

**CITY OF PHILIP COUNCIL PROCEEDINGS
REGULAR MEETING
JANUARY 02, 2024**

A regular meeting of the Philip City Council was held on Tuesday, January 2, 2024, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Brit Miller, Council Members Marty Gartner, Marion Matt, Greg Arthur, Terri Pelle, and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police Ben Buls, Police Officer AJ Bartlett, Public Works Maintenance Robbie Shipp, City Attorney Stephanie Trask; and later, Stacy Pinney.

Absent: Council Member Joni Parsons.

The meeting was opened with the Pledge of Allegiance.

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

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

ACH Payments:

Century Business Products	Copier Maint 11-12/23	30.09
Corporate Trust – US Bank	SRF #4 Pay #38 1/24	11326.05
	SRF #5 Pay #38 1/24	7905.24
Delta Dental	Dental Ins 1/24	757.10
Optilegra	Vision Ins 1/24	101.51
WR/LJ Rural Water Systems	2,123,000 gals 12/23	2866.05
	Contract Min. 12/23	2500.00
	AIR Water 12/23	40.00
	South Shop Water 12/23	22.60

This Month's Bills:

4E Foods	Supplies 12/23	8.40
Central SD Enhancement District	2024 Membership Dues	1167.13
Diligent Corp	Mtg Software Fees 2024	2700.00
1 st Nat'l Agency	Cyber Ins 2024	3131.59
	Ambulance Ins 2024	5690.00
	Fire Dept Ins 2024	6491.00
Grossenburg Implement	Sewer Repairs 12/23	350.56
Haakon Co Treasurer	Office Rent 1/24	500.00
HCS, LLC	PD IT Srv/Equip 12/23	350.00
Health Pool of SD	Health Ins 1/24	11792.70
ONSOLVE, LLC	CodeRED Contract 2024	1337.06
SD Airport Mgmt Assoc	2024 Membership Dues	50.00
SD Assoc Code Enforcement	2024 Membership Dues	75.00
SD Building Officials Assoc	2024 Membership Dues	50.00
SD City Management Assoc	2024 Membership Dues	150.00
SD DANR	Wastewater Fees 2024	750.00
SD Dept of Revenue	Sales Tax Payable 12/23	522.49
SD Gov't Finance Officers Assoc	2024 Membership Dues	70.00
SD Gov't Human Resource Assoc	2024 Membership Dues	50.00

SDML	2024 Membership Dues	1189.38
SDML Workers Comp Fund	Work Comp Ins 2024	11143.00
SD Municipal Street Maint Assoc	2024 Membership Dues	35.00
SD Police Chiefs Assoc	2024 Membership Dues	200.00
SD Water & Wastewater Assoc	2024 Dues –Shipp	10.00
The Philip Pit Stop	Fuel 11-12/23	312.14
Vadim Municipal Software Inc	Asyst Connect Sub/Maint 2024	2910.60
Total Expenditures – 01/02/24		\$76,584.69

Old Business:

None

New Business:

Motion was made by Matt, seconded by Pelle to approve the following annual resolutions for 2024 as follows and outlined below: Non-Discrimination Resolution; Official Depository; Official Newspaper; Purchase of CD’s; Dismissal & Snow Procedures—Holidays; CMA Interest Allocation; City Council Meeting Dates; Rubble Site Operational Dates; Payroll Resolution; Departmental Travel; and Fire Department Volunteers. Motion carried with all members voting aye.

Non –Discrimination Resolution

“It is hereby provided that the City of Philip, South Dakota, prohibits discrimination in employment, programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. The City of Philip also affirms its commitment to providing equal opportunities and equal access to City of Philip facilities. The City of Philip is an equal opportunity provider and employer.”

Official Depository

To name the First National Bank in Philip, South Dakota as the official depository for the City of Philip, South Dakota.

Official Newspaper

To name the *Pioneer Review* as the official newspaper for the City of Philip, South Dakota.

Purchase of CD’s

To authorize the City Administrator or City Finance Officer to purchase Certificates of Deposit as he/she/they deem appropriate. Said Certificates of Deposit are to be maintained for safe keeping in the First National Bank of Philip’s vault.

Dismissal & Snow Procedures – Holidays for City Employees

The City of Philip recognizes the following holidays plus any other day proclaimed as a holiday by the Mayor, Governor of South Dakota, or the President of the United States. In addition, upon consent of the Mayor, the City Office may be closed when the County Courthouse is closed due to weather or other emergencies (refer to Personnel Policy 2.23 for compensation).

