

**COUNCIL PROCEEDINGS
REGULAR MEETING
February 4, 2019**

A regular meeting of the Philip City Council was held on Monday, February 4, 2019, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Michael Vetter, Council Members Trisha Larson, Brit Miller, Marion Matt, Marty Gartner, Scott Pinney and Terri Pelle. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Public Works Director Matt Reckling, Chief of Police David Butler, Police Officer Ben Buls, City Attorney Stephanie Trask; and, Winnie Trask.

Absent: None.

Motion was made by Miller, seconded by Matt to approve the agenda as presented. Motion carried.

Motion was made by Pinney, seconded by Gartner to approve the minutes of the last meeting(s) as published in *The Pioneer Review* and on the City's website with the following correction to the Jan. 7th minutes: 2019 CMA Interest Allocation to the General Fund – 68.57633%. Motion carried.

Motion was then made by Matt, seconded by Gartner to approve the payment of the bills from the appropriated funds as listed below. Motion carried.

Gross Salaries – Jan. 31, 2019: Admin - \$3658.45; Finance - \$3393.86; Police - \$3357.46; Water - \$13353.58

Colonial Life	Employee Supplemental Ins 1/19	196.60
EFTPS	S.S., Medicare, Withholding 1/19	5284.80
NE Child Support Pay Ctr	Garnishment 1/19	659.18
SDRS	Employee Retirement 1/19	3036.83

Airport Hangar/Apron Design Project:

KLJ Inc	Design Eng thru 1/12/19	4590.92
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This Month's Bills:

American Red Cross	2019 Learn to Swim Fees	300.00
Bad River Law Prof LLC	Atty/Legal Fees 1/19	401.80
Buls, William "Ben"	Reimb. Shoe Allowance 1/19	100.00
Cenex Harvest States	ST Fuel 1/19	208.55
City of Philip	2019 Park/Rec Free Water Credit	1876.58
CNH Productivity Plus Acct	St Supplies 1/19	926.00
D&T Auto Parts	ST Supplies 1/19	5.04
Dakota Pump Inc	Lift Station Alarm Cell Modem 2019	468.00
Delta Dental	Dental Ins 2/19	776.90
1 st Nat'l Agency	City Property/Liability Ins 2019	18760.00
	Baseball Property Ins 2019	335.00
	Ambulance Veh Ins 2019	3593.00
	Fire Dept Property/Liability Ins 2019	5419.00
1 st Nat'l Bank – Philip	UB Postage 1/19	125.85
Golden West Telecom	Telephone/Internet 12/18-1/19	573.73
Haakon Co Treasurer	Office Rent 2/19	500.00
Hanson Oil	Fuel/LP 12/18-1/19	1301.42

Health Pool of SD	Health Ins 2/19	10323.88
Ingram's Pest Service	RS Pest Control 1/19	60.00
McLeod's Printing	PD Supplies 1/19	83.36
Midwest Radar & Equipment	PD Radar Cert 10/18	80.00
Modern Marketing	PD Supplies 1/19	111.54
Moses Building Center	ST Supplies 1/19	29.45
Office Depot	FO Supplies 1-2/19	350.20
Optilegra	Vision Ins 2/19	95.70
Philip Hardware	PD/ST Supplies 1/19	65.06
Pioneer Review	Publishing 1/19	581.18
Quill	FO/Water Supplies 1/19	299.97
SD DENR	Shipp Water Dist Exam Fee 2/19	10.00
SD Dept. of Revenue	Sales Tax Payable 1/19	403.81
	Excise Tax Payable 1/19	7.84
	Water Testing 1/19	15.00
SD One Call	Locates 10-12/18	10.70
Smith, Brittany	Mileage/Meal Reimb 1/19	113.52
Verizon Wireless	Cell Phone 12/18-1/19	163.26
VISA – UMB Bank	FO/AIR Supplies 1/19	247.50
Walker Refuse	366 Residential Collections 1/19	4831.20
WR/LJ Rural Water Systems	3,274,000 gals 1/19	4092.50
	Contract Min. 1/19	2500.00
	Airport Water 1/19	40.00
	South Shop Water 1/19	20.00
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Total Expenditures – 2/4/19		\$64,797.46

Old Business:

New Business:

Pine St. Overlay:

Council reviewed the following quote from Western Construction Inc. (WCI) for the proposed overlay options on Pine St.

