

Unapproved Minutes of
Regular Session of Langford Board of Trustees
February, 2016

The Langford Board of Trustees met in regular session on Monday, February 8, 2016 at 6:00 p.m. at the Finance Office, with President Todd Sell, 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 corrected minutes of the January meeting; seconded by Jesz; motion carried. Correction to January minutes: Sell made a motion to establish April 12, 2016 as the date for a municipal election ...; seconded by Jesz; motion carried.

FINANCE OFFICER REPORT: Jesz made a motion to approve the January financial report; seconded by Sell; motion carried. January ended with a net gain of \$15,988.53.

Swearingen reported that the 2015 audit will take place in February.

UTILITY MANAGER REPORT:

Healy reported on the need for a new metal detector, and was instructed to investigate options and costs.

Healy reported on a recent complaint regarding the quality of the drinking water, which prompted an investigation. Others along the same line hadn't noticed issues with the water. Water samples have passed State Health Laboratory lab requirements. The maintenance team will continue to monitor.

Following discussion regarding the need for a roll-off at the rubble site, Sell made a motion to approve; seconded by Jesz; motion carried.

OLD BUSINESS:

Sewer Project Update – Swearingen reported that the final bills had been paid for with grant funds.

Items declared as surplus and advertised for sale – Healy reported that the blade for the tractor has been sold.

Water tower inspection – Healy will follow up.

Garbage collection contract – tabled.

NEW BUSINESS:

Policy regarding security deposits. We acquire security deposits on all new utility accounts, but we do not have security deposit funds on many long-standing utility accounts. After discussion, Sell moved and Jesz seconded to charge a security deposit on any long-standing account that is disconnected due to delinquency. If existing utility services are disconnected due to non-payment and there are no security deposit funds held by the City, the customer would be required to pay a security deposit to get services reinstated. Motion carried.

Policy regarding electric usage in empty apartment units. Sell moved and Jesz seconded to establish a policy whereby charges for electric usage in apartment units will be billed each month to the property owner. Minimum charges will not apply. Motion carried.

Policy regarding campground rates. Sell moved and Jesz seconded to establish a policy whereby we charge a rate of \$10.00 per day for utility usage at campground hook-ups. Motion carried.

Jesz moved and Sell seconded to establish March 21, 2016 as the date for the Equalization Board Meeting. Motion carried.

The City will reapply for grant funds for street repairs in 2016.

JANUARY DISBURSEMENTS: SD DOR \$1699.17 (Dec sales tax); Blair Healy \$268.70 (travel); Joe Keough \$86.00 (travel); Heartland \$9510.95 (power); Casey Darling \$50.00 (energy rebate); Langford Lumber \$35.49 (supplies); BDM Rural Water \$1922.00 (water); Business Forms & Supplies \$283.85 (utility bill forms); Langford Bugle \$45.45 (publications); Lehr Sanitation \$500.00 (roll-off rent); Holland NAPA Auto \$13.49 (supplies); Jensen Auto \$439.80 (batteries); SD One Call \$1.05 (message fees); Mac's \$47.14 (equipment parts); DaMar Farmer's Elevator \$910.03 (propane, fuel, etc.); Western Area Power Admin \$6240.50 (power); Cardmember Service \$813.69 (US Postage Service @ \$573.70 for stamped envelopes; security drop box @ \$239.99); SD Rural Water \$410.00 (conference registration); First State Bank \$385.00 (nsf utility payment from resident); First State Bank \$10.00 (nsf fee charged to city); NorthWestern Energy \$1902.46 (transmission fees); US Treasury \$1.23 (addtl 941 tax); Venture Communications \$523.61 (phone, fax, internet); Town of Langford \$1829.01 (utilities); SD DOR \$15.00 (lab fees); Dakota Waste Solutions \$2000.00 (garbage services); Reliable Office Supplies \$70.18 (office supplies); Frohling Law Office \$30.00 (legal fees); SD Supplemental Retirement \$350.00 (employee contributions); Health Pool of SD \$3348.38 (employer and employee cost of med ins premium); USDA RD \$2776.00 (sewer renovation payment); EFTPS \$2455.12 (Jan 941 tax); BDM Rural Water \$2434.00 (water); SD Retirement \$1181.62 (employee and employer contributions); petty cash \$47.84 (postage); Wages by Dept: Board \$275.00; Finance Office \$394.97; Streets \$1574.38; Garbage \$1969.36; Library \$696.00; Water \$1969.40; Electric \$1969.35; Sewer \$1969.36. Sewer Project disbursements: Helms & Associates \$2750.85 (engineering fees); Damar Farmer's Elevator \$2852.32 (propane tank); B&B Contracting \$17,958.44 (construction fees).

The next regular session will be conducted Tuesday, March 8, 2016 at the finance office.

The meeting adjourned at 7:40 p.m.

ATTEST: Melody Swearingen. Finance Officer

Todd Sell, Board President

Published once at an approximate cost of \$_____.