

Unapproved Minutes
Langford Board of Trustees
April, 2016

The Langford Board of Trustees met in regular session on Tuesday, April 12, 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, Lucas Hoover and David Wick from Helms and Associates, and Neil Bergeson from Dakota Waste Solutions, in attendance.

Bids for the waste management contract were opened, and presented as follows: Lehr Sanitation Service @ \$2500.00 per month, including roll-offs for city cleanups and a roll-off for city dump year-round, for up to a 5-year term; Dakota Waste Solutions @ \$2200.00 per month for a 2-year term. The Board proceeded with other agenda items at this time.

Hoover and Wick from Helms & Associates addressed the council with information regarding the Water Study that is currently being conducted. The project will be concentrated on the water tower and ground storage tank. Our water losses were discussed at length. Sell signed the re-application grant documents for the Water Study. They left the meeting at 6:45 p.m.

Kayla Suther arrived at 6:40 p.m. and addressed the council at 6:50 p.m. regarding the feasibility of a fitness center in Langford. Suther left the meeting at 7:20 p.m.

Bergeson addressed the council regarding his bid for the waste management contract. A decision regarding the bids was tabled. He left the meeting at 7:45 p.m.

FINANCE OFFICE: Sell made a motion to approve the minutes from the March meetings; seconded by Jesz; motion carried. March ended with a gain of \$18,335.75; year-to-date net gain of \$34,925.52.

The Board once again reviewed Ordinance 2016-01 CREDIT ON SEWER SURCHARGE IN INSTANCES OF WATER LEAK, and conducted the second reading, with an amendment; ordinance printed below in entirety to reflect amendment during second reading.

Swearingen presented Ordinance 2016-02 WATER AND SEWER CONNECTION – COST OF OWNER for first reading. The Board conducted the first reading; ordinance printed in entirety below.

Pet Day is scheduled for May 17th from 1:30-3:30 pm. The Britton Veterinary Clinic will be here to administer vaccinations. Current licenses expire June 1st. New license tags are now available at the Finance Office, and are valid until June, 2018.

The City is working to document its policies and procedures. Most items are not new policies, but have not been documented in the past. Swearingen presented a 'Policy Regarding Request for Copies of Public Records Information' to the Board; Board approved and signed it into documented policy. A full copy may be viewed at the Finance Office.

Swearingen requested permission to secure a credit card on behalf of Keough, and reviewed the current credit card policy. Currently our policy requires that previous approval is granted on any purchase over \$500.00; Board instructed Finance Officer to increase the limit to \$800.00, and secure a card for Keough. The policy regarding spending authorities and limits was discussed; only those persons currently serving on the City Council or employed by the City have authority to determine purchases or actually make purchases on behalf of the City.

Swearingen presented information regarding Heartland's partnership with a company that assesses the cybersecurity of municipalities. This topic was tabled.

Swearingen presented information regarding membership to the Glacial Lakes and Prairies Tourism Association at a cost of \$150.00; Sell motioned to participate; Jesz seconded; motion carried.

The Open Meetings Laws were reviewed.

MAINTENANCE DEPT:

We are looking into grant opportunities for a lighting upgrade at the Community Courts.

SD Rural Water Assn will be here to do some leak detection of our water system; this information will be provided to Helms to assist in the Water Study.

We are looking into a sweeper for the Bobcat and possibly for the pickup; and possibly a utility grapppler.

We are assessing the need to clean and televise the renovated sewer system. One estimate is \$25,000.00, which could be split into two phases in two different calendar years. Engineer has not completed the assessment on the manholes.

OLD BUSINESS:

Items declared as surplus and advertised for sale – the tractor and sweeper have been sold to another municipality. Other items for sale include a mower and a generator.

Water tower inspection – a company will be coming to assess the condition of our tower.

Chip Sealing – Healy provided information regarding the specs and bid letting for chip sealing 35 blocks on the south side of town, using funds budged in 2016. Council instructed to proceed with the bid process for chip sealing. Healy is waiting for a response for an estimate of the cost to survey the north side.

We will proceed with the grant application for funds for some streets on the north side; those grant funds aren't awarded until late 2016 with construction slated for 2017.

Light system for flag pole and 'welcome' sign – someone coming to see if there is a break somewhere; this project has been included in a lighting grant application.

Culvert between DaMar C-Store and Walnut St. – we are on the contractor's schedule.

Street lighting project – a lighting grant application has been sent; awaiting response.

