Unapproved Minutes of
Regular Session of Board of Trustees
Tuesday, September 10, 2013

The Langford Board of Trustees met Tuesday, September 10, 2013 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.

Swearingen reported a correction in the August meeting minutes regarding the sale of Lots 11-14 of Block 22. The minutes incorrectly reported that 91% of the appraised value was $413.32; the correct figure is $376.12. Hardy made a motion to approve the minutes with the corrected information; Helgeson seconded; motion carried.

Lucas Hoover from Helms & Associates arrived at the meeting at 6:15 p.m. and addressed the council until 6:40 p.m.; he provided an updated map showing those areas of pipe which may be re-lined and those which must be replaced, and areas of spot repair, along with an updated cost analysis. It is hopeful that the project can still be bid in 2013.

<u>FINANCE OFFICER REPORT:</u> Profit and Loss reports for August show income of $52,202.82 with expenses of $52,490.63, resulting in a net loss of $287.81. Year-to-date profit and loss reports reveal income of $448,853.20 and expenses of $423,240.83, resulting in a net gain of $22,612.37.

Swearingen reported that CD's were not purchased as instructed at the last meeting. After more discussion she was instructed to purchase one CD in the amount of $100,000.00 (Electric Fund) at this time.

Swearingen reviewed the need to make funds available within the General Fund. Hardy made a motion to transfer $20,000.00 from the Electric Fund into the General Fund (within 2013 Budget); Helgeson seconded; motion carried.

The second reading of the 2014 Appropriations Ordinance was presented and reviewed in detail; this Budget is hereby adopted effective October 1, 2013.

The first reading of Amendment to 2013 Appropriation Ordinance No. 127 was presented. This Amendment increases the following line items: 441 Health – increase by $1,500.00; 604 Sewer Fund – increase by $18,500.00; for a total overall increase of $20,000.00, which funds will be provided through the Electric Fund.

<u>UTILITY MANAGER REPORT:</u> Healy has returned to work following medical leave. There was discussion regarding meter readings in the next few months. It was determined that meter readings will be estimated for at least the next two months; residents have the opportunity to read their own meters and provide the readings to the Finance Office by the 20th of the month, in which case actual readings will be used to calculate utility statements.

It was noted that the seal on the newly renovated basketball court is peeling in some areas.

<u>OLD BUSINESS:</u>

Last month the City sent several letters to residents regarding nuisance properties, and has seen positive results from those correspondences, and is still working with some of the parties involved.

Sell signed the Quit Claim Deed selling Main St. lots to the Langford Main Street Center, Inc.

No updates regarding Meter Reading Grants, Lighting Grants or Tree Grants.

The Solid Waste Facility Permit has not yet been received; we are operating under the old permit as directed by the State.

NEW BUSINESS:

Requests for building permits were reviewed and approved, as follows: Debra Hoines – house and garage; Kent Erickson – garage; Marilyn Jondahl – shingles; Tim Schock – deck; Mike & Marsha Braun – concrete patio.

A hearing was held for a Request for Variance from Debra Hoines. No one attended to voice objection; the Variance was approved.

Swearingen reported that the City has requested a 'technology assessment' from the State, in hopes of acquiring grant funds for computer upgrades.

The Easement for Block 42, which assures that the City has access to the utility services within the alley and is necessary for federal funding of the upcoming sewer project, has been completed and will be sent to the County to be recorded.

The Council discussed possible measures regarding the creek that runs alongside the city; there may still be some work to do to assure proper flow of the creek.

Hardy made a motion to accept the Emergency Response Planning Template for Public Wastewater Systems as prepared by Swearingen and Healy; Helgeson seconded; motion carried.

Hardy made a motion to issue a temporary liquor license for the event that is scheduled for September 21st at the Legion Hall; seconded by Helgeson; motion carried.

EXECUTIVE SESSION: The Council conducted an Executive Session from 8:20 p.m. through 8:50 p.m. to discuss personnel issues.

DISBURSEMENTS: First State Bank $280.00 (returned check from resident); Cole Papers $105.64 (paper supplies); Reliable Office Supplies $313.38 (office supplies); Surface Design of Watertown $6677.00 (surface seal at basketball court); SD DOR $1693.91 (sales tax); East, VanderWoude & Grant $454.84 (audit fees); Blair Healy $150.96 (travel); Kathleen Jordan $26.85 (security deposit refund); Norman Eaves $49.16 (security deposit refund); Amanda West $20.54 (security deposit refund); Van Diest Supply Co. $3034.82 (chemicals); Dakota Broadcasting $500.00 (contribution to Summer Picnic); Fire Safety First $105.00 (fire extinguisher maintenance); Langford Bugle $160.06 (publications); WAPA $6130.32 (power); SD One Call $11.55 (July message fees); Harry's Septic & Sewer $463.75 (repairs @ community room); Heartland $8689.98 (power); Verizon Wireless $53.07 (cell phone); Share Corp $526.23 (sewer supplies); Langford Main Street Center, Inc. $1000 (grant from Heartland); Cardmember Service $495.98 (Stencil Ease @ $405.90 for stencil for bb court; Shopko @ $90.08 for paint for bb court); DaMar Farmer's Elevator $401.55 (gas & supplies); NorthWestern Energy $1932.59 (transmission fees); Dakota Waste Solutions $2000.00 (garbage service); Town of Langford $956.10 (utilities); SD DOR $13.00 (water sample fees); Matt's Tree Service $1400.00 (tree trimming and removal); Langford Lumber $245.83 (supplies for bb court); Stan Houston Equipment Co $775.00 (street patching supplies); Blair Healy $23.00 (reimbursement); EFTPS $1374.88 (941 tax); Frohling Law Office $2379.71 (atty fees); Health Pool of SD $1152.40 (medical insurance premium); BDM Rural Water $1794.50 (water); Wages by Department: Board $369.40; Library $618.17;

Parks $642.66; Finance Office $222.76; Streets $768.79; Garbage $768.79; Water $768.79; Electric $768.76; Sewer $768.78.

The next regularly scheduled session of the Board of Trustees is scheduled for Tuesday, October 15, 2013 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 9:00 p.m.

ATTEST: Melody Swearingen, Finance Officer
Todd Sell, Board President

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