

**CITY OF PHILIP COUNCIL PROCEEDINGS
REGULAR MEETING
JUNE 3, 2024**

A regular meeting of the Philip City Council was held on Monday, June 3, 2024, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Brit Miller, Council Members Marion Matt, Marty Gartner, Terri Pelle, Greg Arthur, and Scott Pinney. Also, present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Public Works Director Matt Reckling, Chief of Police Ben Buls, Police Officer AJ Bartlett, City Attorney Stephanie Trask; and later, Community Development Director Doreen Vetter.

Absent: Council Member Tiana Weber

The meeting was opened with the Pledge of Allegiance.

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

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

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

Gross Salaries – May 31, 2024: Admin - \$5250.00; Finance - \$4203.33; Police - \$8833.33; Econ Develop - \$1680.00; Sewer - \$12393.31

| | | |
|---------------------------|--------------------------------|---------|
| Colonial Life | Employee Supplemental Ins 5/24 | 88.65 |
| Credit Collections Bureau | Garnishment 5/24 | 200.86 |
| EFTPS | SS/Med/WH 5/24 | 7115.26 |
| NE Child Support | Garnishment 5/24 | 469.18 |
| SDRS | Employee Retirement 5/24 | 4034.94 |
| SDSRP | Sup Retirement 5/24 | 100.00 |

ACH Payments:

| | | |
|----------------------------|-----------------------|---------|
| Century Business Products | Copier Maint 4/24 | 37.07 |
| Delta Dental | Dental Ins 6/24 | 757.10 |
| Optilegra | Vision Ins 6/24 | 101.51 |
| World Fuel Services/Ascent | AIR Fuel Fee 6/24 | 30.00 |
| WR/LJ Rural Water Systems | 2,847,000 gals 5/24 | 3843.45 |
| | Contract Min. 5/24 | 2500.00 |
| | AIR Water 5/24 | 40.00 |
| | South Shop Water 5/24 | 22.60 |

Airport Improv Projects:

| | | |
|---------------|--------------------------------|---------|
| Helms & Assoc | Runway Eng Design thru 5/18/24 | 1795.88 |
| | SRE Specs/Bid/Neg thru 5/18/24 | 1690.00 |

This Month's Bills:

| | | |
|------------------------|-----------------------|--------|
| 4E Foods | Pool Resale 5/24 | 315.83 |
| Bad River Law Prof LLC | Atty/Legal 3-5/24 | 660.00 |
| Best Western Ramkota | Water Cert Room 12/23 | 182.00 |

| | | |
|-------------------------------|--|-----------|
| Brant's Electric LLC | AIR Repairs 5/24 | 215.04 |
| D&T Auto Parts | Repairs/Supplies 4/24 | 4489.25 |
| Gibson Concrete | Sidewalk Repair (Pool/Park) 5/24 | 1653.60 |
| Haakon Co Treasurer | Office Rent 6/24 | 500.00 |
| | '11 Freightliner Vac/Jetter Lic Fees | 26.70 |
| Haakon School District | Open Gym Approp 2024 | 750.00 |
| Hanson Oil | Fuel 4/24 | 287.75 |
| Hawkins Inc | Pool Chem 5/24 | 1024.50 |
| Health Pool of SD | Health Ins 6/24 | 11792.70 |
| Kennedy Implement | Repairs/Supplies 4/24 | 2473.84 |
| Kieffer Sanitation | 374 Residential Collections 5/24 | 5232.26 |
| MacQueen | '11 Freightliner Vac/Jetter Truck 6/23 | 165000.00 |
| MG Oil Co | Fuel 4/24 | 427.67 |
| O'Connell Construction Inc | Gravel 5/24 | 726.75 |
| Philip Baseball Assoc | Approp 2024 | 1500.00 |
| Philip Body Shop | '18 Ford Repairs 4/24 | 605.00 |
| Philip Hardware | Supplies/Repairs/Equip 5/24 | 952.87 |
| Philip Standard | Fuel 5/24 | 194.30 |
| Pioneer Review | Publishing 4-5/24 | 2198.47 |
| Qualified Presort Service LLC | Billing/Postage 5/24 | 312.94 |
| Schofield Welding Co | Pool/Sewer Truck Repairs 5/24 | 210.00 |
| SD DANR | Drinking Water Fees 2024/2024 | 600.00 |
| SD Dept of Revenue | Sales Tax Payable 5/24 | 748.42 |
| SD Drug & Alcohol Consortium | Pre-Employ Screening 5/24 | 1408.55 |
| SD Public Assurance Alliance | '11 Sewer Truck Ins 5-12/24 | 706.07 |
| Smith, Brittany | Mileage Reimb 5/24 | 115.24 |
| Tiger's Fire Extinguisher Inc | Ext/Service 5/24 | 490.00 |
| US Bank | | 6359.83 |
| All Around Graphix | Uniforms 4/24 | 21.40 |
| Amazon | Supplies/Equip/Repairs/Uniforms 4-5/24 | 1112.36 |
| AT&T | Cell Phone 4/24 | 223.12 |
| Golden West | Telephone/Internet 5/24 | 635.11 |
| Microsoft Office | PD/FO 365 5/24 | 50.00 |
| PlayPass/QR.IO | Dues 5/24 | 56.42 |
| Quill Corp | Supplies | 17.48 |
| SD Dept. of Ag | Snyder Cat 9 Lic 5/24 | 35.88 |
| The Lifeguard Store | LG Uniforms | 760.17 |
| USPS | Postage 4-5/24 | 10.70 |
| VerizonW | AMR 3/24 | 80.02 |
| West Central Electric | Electric 3/24 | 3357.17 |

Total Expenditures – 06/03/24 \$222,977.19

Old Business: None.

