

Unapproved Minutes
Langford Board of Trustees
March, 2020

The Langford Board of Trustees met in regular session Tuesday, March 10, 2020 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 Lindsey Kimber, GLAD Executive Director, and Paula Jensen in attendance.

Kimber reported information regarding GLAD's updated website, and reported on an upcoming training opportunity called "Bring Your 'A' Game to Work".

Jensen reported on the Langford Area Community Gathering that is scheduled for April 3rd at the Legion Hall; community development or enhancement projects may be identified, with grant funds provided through a Community Innovation Grant which was applied for by GLAD.

Kimber and Jensen left the meeting at 6:15 p.m.

Hupke motioned (#2020-23) to approve the meeting minutes from both the February regular and special sessions; seconded by Jesz; motion carried.

FINANCE OFFICE REPORT: Hupke motioned (2020-24) to approve the February financial report; seconded by Sell; motion carried.

APPROVAL OF EXPENDITURES: Jesz motioned (#2020-25) to approve the following expenditures, seconded by Hupke; motion carried: BDM Rural Water \$2,111.20 (water); Cardmember Service \$385.37 (\$53.41 Amazon for office/paper supplies; \$270.03 Amazon for maint dept supplies; \$45.96 Menard's for maint dept supplies; credit from Dakota Lodge \$22.64 for travel reimbursement; \$38.61 Pilot for travel); DaMar Farmer's Elevator \$855.78 (propane, gasoline, etc.); Grant & Williams, Inc. \$3,270.00 (audit fees); Heartland Consumers Power District \$14,101.40 (power; transmission fees); Holland NAPA \$122.69 (supplies); Jensen Auto Service \$194.89 (services); Public Health Laboratory \$186.00 (lab fees); Town of Langford \$8,100.00 (city's share of Fire Dept assessment/capital outlay); Town of Langford \$1,994.60 (utilities); Langford Bugle \$375.04 (publications); Lehr Sanitation Service \$2,500.00 (sanitation services); petty cash replenishment \$3.40 (postage); Pro Ag Supply \$1,684.00 (equipment); SD Association of Rural Water Systems \$370.00 (membership fees); SD Dept of Revenue \$2,020.25 (sales tax); SD USDA Rural Development \$2,776.00 (sewer loan payment); US Postal Service \$79.00 (stamps); US Dept of Energy WAPA \$4,329.60 (power). February payroll by dept: Council \$861.20; Finance Office \$1,374.31; Streets \$1,997.80; Sanitation \$3,151.25; Library \$654.61; Water \$3,151.25; Electric \$3,176.25; Sewer \$3,151.54. February payments in vacation: Grant & Williams, Inc. \$1,253.84 (audit fees); SD Municipal League \$92.00 (registration fees); Venture Communications \$541.19 (phone, fax, internet fees); Town of Langford \$463.06 (security deposits and refunds applied to utility accounts); Patsy Foote \$8.92 (security deposit refund); SD DENR \$10.00 (certification test fee); Marshall County Register of Deeds \$4.00 (copies). February water system renovation payments: DGR Engineering \$12,050.00 (engineering fees); J&J Construction \$77,799.31 (construction fees).

MAINTENANCE DEPT REPORT:

Keough reported on necessary repairs at the lift station.

Kramer reported information from a session he attended regarding Emerald Ash Borers, which will eventually affect the ash trees in our community. He was instructed to consult with SD Community Forester Jon Livermore from Watertown to schedule a community informational meeting on this topic.

NEW BUSINESS:

A funding request for the Water System Renovation Project in the total amount of \$92,586.06 was reviewed.

The City of Langford has participated in the Marshall County Natural Hazard Mitigation Plan, being prepared by Northeast Council of Governments. Swearingen presented the draft of the Plan for

council review. Information regarding the opportunity to review the Plan and present comments to NECOG before April 5th will be placed on March utility bills, and posters have been placed within the community. Comments may be mailed to NECOG, 416 Production St. N., Suite 1, Aberdeen SD 57401 or emailed directly to alison@necog.org.

The City of Langford has terminated the contract with Olson Consulting / Contracting Services and has received a refund from the remainder of retainer fees. Information from Code Enforcement Specialists was presented; Jesz motioned (#2020-26) to decline to enter into a contract at this time; seconded by Sell; motion carried.

Kramer presented a quote for building materials to replace siding on the side walls and back wall of the Finance Office / Library building at around \$5,000.00. No action was taken. The siding on the face of the building is being replaced at this time, along with the replacement of the windows.

Swearingen reported that we are still holding funds in the amount of \$500.00 that were contributed to us last year for our summer youth activities. We don't currently have a softball program; the Britton program has requested the use of Langford's field for practice sessions. Hupke motioned, (2020-27) to contribute \$500.00 to the utility expenditures, as many of the Langford youth will benefit; seconded by Jesz; motion carried.

