

**MINUTES  
IPSWICH CITY COUNCIL MEETING  
IPSWICH CITY HALL  
TUESDAY, November 8, 2016**

The Ipswich City Council met in regular session at 7:00 p.m., Tuesday, November 8, 2016. Members present were Mayor LeRoy Kilber, Barb Gillick, Mike Steen, Susie Treftz, Hank Baker, and Jon Gilbert. Tom Schaefer was absent. Also present were Kayla Perrion, Amy Jaenisch, and Brian Schlosser.

**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 of October 24, 2016:** Treftz/Gillick to approve the Regular Meeting Minutes of October 24, 2016.

**Variance Request:** Steen/Baker to table until the next meeting.

**Building Permits:** Gilbert/Treftz to approve the following permits: Valette Horst – put in 2 egress windows; Loretta Reinschmidt – install new countertops in the bathroom & kitchen and new kitchen island; Lindy & Heidi Graves – redo garage roof, paint and install new windows and doors; Charles Gauer & Brittany Schuetzle – install fence; Cathy Jorgenson – re-shingle roof.

**Sewer Improvement Project:**

**Dahme Construction Co., Inc. – Pay Estimate #4:** Gillick/Gilbert to approve Dahme Equipment Co., Inc. Pay Estimate #4 for \$202,455.86.

**On-Going Business:**

**Stop sign on the corner of Broadway and Alma:** Gilbert/Steen to remove the stop signs at the corner of Broadway and Alma.

**Office Scanner/Copier/Document Management Software:** Tabled.

**New Business:**

**Applications for Liquor License Renewals: Vilas Health & Variety, Buffalo Station, Ipswich Golf Club, Burgers Place and 5<sup>th</sup> Ave Pub:** Gilbert/Baker to approve the renewals.

**Rubble Site:** Attempts will be made to make people aware of items not allowed at the rubble site.

**Resolution 2016-08 – Pre-Disaster Mitigation Plan Review:** Gilbert/Treftz to approve the resolution.

CITY OF IPSWICH  
RESOLUTION 2016-08  
RESOLUTION TO ADOPT THE EDMUNDS COUNTY PDM PLAN

WHEREAS the City of Ipswich has experienced severe damage from strong winds, flooding, hail, heavy snow, heavy rain, and tornadoes on many occasions in the past century, resulting in property loss, loss of life, economic hardship, and threats to public health and safety;

WHEREAS a Hazard Mitigation Plan has been developed after more than one year of research and work by the City of Ipswich, Edmunds County Emergency Management, NECOG, FEM Electric and the Pre-Disaster Mitigation Committee;

WHEREAS the Plan recommends hazard mitigation actions that will protect the people and property affected by the natural hazards that face the City;

WHEREAS a public meeting was held to review the Plan as required by law;  
NOW THEREFORE BE IT RESLOVED by the Mayor and Council of Ipswich that:

1. The Hazard Mitigation Plan is hereby adopted as an official plan of City of Ipswich,

2. The respective City official identified in the strategy of the Plan is hereby directed to implement the recommended action assigned to them. These officials will report annually on the activities, accomplishments, and progress to Edmunds County Emergency Management,
3. The City of Ipswich planner will provide annual progress reports on the status of implementation of the plan to the Mayor and City Council. This report shall be submitted to the City Council by November 1st of each year.

PASSED by the City Council of Ipswich this 8th day of November, 2016.

Signed: LeRoy Kilber, Mayor

Attest: Kayla Perrion, Finance Officer

**Discuss public comment policy:** After discussion, the Council decided to leave the Agenda Request form as is.

**Public Works Report:** Schlosser reported that the North lift station will need to be resealed and will get a quote from Dahme Construction Co., Inc. to replace the main lift station lid and ring.

**Office Report:**

**October Financial Reports: Expenditure & Revenue Guideline, Checking, Savings and Construction Account**

**Reconciliation, Sales Tax & Municipal Tax Comparison:** Gillick/Steen to approve the reports. Bank account balances are Checking - \$437,821.54; Money Market - \$792,054.15; Construction - \$6,923.11 & CD's - \$151,756.00.

**Bills for approval:** Treftz/Gilbert to approve the following bills: A & B Business Solutions, Inc. - \$63.45/Toilet paper; Ameripride Services, Inc. - \$89.86/Mat/mop exchange; Amy Jaenisch - \$19.99/reimbursement for water meter reader app; Banyon Data Systems, Inc. - \$795.00/Utility Billing Software Support; Beck Law Office - \$125.00/Legal Services; Beverly Jones - \$150.00/Office cleaning; Bound Tree - \$60.90/Ambulance supplies; Buffalo Station - \$246.36/Ambulance fuel; City of Ipswich - \$740.09/Water Billing all Departments; FEM Electric Assn. Inc. - \$49.81/Rubble Site Utilities; Ferguson Waterworks - \$2,507.83/R900 Belt Clip Transceiver; Gibson Publishing - \$74.70/Publishing; Heartland Waste Mgmt. - \$4,312.50/Garbage Service; Hedahls - \$36.24/Ambulance supplies; Heier's Body Shop - \$431.50/fix ambulance/firetruck windshields, repair Case loader; Ipswich Lumber & Hardware, LLC - \$66.24/Shop supplies; Ipswich State Bank - \$66.19/Petty cash/postage; Joe & Ann Gauer - \$360.00/Ambulance on-call; Ken's Food Fair - \$227.76/Fuel/supplies; Life-Assist, Inc. - \$143.40/Ambulance supplies; MAC's Inc. - \$25.99/Rubble Site supplies; Matheson Tri-Gas Inc. - \$36.78/Oxygen Cylinders; Moore Medical, LLC - \$17.29/Ambulance Supplies; North Central Farmers Elevator - \$354.90/Shop supplies/fuel; Pantorium - \$10.22/Ambulance laundry; Physicians Claims Company - \$927.21/10% Ambulance claim filing fee; SD Govt. Finance Officer Assoc. - \$40.00/Finance Officer Association Dues; SD Govt. Human Resource Assoc. - \$25.00/Human Resource Association Dues; SD Municipal League - \$1,046.13/2017 Annual Dues; SD Municipal Street Maint. Assoc. - \$35.00/Street Maintenance Association Dues; Share Corporation - \$556.24/Sewer chemical; US Post Office - \$277.00/ Stamps Regular (3)/Postcard (4); Valley Telecommunications - \$386.36/Phone/internet services.

**Pre-Approved Bills Since Last Meeting:** November 1, 2016 Payroll: Administration-\$2,728.33; Streets-\$1,923.34; Sanitation-\$680.25; Ambulance-\$3,969.99; Library-\$966.00; Water-\$870.84; Sewer-\$1,196.24; Ipswich State Bank-\$2,770.16/payroll taxes; WEB Water-\$8,254.79/water purchase; SD Department of Revenue-\$337.48/sales tax payment; Payment Services Network-\$70.00/monthly transaction/gateway fee.

**Construction Account:** Helms & Associates-\$35,957.15 (Engineering/Technician fees for Sewer Project)

**Adjournment:** At 8:33 p.m., Gilbert/Treftz to adjourn the meeting.

Kayla Perrion, Finance Officer

City of Ipswich

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