

**MINUTES  
IPSWICH CITY COUNCIL MEETING  
MONDAY, DECEMBER 17, 2012**

The Ipswich City Council met in regular session at 7:00 p.m., Monday, December 17, 2012. Members present were Mayor Dave Penfield, LeRoy Kilber, Dustin Geditz, Josh Horst, Dave Thares, Mike Steen and Jim Uttenhove. Also present were City Attorney Vaughn Beck, Helms & Associates' Terry Helms and Jay Koch, Dahme Construction's Hugh Dahme and Gary Dahme, Ipswich Public School's Trent Osborne, Matt Pollock, Jerome Schaffner, Carol Pond and Tim Washenburger, Amanda Anglin, Corinne Jameson, Brian Schlosser and 9 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:** Steen/Geditz to approve the Regular Meeting Minutes of December 3, 2012.

**Building Permits for Council approval:** Kilber/Thares to approve the following permit: Mark DeGroot – shingles, siding & windows

**On-Going Business:**

**Water project updates:** Terry Helms and Jay Koch - Helms & Associates and Hugh Dahme - Dahme Construction presented the Final Change Order (11) and Final Pay Estimate (19) for reconsideration. The water project began in 2009. Due to the weather, the project took longer than expected, thus causing a cost increase from a sub-contractor.

Kilber/Horst to approve Dahme Construction final Change Order 11 and final pay estimate 19. Roll call vote: Steen-yes; Horst-yes; Geditz-no; Uttenhove-no; Thares-no; Kilber-yes. To break the tie, Mayor Penfield voted yes. Motion carried.

**Trailer:** Additional quotes were presented from Specialty Trailer Sales and J. Gross Equipment. More information was requested for next meeting.

**New Business:**

**Public Hearing: Petition to Vacate Street – 5<sup>th</sup> Street between 2<sup>nd</sup> & 3<sup>rd</sup> Avenues:** After no public opposition, Horst/Steen to approve the following resolution with the addition of a clause relating to ownership and maintenance of the sewer underneath said street. Roll call vote: Kilber-yes; Thares-yes; Uttenhove-yes; Geditz-yes; Horst-yes; Steen-yes. Motion carried.

Following further discussion about the sewer, after said motion carried, Horst rescinded his previous motion for Resolution 2012-08, Steen seconded. Roll call vote: Kilber-yes; Thares-no; Uttenhove-yes; Geditz-yes; Horst-yes; Steen-yes. Motion carried.

Horst then made another motion to approve Resolution 2012-08 as stated. Kilber seconded. Roll call vote: Steen-yes; Horst-yes; Geditz-no; Uttenhove-no; Thares-no; Kilber-yes. To break the tie, Mayor Penfield voted yes. Motion carried.

## RESOLUTION 2012-08

BE IT RESOLVED that on December 17, 2012, at 7:00 p.m., at the Ipswich City Office, Ipswich, South Dakota, the City Council of the City of Ipswich approved the Petition to Vacate Street which was filed on November 12, 2012, by Justin Davis, Board Chairman for the Ipswich Public School, and which said resolution herein vacates:

That portion of 5<sup>th</sup> Street which runs parallel to and between Block Fifteen (15) and Block Ten (10), Original Plat of the Town of Ipswich, Edmunds County, South Dakota;

APPROVED, this 17<sup>th</sup> day of December, 2012 by the Ipswich City council in regular session at the Ipswich City Office, Ipswich, SD

Signed: Dave Penfield, Mayor

Attest: Amanda Anglin, Finance Officer

**Fire Department - Interstate Power Systems bill:** Bill will be submitted for payment through the water project.

**City Insurance - Loss Control visit:** On November 15, 2012, a representative from Continental Western Group (Ipswich City's insurance carrier) assessed the City's property for ways to control and prevent losses associated with the insurance coverage. At this time, the insurance company is asking what the city proposes to do to implement their recommendations. Five areas need attention: Snow/Ice Removal and Ice Melt Application; Softball Field Bleachers; Swimming Pool Bathhouse Floor; Softball field Concession Building Roof and Fuel Tank east of Shop/Office Building. Horst/Thares to send the proposals to the insurance company for review.

### **Public Works Report:**

**Snow Removal:** No discussion.

**West Railroad culvert:** No discussion

### **Office Report:**

**Review of pre-approved bills for 2013:** Thares/Uttenhove to approve the following bills as pre-approved for payment: Rural Development Loan Payment, Montana Dakota Utilities, Employee Payroll, Employee Retirement, FICA taxes, Dept. of Revenue sales tax, US Post Office, Ipswich State Bank, Valley Telecommunications, WEB Water, FEM & State Revolving Fund Loan Payment. All pre-approved bills paid in advance will be reported at the next meeting.

