

Unapproved Minutes of
Regular Session of Langford Board of Trustees
Tuesday, July 14, 2015

The Langford Board of Trustees met Tuesday, July 14, 2015 at the Finance Office. President Todd Sell called the meeting to order at 6:00 p.m. with Trustee Orrie Jesz, Utilities Manager Blair Healy, Assistant Utilities Manager Joe Keough, Finance Officer Melody Swearingen, Resident Richard Rauch, and School Board Member David Planteen also in attendance. Lucas Hoover from Helms & Associates arrived at 6:05 p.m.; Jennifer Seitsema from NECOG arrived at 6:55 p.m. Matt Nelson, Fire Chief, arrived at 8:30 p.m. Trustee Shari Schock was absent.

Rauch addressed the council with a request to build a bathroom facility in the Park of the Pines; the council will consider possibilities; Rauch left the meeting at 6:05 p.m.

Planteen addressed the council regarding the School's garbage fee; the council will revisit this issue at the next meeting; Planteen left the meeting at 6:35 p.m.

Hoover addressed the council with an update on the contractor's final responsibilities to finish Phase I of the sewer project, and gave an update on Phase II; Hoover left the meeting at 6:55 p.m.

Seitsema addressed the council regarding our Community Access Grant Application with SD DOT for grant funds for street repairs. If awarded, the grant would cover 40% of the construction costs. Construction would not take place until 2016. The following Resolution was put into motion by Sell; seconded by Jesz; motion carried: RESOLUTION FOR FINANCIAL COMMITMENT, RESPONSIBILITY FOR ROAD MAINTENANCE, AND SUPPORT FOR PROJECT. WHEREAS, the Town of Langford is applying for a Community Access Grant through the South Dakota Department of Transportation (SDDOT) for the Town of Langford, and WHEREAS, the SDDOT requires a 40 percent local match for the construction costs of a project up to a specified amount; and WHEREAS, the SDDOT requires a 100 percent local match for the engineering and administration costs of the project; and WHEREAS, the SDDOT requires the local government agency to be responsible for the maintenance of improved road; and WHEREAS, THE Town of Langford is in full support of this project and grant application; THEREFORE, BE IT RESOLVED that the Town of Langford will provide the local match needed to supplement the SDDOT grant. This match will be 40 percent of the construction costs as shown in the grant application; and THEREFORE, BE IT RESOLVED that the Town of Langford will pay 100 percent of the engineering and administrative cost associated with the proposed project; and THEREFORE, BE IT ALSO RESOLVED that the Town of Langford will be responsible for maintenance of the improved road; and THEREFORE, BE IT ALSO RESOLVED that the Town of Langford expresses their full support and cooperation to the road improvement project and the SDDOT CAG application. Dated this 14th day of July, 2015. (Signed Todd Sell, President; Attest Melody Swearingen, Finance Officer) Seitsema left the meeting at 7:25 p.m.

Sell made a motion to approve the minutes of the June regular and special sessions; seconded by Jesz; motion carried.

FINANCE OFFICER REPORT: Profit and Loss reports for general operations for the month of June indicate income of \$54,709.92, with expenses of \$113,522.31, resulting in a net loss of \$58,812.39. Overall year-to-date income was \$474,681.05 with expenses of \$472,493.43,

resulting in a net gain of \$2187.62. No income or expenses from sewer project to report for June. Sell made a motion to approve the financial report; seconded by Jesz; motion carried.

The council reviewed the preliminary 2016 Budget at length. The first reading of the 2016 Budget will be conducted at the August council meeting.

Sell made a motion to approve a request from Swearingen to purchase two file cabinets @ \$300 each; seconded by Jesz; motion carried. The file cabinets currently in use in the Finance Office will be used for storing Library files and materials.

UTILITIES MANAGER REPORT:

Healy noted that there are several unlicensed vehicles within the city. Letters will be sent to individuals.

Healy requested permission to place a 'handicapped parking' sign in front of The Front Porch bar & restaurant; permission granted.

Healy noted a business location with items parked on the sidewalk and street in front of the building.

OLD BUSINESS:

Street lights around school – some lights have been removed as per a request from the school; account charges will be adjusted accordingly.

Crack sealing of streets – a contractor will be here at the end of July.

Water study – nothing to report

Street lighting – we have received a grant from Heartland Consumer Power District in the amount of \$5000. Healy has ordered the additional fixtures.

Culvert at C-Store entrance / stop sign – we are on the schedule for installation of the culvert when the contractor is available; the stop sign will be placed when the culvert is completed.

2015 mosquito control plan – the application has been mailed.

Sealer peeling on concrete at basketball courts – the original contractor has been contacted and stated that he would be here to review the condition of the sealer.

