

Unapproved Minutes
Langford Board of Trustees
October, 2020

The Langford Board of Trustees met in regular session Wednesday, October 14, 2020 at the Finance Office. President Todd Sell called the meeting to order at 6:08 p.m. with Trustee Jordan Hupke, Trustee Orrie Jesz, Utilities Manager Joe Keough, Assistant Utilities Manager Sean Kramer, Deputy Finance Officer Savannah Person, and Finance Officer Melody Swearingen in attendance, along with Aaron Miller, DGR Engineering.

Miller addressed the council with an update on the water system renovation project. He left the meeting at 7:30.

Kramer and Keough were called away at 6:45 p.m. to attend city business and returned at 8:50 p.m.

Hupke motioned (#2020-97) to approve the September regular session and September special session meeting minutes; second by Jesz; motion carried.

FINANCE OFFICE REPORT: Sell motioned (#2020-98) to approve the September financial report; seconded by Jesz; motion carried.

APPROVAL OF EXPENDITURES: Jesz motioned (#2020-99) to approve the following expenditures; seconded by Hupke; motioned carried: Corporate Trust \$916.55 (water system renovation payment); Agtegra \$76.00 (fire dept. supplies); BDM Rural Water \$3,287.80 (water); Cardmember Service \$584.65 (Amazon \$223.06 for finance office supplies; Fastenal Co. \$15.89 for fire dept. supplies; Web Tire Sales \$280.19 for snow plow chains; Amazon \$29.65 for finance office air filters; Amazon \$13.60 for shop supplies; Amazon \$22.26 for library supplies); Dakota Fluid Power, Inc. \$397.68 (snow plow repairs); DaMar Farmers Elevator \$845.36 (repairs, maint. and supplies); Grant & Williams \$5,412.50 (audit fees); Hansmeier & Son, Inc. \$176.25 (grass seed); Troy Hanson \$150.00 (security deposit refund); Heartland \$2,646.59 (transmission fees); Holland NAPA Auto Parts \$29.83 (shop supplies); Innovative Office Solutions \$274.63 (check blanks); Kamstrup \$781.47 (software subscription); Public Health Laboratory \$517.00 (lab fees); Town of Langford \$150.00 (Erin Burgett security deposit refund); Town of Langford \$1,000.00 (2020 mosquito spraying); Town of Langford \$1,424.53 (utilities); Langford Bugle/Marshall County Journal \$151.11 (publications); Langford Lumber \$799.03 (repairs and supplies); Terry Larson \$3,300.00 (rental contract); Lehr Sanitation \$3,150.00 (September services and Summer Fest porta-potties); Marshall Co. Register of Deeds \$15.00 (plat copies); Maxwell Electric \$4,354.84 (furnace); Milbank Winwater \$12.99 (supplies); Petty Cash Replenishment \$24.95 (postage); Running Supply, Inc. \$34.04 (shop supplies); SD One Call \$9.45 (messages fees); SD DOR \$1,865.48 (September sales tax); Eileen Smith \$10.00 (building permit refund); Keith Swearingen \$100.00 (used heater for finance office); USDA Rural Development \$2,776.00 (water system renovation payment); US Postal Service \$158.00 (stamps); Venture Communications \$530.42 (phone, fax, and internet fees); Verizon Wireless \$132.63 (cell phone fees); Western Area Power Administration \$5,191.91 (power); Hewitt Ins & Appraisals \$50.00 (notary bond); SD Secretary of State \$30.00 (notary filing fee). September payroll by dept: Council \$430.60; Finance Office \$1,892.17; Streets \$1,862.17; Sanitation \$3,729.95; Library \$1,294.08; Water \$3,729.95; Electric \$3,754.95; Sewer \$3,915.44. September paid in vacation: Verizon \$187.58 (cell phone fees). September water system renovation payments: Meierhenry Sargent LLP \$5,700.00 (administration fees); DGR Engineering \$7,933.83 (engineering fees); American Engineering Testing, Inc. \$1,790.00 (engineering fees); Maguire Iron \$58,543.75 (construction fees); Town of Langford \$225.00 (reimbursement for construction supplies).

NEW BUSINESS:

Hupke motioned (#2020-100) to approve building permits for Mike Swenson and Stuart Samson; seconded by Sell; motion carried.

Hupke motioned (#2020-101) to approve the second reading of an Amendment to Ordinance 9-1-4; seconded by Jesz; motion carried. Ordinance Amendment reads as follows: 9-1-4 – WATER AND SEWER CONNECTION - COST OF OWNER - After a permit is granted and appropriate fees are paid, the applicant will, at property owner's expense, provide for the extension of the water and/or sewer system from the mains to the property owner's property. The Town will provide the corporation cock and saddle for the water connection, and will provide the first meter and the re-setter. Future maintenance and/or replacement costs of providing for the extension of the water and/or sewer system from the main line to the customer's property, including curb stop, are the responsibility of the property owner. If city maintenance employees are unable to turn water on and off when necessary due to the condition of the curb stop, or if the curb stop is damaged to such a degree that the maintenance employees cannot turn it with a wrench, or if the curb stop is leaking, property owner shall, at property owner's expense, replace curb stop immediately upon request from the City. If property owner does not comply within thirty (30) days, City shall hire a contractor for the repairs and/or replacement of the curb stop at the property owner's expense. All stages of such extension and connection and future maintenance and/or replacement shall be supervised by the Town Board, Utilities Manager, or any duly authorized representative thereof.

Hupke motioned (#2020-102) to increase the approved amount for office furniture from approximately \$1,000.00 to approximately \$1,500.00-\$1,700.00; seconded by Jesz; motion carried.

Sell motioned (#2020-103) to approve a more well-defined policy for employee absences related to COVID-19; seconded by Jesz; motion carried. The Town of Langford will pay wages for employee absences due to COVID-19 with the following requirements: Testing is required for employees to receive pay without using Sick Leave. Employees are encouraged to test for COVID-19; if the employee or their family member(s) chooses not to test, the employee's banked Sick Leave will be used for payment of the employee's absence. Employees (or their family member(s)) who test for COVID-19 must use Sick Leave until the test results are returned, at which time the hours used for Sick Leave and/or Vacation Hours will be returned to the employee's fringe benefits, up to 80 hours. The City Council reserves the right to review and make an appropriate determination on any individual case; suspected abuses will be addressed and the employee may be required to forfeit Sick Leave and/or Vacation Hours from their fringe benefits.

Sell motioned (#2020-104) to go into Executive Session pursuant to SDCL 1-25-2(1) at 10:50 p.m.; seconded by Jesz; motion carried. Regular Session reconvened at 11:30 p.m. No action was taken.

The next regular session of the Board of Trustees is scheduled for Tuesday, November 10, 2020 at 6:00 at the Finance Office.

There being no further business, the meeting adjourned at 11:30 p.m.

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

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