Unapproved minutes
Langford Board of Trustees
September, 2016

The Langford Board of Trustees met in regular session on Wednesday, September 7, 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 Arlene Dahle.

Dahle addressed the council regarding the requirement for a building permit when making repairs to real estate property. Ordinance 3-1-3 was reviewed: 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. Dahle left the meeting at 6:07 p.m.

Wayne Ash arrived at the meeting at 6:45 p.m. to address the council regarding the placement of a structure at the corner of Linden St. and Hammond St. He left the meeting at 7:00 p.m.

Jennifer Seitsema arrived to address the council regarding application to the State Water Plan. She explained that this is not a funding application, but rather an indication to the State that plans for a water renovation project are in the works. Jesz motioned to submit an application to the State Water Plan and to authorize Board President Sell to sign the application; Sell seconded; motion carried.

Kayla Suther arrived to address the council regarding options for housing fitness equipment. Seitsema explained possible grant opportunities for community facilities, and which types of facilities would likely receive grant funds. No action was taken. Seitsema and Hewitt left the meeting at 8:00 p.m.

Sell made a motion to approve the August meeting minutes; seconded by Jesz; motion carried.

<u>FINANCE OFFICER REPORT:</u> August ended with a net loss of $12,403.15, and a year-to-date net gain of $42,011.29. Jesz made a motion to approve the financial report; seconded by Sell; motion carried.

Swearingen presented a request to transfer funds for the upcoming payment for chip sealing of streets. Sell made a motion to transfer $83,000.00 from the Electric Fund to the General Fund pursuant to the 2016 Appropriations Ordinance; seconded by Jesz; motion carried.

Swearingen presented the 2017 Appropriations Ordinance, which is a balanced budget at $1,403,700, for its second reading; Jesz made a motion for approval of the second reading and adoption of the Ordinance, along with the 2017 Capital Outlay Accumulations Resolution; seconded by Sell; motion carried.

<u>MAINTENANCE DEPT. REPORT:</u>

At the request of a previous resident we moved a stone bench in the Park of the Pines to its original location, and replaced the memorial name plate. There was discussion regarding the perpetual care of memorial items in the park, but no action was taken. Keough noted that moving the bench now leaves an empty space by the playground area; council instructed him to review the cost of another bench or offer other ideas.

Keough reported that the stirator in the water tower has not been functioning properly; Maint Dept will continue to monitor this and follow up.

Healy reported that the new fiber optics will no longer support the circuit at the substation for our load management system. He presented the options that were given to him through the telephone company. No action was taken.

OLD BUSINESS:

Water Study Review – grant funds in the amount of $8000.00 have been received for the water study. Total cost to the City for the study is $2000.00.

Culvert between DaMar and Walnut St. – completed.

Street lighting project – still working on the welcome sign and flag pole lighting; waiting on Lake Region for information about installation of lighting at the basketball courts.

Community Courts surface repair – completed; basketball hoop still needs to be moved.

Electric rate recommendation from Heartland @ 6.5% increase – working with DGR Engineering on an electric system study. No action taken.

Audit recommendation to purchase one software utility billing / accounting package – Swearingen will report at the next meeting.

Valley gutter on Block 29 to alleviate drainage issues – completed, however we will follow up with a little gravel work on the north side of the gutter. The project estimate included a cement pad at the Park of the Pines, which has also been completed. The picnic shelter located on Main Street will be moved to Park of the Pines.

Senior Citizens dissolution of corporate status – completed.

NEW BUSINESS: The following applications for building permits were reviewed and approved: Wayne Ash @ $25,000-$35,000 for cabin moved to corner of Linden St. and Hammond St; Arlene Dahle @ $15,000 for repairs to roof, porch and garage at 612 Market St., Chris Nickeson @ $900.00 for replacement of step (deck) at 305 Chestnut St.; Keith Swearingen @ $7500.00 for replacing shingles with tin at 106 Hickory St.

CORRESPONDENCE: SDPAA 2015 Annual Report; Heartland 2017 budget information; SD DENR Notice of Surface Water Discharge Application and Recommendation.

AUGUST DISBURSEMENTS: Jesz moved to approve the August disbursements; seconded by Sell; motion carried. Farm Power Mfg $564.72 (supplies); South Dakota Municipal League $20.00 (directory); Highway Improvement, Inc. $6658.79 (crack sealing); Langford Summer Rec Program $300.00 (pass on contribution from VFW); Lehr Sanitation $220.00 (July garbage services); Langford Bugle $76.17 (publications); Britton Journal $30.00 (subscription); Clark Engineering $8558.12 (survey fees); BDM Rural Water $1914.00 (water); SD Rural Water Assc $300.00 (maintenance); Milbank Winwater $795.46 (meters); Yvonne Olson $96.34 (Summer Reading Program rewards reimb); DaMar Farmer's Elevator $257.55 (supplies); SD DOR $1799.11 (July sales tax); Joe Keough $12.74 (reimbursement for supplies); Orrie Jesz $14.70 (travel); WAPA 6313.32 (power); Heartland $11,878.61 (power); Venture Communications $522.49 (phone/fax/internet fees); Office Depot $284.24 (office supplies); Heiman Fire Equipment $2132.00 (fire gear); Melody Swearingen $14.70 (travel); SD One Call $2.10 (message fees); Verizon Wireless $148.14 (cell phone fees); Cardmember Service $34.75 (Holiday Inn @ $-101.95 for account credit; Time Clock Supply @ $54.52 for supplies; Menard's

