

Town of Langford POLICY AND PROCEDURES

Subject: Sanitation Charges
Policy No.: 2023-002 – AMENDMENT
Effective Date: July 13, 2026

DEFINITION(S).

TOWN. Town of Langford.

INDIVIDUAL. Any person(s) or business(s) who have an active account with the Town of Langford.

POLICY AND PROCEDURE:

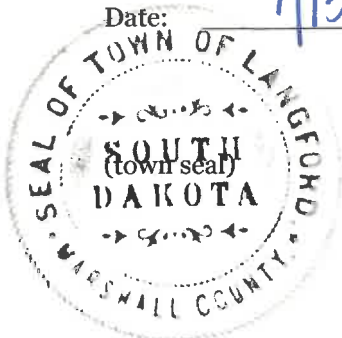
Per Ordinance #53.02, it is stated that "Garbage rates will apply to all homes and businesses in the town ... ". Therefore, the Langford Board of Trustees is directing the acting finance officer to bill garbage charges as follows:

1. If an Individual has one (1) property with a minimum of one service (electric or water) provided by the Town, they will be charged garbage on a monthly basis.
2. If an Individual has one (1) or more properties, but the additional properties are provided with only one service (electric or water), they will not be charged garbage on a monthly basis at their additional properties.
3. If an Individual has one (1) or more properties, and the additional property(s) are provided with more than one service (electric or water), they will be charged garbage on a monthly basis at their additional properties.
4. For apartment buildings, the Apartment Building Meter account will not be charged a commercial garbage fee. However, each individual apartment unit meters will be charged a residential garbage fee.

Established by the Langford Board of Trustees at the board meeting held on July 13, 2026, and signed into policy on July 13, 2026, as stated above.

Date:

7/13/2026



Approved via motion: 1st Jesz; 2nd Fries

Orrie Jesz, Board President

Kaitlin Stiegelmeier, Finance Officer

UNAPPROVED MEETING MINUTES
Langford Board of Trustees
Monday, July 13, 2026 – 5:00PM (CST)

The Langford Board of Trustees met in regular session on Monday, July 13, 2026, at the Langford Finance Office. Board President Orrie Jesz called the meeting to order at 5:03M (CST) with the following in attendance: Trustees Chad Hardy and Matthew Fries, Finance Officer Kaitlin Stiegelmeier, Utility Manager Sean Kramer, and Assistant Utility Manager Mitchell Wieser.

PUBLIC COMMENT: None.

FINANCE OFFICE REPORT

Hardy motioned (2026-057) to approve the financial report, previous month meeting minutes, and expenditures; seconded by Fries; motion carried.

Finance Office Report: Stiegelmeier noted the following: interest earned in Period 4 was \$663.16; one account will be submitted to Small Claims; grant funds in the amount of \$566.40 has been received from SDML Workers Compensation for a partial reimbursement for a gas monitor; the 2025 audit is complete – waiting on official audit report from Eide Bailly; Marshall County advised Langford's law contract for 2027 will tentatively be \$58,287.00; the Town has generated \$125.00 in Peddler Permit fees; the library's flooring is here & the installation date is still being determined.

MAINTENANCE REPORT

Maintenance Report: Kramer reported one curb stop in town had to be replaced; a large amount of bulk water has been sold this year.

Insurance Requirements: Kramer proposed that residents who choose to trench their own water lines are required to carry insurance in the event they would hit the Town's main water line. This is a large liability due to the cost it would be for the Town to repair the damage, and the risk of the Town's water becoming contaminated due to debris entering the line. Trustee Hardy suggested the resident could sign a waiver vs. carrying a large insurance policy. The waiver would acknowledge the resident assumes all liabilities and the Town is held harmless. The Board opted to pursue the waiver. Stiegelmeier will draft a form and present it at the August meeting. No motion taken.

