

**COUNCIL PROCEEDINGS
REGULAR MEETING
DECEMBER 7, 2020**

A regular meeting of the Philip City Council was held on Monday, December 7, 2020, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse and via Zoom (Meeting ID: 846 2963 2374). Present were Mayor Michael Vetter, Council Members Marion Matt, Terri Pelle (via Zoom), Trisha Larson and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Public Works Maintenance/Utility Billing Brian Pearson, Chief of Police David Butler, Interim Chief of Police Ben Buls, Police Officer Nathaniel Jordan, and City Attorney Stephanie Trask.

Absent: Council Member Brit Miller and Marty Gartner.

Motion was made by Larson, seconded by Pinney to approve the agenda as presented. Motion carried.

Motion was made by Matt, seconded by Larson to approve the minutes of the last meeting as published in The Pioneer Review and on the City’s website. Motion carried.

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

Gross Salaries – November 30, 2020: Admin - \$3804.79; Finance - \$3529.06; Public Works - \$13946.37; Police - \$9093.06

Colonial Life	Employee Supplemental Ins 11/20	196.60
EFTPS	SS/Medicare/Withholding 11/20	6638.12
NE Child Support	Garnishment 11/20	692.77
SDRS	Employee Retirement 11/20	4061.44
SDSRP	Sup Retirement 11/20	100.00

Add'l Bills – November:

CleanSpace Technologies	FD Respirators (COVID) 11/20	4290.00
1 st Nat'l Bank – Philip	Wire Transfer Fee 11/20/20	30.00

Airport Hangar / Apron Project:

KLJ Engineering LLC	Engineering thru 11/7/20	1538.31
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Bad River Shoreline Bank Repair Project:

Quinn Construction Inc	Pay Req #2 (Final) thru 11/24/20	5999.50
SPN & Assoc	Engineering thru 11/28/20	1900.00

This Month's Bills:

AT&T Mobility	Cell Phone 10-11/20	135.93
Bad River Law Prof LLC	Atty/Legal Fees 11/20	295.00
Black Hills Chemical	Supplies (COVID) 11/20	150.66
Buls, William	Reimb Ammunition 11/20	455.40
Cenex Harvest States	Fuel 10/20	777.90
Century Business Products	Copier Maint 11/20	70.69
CNH Productivity Plus Acct	Supplies 11/20	357.75
Core & Main LP	W Repairs 12/20	640.99
Coyles Super Valu	Supplies (COVID) 11/20	5.09

D&T Auto Pars	Supplies 10-11/20	38.59
Dakota Pump Inc	Lift Station Inspection 12/20	400.00
Delta Dental	Dental Ins 12/20	882.00
1 st Nat'l Agency	AIR Ins 10/20-10/21	3300.00
1 st Nat'l Bank – Philip	UB Postage 11/20	131.50
Golden West Telecom	Telephone/Internet 10-11/20	660.60
Graham Tire Pierre	Grader Tires 11/20	1840.00
Haakon Co Treasurer	Office Rent 12/20	500.00
Hanson Oil	Fuel/Supplies/LP 10-11/20	1161.59
Health Pool of SD	Health Ins 12/20	12668.39
Hometown Computer Service LLC	Computer (COVID) 11/20	1520.00
Kieffer Sanitation	367 Residential Collections 11/20	4701.27
McQuirk Ditching	W/S Backhoe 11/20	2494.91
MG Oil Co	Fuel 10/20	32.52
Morrison's Pit Stop	Tire Repair/Install 10-11/20	389.13
Moses Building Center	Supplies 10-11/20	22.45
Office Depot	Supplies (COVID) 11/20	492.36
Optilegra	Vision Ins 12/20	119.79
Philip Hardware	Supplies/Repairs 10-11/20	777.76
Philip Health Services	Medical 11/20	187.00
Pioneer Review	Publishing/Subscription 11/20	707.44
Ponderosa Screen Printing	Uniforms 12/20	310.84
Rushmore Communications Inc	2 PD Radios (COVID) 11/20	7157.36
	6 FD Radios (COVID) 11/20	15441.36
Sanford Laboratories	Testing 10/20	41.00
SD Dept of Public Safety	LE Cert ID 12/20	10.00
SD Dept of Revenue	Sales Tax Payable 11/20	415.57
	W Testing 11/20	15.00
SD State Plumbing Commission	License Renewals 12/20	330.00
Stan Houston Equipment	Air Monitoring Equip 12/20	2143.00
The Philip Pit Stop	Fuel 11/20	400.10
The Septic Guys LLC	RS Toilet 2020	720.00
VISA – UMB Bank	Supplies/Equip/Uniforms 10-11/20	818.41
West Central Electric	Electric 10/1-11/1/20	3270.23
	Electric 11/1-12/1/20	3277.35
WR/LJ Rural Water Systems	3,009,000 gals 11/20	3761.25
	Contract Min. 11/20	2500.00
	AIR Water 11/20	100.00
	South Shop Water 11/20	22.50
Wohlenberg Ritzman & Co LLC	FY2019 Audit Prep	12800.00
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Total Bills		98,888.49

