

**MINUTES
IPSWICH CITY COUNCIL MEETING
IPSWICH CITY HALL
WEDNESDAY, December 7, 2016**

The Ipswich City Council met in regular session at 12:00 p.m., Wednesday, December 7, 2016. Members present were Mayor LeRoy Kilber, Mike Steen, Susie Treftz, Jon Gilbert and Tom Schaefer. Barb Gillick and Hank Baker were absent. Also present were Kayla Perrion, Amy Jaenisch, Brian Schlosser and 1 community member.

Call the meeting to order: Mayor Kilber called the meeting to order at 12:10 p.m. and led the **Pledge of Allegiance**.

Motions: All motions were approved unanimously unless otherwise indicated.

Approval of Minutes of November 21, 2016: Steen/Gilbert to approve the Regular Meeting Minutes of November 21, 2016.

Building Permits: Gilbert/Treftz to approve the following permit: Ipswich Development Corporation – put tin on front of main street buildings where awning was removed.

Sewer Improvement Project:

Dahme Construction Co., Inc. – Pay Estimate #5 and Construction Change Order #3: Treftz/Steen to approve Dahme Equipment Co., Inc. Pay Estimate #5 for \$287,167.02 and Construction Change Order #3 for an increase of \$75,365.87 for additional work.

On-Going Business:

Second Reading: Ordinance 2016-02 – Supplemental Appropriation: Gilbert/Schaefer to approve the second reading of Ordinance 2016-02 - Supplemental Appropriation.

**CITY OF IPSWICH
ORDINANCE NO. 2016-02
SUPPLEMENTAL APPROPRIATION ORDINANCE**

BE IT ORDAINED BY THE CITY OF IPSWICH that the following sum is supplementally appropriated to meet the obligations of the Municipality.

420	Public Safety	
431	Highways & Streets (11 th Street and 2 nd Avenue Street Improvement Project)	
422	Professional Fees	\$13,498.40
437	Capital Improvements	\$116,442.05
	Total Appropriation	\$129,940.45
	Source of Funding:	
	Unassigned Fund Balance	\$129,940.45

Dated this 21st day of November, 2016

This ordinance is for the street improvement project of the municipal government of said City of Ipswich, South Dakota, and its existing public and shall take effect immediately upon publication.

First Reading: November 21, 2016

Second Reading: December 7, 2016

Publication Date: December 14, 2016

Effective Date: December 14, 2016

Signed: LeRoy Kilber, Mayor

Attest: Kayla Perrion, Finance Officer

New Business:

First Reading of Ordinance 2016-03 – Valleytel Cable TV Franchise: Treftz/Steen to approve the first reading of Ordinance 2016-03.

Fire Hall Exteriors lights: Steen/Gilbert to have Swanson Electric install new exterior lights at the Fire Hall, City Hall and City Shop for a cost of \$4,327.00.

City Storage Building: Discussed eventually heating the cold storage building.

Rubble Site: Treftz/Schaefer to change the attendant hours to the winter hours - Tuesdays and Thursdays from 1-5 and Saturdays from 9-4. The Rubble site will still be open to the public during daylight hours.

Resolution 2016-09 – Automatic Budget Supplement: Sewer Funds: Gilbert/Treftz to approve the resolution.

**CITY OF IPSWICH
RESOLUTION 2016-09
AUTOMATIC BUDGET SUPPLEMENT: SEWER FUNDS**

A RESOLUTION FOR AN AUTOMATIC BUDGET SUPPLEMENT REGARDING FUNDING OF THE SEWER PROJECT.

WHEREAS, the City of Ipswich has received funding from Rural Development in the amount of \$1,507,358.20 as a loan amount.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the budget line items be supplemented as follows:

1. Revenue:

604-39129 - \$1,507,358.20 (Rural Development Loan)

2. Expenditures:

604-43250-43700 – \$1,257,945.61 (Construction/Supply Fees)

604-43250-42200 – \$249,412.59 (Engineering Fees)

Dated this 7th Day of December, 2016 for immediate passage:

Signed: LeRoy Kilber, Mayor

Attest: Kayla Perrion, Finance Officer

Resolution 2016-10 – Contingency Transfer: Gilbert/Steen to approve the resolution.

**CITY OF IPSWICH
RESOLUTION 2016-10
TRANSFER OF CONTINGENCY FUNDS TO
GENERAL FUND DEPARTMENTS**

WHEREAS, there are departments within the General Fund which need funding for the year 2016;

NOW THEREFORE, BE IT RESOLVED, the City Council of Ipswich, South Dakota transfers \$16,150.00 in contingency funds in the following manner:

General Fund – 101

42200 – Fire	\$300.00
42310 – Protective Inspection Administration (Code Enforcement)	\$1,700.00
43200 – Sanitation	\$7,000.00
43700 – Cemeteries	\$1,250.00
44600 – Ambulance Service	\$4,500.00
45220 – Golf Course – Parks	\$900.00
45800 – Museum	\$500.00

Total \$16,150.00

Dated this 7th Day of December, 2016 for immediate passage:

Signed: LeRoy Kilber, Mayor

Attest: Kayla Perrion, Finance Officer

Northeast Council of Governments – 2017 Joint Cooperative Agreement: Gilbert/Schaefer to enter into the 2017 Joint Cooperative Agreement with NECOG. The city's local share will not exceed \$1,559.20.

