

**COUNCIL PROCEEDINGS  
SPECIAL MEETING  
December 28, 2020**

A special meeting of the Philip City Council was held on Monday, December 28, 2020, at 4:00 p.m. in the Community Room of the Haakon Co. Courthouse and via Zoom (Meeting ID: 830 8561 0615). Present were Mayor Michael Vetter, Council Members Terri Pelle, Trisha Larson, Brit Miller, and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Public Works Director Matt Reckling, Interim Chief of Police Ben Buls, Police Officer Nathaniel Jordan, City Attorney Stephanie Trask; Chelsea Tobin with the Pioneer Review; and later, Sara Buls and family.

Absent: Council Members Marty Gartner and Marion Matt.

Mayor Vetter called the meeting to order stating that the purpose of this meeting was to clear up year-end business for 2020.

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

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

Motion was made by Miller, seconded by Pinney to approve payment of the bills from the appropriated funds. Motion carried.

**Airport Hangar/Apron Design Project:**

KLJ	Const Adm/Obsv/Profit thru 12/12/20	10030.21
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**This Month's Bills:**

AT&T Mobility	Cell Phone/Data 11-12/20	162.03
	Laptops/Printers 12/20	7298.00
AUCA Western 1 <sup>st</sup> Aid & Safety	Eyewash Station Insp 12/20	136.19
Bad River Law Prof LLC	Atty/Legal Fees 12/20	350.00
Buls, William	Reimb Ammo/Supplies 12/20	402.49
Cenex Harvest States	Supplies/Fuel 11-12/20	124.50
Century Business Products	Copier Maint 12/20	59.98
City of Philip	City Dept Water Usage 2020	760.85
	Unused Park Free Water 2020	987.44
CNH Productivity Plus Acct	Reissue Ck #33436 from 12/7/20	357.75
D&T Auto Parts	Supplies 12/20	232.53
FedEx	FD Resp Shipping 12/20	971.76
Hanson Oil	Fuel/LP 11-12/20	813.07
Jordan, Nathaniel	Reimb Uniform Shoes 12/20	100.00
Kieffer Sanitation	370 Residential Collections 12/20	4739.70
Lakota Contracting Inc	PD Uniforms 12/20	530.88
Les' Body Shop LLC	'11 Tahoe Repairs 12/20	653.97
McQuirk Ditching	Backhoe Rent – AIR Fence 12/20	346.94
Moses Building Center	AIR Fence Repairs 12/20	208.98
Nelco	2020 Tax Forms	152.83
Office Depot	Supplies 12/20	281.92

Petty Cash	Supplies 12/20	16.10
Philip Hardware	Supplies 12/20	100.34
Philip Health Services	Testing 11/20	104.00
Philip Motor Inc	Tires/Supplies 12/20	703.44
Philip Standard Service	PD Fuel 12/20	261.60
Pioneer Review	Publishing/Supplies 12/20	300.89
Rushmore Communications, Inc	PD Mobile Radios 12/20	5655.20
SD Dept. of Revenue	W Testing 12/20	102.00
Sew Mine Upholstery	PD Uniforms 12/20	24.00
The Philip Pit Stop	PD Fuel 11/20	38.17
VISA – UMB Bank	Supplies 11-12/20	263.79
WR/LJ Rural Water Systems	2,098,000 gals 12/20	2622.50
	Contract Min. 12/20	2500.00
	Airport Water 12/20	40.00
	South Shop Water 12/20	20.00
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Total		\$42,454.05

Motion was made by Miller, seconded by Larson to authorize the Finance Office to cancel check #33180 issued on July 6, 2020 in the amount of \$100.00 per SDCL 9-23-21. Motion carried.

Motion was then made by Pelle, seconded by Larson to authorize the Finance Office to stop payment on lost check #33436 issued on Dec. 8, 2020 in the amount of \$357.75 (reissued to CNH in above listed bills). Motion carried.

**Old Business:** None.

**New Business:**

Artesian Well:

It was reported that the contractor, Westin Engineering, is working on the well but an update on the repairs was not available.

Airport Hangar Project:

Council reviewed correspondence from KLJ regarding warranty items on the hangar building. It was noted that they will be setting up an on-site meeting with Dean Kurtz Construction in January to address those items.

Building/Flood Plain Dev. Permits: Marty Hansen - addition.

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

Motion was made by Larson, seconded by Pelle to approve Heartland Waste Management's and Waste Connections of S.D. dba Kieffer Sanitation's Commercial Garbage Hauler's permits for 2021 contingent upon filing the license requirements. Motion carried.

The following L/P Propane bids received this month are as follows.

	<u>Dec. 11, 2020</u>	<u>Dec. 28, 2020</u>
Hanson Oil Company	\$1.09/gal.	\$1.19/gal.
Midwest Cooperatives	\$1.21/gal.	\$1.29/gal.

Department Reports:

Administration

Motion was made by Miller, seconded by Pinney to approve the following Resolution #2020-18. Motion carried with all members voting aye.

**RESOLUTION #2020-18  
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 \$ 600.00  
**TO:** 101-42200-43411 Fire Dept M&E Non Cap \$ 600.00

This resolution is effective upon passage.

Approved this 28<sup>th</sup> day of December 2020.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Motion was made by Pinney, seconded by Miller to approve the following Resolution #2020-19. Motion carried with all members voting aye.

**RESOLUTION #2020-19  
SUPPLEMENTAL APPROPRIATIONS  
CONTINGENCY TRANSFER**

**WHEREAS**, insufficient appropriation was made in the 2020 adopted budget for the following departments to discharge just obligations of said appropriations; and,

**WHEREAS**, SDCL 9-21-6.1 provides that transfers be made by resolution of the board from the contingency appropriation established pursuant to SDCL 9-21-6.1 to other appropriations;

**NOW THEREFORE BE IT RESOLVED** that the appropriation be transferred from the contingency budget to the following department budgets:

FROM: 101-41100-41150 Contingency \$12800.00  
  
TO: 101-41100-42100 Legis Insurance & Bonds \$ 700.00  
101-41400-42800 Finance Telephone \$ 100.00  
101-41920-42800 Mun Bldg Telephone \$ 25.00  
101-42100-42520 Police Equip Repair \$ 400.00

101-42100-43411	Police Mach & Equip Non Cap	\$ 5300.00
101-43500-22220	Airport Engineering	\$ 3750.00
101-43500-42230	Airport Contract Srv	\$ 1100.00
101-43500-43411	Airport M&E Non Cap	\$ 1425.00

This resolution is effective upon passage.

Dated this 28<sup>th</sup> day of December 2020.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

The 2020 sales tax revenues were reported at \$566,754.28 which reflects an increase of \$36,300.44 or 6.4% from fiscal year 2019. The local businesses and community members were acknowledged for their support to our community.

Police

Motion was made by Pinney, seconded by Pelle to approve William “Ben” Buls as the City of Philip Chief of Police, effective Jan. 1, 2021. An oath of office was taken by Buls. Motion carried with all members voting aye.

Motion was then made by Pelle, seconded by Larson to approve the City sponsoring David Butler’s law enforcement certification. Motion carried.

Water

Council reviewed revised quotes to upgrade the metering system to a Flex Tower System. Core & Main supplied a new quote without the basestation and installation in the amount of \$110,907.50. West River/Lyman Jones Rural Water Systems (WRLJ) also provided an estimate for the basestation and installation at a cost of \$24,821.44. The total estimate is \$135,728.44 which reflects a savings of \$13,178.56 from Core & Main’s previous quote.

Following, motion was made by Miller, seconded by Pinney to authorize proceeding with the project through the quotes presented above from Core & Main and WRLJ. Copies of the individual quotes are on file in the finance office and the project is exempt from bidding per SDCL 5-18A-22(5). Motion carried with all members voting aye.

The water system inspection report completed by SD Dept. of Environment and Natural Resources on Dec. 3<sup>rd</sup> was reviewed.

At 4:15 p.m., motion was made by Pinney, seconded by Larson to enter into executive session per SDCL 1-25-2(1), personnel. Motion carried.

At 4:27 p.m., motion was made by Larson, seconded by Pelle to come out of executive session with the following action:

Motion was made by Pinney, seconded by Larson to approve the following employee wage increases for 2021: William “Ben” Buls – 6%; Rick Coyle – 4.5%; Nathaniel “Nate” Jordan – 0.00% (to be addressed after probationary period); Brian Pearson – 4.5%; Matt Reckling – 4.5%;

Robert “Robbie” Shipp – 4.5%; Brittany Smith – 4.5%; and, Monna Van Lint – 4.5%. Motion carried with all members voting aye.

It was also recommended to repeal the Personnel Policy regarding Base Pay Increases. This will be presented during the Jan. 4, 2021 meeting.

**Public Comments:**

Council Member Larson advised that she had received concerns regarding the condition of Lake Waggoner’s emergency spillway.

PWD Reckling confirmed that it is full of reeds and an excavator will be needed to clean up the area. He will contact Elliott McQuirk for an estimate.

**Other Business:**

Citizens in need of disposing of real Christmas trees are encouraged to contact the City Finance Office.

City Offices will be closed Jan. 1<sup>st</sup> and 18<sup>th</sup> in observance of the legal holidays.

The next Regular Council Meeting will be held on Monday, Jan. 4, 2021 at 7:00 p.m. in the Community Rm and via Zoom.

With nothing further to come before the Council, Mayor Vetter declared the meeting adjourned at 4:34 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on January 7, 2021, at approximate cost of \$\_\_\_\_\_)