

**MINUTES
IPSWICH CITY COUNCIL MEETING
IPSWICH CITY HALL
MONDAY, FEBRUARY 9, 2015**

The Ipswich City Council met in regular session at 7:00 p.m., Monday, February 9, 2015. Members present were Mayor LeRoy Kilber, Jon Gilbert, Mike Hammrich, Dave Thares, Mike Steen, Barb Gillick and David Bauer. Also present were Todd Holtz - Edmunds County Sheriff, Amanda Anglin, Sarah Hegge, Brian Schlosser and 5 community members.

Call the meeting to order: Mayor Kilber 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: Steen/Thares to approve the Regular Meeting Minutes of January 20, 2015, with the inclusion of the following sentence: After successful completion of the class and a thirty-day commitment to the Ipswich Ambulance Service, individuals will receive a \$200 reimbursement from the City of Ipswich.

Building Permits for Council approval: Hammrich/Gilbert to approve the following permit: Robert & Athena Zahm-remodel bathroom & shingles

Pre-Approved permits under \$10,000.00: Glenn & Betty Hoyle-remodel kitchen; Shawn Heinz-flooring & trim; Les Braun-new kitchen floor; Norbert & Vernetta Jangula-windows; S & S Rentals-remodel one apartment unit

Public Comments

(Public Comments will offer the opportunity for anyone not listed on the agenda to speak to the council. Speaking time will be limited to 3 minutes.)

No action will be taken on questions or items not on the agenda.

Participants and Topics included: Les Braun-expansion tank concerns

Edmunds County Sheriff – Trail Days: Holtz discussed the need to hire extra law enforcement personnel for Saturday, June 13, 2015. The County is requesting the City directly hire and pay insurance for the personnel. More information is requested.

Public Works Report: Schlosser discussed Bobcat repairs, main lift station transducer and pump repairs, fence at Charlie's Park, new truck seats and water fittings inventory.

Office Report:

Resolution 2015-01 - Contingency Transfers: Gillick/Bauer to approve the following resolution. All voted aye except Thares who voted nay. Motion carried.

**CITY OF IPSWICH
RESOLUTION 2015-01
TRANSFER OF CONTINGENCY FUNDS TO
GENERAL FUND DEPARTMENTS**

WHEREAS, there are departments within the General Fund which need funding for the year 2015;

NOW THEREFORE, BE IT RESOLVED, the City Council of Ipswich, South Dakota transfers \$14,900.00 in contingency funds in the following manner:

General Fund – 101

42310 – Protective Inspection Administration (Code Enforcement)	\$3,000.00
42200 – Fire	<u>\$11,900.00</u>
	\$14,900.00

Dated this 9th Day of February, 2015 for immediate passage:

Signed: LeRoy Kilber, Mayor

Attest: Amanda Anglin, Finance Officer

Resolution 2015-02 – Nuisance Complaint Policy: Gilbert/Bauer to approve the following resolution. Roll call vote: Bauer-yes; Hammrich-yes; Steen-yes; Gillick-yes; Thares-no; Gilbert-yes. Motion carried.

**CITY OF IPSWICH
RESOLUTION 2015-02
RESOLUTION TO ADOPT NUISANCE COMPLAINT POLICY
(IPSWICH CITY ORDINANCE CHAPTER 8-2)**

WHEREAS, the City of Ipswich adopts the following Nuisance Complaint Policy:

It will be the policy of the City of Ipswich to handle Nuisance Complaints in the following manner, effective immediately:

NUISANCE COMPLAINT POLICY

The purpose of Chapter 8-2 is to protect, promote and enhance the welfare, safety, health and property of the general public by prohibiting the keeping or maintaining of properties at variance with and inferior to the level of maintenance of surrounding property. Therefore, the City of Ipswich will handle nuisance complaints from April 1st to November 1st of each year.

When a complaint is received by the Ipswich City Office, the following procedure will be followed:

1. Nuisance complaint form will be forwarded to the Code Enforcement Officer.
2. The Code Enforcement Officer will inspect the property complaint (#1) and send recommendation to the Finance Office.
3. Within 5 business days of receipt of recommendation from Code Enforcement Officer, the Ipswich City Finance Office will make one courtesy phone call to the property owner stating the complaint. The property owner will have _____ days to comply.
4. _____ days after property owner received courtesy phone call, Code Enforcement Officer will re-inspect the property complaint (#2) for compliance.
5. After Code Enforcement Officer re-inspection, findings will be given to the Finance Office for documentation.
 - a. If property is found to be in compliance and complaint is resolved, a completion letter will be sent to property owner.
 - b. If property is still non-compliant, property owner will receive a letter via regular mail, stating complaint. Owner will have ____ days, from date of letter, to resolve the complaint.
6. ____ days after mailing letter to property owner, addressing complaint, Code Enforcement Officer will be notified to re-inspect property.

7. After Code Enforcement Officer re-inspection (#3), findings will be given to the Finance Office for documentation.
 - a. If property is found to be in compliance and complaint is resolved, a completion letter will be sent to property owner.
 - b. If property is still non-compliant, all information will be returned to Code Enforcement Officer to complete abatement as per Ipswich City Ordinance Chapter 8-2.

