

MINUTES
IPSWICH CITY COUNCIL MEETING
MARCH 5, 2012

The Ipswich City Council met in regular session at 7:00 p.m., Monday, March 5, 2012. Members present were Acting Mayor LeRoy Kilber, Barb Gillick, Cindy Dosch, Mike Steen, Dave Thares & Jim Uttenhove. Mayor Dave Penfield was not present. Also present were City Attorney Vaughn Beck, Loretta Omland, Amanda Anglin, Tim Omland, Corinne Jameson, Edmunds County Director of Equalization Sandra Northrup, Helms and Associates Michael Schmit and 14 community members.

CALL THE MEETING TO ORDER: Acting Mayor LeRoy Kilber called the meeting to order at 7:00 p.m.

MOTIONS: All motions were approved unanimously unless otherwise indicated.

APPROVAL OF MINUTES: Dosch/Steen to approve the Regular Meeting Minutes of February 20, 2012.

BILLS FOR APPROVAL: Gillick/Dosch to pay the following bills: A & B Business Solutions - \$28.45/office supplies; Ameripride - \$48.08/mat/mop exchange; AT&T Mobility - \$106.46/cell phones; Beverly Jones - \$120.00/office cleaning; Buffalo Station - \$271.83/ambulance fuel; City of Ipswich - \$538.80/water billing; Court Street Lighting - \$38.88/Christmas decoration bulbs; Crescent Electric Supply - \$279.12/sewer repairs; Evergreen Supply - \$39.15/oxygen cylinders; FEM Electric - \$122.70/utilities; Gibson Publishing - \$240.44/publishing/supplies; Heartland Waste - \$3,080.00/garbage service; Helms & Associates - \$10,970.65/sanitary sewer design; Helms & Associates - \$10,000.00/Wastewater study (to be reimbursed @ 80%); Ipswich Fire Department - \$6,000.00/fire protection annual contract; Ipswich State Bank - \$17.50/safe deposit box fee; Kevin Schmidt - \$159.00/training; Menards - \$41.94/supplies; Michael Todd & Company - \$478.72/street signs - 14 total – replacement ; North Central Farmers Elevator - \$734.01/ambulance repairs/fuel/supplies; Oban Construction - \$3,315.51/snow removal/screened gravel; Office Max Incorporated - \$251.42/supplies – CED and office & water billing; Pantorium - \$3.49/cleaning strap; Pierson Ford - \$93.89/ambulance repairs; SD Dept of Revenue/\$210.00 water/sewer testing; Share Corporation - \$206.49/cleaning chemicals/supplies; Swanson Electric - \$3,745.00/2 - 6500 XG generators with trailers (grant at 75%); Valley Telecommunications - \$422.84/telephone/fax/internet/alarms; Vilas Health & Variety - \$17.18/office supplies; WEB Water Development - \$7,765.83/water purchase; Physicians Claims Company - \$427.45/ambulance billing; McCleary Lumber - \$64.70/supplies; Oban Construction - \$71.58/ambulance repairs; Kens Food Fair - \$179.51/fuel.

Construction Account Bills: Helms and Associates - \$1,995.00 and \$2,710.00 – engineering fees for phase I and II & Ferguson Waterworks - \$112,789.69/water meters and installation.

Pre-paid bills since last meeting: March 1st Payroll: Administration - \$1,951.75; Streets - \$2,164.81; Sanitation - \$660.60; Ambulance - \$2,871.40; Library - \$800.00; CED - \$625.00; Water - \$1,813.72; Sewer - \$923.62; Ipswich State Bank - \$2,374.32 employment taxes and \$10.00 bank fees.

Building Permits for Council approval: None

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

ON-GOING BUSINESS:

Water Meter installation updates: Schmit stated that Ferguson was still waiting for parts to complete the last 2 meter installs.

Ferguson Waterworks - change order: Tabled until April 2nd meeting.

Billing update: Anglin stated the process is going well.

Infiltration - possible results of smoke testing: Tabled

Water meter recycle bids: L. Omland will get appraisals and advertise for bids.

Highway 12 - sanitary sewer project update: Schmit stated the State has not yet awarded the bid.

Water project update: Schmit presented estimates for the areas of town with cast iron water lines that were discovered while digging. Areas will be reviewed and discussed at the next meeting.

A preliminary change order reflecting a decrease in project costs of \$53,010.51 was presented and will also be discussed at the next meeting. Dahme Construction is requesting additional funds for exploratory excavation. Helms is recommending paying for a portion of their request to equal about one hour of exploration per week.

NEW BUSINESS:

Sandra Northrup – equalization process/building permits: Northrup gave an overview of the requirements for the Board of Equalization and explained the basis of assessment and valuations. L. Omland stated that the ordinance for building permits states any improvements over \$250.00 require a building permit, yet improvements such as shingling do not require a permit. Consistency in requiring permits is difficult. The council will review the ordinance at the next meeting.

Community/Economic Development Report: Anglin reported that the Paint SD applications are available and due by April 9, 2012. Any volunteer group can submit an application for any single family owner-occupied home where the owner is physically or financially unable to paint their home. The volunteer group would be responsible for the organization and completion of the project.

OFFICE REPORT:

2011 Annual Financial Report: Dosch/Gillick to accept the 2011 Annual Financial Report.

February Financial Reports: Expenditure & Revenue Guideline, Checking, Savings and

Construction Account Reconciliation and Sales Tax & Municipal Tax Comparison: Steen/Dosch to approve the financial statements. The balance of the checking account is \$351,504.99; the money market account balance is \$501,308.68, the construction account balance is \$14,464.87 and the CD Balance is \$151,756.00.

Executive Session – Personnel; Per SDCL 1-25-2-(1): At 7:45 p.m., Gillick/Steen to go into executive session. Executive session ended at 8:30 p.m.

Dosch/Thares to accept the resignation of Loretta Omland from the position of Finance Officer.

Gillick/Dosch to appoint Amanda Anglin as Finance Officer starting on March 19, 2012 and at a salary of \$34,000.00 with benefits and a review in 6 months.

Thares/Uttenhove to advertise the position of ½ time Assistant Finance Officer and ½ time Community/Economic Development Director at a pay range of \$26,000.00 to \$29,000.00 with full-time benefits.

ADJOURNMENT: At 8:34 p.m., Dosch/Steen to adjourn the meeting.

Loretta Omland, Finance Officer

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