

Unapproved Minutes
Langford Board of Trustees
November, 2019

The Langford Board of Trustees met in regular session Wednesday, November 13, 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, Utilities Manager Joe Keough, Assistant Utilities Manager Sean Kramer, and Finance Officer Melody Swearingen in attendance, along with Aaron Miller and Lance Nolz from DGR Engineering.

Miller gave an update on the status of the current construction of the water system renovation project, as well as the upcoming water tower construction. Work on the pipe replacement will be suspended until Spring of 2020. Bid opening for the water tower is scheduled for December 18, 2019, and will be awarded at the January 2020 council meeting. Sell motioned (#2019-84) to approve Amendment #2 to Agreement for Water Storage Improvements Between Owner and Engineer for Professional Services (required due to revised design services), increasing the final design fee by \$17,500.00 and the construction phase services by \$12,500.00; seconded by Jesz; motion carried. Miller and Nolz left the meeting at 7:15 p.m.

Hupke motioned (#2019-85) to approve the October meeting minutes; seconded by Sell; motion carried.

FINANCE OFFICE REPORT: Hupke motioned (#2019-86) to approve the October financial report; seconded by Jesz; motion carried. As part of the 2020 Appropriations Ordinance that was approved in October, Hupke motioned to approve Resolution #2019-04; seconded by Jesz; motion carried; which reads as follows: WHEREAS, the City Council of the Town of Langford, under authority of SDCL 9-21-14.1, authorizing accumulation of funds for capital outlay purposes for the year 2020; and WHEREAS, as required by SDCL 9-21-14.2, the purpose and maximum amount of the accumulation must be clearly stated; and WHEREAS, the City Council of the Town of Langford acknowledges that, according to SDCL 9-21-14.2 these accumulated amounts must be expended within 60 months from the date of Resolution establishing said accumulations and any accumulated funds deemed no longer necessary shall revert to the General Fund; and WHEREAS, according to standard accounting principles as established by the SD Department of Legislative Audit, these amounts should instead be a part of the General Fund as a restricted cash account. NOW THEREFORE, be it resolved by the City Council of the Town of Langford, that capital outlay accumulations be established as follows: \$20,000.00 – snow plow/dump truck; \$10,000.00 – repairs /updates to city finance office / library. Total restricted cash for capital outlays for 2020 is estimated at \$30,000.00. Dated November 13, 2019

APPROVAL OF EXPENDITURES: Jesz motioned (#2019-87) to approve the following expenditures; seconded by Hupke; motion carried: McKayla Hesse \$2,485.90 (purchase of lots); McKayla Hesse \$500.00 (purchase of shed); American Solution for Business \$515.46 (tables); BDM Rural Water \$2,754.50 (water); Cardmember Service \$549.37 (Amazon \$250.22 office supplies; Amazon \$65.98 maintenance supplies; Amazon \$126.74 membership fees; WalMart \$106.43 microwave oven at community center); Crawford Trucks \$169.34 (streets supplies); Dakota Supply Group \$151.174 (water meter supplies); Damar Farmer's Elevator \$636.71 (supplies); DGR Engineering \$929.50 (elec line inspections & rate study fees); Frohling Law Office \$2412.40 (atty fees); Heartland Consumers Power District \$6819.51 (power & transmission fees); Holland NAPA \$194.35 (supplies); Jensen Auto \$338.90 (repairs); Kamstrup \$771.37 (tech support fees); Public Health Laboratory \$15.00 (lab fees); Lake Region Electric \$2,190.05 (elec support fees); Town of Langford \$1858.70 (utilities); Town of Langford \$200.00 (resident security deposit applied to acct); Langford Bugle \$128.81 (publications); Langford Lumber \$40.56 (supplies); Lehr Sanitation \$2,500.00 (sanitation services); Marshall Land and Title Co \$165.00 (2020 weekly report); Meyer's Hardware Hank \$10.98 (shop supplies); Wayne Nelson \$95.00 (freight fees for culverts); petty cash replenishment \$128.37 (\$30.00 recording fees; \$98.37 postage); Runnings