Ordinance Violation(s): Kramer noted there are three (3) properties in Town with lawns that violate our Ordinances. The Board advised Stiegelmeier to send warning letters to all three (3) properties. Will discuss again at our August meeting. No motion taken.

NEW BUSINESS

Hardy motioned (2026-058) to approve two (2) building permits: #2026-004 for Jerry Hanson, and #2026-005 for Morgan Glines & Blaine Wald; seconded by Fries; motion carried.

Jesz motioned (2026-059) to approve amending Policy #2023-002 – Sanitation Charges; seconded by Fries; motion carried. Amendments include adding verbiage regarding the billing to apartment buildings on a monthly basis for sanitation services.

Jesz motioned (2026-060) to approve Resolution #2026-003 – D.H. Day; seconded by Fries; motion carried.

Fries motioned (2026-061) to approve Resolution #2026-002 – 2026 Utility Rate Schedule; seconded by Jesz; motion carried. Amendments include increasing Utility Code #306 from \$30.00 to \$37.00. This Resolution will now be referenced as Resolution #2026-004 – 2026 Utility Rate Schedule – Amendment #2.

OLD BUSINESS

Substation Project: Kramer presented the Board with an updated summary of the project costs. No motion taken.

Utility Easement: Stiegelmeier advised all four (4) Electrical Easements have been signed and are ready to be filed with the Marshall County Register of Deeds. Kramer advised he will take the documents there.

Economic Development: No discussion.

Park of the Pines – Playground Equipment: No discussion.

Summer Fest – Financial Contribution and/or Inflatables: The Board discussed designating a detour/truck route since Main Street will be closed off. Wieser will work on this.

Light Poles on Main Street: Kramer received a quote from Bluecoat of Revillo for 18-light poles in the amount of \$12,330.00.00. The Board opted not to pursue it at this time.

CORRESPONDENCE: Multiple catalogs provided to the Board.

EXECUTIVE SESSION: None.

There being no further business, Jesz motioned (2026-062) to adjourn the meeting at 7:35PM; seconded by Fries; motion carried.

The next regular session of the Langford Board of Trustees is scheduled for Tuesday, August 11, 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 – June Payroll:

President & Board	\$138.52
Finance Officer	\$767.18
Gen Gov't Building	\$100.00
Streets	\$1,715.07
Sanitation	\$797.67
Park & Rec	\$702.59
Library	\$880.61
Water	\$2,149.85
Electric	\$2,754.22
Sewer	\$2,150.11

Expenditures – Paid in Vacation:

Venture Communications	\$332.55	Phone/Internet: Town
Venture Communications	\$136.84	Phone/Internet: Library
DaMar Farmer's Elevator	\$551.26	Misc.

Expenditures – Current Month:

