

**CITY OF PHILIP COUNCIL PROCEEDINGS
REGULAR MEETING
JULY 1, 2024**

A regular meeting of the Philip City Council was held on Monday, July 1, 2024, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Brit Miller, Council Members Terri Pelle, Greg Arthur, Tiana Weber, Marion Matt, Marty Gartner, and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Public Works Director Matt Reckling, Police Officer AJ Bartlett, and City Attorney Stephanie Trask.

Absent: None.

The meeting was opened with the Pledge of Allegiance.

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

Motion was made by Matt, seconded by Pelle to approve the minutes of the last regular meeting as published. Motion carried.

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

Gross Salaries – June 28, 2024: Mayor & Council - \$4419.99; Admin - \$5250.00; Finance - \$4203.33; Public Works - \$11488.31; Police - \$8833.33; Swimming Pool - \$12800.69; Econ Develop - \$1050.00

Colonial Life	Employee Supplemental Ins 6/24	88.65
Credit Collections Bureau	Garnishment 6/24	200.86
EFTPS	SS/MC/WH 6/24	9870.62
NE Child Support	Garnishment 6/24	469.18
SDRS	Employee Retirement 6/24	3902.34
SDSRP	Sup Retirement 6/24	100.00

Add'l Bills – June 2024:

John McDonald	St Improv (Alley) 6/24	11500.00
---------------	------------------------	----------

ACH Payments:

Century Business Products	Copier Maint 5-6/24	34.18
Corporate Trust – US Bank	SRF #4 Pay #40 7/24	11326.05
	SRP #5 Pay #40 7/24	7905.24
Delta Dental	Dental Ins 7/24	710.40
Optilegra	Vision Ins 7/24	92.37
World Fuel Services/Ascent	AIR Fuel Fee 7/24	30.00
WR/LJ Rural Water Systems	3,396,000 gals 6/24	4584.60
	Contract Min. 6/24	2500.00
	AIR Water 6/24	63.40
	South Shop Water 6/24	20.00

This Month's Bills:

4E Foods	Pool Supplies/Resale 6/24	535.17
Associated Supply Co Inc	Pool Repairs/Chemicals 6/24	8951.28
D&T Auto Parts	Repairs/Supplies 5/24	175.00

Display Sales	Banner Supplies 6/24	1583.00
Haakon Co Register of Deeds	Recording Fees 6/24	30.00
Haakon Co Treasurer	Office Rent 7/24	500.00
	Library Approp 2024	2550.00
Hanson Oil	Fuel/LP 5/24	1982.38
HDS	Truck Repairs 6/24	281.76
Health Pool of SD	Health Ins 7/24	10960.24
Holiday Inn – Spearfish	HR/FO Room 6/24	266.85
Kennedy Implement	Supplies 5/24	628.16
Kieffer Sanitation	380 Residential Collections 6/24	5422.60
	RS Roll Off 5/24	560.00
Morrison’s Pit Stop	Repairs 6/24	47.00
O’Connell Construction Inc	Gravel 6/24	4150.65
ODP Business Solutions	Supplies 6/24	138.30
Philip Building Center	Supplies 5-6/24	5.62
Philip Hardware	Supplies/Repairs/Equip 6/24	691.10
Philip Motor Inc	'13 Ford Repairs 5/24	1560.75
Pioneer Review	Publishing 6/24	437.21
Qualified Presort Service LLC	Billing/Postage 6/24	318.67
SD Dept of Revenue	Sales Tax Payable 6/24	907.04
	Water/Pool Testing 5-6/24	60.00
The Philip Pit Stop	Fuel 4-6/24	1615.38
US Bank		8675.85
Amazon	Supplies/Uniforms/Equip 5-6/24	359.31
AT&T	Cell Phone 5/24	223.12
Golden West	Telephone/Internet 6/24	634.67
Microsoft Office	PD/FO 365 6/24	50.00
On-Site 1 st Aid & Safety	Service/Supplies 6/24	333.45
PlayPass/QR.IO	Dues 6/24	54.00
The Lifeguard Store	LG Uniforms 5/24 (64.67)	
Travel	Room/Meals 6/24	674.81
USPS	Postage/Envelopes/Box Rent 5-6/24	3087.00
Verizon	W AMR 5/24	80.02
West Central Electric	Electric 4/24	3244.14
Van Lint, Monna	Mileage Reimb 6/24	171.52
Western Veterinary Services	Animal Control 6/24	60.25
<hr/>		
Total Bills		80,532.02

Old Business:

Council was advised that Curt Arthur submitted the required documents for the removal of the interior contents and partitions at the 175 S. Center Ave. property and has started working on the project.

Motion was made by Pinney, seconded by Matt to approve amending the Philip Chamber of Commerce’s Special Event Application for Scotty Philip Days to also include a dance on Thursday, Aug. 8, 2024. Motion carried.

New Business:

Infrastructure Improvement Projects:

Motion was made by Arthur, seconded by Gartner to approve the easement with West Central Electric for the Kroetch Addition property as presented. Motion carried.