Swearingen reported that the Finance Office has received and accepted one nominating petition for Jesz's three-year term that will expire in May; being unopposed for office, Orrie Jesz will retain his seat on the City Council for another three-year term.

Swearingen presented a request for a contribution to the Post Prom party, scheduled for April 25th. Hupke motioned (#2020-28) to provided ten \$10.00 DaMar gift cards as prizes; seconded by Sell; motion carried.

OLD BUSINESS:

Jesz motioned (#2020-29) to approve the second reading of an amendment to ORDINANCE 9-2-6, and the second reading of an addition of ORDINANCE 9-2-7, and the second reading of an amendment to ORDINANCE 9-2-4; seconded by Hupke; motion carried.

AMENDMENT TO ORDINANCE 9-2-6: Currently reads: INSPECTION. The Utilities Manager or other duly authorized employees and agents of the Town shall inspect all sewers, connections, and appurtenances thereto before any trenches and grades are refilled. All sewers shall be left open and clean for inspection of joints and sewer lines. The applicant or his agent for the sewer permit shall notify the Utilities Manager when the sewer is ready for inspection. Upon completion of said inspection the applicant shall be immediately notified if the sewer is approved or rejected. ADD THE FOLLOWING: POWERS AND AUTHORITY OF INSPECTORS. The Maintenance Department employees and other duly authorized employees of the Town of Langford bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing pertinent to discharge to the community system. The Maintenance Department employees or other duly authorized employees are authorized to obtain information concerning industrial processes, which have a direct bearing on the kind and source of discharge to the wastewater collection system. The industry may withhold information considered confidential by establishing that the revelation to the public of the information in question might result in an advantage to competitors. While performing the necessary work on private properties, the Maintenance Department employees or duly authorized employees of the city shall observe all safety rules applicable to the premises, and the property owner shall be held harmless for injury or death to the city employees, and the city shall indemnify the property owner against loss or damage to the property by city employees and against liability claims and demands for personal injury or property damage asserted against the property owner growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the property owner to maintain adequately safe conditions. The Maintenance Department employees or duly authorized employees of the city shall be permitted to enter all private properties to

which the city provides sewer services for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the wastewater facilities. Any person or commercial business found to be violating any provision of CHAPTER 9 SEWERS shall be serviced with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction of such violation. The offender shall, within the period of time stated in such notice, permanently cease all violations. Any person or commercial business who shall continue any violation beyond the time limit provided for, shall be fined in an amount established by the City Council and reviewed periodically. (In accordance with Ordinance 9-1-8, all payments to the Town of Langford are applied in the following order: unpaid bills other than utility bills, unpaid fines, then unpaid utility bills.) Continuation of the violation may result in disconnection of utility services and/or additional fines.

ADDITION OF ORDINANCE 9-2-7 to SECTION 9 SEWERS: It is unlawful for any person or for the owner or occupant of any premises or business in the city to discharge or permit to be discharged or cause to be discharged into the sanitary sewer system of the city, or into any drain or sewer connected with such sanitary sewer system, any storm-water whatever from the roofs of buildings, from the overflow of cisterns, storm-water, surface water, groundwater, footing drains, cooling water or unpolluted industrial process waters or otherwise; and no person shall allow water to run a sump and then allow such water to be pumped from there to the sanitary sewer system; except sump pumps may discharge into sanitary sewers located in a family dwelling house between October 31st and April 1st, provided that all plumbing is visible for inspection and no storm sewer is available for discharge. It is lawful for the board president, council members, or agents or employees to enter any building within the city which is connected to the sanitary sewer system of the city to ascertain if the prohibited acts of this section are being violated, and they and each of them shall have the right to enter such premises or buildings at all reasonable hours, and it is unlawful for any person to resist such entry. If the owner or occupant of any premises shall refuse access to the premises by the officers or employees of the city for such purposes, utility services (water) to the premises may be disconnected.

AMENDMENT TO ORDINANCE 9-2-4 - REMOVE THE LANGUAGE THAT WAS ADDED TO AN AMENDMENT TO ORDINANCE 9-2-4 with a first reading on August 14, 2018 and a second reading on September 11, 2018: Remove the following: All users of the municipal's sewer system are prohibited from discharging water from sump pumps or drain tile systems into the municipal sewer system between the dates of April 1st and October 15th.

Sell motioned (#2020-30) to enter Executive Session at 9:15 p.m.; seconded by Jesz; motion carried.

Regular Session reconvened at 9:35 p.m. Sell motioned (#2020-31) to offer the open part-time Librarian position to Nicole Hoines at a rate of \$13.50 per hour; seconded by Jesz; motion carried.

The next regular session of the Board of Trustees is scheduled for Tuesday, April 14, 2020 at 6:00 at the Finance Office.

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

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

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