Clarify procedures for purchasing budgeted items: Items that have already been approved for purchase when making the budget do not need to be approved again until the bill arrives for such item.

Office Report:

Annual review of water project surcharge: After review of Resolution 2009-09, a resolution providing for a surcharge for improvements to water system, Steen/Treftz to continue with the current rate of \$3.30 per user.

Annual review of Fidelity Bond per SDCL 9-14-6.1: Gilbert/Steen to continue the Finance Officer coverage of \$100,000.00; \$50,000.00 for the Assistant Finance Officer; \$10,000.00 for Water/Ambulance clerk and \$2,500.00 per employee.

November Financial Reports: Expenditure & Revenue Guideline, Checking, Savings, Construction and Cemetery Account Reconciliation, Sales Tax & Municipal Tax Comparison: Treftz/Schaefer to approve the reports. Bank account balances are Checking - \$595,687.79; Money Market - \$792,151.80; Construction - \$245,336.12, CD's - \$151,756.00, Cemetery Checking - \$71.85, Cemetery Operating Savings - \$341.40, Cemetery Savings - \$14,388.58 & Cemetery CDs - \$68,900.

Bills for approval: Treftz/Gilbert to approve the following bills: A & B Business Solutions, Inc. - \$85.47/Office/ambulance supplies; Ameripride Services, Inc. - \$89.86/Mat/mop exchange; Banyon Data Systems, Inc. - \$795.00/Payroll Annual Support Fee; Beck Law Office - \$425.00/Legal Services/Valleytel Franchise Ordinance Fee; Beverly Jones - \$120.00/Office cleaning; Brown & Saenger - \$185.00/Office Checks; Buffalo Station - \$173.74/Ambulance Fuel; City of Ipswich - \$679.65/Water billing all departments; Fastenal - \$131.96/Shop supplies; FEM Electric Assn. Inc. - \$54.80/Rubble site utilities; Geffdog Designs - \$228.00/Ipswich pens; Gibson Publishing - \$651.27/publishing/envelopes; Heartland Waste Mgmt. - \$4,312.50/Garbage Services; Heidi Rowland - \$903.00/Reimburse for Ambulance payment for Leola Ambulance; Ipswich Fire Department - \$525.00/BNSF payment for fire; Ipswich Lumber & Hardware - \$60.60/Shop/pool/rubble site supplies; Ipswich State Bank - \$122.91/Petty Cash/postage; Jesse Knittel - \$0.90/Reimburse for Ambulance overpayment; Joe & Ann Gauer - \$420.00/Ambulance on-call; John Deere Financial - \$541.18/Snow removal blades; Kayla Perrion - \$25.20/Travel to Aberdeen – office supplies; Kens Food Fair – \$177.54/Fuel/supplies; Life-Assist, Inc. - \$389.40/Ambulance supplies; Lisa Hammrich - \$60.00/Ambulance on-call; Menards - \$94.50/Pool chairs/xmas lights; Mike Hammrich - \$31.93/Reimburse for shop door remote; North Central Farmers Elevator - \$367.39/Fuel/shop supplies; Office Depot - \$61.40/Office supplies; Physicians Claims Company - \$531.11/10% Ambulance claim filing fee; Rathert Electric - \$1,067.20/Electrical for new furnaces Fire hall/city shop; Runnings Supply Inc. - \$298.39/shop/ambulance/fire supplies; SD Dept. Env. & Natural Resources - \$950.00/Discharge Permit Fee; SD Department of Health - \$430.00/Water/wastewater testing; Split Rock Country Club - \$7,159.43/Annual Appropriation for 60% of expenses; US Post Office - \$290.00/Stamps – Regular (4) Postcard (3); Valley Telecommunications - \$542.18/Phone/internet services; Verizon Wireless - \$40.01/Ambulance Jetpack device; Vilas Health & Variety - \$2.89/Ambulance supplies;

Pre-Approved Bills Since Last Meeting: December 1, 2016 Payroll: Administration-\$2,773.33; Streets-\$1,833.34; Sanitation-\$680.25; Ambulance-\$3,453.99; Library-\$1,000.50; Water-\$870.84; Sewer-\$1,286.24; Ipswich State Bank-\$2,629.25/payroll taxes; WEB Water-\$8,756.39/water purchase; SD Department of Revenue-\$420.40/sales tax payment; Payment Services Network-\$153.75/monthly transaction/gateway fee and Annual Security Compliance Fee.

Construction Account: Helms & Associates-\$23,190.24 (Engineering/Technician fees for Sewer Project)

Adjournment: At 12:39 p.m., Steen/Gilbert to adjourn the meeting.

Kayla Perrion, Finance Officer
City of Ipswich
Publish 12-14