

Unapproved Minutes
Langford Board of Trustees
May, 2020

The Langford Board of Trustees met in regular session Tuesday, May 12, 2020 at the Finance Office. President Todd Sell called the meeting to order at 6:05 p.m. with Trustee Jordan Hupke, Utilities Manager Joe Keough, Assistant Utilities Manager Sean Kramer, and Finance Officer Melody Swearingen in attendance, along with Aaron Miller from DGR Engineering and Orrie Jesz.

The Oath of Office was administered to Orrie Jesz, who ran unopposed for the seat which term expired in May, 2020. Jesz nominated Sell to serve as Board President; Sell accepted the nomination. Jesz motioned (#2020-50) to appoint Sell as Board President; seconded by Hupke; motion carried.

Aaron Miller addressed the council with an update to the water system renovation project. The Water Distribution Project (lines) has reached substantial completion; re-seeding should begin soon. The Water Storage Improvements Project (tower) is under construction. Miller also presented information regarding options for street renovations on the north side of the city; we will revisit this after he has had the opportunity to research funding possibilities. Miller left the meeting at 7:55 p.m.

Hupke motioned (#2020-51) to approve the April meeting minutes; seconded by Jesz; motion carried.

FINANCE OFFICE REPORT: Hupke motioned (#2020-52) to approve the April financial report; seconded by Jesz; motion carried. Sell motioned (#2020-53) to approve the 2019 Annual Report; seconded by Hupke; motion carried.

APPROVAL OF EXPENDITURES: Jesz motioned (#2020-54) to approve the following expenditures; seconded by Hupke; motion carried: Agtegra \$60.00 (supplies); BDM Rural Water \$2,133.40 (water); Cardmember Service \$598.18 (Amazon \$512.14 supplies; HiLine \$39.62 elec supplies; Menards \$28.16 supplies; Costco \$18.26 supplies); Crawford Trucks \$11.13 (parts); Dakota Supply Group \$1,002.79 (water meters and supplies); DGR Engineering \$1,048.50 (electric study fees); Frohling Law Office \$792.00 (legal fees); Grand Slam Computers \$100.00 (software upgrade); Heartland Consumers Power District \$13,126.73 (power and transmission fees); House of Glass \$186.75 (supplies); Public Health Laboratory \$255.00 (lab fees); Town of Langford \$2,299.45 (utilities); Langford Lumber Co. \$994.69 (rental fees; supplies); Lehr Sanitation \$2,850.00 (April services; roll-off); Mac's \$7.00 (supplies); petty cash replenishment \$64.90 (postage); SD One Call \$22.05 (message fees); SD DOR \$1,908.45 (sales tax); Stan Houston Equip Co. \$16.50 (supplies); USDA Rural Development \$2,776.00 (sewer renovation loan payment); US Postal Service \$79.00 (stamps); Verizon Wireless \$140.37 (cell phone fees); Western Area Power Administration \$3,818.10 (power). April payroll by dept: Council \$565.17; Finance Office \$1,032.20; Streets \$2,342.21; Sanitation \$2,789.25; Library \$1,700.33; Water \$2,789.25; Electric \$2,814.25; Sewer \$2,789.46. April expenditures paid in vacation: AFLAC \$76.96 (ins premium); Venture Communications \$534.62 (phone, fax, internet fees); Mike's Heating & Cooling \$188.98 (repairs); One Call Now \$62.05 (software annual fee). April water system renovation payments: Town of Langford \$15.60 (advertising reimbursement); DGR Engineering \$11,262.20 (engineering fees); Maguire Iron \$81,308.49 (construction fees).

MAINTENANCE DEPT REPORT: Keough reported information regarding a complaint from the sanitation services provider. Residents are required to bag all trash or it may not be picked up by the garbage truck.

NEW BUSINESS:

Regarding actions for the COVID 19 pandemic, the city council followed the same processes as the previous regular session regarding social distancing and passing documents. Once again, the city recognized the actions taken by our local businesses and commended them for their actions to protect our public.

Jesz motioned (#2020-55) to declare the following items as surplus and add them to the list of items that were declared at the April session: two antique book shelves, antique podium, swivel book easel, library card catalog, computer desk (these are items from the Library and all sale proceeds from these items, along with the computer desk and antique table that were declared as surplus in April, will be given to the Library for the purchase of books, supplies, etc. as needed), a Gibson self-cleaning oven, and a Smith Corona dictionary typewriter; seconded by Sell; motion carried. These items will be placed for online auction in early June.

Hupke motioned (#2020-56) to approve the liquor license renewal application for DaMar C-Store along with the Operating Agreement between The Town of Langford and DaMar C-Store; seconded by Sell; motion carried.

Hupke motioned (#2020-57) to approve the purchase of cell phone booster for the Community Center at an approximate cost of \$480.00; seconded by Jesz; motion carried.

Hupke motioned (#2020-58) to approve the purchase of an integrated library system and wireless bar code reader at a combined cost of approximately \$179.00, and approve the annual software fee of \$139.00; seconded by Jesz; motion carried.

The City had received a request from the Langford Area School for more detailed information regarding their utility bills. An audit of fees was conducted for the period of January 2017 (when we began using a new municipal integrated software system) through April 2020, and it was discovered that the school has been overcharged for water usage and sewer services on their second water meter; the city had agreed to charge one base rate for water and one base rate for sewer services, even though the school has two separate water meters. The audit revealed a total overcharge of \$486.59 in water charges and \$417.60 in sewer charges for that forty month period, for a total of \$904.19, or an average of \$22.60 per month. A credit will be issued, and coding will be corrected for future billings. The codes used for the school's utility bill are unique to the school, so other accounts were not affected by the coding error.

OLD BUSINESS:

Kramer reported on work that has been done to find a solution to the problem of standing water on the southern section of Market St. and the corner of Market St. and Linden St.; the city council instructed the Maintenance Dept to complete the work to promote proper drainage.

One building permit application was reviewed and approved.

Hupke motioned (#2020-59) to provide a key to Hickman Township for access to the building that houses the Finance Office and the Library. There being no second to the motion, it did not carry. The City has offered access and usage of the building at no cost and at any time that the building has not already been rented to another party or is required for city business, with prior notification.

The next regular session of the Board of Trustees is scheduled for Tuesday, June 9, 2020 at 6:00 p.m. at the Finance Office.

There being no further business, the meeting adjourned at 10:40 p.m.

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

Published once at an approximate cost of \$_____.