HOLIDAY	DAY OBSERVED*
New Year’s Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President’s Day	Third Monday in February

Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Native American Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving	Fourth Thursday in November
Thanksgiving Bonus	Friday after Thanksgiving
Christmas	December 25
Christmas Bonus	December 24 or 26 (when date falls during the work week & as decided by a majority of the employees)

*If a holiday from the list above falls on a Saturday, the preceding Friday is observed as a city holiday (except Christmas Bonus). If a holiday falls on a Sunday, it is observed on the following Monday.

2024 CMA Interest Allocation Per Fund:

General Fund - 71.64804%
Water Fund – 13.75712%
Sewer Fund – 12.44913%
Garbage Fund – 2.14571%

2024 City Council Meeting Dates

January 2nd*
February 5th
March 4th
March 18th (Board of Equalization)
April 1st
May 2nd*
June 3rd
July 1st
July 25th (Budget Planning Session)
August 5th
September 3rd*
October 3rd*
November 4th
December 2nd
December 30th (Year End)

*Due to holiday or training.

All dates are subject to change at the direction of the Mayor or City Council, and do not include any special or emergency meetings that may be called throughout the year.

2024 Rubble Site Date Operational Dates

January: Saturday, 6th
February: Saturday, 3rd
March: Saturday, 2nd
April: Saturday, 6th
May: Friday & Saturday, 3rd–4th (Spring Clean Up Days; pick up day 6th); Friday, 10th; Saturday, 18th; Friday, 24th*
June: Saturday, 1st; Friday, 7th; Saturday, 15th; Friday, 21st; Saturday, 29th

July: Saturday, 6th; Friday, 12th; Saturday, 20th; Friday, 26th
 August: Saturday, 3rd; Friday, 9th; Saturday, 17th; Friday, 23rd; Friday, 30th*
 September: Saturday, 7th; Friday, 13th; Saturday, 21st; Friday, 27th
 October: Saturday, 5th; Friday, 11th; Saturday, 19th; Friday, 25th
 November: Saturday, 2nd
 December: Saturday, 7th
 *Due to holiday

2024 Payroll Resolution

Andrew Bartlett, Police Officer	\$49,500.00 salary - \$4,125.00 gross/month
William Buls, Chief of Police	\$56,500.00 salary - \$4,708.33 gross/month
Rickie Coyle, Temp Public Works Maint	\$25.00/hr
Matthew Reckling, Public Works Director	\$28.50/hr - \$4,940.00 gross/month
Tom Rodriguez, Temp General Public Works Maint	\$16.50/hr
Robert Shipp, Public Works Maintenance II	\$23.00/hr - \$3,986.67 gross/month
Brittany Smith, City Administrator	\$63,000.00 salary - \$5,250.00 gross/month
Parker Snyder, Public Works Maintenance	\$20.00/hr - \$3,466.67 gross/month
Monna Van Lint, Finance Officer	\$24.25/hr - \$4,203.33 gross/month
Doreen Vetter, Community Development Director	\$21.00/hr
Mayor	\$100.00/mtg and \$550.00/qtr
Council Members	\$65.00/mtg and \$400.00/qtr

2024 Departmental Travel

MAYOR & CITY COUNCIL: District Meeting; Elected Officials Workshop; SDML Annual Conference; and, any other meetings related to City business as allowed through the budget.

ADMINISTRATION: Annual Report Training; Budget Training; District Meeting; Election School; Legislative Day; Safety Conference; SD City Management Association Meetings; SD Governmental Finance Officers School; SD Human Resource School; SDML Annual Conference; SDML Board/Policy Meetings; and, any other meetings or trainings related to City business as allowed through the budget.

FINANCE: Annual Report Training; Budget Training; District Meeting; Election School; Safety Conference; SD Governmental Finance Officers School; SD Human Resource School; SDML Annual Conference; and, any other meetings or trainings related to City business as allowed through the budget.

POLICE: Certification/Recertification Trainings; Peace Officers; Police Chiefs; SDML Annual Conference; and, any other meetings or trainings related to City business as allowed through the budget.

CODE ENFORCEMENT: SD Association of Code Enforcement Training; SD Building Officials Conference; SDML Annual Conference; and, any other meetings or trainings related to City business as allowed through the budget.

STREET: MSHA Training; Pesticide Certification/Recertification; Safety Conference; Street Maintenance Conference; and, any other meetings or trainings related to City business as allowed through the budget.

AIRPORT: SD Airport Conference; and, any other meetings or trainings related to City business as allowed through the budget.

WEST NILE/MOSQUITO CONTROL: Mosquito Calibration; Mosquito Control Training; and, any other related to City business as allowed through the budget.

SWIMMING POOL: Certified Pool Operators Training; and, any other related to City business as allowed through the budget.

WATER: MSHA Training; SD Assoc. of Rural Water Systems Conference; Water Certification/Recertification Trainings; and, any other related to City business as allowed through the budget.