Community Courts surface repair – the contractor has been notified and will be coming to make repairs to the damaged surface.

Light fixture at south end of Market St. – estimates were provided at a cost of \$2449.00; Council instructed Maintenance to proceed.

Sand bags – none have been secured; follow up next spring.

Culverts that may need extension or safety ends – Maintenance will get estimates.

Water service at football field – update was unavailable.

Maintenance continues to deal with misuse at the rubble site.

NEW BUSINESS:

The following building permits were reviewed and approved: Ward Foote, window replacement @ \$600.00; Erin Burgett, pantry converted to bathroom @ \$4000.00.

The ordinance regarding building permits was reviewed, and reads as follows: *3-1-3 BUILDING PERMITS REQUIRED. Any person, firm, or corporation desiring to erect, alter, repair, or remove any building within the Town of Langford shall apply to the Board of Trustees for a permit for such purpose, and furnish a plan and specifications sufficient for the Town Board to determine whether such building, alteration, or repair is in compliance with the provisions of*

this chapter and if granted such permit must be signed by the Town President or the Finance Officer. There has been some confusion regarding the need for a permit if the dimensions of the structure remain unchanged. The Board opted not to change this ordinance; therefore, building permits are required whether or not the dimensions of a structure are altered.

Temporary liquor license requirements were once again reviewed, and will be revisited at the next meeting.

Sell motion to approve an updated list of volunteer firemen for workmen's comp purposes; Jesz seconded; motion carried.

City-wide clean up days have been established as May 9th-13th. Residents may place unwanted items to the curb for the Maintenance Dept to dispose of.

A request for contribution for Langford's Summer Fest was reviewed; Sell made a motion to contribute \$750.00; seconded by Jesz; motion carried.

CORRESPONDENCE – SD Governor's Office of Economic Development 2015 annual report; Capital for a Day information.

MARCH DISBURSEMENTS: Langford Bugle \$43.69 (publications); BDM Rural Water \$2580.00 (water); SD Rural Water Assn \$345.00 (dues); SD Public Assurance Alliance \$12,902.91 (insurance premium); DaMar Farmer's Elevator \$789.79; Office Depot \$524.65 (supplies); SD DOR \$1745.20 (Feb sales tax); Off The Wall Signs \$30.00 (golf cart decals); Verizon Wireless \$147.42 (cell phone fees); NorthWestern Energy \$2128.55 (transmission fees); Joe Keough \$148.80 (travel); Heartland \$10,475.33 (power); WAPA \$6,193.62 (power); Lehr Sanitation \$1000.00 (used dumpster); Town of Langford \$200.00 (security deposit refund applied to resident account); Cardmember Service \$949.04 (RDO Equipment @ \$633.18 for parts; WalMart @ \$37.82 for supplies; Best Western Hotels @ \$87.99 for travel; Tractor House @ \$200.00 for advertising); Blair Healy \$84.75 (travel); Venture Communications \$506.39 (phone, fax, internet); SD DOT \$20.00 (maps); SD DOR \$15.00 (lab fees); Dakota Waste Solutions \$2000.00 (garbage services); Town of Langford \$1634.87 (utilities); Marshall County Treasurer \$7002.82 (qtrly law enforcement fees); SD Public Assurance Alliance \$25.00 (premium); SD Municipal Street Maint Assn \$100.00 (conference registration); USDA RD \$2776.00 (sewer project payment); SD Supplemental Retirement \$350.00 (employee contributions); Health Pool of SD \$3348.38 (premium, includes employee contributions); EFTPS \$2669.32 (Feb 941 tax); SD Retirement \$1280.22 (employer and employee contributions); petty cash \$55.60 (postage); wages by dept: Board \$825.00; Finance Office \$483.78; Streets \$1649.92; Garbage \$2133.70; Library \$649.54; Water \$2133.70; Electric \$2133.69; Sewer \$2133.71.

The next regularly scheduled meeting of the Board of Trustees is Tuesday, May 10, 2016 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 10:10 p.m.

ATTEST: Melody Swearingen, Finance Officer; Todd Sell, Board President
Published once at an approximate cost of \$_____.

