

Unapproved Minutes
Langford Board of Trustees
December 2017

The Langford Board of Trustees met in regular session Thursday, December 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, and Finance Officer Melody Swearingen in attendance, along with Gabe Laber and Jesse Morris from DGR Engineering. Laber presented the council with an update on the progress on the upcoming water project; Jesz moved to approve the contract with American Engineering Testing, Inc. for boring in the amount of \$4,500.00, and the contract with DGR Engineering for engineering services in the amount of \$150,000.00; seconded by Sell; motion carried. Laber and Morris left the meeting at 7:10 p.m.

Sell made a motion to approve the November meeting minutes with the following correction in the expenditures section: Town of Langford \$1,105.20 (mosquito control) *this was listed as a refund instead of an expenditure*; seconded by Jesz; motion carried

FINANCE OFFICE: Jesz made a motion to approve the November financial report; seconded by Jesz; motion carried.

MAINTENANCE DEPT:

Healy reported on the electric system analysis; we are pursuing the possibility of replacing the electric meters and load management system.

Healy addressed the council regarding vehicles that are parked in the street right-of-way during snow removal. Residents are required to move their vehicles from the right-of-way, ensuring that city equipment will not be damaged during snow removal, nor will city equipment damage parked vehicles.

OLD BUSINESS:

Sell made a motion to approve the 2018 Liquor License Agreement with Swede's Corner; seconded by Jesz; motion carried.

Jesz made a motion to approve the proposal from SBS Cybersecurity for a technology vulnerability and risk assessment in the amount of \$1,100.00, with one half of the cost to be paid by Heartland Consumers Power District; seconded by Sell; motion carried.

CORRESPONDENCE

APPROVAL OF EXPENDITURES: Jesz motioned to approved the following expenditures; seconded by Sell; motion carried: November 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 \$296.05; Finance Office \$628.19; Streets \$2,008.71; Sanitation \$2,636.90; Library \$771.26; Water \$2,709.23; Electric \$3,516.47; Sewer \$2,636.83. December expenditures to date: BDM Rural Water \$2,502.50 (water); Cardmember Service \$509.14 (credit card charges: Walmart \$59.81 supplies for open house; Amazon \$107.97 office supplies; Amazon Prime \$11.70 membership fees; SD Dept of Agriculture \$100.00 mosquito certification fees; SD Towns & Township \$120.00 conference registration fees; Gordon Electric Supply \$109.66 electric supplies); DaMar Farmer's Elevator \$729.29 (supplies); DGR Engineering \$3,504.31 (electric study fees); DJ Concrete \$392.00 (concrete at library/finance office); Heartland \$15,455.08 (power); JGE, Inc. \$4,395.00 (bobcat attachment); Lake Region Electric \$834.00 (repairs); Town of Langford \$1,455.09 (utilities); Town of Langford \$200.00 (security deposit applied to resident account); Langford Bugle \$76.77 (publications); Langford Lumber \$155.49 (supplies); Lehr Sanitation \$2,500.00 (garbage services); Marshall County \$7,520.68 (3rd qtr law enforcement fees); NorthWestern Energy \$2,415.25 (transmission fees); petty cash replenishment \$3.69 (postage); SD Dept of Revenue \$258.00 (lab fees); SD Federal Property Agency \$179.50 (supplies); SD Dept of Revenue \$1,488.66 (November sales tax); SD Municipal League \$60.00 (municipal handbook); USDA Rural

Development \$2,776.00 (sewer renovation loan payment); US Postal Service \$80.00 (stamps); Venture Communication \$518.74 (phone/fax/internet fees); Verizon Wireless \$192.67 (cell phone fees); Western Area Power Administration \$4,937.88 (power); USDA Rural Development \$6,000.00 (principal payment on sewer renovation loan).

A special session of the Board of Trustees is scheduled for December 29, 2017 at 5:00 p.m. for the purpose of reviewing the year end budget-to-actual figures and approving transfers from the Contingency Fund. The next regular session of the Board of Trustees is scheduled for Tuesday, January 16, 2018 at 6:00 p.m. at the Finance Office.

The Council adjourned for the purpose of executive session at 8:45 p.m. and reconvened in regular session at 9:15 p.m. Sell motioned and Jesz seconded to approve year-end bonuses to city staff members in the following amounts: Utilities Manager \$500.00; Assistant Utilities Manager \$500.00; Finance Officer \$500.00; Librarian \$150.00.

The meeting adjourned at 9:15 p.m.

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

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