**Resolution 2012-09 - Contingency Transfer:** Geditz/Steen to transfer \$17,300.00 from the Contingency Department to the Fire, Sanitation, Museum and Solid Waste Departments.

**CITY OF IPSWICH  
RESOLUTION 2012-09  
TRANSFER OF CONTINGENCY FUNDS TO  
GENERAL FUND DEPARTMENTS**

**WHEREAS**, there are departments within the General Fund which need funding for the year 2012;

**NOW THEREFORE, BE IT RESOLVED**, the City Council of Ipswich, South Dakota transfers \$17,300.00 in contingency funds in the following manner:

**General Fund - 101**

42200 – Fire	\$1,900.00
43200 – Sanitation	\$5,000.00
45800 – Museum	\$10,100.00
43230 – Solid Waste Collection	<u>\$300.00</u>
<b>Total:</b>	<b>\$17,300.00</b>

---

Dated this 17<sup>th</sup> Day of December, 2012 for immediate passage:

Signed: Dave Penfield, Mayor

Attest: Amanda Anglin, Finance Officer

**Annual Report Training:** Horst/Kilber to send Anglin to the Annual Report Workshop in Huron in January.

**Delinquent Water Accounts:** A report of the end-of-year delinquent water accounts was presented for review. The City Attorney will assist with collection of three delinquent water accounts.

**Bills for approval:** Kilber/Horst to approve the following bills: Aberdeen American News-\$82.39/creek cleaning ad; Amanda Anglin-\$249.64/travel reimbursement election workshop; Amazon-\$159.19/library books; Avent, LLC-\$400.00/annual service fee for website; Avera St. Luke's-\$203.56/ambulance medication; Beck Law Office-\$1,270.00/legal fees; Brock Enterprises, LLC-\$3,365.00/handicapped-accessible swimming pool lift; Buffalo Station-\$265.20/ambulance fuel; Common Sense Mfg., Inc.-\$5,625.00/picnic shelter/picnic tables; D & S Service-\$3,781.27/motor grader repairs; Dakota Pump Inc.-\$7,525.52/Bloemendaal Drive lift station modification; Dakota Supply Group-\$61.61/water meter installation parts; Evergreen Supply Inc.-\$66.36/oxygen cylinders; Fonder Construction-\$3,524.00/concrete slab for south park picnic shelter; Fred Frankland-\$148.00/ambulance fee refund (account paid twice); H.C. Clark-\$811.75/Bobcat forks; HD Supply Waterworks-\$361.80/fire hydrant markers; Heartland Waste Mgmt.-\$3,080.00/garbage service; James Volk-\$143.10/sewer repair reimbursement; Jesse Brown-\$100.00/water deposit refund; John Deere Financial-\$68.50/filter for motor grader; Kenny Pfaff-\$100.00/water deposit refund; Kens Food Fair-\$505.47/fuel/batteries for locator; MC&R Pools, Inc.-\$1,225.00/winterize swimming pool; Montana Dakota Utilities-

\$3,747.50/utilities all departments; Nelson Sales & Service-\$18.00/pump for vacmaster; North Central Farmers Elevator-\$1,519.44/fuel/tire/labor/parts; Office Max Incorporated-\$161.86/computer software; Overdrive-\$50.00/online library book fees; Physicians Claims Company-\$101.40/ambulance billing service; Physio-Control, Inc.-\$355.30/AED battery; Sanford Health-\$30.00/flu medication for EMT; SD Dept. of Agriculture-\$120.00/applicator license class fee; SD Dept. Environment & Natural Resource-\$950.00/discharge permit (sd0022519); SD One Call-\$15.54/fax fees; Share Corporation-\$218.88/chemical to remove grease from lift station; Stephen Duncan-\$100.00/water deposit refund; Wayne & Tracy Braun-\$100.00/water deposit refund; Wellmark Blue Cross Blue Shield-\$592.00/ambulance fee refund(account paid twice)

**Pre-Approved Bills Since Last Meeting:** December 17, 2012 Payroll: Administration - \$1,937.83; Streets -\$1,556.66; Sanitation -\$377.50; Ambulance -\$130.29; Water -\$1,553.94; Sewer -\$1,555.90; Ipswich State Bank - \$1,678.82/payroll taxes & \$20.00/bank fees; SD Retirement System - \$1,725.86

**Executive Session – Personnel per SDCL 1-25-2 (2):** At 7:54 p.m., Horst/Steen to go into executive session for personnel. At 8:35 p.m., executive session ended.

Horst/Geditz to hire Laura Ptacek for the position of full-time Community Development Director at an hourly rate of \$12.50 with benefits and a review in six months.

**Adjournment:** At 8:36 p.m., Horst/Geditz to adjourn the meeting.

Amanda Anglin, Finance Officer  
City of Ipswich  
Publish 12-26