

Langford Board of Trustees  
August 16, 2011

A special meeting of the Board of Trustees was conducted Tuesday, August 16, 2011 at the Finance Office. President Todd Sell called the meeting to order at 6:00 p.m., with Trustee Chad Hardy, Trustee Orville Helgeson, Utility Manager Blair Healy, and Finance Officer Melody Swearingen also in attendance. The meeting was called for the purpose of review and discussion of the 2011 Appropriation Ordinance No. 126.

Swearingen presented detailed information regarding the calculations used on the proposed 2012 budget. After review and discussion by the Board of Trustees, a Capitol Outlay was created as follows: RESOLUTION FOR CAPITAL OUTLAY FOR EQUIPMENT – BE IT ORDAINED by the City Council of the Town of Langford that a Capital Outlay Fund is being adopted into the 2012 Appropriation Ordinance No. 126 for the purpose of creating an equipment fund; dated this 16<sup>th</sup> day of August, 2011; AND noted that such Resolution was agreed upon and adopted at the City Council Meeting conducted August 16, 2011.

After minor changes in some categories of expense in the proposed budget, Hardy made a motion to accept the first reading of the 2012 Appropriations, seconded by Helgeson; motion carried. The second reading will occur on September 13, 2011 at the next regularly scheduled meeting of the Board of Trustees.

In other business, the Board of Trustees reviewed the Administrative requirements/recommendations from the recent insurance audit and adopted the following policies for all newly hired employees and newly elected officials, with an annual review for all current employees and elected officials: Anti-Sexual Harassment Policy, Policy Against Workplace Violence; Loss Control Policy Statement; and Driver's License/Maintenance Requirements. Other Administrative requirements from the recent insurance audit include Requirement for Certificates of Insurance from Contractors and Subcontractors (which has been done in the past) and Requirement for Proof of Worker's Compensation Insurance from all Contractors and Subcontractors, which will be sent from the Finance Office when bids are accepted; Governing Board Training Policy / Checklist; a Rental Agreement which will be required from all parties who rent the Community Room in the Sr. Citizen/Library building; and a Universal Complaint Form. There was also discussion regarding the Fire Dept. requirement/recommendation from the recent insurance audit which requires previous permission from the Board of Trustees to allow the blending and consumption of alcohol on City-owned property.

The building permit that was submitted by Scott Smith at the previous regular session of the Board of Trustees was reviewed and accepted, with the following action taken: RESOLUTION – VACATION - The Board of Trustees of the Town of Langford SD met Tuesday, August 16, 2011 at which time one of the topics of discussion was the vacation of the alley running east and west between Lindley Street and Hammond Street in Block 45. Attendance at the meeting included President Todd Sell, Trustee Chad Hardy, and Trustee Orville Helgeson. BE IT ORDAINED by the City Council of the Town of Langford that the alley between Lindley Street and Hammond Street on Block 45 is hereby vacated, pursuant to unanimous vote of the Langford Board of Trustees,

AND noted that such Resolution was agreed upon and adopted at the City Council Meeting conducted August 16, 2011.

A building permit submitted by Kristen Gray for the purpose of new roof and insulation in house and garages at 513 Elm Street was also reviewed and approved.

Swearingen reported correspondence with the Marshall County Treasurer regarding the Lamberton property. Expenses incurred by the Town of Langford have been submitted.

Healy reported that the cost of chip sealing was increased to 50% over the original bid. This occurred because the actual footage of sealing that was necessary was significantly less than the amount of footage stated in the bid.

Bids for chip sealing which were originally reviewed at the previous regular session of the Board of Trustees were once again reviewed: Option 1 of the bids is for 14 city blocks; Option 2 is for Main Street and 14 additional blocks. Bituminous Paving, Inc. – Option 1 - \$24,375.00, with the City providing 188 ton of 1B; Option 2 - \$44,400.00, with the City providing 360 ton of 1B. Jensen Rock & Sand, Inc. – Option 1 - \$27,900.00, with the City providing 200 ton of pea rock; Option 2 - \$52,800.00, with the City providing 360 ton of pea rock. Hardy made a motion to accept Option 2 of the bid from Bituminous Paving, Inc.; seconded by Helgeson; motion carried.

Swearingen provided a sample copy of the weekly report of all recorded documents in the Marshall County Register of Deeds Office, which is prepared and disbursed by Marshall Land and Title Co., Inc., at a annual cost of \$159, with pro-ration for a partial year. Helgeson made a motion to subscribe; seconded by Hardy; motion carried.

The meeting was adjourned at 8:20 p.m.