#1 – Pine St. from Stanley Ave. to Henry Ave. - \$50,875.00

#2 – Pine St. from Stanley Ave. to US Hwy 14 - \$90,487.50

*Above costs do not reflect any mobilization fees or additional conditions from WCI.

It was noted that both options are above the bid limit and concerns were voiced with the conditions outlined on the quote. In turn, SPN is working with Thorstad Companies to determine if it would be feasible to include either of the above proposed improvements with the SW Philip Improvement Project contract.

No action was taken.

Southwest Philip Improv. Project:

Council reviewed an option to extend the project construction on the east side of Philip Ave. from the south end of the alley to Pine St. The additional work would include an alley pan, driveway, ADA landing and curb and gutter.

Discussion ensued regarding adding this additional work to the project. It was reported that Thorstad Companies will not complete work at the current bid unit prices because the curb and gutter will need to be hand formed.

By general consensus of the Council, a cost estimate to complete the additional work will be obtained by Thorstad Companies before further consideration.

Motion was made by Pinney, seconded by Matt to approve the Mutual Aid Agreement with Haakon County as presented. Motion carried with all members voting aye. (A copy is on file in the Finance Office.)

Grant Administration Requests:

Motion was made by Matt, seconded by Gartner to authorize administering the Philip Area Community Foundation grant for the Philip Area AARP ETA. Motion carried with all members voting aye.

Motion was then made by Matt, seconded by Miller to approve the first reading of the following Ordinance #2019-03. Motion carried with all members voting aye.

**ORDINANCE #2019-03
2019 SUPPLEMENTAL APPROPRIATIONS ORDINANCE
PHILIP AREA AARP/RTA – STREET LIGHT POLE BANNERS**

WHEREAS, the City of Philip, South Dakota, will act on behalf of and as the fiscal agent for the Philip Area AARP/RTA who has recently been awarded grant funds from the Philip Area Community Foundation to purchase welcome banners for the street light poles in Philip; and,

WHEREAS, the City of Philip, did not anticipate this responsibility when preparing the 2019 Municipal Appropriations budget;

NOW, THEREFORE, BE IT ORDAINED, that the following Supplemental Appropriations Ordinance be and hereby is adopted in order to recognize the grant fund revenue and expenses that will be forthcoming for the Philip Area AARP/RTA banner project.

	<u>GENERAL FUND</u>
46500 ECONOMIC DEVELOPMENT	
42600 Supplies – City Promotion	\$ 3,840.00
<u>TOTAL ECONOMIC DEVELOPMENT</u>	<u>\$ 3,840.00</u>
<u>TOTAL APPROP. & ACCUM.</u>	<u>\$ 3,840.00</u>

MEANS OF FINANCE

The following designates the fund or funds that money derived from the following sources is applied to.

	<u>GENERAL FUND</u>
36700 CONTRIBUTIONS/DONATIONS	
36700 Contributions & Donations	\$ 3,840.00
<u>TOTAL CONTRIBUTIONS/DONATIONS</u>	<u>\$ 3,840.00</u>
<u>TOTAL MEANS OF FINANCE</u>	<u>\$ 3,840.00</u>

Dated this ____ day of _____ 2019.

Michael Vetter, Mayor

ATTEST:

Monna Van Lint, Finance Officer

Passed First Reading: Feb. 4, 2019

Passed Second Reading:

Yeas: Nays:

(Published: Feb. 14, 2019)

Homeland Security Grants:

Motion was made by Gartner, seconded by Pinney to authorize submitting a Homeland Security Grant application for a radio repeater amplifier. The application deadline is Feb. 15, 2019. Motion carried with all members voting aye.

Parks/Rec Free Water Users:

Motion was made by Matt, seconded by Gartner to establish the 2019 water and sewer rates charged to the parks/recreational areas for any overages above the amount of free water allocated as follows: water rate at \$3.02 per 1,000 gallons; and, the sewer rate at \$1.70 per 1,000 gallons based on the water usage. For the record, the rates are the same as those adopted in 2018. Motion carried.

Motion was then made by Matt, seconded by Pinney to authorize issuing a payment credit from the general fund to the water fund for the Park/Recreational Free Water Users allocated amount of free water and sewer for 2019 based on the City's purchase rate of water and sewer. Motion carried.