Move basketball hoop at basketball courts – Healy and Keough will complete this work.

Playground border materials have arrived and will be installed at the Park of the Pines after the upcoming car show.

NEW BUSINESS:

Building permits were approved as follows: Lori Larsen, metal roofing on detached garage at 203 Lindley; Jerome Goetz Jr., metal roofing on detached garage at 405 Walnut; Douglas Stolsmark, move in and renovate storage shed at 703 Main St.

Temporary liquor licenses were issued to the Britton Shrine Club and the Langford Volunteer Fire Dept for an upcoming event on July 25-26 (Langford Summer Picnic). The council reviewed our policy regarding the issuance of temporary liquor licenses, with special attention to the insurance coverage that is required at special events, and the fees charged by the city for issuance of the licenses.

Policy and procedure recommendations stemming from our most recent audit include the following topics:

Recommendation for the city to require annual financial statements from the Fire Dept to assure that any grants acquired under the city's federal ID are accounted for in our Annual Reports. Swearingen also reported on the requirement to pass and publish a motion in

our meeting minutes on an annual basis to include the volunteer firefighters on our workmen's compensation insurance. Nelson left the meeting after this discussion.

Recommendation to transfer some of our funds to SD FIT. Discussion; no action taken at this time.

Recommendation to consider increase in water rates based on our 2014 losses. Discussion; no action taken at this time.

Recommendation to consider accounting/utility billing software bundle. Swearingen reported on some different options for adding modules to our existing utility billing software, for adding utility billing software module to our existing accounting software, or for purchasing an entirely new bundle from a new company.

Recommendation to consider increasing the sewer project loan payment. Discussion; no action taken at this time. Swearingen will report next month.

Recommendation to budget for continuation of sewer project. Discussion; no action taken at this time. We will revisit this when Phase II commences.

CORRESPONDENCE: NorthWestern Corporation (SD) formula rate protocols and court testimony before the Federal Energy Regulatory Commission; WAPA information re: no estimated change to firm power rate in January 2016; SD DOT meeting schedule re: tentative 2016-2019 STIP; Heartland 2014 annual report.

JUNE DISBURSEMENTS: DaMar Farmer's Elevator \$274.72 (diesel/gas); Frohling Law Office \$47.50 (atty fees); SDML \$75.00 (FO School registration); SD Wheat Growers \$90.90 (supplies); Meyer's Hardware Hank \$16.99 (supplies); Langford Bugle \$51.02 (publications); SD DOR \$1237.01 (May sales tax); Heartland \$921.07 (power); Reliable Office Supplies \$119.46 (office supplies); Jacobson Implement \$31,325.00 (skid steer); Merchants Capitol \$20,138.61 (annual payment on Case IH tractor); WAPA \$5302.75 (April power); Melody Swearingen \$190.54 (travel); Verizon Wireless \$146.54 (cell phones); Deluxe \$445.40 (check blanks); Lake Region Electric \$709.99 (service fees); Venture Communications \$473.48 (phone/fax/internet); SD One Call \$1.05 (message fees); WAPA \$6983.56 (May power); Cardmember Service \$896.53 (supplies for repairs); NorthWestern Energy \$1991.23 (transmission fees); Town of Langford \$1525.57 (utilities); Dakota Waste Solutions \$2000.00 (garbage service); Van Diest Supply Co \$6214.90 (chemicals); Stan Houston Group \$825.00 (patching materials); Marshall County Treasurer \$6995.92 (1st qtr 2015 law enforcement); SD DOR \$147.00 (sample fees); Playground Borders \$2192.44 (border materials for the park); SD Supplemental Retirement \$750.00 (employee contributions); USDA RD \$2776.00 (sewer project payment); Runnings \$51.97 (supplies); BDM \$2482.00 (water); Health Pool of SD \$3348.38 (med ins premiums); Blair Healy \$22.75 (reimbursement for supplies); EFTPS \$2948.02 (June 941 tax); SD Retirement System \$1329.82 (employee and employer contributions); petty cash replenishment \$73.33; net wages by dept: Board \$1325.00; Finance Office \$546.75; Streets \$1669.61; Garbage \$2216.36; Library \$776.25; Water \$2216.36; Electric \$2216.35; Sewer \$2216.34. Sell made a motion to approve the June expenditures; seconded by Jesz; motion carried.

The Council adjourned to Executive Session at 9:25 p.m. regarding employee issues, and resumed regular session at 9:55 p.m.

The next regularly scheduled session of the Langford Board of Trustees is scheduled for Tuesday, August 11, 2015 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 10:00 p.m.

ATTEST: Melody Swearingen, Finance Officer

Todd Sell, Board President

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