Old Business: None.

New Business:

Bad River Shoreline Repair Project:

Motion was made by Pinney, seconded by Matt to approve Pay Request #2 (final) in the amount of \$5,999.50 to Quinn Construction. Motion carried with all members voting aye.

Motion was then made by Matt, seconded by Pinney to approve the Final Notice of Acceptability, and authorize the Mayor’s signature thereon. Motion carried with all members voting aye.

Artesian Well:

It was reported that the contractor, Weston Engineering, arrived on-site today and has begun working on the well.

Motion was made by Matt, seconded by Pinney to approve the second reading of the following Ordinance #2020-15. Motion carried with all members voting aye.

**ORDINANCE #2020-15
2020 SUPPLEMENTAL APPROPRIATIONS ORDINANCE
ARTESIAN WELL REPAIRS**

WHEREAS, the City of Philip, South Dakota, recognizes that the Artesian Well is a vital resource to Lake Waggoner and the surrounding recreational facilities; and,

WHEREAS, the City of Philip acknowledges the emergent need to repair the Artesian Well and approved an estimate from Weston Engineering, Inc.; and,

WHEREAS, the City of Philip is committed to those expenses that would be incurred to plug the well; and,

WHEREAS, the City of Philip is also soliciting contributions and donations to cover the remaining costs to reline the well; and,

WHEREAS, the City of Philip did not anticipate nor budget for these repairs along with the anticipated contributions and donations when preparing the fiscal year 2020 appropriations.

NOW, THEREFORE, BE IT ORDAINED, that the following Supplemental Appropriations Ordinance be and hereby is adopted in order to recognize the revenues and expenses that will be forthcoming for the artesian well repairs.

	<u>GENERAL FUND</u>
43110 ARTESIAN WELL	
42230 Contract Services	\$ 250,000.00
42500 Repairs & Maintenance	\$ 500.00
<u>TOTAL ARTESIAN WELL DEPT</u>	<u>\$ 250,500.00</u>
<u>TOTAL APPROP. & ACCUM.</u>	<u>\$ 250,500.00</u>

MEANS OF FINANCE

The following designates the fund or funds that money derived from the following sources is applied to.

	<u>GENERAL FUND</u>
10400 CMA – UNASSIGNED FUND BALANCE	
10400 Unassigned Fund Balance	\$ 160,500.00
36700 CONTRIBUTIONS/DONATIONS	
36710 Contributions & Donations	\$ 90,000.00
<u>TOTAL CONTRIBUTIONS/DONATIONS</u>	<u>\$ 250,500.00</u>
<u>TOTAL MEANS OF FINANCE</u>	<u>\$ 250,500.00</u>

Dated this 7th day of December 2020.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Passed First Reading: Nov. 2, 2020
Passed Second Reading: Dec. 7, 2020
Yeas: 4 Nays: 0
(Published: Nov. 12 and Dec. 17, 2020)

Council was also informed that the City has been awarded \$10,000 from TC Energy for the project. In addition, the Haakon County Commission have committed \$90,000 to reline the well contingent upon the well be repaired to a usable condition.

