

**CITY OF PHILIP COUNCIL PROCEEDINGS
SPECIAL MEETING
December 28, 2022**

A special meeting of the Philip City Council was held on Wednesday, December 28, 2022, at 5:30 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Council Members Marion Matt, Terri Pelle, Marty Gartner, 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, and Police Officer AJ Bartlett; and later, Council Member Joni Parsons.

Absent: Mayor Brit Miller and Council Member Greg Arthur.

In Mayor Miller’s absence, Council President Matt called the meeting to order stating that the purpose of this meeting was to clear up year-end business for 2022.

The meeting was opened with the Pledge of Allegiance.

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

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

Gross Salaries – Dec. 30, 2022: Mayor & Council - \$4745.00; Admin - \$4463.79; Finance - \$3889.59; Public Works - \$13,365.41; Police - \$6,895.20; Economic Development - \$785.00; Water - \$1,181.38; Sewer - \$787.59.

Colonial Life	Employee Supplemental Ins 12/22	129.13
Credit Collections Bureau	Garnishment 12/22	200.86
EFTPS	SS/Medicare/Withholding 12/22	7883.01
NE Child Support Pay Ctr	Garnishment 12/22	469.18
SDRS	Employee Retirement 12/22	3987.90
SDSRP	Sup Retirement 12/22	100.00

Infrastructure Projects:

SPN & Assoc	Hansen Sub Pre Eng Report 12/17/22	1500.00
	Stewart Ave Pre/Final Design 12/17/22	11440.00

This Month's Bills:

AT&T Mobility	Cell Phone/Data 12/22	222.76
Bad River Law Prof LLC	Atty/Legal Fees 11-12/22	705.00
Brant’s Electric	St Light Pole Elec (June Storm) 12/22	155.45
Brock White Company LLC	Crack Sealant 12/22	3877.00
Century Business Products	Copier Maint 11-12/22	35.54
City of Philip	City Dept Water Usage 2022	1145.24
	Unused Park Free Water 2022	813.05
D&T Auto Parts	Supplies 12/22	148.80
Dakota Pump	LS Inspection 2022	450.00
Dakota Supply Group	Light Pole (June Storm) 12/22	6225.00

Haakon Co Register of Deeds	Annex Recording 12/22	30.00
Hanson Oil	Fuel/LP 11-12/22	6448.88
Kieffer Sanitation	377 Residential Collections 12/22	5172.44
	RS Roll Off Disposal 11/22	560.00
McQuirk Ditching	Backhoe/Snow Removal 12/12	3928.57
Pearson, Brian	Uniform Reimb 12/22	74.54
Philip Hardware	Supplies/Resale/Equip 12/22	179.90
Philip Standard Service	Fuel 12/22	486.10
Pioneer Review	Publishing 12/22	376.13
Qualified Presort Service LLC	Billing/Postage 11/22	299.53
SD Dept. of Revenue	W Testing 12/22	15.00
Sew Mine Upholstery	PD Uniforms 12/22	36.00
SonTech	'15 Ford PD Equip 12/22	2669.23
The Philip Pit Stop	PD Fuel 11-12/22	581.86
Verizon Wireless	W AMR Internet 12/22-1/23	80.04
VISA – UMB Bank	Supplies/Equip/Repairs 11-12/22	900.39
West Central Electric	Electric 11/1-12/1/22	3220.31
	St Light Pole (June Storm) 12/22	5151.55
Wohlenberg, Ritzman & Co LLC	2021 Audit Report 12/22	10800.00
WR/LJ Rural Water Systems	2,382,000 gals 12/22	2977.50
	Contract Min. 12/22	2500.00
	Airport Water 12/22	40.00
	South Shop Water 12/22	20.00
<hr/>		
Total (without payroll)		\$73,265.81

Old Business:

None.

New Business:

Motion was made by Gartner, seconded by Pelle to approve submitting a letter of support for the SD Dept. of Agriculture and Natural Resources (DANR) Small Technical Assistance Grant to complete an inventory assessment of any potential Brownfield sites in the Central SD Enhancement District region, including the City of Philip. Motion carried.

Motion was made by Pinney, seconded by Gartner to approve Heartland Waste Management's and Waste Connections of S.D. dba Kieffer Sanitation's Commercial Garbage Hauler's permits for 2023. Motion carried.

The L/P Propane bids received in December are as follows.

	<u>Dec. 9th</u>	<u>Dec. 21st</u>
Hanson Oil Company	\$1.89/gal.	\$1.89/gal.
CHS River Plains	\$1.93/gal.	\$1.89/gal.

At 5:35 p.m. as advertised, a public hearing was held on the following variance request presented by Bruce & Ann Schoniger for property legally described as Lot 4, Block 3, Gem Addition, City of Philip, Haakon County, SD.

City Ordinance #11-601(a), Side Yard Requirement - Application has been made to occupy all five feet (5') of the required north side yard in the backyard for the placement of a storage shed.

