

Unapproved Minutes
Langford Board of Trustees
November, 2018

The Langford Board of Trustees met in regular session Tuesday, November 13, 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 Craig Teveldal from CDJ Electric.

Teveldal reported to the council regarding the water meter installations, and reviewed the pay request for the work done by CDJ Electric. He left the meeting at 6:15 p.m.

Jesz motioned (#91-2018) to approve the October meeting minutes; seconded by Hupke; motion carried.

FINANCE OFFICE: Jesz motioned (#92-2018) to approve the October financial report; seconded by Hupke; motion carried.

Swearingen requested approval to write off 'bad debt' in the amount of \$320.76; motion (#93-2018) to approve by Hupke; seconded by Jesz; motion carried.

Swearingen requested approval to purchase a copy/fax/printer for the Finance Office at approximately \$650.00; motion (#94-2018) to approve by Jesz; seconded by Hupke; motion carried.

Swearingen reported on the replacement of office chairs for the Library at a cost of approximately \$405.00; Sell motioned (#95-2018) to approve the purchase; seconded by Jesz; motion carried.

APPROVAL OF EXPENDITURES: Hupke motioned (96-2018) to approve the following expenditures, seconded by Jesz; motion carried: November expenditures: Agtegra \$15.00 (parts); BDM Rural Water \$2,338.00 (water); Cardmember Service \$1,230.00 (Amazon \$113.56 for office/cleaning supplies; Amazon \$126.74 for membership fees; Kessler's \$42.60 for employee gift following surgery; Sparkful Electronics \$37.56 for electric supplies; Amazon \$483.08 for electric supplies; Crawford Trucks \$85.46 for speed sign supplies; Specialty Mfg \$12.00 for speed sign supplies; Farm Power Mfg \$15.04 for utility supplies; (\$25.98) Menards for returned supplies; \$299.99 BeMobile for water meter reading supplies; Amazon \$39.95 for water meter reading supplies); Dakota Pump \$844.91 (sewer repairs); DaMar Farmer's Elevator \$744.98 (propane/supplies, etc.); DGR Engineering \$3,077.35 (electric study fees); Frohling Law Office \$430.50 (attorney fees); Heartland Consumers Power District \$6,331.93 (power); Jacobson Electric \$500.00 (elec upgrade at school); Lake Region Electric \$2,449.68 (elec repairs); Town of Langford \$1,401.28 (utilities); Langford Bugle \$78.56 (publications); Langford Lumber \$115.46 (supplies); Lehr Sanitation \$2,800.00 (sanitation services); Marshall Land & Title Co. \$165.00 (2019 weekly report); Omni-Pro Software, Inc. \$18,300.00 (elec equipment/services); petty cash replenishment \$107.37 (Costco \$25.78 office supplies; USPS \$81.59 postage); Runnings \$1.00 (pd invoice short); SD Dept of Revenue \$15.00 (lab fees); SD Municipal Street Maintenance Assoc \$35.00 (membership fees); SD Dept of Revenue \$1,904.05 (Sept sales tax); SD WARN \$500.00 (contribution); SD Municipal League \$460.01 (membership fees); SD Municipal League Work Comp Fund \$3,454.00 (premium); T&R Electric \$1,645.00 (transformer); Verizon Wireless \$217.45 (cell phone fees/equipment); Western Area Power Administration \$5,257.62 (power); US Postal Service \$85.00 (stamps). Water Renovation Project Expenditures: None. October payroll by dept: Council \$430.60; Finance Office \$851.60; Streets \$1,985.19; Sanitation \$2,811.79; Water \$2,811.79; Electric \$3,314.97; Sewer \$2,076.92. October payments in vacation: Heartland Consumer's Power District \$4,372.53 (power); Venture Communications \$517.53 (phone/fax/internet fees); AFLAC \$70.46 (ins premium).

MAINTENANCE OFFICE: Healy has received notification from the sanitation contractor that some residents are not properly bagging their trash for pick-up. We will follow up with information on utility bills and an item in the newspaper.

NEW BUSINESS: Jesz motioned (#97-2018) to approve the 2019 Liquor Agreement between the City and Swede's Corner and the 2019 Liquor Agreement between the City and The Front Porch; seconded by Hupke; motion carried.

Jesz motioned (#99-2018) to approve the first reading of an Amendment to Ordinance 9-1-5; seconded by Hupke; motion carried. Amendment to Ordinance 9-1-5 – Electrical Connection – Cost of Owner – First Reading. *Currently reads:* After a permit is granted and appropriate fees are paid, the applicant will, at his expense, provide the masthead and meter base required for the electrical connection. The Town will provide the meter. The applicant is responsible for the service line and installation costs, transformer to residence. If the service line is underground, the applicant is responsible for any additional costs. *Add the following:* All new construction projects require underground service from the transformer to the residence/place of business. The Town will reimburse the property owner for ½ of the cost of the electrical wire. Regarding existing overhead lines, the Town will reimburse the property owner for ½ of the cost of the electrical wire if the service is buried underground.

Keogh reported that the State will provide new street signs for the City; they can provide signs regarding jake breaks, but only if the City has an Ordinance in place restricting their use. The first reading of an Ordinance addressing this will be conducted at the December session.

Building permit applications: Jean Likness – bathroom remodel at 105 Linden St @ \$2500.00 – approved; Win Pulfrey – 8x8 entry at 507 Lindley St @ \$750.00 – approved; Steve Neirenhausen - replace patio and construct fence at 109 Chestnut St @ \$6,500.00 – approved.

OLD BUSINESS:

Jesz motioned (#99-2018) to approve the second reading of an Amendment to Ordinance 3-1-3 – Building Permits Required; seconded by Hupke; motion carried. No changes were made since the first reading, which was printed in its entirety in the October meeting minutes.

Fund requests for the water renovation project were reviewed and approved, in the total amount of \$136,614.52 for meter equipment and meter installation fees.

Hupke motioned (#100-2018) to upgrade the community room and library with LED light bulbs and new fixtures where necessary; seconded by Jesz; motion carried. The LED bulbs in the Finance Office have made a big improvement.

Keough provided additional information regarding the trade-in program for the Bobcat, which was also discussed last month. Jesz motioned (#101-2018) to accept the original trade-in bid of \$1,919.00; seconded by Hupke; motion carried.

EXECUTIVE SESSION: Sell motioned and Jesz seconded to enter into executive session at 9:30 p.m.; regular session convened at 9:55 p.m. Sell motioned (**#101-2018**) and Hupke seconded to provide year-end bonuses to city employees in the total amount of \$1,910.00, and to instruct the Finance Officer to research information regarding life insurance coverage options that employees could purchase if they chose to; motion carried.

The meeting adjourned at 10:00 p.m.

The next regular session of the Board of Trustees is scheduled for Tuesday, December 11, 2018 at 6:00 p.m. at the Finance Office.

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

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