NOTE: Number of days allowed for compliance will be at the recommendation of the Code Enforcement Officer or Ipswich City Council on a case-by-case basis.

NOW, THEREFORE BE IT HEREBY RESOLVED that the City of Ipswich shall and hereby will approve the above Nuisance Complaint Policy to be effective immediately.

Dated this 9th day of February, 2015

City of Ipswich: Mayor

Attest: Finance Officer

First Reading: Ordinance 2015-01 – Supplemental Appropriations: Steen/Gillick to approve first reading of Ordinance 2015-01. Roll call vote: Hammrich-yes; Steen-yes; Gillick-yes; Thares-no; Gilbert-yes; Bauer-yes. Motion carried.

Ameripride Rental Service Agreement: Gilbert/Hammrich to approve the five-year service agreement for rugs and mops for the City Office, Library and swimming pool.

Community Development Block Grant (CDBG) Income Survey Results: A survey of 60% of Ipswich residents was conducted to determine if the city would be eligible to apply for CDBG funding for the sewer project through the State of South Dakota. Residents were asked if their income was above or below a certain dollar amount, based on family size. According to the results of the survey, 134 households were above the income guideline and 111 households were below. We needed 51.1% of households to be below the income/household-size guidelines. The City of Ipswich is not eligible to apply for the grant funding based on these results.

January Financial Reports: Expenditure & Revenue Guideline, Checking, Savings and Construction Account Reconciliation, Sales Tax & Municipal Tax Comparison, Profit and Loss YTD:

Hammrich/Gilbert to approve the reports. Bank account balances are: Checking - \$592,289.57; Money Market - \$854,897.50; Construction - \$100.00 & CD's - \$151,756.00.

Bills for approval: Gillick/Bauer to approve the following bills: A & B Business Solutions, Inc.-\$804.14/Ricoh/MP161 printer service agreement/glue; Aberdeen American News-\$338.51/assistant finance officer job advertisement; Ameripride Services, Inc.-\$61.84/mat/mop exchange; Beck Law Office-\$125.00/legal fees; Beverly Jones-\$150.00/office cleaning; Billion Automotive-\$27,082.00/2015 Chevrolet Silverado Class CL Truck ¾ ton Extended cab with long box; Buffalo Station-\$414.96/ambulance fuel; City of Ipswich-\$197.58/water billing all departments; Dennis Mike Olson-\$21.46/code enforcement investigation and travel; FEM Electric Assn. Inc.,-\$93.18/rubble site utilities; Ferguson Waterworks-\$806.83/water meter parts; Gibson Publishing-\$472.50/publishing/envelopes; Heartland Waste Mgmt-\$4,312.50/garbage service; Helms & Associates-\$1,665.00/sewer system televising engineering fees; Ipswich Booster Club-\$6,000.00/2015 Appropriation; Ipswich Commercial Club-\$1,000.00/2015 Appropriation; Ipswich Development Corporation-\$10,000.00/2015

Appropriation; Ipswich Flower and Garden Club-\$1,500.00/2015 Appropriation; Ipswich Senior Citizen Club-\$1,500.00/2015 Appropriation; Ipswich Tiger Post-\$10,000.00/2015 Appropriation; Jones & Bartlett Learning-\$664.59/EMT books; John Deere Financial-\$30.10/bulb for motor grader; JW Parmley Historical Home Society-\$2000.00/2015 Appropriation; Kens Food Fair-\$85.30/fuel; McCleary Lumber Inc.-\$11.20/2x6 wood boards; North Central Ambulance Service-\$100,523.00/2015 OSAGE Ford E 450 Ambulance with cot upgrade down payment; North Central Farmers Elevator-\$690.76/fuel/battery; Office Max Incorporated-\$113.55/battery back-up/office supplies; P M Repair-\$104.17/exhaust muffler clamp for dump truck; Physicians Claims Company-\$1,433.67/ambulance billing service; Runnings Supply Inc.-\$75.75/shop supplies; Share Corporation-\$561.59/ice melt/sewer chemical; US Bank-\$50.00/recertification for applicator license(Schlosser); US Post Office-\$166.00/regular stamps (2)/postcard stamps(2); Valley Telecommunications \$526.65/phone/internet services

Pre-Approved Bills Since Last Meeting: February 2, 2015 Payroll: Administration - \$2,639.92; Streets - \$2,188.42; Sanitation -\$464.80; Ambulance-\$4,631.12; Library-\$995.44; Water - \$932.87; Sewer - \$1,338.04; Ipswich State Bank - \$2,763.51/payroll taxes/direct deposit fees; Rural Development-\$6,099.00/loan payment; SD Department of Revenue-\$300.78/sales tax payment; Payment Services Network-\$57.75/monthly transaction & gateway fee; WEB Water Development-\$7,328.80/water purchase

Executive Session – Personnel; Per SDCL 1-25-2-(2): At 8:02 p.m., Bauer/Gilbert to go into executive session for personnel. At 8:25 p.m., executive session ended.

Gillick/Gilbert to hire Sarah Hegge for the position of part-time Assistant Finance Officer for 30-35 hours per week at an hourly rate of \$12.00 per hour.

Adjournment: At 8:27 p.m., Bauer/Steen to adjourn the meeting.

Amanda Anglin, Finance Officer
City of Ipswich
Publish 2-18