

Unapproved Minutes
Langford Board of Trustees
October, 2018

The Langford Board of Trustees met in regular session Wednesday, October 10, 2018 at the Finance Office. President Todd Sell called the meeting to order at 6:00 p.m. with Trustee Jordan Hupke, Trustee Orrie Jesz, Utilities Manager Blair Healy, Assistant Utilities Manager Joe Keough, and Finance Officer Melody Swearingen in attendance, along with Marvin Rasmussen.

Rasmussen addressed the council regarding a building permit application to move outbuildings from one parcel to another, and moving the concrete pads beneath the outbuildings to meet the proper setback requirements within their existing parcel. Rasmussen left the meeting at 6:15 p.m.

Hupke motioned (82-2018) to approve the September meeting minutes with the following correction to approved expenditures (August expenses were republished in place of September); seconded by Jesz; motion carried. BDM Rural Water \$2,456.50 (water); Britton Real Estate \$500.00 (appraisal fees); Cardmember Service \$558.47 (\$13.83 Amazon membership; \$544.64 supplies); DaMar Farmer's Elevator \$852.05 (supplies); Electrical Engineering & Equipment Co \$475.00 (lift station repairs); Heartland Consumers Power District \$7,438.65 (power); Jordan Holler \$121.26 (security deposit refund); Town of Langford \$161.78 (3 resident security deposits applied to accounts); Town of Langford \$1,804.71 (utilities); Langford Bugle \$72.12 (publications); Lehr Sanitation \$2,500.00 (August services); Nelson Sales & Service \$123.00 (chain saw parts); petty cash replenishment \$38.04 (postage); Runnings \$32.10 (supplies); SD Dept of Revenue \$258.00 (lab fees); SD Federal Property Agency \$300.00 (trailer); SD One Call \$4.20 (message fees); SD Dept of Revenue \$1,987.10 (Aug sales tax); Stan Houston Co. \$792.00 (perma patch); Sheldon Tunheim \$122.20 (security deposit refund); USDA Rural Development \$2,776.00 (sewer renovation loan payment); US Postal Service \$75.00 (stamps); Van Diest \$4,272.15 (chemicals); Venture Communications \$526.81 (phone, fax, internet); Western Area Power Administration \$5,169.90 (power); Shawn Were \$144.76 (security deposit refund); Carlson Construction & Excavating LLC \$144.76 (gravel); Verizon Wireless \$96.5 (cell phone fees); SD DOR \$21.20 (trailer license plate fees); AFLAC \$70.46 (premium outside of payroll). Water Renovation Project Expenditures: none.

FINANCE OFFICE: Hupke motioned (83-2018) to approve the September financial report; seconded by Jesz; motion carried.

APPROVAL OF EXPENDITURES: Jesz motioned (84-2018) to approve the following October expenditures; seconded by Sell; motion carried: BDM Rural Water \$2,474.50 (water); Cardmember Services \$760.55 (\$13.83 Amazon membership; \$89.83 community center décor; \$467.26 supplies; \$189.63 equipment); Classical Creations \$55.00 (flowers for funeral); DaMar Farmer's Elevator \$124.87 (propane, supplies); DGR Engineering \$696.00 (electric study fees); Fire Safety First \$89.50 (fire extinguisher maintenance); Grid Insight \$9,597.58 (electric meter supplies); Curtis Healy \$152.46 (transportation fees); Keith Hupke \$100.00 (equipment rental); Tom Klein \$106.40 (security deposit refund); Lake Region Electric \$3,959.00 (move transformer at school); Town of Langford (credit to Dennis Lindgren to bury elec cable – applied to invoice); Town of Langford \$2,462.80 (2018 mosquito spraying services); Town of Langford \$1,439.24 (utilities); Town of Langford \$79.82 (resident security deposit applied to account); Langford Bugle \$79.82 (publications); Terry Larson \$3,300.00 (storage rent); Lehr Sanitation \$2,750.00 (September services); Olson Farm \$140.07 (gravel hauling); petty cash replenishment \$19.14 (postage); RESCO \$530.00 (light fixtures); Town of Roslyn \$144.60 (mosquito spraying refund); Runnings \$88.97 (supplies); SBS Cybersecurity \$728.91 (consulting fees); SD Dept of Revenue \$15.00 (lab fees); Keith Swearingen \$161.83 (reimbursement to bury elec line); USDA Rural Development \$2,776.00 (sewer renovation loan payment); US Postal Service \$85.00 (stamps); Venture Communications \$524.33 (phone, fax, internet); Verizon Wireless \$255.09 (cell phone fees, equipment); Western Area Power Administration \$5,382.15 (power). Water Renovation Project Expenditures: none.