President Matt 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 Gartner, seconded by Pinney to approve the requested variance as presented above. Motion carried with all members voting aye.

Motion was then made by Gartner, seconded by Pelle to approve Schoniger's shed permit as presented. Motion carried.

Department Reports:

Administration

Motion was made by Gartner, seconded by Pelle to approve the following Resolution #2022-32. Motion carried.

**RESOLUTION #2022-32
AUTHORIZING TRANSFER OF UNEXPENDED 2ND PENNY SALES TAX REVENUES
AS APPROPRIATED IN 2022 TO 2ND PENNY COMMITTED FUND ACCOUNT**

WHEREAS, the City Council had anticipated expending \$153,000.00 of the estimated 2nd penny sales tax revenues collected in 2022 for infrastructure projects; and,

WHEREAS, the City only expended \$67,695.00 of the appropriated \$153,000.00.

THEREFORE, 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 the \$89,305.00 in 2nd penny sales tax revenues to the CMA Committed 2nd Penny Fund for future infrastructure improvements.

Dated this 28th day of December 2022.

/s/ Marion Matt, Council President

ATTEST:

/s/ Monna Van Lint, Finance Officer

Motion was made by Pinney, seconded by Gartner to approve the 2021 Audited Financial Report as prepared by Wohlenberg, Ritzman and Co. A copy is on file in the city office and posted on the website. Motion carried.

Airport

Motion was made by Pinney, seconded by Gartner to approve Jet Jones' request to host a fly-in breakfast during the spring/summer 2023 at the airport. Motion carried.

Economic Development

Motion was made by Gartner, seconded by Pinney to approve the 2nd reading of the following Ordinance #2022-31 as presented. Motion carried.

**ORDINANCE #2022-31
2022 SUPPLEMENTAL APPROPRIATIONS ORDINANCE
COMMUNITY DEVELOPMENT DIRECTOR**

WHEREAS, the City of Philip, South Dakota, entered into a Joint Agreement with Philip Charities and Philip Chamber of Commerce on September 6, 2022, to assist in funding and employing a Community Development Director; and,

WHEREAS, per the Joint Agreement, Philip Charities and Philip Chamber of Commerce agreed to contribute the funding for the Director position in 2022; and,

WHEREAS, the City of Philip did not anticipate the Director position expenses and funding when preparing the fiscal year 2022 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 Director position.

	<u>GENERAL FUND</u>
46500 ECONOMIC DEVELOPMENT	
41100 Salaries	\$ 4,620.00
41200 FICA & Medicare	\$ 380.00
<u>TOTAL ECONOMIC DEVELOPMENT</u>	<u>\$ 5,000.00</u>
<u>TOTAL APPROP. & ACCUM.</u>	<u>\$ 5,000.00</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>
36700 CONTRIBUTIONS/DONATIONS	
36700 Contributions & Donations (Charities)	\$ 2,500.00
36700 Contributions & Donations (Chamber)	\$ 2,500.00
<u>TOTAL CONTRIBUTIONS/DONATIONS</u>	<u>\$ 5,000.00</u>
<u>TOTAL MEANS OF FINANCE</u>	<u>\$ 5,000.00</u>

Dated this 28th day of December 2022.

/s/ Marion Matt, Council President

ATTEST:

/s/ Monna Van Lint, Finance Officer

Passed First Reading: Dec. 5, 2022

Passed Second Reading: Dec. 28, 2022

Yeas: 4 Nays: 0

(Published: Dec. 15, 2022 & Jan. 5, 2023)

At 5:40 p.m., motion was made by Gartner, seconded by Pinney to enter into executive session per SDCL 1-25-2(1), personnel. Motion carried.

Council Member Parsons joined the meeting at approximately 5:42 p.m.

At 5:52 p.m., motion was made by Gartner, seconded by Pinney to come out of executive session with the following action:

Motion was made by Gartner, seconded by Pelle to approve the following employee wages for 2023: Andrew “AJ” Bartlett - \$45,760.00/yr. (or \$22.00/hr.); William “Ben” Buls – \$52,000.00/yr. (or \$25.00/hr.); Rickie Coyle - \$25.00/hr.; Brian Pearson – \$21.00/hr.; Matt Reckling – \$26.75/hr.; Robert “Robbie” Shipp – \$21.50/hr.; Brittany Smith – \$58,240.00/yr. (or \$28.00/hr.); Monna Van Lint – \$23.45/hr.; and, Doreen Vetter - \$20.00/hr.. Motion carried with all members voting aye.

Public Comments: None

Other Business:

The city residents were reminded to contact the city office to dispose of real Christmas trees.

City Offices will be closed Jan. 2nd and Jan. 16th in observance of the legal holidays.

The next Regular Council Meeting will be held on Tuesday, Jan. 3, 2023, at 7:00 p.m. in the Community Rm.

With nothing further to come before the Council, President Matt declared the meeting adjourned at 5:58 p.m.

/s/ Marion Matt, Council President

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on January 5, 2023, at approximate cost of \$_____)