

Unapproved Minutes
Langford Board of Trustees
July, 2016

The Langford Board of Trustees met in regular session on Tuesday, July 12, 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 also in attendance, along with David Wick from Helms & Associates, Craig Hewitt representing the Fire Department, and Arlene Dahle, Sharon Jones, and Richard Rauch.

Wick reviewed the water study that will be submitted to DENR. The project centers around replacement of the water tower and the water meters, and some pipe replacement. If approved by DENR later in the year, the council will review the scope of the project and investigate funding options, which would in turn determine rate increases. Wick noted that one of the questions from DENR involved water usage at the football field, which is now being metered. Wick left the meeting at 6:15 p.m.

Hewitt addressed the council on behalf of Fire Chief Mike Swenson. The council approved a request to use the skid steer at the Summer Picnic July 30-31. There was discussion regarding the establishment of a capital outlay fund for bunker gear replacement on a 5-year cycle. Sell made a motion to accept a bid received by Kevin Larson in the amount of \$500.00 for the yellow truck that had previously been declared surplus, with funds to be paid directly to the City; Jesz seconded; motion carried. There being no objections to a temporary liquor license being granted to the Fire Dept for the upcoming Summer Picnic July 30-31, the permit was granted. Hewitt left the meeting at 6:55 p.m.

FINANCE OFFICER REPORT: June ended with a net gain of \$6,951.59; and a year-to-date net gain of \$42,918.98. Sell made a motion to approve the financial report; seconded by Jesz; motion carried.

MAINTENANCE DEPT REPORT: Healy discussed the sewer cleaning and televising at a cost of \$16,250.00. Swearingen was instructed by council to include this in the 2017 Appropriations Ordinance.

OLD BUSINESS:

Street repairs – grant for 2017 – Sell signed the grant application documents, which will be forwarded to NECOG. Healy presented a proposal, which includes surveying the north side of town, at a cost of \$400,510.00. We will wait to see if grant funds are available.

Street lighting project – includes light system for flag pole and ‘welcome’ sign, along with lighting upgrade at the Community Courts – Healy reported that the remainder of the street lights and the lights for the welcome sign have arrived. Keough presented an estimate from Lake Region Electric at \$6,910.36 (for Community Courts); we are waiting on the results of a \$3000.00 grant application with Heartland. Sell made a motion to allow Healy to schedule the work with Lake Region so that we can still get it completed this year; seconded by Jesz; motion carried. Healy noted that the light fixture at the south end of Market St. will be completed along with this project.

SD Rural Water Assn leak detection findings – Although this had not been completed yet, BDM replaced their meter and moved it farther away from the pressure regulator. We are still on the schedule for the leak detection study but are waiting to see what changes the meter replacement and adjustment may make in our water losses.

Fitness Center feasibility report – Kayla Suther arrived at the meeting at 7:00 to address the council. There was discussion regarding the possibility of adding to the fire hall. Swearingen and Suther will contact NECOG regarding possible funding sources, and present that information at the next meeting. Suther left the meeting at 7:10 p.m.

Swing mats for the Park of the Pines – have been installed.

NEW BUSINESS:

The following building permit requests were reviewed and approved: Jacob VanderVorst, move in and add onto storage building @ \$5,000 at 402 Linden St; Richard Willprecht – shingle garage @ \$1000 at 304 Linden St.; Terri Glodrey, iron fence @ \$15,000 at 711 Britton St; Town of Langford, move picnic shelter from Main St. to Park of Pines.

Electric Rate Study – Heartland conducted a study on our behalf, and has made a recommendation for a 6.5% increase; no action taken.

Audit results – Swearingen presented the findings from the final audit results. The audit firm recommends that we purchase one software program that would manage fund accounting, utility billing and payroll, vs. linking the operation of three separate systems. Swearingen reviewed information from last year's research regarding software systems, and requested that the council invite a software provider to the next meeting to conduct a demonstration; approval was granted. The audit results may be viewed in their entirety in the Finance Office.