Building/Flood Plain Dev. Permits: Mike & Hallie Albrecht – emergency sewer line repair/replacement; City of Philip – sewer line repair; Lurz Plumbing for Page Greenwaldt – sewer line replacement; and, Mike Moses – retaining wall.

Motion was made by Pinney, seconded by Matt to approve the above permit as presented above. Motion carried.

Special Event Application:

Motion was made by Larson, seconded by Matt to formally approve the special event application submitted by Michelle Butler to host the Philip Nursing Home’s Veteran’s Day Drive-By Parade on Nov. 11, 2020. Motion carried.

Council reviewed the following L/P Propane bids received in November. Midwest Cooperatives were awarded the bid.

	<u>Nov. 16th</u>
Hanson Oil Company	\$1.09/gal.
Midwest Cooperatives	\$1.15/gal.

At 7:10 p.m., as previously advertised, a public hearing was held on the request of the following alcoholic beverage license transfer.

Transfer From:

Pizza Etc. LLP – Pizza Etc.
Lot 08, Block 07, Original Town, City of Philip, SD (Parcel #8931)
On/Off Sale Malt Beverage & SD Farm Wine License (RB-25482).

Transfer To:

Janet Theye LLC – Pizza Etc.
Lot 08, Block 07, Original Town, City of Philip, SD (Parcel #8931)
On/Off Sale Malt Beverage & SD Farm Wine License (RB-25482).

It was noted that the property taxes are current to date and no concerns were expressed by the police department personnel.

Following review and with no one appearing for or against the requested license applications, motion was made by Larson, seconded by Pinney to approve the above Retail On/Off Sale Malt Beverage & SD Farm Wine License Transfer. Motion carried with all members voting aye.

Departmental Reports:

Administration

Council examined the fiscal year 2019 audited financial statements. These have been approved by the SD Dept. of Legislative Audit and are on file in the Finance Office.

Safety Benefits have completed the City’s 2020 Loss Control Survey.

Council reviewed an update on the CARES Act grant funding. To date, the City has been approved for \$118,853.74 of the \$172,948 allocated funding. Additional claims that will be submitted through Dec. 30th are now estimated at \$49,467.74 for a total of \$168,321.48.

Motion was made by Pinney, seconded by Larson to approve the following Resolution #2020-16 as presented. Motion carried.

**RESOLUTION #2020-16
AUTOMATIC SUPPLEMENTAL APPROPRIATION**

WHEREAS, the City of Philip has been awarded CARES Act grant funds from the State of South Dakota to address the COVID-19 public health emergency as outlined in Resolution #2020-06 and the Local Government COVID Recovery Fund Reimbursement Agreement. In order to account for these additional funds and the expenditures that were not previously appropriated for in 2020, it is proposed that the following automatic supplemental appropriations be and hereby is adopted in accordance with SDCL 9-21-9.2.

FROM:	101-00000-33114 CARES Act Grant - Federal	\$31000.00
TO:	101-41920-42600 Mun Bldg Supplies	\$ 700.00
	101-42100-41300 Police Dept Retirement	\$ 400.00
	101-42100-42600 Police Dept Supplies	\$ 700.00
	101-42100-43411 Police Dept M&E Non Cap	\$ 7600.00
	101-42200-42600 Fire Dept Supplies	\$ 1300.00
	101-42200-43400 Fire Dept M&E Cap	\$15500.00
	101-42200-43411 Fire Dept M&E Non Cap	\$ 4800.00

Approved this 7th day of December 2020.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer
(Publish: Dec. 17, 2020)

Motion was made by Matt, seconded by Pinney to approve the following Resolution #2020-17. Motion carried.

**RESOLUTION #2020-17
AUTHORIZING TRANSFER OF SEWER DEPRECIATION RESERVE FUNDS
TO SEWER FUND CASH MANAGEMENT ACCOUNT**

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 \$120,000.00 from the sewer depreciation reserve funds to the sewer cash management account for sewer fund operational expenses.

Dated this 7th day of December 2020.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer
(Publish: Dec. 17, 2020)

Fire

Motion was made by Pinney, seconded by Larson to approve Trevin Smeenk as a volunteer fire fighter. Motion carried.

Garbage

It was reported that Kieffer Sanitation will be delivering the residential garbage totes on Dec. 9th-10th, 2020.

CA Smith advised that with the new totes arriving, she had received an inquiry about changing garbage collection from alley to curbside collection. It was mentioned that this may work for some properties while not others.

No action was taken.

Police

The monthly Police Dept. report was reviewed with Chief Butler, Interim Chief Buls and Officer Jordan.

Motion was made by Matt, seconded by Pinney to approve the quote from Rushmore Communications for portable radios in the amount of \$5,655.20. The portable radios will allow officers access to dispatch and other units when away from their police unit. Motion carried.

Rubble Site

A quarterly report was not available.

Sewer

Council was informed of recent repairs completed on the Bryan St. property owner's private sewer line. This included excavation charges from McQuirk Ditching along with City equipment and labor. The initial estimate to complete the repairs was \$200-\$300 for each of the three property owners served by the line but the actual cost is approximately \$1,100 each.

It noted that per City Ordinance #5-204(j), property owners are responsible for these expenses.

No action was taken.

Street

The monthly Street Dept. report was reviewed.

Council was advised that Barry Knutson has requested an extension until Jan. 4, 2021 to respond to the City's offer to address his storm sewer concerns at the northeast intersection of Pine St. and Center Ave. By general consensus, Mr. Knutson's extension request was approved.

The City was awarded \$1,000 from the SDML Workers Compensation Fund grant programs for air monitoring equipment. The equipment has been ordered and received.

Water

The quarterly report was addressed with Public Works Maintenance/Utility Billing Brian Pearson. The water loss for the month of November was 9.51%.

Council then reviewed a quote from Core & Main to upgrade the metering system to a Flex Tower System. It was noted that some of the expenses in the quote may be available at a lower price through West River/Lyman Jones Rural Water Systems (WRLJ).

CA Smith was directed to contact WRLJ along with Core & Main for more information.

Training/Travel:

CA Smith will be attending the SDML Board Meeting on Dec. 9th-10th in Pierre.

At 7:30 p.m., motion was made by Pinney, seconded by Matt to enter into executive session per SDCL 1-25-2(1), legal. Motion carried.

At 7:40 p.m., motion was made by Matt, seconded by Pinney to adjourn executive session. Motion carried.

No action was taken.

Public Comments: None.

In Other Business:

Mayor and Council recognized Chief Butler for his years of service with the City and wished him well with his future endeavors. Butler's last day with the City is Dec. 31, 2020.

The departmental inventories for 2020 are due by Jan. 10th in the Finance Office.

City offices will be closed on Dec. 24th - 25th and Jan. 1st in observance of the legal/approved holidays.

The year-end Council Meeting will be held on Dec. 28th at 4:00 p.m. in the Community Room of the Haakon Co. Courthouse.

The next Regular Council Meeting will be held on Monday, Jan. 4th in the Community Room of the Haakon Co. Courthouse.

With no further business to come before the Council, Mayor Vetter declared the meeting adjourned at 7:45 p.m.

Michael Vetter, Mayor

ATTEST:

Brittany Smith, City Administrator

(Published once on Dec. 17, 2020, at approximate cost of \$_____)