

Unapproved Minutes
Regular Session of Langford Board of Trustees
Tuesday, March 8, 2016

The Langford Board of Trustees met in regular session Tuesday, March 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 the February meeting minutes; seconded by Jesz; motion carried.

FINANCE OFFICE: Sell made a motion to approve the February finance report; seconded by Jesz; motion carried. February ended with a net gain of \$601.24; year-to-date net gain of \$16,589.77.

Swearingen presented the 2015 Annual Report for review; Sell made a motion to approve the Annual Report; seconded by Jesz; motion carried.

Swearingen reported that the 2015 audit was completed in February; results are pending.

MAINTENANCE DEPARTMENT:

Working to get the culvert installed at the intersection between the DaMar C-Store and Walnut Street.

Reported on abandoned vehicles and buildings in the city limits.

Reported on ordinance violations at one residence in town with garbage piled in the yard. A warning letter will be sent, establishing a deadline for clean-up.

Received a request from a family for approval from the city to place a memorial bench at the Park of the Pines – granted.

Reported that the street lighting project that was begun late last year will be completed this spring.

Reported that some residences have curb stops that need replacement. Ordinance 9-3-3 establishes this as the responsibility of the property owner.

Reported about misuse of the rubble site. The council may consider closing the gate. Tabled.

Reported that we were able to purchase an additional used dumpster.

OLD BUSINESS:

Items declared as surplus and advertised for sale – tractor has not yet been sold.

Water tower inspection – Sell signed contract with Maguire Iron, Inc. in the total sum of \$2,950 for cleaning and inspection of the holding tank and elevated water storage tank.

Garbage collection contract – after discussion regarding the contract that expires April 30, 2016, Sell made a motion to place a notice for bids for garbage collection; seconded by Jesz; motion carried.

Metal detector purchase – Healy brought an estimate of \$770.00 + shipping; Sell made a motion to purchase; seconded by Jesz; motion carried.

Water quality complaints – the water system was flushed on February 25th, and the maintenance dept has continued to test water samples, which have all passed State Health Laboratory requirements.

Equalization Board Meeting – has been established as March 21st at 6:00 p.m. The Notice has been published.

Street repairs – Swearingen reported on her conversation with NECOG regarding application for grant funds. Healy reported that he is working on specs and bidding requirements. Drainage issues were discussed.

NEW BUSINESS:

A request for building permit from Orlin Punt was reviewed and approved. This is a continuation of the permit that was granted 11/06/14.

Light system for flag pole and 'welcome sign' at east entrance to town – Sell made a motion to replace the light fixture; seconded by Jesz; motion carried.

Sewer surcharge rates during instances of water break – Sell made a motion to approve discounts on the sewer surcharge in instances of water breaks when conditions have been met; seconded by Jesz; motion carried. An ordinance draft will be presented for first reading at the next session.

Land and water conservation funds self-compliance inspection reports (for basketball court) were approved and signed.

Hearing for temporary liquor license for Lake Region Pheasant Restoration banquet at the Legion Hall on April 2nd – approved.

Venture communications fiber optic communication system – notice has been received that the project will take place in the spring. Our maintenance team will assist with locates.

Light fixture at south end of Market St – council instructed maintenance team to get an estimate.

Capital outlay expenditures for utility truck – Sell made a motion for utility team to pursue the purchase of a 2010 Chevy Silverado pickup through government surplus, at an estimated cost of \$17,800; seconded by Jesz; motion carried.

Policy for purchase of flowers/plants for funerals pertaining to employees. Sell moved and Jesz seconded to establish a written policy regarding flowers/plants for funerals pertaining to employees. Motion carried.

Enhanced crime insurance coverage – Swearingen reported on the option to purchase enhanced crime coverage on all city employees through our insurance carrier; Jesz motioned to purchase; Sell seconded; motion carried.

Adjustment to insurance coverage on specific city-owned properties – Swearingen reported on the difference between estimated values and insurance coverage on several city owned properties; Jesz motion to move the coverages closer in line to values; seconded by Sell; motion carried.

Work comp coverage for volunteer fire dept and library board personnel – Sell made a motion to approve the volunteer lists that have been filed in the finance office as of March 8, 2016; seconded by Jesz; motion carried.

Pet complaint – a fine will be assessed against a resident for pet violation of disturbing the peace.

CORRESPONDENCE: 2015 Drinking Water Report has been received, and notices will be sent with utility statements. PUC notice of public hearing to adopt rules for Docket RM16-001; BDM 2015 drinking water report; Heartland information regarding cypersecurity for municipalities; SD Drinking Water program lead and copper table info.

FEBRUARY DISBURSEMENTS: Jesz motioned and Sell seconded to approve the February disbursements as follows; motion carried: DaMar Farmer's Elevator \$878.84 (propane, fuel, etc); Langford Bugle \$52.49 (publications); SD Wheat Growers \$21.70 (supplies); Runnings \$68.97 (supplies); SD Municipal League \$130.00 (conference registration); CNH Industrial \$32.40 (parts); Office Depot \$60.93 (office supplies); SD One Call \$1.05 (message fees); Heartland \$12,401.08 (power); WAPA \$5972.46 (power); Verizon Wireless \$147.42 (Jan cell phone fees); Jensen Auto Service \$121.00 (repairs); Town of Langford \$8100.00 (city portion of fire assessment); SD DOR \$1710.58 (January sales tax); Venture Communications \$529.83 (phone, fax, internet); NorthWestern Energy \$2149.29 (transmission fees); SD DOR \$246.00 (lab fees); Cardmember Service \$1480.92 (Tractor House @ \$200.00 for advertising; Holiday Inn @ \$637.96 for travel; Ownerslist.net @ \$400.00 for advertising; Aberdeen American News @ \$95.54 for advertising; Verizon Wireless @ \$147.42 for cell phone fees for Dec); Dakota Waste Solutions \$2000.00 (Mar garbage service); Town of Langford \$1460.54 (utilities in city owned buildings); Grant & Williams \$3255.12 (audit fees); Health Pool of SD \$3348.38 (med ins premium, includes employee contributions); SD Supplemental Retirement \$350.00 (employee contributions); USDA Rural Development \$2776.00 (sewer project payment); EFTPS \$2550.04 (February 941 tax); First State Bank \$736.10 (utility customer returned check and nsf fee); SD Retirement \$1242.52 (employer and employee contributions); petty cash replenishment \$92.43 (postage); wages by dept: Board \$275.00; Finance Office \$462.50; Streets \$1608.39; Garbage \$2070.89; Library \$678.00; Water \$2070.89; Electric \$2070.86; Sewer \$2070.87.

Some city business will be conducted on March 21, 2016 following the Equalization Board meeting; the next regular session will be conducted Tuesday, April 12, 2016 at 6:00 p.m.

The meeting adjourned at 8:30 p.m.

ATTEST: Melody Swearingen, Finance Officer

Todd Sell, Board President

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