September payroll by dept: Council \$839.67; Finance Office \$864.17; Streets \$2,188.65; Sanitation \$2,984.41; Water \$2,984.41; Electric \$3,959.33; Sewer \$2,984.44.

MAINTENANCE OFFICE: Keough reported on a quote for upgrading the bobcat at \$1,919.80; he will follow-up at the next council meeting.

NEW BUSINESS:

Building permit applications: Orville Helgeson – replace 6.7 deck @ \$(not provided) - approved; Kevin Larson – construct 8x18 covered patio at 702 Chestnut St @ \$500.00 - approved; Marvin Rasmussen – move 2 small sheds from one parcel to another @ \$1,500.00 – approved.

Hearing for temporary liquor license – Hupke motioned (85-2018) to approve the applications for a malt beverage and a liquor license for the Britton Shrine Club for Turkey Nite at the Legion Hall November 9th; seconded by Jesz; motion carried.

Request for contribution from SDWARN for the purpose of providing a central location for WARN equipment and to purchase portable pumps – Hupke motioned (86-2018) to contribute \$500.00; seconded by Jesz; motion carried.

OLD BUSINESS:

Hupke motioned (87-2018) to approve the second reading of an Amendment to Ordinance 9-2-1 – Sewer Specifications; seconded by Jesz; motion carried with adoption on November 6, 2018. (Printed in full in September meeting minutes.)

Jesz motioned (88-2018) to approve the first reading of an amendment to Ordinance 3-1-3; seconded by Hupke; motion carried. Amendment to Ordinance 3-1-3 – Building Permits Required – First Reading. Currently reads: Any person, firm, or corporation desiring to erect, alter, repair, or remove any building within the Town of Langford shall apply to the Board of Trustees for a permit for such purpose, and furnish a plan and specifications sufficient for the Town Board to determine whether such building, alteration, or repair is in compliance with the provisions of this chapter and if granted such permit must be signed by the Town Board or the Finance Officer. Amendment strikes previous information and replaces it with: Building permits are required in the following instances:

A.) For any new construction of a structure/building; or for moving an existing structure/building into city limits (for storage buildings, see below).

B.) For any improvement on or to any structure/building, whether inside or outside of the structure/building, in which the market value of the improvement(s) exceeds \$3,000.00.

C.) For any structure/building, regardless of the cost, in which the existing measurements (footprint) are altered.

D.) For all storage structures: Building permits for storage structures less than 8'x10' do not require a dollar amount, but must meet setback requirements; Building permits for storage structures larger than 8'x10' require a dollar amount and must meet setback requirements.

E.) For any concrete, asphalt, paved or gravel driveway erected, partially erected, moved, added to, or structurally altered in which the market value of the improvements exceeds \$3,000.00.

F.) For the removal of any structure/building.

G.) For any change in occupancy status within a building (for example: converting from residential to commercial, etc.)

No building permit shall be issued by the Board of Trustees except in conformity to the provisions set forth in this Ordinance. Building permits must be acquired and approved before the commencement of construction. A fine of \$50.00 for failure to secure a permit may be assessed.

Hupke motioned (89-2018) to hire an outside source to follow up on recommendations from a system security assessment; seconded by Jesz; motion carried. Swearingen will follow up.

Water Project Update – Keough reported that there are about 100 new meters installed. There was discussion regarding mobile home residences and those homes with crawl spaces; the installers are readjusting the existing heat tape and insulation around the new meters, but the new re-setters are

larger than what was currently in place. The City will send letters to the owners of mobile homes alerting them to ensure that the meters are adequately insulated. Ordinance 9-3-3 places the financial burden for replacement of a frozen meter on the property owner.

Street Renovations – we are still awaiting response to a grant application. The council discussed options for setting a plan in place for street repairs on the north side of the city if we don't get grant funds. Valley gutters near the school will likely be addressed in the spring of 2019.

Sell left the meeting at 8:55 p.m. Following his departure there was discussion regarding the purchase of property for the purpose of construction of a new water tower, Hupke motioned (90-2018) to purchase a portion of Lots 9 and 10 of Block 26 from Todd Sell at a total purchase price of \$3,000.00; seconded by Jesz; motion carried.

The meeting adjourned at 9:05 p.m.

The next regular session of the Board of Trustees is scheduled for Tuesday, November 13, 2018 at 6:00 p.m. at the Finance Office.

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

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