

Unapproved Minutes
Langford Board of Trustees
February, 2017

The Langford Board of Trustees met in regular session on Monday, February 13, 2017 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 Jennifer Seitsema from NECOG, and Scott Amundson.

Amundson addressed the council requesting use of office space in the Fire Hall. Sell made a motion to allow Amundson to use the office space in the Fire Hall to complete work for the State pending an agreement with the City; seconded by Jesz; motion carried. Amundson left the meeting after the discussion.

A public hearing commenced at 6:15 p.m. to discuss submitting an application to the Community Development Block Grant program and to conduct a Community Development and Housing Needs Assessment which is a requirement of the grant application. Two council members, finance officer, two City employees, and NECOG were present for the hearing. Jesz made a motion to approve the Resolution Authorizing Community Development Block Grant Application to Assist in the Drinking Water Improvements Project in the Town of Langford; seconded by Sell; motion carried (printed in entirety below). Seitsema left the meeting at 7:15 p.m.

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

FINANCE OFFICER REPORT: Swearingen reported on the progress made with the utility billing/accounting software conversion. Swearingen requested clarification regarding policies and procedures for utility base fees and surcharge base fees for residents/businesses with multiple electric and/or water meters. Residents/businesses with one or more electric and/or water meter at the same physical address shall hereafter be charged only one base fee and one surcharge base fee; residents/businesses with one or more electric and/or water meter at different physical addresses shall hereafter be charged the base fee and the surcharge base fee at each physical address.

Sell made a motion to approve the financial report; seconded by Jesz; motion carried.

Jesz made a motion to transfer \$25,000 from the Electric Fund to the General Fund within the 2017 Appropriations Ordinance; seconded by Sell; motion carried.

Swearingen requested approval to attend Human Resource School in Pierre on June 6th-7th, and Finance Officers' School June 7th-9th; approval granted by council. We will apply for scholarship funds to offset some of the cost of the HR training.

Swearingen reported that the 2016 audit of financial records will take place sometime in the next week.

MAINT. DEPT REPORT: Items of discussion included but not limited to: bucket truck replacement; issues at lift station whereby pumps have been plugged up with shop rags; future maintenance to pipes at the lagoon; and cleaning and televising of sewer system.

Healy requested approval to attend a Municipal Electric Association conference in Watertown February 28th-March 1st; and a Street Maintenance conference in Chamberlain during the first week of April; approval granted by council.

OLD BUSINESS:

Street renovations for 2017 – Healy reviewed the bids we received in 2015; council instructed him to prepare information for the March meeting for resubmission of bid requests.

Appointment of Library Board Trustees: Sell made a motion to appoint Carol Liknes and Melody Swearingen, whose terms expired in January, 2017, to the Langford Library Board, with terms to expire in January, 2020; and due to the resignation of Phyllis Osness, to appoint Nicole Hoines to complete that term, which will expire in January, 2019; seconded by Jesz; motion carried.

NEW BUSINESS:

Damage to Christmas decorations – a claim has been filed due to wind damage.

Lift station annual inspection – Sell signed the order for inspection from K&P Pump in the amount of \$400.00 for the lift station inspection.

SD Joint Powers Financial & Maintenance Agreement with SD Dept of Transportation – Sell signed the Agreement between the Department of Transportation and the City of Langford to formalize our participation in the countywide signing project.

CORRESPONDENCE: 2020 Census contact information update; 5.12.3 Cultural Resources Effects Assessments Summary (on the water project); note from resident expressing that he is not in favor of the upcoming water project; message from resident stating she is not in favor of receiving utility bill in the form of a postcard.

APPROVAL OF EXPENDITURES: Jesz made a motion to approve the following expenditures; seconded by Sell; motion carried: BDM Rural Water \$2,569.00, water; Cardmember Service \$218.90 FO, Streets and Library supplies/fees; DaMar Farmer's Elevator \$1,011.63, utilities, supplies, services; DGR Engineering \$154.00, services; Duerre Excavation, Inc. \$1,163.26, sewer maintenance; Heartland Consumers Power District \$16,324.93, January power; Holland NAPA Auto Parts \$60.50; supplies; Jensen Feed & Grain \$215.60, streets supplies; Town of Langford \$1,713.14, utilities; Langford Bugle \$53.77, publications; Town of Langford \$243.67, security deposit refunds applied to individual accounts; Lehr Sanitation Services \$2,500.00, January garbage services; Marshall County Treasurer \$7,002.80, 4th qtr 2016 law enforcement; Meyer's Hardware Hank \$6.98, supplies; Nathan Nielsen \$77.92, security deposit refund; NorthWestern Energy \$2,491.91, transmission fees; Office Depot \$142.99, supplies; petty cash replenishment \$87.01; SD Association of Towns & Townships \$268.25, 2017 dues; SD Dept of Revenue \$15.00, lab fees; United States Postal Service \$61.20, postage; Western Area Power Administration \$4,900.61, Jan power; Greg Widener \$78.41, security deposit refund; Nathan Nielsen \$77.92, security deposit refund; Verizon Wireless \$258.92, cell phone charges; Town of Langford \$243.67, security deposit refunds applied to current utility balances; Heartland Consumers Power District \$15,584.79, Dec power; Western Area Power Administration, \$3,757.12, Dec power; SD Supplemental Retirement \$350.00, employee contributions; SD Retirement \$1,372.52, employer + employee contributions; Aflac \$450.71, premium: \$293.28 employer purchased, \$157.43 employee purchased; Finance Office, Library, and Maintenance Dept. Jan 31st net payroll total @ \$8,486.93 (Jan Board payroll was reported in January meeting minutes – payroll will be separated be corrected to be reported by dept. in March meeting minutes, as we are working with the software conversion).

The next regular session is scheduled for Tuesday, March 14, 2017 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 9:05 p.m.

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

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Resolution Authorizing Community Development Block Grant Application to Assist
in the Drinking Water Improvements Project in the Town of Langford

WHEREAS, the Town of Langford proposes to execute an application for \$765,000 Community Development Block Grant funds to make improvements to the Drinking Water System in the Town of Langford, and

WHEREAS, the Town of Langford is eligible for Federal assistance for the proposed project; and

WHEREAS, with the submission of the Community Development Block Grant application, the Town of Langford assures and certifies that all Community Development Block Grant program requirements will be fulfilled; and

WHEREAS, the Town of Langford has held the required public hearing on the 13th day of February, 2017 for the Community Development Block Grant; and

WHEREAS, the Town of Langford is required to designate a certifying officer for the purpose of signing documents pertaining to this grant; and

WHEREAS, the Town of Langford is required to designate an environmental certifying officer for the purpose of signing required environmental documents pertaining to the grant;

NOW, THEREFORE BE IT RESOLVED, the President of the Town Board of Langford will be authorized to execute the Community Development Block Grant application for the Town of Langford;

AND BE IT FURTHER RESOLVED, the President of the Town Board of Langford be hereby designated as the City's certifying officer for the purpose of signing correspondence, pay requests, and other required documents;

AND BE IT FURTHER RESOLVED, the President of the Town Board of Langford be hereby designated as the City's environmental certifying officer for the purpose of signing correspondence and other required forms and documents.

Signed this 13th day of February, 2017

Todd Sell, President

ATTEST: Melody Swearingen, Finance Officer