Unapproved Minutes of

Regular Session of Langford Board of Trustees

The Langford Board of Trustees met Tuesday, September 8, 2015 at the Finance Office. President Todd Sell called the meeting to order at 6:05 p.m. with Trustee Orrie Jesz, Utilities Manager Blair Healy, Assistant Utilities Manager Joe Keough, and Finance Officer Melody Swearingen in attendance.

Sell made a motion to approve the minutes of the August regular session; seconded by Jesz; motion carried.

FINANCE OFFICER REPORT: Profit and Loss reports for general operations for August indicate income of $54,100.61 with expenses of $64,901.58, resulting in a net loss of $10,800.97. Overall year-to-date income was $599,763.85, with expenses of $605,266.25, resulting in a net loss of $5,502.40. Sell made a motion to approve the financial report; seconded by Jesz; motion carried.

Swearingen presented the second reading of 2016 Appropriation Ordinance #130, with a total budget of $1,043,250.00, which includes Capital Outlay accumulations in the total amount of $35,000.00. Sell made a motion to approve the 2016 Appropriations Ordinance #130 and 2016 Capital Outlay Accumulations Resolution #2015-02; seconded by Jesz; motion carried.

Swearingen reported that the insurance company completed a review of our buildings and their contents to establish appropriate insurance values. A review of power poles, transformers, light poles and light fixtures will be studied for insurance purposes.

UTILITIES MANAGER REPORT:

Healy reported that he has spoken with a Main Street business regarding a downspout that drains water onto the sidewalk which creates a dangerous walking path at times during the winter months. The spout should be directed to the back of the building and drained onto the business owner's property.

Healy reported regarding an abandoned residence that requires mowing and weed spraying. We will complete the work and bill the company that is managing the property.

Healy reported about a recent water leak at the day care center, which has been repaired.

OLD BUSINESS:

Sewer project – meetings have taken place, but work on Phase II has not yet begun. The contractor has delivered gravel to us, and some of that has been applied.

Water study – no update information available.

Street lighting – the project continues. There are no more grant opportunities for 2015, but funding opportunities may be available in 2016 for completion.

Culvert at C-Store entrance / stop sign – still waiting for the contractor to complete the work.

Sealer peeling on concrete at basketball court – the contractor made repairs at no additional cost to the city; and ground and coated the unfinished area at a total cost of $1800.00.

Move basketball hoop at basketball courts – this will be completed soon as the resurfacing is now complete.

Playground border materials – the borders are installed and pea rock has been added.

GIS mapping – tabled.

Fire Dept financial statement reporting – in response to a recommendation stemming from our most recent audit, a letter has gone out requesting annual information from the Fire Dept to the city going forward.

Consider accounting/utility billing software bundle – in response to a recommendation stemming from our most recent audit, Swearingen reported information from three different sources for software options. This will be re-evaluated at the next meeting.

Vehicle(s) blocking alley – a letter was written to a resident. Future violations from that resident will result in fines.

NEW BUSINESS:

Building permit application – approval was granted as follows: Douglas Hupke, renovate kitchen and bathroom.

Regulators at substation – one has been replaced and everything is functioning normally again.

Abandoned trailer houses – a letter has been sent to one homeowner without response. The owner of another abandoned trailer house is working to have it removed.

Trailer house ordinance – the city council discussed the adoption of an ordinance that would restrict the age and condition of trailer houses being brought into the Town. The ordinance will be reviewed at the October meeting; the first reading will take place at that time if there is approval from all council members.

Garbage service complaint – the city received information directly from the garbage contractor regarding a complaint that they have received from one of our residents. The City took no action at this time on either the part of the resident or the contractor, but will continue to monitor this.

Dog complaint – the city received a police report about a dog running at large; a fine will be issued to the owner.

Water usage at football field – the city council discussed the need to meter the water at the football field and charge accordingly.

Main Street property for sale – the city council discussed the potential purchase of a Main Street lot that is for sale by owner, and opted not to purchase.

Contract renewal – Sell made a motion to renew the existing contract with Terry Larson for storage of city equipment in his facility for the period 10/1/15 – 09/30/16; seconded by Jesz; motion carried.

The city council accepted Shari Schock's resignation and discussed options for appointment to fill the seat until the next election.