ORDINANCE NO. 2016-01

AN ORDINANCE REGARDING CREDIT ON SEWER SURCHARGE IN INSTANCES OF A WATER LEAK
BE IT ORDAINED BY THE MUNICIPALITY OF THE TOWN OF LANGFORD, SOUTH DAKOTA, that the following shall be added to Chapter 9-1 UTILITIES, GENERAL as "Section 9-1-15 – Sewer Surcharge Credits In Instances of Water Leaks", of the Langford City Municipal Code:

Chapter 9-1 Utilities, General

9-1-15 – Sewer surcharge credits in instances of water leaks. During instances of water leaks, credit for a portion of the sewer surcharge fee may be issued when the following conditions have been met:

- a.) A request for credit must be made to the Finance Officer by the 20th of the month following the month of billing whereby the leak was discovered. *For example: on a utility bill with a meter reading from March 20th that reveals high usage, notification must be provided to the Finance Officer by April 20th.*
- b.) A credit to the utility account may be issued when documentation of the scope and cost of the repairs, completed by a *SD licensed contractor, is provided to the Finance Office and approved by the Board of Trustees.
- c.) When proper documentation has been received in the Finance Office, Finance Officer shall calculate an average water usage for the three billing cycles before the water break or water leak due to faulty plumbing fixtures was reported to the Finance Office, and present the information to the Board of Trustees at the next regular council meeting. With council approval, credit on the sewer surcharge will be given accordingly.
- d.) Customer is responsible to pay all current utility charges on the current utility statement; credit will be applied to a future bill cycle.
- e.) Customer is responsible for all repairs except those which are shown as the city's responsibility in other ordinance sections of the City Ordinances of the Town of Langford.
- f.) Customers whose accounts have received late charges two or more times within the prior twelve months will not qualify for sewer surcharge credits in instances of water leaks.

*SD licensed contractor – holds a current, valid SD sales tax license.

(Signed 03/21/16 Todd Sell, President; Attest Melody Swearingen, Finance Officer)

ORDINANCE 2016-02

AMENDMENT (CLARIFICATION) OF ORDINANCE 9-1-4

An amendment (clarification) of Chapter 9 UTILITIES, Section 9-1-4 WATER AND SEWER CONNECTION – COST OF OWNER

BE IT ORDAINED BY THE MUNICIPALITY OF THE TOWN OF LANGFORD, MARSHALL COUNTY, SOUTH DAKOTA, that the following language shall be added to Chapter 9 UTILITIES, Section 9-1-4 WATER AND SEWER CONNECTION – COST OF OWNER:

Future maintenance and/or replacement costs of providing for the extension of the water and/or sewer system from the main line to the customer's property, including curb stop, are the responsibility of the property owner. If city maintenance employees are unable to turn water on and off when necessary due to the condition of the curb stop, or if the curb stop is damaged to such a degree that the maintenance employees cannot turn it with a wrench, or if the curb stop is leaking, property owner shall, at property owner's expense, replace curb stop immediately upon request from the City. If property owner does not comply within thirty (30) days, City shall hire a contractor for the repairs and/or replacement of the curb stop at the property owner's expense.

AND BE IT ORDAINED BY THE MUNICIPALITY OF THE TOWN OF LANGFORD, MARSHALL COUNTY, SOUTH DAKOTA, that the following language shall be amended within Chapter 9 UTILITIES, Section 9-1-4 WATER AND SEWER CONNECTION – COST OF OWNER: the term ‘his’ is hereby amended to ‘property owner’.

Section 9-1-4 in its entirety shall read as:

9-1-4 – WATER AND SEWER CONNECTION - COST OF OWNER

After a permit is granted and appropriate fees are paid, the applicant will, at property owner’s expense, provide for the extension of the water and/or sewer system from the mains to the property owner’s property. The Town will provide the corporation cock and saddle for the water connection. Future maintenance and/or replacement costs of providing for the extension of the water and/or sewer system from the main line to the customer’s property, including curb stop, are the responsibility of the property owner. If city maintenance employees are unable to turn water on and off when necessary due to the condition of the curb stop, or if the curb stop is damaged to such a degree that the maintenance employees cannot turn it with a wrench, or if the curb stop is leaking, property owner shall, at property owner’s expense, replace curb stop immediately upon request from the City. If property owner does not comply within thirty (30) days, City shall hire a contractor for the repairs and/or replacement of the curb stop at the property owner’s expense. All stages of such extension and connection and future maintenance and/or replacement shall be supervised by the Town Board, Utilities Manager, or any duly authorized representative thereof.

(Signed 04/12/16 Todd Sell, President; Attest Melody Swearingen, Finance Officer)