

**CITY OF PHILIP COUNCIL PROCEEDINGS
REGULAR MEETING
MARCH 4, 2024**

A regular meeting of the Philip City Council was held on Monday, March 4, 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, Joni Parsons, Greg Arthur, 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 Ben Buls, Police Officer AJ Bartlett, and City Attorney Stephanie Trask.

Absent: None.

The meeting was opened with the Pledge of Allegiance.

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

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

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

Gross Salaries – Feb. 29, 2024: Admin - \$5250.00; Finance - \$4203.33; Police - \$8833.33; Rubble Site - \$33.00; Econ Develop - \$1050.00; Water - \$12393.31

Colonial Life	Employee Supplemental Ins 2/24	88.65
Credit Collections Bureau	Garnishment 2/24	200.86
EFTPS	SS/Med/WH 2/24	6941.77
NE Child Support	Garnishment 2/24	469.18
SDRS	Employee Retirement 2/24	4034.94
SDSRP	Sup Retirement 2/24	100.00

ACH Payments:

Century Business Products	Copier Maint 2/24	33.26
Delta Dental	Dental Ins 3/24	757.10
Optilegra	Vision Ins 3/24	101.51
World Fuel Services/Ascent	3514 Gals Fuel 2/24	15377.30
	AIR Fuel Fee 3/24	30.00
WR/LJ Rural Water Systems	1,820,000 gals 2/24	2457.00
	Contract Min. 2/24	2500.00
	AIR Water 2/24	40.00
	South Shop Water 2/24	20.00

Airport Improv Projects:

Helms & Assoc	Runway Eng Design thru 2/17/24	71835.36
	SRE Specs/Docs thru 2/17/24	1080.00

Kroetch Addition Development:

McQuirk Ditching Inc	Removals thru 2/24	13938.80
SD DANR	Stormwater Permit Fee 2024	250.00

Stewart Ave/NE Sewer Project:

SD DANR Stormwater Permit Fee 2024 100.00

This Month's Bills:

3 B's Heating & Air Conditioning	Repairs 8-12/23	214.29
4E Foods	Supplies 2/24	9.90
Axon Enterprises Inc	PD Taser Bundle Pay #3 – 2024	1051.19
Bad River Law Prof LLC	Legal/Atty 1-2/24	665.00
CHS River Plains	LP 1/24	1136.85
D&T Auto Parts	Tools 2/24	229.71
Haakon Co Treasurer	Office Rent 3/24	500.00
Hanson Oil	Fuel/LP 1/24	1706.23
Health Pool of SD	Health Ins 3/24	11792.70
Ingram Pest Service Inc	RS Pest Control 1/24	75.00
Kieffer Sanitation	375 Residential Collections 2/24	5246.25
Lyle Signs Inc	MPH Signs 2/24	107.27
McQuirk Ditching Inc	ST Repairs (Guardrail) 2/24	1270.41
MG Oil Co	Fuel 1/24	428.45
Morrison's Pit Stop	Repairs 2/24	60.00
On-Site First Aid & Safety	Service/Supplies 2/24	142.85
Philip Body Shop	Repairs 3/24	114.55
Philip Hardware	Supplies 2/24	161.17
Philip Standard	Fuel 2/24	142.80
Qualified Presort Service LLC	Billing/Postage 2/24	307.51
SD Airports Conference	Mtg Reg 2024	200.00
SD Dept of Revenue	Water Testing 1-2/24	30.00
	Sales Tax Payable 2/24	509.30
Sew Mine Upholstery	Repairs 2/24	4.00
Stan Houston	FD Gas Detector 2/24	1274.00
The Philip Pit Stop	Fuel 1-2/24	489.89
US Bank		1163.65
AT&T	Cell Phone 1/24 223.30	
Golden West	Telephone/Internet 1/24 629.24	
Microsoft Office	PD/FO 365 2/24 50.00	
Travel	Meals 2/24 64.29	
USPS	Postage 2/24 16.80	
Verizon	W AMR 1/24 80.02	
West Central Electric	ST Light Membership 2/24 100.00	
Wohlenberg Ritzman & Co	2023 Filing 1099/W2	120.00

Total Expenditures – 3/4/24 \$137,673.30

Old Business:

None.

New Business:

Infrastructure Projects:

CA Smith provided a brief update on the projects. It was noted that according to the city engineers, the contractor is currently planning to start construction in the fall of 2024.

Airport Projects:

Motion was made by Arthur, seconded by Gartner to approve DGR Engineering to complete an Independent Fee Evaluation (IFE) for the airport runway rehabilitation project bidding and construction administrative/resident engineering services in the amount of \$5,000. Motion carried.

Motion was made by Arthur, seconded by Matt to authorize advertising for snow removal equipment (SRE) bids. Motion carried.

175 S. Center Ave. Property:

Motion was made by Pinney, seconded by Matt to consult with Building Consultant Tom Paisley for the building repairs and to solicit competitive sealed proposals as recommended. The city will also be removing the electric service to the property for the time being. Motion carried.

Lake Waggoner Golf Course:

Motion was made by Pinney, seconded by Pelle to approve the Lease, Consulting and Management Agreement with Lake Waggoner Golf Course as amended. Said amendment reflects and outlines the property and general liability insurance coverage for LWGC as part of the City’s insurance policy. Motion carried.

Council reviewed the following L/P Propane bids.

