

Langford Board of Trustees
December 13, 2011

The Langford Board of Trustees met Tuesday, December 13, 2011 at the Community Room within the Sr. Citizen's Building. President Todd Sell called the meeting to order at 6:08 p.m., with Trustee Chad Hardy, Trustee Orville Helgeson, Utility Manager Blair Healy, and Finance Officer Melody Swearingen in attendance, along with Stuart Samson and Troy Hanson. Jennifer Sietsema arrived shortly after the meeting began.

Stuart Samson addressed the council regarding annexation of property into the city limits for a business that he will be constructing. The council discussed utility services with him at this time. He left the meeting at 6:20 p.m.

Jennifer Sietsema from the Northeast Council of Governments (NECOG) reported information regarding the funding process for the wastewater system project. Our project has been approved by the State of South Dakota and has been placed onto the 2012 State Water Facilities Plan thereby making it eligible to apply for funding consideration. NECOG will work directly with us in the application process. We will submit application for the entire project amount and await the State's response regarding grant and loan funds, or recommendations for phasing the project or scaling it back. Todd Meierhenry has agreed to serve as bond council for this project. Sietsema left the meeting at 7:05 p.m., following her presentation.

As a result of Sietsema's presentation, the following Resolution was adopted:
RESOLUTION AUTHORIZING AN APPLICATION FOR FINANCIAL ASSISTANCE, AUTHORIZING THE EXECUTION AND SUBMITTAL OF THE APPLICATION, AND DESIGNATING AN AUTHORIZED REPRESENTATIVE TO CERTIFY AND SIGN PAYMENT REQUESTS.

WHEREAS, the City of Langford has determined it is necessary to proceed with improvements to its Wastewater and Storm Sewer Systems, including but not limited to improvements to the lift station, collections lines, and treatment ponds; and

WHEREAS, the City has determined that financial assistance will be necessary to undertake the Project and an application for financial assistance to the South Dakota Board of Water and Natural Resources (the "Board") will be prepared; and

WHEREAS, it is necessary to designate an authorized representative to execute and submit the Application on behalf of the City and to certify and sign payment requests in the event financial assistance is awarded for the Project,

NOW THEREFORE BE IT RESOLVED by the City as follows:

1. The City hereby approves the submission of an Application for financial assistance in an amount not to exceed \$2,462,990 to the South Dakota Board of Water and Natural Resources for the Project.
2. The Mayor is hereby authorized to execute the Application and submit it to the South Dakota Board of Water and Natural Resources, and to execute and deliver such other documents and perform all acts necessary to effectuate the Application for financial assistance.
3. The Mayor is hereby designated as the authorized representative of the City to do all things on its behalf to certify and sign payment requests in the event financial assistance is awarded for the Project.

Adopted at City of Langford, South Dakota, this 13th day of December.

Troy Hanson was present for discussion regarding a complaint against the condition of the property located at 309 Elm Street, and given instruction to clean up the property to avoid further action from the City.

The minutes of the last meeting were reviewed. Hardy made a motion to accept; seconded by Helgeson.

FINANCE OFFICER REPORT: Profit and Loss Reports for November indicate an overall income of \$53,824.77, with overall expenses of \$32,316.78, resulting in an overall net profit of \$21,507.99.

The following Resolution was adopted regarding Contingency Funds:

RESOLUTION – TRANSFER OF FUNDS – BE IT ORDAINED by the City Council of the Town of Langford that the Finance Officer is directed to transfer \$10,000 from Contingency Funds into the Electric Expenses Budget at this time; and BE IT FURTHER ORDAINED by the City Council of the Town of Langford that the Finance Officer is directed to transfer \$1,000 from Contingency Funds into the Board Expenses Budget at this time. Dated this 13th day of December, 2011; AND noted that such Resolution was agreed upon and adopted at the City Council Meeting conducted December 13, 2011.

The 2nd READING of Amended Appropriation Ordinance No. 156 was presented: The 2011 Appropriation Ordinance No. 156 is hereby amended to add funds to the following budgeted line items:

101 General Fund / 414.2 Finance Office Expenses - \$5,000

101 General Fund / 430 Street Expenses - \$15,000

603 Electric Fund / 434 Electricity Expenses - \$50,000

IT IS HEREBY ORDAINED that \$5,000 will be added to the Finance Office Budget, and that \$15,000 will be added to the Street Budget, and that \$50,000 will be added to the Electric Budget, which funds, in the total amount of \$70,000, will be funded from cash reserves in the Electric Fund. Dated this 8th day of November, 2011.

Swearingen attended Election training in Aberdeen on December 9th, and plans to attend the following upcoming educational sessions: Annual Report Workshop on January 4th; USDA Rural Development Management Reporting on January 18th, and Payroll Law 2012 on February 13th.

NESDEC has contacted the Town of Langford regarding the opportunity for funds through a program in which they are managing loan funds. The information was presented to the city council.

It was determined that CDs currently held at BancWest will be liquidated at this time.

Hardy made a motion to accept the financial report; seconded by Helgeson.

UTILITY MANGER REPORT:

Street signs with posted speed limit have been ordered and will be placed around the school grounds. We are still awaiting two more signs.

The work on the creek is complete.

The teeter-totter at the Park of the Pines has been removed for safety purposes. The cost of replacement is prohibitive. Healy will continue follow-up on this issue.

The City has received several complaints about a specific dog running at large in town. It is believed that this dog does not belong to a resident within the city limits, but is wandering in from outside city limits.

Healy will attend a Rural Water meeting January 10th-12th, and will apply for Commercial Pesticide Application Recertification at that time at a separate meeting.

The City Dump will be closed for the winter season. There was discussion regarding garbage services at this time. Our current contract expires March 12, 2012; we will advertise for bids at a later date.

Healy reported that some cities are opting to re-line sewer pipes lieu of replacement.

Healy will determine the cost of taking a water line to the edge of the city for Samson's upcoming construction project.

The Firm Point to Point Transmission Service Agreement between NorthWestern and the City of Langford will be returned, entering into a 10-year contract with them for transmission of electrical power.

Healy noted that he has begun a study of electrical upgrade needs within the city. A citizen has requested a yard light, which will be provided with the wire dug underground; Healy will inspect all light poles, and is already aware that some are leaning and at least one is rotted at the top of the pole. A transformer for the Samson property can be incorporated into this project, as well as follow-up on the recent electric study which recommended the purchase of five transformers.

OLD BUSINESS:

The door opener has not been installed by the owner at the rented storage building. Also, we have not yet received insurance verification or been given documentation showing that electrical power has been disconnected from that portion of the building that is not being rented by the city. We will follow up with a written request.

The City will request a premium quote for "Dishonesty Coverage", which is a rider that can be attached to our insurance policy.

It was noted that we have received reimbursement for the Christmas wreaths that were purchased from the City of Brandon and later returned.

The City issued one fine in November for dog(s) running at large.

NEW BUSINESS:

The City received bills for services rendered in January, 2011. It will be the City's policy to require that individuals contact a City official before any work is completed on behalf of the City, and that rates must be quoted to the City before any work is completed on behalf of the City in which the individual intends to turn in a bill for payment, and that any bills turned in for payment for work conducted on behalf of the City be submitted for payment within 30 days of the date of service.

Sewer and Water rates are scheduled to increase January 1st, as follows:
RESOLUTION – WATER / SEWER RATE INCREASE – BE IT ORDAINED by the City Council of the Town of Langford that the Town of Langford resolves to increase base sewer utility rates effective January 1, 2012 to a rate of \$18.50, and that the Town of Langford resolves to increase base water rates effective January 1, 2012 to a rate of \$18.00. Dated this 13th day of December, 2011; AND noted that such Resolution was agreed upon and adopted at the City Council Meeting conducted December 13, 2011.

CORRESPONDENCE: SDML Workers' Compensation Fund ICS Saw Grant Application; Sisseton Wapheton Oyate Renewal for Vendor License; SD Dept of Public Safety information regarding Federal Grant Funds; Paramount Merchant Funding Application; 2012 Governor's Conference on Tourism; 29th Annual Red River Basin Land & Water Intl Summit Conference; SDML email warning re: companies named Environmental Services, CMC Engineering, Nationwide Environmental, Commercial Maintenance Chemical Corp, or Good Earth Products; South Dakota Public Assurance Alliance 2012 insurance policy; Heartland 2012 Annual report and meeting minutes;

NOVEMBER PAYMENTS: Langford Bugle \$59.75 (publications); EFTPS \$1146.97 (941 tax); SD Dept. of Revenue \$1464.57 (sales tax); DaMar Farmer's Elevator \$396.09 (gasoline); SD Govt Finance Officers Assoc. \$40.00 (membership dues); SD Association of Code Enforcement \$40.00 (membership dues); SD Municipal Liquor Control Association \$25.00 (membership dues); SD Municipal Street Association \$35.00 (membership dues); South Dakota Municipal League \$412.00 (membership dues); Western Area Power Association \$7301.18 (power); Langford Music Boosters \$100.00 (contribution); Heartland \$6924.78 (power); Lyle Signs, Inc. \$90.70 (street signs); Verizon Wireless \$52.22 (cell phone); Robert Williams \$675.00 (January snow removal services); Blair Healy \$20.72 (reimbursement for accessories); Blair Healy \$150.00 (stump removal); Venture Communications \$353.09 (telephone / internet); Cardmember Services \$490.28 (credit card payment – chain saw repairs \$23.40; parts \$2.81; computer software \$29.95; equip maint supplies \$434.12); B&G Sanitation \$2150.00 (garbage service); SD Dept. of Social Services \$79.46 (LIEAP refund); NorthWestern Energy \$1140.86 (transmission fees); SD Dept. of Revenue \$132.00 (lab fees); SD Supplemental Retirement \$250.00 (contribution); Health Pool of SD \$529.21 (premium); SD Retirement System \$638.62 (contribution); BDM Rural Water, Inc. \$1506.50 (water); NorthWestern Energy \$589.80 (repairs); Board salaries \$306.64; Library wages \$466.21; FO wages \$1150.76; UM wages \$3010.00.

The next regularly scheduled meeting of the Board of Trustees is scheduled for Monday, January 9, 2012 at the Finance Office / Fire Hall.

The meeting adjourned at 8:55 P.M.

ATTEST: Melody Swearingen, Finance Officer

Todd Sell, Mayor

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