Unapproved Minutes

Langford Board of Trustees

November, 2017

The Langford Board of Trustees met in regular session Tuesday, November 14, 2017 at the Finance Office. President Todd Sell called the meeting to order at 6:05 p.m. with Trustee Orrie Jesz, Utilities Manager Blair Healy, Assistant Utilities Manager Joe Keough, Finance Officer Melody Swearinge, and Scott Amundson in attendance.

Amundson addressed the council with a request to submit a grant application to heartland Consumer Power District in the amount of $1,5000.00 for enhanced cell phone and wireless capabilities at the Fire Hall. Sell motion to submit the application; seconded by Jesz; motion carried.

Sell motioned to approve the October meeting minutes with the following addition: Healy presented information regarding grant possibilities with the James River Water District for additional funding for our upcoming water renovation project; Sell motion to submit at application; seconded by Jesz; motion carried. Jesz seconded the motion to approve the amended minutes; motion carried.

FINANCE OFFICE:

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

The council reviewed the 2017 budget against actual year-to-date revenues and expenditures, which prompted conversation regarding utility rates. No action was taken.

MAINTENANCE DEPT:

Healy reported on the electric system analysis. Upgrades to electric meters and software will cost approximately $100,000. The Maintenance Dept continues to work closely with the engineering firm. Healy reported that a $5,000 grant for electric meter upgrades will be offered through Heartland in 2018; Sell motioned to approve the submission of a grant application; seconded by Jesz; motion carried.

Healy noted that our garbage contractor has had issues when garbage isn't bagged properly but is just dropped into the garbage can. Our contract states that the contractor is not required to collect trash that isn't bagged. The Finance Office will include information with utility bill statements regarding the bagging of trash.

Healy reported that the grant application to the James River Water Development District for the upcoming water renovation project was approved at $163,500.00.

With snow removal season upon us soon, residents are instructed to remove vehicles from the streets to ensure that no damage will be done to them by our snow removal equipment.

NEW BUSINESS:

Sell motioned to approve the 2018 Liquor License Agreement and Liquor License renewal application(s) for The Front Porch; Jesz seconded; motion carried.

A building permit application from Diane Lewandowski for replacement of siding and windows @ $16,000 was approved.

Sell motioned to approve a contract with Maguire Iron, Inc. in the amount of $1,200.00 for inspecting the water tower and reinstalling the stirator equipment; seconded by Jesz; motion carried.

Jesz motioned to approve the 2018 Subscription/Agreement with the Health Pool of South Dakota for medical insurance offered to employees (rates remain the same for 2018); Sell seconded; motion carried.

Swearingen presented information regarding participation in the Parade of Lights on December 1st. The City and Library will participate with an open house from 3-5p.m. with door prizes awarded.

Sell motioned to pursue Phase I of a program sponsored by Heartland Consumer Power District through Helix Security to assess our cybersecurity risks, at an approximate cost of $500.00; with Heartland paying half of the cost; seconded by Jesz; motion carried.

Swearingen reported that our SD DENR annual wastewater fees will be increasing from $250.00 to $350.00 this year.

Keough reported that there has been vandalism to the old picnic shelter in the Park of the Pines; it will be removed from the premises.

OLD BUSINESS:

Keough provided information on a spreader attachment for the bobcat at a cost of $4,395.00; Sell motioned to approve the purchase; seconded by Jesz; motion carried.

Healy provided more information on the cost of a speed sign; Sell motioned to approve the purchase of a sign at $3,485.00; seconded by Jesz; motion carried.

Healy reported that all parties required to replace curb stops have been informed. The City has contacted a contractor to replace curb stopes for those parties that are interested in hiring him; Jesz motioned and Sell seconded to pay the contracting fees for those parties who would be interested in making monthly payments for reimbursement to the City for the curb stop repairs at a minimum payment of $100.00 per month; seconded by Sell; motion carried.

Jennifer Seitsema from Northeast Council of Governments arrived at 7:25 to discuss funding for the upcoming water renovation project. Loan funds will hopefully be released soon so that we can begin with the water meter installations; we will also begin receiving invoices for engineering fees at that time. If the project costs come in below estimates, it is possible that some Consolidated grant funds could be withheld due to the James River Water grant. Seitsema left the meeting at 8:10 p.m.

APPROVAL OF EXPENDITURES: Jesz motioned to approve the following expenditures; seconded by Sell; motion carried: October payroll by dept, which includes employee net wages, employee and employer contributions to SD Retirement, employee contributions to SD Supplemental Retirement, employee and employer medical insurance premiums to Health Pool of SD, employee and employer insurance premiums to AFLAC, and employee and employer 941 tax to EFTPS: Council $296.03; Finance Office $707.11; Streets $R2,106.87; Sanitation $2,788.98; Library $904.75; Water $3,138.10; Electric $3,080.00; Sewer $2,788.93. October expenditures outside of council meeting: First State Bank $268.50 withdrawn from resident payment to us with nonsufficient funds. November expenditures to date: Aberdeen American News $41.88 (advertising); BDM rural Water System $2,600.50 (water); Berube's $5,607.55 (bobcat attachments); Brown & Saenger $230.00 (utility billing postcards); Cardmember Service $150.21 (services and supplies); Dakota Supply Group $74.74 (curb stop supplies); DaMar Farmer's Elevator $552.38 (supplies); Town of Eden $341.85 (mosquito grant refund); Sharon Elsberry $60.90 (security deposit refund); Grand Slam Computer $150.00 (services); Heartland Consumers Power District $10,235.85 (power); Jensen Auto Service $144.95 (services); Evan Johnson $78.04 (security deposit refund); Town of Langford $1,248.25 (utilities); Town of Langford ($1,105.20 (mosquito grant refund); Langford Bugle $125.98 (publications); Lehr Sanitation $2,500.00 (services); Marshall Land and Title Co. $165.00 (2018 weekly report subscription); NorthWestern Energy $2,659.04 (transmission fees); petty cash replenishment $78.76 (postage); town of Pierpont $94.40 (mosquito grant refund); RESCO $265.45 (electric supplies); Town of Roslyn $447.40 (mosquito grant refund); Running Supply, Inc. $364.93 (tools/supplies); SD Association of Code Enforcement $40.00 (2018 membership dues); SD Dept of Revenue $15.00 (lab fees); SD Finance Officers' Association $40.00 (2018 membership dues); SD Human Resource Association $35.00 (2018 membership dues); SD Municipal Street Maintenance Association $35.00 (2018 membership dues); South Dakota One Call $13.65 (message fees); SD Dept of Revenue $1,774.20 (October sales tax); SD Solid waste Management $60.00 (2018 membership dues); South Dakota Municipal League $447.04 (2018 membership dues); SDML Worker's Compensation Fund $3,584.00 (2018 work comp renewal fees); USDA Rural Development $2,776.00 (sewer Renovation loan payment); United States Postal Service $63.40 (postage stamps); Venture Communications $1,105.92 (phone, fax, internet fees – 2 mos); Verizon Wireless $192.54 (cell phone fees); Western Area Power Administration $6,171.42.

The next regular session of the Board of Trustees is scheduled for Thursday, December 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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