

Unapproved Minutes
Langford Board of Trustees
March, 2017

The Langford Board of Trustees met in regular session on Tuesday, March 14, 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 in attendance.

Jesz made a motion to approve the February regular session meeting minutes and the March special session meeting minutes; seconded by Jesz; motion carried.

FINANCE OFFICER REPORT: Sell made a motion to approve the 2016 Annual Report, which will be filed with the SD Dept. of Legislative Audit; seconded by Jesz; motion carried.

Swearingen reported on the capitol outlay for the bucket truck, which had been first established in the 2016 Budget. These funds were housed within the General Fund; with the new software that we are now using we have discovered that the funds should have been held within the Electric Fund. Swearingen reported that although the auditors have not yet met with the City, she has been made aware of an error in the transfer of funds from the Electric Fund to the General Fund, which was made last year in September; a discussion with the SD Dept of Legislative Audit revealed that we should have amended the 2016 Budget at that time; an amendment to the 2017 Budget will be required for correction. An amendment to the 2017 Budget would also allow us to reimburse the General Fund from the Electric Fund for the bucket truck capitol outlay funds. After lengthy review and discussion, Sell made a motion to amend the 2017 Budget; Jesz seconded; motion carried; with the first reading as follows:

In Appropriations: Reduce line 411.5 - Contingency Funds from \$40,000 to \$25,000; reduce line 431 – Highways and Streets from \$495,000 to \$41,500 (we have been made aware that we will not be awarded the grant funds that we applied for); rescind the 2017 Capitol Outlay Accumulations Resolution - #2016A, which will effectively remove the following capitol outlay accumulations within the 2017 Budget: snow plow/dump truck @ \$25,000; payloader @ \$20,000; library renovations @ \$15,000; electric repairs @ \$20,000 (this does not affect the capitol outlays established prior to the 2017 Budget: \$20,000 for electric repairs; \$25,000 for bucket truck); move the current capitol outlay for the bucket truck from the General Fund to the Electric Fund; and create capitol outlay accumulation @ \$10,000 to increase the bucket truck outlay from \$25,000 to \$35,000 within the Electric Fund.

In Means of Finance: Remove grant funds from line 334.2 - \$241,206; reduce 'transfers in' on line 391.01 from \$90,000 to \$54,000.

It was noted that we will try to establish capitol outlays for a snow plow/dump truck, a payloader, and library renovations in the 2018 Budget.

Sell also made a motion to rescind the motion that was made in the February regular session which would transfer \$25,000 from the Electric to the General Fund within the 2017 Appropriations Ordinance, as this will now be handled within the amended 2017 Budget; seconded by Jesz; motion carried.

MAINT DEPT: Keough inquired about a fire-proof safe or file cabinet to house city maps and other essential documents at the Maint office. No action was taken at this time.

Healy presented an updated bill of sale for the purchase of the bucket truck, eliminating the sales tax. The total cost is \$33,900; we have \$35,000 in capitol outlay funds for this purchase. Sell made a motion to complete the purchase; seconded by Jesz; motion carried.

NEW BUSINESS:

Request for gravel - we've received a request from a resident for gravel in the alley on Block 22. The council instructed the maint dept to assess it and order gravel when the weather permits.

Langford's Summer Fest – request for contribution – tabled until next meeting, to gather more information regarding event insurance coverage.

2017 Law Enforcement Contract – Swearingen presented the 2017 Law Enforcement Contract with Marshall County at a cost of \$30,082.72; Sell made a motion to approve the Contract; seconded by Jesz; motion carried.

Public Hearing for temporary liquor license for Lake Region Pheasant Restoration banquet to be held at the Legion Hall on April 1st – request was granted; terms agreed to on the application must be adhered to.

SD Public Assurance Alliance – Sell signed endorsements for the 2017-18 coverage renewal.

Building Permit Applications – the following permits were reviewed and approved: Jacob VanderVorst – tin roof on house @ \$7,000; Todd Sell – tin roof on house @ \$6,100.

Cancellation of Municipal Election – Swearingen reported that Orrie Jesz filed a nominating petition for his seat; no other petitions were received, therefore, the municipal election that was scheduled for April 11th has been canceled. One open seat remains on our Board of Trustees.

Application Approval for Grant Application for Electronic Street Sign(s) – Jesz made a motion to authorize Healy to sign grant application forms and any other necessary documents for request for grant funds for electronic street signs; seconded by Sell; motion carried.

