

Unapproved Minutes  
Langford Board of Trustees  
April, 2018

The Langford Board of Trustees met in regular session Tuesday, April 10, 2018 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 Swearingen and DGR Engineer Gabe Laber in attendance. Jordan Hupke joined the meeting at 6:10 p.m.

Laber addressed the council with an update to the water renovation project, and left the meeting at 6:25 p.m.

Sell made a motion (29-2018) to approve the March meeting minutes with the following correction: the date of the Lake Region Pheasant Restoration Banquet for which a temporary liquor license was granted was reported in the meeting minutes as April 10<sup>th</sup>, and should have been reported as April 7<sup>th</sup>; seconded by Jesz; motion carried.

FINANCE OFFICE: Sell made a motion (30-2018) to approve the March financial report (30-2018); seconded by Jesz; motion carried.

Swearingen reported that field portion of the 2017 audit will be conducted on April 24<sup>th</sup>.

APPROVAL OF EXPENDITURES: Sell made a motion (31-2018) to approve the following expenditures; seconded by Jesz; motion carried: April expenditures to date: BDM Rural Water \$2,992.50 (water); Berube's \$157.58 (freight charges on previous payment); Cardmember Service \$668.83 (Walmart \$15.36 library supplies; various Amazon purchases \$575.20 office supplies; various Amazon purchases \$64.44 maint office supplies; Amazon \$13.83 membership fee); DaMar Farmer's Elevator \$1,048.92 (supplies); Frohling Law Office \$178.50 (legal services); Heartland Consumers Power District \$9,246.59 (power); Heiman Fire Equipment \$440.85 (fire gear); Holland NAPA Auto Parts \$50.97 (supplies); Hydro-Klean, LLC \$12,325.69 (sewer line cleaning & televising fees); Town of Langford \$1,571.10 (utilities); Langford Bugle \$38.71 (publications); Langford Post Prom \$100.00 (contribution); Lehr Sanitation \$2,500.00 (April garbage services); Marshall County Treasurer \$8,918.10 (1<sup>st</sup> qtr 2018 law enforcement fees); Maxwell Electric \$80.61 (street light repairs); Meyer's Hardware Hank \$25.98 (supplies); NorthWestern Energy \$2,303.93 (Feb transmission fees); Off The Wall Signs \$35.00 (golf cart decals); Joni Olson \$72.94 (security deposit refund); petty cash replenishment \$60.05 (\$34.85 postage; \$25.20 court filing fees); SD Dept of Revenue \$15.00 (lab fees); SD Federal Property Agency \$386.75 (maint office supplies/equipment); SD One Call \$3.15 (message fees); SD Dept of Revenue \$2,519.91 (March sales tax); SDML Worker's Compensation Fund \$73.00 (2017 audited payroll billing); USDA Rural Development \$2,776.00 (sewer renovation loan payment); US Postal Service \$110.00 (postage stamps); Venture Communications \$517.86 (phone/fax/internet fees); Verizon Wireless \$192.78 (cell phone fees); Western Area Power Administration \$4,217.46 (power). March payroll by dept: Council \$592.07; Finance Office \$900.76; Streets \$2,205.85; Sanitation \$3,010.63; Library \$887.52; Water \$3,010.63; Electric \$2,929.52; Sewer \$3,118.71.

NEW BUSINESS:

Swearingen presented information regarding a written policy/procedure for internal controls for receipt of funds. Due to the size of our municipality, the requirement for segregation of duties is not met, therefore the City has adopted specific internal controls which are at this time being placed in writing within the Policies and Procedures Manual; motion to approve by Sell (32-2018); seconded by Jesz; motion carried.

Swearingen presented a request from Glacial Lakes Area Development for the annual contribution request of \$1,500.00; Sell made a motion (33-2018) to grant the contribution; seconded by Jesz; motion carried.

Keough presented quotes for a touchscreen at the lift station; Sell made a motion (34-2018) to purchase a 5.7" screen at \$1,730.00; seconded by Jesz; motion carried.

Keough presented information for a notification system whereby we could notify the public via phone messages of city-related events such as scheduled power outages, street sweeping, sewer line repairs, etc. Jesz made a motion (35-2018) to proceed; seconded by Sell; motion carried.

OLD BUSINESS – no action taken.

CORRESPONDENCE: Library's 2017 Annual Report; Langford historical information.

The next regular session of the Board of Trustees is scheduled for Tuesday, May 8, 2018 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 8:45 p.m.

The Town of Langford is an equal opportunity provider.

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

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