

Unapproved Minutes
Langford Board of Trustees
March, 2020

The Langford Board of Trustees met in special session Thursday, March 26, 2020 at the Finance Office. President Todd Sell called the meeting to order at 6:10 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.

This session was called for the purpose of discussion regarding COVID 19 measures. Hupke motioned (#2020-32) to adopt and follow the guidelines issued by Governor Kristi Noem on March 23, 2020 in the Executive Order Regarding COVID-19 Guidelines, which state that all local and municipal governments within the State of South Dakota should: **Implement** the recommended CDC hygiene practices and public employees arrangements designed to reduce the likelihood of spreading the disease, and take action based on facts, data, and science; **Restrict** public gatherings of ten people or more, unless it is necessary; **Review** the business practices of each “enclosed retail business that promotes public gatherings” in their community for compliance with this Executive Order and protect the ability of those businesses to innovate; **Encourage** entrepreneurial innovation in the private sector to provide employment opportunities to protect the continued operation of the free market consistent with recommended CDC hygiene practices and understand that COVID-19 will impact their communities for potentially eight weeks or more; and **Protect** the critical infrastructure sectors, as defined by the Department of Homeland Security, such as healthcare services, pharmaceutical industry, and food supply entities, as these sectors have a special responsibility to maintain their normal work schedule. This motion was seconded by Jesz; motion carried.

Sell motioned (#2020-33) to waive late fees on utility payments for the current bill cycle and the April bill cycle **IF** residents / businesses make prior arrangements for payment at the Finance Office **BEFORE** the late fees are incurred; the utility charges will not be forgiven or erased, but we will work with our customers to establish payment plans to prevent the accumulation of large balances. This motion was seconded by Jesz; motion carried.

Hupke motioned (2020-34) to take the following actions regarding COVID 19: suspend rental of the community center; close the Library to the public (this was done on Tuesday, March 24th); and strictly limit traffic in the Finance Office and the City Maintenance Office; seconded by Sell; motion carried. Currently staff members are still working. Most business can be conducted through phone or email. Utility payments should be placed in the drop box outside the Finance Office; if customers desire to pay with cash or enter into a payment agreement with the City, they may enter the building but should refrain from entering into the Finance Office. Anyone wishing to use books from the Public Library are welcome to do so at this time by calling the Library or Finance Office to request books; they will be sanitized to the best of our ability and placed in plastic bags and delivered at the curb; return books in plastic bags; they will be quarantined before being placed back on the shelves; we ask that the public not enter the Library at this time. All library-sponsored reading programs are cancelled until further notice.

The council entered into Executive Session at 7:10 p.m. and resumed regular session at 7:40 p.m. Sell (#2020-35) motioned to give Yvonne Olson a bonus in the amount of \$1,000.00 as a token of the city's appreciation for her contributions and dedication to the Langford Public Library; seconded by Jesz; motion carried. Jesz motioned (#2020-36) to waive the requirement for city employees to use sick leave and/or vacation hours if they are required to quarantine or experience illness due to COVID 19; seconded by Sell; motion carried.

There being no further business, the meeting adjourned at 7:45 p.m.

The next regular session of the Board of Trustees is currently scheduled for Tuesday, April 14, 2020 at the Finance Office. Before that time, the finance office will notify the public if that meeting is to

take place with people gathering at the finance office, or if there will be some other method of communication that will accommodate the open meetings requirements.

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

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