CORRESPONDENCE: SDML press release re: requirement to disclose info on tax abatements; SDML work comp info re: independent contract affidavit update; SD Dept of Health info re: walkability resources from SDDOH; SDPAA 2014 membership annual report; SD Retirement info re: automatic features of SD Supplemental Retirement Plan; Heartland launching cybersecurity initiative; Glacial Lakes and Prairies membership information.

DISBURSEMENTS: Fire Safety First $102.00 (fire extinguisher maint); Dakota Pump $612.00 (repairs); Heartland $9497.35 (July power); SD DOR $1548.02 (July sales tax); Stan Houston Equipment $676.50 (perma-patch); DaMar Farmer's Elevator $269.04 (supplies); SD Wheat Growers $14.30 (parts); WAPA $6130.32 (July power); Office Depot $460.03 (office supplies); SD One Call $2.10 (message fees); Paul Price Trucking $250.00 (gravel); Verizon Wireless $146.54 (cell phone fees); Lake Region Electric $1213.32 (repairs); NorthWestern Energy $3004.57 (transmission fees); Van Diest Supply Co $385.70 (chemicals); Venture Communications $479.87 (phone/fax/internet); Highway Improvement $9795.94 (crack sealing); Cardmember Service $1425.72 (Amazon Marketplace @ $292.99 for rubble site supplies; Smartsign @ $92.26 for street supplies; Amazon Marketplace @ $147.91 for lights; Amazon.com @ $89.20 for light supplies; Office Depot @ $803.36 for office supplies and file cabinets); Dakota Waste Solutions $2000.00 (garbage service); City of Groton $229.50 (rent and labor fees for regulator); Town of Langford $1518.33 (utilities); SD DOR $147.00 (lab fees); T&R Electric Supply $2300.00 (regulator); SD Supplemental Retirement $350.00 (employee contributions); Health Pool of SD $3348.38 (medical premium including employee contributions); Surface Design of Watertown $900.00 (sealing at bb court); USDA RD $2776.00 (sewer loan payment); EFTPS $2401.36 (August 941 tax); Blair Healy $147.92 (travel); Joe Keough $11.00 (travel); SD Retirement $1164.58 (employer and employee contributions); cash $126.45 (postage); Display Sales $2127.90 (Christmas decorations); BDM Rural Water $2412.00 (water); Wages by Dept: Board $550.00, Finance Office $421.20, Streets $1519.77, Garbage $1940.97, Library $603.75, Water $1940.97, Electric $1940.95, Sewer $1940.95. Sell made a motion to approve the August disbursements; seconded by Jesz; motion carried.

The next regular session will be held on Tuesday, October 13th at 6:00 p.m. at the Finance Office.

The meeting adjourned at 8:00 p.m.

ATTEST: Melody Swearingen, Finance Officer

Todd Sell, Board President

2016 Capital Outlay Accumulations Resolution #2015-02

WHEREAS, the City Council of the Town of Langford, SD, under authority of SDCL 9-21-14.1, authorizing accumulation of funds for capital outlay purposes for the year 2016; and

WHEREAS, as required by SDCL 9-21-14.2, the purpose and maximum amount of this accumulation must be clearly stated; and

WHEREAS, the City Council of the Town of Langford acknowledges that, according to SDCL 9-21-14.2, these accumulated amounts must be expended within 60 months from the date of Resolution establishing said accumulations and any accumulated funds deemed no longer necessary shall revert to the General Fund; and

WHEREAS, according to standard accounting principles as established by the SD Department of Legislative Audit, these amounts should instead be a part of the General Fund as a restricted cash account.

NOW THEREFORE, be it resolved by the City Council of the Town of Langford, that a capital outlay accumulation of $25,000.00 be established for a bucket truck, and $10,000.00 be established for a utility truck. Total restricted cash for 2016 is estimated at $35,000.00.

Total restricted cash account balance, including 2015 amounts therefore is estimated at $35,000.00. Total accumulations, including 2016 accumulations, for designated accounts are estimated as follows: bucket truck @ $25,000.00; utility truck @ $10,000.00.

Adopted this 8th day of September, 2015.

Publication: September 16, 2015

Effective Date: October 6, 2015

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