

Unapproved Minutes of
Regular Session of Langford Board of Trustees
Tuesday, March 11, 2014

The Langford Board of Trustees met Tuesday, March 11, 2014 at the Finance Office with President Todd Sell, Trustee Chad Hardy, Trustee Orville Helgeson, Utilities Manager Blair Healy and Finance Officer Melody Swearingen in attendance. Sell called the meeting to order at 6:10 p.m.

Hardy made a motion to approve the minutes of the last meeting; seconded by Helgeson; motion carried.

Lucas Hoover from Helms & Associates arrived at 6:15 p.m. and addressed the council regarding the Notice of Award to B&B Contracting, Inc. for the base bid and alternate bid for Langford's wastewater system improvement project. Langford's city attorney has reviewed the bid and bond and has given his recommendation for approval for the City to sign the documentation awarding the bid to B&B Contracting, Inc. Hoover left the meeting at 6:55 p.m.

FINANCE OFFICER REPORT: Profit and loss reports for February show income of \$52,626.93, with expenses of \$59,483.80, resulting in a net loss of \$6,856.87. Year-to-date figures reveal income of \$112,539.39 and expenses of \$109,808.28, resulting in a net gain of \$2,731.11.

Swearingen reported that the city election that was scheduled for April 8th has been cancelled. Chad Hardy filed the only nominating petition that was submitted to the Finance Office, and therefore will assume another 3-year term.

Swearingen reported that the Local Board of Equalization will meet on Monday, March 17th at 6:00 p.m. at the Finance Office.

Swearingen presented the 2013 Annual Report for the Municipality of Langford prepared on a modified cash basis and provided a brief overview of the town's financial status. The Annual Report will be published separately following the city's full audit, which is scheduled for March 25th. Helgeson made a motion to approve the Annual Report contingent upon the Auditor's review; seconded by Hardy; motion carried.

Swearingen reported information regarding a Resolution to establish policies and procedures for the sale or transfer of solid waste or by-products, recyclable materials or scrap from our restricted use sight. The final draft will be presented at our next meeting.

UTILITIES MANAGER REPORT: Healy reported that he and Keough (asst mgr) have completed certification for mosquito spraying.

Healy reported information regarding the cost of equipment for spreading salt.

OLD BUSINESS:

The SD PUC Electric Service Territory Boundaries documentation has been completed.

Healy is still waiting for information regarding warranty coverage on the damaged bang board at the basketball court, and on the recent repairs on the loader.

A stirator has been ordered for the water tower.

The details of the trade-in of the lawnmower have been agreed upon; we are not ready for delivery yet.

The City has received word that grant applications may now be submitted based on the technology assessment that was conducted by the State.

The request for contribution to the new ambulance center in Britton (serving Marshall County) was reviewed. Sell made a motion to contribute \$1000.00 to the project; seconded by Helgeson; motion carried.

Last month the City accepted a bid for Lots 3 and 4 in Block 24 contingent upon the buyers' agreement to pay all closing costs. The potential buyers were requested to notify the Finance Office before tonight's meeting if they agreed to the terms. As we have not received notification, the lots remain for sale. Anyone interested may submit a bid to the Finance Office.

NEW BUSINESS:

Ordinance Review of Section 2 was tabled until the next meeting.

Swearingen will speak with the Auditor regarding a capitalization policy.

Heartland has informed us of an upcoming Small Customer Plan.

The council reviewed the most recent legislative update.

A temporary liquor license was granted for the Pheasant Restoration Banquet which will be held at the Legion Hall on March 28th.

A building permit request from Jerome Goetz for remodeling was reviewed and approved.

CORRESPONDENCE: Health Pool of SD 2013 Annual Report; Governor's Economic Development Conference info; Heartland board appointment info; SD FIT 2013 Annual Report; SD Economic Development 2013 Annual Report; SD DOT Small Community Transportation Planning Program info; SD Housing Dev Authority 'Paint South Dakota' program info; NECOG newsletter; SD Abandoned Tank Removal Program info.

FEBRUARY DISBURSEMENTS: Langford Bugle \$206.41 (publications); Reliable Office Supplies \$140.94 (office supplies); SD DOR \$1888.84 (January sales tax); DaMar Farmer's Elevator \$3125.76 (fuel, propane, gasoline); Marshall County Register of Deeds \$120.00 (recording fees); Verizon Wireless \$53.19 (cell phone); Heartland \$16,471.96 (power); WAPA \$5799.46 (power); Lake Region Electric \$822.00 (outage); SD Supplemental Retirement \$750.00 (employee contributions); Melody Swearingen \$25.90 (travel); Cardmember Service \$182.07 (supplies); Venture Communications \$477.36 (phone, fax, internet); NorthWestern Energy \$2422.16 (transmission fees); Dakota Waste Solutions \$2000.00 (garbage service); Town of Langford \$1032.38 (utilities); SD DOR \$13.00 (water sample fees); SD Assoc. of Rural Water Water Systems \$345.00 (dues); SD Municipal Electric Assoc. \$65.00 (conference registration); Health Pool of SD \$3029.28 (premium); SD Secretary of State \$30.00 (notary public fee); EFTPS \$1990.44 (Feb 941 tax); SD Retirement System \$1035.86 (contributions); BDM Rural Water System \$1536.50 (water); petty cash \$91.42 (recording fee @ \$30.00; postage @ \$61.42). Net wages by dept: Board \$406.34; Finance Office \$257.46; Streets \$757.32; Garbage \$977.84; Library \$533.32; Water \$977.84; Electric \$977.84; Sewer \$977.85. Construction Account Disbursements: Helm's Engineering \$10,000.00 (engineering fees).

The Board of Trustees will meet in special session following the Board of Equalization meeting on Monday, March 17, 2014. Notice of this meeting will be provided on the city's website and with posters.

The next regularly scheduled session of the Board of Trustees is April 8, 2014 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 8:40 p.m.

ATTEST: Melody Swearingen, Finance Officer

Todd Sell, Board President

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