

Unapproved Minutes
Langford Board of Trustees
May, 2016

The Langford Board of Trustees met on Tuesday, May 10, 2016 at 5:00 p.m. at the Finance Office with President Todd Sell, Trustee Orrie Jesz, Utilities Manager Blair Healy, Finance Officer Melody Swearingen, Fire Chief Mike Swenson, City Attorney Dana Frohling and Chad Hardy in attendance. Deputy Josh McCall arrived at around 6:00 p.m. Marne Dooley from the SD Dept. of Revenue's Special Tax Division joined via teleconference to review liquor license laws and requirements. Scott Amundson was present for a portion of the conversation regarding liquor license requirements.

Frohling and McCall left at 6:30 p.m. when the regular session of the Board of Trustees began, with Assistant Utilities Manager Joe Keough and Scott Amundson, representing GLAD, joining the meeting. Amundson presented the annual GLAD report to the council, along with a request for funding; he left the meeting following his presentation.

Sell took the Oath of Office for a three-year term, having been unopposed in his petition for the seat. Sell was elected as the Board President for the following one-year term, and took the Oath of Office for that position.

The bids for waste management, which were tabled at the last meeting, were once again reviewed. Sell made a motion to accept the bid from Lehr Sanitation; seconded by Jesz; motion carried. Sealed bids for chip sealing were opened, as follows:

Jensen Rock & Sand, Inc. @ \$59,906.40 with Option 1 @ \$105,862.80; and Bituminous Paving, Inc. @ \$67,114.65 with Option 1 @ \$103,940.55. Jensen's bid includes pickup and sweeping as per bid specs; cost to add pickup sweeping to Bituminous' bid would increase total cost to \$74,179.35 with Option 1 @ \$116,168.85. Sell made a motion to accept Jensen's Option 1 bid @ \$105,862.80; seconded by Jesz; motion carried.

FINANCE OFFICE: Sell made a motion to approve the minutes from the April meeting; seconded by Jesz; motion carried. April ended with a net loss of \$257.69; year-to-date net gain of \$ 34,847.83.

The Board conducted the second reading of Ordinance 2016-02 WATER AND SEWER CONNECTION – COST OF OWNER. The Ordinance was printed in its entirety in the April minutes.

Swearingen presented the amended Credit Card Acquisition and Use Policy, which increased the amount of purchase which requires pre-approval from \$500.00 to \$800.00.

Langford Community Foundation will be presenting a grant to the Fire Dept in the amount of \$1500.00 for gear; council instructed that the grant run through the Fire Dept instead of through the City.

Swearingen reviewed items from the most recent NEFOG meeting: noncommercial vehicle license plate fees (redistributed, municipalities will no longer receive funds); sales tax increase effective June 1st, Senate Bill 106 regarding internet sales; and transient vendors. Residents are reminded that transient vendors are required to display a SD sales tax license.

MAINTENANCE DEPT:

Keough presented prices for a pickup topper at around \$1800.00. No action taken; this will be reviewed at the next meeting.

OLD BUSINESS

Water Tower Inspection – completed at a cost of around \$4500.00.

Light fixture at south end of Market Street – some of the work is complete; waiting on news regarding pole replacement at the Community Courts to see if we could combine these projects.

Attachments for the Bobcat – Healy presented pricing for an angle broom @ \$3870.00, a pick-up sweeper @ \$6350.00, and a rock bucket w/grappler @ \$4000.00. No action taken – this will be reviewed at the next meeting.

NEW BUSINESS: The following building permits were reviewed and approved: Paul Steiner, renovations to interior room at 207 Walnut St. at a cost of \$500.00; Melody Swearingen, replace garage door at 106 Hickory St. at a cost of \$800.00; Dennis Nelson, convert old house to storage shed at 309 Linden St. at a cost of \$500.00.

Work comp coverage for volunteer Fire Dept personnel – Sell made a motion to accept the latest updated volunteer list from the Fire Dept (reviewed by Swenson); seconded by Jesz; approved.

DaMar C-Store liquor license and contract renewal – Sell made a motion to approve the license and contract renewal, and signed the documents; seconded by Jesz; motion carried.

SD DENR Drinking Water Certificates of Achievement Awards for 2015 were awarded to Blair Healy, Joe Keough and the Town of Langford.

Swing mats for the Park of the Pines – Keough presented pricing for 5 mats at a cost of \$681.50; Sell made a motion to purchase; seconded by Jesz; motion carried.

Swearingen presented information regarding increased medical insurance premium rates; the city's cost increase will be \$173.40 per month effective July 1st.

The Board reviewed the SD DENR rubble site inspection report. Misuse of the rubble site continues to be an issue. Healy expressed the need for more signage at the rubble site.

CORRESPONDENCE: SD FIT annual report.

APRIL DISBURSEMENTS: Jesz motioned to approve the following disbursements; seconded by Sell; motion carried. BDM Rural Water System \$1770.00 (March water); Flowers & Fudge on Main \$55.00 (plant for Anderson funeral); Office Depot \$57.26 (office supplies); DaMar Farmer's Elevator \$252.25 (supplies, fuel, etc); SD Federal Property \$17,800.00 (2010 Chevy pickup); SD DOR \$1557.66 (March sales tax); NorthWestern Energy \$1820.67 (March transmissions); Heartland \$7621.26 (power); St. Paul Stamp Works \$111.76 (pet tags); Verizon Wireless \$147.40 (cell phone fees); WAPA \$6030.60 (power); Venture Communications \$507.46 (phone, fax, internet); SD Div. of Motor Vehicles \$16.20 (licensing fees); John Deere Financial \$16.20 (supplies); Chad Hardy \$144.65 (reimbursement for flags); Langford's 125th Celebration \$750.00 (Summer Picnic contribution); Langford Bugle \$255.66 (publications); Melody Swearingen \$49.90 (travel); Melody Swearingen \$48.00 (energy rebate from Heartland); Town of Langford \$1295.24 (utilities in city-owned buildings); Town of Langford \$57.50 (resident utility payment from security deposit funds); Archie Naert \$142.50 (security deposit refund); SD Supplemental Retirement \$350.00 (employee contributions); SDML \$25.00 (training registration fee); Holland NAPA \$39.27 (supplies); Cardmember Service \$1302.10 (USA Bluebook @ \$1302.10 for supplies); SD DOR \$327.00 (lab fees); Meyer's Hardware Hank \$8.99 (supplies); Health Pool of SD \$3348.38 (employer & employee med ins premium); USDA RD \$2776.00 (payment on sewer renovation); BDM Rural Water System \$1894.00 (April water); EFTPS

\$2511.10 (April 941 tax); SD Retirement System \$1209.88 (employee & employer contributions); petty cash \$43.29 (postage).

The meeting adjourned at 9:00 p.m.

A special session of the Board of Trustees will be held Wednesday, May 18, 2016 at 7:15 p.m. at the Finance Office for the main purpose of discussion regarding the water project and final items from the sewer project with our engineering firm. Other topics may include (but not be limited to) liquor license procedures, solid waste contract, and chip seal bids. The Board of trustees, Langford city staff, and some individuals from Helms & Associates will meet at 6:00 p.m. at The Front Porch, with meeting topic discussions to begin at 7:15 at the Finance Office.

The next regularly scheduled meeting of the Board of Trustees is scheduled for Tuesday, June 14th at 6:00 p.m. at the Finance Office.

ATTEST: Melody Swearingen, Finance Officer; Todd Sell, Board President

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