Building/Flood Plain Dev. Permits:

Jason & Christy Harry – remove existing trailer house; place 26'8" x 76' manufactured home with steps/decks at each entrance; new water and sewer connections to the home.

Motion was made by Matt, seconded by Pinney to approve the removal of the existing trailer house as submitted on the above permit. Furthermore, a separate permit shall be filed for the remaining work along with plans for a concrete or concrete block foundation as required by City Ordinance #11-1916. Construction is also dependent upon Harry's ownership of the property. Motion carried.

The following L/P Propane bids received this month are as follows. Due to the tied bids, propane was purchased from Hanson Oil on Jan. 14; and, Midwest Cooperatives on Jan. 31, 2019.

	<u>Jan. 14, 2019</u>	<u>Jan. 31, 2019</u>
Hansen Oil Company	\$1.30/gal.	\$1.30/gal.
Midwest Cooperatives	\$1.30/gal.	\$1.30/gal.

Departmental Reports:

Administration

Council reviewed the following board software options: Boardpaq - \$2,412.00/year; and, Directorpoint - \$2,250.00/year (one-year agreement), \$2,082.00/year (two-year agreement) or \$1,913.00/year (three-year agreement).

Motion was made by Miller, seconded by Gartner to approve Directorpoint with the three-year license agreement as presented above. In addition, the agreement shall stipulate that any increase to renew the license for year four will not exceed 5% from the current annual fee of \$1,913.00. Motion carried.

Motion was made by Matt, seconded by Gartner to authorize cancelling \$2,870.00 of the assessment against Parcel #9302. For the record, this reflects the sale of the surplus vehicles. Motion carried with all members voting aye.

Police Dept.

Council was advised that TransCanada has approved a \$10,000.00 donation to the department to purchase personal protective equipment--body/dash cameras.

Motion was made by Pinney, seconded by Gartner to approve the first reading of the following Ordinance #2019-02. Motion carried with all members voting aye.

**ORDINANCE #2019-02
2019 SUPPLEMENTAL APPROPRIATIONS ORDINANCE
POLICE DEPARTMENT – PERSONAL PROTECTIVE EQUIPMENT**

WHEREAS, the City of Philip, South Dakota, is the recipient of a donation from TransCanada to purchase personal protective equipment including that of body and dash cameras for the Police Department; and,

WHEREAS, the City of Philip did not anticipate this needed equipment and its costs along with the donation from TransCanada when preparing the fiscal year 2019 appropriations.

NOW, THEREFORE, BE IT ORDAINED, that the following Supplemental Appropriations Ordinance be and hereby is adopted in order to recognize the revenues and expenses that will be forthcoming for the Police Department’s body and dash cameras.

	<u>GENERAL FUND</u>
42100 POLICE DEPT	
43400 Mach & Equip – Cap	\$ 11,500.00
<u>TOTAL POLICE DEPARTMENT</u>	<u>\$ 11,500.00</u>
<u>TOTAL APPROP. & ACCUM.</u>	<u>\$ 11,500.00</u>

MEANS OF FINANCE

The following designates the fund or funds that money derived from the following sources is applied to.

	<u>GENERAL FUND</u>
36700 CONTRIBUTIONS/DONATIONS	
36700 Contributions & Donations	\$ 10,000.00
<u>TOTAL CONTRIBUTIONS/DONATIONS</u>	<u>\$ 10,000.00</u>

CMA ASSIGNED – POLICE EQUIPMENT

10430 Police Equipment	\$ 1,500.00
<u>TOTAL ASSIGNED</u>	<u>\$ 1,500.00</u>
<u>TOTAL MEANS OF FINANCE</u>	<u>\$ 11,500.00</u>

Dated this ____ day of _____ 2019.

Michael Vetter, Mayor

ATTEST:

Monna Van Lint, Finance Officer

Passed First Reading: Feb. 4, 2019
Passed Second Reading:
Yeas: 6 Nays: 0
(Published: Feb. 14, 2019)

Motion was made by Pinney, seconded by Matt to authorize the purchase of two tasers from Accredited Security for \$1,198.00. This purchase will be in lieu of replacing the department's copier as appropriated in 2019. Motion carried.