\$43.89 (supplies); SD Municipal Finance Officer's Association \$40.00 (2020 membership dues); SD Municipal Human Resources Administration \$25.00 (2020 membership dues); SD Municipal Street Maintenance Association \$35.00 (2020 membership dues); SD One Call \$5.25 (message fees); SD Municipal League \$476.16 (2020 membership dues); SD Municipal League Workmen's Com \$4,048.00 (2020 premium); Share Corp. \$113.85 (shop supplies); Titan Machinery \$180.00 (supplies); TrueNorth Steel \$452.44 (snow plow parts); USDA Rural Development \$2776.00 (water renovation loan payment); US Postal Service \$79.00 (stamps); Verizon Wireless \$203.57 (cell phone fees); Western Area Power Administration \$5,318.81 (power). October payroll by dept: Council \$565.15; Finance Office \$1,029.36; Streets \$1,939.67; Sanitation \$2,815.31; Health \$35.20; Library \$861.68; Water \$3,013.67; Electric \$3,202.98; Sewer \$3,009.25. October Water System Renovation payments: DGR Engineering \$22,697.77 (engineering fees); Town of Langford \$92.60 (reimb publication fees); American Engineering Testing, Inc. \$1,015.00 (engineering fees); J&J Earthworks \$73,150.90 (construction fees); and November Water System Renovation payments: DGR Engineering \$37,245.43 (engineering fees); J&J Earthworks, Inc. \$161,948.64 (construction fees). October payments in vacation: Verizon Wireless \$208.58 (cell phone fees); Frohling Law Office \$3,343.11 (attorney fees); Venture Communications \$540.37 (phone, fax, internet fees).

MAINTENANCE DEPT REPORT:

Keough provided information regarding the Community Facilities Direct Loan and Grant program which offers assistance for street repairs; more information will be available at the next session.

NEW BUSINESS:

Hupke motioned (#2019-88) to declare Lots 5 and 6 of Block 29, also known as 211 Main Street, as surplus property; seconded by Jesz; motion carried. The finance office will secure appraisals; sealed bids will be accepted at the Finance Office until 5:00 p.m. on December 11, 2019.

Hupke motioned (#2019-89) to approve the application from Britton Shrine Club for temporary liquor and malt beverages for the Indoor Ice Fishing Tournament to be held at the Legion Hall on January 11, 2020; seconded by Jesz; motion carried.

Hupke motioned (#201990) to donate \$100.00 in the form of purchased prizes to the Langford Town and Country Club for 'Santa Day'; seconded by Sell; motion carried

Hupke motioned (#2019-91) to increase the rate for bulk water to \$9.00 per thousand gallons (no base or tapping fees apply); seconded by Sell; motion carried.

The following building permits were reviewed and approved: Terry Larson - (no cost provided) shingles at 203 Main St.; Gary Olson - \$5,200.00 metal roof at 307 Walnut St.; Town of Langford - remove storage shed located at 306 Main St. and replace it with storage shed from 211 Main St.

An inspection of the lift station revealed the need for replacement of an impeller at a cost of \$3,274.68; Maint Dept was instructed to proceed.

Bobcat in Gwinner provided a quote of \$6,300.00 as a trade-in cost, which includes a new bobcat and a new snow-blower; Jesz motioned (#2019-92) to approve the trade; seconded by Hupke; motion carried.

OLD BUSINESS:

Jesz motioned (#2019-93) to approve the 2020 liquor license renewal applications from Swede's Corner and The Front Porch; seconded by Hupke; motion carried.

EXECUTIVE SESSION: Sell motioned (#2019-94) and Jesz seconded to enter into executive session at 9:15 p.m.; regular session convened at 9:35 p.m. Sell motioned to provide year-end bonuses to city employees in the total amount of \$2,040.00; seconded by Jesz; motion carried.

There being no further business, the meeting adjourned at 9:40 p.m.

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

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

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