

Unapproved Minutes
Langford Board of Trustees
December, 2019

The Langford Board of Trustees met in regular session Wednesday, December 11, 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 Terry Larson from Crawford Trucks & Equipment, Inc.

Larson presented information on a 2006 International Dump Truck with a snow plow; Larson left the meeting at 6:15 p.m.

Hupke motioned (#2019-96) to approve the November meeting minutes; seconded by Sell; motion carried.

FINANCE OFFICE REPORT: Jesz motioned (#2019-97) to approve the November financial report; seconded by Sell; motion carried.

Swearingen reported information regarding a \$20,000.00 capital outlay that was established in 2014 for the purpose of electrical repairs/upgrades; Sell motioned (#2019-98) to dissolve this capital outlay via transfer of these funds within the Electric Fund to available funds within the Electric Fund for 2019 expenditures related to the electric rate study / electric line inspection fees and for expenditures related to the purchase of meter read equipment; seconded by Hupke; motion carried.

Jesz (#2019-99) motioned to approve the first reading of an Amendment to the 2019 Appropriation Ordinance; seconded by Hupke; motion carried.

APPROVAL OF EXPENDITURES: Sell motioned (#2019-100) to approve the following expenditures; seconded by Jesz; motion carried: BDM Rural Water \$2,373.00 (water); Cardmember Service \$526.42 (Amazon \$51.77 office supplies; Amazon \$60.03 paper towels; Hi-Line \$331.64 elec supplies; Menards \$82.98 supplies); DaMar C-Store \$100.00 (gift cards for Santa Day contribution); Damar Farmer's Elevator \$2,335.35 (supplies, utilities); DGR Engineering \$2,255.00 (elec line inspections/rate study fees); Heartland Consumers Power District \$18,918.46 (power and transmission fees); Heiman Fire Equipment \$555.90 (gear); Holland NAPA Auto Parts \$611.08 (supplies); Innovative Office Solutions \$354.11 (utility bill postcards); Jensen Auto \$328.90 (supplies & repairs); Public Health Laboratory \$300.00 (lab fees); Town of Langford \$2,469.73 (utilities); Langford Bugle \$188.81 (publication fees); Langford Lumber \$63.00 (supplies); Lehr Sanitation \$2800.00 (Nov services plus roll-off); Marshall County Treasurer \$21,682.00 (3rd & 4th qtr law enforcement fees); petty cash replenishment \$35.54 (\$30.00 recording fees; \$5.54 postage); SD DENR \$12.00 (certification fees); SD Municipal Electric Association \$328.00 (2020 membership dues); SD One Call \$1.05 (message fees); SD Dept of Revenue \$1,510.82 (November sales tax); Productivity Plus \$505.00 (Titan Machinery – parts); USDA Rural Development \$2,776.00 (sewer renovation loan payment); Venture Communications \$525.79 (phone, fax, internet fees); Verizon Wireless \$219.26 (cell phone fees); Western Area Power Administration \$4,206.84 (power). November payroll by dept: Council \$430.62; Finance Office \$1,771.04; Streets \$2,101.00; Sanitation \$3,098.16; Library \$1,410.71; Water \$3,098.16; Electric \$4,754.36; Sewer \$3,097.66. November water system renovation payments: DGR Engineering \$37,245.43 (engineering fees); J&J Earthworks, Inc. \$161,948.64 (construction fees).

NEW BUSINESS:

The Maintenance Dept reported issues with snow removal at residences with automobiles parked on the street or too near the street in the right-of-way. Pursuant to Ordinance 10-3-7, fines will be issued. A letter of warning will be sent for the first offense; each recurring offense will result in a \$25.00 fine.

Jesz motioned (#2019-101) to purchase a new computer for the Finance Office; and to upgrade the existing computer to be used in the Maintenance Office; and to replace the two desktop computers

in the Library with one computer; at an approximate cost of \$2,400.00; seconded by Hupke; motion carried.

OLD BUSINESS:

Two sealed bids for Lots 5 and 6 of Block 29 a/k/a 211 Main Street were opened and reviewed. Jesz motioned (#2019-102) to award the bid to the highest bidder, Zach Marlow, at a price of \$2,300.00; seconded by Hupke; motion carried.

Hupke motioned (#2019-103) to establish a rate for building permits at a cost of \$10.00 each; seconded by Sell; motion carried. Building permits are required in the following circumstances: 1.) any new construction, or for moving an existing structure/bldg. into or within city limits (for storage buildings, see #4); 2.) any improvement, whether inside or outside, in which the market value of the improvements exceeds \$3,000.00; 3.) any structure/building in which the existing measurements (footprint) is altered; 4.) storage buildings: less than 8x10 do not require a dollar amount, but must meet setback requirements; larger than 8x10 require a dollar amount and must meet setback requirements; 5.) any concrete, asphalt, paved or graveled driveway erected, partially erected, moved, added to or structurally altered in which the market value of the improvement exceeds \$3,000.00; 6.) removal of any structure/building; 7.) any change of occupancy status (for example: change from residential to commercial).

Jesz motioned (#2019-103) to implement a 'Contractor Permit' (for line installation, replacement or maintenance) and establish the fee at \$10.00; seconded by Hupke; motion carried. An example of a situation requiring this permit would be the laying of fiber optic lines within the city's right of way.

A special session of the Board of Trustees is scheduled for Monday, December 30, 2019 at 6:00 p.m. for the purpose of transferring contingency funds within the General Fund, and the second reading of the Amendment to the 2019 Appropriations Ordinance, payment of any expenditures that may be received before year-end, and any other year-end situations that may arise. The next regular session of the Board of Trustees is scheduled for Monday, January 13, 2020 at 6:00 p.m. at the Finance Office.

There being no further business, the meeting adjourned at 8:25 p.m.

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