

**MINUTES  
IPSWICH CITY COUNCIL MEETING  
FEBRUARY 6, 2012**

The Ipswich City Council met in regular session at 7:00 p.m., Monday, February 6, 2012. Members present were Mayor Dave Penfield, LeRoy Kilber, Barb Gillick, Cindy Dosch, Mike Steen, Dave Thares & Jim Uttenhove. Also present were City Attorney Vaughn Beck, Loretta Omland, Corinne Jameson, Amanda Anglin, Tim Omland, Greg Geditz, Scott Williams and 6 community members.

**CALL THE MEETING TO ORDER:** Mayor Penfield called the meeting to order at 7:00 p.m.

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

**APPROVAL OF MINUTES:** Kilber/Steen to approve the Regular Meeting Minutes of January 23, 2012. L. Omland requested an addition to the January 9, 2012 Minutes because the wages of the ambulance personnel had not been included. Gillick/Kilber to include ambulance wages in the January 9, 2012 minutes. Amended minutes will state: Ambulance wages are: On-Call \$1.00/hour; ALS - \$80.00/call; BLS - \$40.00/call; Directors - \$125.00/month and EVOC - driver's \$30.00/call. Omland will add the wages to the amended meeting minutes.

**BILLS FOR APPROVAL:** Steen/Gillick to pay the following bills: A & B Business Solutions - \$24.40/supplies; Ameripride - \$48.08/mat exchange; AT&T Mobility - \$106.28/cell phones; Barb Gorczewski - \$44.40/travel reimburse; Beverly Jones - \$120.00/office cleaning; Buffalo Station - \$275.83/ambulance fuel; Days Inn Pierre - \$93.00/Gov. Tourism Conference; Down Under - \$94.95/supplies; Evergreen Supply - \$64.81/oxygen cylinders; FEM Electric - \$115.50/utilities; Ferguson Waterworks - \$152.56/parts; Gibson Publishing - \$199.14/publishing/supplies/subscription; Heartland Waste - \$3,080.00/garbage service; Hedahls - \$60.81/parts; John Deere Financial - \$23.09/parts; Kens Food Fair - \$279.59/fuel; Larry Carson - \$22.00/parts; Launch 12 - \$55.00/registration fee; McCleary Lumber - \$72.80/supplies; Montana Dakota Utilities - \$116.72/utilities; Nelson Sales & Service - \$1,319.25/lift station pump; Oban Construction - \$193.24/repairs to 1991 International truck; P M Repair - \$1,419.61/repairs to 2001 Dodge pick-up; Physicians Claims Company - \$384.78/ambulance billing; Physio-Control - \$238.80/Service Agreement; SD Dept of Revenue & Regulation - \$254.06/sales tax; Sheehan Mack Sales - \$449.13/Elgin Sweeper repairs; South Dakota Magazine - \$49.00/Library subscription; US Post Office - \$160.00/postage; Valley Telecommunications \$383.00/telephone/internet/fax/alarms; Vilas Health & Variety - \$397.36/ambulance medications; WEB Water Development - \$8,557.83/water purchase; A & B Business Solutions - \$614.96/annual service agreement; Aberdeen Advanced Care Service - \$651.72/intercept payments/ambulance; Car Quest - \$135.19/parts; Titan Machinery - \$39.31 parts; North Central Farmers Elevator - \$828.18/fuel/parts - all departments; SD One Call - \$2.12/locate fees; A-1 Locksmith - \$20.00/keys; Expetec - \$114.99/computer repairs.

**Bills Pre-approved since last meeting:** February 1<sup>st</sup> Payroll: Administration - \$2,070.43; Streets - \$1,464.88; Sanitation - \$619.40; Ambulance - \$2,805.07; Library - \$840.00; CED - \$814.64; Water - \$1,762.08; Sewer - \$1,830.82; Ipswich State Bank - \$2,517.58/employment taxes & \$20.00 fees.

**Construction Account Bills:** Helms Engineering - \$4,238.55 & \$14,371.50/Engineering Fees Phase I & II

**Building Permits for Council approval:** None

**Pre-Approved permits under \$10,000.00:** None

**ON-GOING BUSINESS:**

**Water meter installation update:** L. Omland stated that water meter installation is almost complete. Training for the billing system will begin on February 14<sup>th</sup> and bills may be sent by the end of February.

**Sewer Study discussion:** The Sewer Committee of Kilber, Gillick and Dosch met to review the facility plan and recommended reviewing the start of a sewer project with alternative # 2: camera the entire system and update the 5 lift stations and # 6: replacing sewer lines that were the “worst of the worst”, as priority. A lengthy discussion followed and all council members agreed that more information is needed. The committee also recommended a possible increase in rates to \$30.00 per month in order to obtain grant and loan funding and recommended holding a public informational meeting. Helms and Associates will attend the next meeting to discuss options and answer questions.

**Greg Geditz** asked why bids were not taken for the engineering firm doing the sewer study. Kilber stated the sewer study is funded by a \$10,000.00 state grant, with 75% paid by state and 25% paid by the city. Kilber also stated that \$10,000.00 is the maximum grant amount available to any engineering firm therefore bidding is not required. Mayor Penfield added that Helms has been used frequently in the past and therefore would have current information about the city’s infrastructure.

**NEW BUSINESS:**

**Water Deposit Refund Policy update:** Kilber/Gillick to approve the policy as presented.

**Equipment update:** Steen discussed possible equipment updates. No action was taken.

**Holy Cross Parish Cemetery; plat approval:** Scott Williams representing the Holy Cross Parish Cemetery, presented a plat to be approved. Thares/Uttenhove to approve the plat known as Holy Cross Cemetery East Subdivision in Lot 6 in the SW ¼ of Section 27-T123N-R68W of the 5<sup>th</sup> P.M. Edmunds County, SD.

**OFFICE REPORT:**

**January Financial Reports: Expenditure & Revenue Guideline, Checking, Savings and Construction Account Reconciliation, Sales Tax & Municipal Tax Comparison, Profit and Loss YTD, WEB Water Comparison and Delinquent User Report.** Steen/Dosch to approve the reports. Bank account balances are: Checking - \$366,011.68, Money Market - \$501,109.61, Construction - \$93.42 & CD’s - \$151,756.00.

**Ambulance Roster update:** Thares/Kilber to approve the roster dated 02-06-2012.

**EXECUTIVE SESSION – Personnel/Legal; Per SDCL 1-25-2-(1 & 3):** At 8:06 p.m., Gillick/Dosch to go into executive session. Executive session ended at 8:48 p.m.

Steen/Kilber to eliminate the Longevity Pay Policy for employees since the policy is obsolete and has not been utilized.

**ADJOURNMENT:** At 8:50 p.m., Dosch/Thares to adjourn the meeting.

Loretta Omland, Finance Officer  
Publish 2-15