

Unapproved Minutes
Langford Board of Trustees
October, 2016

The Langford Board of Trustees met in regular session on Tuesday, October 11, 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 insurance agent Jason Mack.

Mack presented information about Aflac supplement plans to the council, and left the meeting at 6:20 p.m.

Sell made a motion to approve the September meeting minutes with a correction to the 2017 published budget, which should have included expense line item 441 Health @ \$7,000.00 (this amount was included in the total expenditures); seconded by Jesz; motion carried.

FINANCE OFFICER REPORT: September ended with a net loss of \$11,379.83 (which is partially accounted for by the 2nd and 3rd qtr law enforcement fees received from the county in September @ \$14,005.61), and a year-to-date net gain of \$31,128.86. Jesz made a motion to approve the financial report; seconded by Sell; motion carried. Swearingen reviewed the 2016 Budget comparison, revealing a need to fund the Parks budget; Sell made a motion to transfer \$15,000.00 from line item 411.5 Contingency to line item 452 Parks; seconded by Jesz; motion carried.

MAINTENANCE DEPT. REPORT:

Healy reported that we have left-over pea-rock sweepings from the recent chip seal project. Sell made a motion to declare the pea-rock as surplus; seconded by Jesz; motion carried.

With winter approaching, there was discussion regarding vehicles parked on or extending into residential streets and alleys. Reminders will be sent with utility statements, and letters may be sent to individuals.

OLD BUSINESS:

Lighting upgrade and surface repair at Community Courts is completed; basketball hoop has been moved. Light fixture at south end of Market St. should be done soon.

Audit recommendation to purchase one software utility billing / accounting package – the council revisited a comparison of three different options. Sell made a motion to purchase software from Connection Point at a start-up cost of \$10,500.00; seconded by Jesz; motion carried. The software will be installed with ample time to set up all accounts for a January 1st launch. Customers will see changes to the utility bill format (postcards vs. full sheets in envelopes) at that time. Currently we are using three different software programs, which requires triple entry of data.

NEW BUSINESS:

The following requests for building permits were reviewed and approved: Win Pulfrey for installation of overhead door at 507 Lindley St. @ \$2,500.00; Ronda Pulfrey for painting house at 211 Hammond St. @ \$4,000.00; Casey Darling for remodel basement at 507 Elm St. @ \$5,000.00.

Policies and procedures – perpetual care of memorial items placed in city park(s) – Sell moved and Jesz seconded to establish a policy whereby the Town is not responsible for the

maintenance of memorial items placed within our city park(s); motion carried. A written policy will be presented at the next meeting.

Load management system circuit no longer supported by new fiber optics – Healy spoke with the software company to currently manages our electric demand system about getting connection between the substation and the maintenance office; he also requested a proposal for updating our system.

Renewal of storage contract with Terry Larson – Jesz made a motion to renew the rental contract for a one-year term at the rate of \$3,300.00; seconded by Sell; motion carried.

Library request for purchase of Amazon Prime account – Sell made a motion to purchase an Amazon Prime account at the cost of \$99.00 annually for the library's use and the city's use to save shipping charges; seconded by Jesz; motion carried.

Hearing for temporary liquor license for Turkey Nite on November 4th at the Legion Hall – there being no objections raised to the city council, the license was approved.

Review of utility rates – after lengthy discussion regarding utility rates, Sell made a motion to increase water rates effective November 1, 2016; seconded by Jesz; motion carried. The residential (which includes apartment tenants) base rate will increase from \$26.00 to \$28.00; the commercial/rural base rate will increase from \$32.50 to \$35.00; a base rate of \$35.00 is added for apartment owners; the per-gallon rate will increase from \$3.00 per thousand to \$4.00 per thousand for all customers.

SEPTEMBER DISBURSEMENTS: Jesz moved to approve the September disbursements; seconded by Sell; motion carried. SD DOR \$1,724.22 (Aug sales tax); DaMar Farmer's Elevator \$631.96 (fuel, propane, etc.); SD Rural Water Assoc \$400.00 (leak detection fees); CNH Capital Industries \$497.40 (equipment repairs); Britton Lumber & Home Center \$70.00 (equipment rent); Stan Houston Equipment \$825.00 (perma patch); Lehr Sanitation \$2,700.00 (garbage fees); Melody Swearingen \$39.90 (travel); Langford Bugle \$126.05 (publications); SD One Call \$7.35 (message fees); Verizon Wireless \$148.14 (cell phone fees); Cardmember Service \$57.99 (Sears tool box); Venture Communications \$504.90 (phone/fax/internet); NorthWestern Energy \$2,377.98 (transmission fees); John Deere Financial \$70.75 (parts); WAPA \$7,373.52 (power); Heartland \$8,580.72 (power); Van Diest Supply Co \$1,343.00 (chemicals); DGR Engineering \$783.00 (engineering fees); SD Supplemental Retirement \$350.00 (employee contributions); Marshall County Treasurer \$14,005.61 (2nd & 3rd qtr law enforcement fees); Health Pool of SD (medical insurance premiums); Town of Langford \$1,310.15 (utilities); Town of Langford \$122.94 (Hanson security deposit applied to utility account); Dian Hanson \$77.06 (security deposit refund); Audrey Smeins \$150.00 (security deposit refund); USDA Rural Development \$2,776.00 (sewer renovation loan payment); Office Depot \$153.47 (office supplies); Lake Region Electric \$7,165.34 (lighting at basketball court); Olson Farms \$297.25 (gravel hauling fees); petty cash \$32.01 (\$10.00 NEFOG meeting registration fee; \$22.01 postage fees); District III Planning & Development \$625.50 (city parcel mapping fees); EFTPS \$2,682.72 (941 tax); SD Retirement \$1,304.62 (employer and employee contributions). Wages by Dept: Board \$275.00; Finance Office \$463.43; Streets \$1,711.05; Garbage \$2,174.46; Library \$720.00; Water \$2,174.47; Electric \$2,174.49; Sewer \$2,174.48.

Due to the presidential election on November 8th, the next regular session is scheduled for Monday, November 7, 2016 at 6:00 p.m. at the Finance Office.

The council members entered into executive session at 9:00 p.m. to discuss employee benefits, and resumed regular session at 9:10 p.m. Sell made a motion to compensate the finance officer \$25.00 per month for use of personal cell phone; seconded by Jesz; motion carried.

The meeting adjourned at 9:10 p.m.

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

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