

Unapproved Minutes of
Regular Session of Langford Board of Trustees
Thursday, November 6, 2014

The Langford Board of Trustees met Thursday, November 6, 2014 at the Finance Office. President Todd Sell called the meeting to order at 6:00 p.m. with Trustee Orville Helgeson, Trustee Shari Schock, Utility Manager Assistant Joe Keough, Finance Officer Melody Swearingen, and GLAD director Scott Amundson in attendance. The date of this meeting was changed from Monday, November 10, 2014 to Thursday, November 6, 2014, with notice in the Langford Bugle published Wednesday, November 5, 2014 and posters placed at the Finance Office and in city businesses.

Amundson presented a report on GLAD activities then left the meeting.

Sell made a motion to approve the minutes of the October meeting; seconded by Helgeson; motion carried.

FINANCE OFFICER REPORT: Profit and loss reports for October for general operations indicate income of \$61,922.23, with expenses of \$64,916.30, resulting in a net loss of \$2,994.07. Overall year-to-date figures (including sewer renovation project) reveal total income of \$1,510,549.48 and expenses of \$1,488,229.33, resulting in a net gain of \$22,320.15. Sewer Project – income from loan and grant funds for the month of October was \$98,842.00 with expenses paid of \$98,841.88, resulting in a net gain of \$.12.

Swearingen presented 2014 budget information to the council. Helgeson made a motion to transfer a total of \$12,000.00 from Contingency (General Fund) to the following General Fund budget lines as follows: line 421 Law Enforcement \$6,000.00, line 441 Health \$3,000.00, and line 455 Library \$3,000.00; seconded by Schock; motion carried.

Swearingen presented information regarding the need to supplement the 2014 Budget for the Water Fund. Sell made a motion to amend the 2014 Appropriations Ordinance to add \$13,000.00 to the Water Fund; seconded by Helgeson; motion carried. First reading is printed below.

Swearingen presented information regarding the requirement to fund the Sewer Reserve Fund in an amount equal to one year's worth of payments. Helgeson made a motion to transfer \$33,312.00 to the Sewer Reserve Fund, funded through the Electric Fund; seconded by Schock; motion carried.

UTILITY MANAGER REPORT: Keough reported on estimates for sewer pump repair; tabled until sewer project is completed.

OLD BUSINESS: Lake Region assessment of damaged power poles and guy wires – repairs have been made.

Proposal for City to rent office space in Langford Main Street Center, Inc. – Motion by Helgeson to keep the Finance Office in its current location; seconded by Schock; motion carried.

Sewer project update – Invoices were approved; final inspection will take place soon.

Website update – Website has not yet launched.

Electronic speed signs – Tabled.

Maintenance Office/Storage Facility in need of repairs/replacement – Tabled.

Curb stops that may need replacement – Tabled.

Well pump renovation – Tabled pending input from BDM.

Water tower maintenance – Tabled.

Library equipment update/replacement – Public computers have been updated and a new computer purchased for librarian use; wireless capability have been installed. (Additional back-up equipment has also been installed in the finance office.)

Swede's Corner 2015 liquor license renewal – Awaiting documentation from owners.

Steps to prevent potential spring flooding – The City is working with a landowner to take steps to help prevent this issue.

NEW BUSINESS:

The Council reviewed and approved a request for temporary liquor license from Henry Osness Post #141 for Friday, November 7, 2014.

The Council reviewed and approved a building permit request from Orlin and Amy Punt for interior remodel and garage addition at Lots 1&2, Block 24.

The Council reviewed Section 6 of the Ordinance Book – Licenses. Sell made a motion to amend Ordinance 6-2-8 VICIOUS OR DISEASED ANIMALS; seconded by Helgeson; motion carried. First reading is presented below.

Sell signed the Notice of Endorsement and Participation in Marshall County Mitigation Plan.

Swearingen reported information regarding action items stemming from the recent loss control survey conducted by our insurance carrier; Swearingen will report updated policies and procedures at December meeting.

CORRESPONDENCE:

2015 insurance renewal application will be returned to insurance carrier.

SD DOR provided the results of an on-site evaluation of our public water system, and listed recommendations.

SDMEA provided a current comparison of operations and power outage mutual aid directory to all staff and council members.

Banyon Data Systems – information regarding available software modules (we currently use utility billing only).

BDM Rural Water System, Inc. – information regarding rate increase to take effect January 1, 2015.

Floodplain Management – training opportunity information.

SD FIT semi-annual report.

