

Unapproved Minutes of
Regular Session of Board of Trustees
Tuesday, October 15, 2013

The Langford Board of Trustees met Tuesday, October 15, 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.

Hardy made a motion to approve the minutes of the September regular session and the September special session, which includes corrections to Disbursements (as shown below in Disbursement section); Helgeson seconded; motion carried.

FINANCE OFFICER REPORT: Profit and loss reports for September show income of \$32,792.10 with expenses of \$35,065.62, resulting in a net loss of \$2,273.52. Year-to-date profit and loss reports reveal income of \$478,645.30 and expenses of \$458,306.45, resulting in a net gain of \$20,338.85. Hardy made a motion to approve the financial report; seconded by Helgeson; motion carried.

Swearingen reported that a CD in the amount of \$100,000 has been purchased, using funds from the Electric Fund.

The second 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. This Amendment is hereby approved and effective.

UTILITY MANAGER REPORT: There is still one tree marked with Dutch Elm's Disease that has not been removed. A letter will be sent to the resident.

Some residences with fence posts that manage parking and stop destruction of new grass growth will be contacted to remove posts for the winter season, allowing for snow removal.

Healy reported on steps taken during the recent loss of water pressure.

Healy reported on the condition of the maintenance office and shed. Tabled.

Correspondence relating to the tree grant indicates that the program ends in February. It is unlikely that we will receive these funds.

OLD BUSINESS:

The Emergency Response Planning Template for Public Wastewater Systems that was approved at last month's meeting was submitted for signature, and will be submitted to Rural Development through the Midwest Assistance Program.

NEW BUSINESS:

The City received a request for donation for the Snow Queen Contest; Hardy made a motion to contribute \$200.00; seconded by Helgeson; motion carried.

The lease agreement between Terry Larson and the Town of Langford for storage for city-owned equipment is up for renewal; no rate increase. Hardy made a motion to extend the agreement for one more year, effective October 1, 2013 through September 30, 2014; Helgeson seconded; motion carried.

A request for building permit from Dave Carson for replacement of a deck was reviewed and approved.

EXECUTIVE SESSION pursuant to SDCL 1-25-2. The Council conducted an Executive Session from 7:40 p.m. to 8:00 p.m. to discuss personnel issues.

CORRESPONDENCE: SDML sample personnel manual; SD Health Alert Network (Emergency Management) information; information regarding upcoming technology assessment; Heartland survey information.

SEPTEMBER DISBURSEMENTS: (for purposes of clarification and correction, all September disbursements are listed below; some payments may be duplicated in meeting minutes of 09/10 and 09/30) SD Dept of Revenue \$1800.24 (August sales tax); Mike's Heating & Cooling \$296.06 (repairs); Western Area Power Admin \$7178.52 (August usage); Terry Larson Trucking \$1016.50 (gravel); Heartland \$5713.83 (August usage); SD One Call \$1.05 (August message fees); SDML \$100.00 (conference registration); Marshall County Register of Deeds \$30.00 (recording fees); DaMar Farmer's Elevator \$394.30 (gasoline); DaMar C-Store \$75.00 (misc); Verizon Wireless \$53.07 (cell phone); Cardmember Service \$438.04 (Sherwin Williams @ \$58.40 for supplies for tennis court renovation / Bentley Co @ \$77.02 for electric meter supplies / Gempler's @ \$302.62 for maintenance shop supplies); Venture Communications \$449.66 (phone/fax/internet); Melody Swearingen \$33.30 (travel); Mike's Heating & Cooling \$95.40 (repairs); SD DOR \$13.00 (water sample fees); Dakota Waste Solution \$2000.00 (October garbage service); Town of Langford \$1026.56 (utilities); NorthWestern Energy \$1979.04 (August transmission fees); EFTPS \$1540.90 (September 941 tax); Health Pool of SD \$1152.40 (October insurance premium); Banyon Data Systems \$795.00 (software support); SD Supplemental Retirement \$250.00 (employee contribution); Library \$649.25; Langford Bugle \$145.80 (September publications); BDM Rural Water \$1641.50 (water); petty cash \$34.89 (Sep replenishment – postage); SD Retirement System \$635.98 (contributions). September wages by dept: Board \$738.80; Parks \$807.14; Library \$649.25; Finance Office \$212.77; Streets \$752.93; Garbage \$752.93; Water \$752.93; Electric \$752.92; Sewer \$752.91. *Also included in this report, for correction purposes: petty cash \$49.98 (August replenishment – postage). Correction to September 10, 2013 meeting minutes: travel reimbursement to Blair Healy was reported at \$23.00 and should have read \$23.90.*

The next regularly scheduled session of the Board of Trustees is scheduled for Tuesday, November 12, 2013 at 6:00 p.m. the Finance Office.

The meeting adjourned at 8:10 p.m.

ATTEST: Melody Swearingen, Finance Officer

Todd Sell, Board President

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