

Unapproved Minute
Langford Board of Trustees
June, 2016

The Langford Board of Trustees met in regular session on Tuesday, June 14, 2016 at the Finance Office. President Todd Sell called the meeting to order at 6:00 p.m. with Trustee Orrie Jesz, Utilities Manager Blair Healy, Assistant Utilities Manager Joe Keough, and Finance Officer Melody Swearingen in attendance, along with Lucas Hoover and David Wick from Helms & Associates. Fire Chief Mike Swenson joined the meeting at 6:35 p.m. and left at approximately 9:05 p.m.

Hoover and Wick reviewed the status of the water study. The project focuses mainly on water storage. Other discussion included issues with the recent sewer renovation project regarding manholes. Hoover and Wick left the meeting at approximately 6:45 p.m.

Swearingen noted that the April payroll information had not been included in the published May meeting minutes; Jesz motioned to approve the meeting minutes from May meetings, along with the addition of the payroll figures in the regular session minutes; seconded by Sell; motion carried. April payroll by dept: Board \$275.00; Finance Office \$489.86; Streets \$1533.64; Garbage \$2023.50; Library \$815.74; Water \$2023.50; Electric \$2023.50; Sewer \$2023.52.

FINANCE OFFICER REPORT: May ended with a net gain of \$1,119.56, and a year-to-date net gain of \$35,967.39. Sell made a motion to approve the financial report; seconded by Jesz; motion carried.

Swearingen reported that we have a workmen's compensation audit scheduled for June 21st.

Swearingen provided the council with a summary of new laws that go into effect July 1st that impact municipalities.

The 2015 audit is now complete and will be provided to us by the auditing firm in the near future.

Swearingen will attend Budget Training in Aberdeen on July 13th.

MAINTENANCE DEPT REPORT: Healy expressed the need to televise the sewer lines that were replaced in the recent sewer renovation project. The City will earmark funds in the 2017 budget for this.

Healy received a request from a lot-owner regarding sewer and water services to the lot; he was instructed by the council to provide cost estimates.

Keough was contacted by a homeowner on Block 29 who is requesting that the City consider taking action to provide better drainage near the street; Keough was instructed to get price estimates for a gutter.

Keough reported on several items that need attention at the Park of the Pines. Several trees have been vandalized, with the bark peeled from them; the shelter over the picnic tables needs repair; some picnic tables need repair. Keough suggested that we remove the shelter at the Park, and replace it with the one that is located on Main St. but doesn't see much usage; council agreed. Maintenance Dept will try to accomplish this before the Summer Picnic. Keough acknowledged the receipt of a new table that was donated from the West family in memory of Jesse West.

OLD BUSINESS: Street lighting project – we have received a \$2,000.00 grant from Heartland for Main Street lighting upgrades; Keough reported that we will be able to apply for a \$3,000.00 grant for lighting at the Community Courts. He provided one bid from Lake Region Electric at \$6,910.36.

Attachments for Bobcat – sweeper / rock bucket with grapple. Healy presented bids for attachments as follows: sweeper @ \$3,869.00; bucket with grapple @ \$3,050.00. When the Bobcat was purchased one year ago, it was under a program that allows municipalities to upgrade to a new model on an annual basis. Although we are now working with a different dealership, we are allowed to make the upgrade through the municipality program at a cost of \$1,200.00. Jesz made a motion to approve the purchase of the sweeper and bucket, along with the Bobcat upgrade, at a total cost of \$8,119.00; seconded by Sell; motion carried.

Tree removal south of Elder St. – Keough presented estimates of \$1000.00-\$1500.00 from Ralph Merkle and \$500.00-\$1000.00 from Kevin Holler. Sell motioned to accept the bid from Holler; seconded by Jesz; motion carried. We will contact the Marshall County Conservation District for assistance in planting new trees.

Temporary liquor license requirements, review of policies and procedures – after discussion there were no more changes to the policy that has been established regarding temporary liquor licenses. Copies of the request form, which includes the policy and procedure for acquiring the license(s) will be provided to those parties who have requested licenses in the past. Swenson requested license applications on behalf of the Fire Dept for the upcoming Summer Picnic in July.

Additional signage at rubble site – council instructed Healy and Keough to provide additional information so that we can move forward with this.

Pick-up topper – has arrived.

The crack sealing project was completed recently, with chip sealing scheduled to take place in June or July.

NEW BUSINESS:

The following building permit requests were approved: Craig Hewitt, deck pavers @ \$500.00 at 308 Elm St.; Terry Serr, remove trailer house (no cost provided) at 507 Lindley St.; Coleen Monson, repair/replace deck @ \$500.00-\$700.00 at 602 Market St. Ordinance 3-1-3 states: 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 (ordinance may be viewed in its entirety at the Finance Office).

