motion carried. This change would align Langford's read date with the electric vendor read dates; therefore the Town could accurately track their profit-and-loss. This will be implemented immediately.

Fries motioned (2025-022) to approve replacing a Shotgun Stick and a tube section, which are fiberglass tools used during electrical work, as both items failed their testing performed by MMUA; seconded by Hardy; motion carried. Both items will be quoted with WESCO and Irby, and we will proceed with the cheapest of the two.

Fries motioned (2025-023) to approve purchase of two (2) K-Switches, which can measure the power factor at peak kwh, at approximately \$230.75 each; seconded by Hardy; motion carried.

The Board also discussed various out-of-town individuals that have been visiting the rubble site at all hours of the day. No motion was taken.

#### **NEW BUSINESS**

The Board reviewed Town-owned property valuations provided by SDPAA. No motion was taken, but the Board will look into increasing property and auto deductibles.

Jesz motioned (2025-024) to approve the purchase of miscellaneous supplies from Langford Lumber Company for community room improvements – the list of supplies will cost approximately \$270.00; seconded by Fries; motion carried.

The Board spoke about updating the Town's security camera systems. Stiegelmeier will obtain an updated quote from a vendor in Aberdeen and Mitchell, then this will be discussed at next month's meeting.

#### **OLD BUSINESS**

No further discussion was had regarding township rates, but the Board noted there is an open meeting scheduled for Wednesday, February 19, 2025, at the Community Center with a start time of 6:00PM. Invitations were mailed to the following townships: Hickman, Sisseton, Newport, Homer, Farmington, and Independence. Treats and beverages will be provided.

**CORRESPONDENCE** – No correspondence.

**EXECUTIVE SESSION** – No executive session.

There being no further business, Jesz motioned (2025-025) to adjourn the meeting at 9:06PM; seconded by Hardy; motion carried.

The next special session of the Langford Board of Trustees is scheduled for Wednesday, February 19, 2025, at 6:00PM in the Langford Community Center. The next regular session of the Langford Board of Trustees is scheduled for Tuesday, March 11, 2025, at 5:00PM in the Langford Community Center.

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

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## Exhibit A | Expenditure Summary.

### Expenditures – January Payroll:

President & Board	\$369.40
Finance Officer	\$43.00
Streets	\$2,294.72
Sanitation	\$589.86
Library	\$1,028.40
Water	\$2,025.58
Electric	\$2,380.72
Sewer	\$2,025.54

### Expenditures – Paid in Vacation:

Dacotah Bank	\$15.40	Service Charge
Dacotah Bank	\$20.00	Annual Fee for Safety Security Box

### Expenditures – February:

BDM Rural Water System, Inc.	\$2,099.85	Water Purchased
Elan Financial Services – Credit Card	\$2,073.56	Monthly Statement
Dakota Waste Solutions, LLC	\$4,458.33	Inv #134810
DaMar Farmer's Elevator	\$1,365.55	Inv #41864; 41865; 41915
Dakota Supply Group	\$704.91	Monthly Statement
Heartland	\$13,095.57	Power Purchased
Irby	\$343.70	Monthly Statement
Langford Lumber Company, Inc.	\$760.27	Monthly Statement
Macksteel Warehouse, Inc.	\$56.43	Inv #PSI031761
Marco Technologies, LLC	\$132.86	Inv #38459540
Marshall Co. Journal	\$47.00	Annual Subscription
Marshall Co. Journal	\$12.24	Inv #169402
NAPA Auto Parts	\$24.99	Inv #477308
OnTheClock.com, LLC	\$21.00	Employee Time Clock
State of SD Health Lab	\$15.00	Inv #10619410
SDARWS	\$560.00	Inv #17987
Share Corporation	\$277.01	Inv #292447
Austin Steiner	\$110.25	Security Deposit Refund
Town of Langford	\$2,351.19	Utilities
Town of Langford	\$89.75	Security Deposit – Acct #311.03
Rural Development of S.D.	\$2,776.00	Sewer Loan
United States Postal Service	\$185.00	Postage
WAPA	\$5,443.75	Inv #BFPB001270125