

**MINUTES**  
**IPSWICH CITY COUNCIL MEETING**  
**IPSWICH CITY HALL**  
**Wednesday, April 12, 2023**

The Ipswich City Council met in regular session at 7:04 p.m. on Wednesday, April 12, 2023. Members present were Mayor LeRoy Kilber, Mike Steen, Mike Heinz, Mike Hammrich, David Coisman, Erica Larson, and Christopher Gillick. Also present were Amanda Metzinger, and 7 community members.

**Call the meeting to order:** LeRoy Kilber called the meeting to order at 7:04 p.m. and led the **Pledge of Allegiance**.

**Motions:** All motions were approved unanimously unless otherwise indicated.

**Approval of Minutes:**

Coisman/Gillick to approve the minutes of the March 20, 2023 regular meeting, and the minutes of the March 23rd Equalization Meeting.

**Building Permits:**

Hammrich/Larson to approve the following permits: LeRoy Kilber – Kitchen Remodel; Joe Heier – Siding, Windows, Sunroom addition, and cement driveway.

**Ongoing Business:**

**Force Main** – Change Order – Gillick Heinz to approve the change order for the force main project. This change order will save \$40,530.00 by adjusting some materials being used.

**New Business:**

**2023 Election Canvas:** Heinz/Coisman to approve the Official Canvass Sheet. The results were declared as follows: Mayor, 2-year term: Hank Baker – 119 votes, LeRoy Kilber – 125 votes. The official canvas sheet was completed and signed.

**Drinking Water Report:** The report was reviewed by the council. It will be published in the Ipswich Tribune and will be available to the public in the office and on the city website.

**Infrastructure First Project – Capital Improvement Planning Grant:** Hammrich/Steen to accept the \$15,000/5-year matching grant that Ipswich was selected for. This grant is to create a plan to achieve current community goals and allow for future growth.

**New System to Notify Residents:** Gillick/Larson to Approve Bright Arrow, a new system to notify residents of the city.

**2022 Audit Engagement:** Larson/Heinz to hire Eide Bailly to audit the 2022 financials.

**Public Works:**

**Public Works Computer Update:** Current computer system is outdated, received a quote for \$8,427.31, should receive a discount because they will not have to run new wires. Hammrich/Gillick to approve the purchase of the new computer system.

**Office Report:**

**March Financial Reports: Expenditure and Revenue Guideline, Checking and Savings Account Reconciliation, Sales, and Municipal Tax comparison:** Coisman/Heinz to approve the financial reports. Bank account balances are as follows: Checking-\$902,190.12; Savings-\$799,527.41.

**2022 Annual Report:** Hammrich/Steen to approve the 2022 Annual Financial Report.

**Finance Officer School & Human Resource School, Pierre SD June 6-9:** Heinz/Gillick to approve Amanda Metzinger attending Finance Officer School and Human Resource School in Pierre SD, June 6<sup>th</sup>-9<sup>th</sup>.

**Bills for Approval:**

Gillick/Heinz to approve the following bills: Wellmark Health Plans-\$2,646.92-Group Health Insurance Premium; Web Water Development-\$14,471.78- Water Purchase; Payment Services Network-\$144.75-Gateway/Transaction Fee; Agtegra-\$4,696.03-Fuel, Battery for Lift Station, Diesel Exhaust Fluid; Amazon Business-\$1,300.23-Label Refills For Labeler, TV's for remodel, supplies for office remodel;Aramark-110.07-Mat/Mop Exchange; Beck Law Office-\$525.00-Legal Services, Review of Referendum Petition; City Of Ipswich-387.34-Water Costs; Dakota Insurance Solutions-\$623.50-Employee Fidelity Bond Renewal; Drn-\$680.85-Computer Backup/Antivirus-Fem Electric Assn, Inc-\$1,149.73- Warming Shack; Fem Electric Assn, Inc-\$65.85-Rubble Site Utilities; Geffdog Designs-\$1,894.52-Ambulance Clothing And Embroidery; Gibson Publishing-\$387.34-Publication costs; Ipswich Lumber & Hardware, Llc-\$1,647.41-Snow Removal Supplies, office remodel supplies, ambulance supplies; Jim Uttenhove-\$500.00-Easement Payment; John Deere Financial-\$643.02-Mower Blades And Parts; Karen Geditz-\$210.00-City Election Worker 14 Hours X 15\$ Per Hour; Langs-\$1,489.98-Refrigerator And Microwave For Office Remodel; Linde Gas & Equipment-\$331.53-Oxygen Cylinders For Ambulance; Matthew Geditz-\$1,000.00-Easement Payment; Menards-\$1,208.27-Trim For Office Remodel; Montana Dakota Utilities-\$4,786.91-Utility Billing on all accounts; Oban Construction-\$109.00-Wiring For Wire Broom; Physicians Claims Company-\$637.84-10% Ambulance Billing Fee; Runnings Supply Inc.-\$100.97- Cables for Fire Department; Sd Dept Of Health-\$30.00-Water Testing Fees; Sdml Workers Compensation Fund-\$1,628.00-Workers Compensation Insurance Premium; Sharon Engler-\$210.00- City Election Worker 14 Hours X 15\$ Per Hour; Sherry Perrion-\$210.00-City Election Worker 14 Hours X 15\$ Per Hour; Stockwell Engineers, Inc.-3716.73-Southwest Area Improvement Project; Titan Machinery-\$1,976.76-Artic Snow Pusher Edges; Trail Days Committee-\$5,000.00-2023 Donation; Us Bank-\$140.01-Office Supplies; Valley Telecommunications Inc.-\$974.33-Phone Billing, Office Remodel costs; Verizon Wireless-\$40.01 Ambulance Mobile Data Plan

**Pre-approved bills:**

April 4th, 2023, Payroll: Council \$6675.00; Administration \$2541.67; Streets \$3476.15; Sanitation-\$347.61; Sewer-\$1738.07; Water \$1573.80; Ambulance-\$4551.99; Ipswich State Bank -\$4755.59- Payroll Taxes; Ipswich State Bank -\$10.00- Payroll Ach Fee

**Public Comments:**

Participants and topics included: Hank Baker Congratulated LeRoy Kilber on the Election, and asked for a review of the sewer project, feels that it could be done differently. Loel Hoyle asked that the council look into better recording equipment or microphones so the recordings can be heard better.

**Adjournment:** Gillick/Steen to adjourn the meeting at 7:33 p.m.

Amanda Metzinger  
Finance Officer  
4/13/23