3E Generator Shop	\$1,125.91	Inv #8476-1000495
Agtegra Cooperative	\$150.50	Inv #68112885, 68113203, 68113212
BDM Rural Water System, Inc.	\$3,065.75	Statement: 6/24/2026
Credit Card – Elan Financial	\$2,328.46	Statement: 7/3/2026
Dakota Waste Solutions, LLC	\$4,458.33	Inv #145534
DaMar Farmer's Elevator	\$645.59	Statement: 6/30/2026
DGR Engineering	\$483.00	Inv #284302
Dakota Supply Group	\$1,744.32	Statement: 6/25/2026
Strong Family, LLC	\$231.90	Inv #202
Heartland Energy – Revenue	\$6,784.17	Power Purchased
Irby	\$71.73	Inv #S014595585.001
Jensen Auto Service	\$85.00	Inv #22611
Langford Lumber Company, Inc.	\$219.79	Statement: 6/30/2026
MacQueen Equipment, LLC	\$65.00	Estimate #EST2386
Marco Technologies, LLC	\$142.26	Inv #42388465
Marshall Co. Auditor	\$226.57	2026 Election Dues
Marshall Co. Journal	\$388.64	Statement #4766
Marshall Co. Register of Deeds	\$120.00	Electrical Easements x4
Midwest Underground Supply	\$514.89	Inv #IE04672
Milbank Winwater Works, Co.	\$106.82	Inv #203581-01
MN Municipal Utilities Assoc.	\$2,612.50	Inv #69106
NAPA Auto Parts	\$24.99	Statement: 6/30/2026
Ontheclock.com, LLC	\$21.00	Employee Timeclock
South Dakota 811	\$10.50	Inv #SD26-01899
SD DOH – Health Laboratory	\$96.00	Inv #10627465
Spee-Dee Delivery Service, Inc.	\$126.54	Inv #1467680, 1471956; 1492335
T&R Electric Supply Co., Inc.	\$7,295.55	Inv #187763
Titan Machinery, Inc.	\$624.27	Inv #SO0366775-1
Titan Machinery, Inc.	\$359.73	3 Invoices
Town of Langford	\$2,339.18	Statement: 6/24/2026
USA Blue Book	\$483.55	Inv #Inv01078191, Inv01078700
Rural Development of S.D.	\$2,776.00	Sewer Loan
United States Postal Service	\$202.75	Postage
Van Diest Supply Company	\$5,780.87	Inv #57296; 57297
WAPA	\$7,159.80	Inv #BFPB001270626
Corporate Trust, TFM	\$679.90	Water Loan #2
Corporate Trust, TFM	\$3276.08	Water Loan #1

Town of Langford

POLICY AND PROCEDURES

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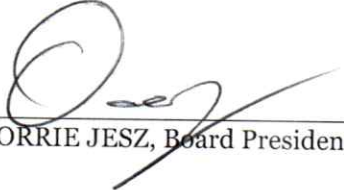
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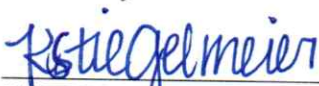
Established by the Langford Board of Trustees at the board meeting held on August 8, 2023, and signed into policy on August 8, 2023, as stated above.

Date: _____

8-8-2023

(town seal)


ORRIE JESZ, Board President


KAITLIN STIEGELMEIER, Finance Officer

UNAPPROVED MEETING MINUTES
Langford Board of Trustees
Tuesday, August 8, 2023 – 6:00PM (CST)

The Langford Board of Trustees met in regular session on Tuesday, August 8, 2023, at the Langford Fire Hall. President Orrie Jesz called the meeting to order at 6:02PM with the following in attendance: Trustees Chad Hardy and Jordan Hupke, Finance Officer Kaitlin Stiegelmeier, Utility Manager Sean Kramer, Utility Assistant Manager Mitchell Wieser, Langford Area School District 45-5 Superintendent Shad Storley, and town residents Jerome Goetz, Coleen Monson, Keith Swearingen, and Melody Swearingen. Storley exited at 6:09PM. Town resident Todd Sell entered at 6:13PM. Goetz exited at 6:49PM. Sell and K. Swearingen exited at 7:00PM. Town resident Anthony Hermes entered at 7:17PM

PUBLIC COMMENT

Shad Storley, on behalf of the school, discussed the school's playground renovation project and requested use of the Park of the Pines during the construction period. No motion taken.

Melody Swearingen discussed two topics: sanitation charges and the relocation of the finance office to the fire hall. No motion taken.

Jerome Goetz discussed two topics: the rubble site being closed and speeding on the streets near his property. No motion taken.

Todd Sell discussed the vacation of property in town. No motion taken.

FINANCE OFFICE REPORT

Hardy motioned (#2023-100) to approve July regular meeting minute(s); seconded by Hupke; motion carried.

Hupke motioned (#2023-101) to approve expenditures; seconded by Hardy; motion carried.