	<u>Feb. 5th</u>
Hanson Oil Company	\$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 bank balances, investment report (CMA interest), revenues and expenses. The sales tax revenues through Feb. 29th were also reported at \$171,890.89.

The City's Depository Disclosure for the account balances ending Dec. 31, 2023, was presented as follows.

**DEPOSITORY DISCLOSURE - CITY OF PHILIP, SD
FIRST NATIONAL BANK OF PHILIP, SOUTH DAKOTA**

	December 31, 2022	December 31, 2023
GENERAL		
Checking Account	\$413.45	\$369.13
Petty Cash (Finance Office)	\$50.00	\$50.00
Savings/Cash Mgmt Acct.	\$2,665,721.14	\$3,010,649.67
Committed Cash - 2nd Penny	\$895,231.57	\$932,576.57
Assigned Cash	\$609,651.56	\$605,201.56
Assigned Cash - Rubble Site	\$117,842.92	\$123,871.92
	\$4,288,910.64	\$4,672,718.85
WATER		
Checking Account	\$3.38	\$3.02

Savings/Cash Mgmt Acct.	\$435,480.85	\$462,408.63
Assigned - Depreciation Reserve	\$396,839.97	\$480,839.97
	\$832,324.20	\$943,251.62
SEWER		
Checking Account	\$1.11	\$1.34
Savings/Cash Mgmt Acct.	\$307,794.95	\$382,762.59
Assigned - Depreciation Reserve	\$124,550.00	\$124,550.00
CMA – Surcharge - WW SRF	\$224,785.37	\$228,485.79
CMA - Surcharge - SW SRF	\$40,469.92	\$43,342.10
CMA - Surcharge - NE SRF	\$634.90	\$4,489.80
Restricted Cash - WW Sewer Rev		
Bond	\$32,000.00	\$32,000.00
Restricted Cash - SW Sewer Rev		
Bond	\$23,100.00	\$23,100.00
	\$753,336.25	\$838,731.62
GARBAGE		
Checking Account	\$3.12	\$19.73
Savings/Cash Mgmt Acct.	\$69,586.25	\$82,657.32
Undesignated - Rubble Site	\$55,395.00	\$55,395.00
	\$124,984.37	\$138,072.05
CAPITAL PROJECT		
Checking Account	\$0.00	\$2.23
Savings/Cash Mgmt Acct.	\$0.00	\$52,790.00
	\$0.00	\$52,792.23
Total Checking	\$421.06	\$393.22
Total Petty Cash	\$50.00	\$50.00
Total Savings/Cash Mgmt. Acct.	\$3,478,583.19	\$3,938,478.21
Total Commit/Assign/Rest/Deprec/Undesig.	\$2,520,501.21	\$2,653,852.71
Total Cash	\$5,999,555.46	\$6,592,774.14

The SD Dept. of Legislative Audit has accepted the city's fiscal year 2022 audit.

The Haakon Co. Commission approved the abatement of the remaining property taxes due in 2024 for parcel #8931.

Airport

The quarterly report included a review of the 2023 and 2024 year-to-date airport fuel sales.

Motion was made by Matt, seconded by Arthur to approve the quote from C4, LLC to repair hangar building #4 door in the amount of \$1400.00 plus excise tax. Motion carried.

Police Dept.

The monthly report was reviewed.

Sewer

PWD Reckling discussed ongoing issues with the current sewer truck and the limited options for repairing said equipment. He has located a used sewer truck selling on March 7th via online auction as well as obtained a quote from Sanitation Products for a new Vactor Impact in the amount of \$358,391.00. A quote for a trailer mounted unit has also been requested.

By general consensus of the Council, additional repair expenses to the current sewer truck shall be avoided. In addition, more information on the trailer mounted unit shall be presented for further consideration.

Street Dept.

The monthly report was reviewed.

Swimming Pool

Motion was made by Pinney, seconded by Parsons to authorize advertising for swimming pool personnel for the 2024 season. Motion carried.

Water Dept.

The water loss for the month of February was reported at 9.73%.

Training/Travel:

Mayor, Council, and staff will be attending the SDML District 8 Meeting on Mar. 28th in Kadoka.

Public works personnel will be attending trenching and confined space training as follows: PWD Reckling – Mar. 27th in Sturgis; and PW Shipp and PW Snyder – Apr. 11th in Pierre.

CA Smith and PWD Reckling will be attending the 2024 SD Airport Conference on Apr. 10th-11th in Deadwood.

Chief Buls will be attending the 2024 Joint Chiefs and Sheriffs Spring Conference on Apr. 16th-18th in Deadwood.

Public Comments:

None.

In Other Business:

The municipal election scheduled for Apr. 9th has been cancelled. The following incumbents have filed petitions without opposition: Mayor – Brit Miller; Ward I – Greg Arthur; and Ward II – Marty Gartner. No petition was filed for the Ward III position.

Council will meet in special session on Mar. 18th at 4:00 p.m. in the Community Room to sit as Board of Equalization.

Motion was made by Gartner, seconded by Arthur to approve administrative leave on Good Friday, Mar. 29th per Governor Noem's declaration. Motion carried.

The next regular meeting will be held on Monday, Apr. 1st at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse.

With no further business to come before the Council, Mayor Miller declared the meeting adjourned at 7:31 p.m.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on March 14, 2024, at approximate cost of \$_____)