OLD BUSINESS:

Cell Phone Enhancement – the council instructed Healy to investigate options for boosters of some kind that could possibly enhance cell phone service within the City.

Amundson Hold Harmless Agreement – Sell signed the agreement that had previously been signed by Scott Amundson whereby the City will allow Amundson to use office space within the Fire Hall, but requiring that the City be held harmless in case of loss or injury.

Damage to Christmas Decorations – Swearingen reported receipt of insurance claim funds in the amount of \$415 (after depreciation and deductible expenses) for two damaged Christmas decorations; Keough reported that the replacement cost is around \$891; Jesz made a motion to order the replacements; seconded by Sell; motion carried.

Lift Station Annual Inspection – Keough presented two quotes for televising and cleaning the sewer lines in half of the town: Pipe Masters @ \$17,500; HydroKlean @ \$12,500. Jesz made a motion to accept the quote from HydroKlean; seconded by Sell; motion carried. Keough noted that the quote is locked in for 2018, so we can do the other half of the town at that time for the same price.

CORRESPONDENCE: SD Housing Dev Authority 'Paint SD' info; SD DOT Small Community Transportation Planning Program info; Notice of Hazard Mitigation Grant Program Funding for Disaster 4298 info; SD Gov Office of Economic Development 2016 Annual Report; Annual County Township Meeting info; WAPA information webinar re increase of Base Charge components of firm power rates for Pick-Sloan MO Basin Program info; SD DENR Surface Water Discharge Permit.

APPROVAL OF EXPENDITURES: Jesz made a motion to approve the following expenditures, seconded by Sell; motion carried: SD Dept of Revenue \$1,919.99 (Jan sales tax); BDM Rural Water Systems, Inc. \$3,150.00 (water); Cardmember Service \$1,119.21 (Amazon Prime @ \$11.70 for membership fees; Menards @ \$38.21 for shop supplies; BeMobile @ \$26.61 for cell phone case; All in Safety @ \$469.60 for sand bags; Allied Electronics @ \$167.71 for parts; USA Blue Book @ \$316.39 for parts; Ramkota Hotel @ \$88.99 for travel); Dakota Pump, Inc. \$1,671.43 (maint to pull rags from sewer pumps); DaMar Farmer's Elevator \$1,071.79 (fuel, propane); Frohling Law Office \$40.00 (legal fees); Grand Slam Computers \$119.00 (repairs); Grant & Williams, Inc. \$3,851.93 (audit fees); Heiman Fire Equipment \$1,413.04 (bunker gear); Independent Living Choices \$115.48 (accessibility audit fees); Langford Bugle \$131.23 (publications); Town of Langford \$3,151.04 (utilities); Lehr Sanitation Service \$2,500.00 (Feb gbg fees); Marshall Co. Conservation District \$90.00 (downpayment on trees); Marshall Co. Treasurer \$7,520.68 (1st qtr law enforcement); NorthWestern Energy \$2,415.25 (transmission fees);

Office Depot \$35.69 (office supplies); petty cash replenishment \$100.19 (postage); SD Assoc. of Rural Water Systems \$345.00 (membership dues); SD Municipal Street Maint. Assoc \$50.00 (conference registration fee); Share Corp \$477.45 (water dept supplies); Kayla Suther \$200.00 (energy rebate); USDA Rural Development \$2,776.00 (sewer renovation loan payment); United States Postal Service \$27.20 (stamps); Verizon Wireless \$192.38 (cell phone fees); Western Area Power Administration \$4,955.25 (Feb power); Heartland \$12,935.20 (Feb power); SD Dept of Revenue \$2,296.54 (Feb sales tax); Feb payroll by dept: Council \$296.04; Finance Office \$817.19; Streets \$2,109.98; Sanitation \$2,787.17; Library \$864.70; Water \$2,787.17; Electric \$2,953.57; Sewer \$2,797.19. January payroll had not previously been broken out by dept in meeting minutes publication; it is as follows: Council \$275.00; Finance Office \$800.87; Streets \$2,087.24; Sanitation \$2,888.11; Library \$802.06; Water \$2,888.11; Electric \$2,888.11; Sewer \$2,888.22.

The next regular session is scheduled for Tuesday, April 11, 2017 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 8:35 p.m.

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

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