

UNAPPROVED MEETING MINUTES
Langford Board of Trustees
Monday, December 8, 2025 – 5:00PM (CST)

The Langford Board of Trustees met in regular session on Monday, December 8, 2025, at the Langford Community Center. Board President Orrie Jesz called the meeting to order at 4:58PM (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 (2025-118) to approve financial report, previous month meeting minutes, and expenditures; seconded by Fries; motion carried. The financial report included a tentative year-end cash balance, a transfer of \$40,000.00 to the Town's SD FIT account, and a list of security deposits to be refunded.

MAINTENANCE REPORT

Kramer advised they do not have an update on the lift-station insurance claim, they've been doing a lot of snow removal, they will be gone December 15-17 for transformer school in Marshall, MN, and a new governor's house will be delivered to Town likely in the next week or two and the Town will sell the homeowner some electrical wire to hook-up services. Kramer also noted he purchased parts to rebuild old fire hydrants the Town has. A new hydrant is approximately \$4,443.00 from Core & Main, so by rebuilding these is a large cost-savings for the Town.

Fries motioned (2025-119) to approve selling refurbished water meter re-setters for up to \$150.00, pending the repairs needed; seconded by Hardy; motion carried. The Maintenance Department will be repairing the re-setters in-house.

NEW BUSINESS

Fries motioned (2025-120) to approve and accept a Statement of Work from Eide Bailly for the 2025 single-year audit, estimated to cost \$20,800.00 + 5% technology fee; seconded by Jesz; motion carried.

Hardy motioned (2025-121) to approve Resolution #2025-001 – 2026 Penalties and Fees; seconded by Fries; motion carried. The only revision made to the Resolution is to remove community room rentals at \$25.00.

Hardy motioned (2025-122) to approve Resolution #2025-002 – 2026 Utility Rate Schedule; seconded by Fries; motion carried. No revisions were made.

Hardy motioned (2025-123) to approve Resolution #2025-003 – Transfer of Contingency Fund(s); seconded by Fries; motion carried.

The Board scheduled the annual Fire, Town, and Township meeting for Wednesday, February 18, 2026, at 7:00PM (CST) at the Langford Finance Office. A meeting invite along with the Township's 2026 invoices will be mailed in January.

OLD BUSINESS

Hardy motioned (2025-124) to approve purchasing electrical parts from RESCO (quote #1072561 for approximately \$20,482.99) before year-end; seconded by Fries; motion carried. These parts will be used for an upcoming electrical project.

Fire Chief Kramer provided an update to the Board regarding Jesz's previously proposed mandatory debriefing protocol. It was determined the Fire Department will not be establishing anything mandatory at this time.

CORRESPONDENCE – Multiple catalogs provided to the Board.

EXECUTIVE SESSION

Jesz motioned (2025-125) to enter executive session pursuant to SDCL 1-25-2 (1), (4) at 7:00PM; seconded by Hardy; motion carried. Employees Kramer and Wieser exited the meeting at 6:59PM; Stiegelmeier exited the meeting at 7:06PM; Stiegelmeier returned to the meeting at 7:30PM.

Jesz motioned (2025-126) to exit executive session at 7:56PM; seconded by Hardy; motion carried.

Hardy motioned (2025-127) to approve employee bonus' in the sum of \$1,500.00; approve hourly wage increases follows: Sean Kramer \$0.75, Kaitlin Stiegelmeier \$0.75, Mitchell Wieser \$0.75, and Shelby Everson \$0.50; approve Stiegelmeier to work from home on Monday and Friday beginning March 2026 and to be reevaluated in September 2026; seconded by Fries; motion carried. During Stiegelmeier's time working from home, the finance office will remain available via phone or email during normal business hours. The finance office phone will be forwarded to Stiegelmeier's cell phone.

There being no further business, Jesz motioned (2025-128) to adjourn the meeting at 8:02PM; seconded by Hardy; motion carried.

The next regular session of the Langford Board of Trustees is scheduled for January 20, 2026, at 5:00PM at the Langford Finance Office.

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

Published once at an approximate cost of \$ TBD .

Exhibit A – Expenditure Summary

Expenditures – November Payroll:

President & Board	\$434.89
Finance Officer	\$791.75
Streets	\$1,628.51
Sanitation	\$800.08
Library	\$863.01
Water	\$2,182.07
Electric	\$2,463.26
Sewer	\$2,182.16

Expenditures – Paid in Vacation:

Venture Communications	\$329.29	Town: Phone & Internet
Venture Communications	\$137.67	Library: Phone & Internet

Expenditures – December:

BDM Rural Water System, Inc.	\$1,973.45	Statement: 11/25/2025
JGE, Inc., dba Bobcat of Aberdeen	\$1,083.95	Inv #01-7782
Elan Financial Services (Credit Card)	\$1,591.30	Statement: 12/3/2025
CDJ Electric, Plumbing, & Heating, Inc.	\$581.56	Inv #2381, #2480, #2507
Core & Main, LP	\$118.04	Inv #Y146048
Dakota Tree Company, LLC	\$1,800.00	Inv #2169
Dakota Waste Solutions, LLC	\$4,458.33	Inv #141221
DaMar Farmer's Elevator	\$614.21	Statement: 11/30/2025
DANR – Fiscal Office	\$250.00	Inv #235
Dakota Supply Group (DSG)	\$1,284.50	Statement: 11/25/2025
Sean Kramer	\$75.00	Purchase of Gravity Box
Langford Lumber Company, Inc.	\$355.19	Statement: 11/25/2025
Marshall Co. Title Company	\$200.00	Annual Subscription
Marshall Co. Journal	\$216.50	Statement #3447
Milbank Winwater Works, Co.	\$267.36	Inv #200688-01
NAPA Auto Parts	\$20.02	Statement: 11/29/2025
Nelson Sales and Service, LLC	\$16.49	Inv #132393
Nelson Sales and Service, LLC	\$46.61	Inv #132394
OnTheClock.com, LLC	\$21.00	Statement: 12/1/2025
State of South Dakota – Lab Fees	\$20.00	Inv #10623983
SD Dept. of Revenue	\$2,112.17	Sales Tax for November 2025
SD Federal Property Agency	\$481.00	Inv #553767488
South Dakota Municipal League	\$552.00	Inv #300000591 – Annual Dues
Swearingen Service	\$40.82	Inv #25-116
Sweeney Controls Company	\$540.00	Inv #STDINV18846
Town of Langford	\$1,800.00	Multiple Security Deposit Refunds
Town of Langford	\$2,608.31	Utilities
Town of Langford	\$3,555.64	Inv #25-119 (2025 Mosquito Spray)
Rural Development of S.D.	\$10,000.00	Sewer Loan – Additional Payment
Rural Development of S.D.	\$2,776.00	Sewer Loan
United States Postal Service	\$202.75	Postage