

Unapproved Minutes
Langford Board of Trustees

The Langford Board of Trustees met in special session Monday, December 30, 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, and Finance Officer Melody Swearingen in attendance.

Jesz motioned (#2019-104) to approve the second reading of an Amendment to the 2019 Appropriation Ordinance; seconded by Sell; motion carried. The Amendment reads as follows: The 2019 Appropriation Ordinance is hereby amended to remove budgeted funds in the total amount of \$13,150.00 from the revenue portion of the Annual Budget within the General Fund from the following line items within the General Fund:

101.00-310.00 Tax Revenues - \$6,300.00

101.00-330.00 Intergovernmental Revenues - \$2,850.00

101.00-344.01 Sanitation Collections - \$4,000.00

AND NOTED that there is no need to add budgeted funds to the expenditure portion of the Annual Budget within the General Fund. Dated this 11th day of December, 2019; First reading 12/11/19; second reading 12/30/19.

Hupke motioned (#2019-105) to approve the transfer of funds from the Electric Fund to the General Fund as prescribed within the 2019 Annual Budget; seconded by Sell; motion carried. Transfer as follows: \$80,000.00 from line 603.00-101.00 to line 101.00-101.00.

Hupke motioned (#2019-106) to transfer capital outlay funds in the amount of \$20,000.00 to the January, 2019 purchase of a 2019 Case Wheel Loader that was purchased using capital outlay funds prescribed within the 2019 Annual Budget for the purchase of a snow plow/dump truck; seconded by Sell; motion carried.

Hupke motioned (#2019-107) to approve the transfer of contingency funds; seconded by Sell; motion carried: RESOLUTION 2019-05 – TRANSFER OF CONTINGENCY FUNDS – BE IT RESOLVED by the City Council of the Town of Langford that the Finance Officer is hereby directed to transfer \$14,625.00 of the \$15,000.00 within the Contingency Fund within the General Fund to the following line items within the General Fund:

101.00-411.5 Contingency (\$14,625.00)

101.00-411.1 Council \$1,000.00

101.00-419.2 Government Property \$1,000.00

101.00-421.0 Law Enforcement \$500.00

101.00-441.1 Health – Public Nuisance \$1,500.00

101.00-449.0 Health \$9,000.00

101.00-452.0 Parks \$825.00

101.00-455.0 Library \$800.00

Dated this 11th day of December, 2019; AND noted that such Resolution was agreed upon and adopted at the City Council Meeting dated December 30, 2019.

Swearingen presented a draft of the 2018 Audit Report, which shows one finding: material weakness in internal controls noted due to lack of proper segregation of duties that existed for revenue transactions; this comment is a result of the size of the Town of Langford, which precludes staffing at a level sufficient to provide an ideal environment for internal controls; the Trustees will continue to monitor the finance office's revenue process through monthly reports and with the implementation of compensating internal controls whenever and wherever possible. A copy of the draft may be viewed in the Finance Office in its entirety.

Hupke motioned (#2019-108) to begin collection of the surcharge for the water system renovation project, effective with the January 2020 utility bills (surcharges are collected for the purpose of loan repayment); seconded by Jesz; motion carried. The surcharge will be in the amount of \$6.00 per

utility account; this surcharge is based off the original loan documentation and will increase at some point, as we have requested additional funding for the water tower replacement.

Jesz motioned (#2019-109) to approve the contract renewal with South Dakota Public Assurance Alliance Liability and Property Pool; seconded by Hupke; motion carried.

Hupke motioned (#2019-110) to approve the sale of property within the City; seconded by Jesz; motion carried. A RESOLUTION TO AUTHORIZE THE SALE OF CERTAIN REAL ESTATE OWNED BY THE TOWN OF LANGFORD AND TO DESIGNATE THE BOARD PRESIDENT AS SIGNATORY FOR ALL DOCUMENTS RELATING TO THE TRANSFER OF SAID REAL ESTATE. BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF LANGFORD, SD: WHEREAS, the Town of Langford owns certain real estate located in Marshall County, SD, and described as: Lots 5&6, Block 29, Langford, SD a/k/a 211 Main St., Langford, SD; WHEREAS, pursuant to SDCL9-12-1(2), the Municipality is authorized to sell real estate for any purpose authorized by law; WHEREAS, the Town of Langford desires to sell the above-described real estate to Zachery Marlow; NOW, THEREFORE, BE IT RESOLVED THAT THE Town of Langford SD, forthwith enter a contract for the sale of the above referenced real estate for the sum of \$2,300.00, along with closing costs; AND BE IT FURTHER RESOLVED, that Todd Sell, President of the Board of Trustees of the Town of Langford, is hereby authorized and directed to execute all documents and take whatever other action he may deem necessary to consummate the sale of the above described real estate for the consideration of this Resolution. Dated this 30th day of December, 2019.

Swearingen presented a contract from Code Enforcement Specialists, who has purchased the business from Olson Consulting/Contracting Services, who entered into contract with the Town of Langford in 2019. Hupke motioned (#2019-111) to decline the contract from Code Enforcement Specialists and request a refund of remainder funds from Olson Consulting/Contracting Services; seconded by Sell; motion carried.

Sell motioned (#2019-112) to enter Executive Session at 7:30 p.m.; seconded by Jesz; motion carried. The Council reconvened Regular Session at 8:00 p.m. Hupke motioned (#2019-113) to increase wages to city staff members at a rate of 2%; seconded by Jesz; motion carried.

There being no further business, the meeting adjourned at 8:05 p.m. 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.

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

Published once at an approximate cost of \$_____.