New Business:

Infrastructure Projects:

Council reviewed an update from the city's engineers, SPN & Assoc. It was noted that the contractor, H&W Contracting, has yet to establish a start date for both the Kroetch Addition and Stewart

Ave/Northeast Sewer projects. In the meantime, a meeting will be scheduled with West Central Electric to discuss the electrical work that could be completed prior to the contractor being onsite.

Airport Projects:

Motion was made by Pinney, seconded by Gartner to approve tentatively awarding the Snow Removal Equipment (SRE) Acquisition (AIP #3-46-0043-018-2024) to Butler Machinery Co. as outlined below contingent upon the Federal Aviation Administration (FAA) approval of the Buy American Waiver and receipt of the FAA grant offer. Motion carried.

Caterpillar 926 Wheel Loader - \$231,661.70; 10' Power Angle Broom - \$19,321.57, 14 Snow Pusher - \$10,391.57; 8' Snow Blower - \$64,090.01; Trade-In 2005 Case Tractor & Attachments – (\$46,500.00); Total Loader & Attachment Bid minus Trade-In = \$278,964.85

Motion was made by Matt, seconded by Arthur to approve submitting the FAA grant application for the SRE Acquisition project, and authorize the mayor's signature thereon along with the grant offer and all contract documents. It was noted that this includes requesting a portion of the city's BIL funding for 90% of the purchase cost with the State and City's share being 5%. Motion carried.

The L/P Propane bids received during the last month are as follows:

| | <u>May 21st</u> | <u>May 28th</u> |
|--------------------|----------------------------|----------------------------|
| Hansen Oil Company | \$1.69/gal. | \$1.69/gal. |
| CHS River Plains | \$1.79/gal. | No Bid |

Special Event Application:

Motion was made by Pelle, seconded by Gartner to approve the Chamber of Commerce's permit for Scotty Philip Days activities scheduled for Aug. 9-11, 2024, as presented by Community Development Director Doreen Vetter. Motion carried.

7:10 pm, Public Hearing – Variance Request:

As advertised, a public hearing was held on the following variance request filed by Tyler Nemeč, T & A Rental Properties, LLC, for the property legally described as Lots 1 & 2, Block 17, Original Town, City of Philip, Haakon County, SD.

City Ordinance #11-401(a), Residential Front Yard Requirement - Application has been made to occupy the east 3 feet (3') of the required twenty-five feet (25') setback along Stewart Ave. which shall include any overhang of the structures.

Mayor Miller called for any comments from the floor, either for or against, said variance request.

Following review and with no comments forthcoming, motion was made by Matt, seconded by Gartner to approve the requested variance as presented above. Motion carried.

Motion was then made by Arthur, seconded by Matt to approve T & A Rental Properties, LLC's permit to construct a duplex with attached garages, driveways and utilities as presented. Motion carried.

Departmental Reports:

Administration

Motion was made by Pinney, seconded by Pelle to approve the second reading of Ordinance #2024-04, Supplemental Appropriations, Jetter/Vactor Truck. Motion carried.

Motion was made by Arthur, seconded by Matt to approve the second reading of Ordinance #2024-05, Supplemental Appropriations, Haakon County Young Women – Kiddie Park Bathroom Improvements. Motion carried with all members voting aye.

Motion was made by Matt, seconded by Gartner to approve the Joint Cooperative Agreement with Central SD Enhancement District (CSDED) for fiscal year 2025 in the amount of \$1,202.14. Motion carried.

Airport

Motion was made by Matt, seconded by Pelle to approve the airport fueling system insurance quote from SD Public Assurance Alliance in the amount of \$102.45, effective Oct. 1, 2024. Motion carried.

Potential improvements to the main hangar and orange hangar were discussed. CA Smith was directed to obtain a quote to repair the door in the main hangar, and to concrete a portion of the orange hangar.

Police

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

Street Dept.

The monthly report was reviewed.

Swimming Pool

Council was advised that the following pool employees recently obtained their Water Safety Instructor (WSI) certification: Kale Peterson and Drew Terkildsen. In addition, the swimming pool is planning to be open seven days a week, contingent upon staffing.

Motion was made by Matt, seconded by Pinney to approve the following additional swimming pool personnel and salaries per Health/Rec Committee's recommendation for the 2024 season. Motion carried.

Dymond Lurz, Lifeguard/WSI – \$14.50/hr
Alyn Spry, Lifeguard/WSI - \$14.50/hr
Kennedy Spurlock, Lifeguard - \$13.00/hr

Water Dept.

The monthly report was reviewed which noted a 15.87% water loss for the month of May.

Executive Session:

At 7:33 p.m., motion was made by Arthur, seconded by Gartner to enter into executive session per SDCL 1-25-2(1) and (3), personnel and contractual matters. Motion carried.

At 7:44 p.m., motion was made by Gartner, seconded by Arthur to come out of executive session with the following action:

Motion was made by Arthur, seconded by Pinney to accept Parker Snyder's resignation (final day is June 13, 2024). Snyder was thanked for his service to the city and community. Motion carried.

Motion was made by Matt, seconded by Gartner to authorize advertising for an open public works maintenance position. Motion carried.

Motion was made by Pinney, seconded by Pelle to authorize Attorney Trask to draft a contractor liability waiver. Motion carried with Arthur abstaining.

Motion was made by Matt, seconded by Gartner to approve an extension to the deadline for the removal of the interior contents and partitions at the 175 S. Center Ave. property until Sept. 1, 2024. Motion carried with Arthur abstaining.

Public Comments:

None.

In Other Business:

City offices will be closed June 19th in observance of the legal holiday.

The next Regular Council Meeting will be held on Monday, July 1st at 7:00 p.m. in the Community Rm.

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

/s/ Brit Miller, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on June 13, 2023, at approximate cost of \$_____)