

**MINUTES**  
**IPSWICH CITY COUNCIL MEETING**  
**IPSWICH CITY HALL**  
**Monday, January 9, 2023**

The Ipswich City Council met in regular session at 7:00 p.m. on Monday, January 9, 2023. Members present were Mayor LeRoy Kilber, Mike Steen, Mike Hammrich, David Coisman, Christopher Gillick and Erica Larson. Mike Heinz was absent. Also present was Amanda Metzinger, Brian Schlosser, Kelsey Holien and 2 community members. **Call the meeting to order:** Mike Steen called the meeting to order at 7:00 p.m. and led the **Pledge of Allegiance**.

**Motions:** All motions were approved unanimously unless otherwise indicated.

**Approval of Minutes:** Coisman/Steen to approve the minutes of the December 19, 2022.

**Building Permits:** None

**Ongoing Business:**

- a. **Discuss Uniform Assessment Policy-** Council needs to set how much of the cost of curb, gutter and sidewalks will be assessed back to the property owner. Council discusses the project and would like more information and will decide next meeting.

**New Business:**

- a. **Code Enforcement Specialist Contract Agreement-** Hammrich/Larson to approve to hire Code Enforcement and pay \$1500.00 retainer. They bill by using up the 1500.00 retainer first and then bill once the 1500.00 is used up.
- b. **Cemetery Snow Removal** – Gillick/Larson to approve closing cemetery for burials. With the amount of snow in the Cemetery it is very difficult to clear roads in cemetery, it is also difficult clearing around headstones to locate where burial will be. And the ground is hard to dig too. With all the added difficulties the council had decided to not allow burials until further notice.

**Public Works:**

- a. **Skid Steer Attachment** – Hammrich/Coisman to approve purchasing a new sweeper attachment for the skid steer for \$8234.00

**Office Report:**

- a. **December Financial Reports-** Expenditure & Revenue Guideline, Checking and Savings Account Reconciliation and Sales Tax & Municipal Tax Comparison – Gillick/Steen to approve the financial report. Bank account balances are Checking Account – \$1,062,512.79, Savings Account – \$798,936.27.

**Bills to Approve:** Coisman/Gillick Approve the following bills: Web Water Development Assoc. Inc - Water Purchase/\$12,866.34; Ipswich Lumber & Hardware, LLC - 2x12 Hem Fir, Screws/\$31.66; Kens Food Fair - Batteries/\$19.69; Diamond S Heating And Cooling - Boiler Install For Warming Shack/\$6,689.43; Northeast Council Of Govt.- Annual Dues/\$1,720.07; Dakota Pump Inc. – Mitchell - Support Fee For Alarm/Monitoring System/\$868.00; Agtegra - LP Tank Fills, Fuel, Diesel Treatment, Tarp Straps, Repairs\$4,195.39; Overdrive - Library eBook Program Fee/\$600.00; Amazon Business - Library Books/\$63.08; Payment Services Network - Gateway/Transaction Fee/\$145.35; Us Bank - Supplies For Hometown Holiday, Office Supplies, CPR Training Costs/\$405.58; A-1 Sanitation - Garbage Services/ \$4,883.53; Wellmark Health Plans - Group Health Insurance Premium/\$2,646.92; Dollar General - Hometown Holiday And Christmas Supplies/\$114.65; City Of Ipswich - Water Billing All Accounts/\$319.59; Valley Telecommunications Inc. - Phone/Internet Services \$447.27; DRN - Computer Backup/Antivirus/\$198.35; Fem Electric Assn, Inc. - Rubble Site Utilities/\$4.49; Beck Law Office - Legal Services/\$225.00; DANR - Fiscal Office - Discharge Permit Fee/\$950.00; Butler Machinery Company – Machinery Repair/\$868.35; GovOffice LLC - Annual Website Hosting Fee/\$630.00; Dakota Insurance Solutions LLC - Surety Bond For Notary/\$50.00; Physicians Claims Company - 10% Ambulance Billing Fee/\$710.53; Oban Construction - 941 Window Repair, Oil Change, Filter Changes/\$4,128.74; Gibson Publishing - Publishing Costs/\$394.75; Secretary Of State - Notary Public Application Fee/\$30.00; Sd Dept Of Health -Water Testing Fees/\$117.00; Verizon Wireless - Ambulance Mobile Data Plan/\$80.02; Share Corporation – Grease, Carb Cleaner, Glass Cleaner, Shop Towels/\$650.74; Sd Dept Of Transportation - Salt For Roads/\$1,215.00; Stan Houston Equipment Co - Stump

Grinder Rental For Golf Course/\$250.00; Pb Metal Fab LLC - Snow Shoe Skids/\$3,000.00; Ferguson Waterworks - Water Meters/\$1,270.75; Consolidated Electrical Distributor - Generator Repair/\$2,619.93; Menards - Boards For Warming Shack, Sheet Rock Supplies For Warming Shack/\$376.11; Code Enforcement Specialists - Code Enforcement Fees/\$286.20; Runnings Supply Inc. - PYO Pin 12pc Kit/\$8.99; Dakota Supply Group - Air Filters/\$294.85; Avera Education & Staffing - Bls Instructor Fee/\$50.00. Tristin Kowalski - Water Deposit Refund/\$100.00; Andrea Carlson - Water Deposit Refund/\$100.00; Rick Holland - Water Deposit Refund/\$100.00; Kevin & Jade Scherr - Water Deposit Refund/\$100.00; Jessica Geier - Water Deposit Refund/\$100.00; Ashley Daughters - Water Deposit Refund/\$100.00; Theodore Huss - Water Deposit Refund/\$100.00

**Pre-approved bills:** January 4<sup>th</sup> 2023 Payroll: Council-\$5900.00; Administration-\$2416.67; Streets-\$2330.22; Sanitation- \$326.77; Sewer-\$1672.32; Water-\$1307.08; Ambulance-\$5412.99; Library-\$1360.00 Department of Revenue - \$301.20 - December 2022 Sales Tax; Ipswich State Bank - \$4511.81 – Payroll Taxes; Ipswich State Bank - \$10.00 - Payroll Ach Fee;

**Public Comments:** Loel Hoyle asked if the city could put some sand down in front of the post office and it was confirmed that it had been done, also asked about the July 5<sup>th</sup> minutes not on the Website, it was discussed that they will be located and uploaded to the city of Ipswich Website. Charlotte Baker asked about the storm sewer project and when the curb, gutter and sidewalks are being added that potentially the city could wait until later and add all the sidewalks in the city at once. And a huge thank you for the progress on the warming shack and ice rink, it has been enjoyed by many!!!

**Executive Session per SDCL 1-25-2(1)** – Hammrich/Gillick to enter Executive session at 7:52 p.m. Executive session ended at 8:18 p.m.

**Adjournment:** Hammrich/Gillick to adjourn the meeting at 8:20 p.m.

Amanda Metzinger  
Finance Officer  
1/11/22