

Unapproved Minutes of
Regular Session of Langford Board of Trustees
Monday, December 8, 2014

The Langford Board of Trustees met Monday, December 8, 2014 at the Finance Office. President Todd Sell called the meeting to order at 6:07 p.m. with Trustee Orville Helgeson, Trustee Shari Schock, Utilities Manager Blair Healy, Assistant Utilities Manager Joe Keough, Finance Officer Melody Swearingen, Fire Chief Matt Nelson, and Langford Main Street Center, Inc. representative Scott Amundson also in attendance.

Amundson and Sell signed a Municipal Operating Agreement for 2015 whereby the City will grant Langford Main Street Center, Inc. authority to operate under our liquor licenses. Schock made a motion to approve liquor license applications; seconded by Sell; motion carried. Amundson left the meeting.

Swearingen presented a media policy, a prohibition policy, and a policy regarding background checks for the Fire Dept as recommended from our recent insurance audit. Helgeson made a motion to approve the new policies; seconded by Sell; motion carried. Nelson presented information regarding training for those fire department volunteers that are also employed by the City, as they would often be the first responders. Helgeson made a motion to approve payment for the upcoming training as requested by Nelson; seconded by Schock; motion carried. Nelson left the meeting.

Helgeson made a motion to approve the minutes of the November meeting; seconded by Schock; motion carried.

FINANCE OFFICER REPORT: Profit and loss reports for November for general operations indicate income of \$52,941.42, with expenses of \$48,752.34, resulting in a net gain of \$4,189.08. Overall year-to-date figures (including sewer renovation project) reveal total income of \$1,768,549.45 and expenses of \$1,742,039.63, resulting in a net gain of \$26,509.82. Sewer Project – income from loan and grant funds for the month of November was \$205,058.55 with expenses paid of \$205,057.96, resulting in a net gain of \$.59.

Swearingen presented a review of the 2014 budget information to make certain that each line item has adequate funding throughout the end of the year; Sell made a motion to transfer \$2500.00 from the Contingency Fund (General Fund) to line 432 Sanitation (General Fund); seconded by Helgeson; motion carried.

Swearingen presented the second reading of 2014 Amended Appropriation Ordinance No. 128-1 and Amendment to Ordinance 6-2-8 Vicious or Diseased Animals. These were presented for first reading at our November meeting, and were printed in full in the November meeting minutes.

UTILITIES MANAGER REPORT: Healy presented information regarding conversations with our engineer on the sewer project about the need to move forward quickly on pumps and a generator. Using existing data we'll be able to choose the correct pumping conditions so we can bid this winter and install spring/early summer of 2015.

Healy will begin working on specs and bids for street repair projects in 2015, and will present information at the next council meeting.

Healy reported on a grant opportunity to update street lights.

Keough reported on Christmas decorations.

Keough reported prices for game cameras. Sell made a motion to purchase cameras to be installed to monitor misuse of the rubble site and the city dumpsters; seconded by Schock; motion carried. Documented misuse may result in fines.

OLD BUSINESS: Sewer project update – change order and invoices signed by Sell.

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 – Healy and Keough reported that another residence is in need of curb stop repair/replacement, and the City is unable to provide water services at this location until repairs are made.

Well pump renovations – see information regarding application with NECOG below.

Water tower maintenance – see information regarding application with NECOG below.

Swede's Corner 2015 liquor license renewals – The Municipal Operating Agreement and liquor license applications have been signed, and insurance documentation will be provided before Dec 31st.

Utility rate increases effective January 1, 2015 – as approved in the November, 2013 council meeting, the following rate increases will take effect January 1, 2015:

Residential account water – base rate which includes the first 1000 gallons increases from \$24.00 to \$26.00; per gallon rate (after first 1000) increases from \$2.50 per thousand to \$3.00 per thousand

Commercial account water – base rate which includes first 1000 gallons increases from \$30.00 to \$32.50; per gallon rate remains the same

Residential sewer account – base rate which includes the first 1000 gallons of water used increases from \$24.00 to \$26.00; per gallon rate (after first 1000 gallons of water used) increases from \$1.25 per thousand to \$1.50 per thousand

Commercial sewer account – base rate which includes the first 1000 gallons of water used increases from \$30.00 to \$32.50; per gallon rate remains the same

Application with NECOG for water study – Sell made a motion to authorize the application for a water study; seconded by Schock; motion carried.

