

Unapproved Minutes
Langford Board of Trustees
July, 2019

The Langford Board of Trustees met in regular session Tuesday, July 9, 2019 at the Finance Office. President Todd Sell called the meeting to order at 6:00 p.m. with Trustee Jordan Hupke, Trustee Orrie Jesz, Assistant Utilities Manager Joe Keough, Sean Kramer, and Finance Officer Melody Swearingen in attendance, along with Aaron Miller and Lance Nolz from DGR Engineering.

Miller addressed the council with updates regarding the progress of the water system renovation project. After review of possible cost savings modifications, Hupke motioned (#2019-53) to eliminate that portion of the water tower pump station building that is currently in the plans, replacing it with a pre-fabricated pump station building which will be constructed under a separate contract, with a potential savings of \$75,000 to \$150,000; seconded by Jesz; motion carried. A request from J&J Earthworks for an extension on their scheduled completion date was tabled until the next meeting. Miller reported that work on the pipe replacement will begin this week; Nolz reported that stakes are currently being placed marking the distribution lines. Jennifer Seitsema from Northeast Council of Governments arrived at 6:10 and joined the conversation regarding the water system replacement project; Seitsema, Miller and Nolz left the meeting at 7:05 p.m.

Hupke motioned (#2019-54) to approve the June meeting minutes; seconded by Jesz; motion carried.

Mike Olson from Olson Consulting/Contracting Service joined the meeting at 7:15 p.m., along with Dave Miller from the South Dakota Municipal League. Olson provided information regarding his code enforcement services to municipalities. Miller has been hired through SDML to provide contracted code enforcement services to SD cities. Janet Hupke joined the meeting at 7:18 p.m. Olson and Miller left the meeting at 8:05 p.m. Janet Hupke left the meeting at 8:10 p.m. Jesz motioned (#2019-55) to contract with Olson Consulting / Contracting Service for a period of one year with a \$1,500.00 retainer to be applied to services performed, at a rate of \$75.00 per hour plus travel expenditures; seconded by Jordan Hupke; motion carried.

FINANCE OFFICE REPORT: Hupke motioned to approve the June financial report; seconded by Jesz; motion carried. Swearingen reported information regarding our fee for returned checks; Hupke motioned (#2019-56) to increase our Returned Check Charge to \$40.00; seconded by Jesz; motion carried.

APPROVAL OF EXPENDITURES: Jesz motioned (#2015-57) and Hupke seconded to approve the following expenditures; motion carried: American Solutions for Business \$130.16 (office supplies); BDM \$2,324.00 (water); Cardmember Service \$626.65 (Amazon \$404.45 for supplies; Pierre Ramkota for travel; Menards \$30.20 for supplies); Connecting Point \$1,065.00 (tech support contract); Dakota Supply Group \$540.00 (meters); DaMar Farmer's Elevator \$397.21 (supplies/utilities); Health Pool of SD \$736.21 (premium); Heartland Consumers Power District \$8,081.33 (power and transmission fees); Heiman Fire Equipment \$363.80 (equipment); John Deere Financial \$81.82 (parts); Public Health Laboratory \$148.00 (lab fees); Lake Region Electric \$103.75 (labor); Town of Langford \$2,326.32 (utilities); Langford Bugle \$83.60 (publications); Lehr Sanitation \$2,500.00 (disposal fees); Marshall County Treasurer \$10,841.00 (law enforcement fees); Nelson Sales and Service, LLC \$118.78 (supplies); petty cash replenishment \$118.78 (USPS \$66.63 postage; Front Porch \$44.69 misc); Praxair \$111.32 (maintenance fees); RAM Utilities LLC \$2,500.17 (pole testing); RESCO \$405.00 (supplies); Runnings \$19.88 (supplies); SD Association of Rural Water Systems \$100.00 (sewer service fee); SD One Call \$7.35 (message fees); SD Dept of Revenue \$1,703.91 (June sales tax); SD Supplemental Retirement \$2,994.63 (Special Pay Plan lump sum payment); USDA Rural Development \$2,776.00 (sewer renovation loan payment); US Postal Service \$112.00 (stamps); Western Area Power Administration \$5,185.71 (power). The following items were paid in vacation in June: Cardmember Service \$357.08 (Amazon \$238.50 for

supplies; Demco \$24.90 for summer reading program supplies; Menards \$141.02 for supplies); Venture Communications \$523.78 (phone, fax, internet fees). June payroll by dept: Council \$543.64; Finance Office \$1,756.18; Streets \$2,650.69; Sanitation \$3,384.67; Library \$1,087.75; Water \$3,384.67; Electric \$3,384.75; Sewer \$3,384.75.

NEW BUSINESS:

The following building permit was reviewed and approved: Eileen Smith – remove mobile home at 214 Park St (no cost estimates were provided).

Hearing for temporary liquor license – Hupke motioned (#2015-58) and Jesz seconded to approve the temporary malt beverage liquor license application from the Langford Fire Dept for events conducted on city property during the Summer Festival scheduled for July 27th through June 28th; motion carried.

Amendment to Ordinance 6-3 – Special Events – Hupke motioned (#2019-59) and Jesz seconded to approve the first reading of an Amendment to Section C of Section 6-3-1 to change the wording from “Public Meeting or Assembly ...” to “Public Meeting or Public Assembly ...”; motion carried. The full ordinance may be viewed in the Finance Office.

West Nile Virus Contract – Hupke motioned (#2019-60) and Jesz seconded to approve a mosquito control agreement with the SD Dept of Health for an award of non-federal financial assistance in the amount of \$1,898.00; motion carried.

OLD BUSINESS:

No action taken.

EXECUTIVE SESSION:

The council entered executive session at 11:15 p.m. and reconvened regular session at 11:50 p.m. Hupke motioned (#2019-61) to increase Keough’s hourly wage to \$22.65 due to his increased level of responsibilities; seconded by Jesz; motion carried. Job titles were also discussed at this time; for purposes of city government reporting, Joe Keough will be addressed as the Utilities Manager and Sean Kramer will be addressed as the Assistant Utilities Manager.

There being no further business, the meeting adjourned at 11:55 p.m.

The next regular session of the Board of Trustees is scheduled for Tuesday, August 13, 2019 at 6:00 p.m. at the finance office.

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

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