OCTOBER DISBURSEMENTS: Helgeson made a motion to approve the following expenditures; seconded by Schock; motion carried: Langford Bugle \$87.02 (publications); SD DOR \$1392.64 (sales tax); Reliable Office Supplies \$319.22 (office supplies); WAPA \$7392.51 (power); SD Wheat Growers \$106.80 (equipment); Meyer's Hardware Hank \$4.98 (supplies); Milbank Winwater \$713.42 (water meters); Dakota Pump \$4395.87 (repairs); Heartland \$181.68 (power); Share Corp. \$2034.00 (sewer supplies); Off the Wall Signs \$400.00 (sign); DaMar Farmer's Elevator \$343.03 (gas, fuel, etc.); Town of Langford \$2837.00 (Langford share of mosquito program); Town of Eden \$395.00 (refund from mosquito program); Verizon Wireless \$146.20 (cell phone fees); SD One Call \$6.30 (message fees); Cardmember Service \$277.41 (maint supplies); NorthWestern Energy \$2156.43 (transmission fees); Terry Larson \$3300.00 (rent); SDML Workers' Compensation \$4161.00 (premium); SD Supplemental Retirement \$750.00 (employee contributions); Venture Communications \$469.41 (phone/fax/internet); SD DOR \$189.00 (lab fees); First State Bank \$523.35 (2 resident nsf

checks); Town of Langford \$1058.71 (utilities); Dakota Waste Solutions \$2000.00 (garbage); Joseph Keough \$27.75 (travel); Kayla Suther \$100.00 (energy rebates); RESCO \$683.72 (supplies); Marshall County Treasurer \$5920.07 (4th quarter 2012 law enforcement); USDA Rural Development \$2776.00 (sewer project payment); Lehr Sanitation \$500.00 (roll-off); BDM Rural Water \$1599.50 (water); Health Pool of SD \$3437.01 (premium including employee contributions); Display Sales \$1086.00 (Christmas decorations); Grand Slam Computers \$2424.00 (library upgrades); EFTPS \$2581.94 (October 941 tax); Blair Healy \$19.61 (travel); Melody Swearingen \$12.95 (travel); SD Retirement \$1290.44 (includes employee contributions); petty cash replenishment \$71.06 (postage/office exp). Net wages by Dept (includes employee 941 contribution and employee medical insurance contributions shown above): Board \$390.44; Finance Office \$642.28; Streets \$1582.98; Garbage \$2096.98; Library \$709.50; Water \$2141.93; Electric \$2141.91; Sewer \$2141.88.

A review of sewer project expenses to date:

payments from Sewer Fund: 05/04 - A-Tech Sewer \$26,226.30, Helms & Associates \$10,000.00 (reimbursed through project); from loan funds: 05/15 - Helms & Associates \$9030.00; 06/02 B&B Contracting \$46,080.25, Helms & Associates \$1811.39, Meierheny & Sargent \$8380.00, Frohling Law Office \$2231.00; 07/30 – B&B Contracting \$80,465.68, Helms & Associates \$12,254.32; 08/26 – B&B Contracting \$181,004.23, NECOG \$9000.00; 09/16 – B&B Contracting \$224,778.52, Helms & Associates \$7457.75; 10/23 – B&B Contracting \$92,421.25, Helms & Associates \$5,420.63;

from grant funds: 04/08 – Helms & Associates \$53,210.00, Town of Langford \$20,978.98 (reimbursements); 08/07 – Helms & Associates \$2060.20; 09/05 – NECOG \$9000.00, Helms & Associates \$20,017.16, B&B Contracting \$50,474.37; 09/29 – B&B Contracting \$97,715.77, Helms & Associates \$3,242.04; and 11/06 – B&B Contracting \$40,177.38, and Helms & Associates \$2791.17.

The next regularly scheduled meeting of the Board of Trustees will be conducted at 6:00 p.m. on Monday, December 8, 2014 at the finance office.

The meeting adjourned at 8:45 p.m.

ATTEST: Melody Swearingen, Finance Officer

Todd Sell, Board President

Published once at an approximate cost of \$_____.

TOWN OF LANGFORD, SD – 2014 Amended Appropriation Ordinance No. 128-1
2014 Appropriation Ordinance No. 128 is hereby amended to add funds to the following budget line item: Line 602 Water Fund / 381 income - \$13,000.00.

IT IS HEREBY ORDAINED that \$13,000.00 will be added to the Water Fund budget, which funds, in the total amount of \$13,000.00, will be funded from cash reserves in the Water Fund.

Dated this 6th day of November, 2014

First Reading: November 6, 2014

Second Reading:

Adoption:

TOWN OF LANGFORD, SD – Amendment to Ordinance 6-2-8 VICIOUS OR DISEASED ANIMALS

IT IS HEREBY ORDAINED by the Langford Board of Trustees that the following section of Ordinance 6-2-8 VICIOUS OR DISEASED AMINALS is hereby removed from the Ordinance:

C. Specific canine breeds prohibited as vicious – It shall be unlawful for anyone to have in their possession or control any of the breeds of canines, or any canine which has the appearance and/or characteristics of being one or more of the breeds listed below, within the Town of Langford: 1.) Staffordshire Bull Terrier (Pit Bull); 2.) Doberman Pincer; 3.) Rottweiler; 4.) Wolf; 5.) Blue Heeler.

Dated this 6th day of November, 2014

First Reading: November 6, 2014

Second Reading:

Adoption: