

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

A regular meeting of the Philip City Council was held on Tuesday, September 3, 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, Marion Matt, Marty Gartner, Tiana Weber, and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Public Works Employee Robbie Shipp, Chief of Police Ben Buls, City Attorney Stephanie Trask, Dean VanDeWiele and Hannah Covey with SD Dept. of Transportation; and later, Luke Neville with SD Dept. of Transportation, Brooke Edgar with Helms & Assoc., Police Officer AJ Bartlett, and Truett Fitch.

Absent: None

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 Gartner to approve the payment of the bills from the appropriated funds as listed below. Motion carried with Arthur abstaining from the payment to Curt Arthur.

Gross Salaries – Aug. 30, 2024: Admin - \$5250.00; Finance - \$4203.33; Public Works - \$12479.98; Police - \$8833.33; Swimming Pool - \$5463.75; Rubble Site - \$288.00; Econ Develop - \$1890.00

Colonial Life	Employee Supplemental Ins 8/24	88.65
Credit Collections Bureau	Garnishment 8/24	200.86
EFTPS	SS/MC/WH 8/24	8125.23
NE Child Support	Garnishment 8/24	469.18
SDRS	Employee Retirement 8/24	4045.34
SDSRP	Sup Retirement 8/24	100.00

ACH Payments:

Century Business Products	Copier Maint 7-8/24	32.87
Delta Dental	Dental Ins 9/24	828.80
Optilegra	Vision Ins 9/24	121.63
World Fuel Services/Ascent	AIR Fuel Fee 9/24	30.00
WR/LJ Rural Water Systems	4,897,000 gals 8/24	6610.95
	Contract Min. 8/24	2500.00
	AIR Water 8/24	42.60
	South Shop Water 8/24	20.00

Airport Improvement Projects:

Helms & Assoc.	Runway Eng Design Final 8/24	3591.77
	Runway Eng Bidding 8/24	1575.60

This Month's Bills:

4E Foods	Pool Resale 8/24	86.87
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Arthur, Curt	175 S Center Ave Removals 9/1/24	5890.50
Burns, Baylor	LG Recert Reimb 2024	150.00
Burns, Creston	LG Recert Reimb 2024	150.00
CHS River Plains	LP 8/24	675.27
Haakon Co Treasurer	Office Rent 9/24	500.00
Health Pool of SD	Health Ins 9/24	12469.31
Heisinger, Clarissa	LG Reimb 2024	210.00
Heltzel, Brady	LG Recert/WSI Reimb 2024	232.50
Henrie, Evan	LG Reimb 2024	210.00
J&J Asphalt Co	12.2 T Hot Mix 7/24	1037.00
Kennedy Implement	AIR Repairs 7/24	95.21
Kieffer Sanitation	380 Residential Collections 8/24	5422.60
MG Oil Co	Fuel 7/24	516.37
Peterson, Kale	LG/WSI Reimb 2024	310.00
Philip Building Center	Tools/Supplies 8/24	75.25
Philip Motor Inc	PD Repairs 8/24	149.72
Philip Standard	Fuel 7/24	322.44
Pinney, Cylver	LG Recert Reimb 2024	150.00
Qualified Presort Service LLC	Billing/Postage 8/24	346.33
Rush, Mary "Gayle"	PD LG/WSI Volunteer 2024	575.00
SD Dept of Revenue	Sales Tax Payable 8/24	621.21
	Excise Tax Payable 8/24	20.40
	Water/Pool Testing 7-8/24	45.00
SD Municipal League	Conf Reg 9/24	375.00
SD State Plumbing Commission	Reckling Exam Fee 8/24	100.00
Smith, Brittany	Mileage Reimb 8/24	115.24
Spry, Alyn	LG Recert Reimb 2024	232.50
Terkildsen, Drew	WSI Reimb 2024	100.00
The Philip Pit Stop	Fuel 7-8/24	839.05
US Bank		4968.44
Amazon	Supplies 7/24 24.98	
AT&T	Cell Phone 7/24 225.49	
Golden West	Telephone/Internet 8/24 658.66	
Microsoft Office	FO 365 8/24 25.00	
Travel	Meal 8/24 21.13	
USPS	Postage 8/24 5.70	
Verizon	W AMR 8/24 80.04	
West Central Electric	Electric 6/24 3927.44	

Total Bills \$52,345.43

Old Business:

None.

New Business:

SD Hwy 73 & US Hwy 14 Intersection – Analysis Report by SD Dept. of Transportation (DOT):
Hannah Covey, Dean VanDeWiele and Luke Neville with the SD DOT addressed the Council regarding an analysis report that was recently completed to study the traffic patterns at the intersection of SD Hwy 73 and US Hwy 14.

Covey provided an overview of the results and recommendations. She reported that the findings from the traffic cameras installed over Memorial Day weekend resulted in 42% of vehicles not making a legal stop. In addition, the DOT recently painted the markings at the intersection and will maintain them until pavement marking tape can be installed during a road project. She also mentioned that they are looking at adjusting some of the signage at the intersection as well as completing another traffic study during the fall.

It was questioned if the DOT had considered reducing the speed limit for the southbound traffic on SD Hwy 73. More specifically, reducing the speed limit prior to the stop sign at the intersection of US Hwy 14. Concerns were also voiced regarding the congestion of traffic along the highway when the weigh station is open.

VanDeWiele mentioned the option for a temporary reduced speed limit when the weigh station is open. He will visit with the highway patrol about this option.

With nothing further, the DOT personnel were thanked for attending as they left the meeting.

Airport Improvement Projects:

Brooke Edgar with Helms & Associates addressed the Council regarding the Airport Runway Reconstruction Project. She stated that following the bid opening and tentative award of Bid Schedule A, the Federal Aviation Administration (FAA) has also recommended awarding the Alternate Bid Schedule A1 (turnarounds).

Edgar proceeded to review the benefits of also awarding the Alternative Bid Schedule A1 as recommended. She also advised that if the FAA funding is approved to complete both the runway and turnarounds, the total project would increase by \$915,000 including administration fees. This would result in the city's share of the project increasing from \$272,000 to \$317,750.

Following, motion was made by Matt, seconded by Pinney to approve amending the tentative award for the Airport Runway Reconstruction project (AIP #3-46-0043-018-2024) to Morris, Inc. to include both Bid Schedule A (\$4,880,399.75) and Alternate Bid Schedule A1 (\$910,262.80) for a total amount of \$5,790,662.55 contingent upon the FAA approval and receipt of the FAA grant offer. Motion carried.

Motion was made by Arthur, seconded by Gartner to approve submitting the FAA grant application to reflect the amended tentative bid award for the Airport Runway Reconstruction project (AIP #3-46-0043-018-2024), and authorize the mayor's signature thereon along with the grant offer and all contract documents. It was noted that this includes project funding as follows: FAA - 90%; State – 5%; and, City - 5%. Motion carried.

Motion was then made by Pinney, seconded by Gartner to approve submitting the 2025 Pre-Applications for both Airport Improvement Program (AIP) and Bipartisan Infrastructure Law (BIL) grant funding for the Airport Layout Plan (ALP)/Master Plan project update and authorize the mayor's signature thereon. Motion carried.

Infrastructure Improvement Projects:

Motion was made by Matt, seconded by Gartner to approve the following Resolution #2024-11 as presented. Motion carried with all members voting aye.

**RESOLUTION #2024-11
AUTHORIZING USE OF GENERAL FUND COMMITTED SECOND PENNY FUNDS**

KROETCH ADDITION CAPITAL PROJECT

BE IT RESOLVED by the City Council of the City of Philip, South Dakota, that the Finance Officer is hereby authorized and directed to transfer \$50,000.00 of the committed second penny funds, which was reserved in the 2024 Annual Appropriations Budget (Ord. #2023-16) to the Kroetch Addition Project.

Dated this 3rd day of September 2024.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Special Event Application:

Motion was made by Arthur, seconded by Pinney to approve the Community Evangelical Free Church’s application to host a worship event at the Fire Hall Park on Sept. 15, 2024. Motion carried.

Departmental Reports:

Administration

Motion was made by Gartner, seconded by Matt to authorize FO Van Lint to cancel check #35298 pursuant to SDCL 9-23-21. Said check was issued to Snew Construction Inc. on Feb. 5th in the amount of \$22.44 and has not been presented for payment. Motion carried.

Motion was made by Pinney, seconded by Gartner to approve the following Resolution #2024-08 as presented. Motion carried with all members voting aye.

