

Unapproved Minutes
Langford Board of Trustees
August, 2017

The Langford Board of Trustees met in regular session Tuesday, August 8, 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, Finance Officer Melody Swearingen, and GLAD Director Lindsay Kimmer in attendance.

Kimmer introduced herself to the City Council and discussed potential areas where GLAD could be of assistance to the City; Kimmer left the meeting at 6:10 p.m.

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

FINANCE OFFICER: Jesz made a motion to approve the July financial report; seconded by Sell; motion carried.

Swearingen presented the first reading of the 2018 Appropriations Ordinance for council review. Sell made a motion to approve the first reading; seconded by Jesz; motion carried.

MAINT DEPT:

Keough reported that we can upgrade the bobcat at an even trade using our municipality discount; he presented quotes for a pickup sweeper @ \$4,386.60 and a bucket @ \$1,220.95. Sell made a motion to approve the purchases; Jesz seconded; motion carried.

NEW BUSINESS:

Water Project – Jesz made a motion to approve the Northeast Council of Government Contracts for Administration Assistance for the Consolidated Water Facilities Construction Program and for Administration Assistance for the Community Development Block Grant; seconded by Sell; motion carried.

Sale of bucket truck – Jesz made a motion to declare the 1989 F-700 Bucket Truck as surplus; seconded by Sell; motion carried. Appraisals will be acquired and the truck will be advertised for sale.

Census 2020 Local Update of Census Addresses Operation Participation Response – Sell made a motion to participate in this program; seconded by Jesz; motion carried.

A building permit application from Diane Hoines for deck replacement @ \$5,000 was reviewed and approved.

OLD BUSINESS:

Adoption of International Building Code and International Property Code Management – tabled. Swearingen requested authorization to contact NECOG about review and update of our entire Ordinance Book; approval granted.

Painted lines on Main Street – Maint Dept is prepared to order materials for this project.

Langford Area Community Foundation grant for bunker gear – Swearingen reported the receipt of a \$1,000 grant to be used specifically for bunker gear.

APPROVAL OF EXPENDITURES: Jesz made a motion to approve the following expenditures; seconded by Sell; motion carried: July payroll by dept: Council \$430.61; Finance Office \$907.75; Streets \$2179.88; Sanitation \$2909.95; Library \$757.92; Water \$2909.95; Electric \$2909.95; Sewer \$2909.97 (payroll includes net pay to employees @ \$8,430.79; employer and employee contributions to SD Retirement System @ \$1296.30; employee contributions to SD Supplemental Retirement System @ \$350.00; employer-paid and employee-paid premiums to Health Pool of SD @ \$3227.70; employer-paid and employee-paid premiums to AFLAC @ \$450.71; employee-paid and employer-paid 941 tax to EFTPS @ \$2160.48); August expenditures to date: BDM Rural Water \$5341.00 (water); Cardmember Service \$691.15 (finance office supplies fees @ \$11.70; finance office repairs @ \$72.21; finance office supplies @ \$79.51; finance office travel @ \$275.98; library fees @ \$11.70; library supplies @ \$190.57; electric supplies @ \$49.48); Dakota Pump, Inc. \$1447.14 (sewer repairs); DaMar Farmer's Elevator \$198.46 (supplies); DGR Engineering \$316.60 (electric study fees); Display Sales \$891.00 (Christmas decorations);

Grand Slam Computers \$433.00 (office equipment); Grant & Williams, Inc. \$3014.01 (audit fees); Heartland Consumer Power District \$12,488.81 (power); Town of Langford \$200.00 (resident security deposit applied); Town of Langford \$1376.81 (utilities in city owned buildings); Langford Bugle \$225.82 (publications); Langford Summer Rec Contribution \$300.00 (contribution from VFW); Lehr Sanitation Services \$2500.00 (July garbage services); Meyer's Hardware Hank \$53.96 (supplies); NorthWestern Energy \$1827.05 (June transmission fees); Off the Wall Signs \$30.00 (golf cart decals); Omni-Pro Software, Inc. \$2800.00 (software license, tech support); Petty Cash \$11.37 (postage); Runnings \$31.90 (supplies); SD Dept of Revenue \$243.00 (lab fees); SD One Call \$9.45 (message fees); SD Public Assurance Alliance \$233.00 (ins endorsement for fire dept); SD Dept of Revenue \$1915.04 (July sales tax); SD Municipal League \$180.00 (2017 municipal handbooks); USDA Rural Development \$2776.00 (sewer renovation loan payment); US Postal Service \$50.60 (stamps); Venture Communications \$513.69 (phone, fax, internet fees); Western Area Power Administration \$5180.17 (power).

The council members convened for Executive Session pursuant to SDCL 1-25-2 at 8:45 p.m. and reconvened to regular session at 8:55 p.m. Sell made a motion that policies for payment of overtime and reimbursement of travel expenditures be placed in written form in the Policies and Procedures Manual in the Finance Office; seconded by Jesz; motion carried.

The next regular session of the Board of Trustees is scheduled for Tuesday, September 12, 2017 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 9:00 p.m.

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

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