Drainage issues on north side of Block 29 – Keough measured for a valley gutter, but hasn't yet received estimates for the concrete.

Park of Pines – move shelter from Main St. – Keough discussed the possibility of pouring a concrete pad at the Park which would be a little bit larger than the shelter itself, also providing a base to anchor into. If that were done, we could combine it with the valley gutter on Block 29.

Power line repair from pole to house - Sharon Jones addressed the council regarding the power line from the pole to her residence. Jones requested that the city replace or pay for replacement of the power line which was severed during a tree-trimming incident recently, stating that at the time the line was placed by the city it was installed too tightly. Placement or replacement of power lines must be completed by a certified electrician; it was explained that at one time the wire probably had the correct sag, but when the mast was replaced it affected the length of the wire. The placement or replacement of power lines from the pole to the house is the responsibility of the owner; the council recommended that she have the line buried.

Arlene Dahle asked the council about removal of tree branches, and asked what the City could do about poor cell phone reception. It was recommended that she contact the SD PUC. Rauch left the meeting at 8:00 p.m.; Jones and Dahle left the meeting at 8:07 p.m.

NSF Rates – Swearingen noted that although our nonsufficient funds fee is set at \$30 we could adjust to \$40 by SD statutes; council opted to remain at \$30.

Golf Cart Ordinance – Our ordinance does not require golf cart operators to have a 'slow moving vehicle' sign displayed. Research indicated that SDCL 32-14-14 does not require the City to include this in the ordinance, but states it may be included; however SDCL 32-15-20 does require ... vehicles which are designed for operation at a rate of speed of 25 mph or less or such vehicles, when operated at speeds of 25 mph or less, when operated on a public highway, shall

display a slow-moving vehicle emblem. ... The City Council opted not to amend our Ordinance, but the Finance Officer will provide this information at the time annual permits are purchased.

No action was taken on the other items listed on the July agenda.

CORRESPONDENCE: 2015 Heartland annual report; SD DOT STIP public meeting information; SD DOT Transportation Alternatives Program Funding information; WAPA rate adjustment information; SD DENR notice of issuance of solid waste general permits public notice information; SDML Work Comp audit information.

JUNE DISBURSEMENTS: Sell motioned to approve June disbursements; seconded by Jesz; motion carried. SD DOR \$1673.25 (May sales tax); DaMar Farmer's Elevator \$216.00 (supplies); SD One Call \$79.80 (message fees); Langford Bugle \$76.77 (publications); SD DOR \$100.00 (liquor license fee); Heartland \$2113.20 (May power); WAPA \$7521.86 (May power); Verizon Wireless \$148.12 (cell phone fees); Cardmember Service \$748.48 (Norther Tool @ \$66.98 for supplies; Discount Playground Supply @ \$681.50 for swing mats); Grand Slam Computers \$105.00 (computer maint); Office Depot \$325.50 (office supplies); Venture Communication \$509.71 (phone/fax/internet); Share Corp \$181.71 (water supplies); First State Bank \$189.38 (returned check from resident + bank fees); SD DOR \$191.00 (lab fees); SD Supplemental Retirement \$350.00 (employee contributions); RESCO \$2508.00 (lighting supplies); USDA RD \$2776.00 (loan payment); NorthWestern Energy \$1759.24 (May transmission fees); SD Public Assurance Alliance \$175.00 (fire dept liquor license endorsement); Grant & Williams, Inc. \$2520.41 (audit fees); Health Pool of SD \$3060.22 (med ins premium); Town of Langford \$1254.56 (utilities); EFTPS \$2757.42 (May 941 tax); BDM Rural Water \$1990.00 (water); SD Retirement \$1305.18 (employer + employee contributions); petty cash replenishment \$35.64 (postage); Wages by Dept: Board \$550.00; Finance Office \$451.76; Streets \$1653.52; Garbage \$2105.29; Library \$720.00; Water \$2105.29; Sewer \$2105.30; Electric \$2105.30.

The next regular session is scheduled for Tuesday, August 9, 2016 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 8:25 p.m.

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

Published once at an approximate cost of \$_____.