

**MINUTES**  
**IPSWICH CITY COUNCIL MEETING**  
**IPSWICH CITY HALL**  
**Tuesday, May 7, 2024**

The Ipswich City Council met in regular session at 7:00 p.m. on Tuesday, May 7, 2024. Members present were Mike Steen, Mike Heinz, Mike Hammrich, David Coisman, Erica Larson, and Christopher Gillick. Also present were Amanda Metzinger, Kelsey Holien, Laramie Knoll, Jonathan Waldner, Tracy Hutson, Kayla Hartwell and 19 community members.

**Call the meeting to order:** Council President Mike Steen 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:**

Gillick/Coisman to approve the minutes of the April 22, 2024 regular meeting.

**Building Permits:**

Heinz/Larson to approve the following building permits, Mike Hammrich Abstained: Chuck Bokinskie – 24 x 30 garage addition, Mike Hammrich – Vanity, Linen Closet and Flooring Replacement, Holy Cross Church – Handicap Bathroom, Hank Baker – Window replacement, shingle replacement on east side of house. Gina Hanson – Replace Front Deck, Remove Back Deck and add concrete pad and steps, Ipswich public School – 20 x 70 Equipment Storage and Weather Shelter Building, Andy Weisser – Repair Handrail and Posts on deck.

**Ongoing Business:**

**Mayor Appointment:** Heinz/Larson to Appoint Mike Steen as Mayor: Roll call vote – Mike Heinz – Aye, Mike Hammrich – Aye, David Coisman – Nay, Larson – Aye, Gillick - Aye

**Bills for Approval:**

Hammrich/Gillick to approve the following bills: Verizon Wireless/Ambulance Mobile Data Plan/\$40.01; Beck Law Office/Monthly Retainer & Building Permit Revisions/\$325.00; Agtegra/Fuel, Grass Seed/\$1,079.68; Valley Telecommunications Inc/Phone & Internet Services/\$561.52; Core & Main LP/Pack Joint Ss Saddle/\$199.36; Oban Construction /Crushed Gravel, Black Dirt, T&T 2.0 Cleaner/\$608.52; Swanson Electric, LLC; Outlet & Light Installation/\$790.82; USA Blue Book/Ph Buffer Pack, Ph Probe/\$192.45; Fem Electric Assn, Inc/Rubble Site Utilities/\$65.53; I & S Group, Inc/Capital Improvement Plan/\$1,500.00; Us Bank/Office Supplies, License Fees, Pet Tags/\$470.21; Butler Machinery Company/500 Hour Service Skid Steer/\$1,047.60; Wellmark Health Plans/Group Health Insurance Premium/\$2,849.37; Pitney Bowes/Postage Machine Lease/\$270.60; Geffdog Designs/Ambulance Clothing/\$174.76; Blue Valley Public Safety, Inc/North Fire Siren Repair/\$1,439.64; Cindy Percy/Books, Library Supplies/\$622.48; Ipswich Lumber & Hardware, LLC/Concession Stand Repair, Screws/\$56.55; City Of Ipswich/Water Billing All Accounts/\$653.24; Dakota Insurance Solutions LLC/2024 Insurance Payment/\$44,578.75; Deb Gillick/Summer Reading Program Supplies/\$278.49; Montana Dakota Utilities/Utilities All Departments/\$4,615.18; Payment Services Network/Gateway, Transaction Fee/\$183.15; A & B Business Solutions/Copier Contract/\$118.23; DRN/Computer Backup & Antivirus/\$106.90; Kens Food Fair/Fuel/\$55.72; Gibson Publishing/Election & Publication Costs/\$618.86; Tammy Pitz/Ems Training Reimbursement/\$55.00

**Pre-Approved Bills:**

May 2nd, 2024, Payroll: Administration \$2,771.50; Streets \$3,770.49; Sanitation- \$412.05; Sewer- \$1,880.23; Water \$1,762.52; Ambulance-\$5,067.49; Library- 1,144.96; Ipswich State Bank - \$3,713.99–Payroll Taxes; Ipswich State Bank -\$10.00- Payroll Ach Fee; Department of Revenue – 312.53 – Sales Tax Payment

**Adjourn as Old Council:** Hammrich/Heinz to adjourn the meeting at 7:04 p.m.

**Call the meeting to order:** Council Vice President Mike Hammrich called the meeting to order at 7:04 p.m.

## New Business

### Council Re-organization:

**Oath of Office:** Oaths of office were taken and signed by Mayor Mike Steen, Tracy Hutson, Kayla Hartwell, Mike Heinz, and Mike Hammrich.

**Election of Council President & Vice-President:** Tabled until next meeting

**Mayor Appointments:** Tabled until next meeting.

**Application for Malt Beverage Renewals – Ken’s Fairway, Buffalo Station, Dollar General:** Hammrich/Hutson to approve the renewals.

**Edmunds County Sheriff’s Department – Trail Days Extra Law Enforcement:** Heinz/Coisman to approve the city paying for 2 extra law enforcement officers @ \$35.00/hour.

**Building Permit Changes** – Coisman/Heinz to approve the 1<sup>st</sup> reading of Ordinance 2024-01. These changes are updating when a permit will be needed. Permits will not be required when replacing shingles, windows, gutters, siding, and landscaping.

**Cemetery Mowing Guidelines:** The council discussed a list of guidelines for the cemetery mowers.

**Golf Club** – Event Center - Tabled

**Fireworks – Jeromy Loken:** Heinz/Hammrich to approve Jeromy and Tracy Loken to sell fireworks.

## Office Report

**April Financial Report: Expenditure and Revenue Guideline, Checking and Savings Account Reconciliation, Sales, and Municipal Tax comparison:** Heinz/Hutson to approve the financial report. Bank Account balances are as follows: Checking-\$166,772.89; Savings-\$803,985.51.

## Public Comments:

Participants and Topics included: Les Braun – Chip Sealing & Street Repairs, Linda Gauer – Softball Field Chalking, John Hoyle – Mayor resignation, Building Permits and Public Comments, Charlotte Baker – Resignations, Meredith Schumacher – Special Elections, Glen Hoyle – Council Changes & Skating Rink Lights.

## Executive Session Per SDCL 1-25-2(1)

Hammrich/Heinz to enter Executive session at 7:30pm

Executive Session ended at 7:47pm

## Personnel:

Hammrich/Hartwell to accept Brian Schlosser’s Resignation form effective May 12, 2024

Heinz/Hutson to promote Laramie Knoll to Public Works Supervisor with a salary of \$56,500.

Larson/Hartwell to Hire the following lifeguards: Vaness Diaz-\$16.50/hour, Kaylin Onken-\$15.00/hour, Katie Bierman-\$16.00/hour.

**Adjournment:** Hammrich/Coisman to adjourn the meeting at 7:50 p.m.

Amanda Metzinger  
Finance Officer  
5/8/24