

Unapproved Minutes
Langford Board of Trustees
May, 2018

The Langford Board of Trustees met in regular session Tuesday, May 8, 2018 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 Jordan Hupke in attendance.

After review of the April meeting minutes, Sell motioned (36-2018) to approve; seconded by Jesz.

APPROVAL OF EXPENDITURES: Jesz motioned (37-2018) to approve the following expenditures; seconded by Sell; motion carried: May expenditures to date: BDM Rural Water System \$2,527.00 (water); Cardmember Service \$953.32 (Amazon \$13.83 membership; Wilson Amplifiers \$939.49 cell phone booster for Fire Hall); Dakota Pump, Inc. \$1,763.31 (touch screen at lift station); DaMar Farmer's Elevator \$801.38 (propane, supplies); Glacial Lakes Area Development \$1,500.00 (annual contribution); Grant & Williams, Inc. \$3,949.11 (audit fees); Heartland Consumers Power District (\$9,579.51 (power); Highway Improvement, Inc. \$7,692.76 (chip sealing); Town of Langford \$150.00 (security deposit applied to resident account); Town of Langford \$1,573.80 (utilities); Langford Bugle \$128.48 (publications); Lehr Sanitation \$2,500.00 (garbage services); NorthWestern Energy \$1,898.42 (transmission fees); SWN Communications \$150.00 (message system fees); SD Dept of Motor Vehicles \$75.35 (license plate fees); SD Dept of Revenue \$129.00 (lab fees); SD Finance Officers' Association \$75.00 (registration fee); SD Human Resource Association \$50.00 (registration fee); SD Dept of Revenue \$1,676.22 (April sales tax); St. Paul Stamp Works, Inc. \$91.41 (pet tags); Stan Housten Equipment Co. \$1,013.50 (streets supplies); Titan Machinery \$4,390.05 (equipment repairs); SD Rural Development \$2,776.00 (sewer renovation loan payment); US Postal Service \$35.00 (stamps); Western Area Power Administration \$3,818.10 (power); Venture Communications \$537.10 (phone/fax/internet fees). April payroll by dept: Board \$296.04; Finance Office \$813.72; Streets \$3,120.64; Sanitation \$2,628.20; Library \$887.53; Water \$2,464.27; Electric \$2,792.16; Sewer \$3,248.07. Additional April expenditure: Western Area Power Administration \$30.00 (power).

OATH OF OFFICE: Jordan Hupke was sworn in for a three-year term on the Board of Trustees, and took the Oath of Office. Jesz nominated Sell as Board President for the following year; seconded by Hupke; nomination carried.

Mike Swenson arrived at 6:20 p.m. and addressed the council regarding questions on building permit requests that he had submitted; he left the meeting at 6:30 p.m.

FINANCE OFFICE REPORT: Jesz motioned (38-2018) to approve the April financial report; seconded by Hupke; motion carried.

Swearingen provided information regarding Certificates of Deposit that are housing fire capital outlay funds. Jesz motioned (39-2018) for the Finance Officer to cash in a current CD upon its maturity date later this month, add this year's fire capitol outlay revenues to that amount, and purchase a new CD at a higher value; seconded by Sell; motion carried.

Swearingen requested approval for a funds transfer from the Electric Fund to the General Fund. Sell motioned (40-2018) to move \$75,000.00 from the Electric Fund to the General Fund; seconded by Jesz; motion carried.

Swearingen reported that 'Pet Day' is scheduled for Tuesday, May 15th from 1:30-3:30 p.m. at the Fire Hall. The Britton Vet Clinic will be here to administer vaccinations at a cost of \$15.00; new pet tags are available from the City at a cost of \$5.00. All dogs and cats within the Town of Langford are

required to be licensed. Current licenses expire in June 1, 2018; new license tags will remain valid through May of 2020.

Swearingen requested approval to flex hours over the summer months. The Finance Office will be closed on Mondays from June 18th through August 13th; the office will be open Tuesdays through Fridays from 11am-5pm during that time frame.

MAINTENANCE DEPT REPORT:

Healy provided information regarding the need for maintenance on the water main, at an approximate cost of \$500.00. He was instructed to coordinate with SD Rural Water Association to try to get this scheduled for later in the year.

Healy provided information on the electric load management system upgrade. Sell motioned (41-2018) to move forward with the project at an approximate cost of \$100,000.00, to be funded through \$20,000.00 in capital outlay funds reserved for electric repairs and \$80,000.00 in electric funds currently housed within a Certificate of Deposit; seconded by Jesz; motion carried.

Keough discussed issues with drainage from the lagoons. No action was taken.

NEW BUSINESS:

The public hearing for DaMar C-Store's 2017/2018 Liquor License Application and Agreement was held. Sell motioned (42-2018) to approve the application and Agreement; seconded by Jesz; motion carried.

Repair of the handrail at the post office was discussed. Hupke motioned (43-2018) for the City to make repairs; seconded by Sell; motion carried.

Swearingen provided information regarding the consolidation of the Local Equalization Board with the County Equalization Board. Jesz motioned (44-2018) to consolidate; seconded by Hupke; motion carried. A Resolution will be presented at our next regular session for passage.

Utility rates were reviewed. Sell motioned (45-2018) to approve the following rate increases effective July 1st; seconded by Jesz; motion carried:

Electric - Residential electric rates will increase from .092 to .094 per kwh (this equates to a \$2.00 increase per thousand kwh). Commercial electric rates will increase from .103 to .105 per kwh (this equates to \$2.00 per thousand kwh). The 'demand' rates will remain the same. The last electric rate increase went into effect January 1, 2017.

Water rates will increase from \$4.00 to \$4.50 per thousand gallons, with base rates remaining the same at \$28.00 residential and \$35.00 commercial. The last water rate increase went into effect November 1, 2016.

Sewer rates will increase from \$1.50 to \$2.25 per thousand gallons. Langford's sewer rates have consistently remained at one-half the cost of the per-gallon water rate, until November 1, 2016, when a water rate went into effect but the sewer rate remained the same. The residential base rate will increase from \$26.00 to \$28.00; the commercial base rate will increase from \$32.50 to \$35.00. The 'included gallons' will be removed from the base rate. The last sewer rate increase went into effect January 1, 2015.

Blair Healy, Joe Keough, and the City of Langford have all been awarded the Secretary's Award for Drinking Water Excellence from the SD Dept of Environment and Natural Resources. For 13 consecutive years the Town of Langford public water system has met the requirements of the Safe Drinking Water Act and the state of South Dakota's regulations.

Building permit applications:

Lori Larsen – window replacement @ \$2,000.00 - 203 Lindley St. – approved.

Wayne Ash – removal of small building – 111 Linden St. – approved.

Wayne Ash – addition to existing residence @ \$10,000.00 – 111 Linden St. – approved.

Mike Swenson – windows, siding, deck @ \$10,000.00 – 306 Hickory St. – approved.

Mike Swenson – garage/shop construction @ \$30,000.00 – 306 Hickory St. – approved.

Langford Area School District – remodel/addition @ \$3,030,570.00 – 206 Chestnut St – denied pending additional information.

OLD BUSINESS – no action taken.

The next regular session of the Board of Trustees is scheduled for Tuesday, June 12, 2018 at 6:00 p.m. at the Finance Office.

The meeting adjourned at 10:00 p.m.

The Town of Langford is an equal opportunity provider.

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

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