August Expenditures:

3E Generator Shop	\$710.00	Inv #923875-00
Agtegra Cooperative	\$100.20	Inv #68106658
BDM Rural Water System, Inc.	\$3,387.55	Water Purchased
Elan Financial Services	\$1,239.34	August Statement – Credit Card
CDJ Electric, Plumbing, & Heating	\$31.02	Inv #51554
County Line Seed, Inc.	\$47.00	Inv #4804
Dakota Supply Group	\$600.49	Inv #S102901249.001
DaMar Farmer's Elevator	\$566.64	July Statement
Dept. of Ag & Natural Resources	\$150.00	Inv #Inv0000235
Frohling Law Office	\$48.00	Inv #13186
First Bank & Trust	\$11,258.78	Power Purchased – Heartland
Holland NAPA Auto Parts	\$47.92	July Statement
Stuart C Irby, Co.	\$1,312.48	Inv #S013635797.004
Public Health Laboratory	\$15.00	Inv #10610863
Town of Langford	\$2,274.06	Utilities
Langford Lumber Company	\$1,561.37	July Statement
Lehr Sanitation Service, LLC	\$5,050.00	Inv #4970
Marshall Co. Clerk of Courts	\$1.42	Small Claims Court – Certified Mail
Marshall Co. Treasurer	\$27,160.00	Law Invoices – 1Q23 & 2Q23
Marshall Co. Journal	\$46.80	July Statement – Publications
Marshall Co. Register of Deeds	\$2.00	Inv #2153
MMUA	\$2,224.50	Inv #61991
Omni-Pro Software, Inc.	\$3,080.00	Inv #2643
SD Dept. of Revenue	\$2,541.73	Sales Tax - July '23
Share Corporation	\$552.03	Inv #240930
Stark Portables	\$500.00	Inv #206
Rural Development of S.D.	\$2,776.00	Sewer Loan
United States Postal Service	\$102.00	Postage
US Department of Energy	\$5,355.01	Inv #BFPB001270723

Corporate Trust, TFM
Corporate Trust, TFM

\$679.90
\$3,276.08

Water Loan #2
Water Loan #1

Paid in Vacation:

Marshall Co. Clerk of Courts
Marshall Co. Clerk of Courts
Venture Communications
Venture Communications

\$8.51
\$8.51
\$125.93
\$392.98

Small Claims Court – Certified Mail
Small Claims Court – Certified Mail
Phone & Internet
Phone & Internet

Payroll Expenditures:

Board & President
Finance Officer
Streets
Sanitation
Library
Water
Electric
Sewer

\$253.96
\$609.09
\$1,309.05
\$1,869.18
\$2,272.89
\$1,869.18
\$1,958.00
\$1,869.01

Hardy motioned (#2023-102) to approve financial report; seconded by Jesz; motion carried.

NEW BUSINESS

Jesz motioned (#2023-103) to approve Vacation of Property – Resolution #2023-02; seconded by Hupke; motion carried.

Hardy motioned (#2023-104) to approve a pole inspection for approximately \$3,500.00; seconded by Hupke; motion carried.

OLD BUSINESS

Hupke motioned (#2023-105) to approve purchase of springs for the plow truck at approximately \$1,000.00; seconded by Hardy; motion carried.

Hupke motioned (#2023-106) to approve Resolution #2023-02 regarding sanitation charges; seconded by Hardy; motion carried.

Policy and Procedure

EXECUTIVE SESSION

Jesz motioned (#2023-107) to enter executive session pursuant to 1-25-2(1) at 9:10PM; exited at 9:38PM; seconded by Hardy; motion carried.

Hardy motioned (#2023-108) to stop all future fine(s) on account #76.00 effective immediately; seconded by Hupke; motion carried.

Hupke motioned (#2023-109) to waive all hourly rates for nuisance property clean-up, as listed in the 2023 Rate Resolution – Penalties and Fees, for account #239.00; seconded by Hardy; motion carried.

The next regular session of the Langford Board of Trustees is scheduled for Monday, September 11th, 2023, at 6:00PM (CST) at the Langford Fire Hall.

There being no further business, the meeting adjourned at 9:41PM.

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

Published once at an approximate cost of \$_____.