Policy recommendations from insurance carrier - Schock made a motion to adopt the following policies; seconded by Sell; motion carried: cell phone usage policy, texting policy, vehicle driving history checks policy, media policy, and prohibition policy. These have been added to the employee handbook. Other policy recommendations will be adopted at a later date.

NEW BUSINESS:

Donation request for Parade of Lights – approved.

BDM Water Supply Contract Addendum – signed by Sell. BDM water rate will increase January 1, 2015 to \$2.00 per thousand.

Electric utility rate increase – Helgeson made a motion to remove the kilowatt hours currently included in the base rate from the base rate on residential and commercial accounts effective January 1, 2015, without changing the kilowatt charges, as a result of a 5% increase from Heartland Consumer Power District plus previous increases from NorthWestern Energy and Western Area Power Administration; seconded by Schock; motion carried. This equates to a per kilowatt hour increase of less than \$.005. RESOLUTION – ELECTRIC RATE

INCREASE – BE IT ORDAINED by the City Council of the Town of Langford, that the Town of Langford resolves to bring electric rates to the rates described as follows, effective 01/01/15:

Residential: Base Charge \$26.45 / Per Kwh charge \$.085

Commerical: Base Charge \$41.05 / Per Kwh charge \$.097

Dated this 8th day of December, 2014; AND noted that such Resolution was agreed upon and adopted at the City Council Meeting conducted December 8, 2014.

CORRESPONDENCE: Notice of hazard mitigation grant program funding.

NOVEMBER DISBURSEMENT: Helgeson made a motion to approve the following expenditures; seconded by Schock; motion carried: DaMar Farmer's Elevator \$712.68 (propane/gas); Jensen Auto \$93.95 (supplies); SD Assoc of Code Enforcement \$40.00 (2015 dues); SD Govt FO Assoc \$40.00 (2015 dues); SD Municipal Street Maint Assoc \$35.00 (2015 dues); SDML \$406.09 (2015 dues); SD Govt HR Assoc \$25.00 (2015 dues); Marshall County \$6554.80 (3rd qtr 2014 law enforcement); SD DOR \$1308.17 (Oct sales tax); Langford Bugle \$61.57 (publications); Verizon Wireless \$146.20 (cell phone usage); RESCO \$414.00 (electrical supplies); Share Corp \$91.30 (sewer supplies); Lake Region Electric \$1191.86 (repairs); SD One Call \$4.20 (message fees); Lioness Club \$200.00 (Snow Queen contribution); WAPA \$7301.18 (power); SDMEA \$330.00 (2015 dues); Heartland \$4133.08 (power); Cardmember Service \$1152.09 (library supplies / utility bill envelopes); NorthWestern Energy \$2433.55 (transmission fees); Venture Communications \$478.43 (phone/fax/internet); Reliable Office Supplies \$394.08 (office supplies); SD Assoc of Rural Water \$250.00 (leak detection services); Maxwell Electric \$936.20 (stirator parts); SD Supplemental Retirement \$750.00 (employee contributions); Dakota Waste Solutions \$2000.00 (Dec garbage services); Mike's Heating and Cooling \$66.33 (labor); SD DOR \$13.00 (lab fees); Town of Langford \$876.90 (utilities); USDA Rural Development \$2776.00 (sewer project payment); EFTPS \$2313.74 (November 941 tax); SD Retirement \$1176.36 (includes employee contributions); petty cash \$57.20 (postage); Blair Healy \$33.30 (travel); Health Pool of SD \$3437.01 (premium including employee contributions). Net wages by Dept (includes employee 941 contributions and employee medical insurance contributions shown above): Board \$550.00; Finance Office \$581.39; Streets \$1445.84; Garbage \$1943.90; Library \$495.00; Water \$1943.90; Electric \$1943.89; Sewer \$1943.89.

The trustees met for Executive Session from 8:45 p.m. until 9:10 p.m. to discuss employee issues.

The next regularly scheduled meeting of the Board of Trustees will be conducted at 6:00 p.m. on Monday, January 12, 2015.

The meeting adjourned at 9:10 p.m.

ATTEST: Melody Swearingen, Finance Officer

Todd Sell, Board President

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