

Unapproved Minutes of
Regular Session of Board of Trustees
Tuesday, July 9, 2013

The Langford Board of Trustees met Tuesday, July 9, 2013 at the Finance Office. President Todd Sell called the meeting to order at 6:05 p.m. with Trustee Chad Hardy, Trustee Orville Helgeson, Utility Manager Blair Healy, Finance Office Melody Swearingen, City Attorney Dana Frohling, and Scott Amundson also in attendance. Lucas Hoover from Helms & Associates arrived at 6:40 p.m.; Dan and Michelle Riedl arrived at approximately 7:55 p.m.; Richard and Audrey Smeins arrived at approximately 8:10 p.m.

Amundson, representing Langford Main Street Center, Inc., requested that the Council entertain the thought of selling four Main Street lots for the purpose of economic development within the community, and requested information regarding liquor license(s). Sell made a motion to declare Lots 11, 12, 13 and 14 of Block 22, as surplus property; Helgeson seconded; Hardy abstained; motion carried. Amundson left the meeting at 6:30 p.m.

Hardy made a motion to approve the minutes of the June regular session with the following correction: *Swearingen is working to get the Legion Hall liquor license relinquished to the City (not the State); temporary event licenses will be issued in the future;* Helgeson seconded; motion carried.

Hardy made a motion to approve the minutes of the June special session; seconded by Helgeson; motion carried.

FINANCE OFFICER REPORT: Profit and Loss reports for June reveal income of \$38,534.65 and expenses of \$43,034.07, resulting in a net loss of \$4,499.42. Year-to-date profit and loss reports reveal income of \$338,682.86 and expenses of \$327,570.72, resulting in a net gain of \$11,112.14. Swearingen discussed the transfer of funds from the Electric Fund into the General Fund (Recreation) at this time. Funds in the amount of \$20,000.00 were placed within the 2013 Appropriations Ordinance for the basketball court renovation project. The Finance Officer Report was halted when Lucas Hoover arrived to address the Council regarding the upcoming wastewater renovation project.

Hoover reported on additional findings regarding the condition of our sewer lines and man-holes, and showed the Council video of some of the pipes. He reviewed maps which indicate what portions Helms & Associates believes may be re-lined and which portions they believe may require replacement, subject to change pending ratings from A-Tech, who did the televising and cleaning. Hoover left the meeting at 7:45 p.m.

Frohling addressed the council regarding options the City can take regarding nuisance properties, and an agreement with Lake Region Electric that he has reviewed on our behalf. The agreement states that Lake Region will supply the Town of Langford with maintenance on its electrical distribution system and describes the fee schedule. Hardy made a motion to enter into the contract with Lake Region Electric; seconded by Helgeson; motion carried. Frohling left the meeting at approximately 8:00 p.m. Swearingen was instructed by the Council to send notification on nuisance properties.

The Finance Officer Report resumed at this point and the Council reviewed the preliminary 2014 Budget. The first reading of the Budget will take place at the regular session of the August meeting; with the second reading at the September meeting and

adoption October 1st. Swearingen noted that utility statements will be mailed a few days later than normal in July. This concluded the Finance Officer Report.

Members of Calvary Bible Church addressed the Council regarding access to the community room on Sunday mornings. They left the meeting at 8:30 p.m.

UTILITY MANAGER REPORT: Healy addressed the Council regarding the condition of the maintenance shed and office, which is in need of repair or replacement.

Regularly scheduled maintenance on the water tower was conducted recently.

Regarding the basketball court renovation project, work is in progress. A portion of the concrete has been removed and anchors have been poured for the new hoops. The Council gave Healy approval to purchase a stencil for painting lines on the completed concrete surface.

The City has been mowing at a residence in Langford, and there is also an elm tree on that residence that needs to be removed, along with a tree in the park. These may be removed at the same time an outside company is hired to trim tree branches above utility lines.

Healy discussed the possibility of the purchase of a roll-off and will research pricing.

Healy will attend Heartland's annual meeting next week.

OLD BUSINESS: Nothing to report regarding meter reading grants, the lighting grant or the tree grant.

The Solid Waste Facility Permit Renewal is pending, and has been received in Pierre.

Last month the Finance Officer began issuing fines for residents who have refused to license their pets. The fines are sent in conjunction with utility statements, and residents are reminded that all funds received by the City are applied first toward unpaid bills, then toward fines, and then toward utility accounts. There was discussion regarding the ordinance that prohibits specific breeds of dogs within the City and the ordinance that limits the number of dogs and cats per residence, along with possible means of enforcement.

The Marshall County Planning and Zoning Fee Schedule was reviewed, and it was decided that the City will not place a fee on building permits at this time.

NEW BUSINESS: In addition to previously donated funds for the basketball court renovation project, the City has received funds in the amount of \$400.00 from the SD Community Foundation and \$600.00 from the Langford Community Foundation.

The Council reviewed the NorthWestern Energy Direct Assign Transmission Rate increase effective July 1st. The revenue requirement for 7/1/13 - 6/30/14 is at a rate of \$21,570.86, which is \$7,069.77 higher than the previous 12 month period.

Swearingen reported information from the recent Finance Officer training. In response, the following Resolution was adopted: RESOLUTION 2013-01 – ADOPTION OF RECORDS RETENTION AND DESTRUCTION SCHEDULE - BE IT RESOLVED by the City Council of the Town of Langford, South Dakota, that the City Council hereby adopts the South Dakota Municipalities Records Retention and Destruction Schedule handbook as the official policy of records retention and destruction within the Langford Finance Office. Dated this 9th day of July 2013; AND noted that such Resolution was agreed upon and adopted at the City Council Meeting dated July 9, 2013.

Swearingen reported on the legislative update that was presented at Finance Officer training. Some of the laws that went into effect July 1st which affect our city include the following: 9-12-6 was amended to allow designation of the official newspaper for a period of time specified by the governing body, but not to be less than twelve months; 22-25-25 was amended to allow a designated administrative official be given notice of a bingo game or sale of chances for lottery (city to be notified and grant approval prior to the event); 9-23-1 was amended to allow the governing body to authorize prepayment of claims for services before they have been provided granted the municipality has adopted an ordinance in advance that specifies the maximum amount allowable for any such prepayment and if a service contract exists; 1-25-1 was amended to state, "If a quorum of ... trustees for a municipality of the third class meet solely for purposes of implementing previously publicly-adopted policy, carrying out ministerial functions of that ... municipality, or undertaking a factual investigation of conditions related to public safety, the meeting is not subject to the provisions of this chapter (refers to open meetings); absentee voting provisions were amended to allow absentee voting to end at 5:00 p.m. the day before the election (previous law allowed absentee voting until 3pm the day of the election).

The Council held discussion regarding complaints filed against a residence regarding the possible mistreatment of animals. Follow-up will be reported to the council members.

The Council reviewed the Ordinance for building permits: 3-1-3 Building Permits Required. Any person, firm, or corporation desiring to erect, alter, repair, or remove any building within the Town of Langford shall apply to the Board of Trustees for a permit for such purpose, and furnish a plan and specifications sufficient for the Town Board to determine whether such building, alteration, or repair is in compliance with the provisions of this chapter and if granted such permit must be signed by the Town President or the Finance Officer.

The following requests for building permits were reviewed and approved: Paul Steiner – 12x14 shed – approved; Robert Foote (amendment to previous permit request) 24x30 garage – approved.

The City Council issued a temporary liquor license to the Langford Fire Dept for July 28, 2013 (community picnic and events).

JUNE DISBURSEMENTS: SD Dept. of Revenue \$2265.27 (May sales tax); DaMar Farmer's Elevator \$404.27 (gasoline/fuel/etc.); WAPA \$6990.82 (May power); Heartland \$803.09 (May power); SD One Call \$22.05 (message fees); Verizon Wireless \$53.01 (cell phone); Melody Swearingen \$180.99 (travel); Venture Communications \$454.45 (phone/fax/internet); Jensen Auto Service \$394.75 (repairs); Cardmember Service \$4182.09 (credit card payment: Amazon.com \$88.12 for books for Library, which will be refunded by the Library; M&M Distribution LLC \$4093.97 for crack sealing equipment and supplies); Dakota Waste Solutions \$2000.00 (June garbage service); Grand Slam Computers \$179.00 (upgrades in FO); Town of Langford \$974.21 (utilities); Mike's Heating & Cooling \$326.01 (repairs in Community Center); NorthWestern Energy \$900.52 (transmissions); Maguire Iron, Inc. \$3578.00 (water tower inspection and repair); Blair Healy \$4746.85 (reimbursement for purchase of basketball equipment for renovation project at basketball court from Hoops, Inc. \$4704.00; batteries \$16.85); Surface Design of Watertown \$5975.00 (labor at basketball court); SD Dept. of

Health \$13.00 (water samples); EFTPS \$1762.28 (941 tax); SD Supplemental Retirement \$250.00 (employee contribution); Health Pool of SD \$1152.40 (insurance premium); SD Retirement \$685.26 (contribution); petty cash \$28.04 (postage); BDM Rural Water System \$1629.50 (water); Langford Lumber \$272.28 (rental fees, supplies); Net Salary and Wages by Department: Board \$507.92; Parks \$1358.83; Library \$685.26; Finance Office \$278.40; Sanitation \$805.75; Water \$805.75; Electric \$805.75; Sewer \$805.74.

CORRESPONDENCE: WAPA (no estimated change in rates in January 2014); Community Transit Inc. information re: MAP 21 federal surface transportation bill; SD Dept. of Transportation STIP schedule of upcoming meetings.

The next regular session is scheduled for Tuesday, August 13, 2013 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 10:00 p.m.

ATTEST: Melody Swearingen, Finance Officer

Todd Sell, Board President

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