Chief Butler advised the Council that a new evidence storage area is needed. They are working with the Sheriff's Office and currently considering an option to construct a secured storage area for each department. They will be obtaining a cost estimate from Schofield Welding and will report back to the Council as well as consult with the County Commission.

As previously noted, a Homeland Security Grant application will be submitted for an amplifier to improve the radio reception in town.

Motion was made by Matt, seconded by Miller to approve the surplus and disposal of the following department inventory items no longer in use. Motion carried.

Mot Telephone System – \$3,000 (1989); Mot Radio System – \$3,573 (1988/1992); PBT – \$340 (1985); Mobile Video Camera - \$3,000 (2002); Dell Vostro 200 Computer - \$1,001.26 (2008); Body Armour II - \$660 (2012); Dell Vostro 1510 Computer - \$1,217.43 (2008); PBT III - \$506 (2004); 4 Streamline Flashlights - \$455 (1986/1998); 3 Sony Digital Cameras - \$2,288 (2004); 2 Minolta Cameras - \$300 (2004); 2 EF Johnson Radios - \$4,000 (2002).

Rubble Site

Motion was made by Miller, seconded by Pinney to authorize soliciting quotes for quarterly pest control services for the next three years, May 2019 through April 2022. Motion carried.

Street Dept.

Council reviewed the monthly report.

Motion was made by Matt, seconded by Pinney to approve the 2019 tractor rental agreement with Kennedy Implement. This includes a New Holland T6.180 at a rental fee of \$3.00 per hour. Motion carried.

Motion was made by Matt, seconded by Gartner to authorize selling the surplus mosquito fogger and air compressor at the online auction held by O'Dea Real Estate and Auction, Feb. 25 – Mar. 1, 2019. Motion carried.

There will be public informational meeting on Mar. 18th at 5:00 p.m. for the Sign & Delineation project.

Water Dept.

The monthly report was reviewed which noted a higher water loss rate of 15.18% for the month of January. City personnel will be working to identify any potential leaks.

Motion was made by Matt, seconded by Pinney to approve the following Resolution #2019-01. Motion carried with all members voting aye.

**RESOLUTION #2019-01
AUTHORIZING USE OF WATER DEPARTMENT
DEPRECIATION RESERVE FUNDS
FOR PURCHASE OF A COMPUTER AND HANDHELD METER READING GUN**

BE IT RESOLVED by the City Council of the City of Philip, South Dakota, that the Finance Officer is hereby authorized and directed to utilize \$12,438.03 in the water department depreciation reserve funds, which was reserved for the 2018 Annual Appropriations Budget (Ord. #2017-10) for the purpose of purchasing a new computer and handheld meter reading gun in 2018.

This resolution is effective upon passage and use of funds shall be reflected in the 2018 financials as previously authorized.

Dated this 4th day of February 2019.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Sewer Dept.

Motion was made by Gartner, seconded by Pinney to approve an annual agreement with Dakota Pump to inspect the main lift station for \$300.00. Motion carried.

Garbage Dept.

Motion was made by Matt, seconded by Gartner to authorize advertising for residential garbage collection bids for a three-year period starting June 1, 2019. Bids will be opened during the April 1st meeting. Motion carried.

Training/Travel:

PWM II Shipp will be attending the Water Distribution Course & Exam on Feb. 26-28th in Rapid City.

CA Smith will be attending a SDML WC Fund Board Meeting on Feb. 28th and Mar. 1st in Pierre.

The 2019 Airport Conference is Mar. 27-28th in Watertown.

Public Comments:

None.

In Other Business:

Council petitions must be filed in the Finance Office by Feb. 22, 2019.

City offices will be closed Feb. 18^h in observance of the legal holiday.

Council will meet in special session on Monday, Mar. 18th at 4:00 p.m. in the Commissioner's Room to sit as Board of Equalization. Citizens are advised that the official PT-17 Form must be filed with the Finance Office by no later than 5:00 p.m. on Mar. 14, 2019.

The next regular meeting will be held on Monday, Mar. 5th at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse.

With no further business to come before the Council, Mayor Vetter declared the meeting adjourned at 7:48 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/Brittany Smith, City Administrator

(Published once on February 14, 2019, at approximate cost of \$_____)