

Unapproved Minutes
Langford Board of Trustees
March, 2019

The Langford Board of Trustees met in regular session Tuesday, March 12, 2019 at the Finance Office. President Todd Sell called the meeting to order at 6:10 p.m. with Trustee Jordan Hupke, Trustee Orrie Jesz, Assistant Utilities Manager Joe Keough, and Finance Officer Melody Swearingen in attendance. Utilities Manager Blair Healy joined the meeting at 6:15 p.m.

Sell motioned (#2019-13) to approve the February meeting minutes; seconded by Hupke; motion carried.

FINANCE OFFICE REPORT: Jesz motioned (#2019-14) to approve the February financial report; seconded by Hupke; motion carried.

Swearingen presented the proposed contract from Grant and Williams, Inc. for audit services for our 2018 financial records, at a cost not to exceed \$8,000.00 for audit fees and \$500.00 for travel fees; Hupke motioned (#2019-15) to approve the contract; seconded by Jesz; motion carried.

Swearingen presented information from the Library Board concerning a grant received from the Langford Community Foundation in the amount of \$1,000.00 for the purchase of a multi-function copier/printer for the Library; Sell motioned (#2019-16) to approve the payment of any amount due over and above the \$1,000.00 grant for the purchase of the equipment; seconded by Hupke; motion carried.

APPROVAL OF EXPENDITURES: Hupke motioned (#2019-17) to approve the following expenditures; seconded by Jesz; motion carried: BDM Rural Water System, \$2,345.00 (water); Cardmember Service \$726.98 (Amazon \$151.99 for office equipment; Amazon \$263.46 for lighting supplies; Menard's \$311.53 for lighting supplies); CDJ Electric \$12.12 (lighting supplies); CDJ Electric \$766.86 (water meter – will be reimbursed through water renovation project funds); DaMar Elevator \$2,652.17 (fuel, propane, gasoline, etc); DGR Engineering \$6,014.07 (electric study fees); Grand Slam Computers \$180.00 (repairs); Heartland \$15,248.78 (Feb power & transmissions); Holland NAPA \$90.47 (supplies); Town of Langford \$1,634.05 (utilities); Town of Langford \$8,100.00 (city's portion of fire capital outlay/assessment); Langford Bugle \$55.86 (publications); Langford Lumber \$55.11 (supplies); Lehr Sanitation \$2,500.00 (sanitation services); petty cash replenishment \$4.39 (postage); SD Assn Rural Water \$595.00 (\$225.00 conference registration / \$370.00 membership dues); SD Public Assurance Alliance \$16,807.69 (2019 insurance premium); SD Dept of Revenue \$1,787.11 (Feb sales tax); USDA Rural Development \$2,776.00 (sewer renovation loan payment); United States Postal Service \$79.00 (postage stamps); Verizon Wireless \$195.27 (cell phone fees); Western Area Power Administration \$4,255.98 (power). The following items were paid in vacation in February and March to date: Venture Communications \$527.62 (phone, fax, internet fees); SD Municipal League \$96.00 (registration fees); Marshall County Register of Deeds \$62.00 (recording fees). February payroll by department: Council \$430.61; Finance Office \$831.74; Streets \$7,707.50; Sanitation \$2,475.94; Library \$1,102.82; Water \$2,475.94; Electric \$2,475.94; Sewer \$2,476.33.

NEW BUSINESS:

Hupke motioned (#2019-18) to approve the application for temporary liquor licenses to Lake Region Pheasant Restoration for April 9, 2019 at the Legion Hall; seconded by Jesz; motion carried.

OLD BUSINESS:

Jesz motioned (#2019-19) to approve the second reading of an Amendment to Ordinance 2015-02 – Mobile Home Specifications; seconded by Hupke; motion carried.

AMENDMENT TO ORDINANCE 2015-02

Currently Reads: An Ordinance amending Chapter 3 – BUILDING CODE – for the City of Langford SD by adding a section relating to mobile home specifications within the city limits of the Town of Langford, SD.

BE IT ORDAINED BY THE MUNICIPALITY OF THE TOWN OF LANGFORD, MARSHALL COUNTY, SOUTH DAKOTA, that the following shall be added to Chapter 3 BUILDING CODE as "Chapter 3-2 - Mobile Home Specifications", of the Langford City Municipal Code:

Chapter 3-2 Mobile Home Specifications

3-2-1 – Requirements for new mobile homes. Commencing upon the effective date of this ordinance, any mobile home which is placed within the corporate city limits of Langford, either temporarily or permanently, shall be subject to the following requirements:

- A. Each mobile home shall meet a minimum width of sixteen (16) feet and forty (40) or more feet in length; and
- B. Each mobile home must be fully and completely skirted within thirty (30) days of being located within the corporate city limits; and
- C. Any mobile home that is more than ten (10) years of age from the date of manufacture shall not be allowed, unless a special permit is granted by the City of Langford; and
- D. Only one (1) mobile home unit shall be allowed on a lot or adjoining lots owned by the same individual or entity, unless a special permit is granted by the City of Langford; and
- E. No mobile home shall enter the City of Langford without the previous approval of a building permit application which meets all of the aforementioned requirements; and
- F. All mobile homes shall be connected to water, sewer, electric and garbage services prior to and during occupancy.

3-2-2 - Requirements for existing mobile homes. Existing mobile homes located within the Town of Langford on the effective date of this ordinance, may be declared a public nuisance upon finding by the Town Board of Trustees following a hearing that determines that conditions within the mobile home are hazardous to human health and sanitation.

3-2-3 – Penalty. Any person, persons, firm or corporation violating any of the provisions in this ordinance shall be punished by a fine of not less than \$100.00 or nor more than \$200.00 per day of infraction, or by imprisonment not exceeding thirty (30) days, or by both such fine and imprisonment.

Should any part of this ordinance be held invalid for any reason, the remainder thereof shall not be affected and shall remain in full force and effect.

ADD THE FOLLOWING REQUIREMENTS to Section 3-2-2 - Requirements for existing mobile homes.

Any person, persons, or corporation desiring to move an existing mobile home from its current location within the boundaries of the City of Langford to another location within the boundaries of the City of Langford must first acquire approval from the Board of Trustees through the building permit application process. If approval is granted, the following conditions must also be met:

- A. The mobile home in its new location must be fully and completed skirted within thirty (30) days of being located at its new location within the corporate city limits; and
- B. Only one (1) mobile home unit shall be allowed on a lot or adjoining lots owned by the same individual or entity, unless a special permit is granted by the City of Langford; and
- C. The mobile home in its new location shall be connected to water, sewer, electric and garbage services prior to and during occupancy.

Under no circumstances shall a mobile home be moved from one location within the boundaries of the City of Langford to another location within the boundaries of the City of Langford without prior approval from the Board of Trustees. *(end)*

Following review and discussion of the proposal for construction of curb and gutter on the east half of Chestnut Street on the south side of the school, Hupke motioned (#2019-20) to approve the bid at \$16,666.00 pending bid form to Town of Langford from the contractor; seconded by Jesz; motion carried.

The next regular session of the Board of Trustees is scheduled for Thursday, April 11, 2019 at 6:00 p.m. at the Finance Office.

The council adjourned its regular session to enter executive session at 8:30 p.m.; and reconvened regular session at 8:55 p.m. The finance officer was instructed to advertise for a full-time position in the Maintenance Dept due to the upcoming retirement of the Utilities Manager.

There being no further business, the meeting was adjourned at 9:00 p.m.

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

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