**RESOLUTION #2024-08
2025 CAPITAL OUTLAY ACCUMULATIONS**

WHEREAS, the City Council of the City of Philip, South Dakota, has determined that improvements, equipment, land and buildings are necessary to preserve, upgrade and maintain the general fund operations of the City; and,

WHEREAS, the City Council of the City of Philip has determined that there are not sufficient funds within the general fund to proceed with said general fund improvements, equipment, land and buildings; and,

WHEREAS, the City Council of the City of Philip, the authority of SDCL 9-21-14.1, authorizes the accumulation of funds for capital outlay purposes to make general fund improvements, equipment, land and buildings; and,

WHEREAS, the City Council of the City of Philip acknowledges that, according to SDCL 9-21-14.2, the accumulations must be expended within sixty months from the date of resolution establishing said accumulations and any accumulated funds deemed no longer necessary shall revert to the general fund; and,

WHEREAS, as required by SDCL 9-21-14.1 and 9-21-14.2, City Council of the City of Philip establishes that the maximum amount of the total general fund capital outlay accumulations shall not exceed \$750,000.00; and,

WHEREAS, according to the standard accounting principles as established by the South Dakota Department of Legislative Audit by the direction of South Dakota Codified Law, said capital outlay accumulations shall be a part of the general fund as an assigned cash account;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Philip, South Dakota, that capital outlay accumulations in the general fund be assigned in fiscal year 2025 as follows: municipal buildings and improvements thereto \$0.00; street department equipment \$0.00; police department equipment \$0.00; airport equipment and improvements \$0.00; swimming pool equipment and improvements \$0.00; and, rubble site land and improvements \$0.00. Total assigned cash for 2025 is estimated at \$0.00.

Total general fund assigned cash account balance for 2025, is therefore estimated at \$436,773.48. They are estimated as follows: municipal buildings and improvements thereto \$130,650.00; street department equipment and improvements \$124,544.00; police department equipment and improvements \$12,419.00; airport equipment and improvements \$16,895.50; swimming pool equipment and improvements \$31,393.06; and, rubble site land and improvements \$120,871.92 (also includes the rubble site surcharge established on 11/03/2003).

Approved this 3rd day of September 2024.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Motion was then made by Pelle, seconded by Gartner to approve the second reading of Ordinance #2024-09, 2025 Municipal Appropriations--adopting the 2025 budget. This reflects maintaining the same property tax request as in 2024 and, banking 9.0% of CPI (loss of 1.2% CPI from 2021). Motion carried with all members voting aye.

Airport

Council reviewed the annual inspection report of the airport completed by SD DOT on Aug. 6, 2024.

Fire

Motion was made by Arthur, seconded by Pinney to approve Tyler Gartner as a volunteer. Motion carried with Gartner abstaining.

Municipal Building

The Building Committee provided an update on the 175 S. Center Ave. property. It was noted that the contractor is on schedule to complete the interior removals by the Oct. 1st deadline. The asbestos removal will also be scheduled soon, and a contractor will be solicited to repair the roof.

Police

The monthly report was reviewed.

Motion was made by Gartner, seconded by Matt to approve the first reading of Ordinance 2024-12, Amending Sections in Chapter 9, Public Safety/Public Offenses (Fireworks). Motion carried.

Street

The quarterly report was reviewed.

Swimming Pool

The 2024 season report was reviewed.

Water

The water loss for the month of August 2024 was reported at 5.3%.

Training/Travel:

FBI/NICS Training for law enforcement: Officer Bartlett on Sept. 4th in Rapid City and Chief Buls on Sept. 5th in Pierre.

The following will be attending the SDML Annual Conference in Sioux Falls: CA Smith, Oct. 7th-11th; Chief Buls and Officer Bartlett, Oct. 8th-11th, 2024.

Public Comments:

Truett Fitch addressed the council regarding the possibility of connecting to city water and sewer on property outside the city limits. This would be for the property legally described as Lot 1A, Subdivision of Outlot H & A, Portion of Outlot F in NE4 23-1-20, Haakon County, SD.

Fitch was recommended to file a permit including a site plan of the proposed utility improvements.

At 7:53 p.m., motion was made by Arthur, seconded by Gartner to enter into executive session per SDCL 1-25-2(3), contractual matters. Motion carried.

At 8:11 p.m., motion was made by Matt, seconded by Pelle to come out of executive session.

No action was taken.

In Other Business:

The next Regular Council Meeting will be held on Thursday, Oct. 3rd 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 8:12 p.m.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

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