SEWER: MSHA Training; SD Water & Wastewater Association Conferences; Wastewater Certification/Recertification Trainings; and, any other related to City business as allowed through the budget.

2024 Volunteer Fire Fighters

Curt Arthur	Michael Hashberger	Cohen Reckling
Greg Arthur	Tyler Hauk	Matt Reckling
Matt Arthur	Jacob Jedlicka	Mattisen Reckling, Jr. Volunteer
Gavin Brucklacher	Joe Millage	Jason Sampson
Josh Cook, Jr. Volunteer	Brit Miller	Casey Sawvell
Colton Crimmins	Branden Morrison	Riley Schofield
Nathan Drury	Mike Moses	Mike Schultz
Tate Guptill	Trace O'Connell	Brock Slovek
Marty Hansen	Race O'Connor, Jr Volunteer	Lukas VanderMay, Jr. Volunteer
Brian Hanson	Brian Pearson	Debra Walker
Brock Hanson	Jason Petersen	Roger Williams
Brice Hanson	Blake Puhlman	Ron Williams
Taylor Hanson	Beau Ravellette	William Yoder, Jr

Motion was made by Pinney, seconded by Matt to approve Resolution #2001-02 as amended, Establishing City Rates and Fees for 2024. All rates and fees identified therein will remain the same as those adopted in 2023 except tire disposal rates at the rubble site shall be as follows:

	<u>In City</u>	<u>Out of City</u>
Passenger Car/Pickup	\$10.00 per tire	\$20.00 per tire
Truck	\$20.00 per tire	\$40.00 per tire
Tractor or larger	\$60.00 per tire	\$80.00 per tire

Motion carried with all members voting aye. (A copy of the Resolution is on file in the city office and posted on the website.)

Motion was then made by Matt, seconded by Gartner to approve Resolution #2001-03 as amended, Establishing Penalties, Fines and Fees for violation of City Ordinance for 2023. All penalties, fines and fees will remain the same as those adopted in 2023. Motion carried with all members voting aye. (A copy of the Resolution is on file in the city office and posted on the website.)

2024 Election:

Motion was made by Arthur, seconded by Gartner to approve the following resolution and corresponding agreement with the mayor’s signature thereon to combine the 2024 Municipal Election with the School Election with only one polling place—old elementary gym. Motion carried with all members voting aye.

Resolution to Hold a Joint Election with the School

WHEREAS, it appears to the governing body of the City of Philip that combining the municipal and school election would result in a reduction in cost to both governmental entities and,

WHEREAS, such a combined election would result in increased public interest and participation,

BE IT THEREFORE RESOLVED, that subject to the approval of the governing body of Haakon County School District 27-1, the municipal election normally scheduled for April 9, 2024, be held in conjunction with the school election scheduled for April 9, 2024, upon such agreement for cost sharing as may be mutually agreed.

Dated this 2nd day of January 2024.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

The following Council Member positions are up for election in 2024: Mayor (Brit Miller); Ward I (Greg Arthur); Ward II (Marion Matt); and Ward III (Joni Parsons). Nominating petitions for the positions may begin circulation no earlier than Jan. 26 and must be filed by Feb. 23, 2024.

Meter Project:

It was noted that the AMR is substantially completed with 15 remaining meters to install or reprogram.

The L/P Propane bids received in December are as follows.

	<u>Dec. 11th</u>	<u>Dec. 27th</u>
Hanson Oil Co	\$1.59/gal	\$1.59/gal
CHS River Plains	\$1.59/gal	\$1.59/gal

*Awarded on a rotational basis: CHS River Plains on Dec. 11th and Hanson Oil on Dec. 27th.

Departmental Reports:

Administration

Council reviewed the 2023 sales tax collections, investment report and CMA balances through Dec. 31, 2023. The local businesses and shoppers were recognized for supporting the local economy.

Police

The monthly report was reviewed with Chief Buls and Officer Bartlett.

Street

The quarterly report was reviewed with PWM Shipp.

Water

The water loss for the month of Dec. 2023 was reported at 14.47% with the overall water loss of 9.12% for fiscal year 2023.

Trainings/Travel:

PWM Shipp will be attending the SDARWS Meeting on Jan. 9th-11th in Pierre.

All public works personnel (Reckling, Shipp, and Snyder) will be attending MSHA training on Feb. 1st in Wall.

CA Smith will be attending the SDML Board meeting and Legislative Day on Feb. 6th-7th in Pierre.

Public Comments:

None.

Other Business:

City Offices will be closed Jan. 15th in observance of the legal holiday.

The next Regular Council Meeting will be held on Monday, Feb. 5th at 7:00 p.m. in the Community Room.

With no further business to come before the Council, Mayor Miller declared the meeting adjourned at 7:22 p.m.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

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