Motion was made by Matt, seconded by Gartner to authorize submitting payment to West Central Electric for the construction aid during the Kroetch Addition and Stewart Ave. projects. The cost for these services is as follows: Kroetch Addition – construction aid of \$37,500 and pole relocation of \$4,775 for a total of \$42,275; and, Stewart Ave. – pole relocation and resting for a total of \$3,500. Motion carried.

Mayor Miller appointed the following to serve on the Kroetch Addition Development Committee: Arthur, Gartner, and Matt. It was also noted that Attorney Trask and Building Consultant Paisley may be consulted during the establishment of an agreement with Philip Charities for the marketing and lot sales as well as the building regulations.

Airport Projects:

The airport runway reconstruction project bid timeline includes a pre-bid conference on July 10th at 10:00 am followed by the bid opening at 2:00 pm on July 19th, 2024.

Motion was made by Pinney, seconded by Arthur to approve submitting the Federal Aviation Administration (FAA) grant application for the airport runway reconstruction project and authorize the mayor's signature thereon. Motion carried.

Motion was then made by Pinney, seconded by Pelle to approve the airport capital improvement plan (CIP) for fiscal year 2025 as presented. Motion carried.

Council reviewed the following L/P Propane bids received during June 2024.

	<u>June 3rd - 7th - 10th - 17th - 20th</u>
Hanson Oil	\$1.69/gal
CHS River Plains	\$1.79/gal

Departmental Reports:

Administration

The quarterly report included a review of the City's year-to-date financials, investments, and sales tax revenues.

The 2025 budget planning session will be held on Thursday, July 25th at 3:30 p.m. at the ambulance building.

Motion was made by Gartner, seconded by Arthur to approve the first reading of Ordinance #2024-06, Supplemental Appropriations, Community Betterment Committee, Fire Hall Park Equipment. Motion carried with Matt abstaining.

Motion was made by Matt, seconded by Pinney to approve the first reading of Ordinance #2024-07, Supplemental Appropriations, Philip Chamber of Commerce, Banner Project. Motion carried.

Motion was made by Gartner, seconded by Arthur to amend the sewer truck rental rate from \$250 per hour to \$500 per hour (includes mileage and labor), effective immediately. Motion carried.

CA Smith was then directed to review options to sell the 1993 Ford Ram Rodder Vactor/Jetter truck.

Airport

The quarterly report was reviewed. The gross airport fuel revenue collections through the month of June 2024 were reported at \$20,218.17.

Council was informed that Architectural Specialties is scheduled to be in Philip next week to review needed improvements the lounge hangar door along with the south shop and municipal building overhead doors as appropriated in 2024.

Police Department

The monthly report was reviewed with Officer Bartlett.

Street Department

The monthly report was reviewed.

Swimming Pool

The final day of operation for the season is Aug. 8, 2024, which will be a free swim day hosted by First National Bank of Philip.

Water Department

The monthly report was reviewed which noted a 3.04% water loss for the month of June.

Council reviewed correspondence from WRLJ Rural Water System regarding new water rates effective Jan. 1, 2025. The rate will increase from \$1.35 per 1,000 gallons to \$1.55 per 1,000 gallons.

It was mentioned that the city may need to also consider implementing a rate increase to its users to offset WRLJ's increase. For the record, the current city user rates were established in 2011, and the city did not raise water rates following WRLJ's last increase from \$1.25 to \$1.35 per 1,000 gallons in 2023.

Following, motion was made by Arthur, seconded by Gartner to authorize SD Association of Rural Water Systems to update the city's water rate study to reflect WRLJ's new rate in 2025. Motion carried.

West Nile

The SD Dept. of Health is expecting to award grant funds for mosquito control in the near future. The grant agreement will be submitted upon receipt.

Training/Travel:

CA Smith will be attending the SDML Work Comp Board meeting on July 11th-12th in Deadwood.

Executive Session:

At 7:39 p.m., motion was made by Matt, seconded by Arthur to enter into executive session per SDCL 1-25-2(1), personnel. Motion carried.

At 7:48 p.m., motion was made by Pelle, seconded by Arthur to come out of executive session with the following action:

Motion was made by Matt, seconded by Arthur to hire Michael Miller as the part-time Rubble Site Operator at \$18.00 per hour. Motion carried.

Motion was made by Pinney, seconded by Gartner to hire James "Matt" Schoniger as a full-time public works maintenance personnel at \$20.50 per hour contingent upon completing pre-employment screening. Motion carried.

Public Comments:

None.

In Other Business:

City offices will be closed on July 4th in observance of the legal holiday.

Motion was made by Gartner, seconded by Arthur to approve granting administrative leave for all city personnel on Friday, July 5th per Governor Noem's declaration. Motion carried.

The next Regular Council Meeting will be held on Monday, Aug. 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 7:52 p.m.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on July 11, 2024, at approximate cost of \$_____)