@ $80.08 for supplies; credit to account @ $2.10); Fire Safety First $107.50 (fire extinguisher maint); NorthWestern Energy $2406.07 (transmission fees); SD Supplemental Retirement $350.00 (employee contributions); SD DOR $30.00 (lab fees); Town of Langford $1304.10 (utilities); SD Retirement System $55.81 (penalty); Health Pool of SD $3060.22 (med ins premiums, includes employee contribution); Sherman Olson $36.58 (reimbursement for park bench name plate); USDA RD $2776.00 (sewer renovation loan payment); Office Depot $188.93 (library supplies); BDM Rural Water $1812.00 (water); EFTPS $2707.46 (August 941 tax); Runnings $205.11 (blade sharpening); SD Retirement $1284.18 (employee & employer contributions); petty cash $82.86 (USPS @ $64.57; Walmart @ $18.29 for bldg. maint & office supplies). Wages by Dept: Board $284.57; Finance Office $421.22; Streets $1649.07; Garbage $2070.30; Library $810.04; Water $2070.30; Electric $2070.28; Sewer $2070.26.

The next regular session is scheduled for Tuesday, October 11, 2016 at the Finance Office.

The meeting adjourned at 9:20 p.m.

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

2017 CAPITAL OUTLAY ACCUMULATIONS RESOLUTION - #2016A

WHEREAS, the City Council of the Town of Langford, South Dakota, under authority of SDCL 9-21-14.1, authorizing accumulation of funds for capital outlay purposes for the year 2017; and

WHEREAS, as required by SDCL 9-21-14.2, the purpose and maximum amount of this accumulation must be clearly stated; and

WHEREAS, the City Council of the Town of Langford acknowledges that, according to SDCL 9-21-14.2, these accumulated amounts must be expended within 60 months from the date of Resolution establishing said accumulations and any accumulated funds deemed no longer necessary shall revert to the General Fund; and

WHEREAS, according to standard accounting principles as established by the SD Department of Legislative Audit, these amounts should instead be a part of the General Fund as a restricted cash account.

NOW THEREFORE, be it resolved by the City Council of the Town of Langford, that a capital outlay accumulation of $20,000.00 be established for a snow plow/dump truck, and $20,000.00 be established for a pay-loader, and $15,000.00 be established for finance office/library building repairs, and $10,000,00 be added to the capital outlay accumulation that was established in 2015 for electric repair; and $25,000.00 be added to the capital outlay accumulation that was established in 2016 for a bucket truck. Total restricted cash for 2016 is estimated at $90,000.00.

Total restricted cash account balance, including 2015 and 2016 amounts, therefore is estimated at $135,000.00 Total accumulations, including 2017 accumulations, for designated accounts are estimated as follows: bucket truck @ $50,000.00; snow plow/dump truck @ $20,000.00; payloader @ $20,000.00; finance office/library building repairs @ $15,000.00; and electric repairs @ $30,000.00.

Dated this 7th day of September, 2016.

TOWN OF LANGFORD, SD – 2017 APPROPRIATION ORDINANCE No 129

Be it ordained by the Town of Langford, SD, that the following sums be appropriated to meet the obligations of the municipality:

General Government:

Board Expenses	6,000.00
Contingency Fund	40,000.00
Election	1,200.00
Legal Fees	2,500.00
Finance Office Expenses	40,000.00
Other	1,000.00
Law Enforcement	30,000.00
Fire Department	27,000.00
Streets	495,000.00
Sanitation	70,000.00
Parks	10,000.00
Library	16,000.00
Transfer (from Electric)	90,000.00
Capital Outlay Accumulations:	
Bucket Truck	25,000.00
Snow Plow	20,000.00
Pay-loader	20,000.00
Library renovations	15,000.00
Electric repairs	10,000.00

Enterprise Funds:

Water	86,000.00
Electric	285,000.00
Sewer	107,000.00
TOTAL APPROPRIATIONS:	1,403,700.00

MEANS OF FINANCE:

Cash Applied Balance	295,372.00
General Property Taxes	33,422.00
General Sales & Use Taxes	65,000.00
State Grant	241,206.00
Bank Franchise Tax	50.00
Motor Vehicle Pro-Rate	50.00
Liquor Tax Reversion	2,000.00
Motor Vehicle 5%	7,000.00
Local Hwy/Bridge	24,000.00
Amusement Machine	50.00
25% County Road	2,000.00
County Hwy/Bridge	50.00

Sanitation	51,000.00
Investment Earnings	2,500.00
Rentals	500.00
Liquor %	7,500.00
Other Income	32,000.00
Transfers In	90,000.00
Enterprise Funds:	
Water	75,000.00
Electric	375,000.00
Sewer	100,000.00
TOTAL MEANS OF FINANCE:	1,403,700.00