Campground policies and procedures amendment – Sell moved and Jesz seconded (motion carried) to expand the established policy whereby we charge a rate of \$10.00 per day for utility usage at campground hook-ups to clarify that campground rentals are to be completed on a day-by-day or week-by-week basis, and that campground rentals are intended as temporary lodging sites only, with a two-week limit. Campers may re-submit a request with the City after the two-week limit if they are requesting a longer stay. The City reserves the right to deny campground requests.

City surplus - Swenson addressed the council regarding the yellow truck that is no longer in use by the fire dept. That equipment was declared surplus quite some time ago; Healy will advertise once again.

Lawn violation letter / fine. The City mowed a lot within the City limits that was found to be an ordinance violation. A fine was assessed.

Possible dissolution of Senior Citizens corporate status. Swearingen reported that the Sr. Citizens are considering the dissolution of their corporate status, and had come to the Finance Office to discuss options for retaining their privileges for use of the Community Center. A conversation with the SD Dept of Social Services indicated that dissolution would not impact the Senior Meals Program that is conducted through Swede's Corner. Dissolution of their corporate status would have no bearing on the city's provision of usage of the community center to the Senior Citizens group for their regular meetings and events.

Request to block off street for block party. Healy presented a request on behalf of Yvonne Healy to block off a portion of Lindley Street to Hickory Street on Friday, July 29th, from approximately 3pm-8pm for the purpose of a block party. Council granted the request.

CORRESPONDENCE: Heartland Summer Conference information (July 12th); US Dept of Labor Overtime Final Rule and State and Local Governments information; Safety Benefits, Inc. 'Safety and Loss Control' recognition awards program information; Western Area Power Administration 2015 annual report.

MAY DISBURSEMENTS: Jesz moved to approve the May disbursements; seconded by Sell; motion carried. DaMar Farmer's Elevator \$151.47 (supplies); SD DOR \$1646.13 (April sales tax); SD Wheat Growers \$7.49 (fire dept supplies); Share Corp \$475.31 (fire dept supplies); Langford Bugle \$196.16 (publications); Britton Journal \$18.18 (publications); Lehr Sanitation \$700.00 (box rent & disposal fees); SD Federal Property Agency \$30.00 (office supplies); Judy Wieker \$9.29 (security deposit refund); Cardmember Service \$843.25 (Crossroads Hotel @ \$80.99 for travel; Dakota Fluid Power @ \$33.19 for loader parts; Speedway Motors @ \$126.89 for various dept supplies; USPS @ \$550.25 for utility bill envelopes; billing account activity fees @ \$51.93); SD One Call \$2.10 (message fees); Maguire Iron, Inc. \$5947.50 (water tower cleanout & inspection); NAPA Auto Parts \$85.87 (shop & fire dept parts); Marjorie Oliver \$25.48 (security deposit refund); Heartland \$7821.54 (power); WAPA \$5457.75 (power); Verizon Wireless \$147.40 (cell phone fees); Maxwell Electric \$3627.80 (power supply services); NorthWestern Energy \$1739.44 (transmission fees); Venture Communications \$504.98 (cell phone fees); GLAD \$1650.00 (contribution); SD Public Assurance Alliance \$120.00 (premium on pickup); Stan Houston Equip \$726.00 (perma-patch); SD DENR \$150.00 (environmental fees); SD DOR \$15.00 (lab fees); Town of Langford \$1334.40 (utilities); NorthStar Energy, LLC \$273.78 (regulator repair); Dakota Waste Solutions \$2200.00 (May garbage service); Jensen Auto Service \$57.00 (maint fees); Office Depot \$112.46 (office supplies); SD Supplemental Retirement \$350.00 (employee contributions); Health Pool of SD \$3438.38 (medical ins premiums, includes employee contributions); First State Bank \$3375.00 (fire capitol outlay cd); Langford Lumber \$190.39 (supplies); Ditch Witch of SD \$494.09 (supplies); Merchants Bank Equipment Finance \$20,138.61 (final payment on tractor lease-purchase); USDA RD \$2776.00 (sewer loan project payment); EFTPS \$2845.04 (May 941 tax); SD Retirement \$1334.86 (employer & employee contributions); petty cash replenishment \$66.01 (postage); Runnings \$124.53 (supplies); BDM Rural Water \$1902.00 (water); Frohling Law Office \$648.90 (legal fees); May wages by dept: Board \$550.00; Finance Office \$506.90; Streets \$1717.84; Garbage \$2224.74; Library \$810.00; Water \$2224.74; Electric \$2224.77; Sewer \$2224.77.

The next regular session is scheduled for Tuesday, July 12, 2016 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 9:35 p.m.

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

Published once at an approximate cost of \$_____.