

**COUNCIL PROCEEDINGS
SPECIAL MEETING
December 29, 2021**

A special meeting of the Philip City Council was held on Wednesday, December 29, 2021, at 4:30 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Michael Vetter, Council Members Marion Matt, 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, Chief of Police Ben Buls, Police Officer AJ Bartlett, City Attorney Stephanie Trask; and later, David Reiss with the Central SD Enhancement District.

Absent: Council Member Marty Gartner.

Mayor Vetter called the meeting to order stating that the purpose of this meeting was to clear up year-end business for 2021.

The meeting was opened with the Pledge of Allegiance.

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

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

Gross Salaries – Dec. 30, 2021: Mayor & Council - \$4845.00; Admin - \$4052.10; Finance - \$3688.53; Public Works - \$20,273.42; Police - \$6,066.66; Water - \$179.57; Sewer - \$179.57

Colonial Life	Employee Supplemental Ins 12/21	129.13
Credit Collections Bureau	Garnishment 12/21	200.86
EFTPS	SS/Medicare/Withholding 12/21	8963.78
NE Child Support Pay Ctr	Garnishment 12/21	659.18
SDRS	Employee Retirement 12/21	3772.97
SDSRP	Sup Retirement 12/21	100.00

This Month's Bills:

AT&T Mobility	Cell Phone/Data 11-12/21	222.88
B & B Sales	RS Panels 12/21	1080.00
Bad River Law Prof LLC	Atty/Legal Fees 11/21	640.00
	Atty/Legal Fees 12/21	275.00
Bad River Redi-Mix	FD Hot Water Pond Blocks 12/21/2021	210.00
Bierschbach Equip & Supply	Supplies 12/21	103.54
Brant’s Electric	West LS Repairs 12/21	750.36
Carley Estate, Gerald	Cust Dep Refund 12/21	100.00
Century Business Products	Copier Maint 11-12/21	79.39
City of Philip	City Dept Water Usage 2021	866.45
	Unused Park Free Water 2021	774.52
Comfort Inn & Suites	Stabilization Trng Room 10/21	133.49
Core & Main	Hydrant Repairs 12/21	3163.23
1 st Nat’l Agency	’18 Ford Ins 11-12/21	50.00

Ginnys	Coyle Retirement 12/21	20.00
Hanson Oil	Fuel/LP 11-12/21	2869.09
Hometown Computer Service (HCS)	Dell Computer 12/21	2605.00
Kieffer Sanitation	372 Residential Collections 12/21	5003.40
Lakota Contracting Inc	PD Vest/Uniforms 11/21	1073.30
Moses Building Center	West Lift Station Repairs/Supplies 12/21	179.11
Office Depot	Supplies 12/21	27.99
Petty Cash	Supplies/Cart Shed Lease 6-12/21	9.49
Philip Hardware	Supplies 12/21	212.97
Philip Motor Inc	'18 Ford Running Boards 12/21	744.00
Philip Standard Service	Fuel 12/21	758.75
Pioneer Review	Publishing 12/21	410.60
Schofield Welding	'18 Ford Flatbed Sides 12/21	250.00
SD 811	Locates 7-8/21	6.30
SD Dept. of Revenue	W Testing 12/21	15.00
Smith, Brittany	Coyle Retirement Reimb 12/21	136.89
The Philip Pit Stop	PD Fuel 11-12/21	536.69
The Septic Guys LLC	RS Porta Pot 2021	665.00
	Sewer Truck Rent 7-12/21	1600.00
Titan Machinery	Loader Repairs 12/21/2021	4276.25
Verizon Wireless	W AMR Internet 12/21-1/21	80.02
VISA – UMB Bank	Supplies/Misc 11-12/21	580.56
WR/LJ Rural Water Systems	2,356,000 gals 12/21	2945.00
	Contract Min. 12/21	2500.00
	Airport Water 12/21	40.00
	South Shop Water 12/21	20.00
Williams, Lacy	Coyle Retirement 12/21	144.00
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Total		\$36,158.27

Old Business:

Motion was made by Pinney, seconded by Matt to approve the second reading of the following Ordinance #2021-16. Motion carried.

**ORDINANCE #2021-16
AMENDING SECTIONS IN CHAPTER ONE (01) OF THE REVISED
ORDINANCES OF THE CITY OF PHILIP, SD**

BE IT ORDAINED by the City Council of the City of Philip, South Dakota, that the following section 1-101 be amended in Chapter 01, Municipal Organization, of the revised ordinances of the City of Philip and read as follows:

1-101 ALDERMANIC WARDS

The City shall be divided into three wards, which shall be combined and consolidated into one election precinct, and shall be designated respectively as Wards One, Two and Three. The wards shall be described by setting for the certain street or avenue designations or other landmarks that divide and border the wards. Any reference to street or avenue below shall mean an imaginary line running down the approximate middle of each street or avenue. The wards of the City of Philip are as set forth below and the map thereof. Any discrepancies shall be resolved by reference to the map rather than the physical descriptions set forth herein.

- a) WARD ONE: All of that portion of the City of Philip, South Dakota lying east and north of the line running due south from the north limits of the City following US Highway 73, a.k.a. North Larimer Avenue to its intersection with Pine Street; then running east along East Pine Street to its intersection with North Stewart Avenue; then north along North Stewart Avenue to its intersection with East Elm Street; then west along East Elm Street to its intersection with North Wood Avenue; then following North Wood Avenue to its intersection with East Hone Street; then following East Hone Street in an easterly direction to the eastern limits of the City.

- b) WARD TWO: All that portion of the City of Philip, South Dakota lying south and east of the line following Bridge Street to the southern limits of the City, then following Bridge Street east to its intersection with Philip Avenue; then running north along Philip Avenue to its intersection with West Oak Street; then east following West Oak Street to its intersection with South West Avenue; then north following South West Avenue to its intersection with West Pine Street; then east following West Pine Street and then East Pine Street to its intersection with South Stewart Avenue; then north following North Stewart Avenue to its intersection with East Elm Street; then west following East Elm Street to its intersection with North Wood Avenue; then north following North Wood Avenue to its intersection with East Hone Street; then following East Hone Street in an easterly direction to the eastern limits of the City.

- c) WARD THREE: All that portion of the City of Philip, South Dakota lying west and north of a line running due south from the north limits of the City following US Highway 73, a.k.a. North Larimer Avenue, to its intersection with West Pine Street; then running west along West Pine Street to its intersection with South West Avenue; then south following South West Avenue to its intersection with West Oak Street; then following West Oak Street to its intersection with Philip Avenue; then south following Philip Avenue to its intersection with Bridge Street; then following Bridge Street in a south western direction to the western limits of the City.

Dated this 29th day of December 2021.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Passed First Reading: Dec. 6, 2021
 Passed Second Reading: Dec. 29, 2021
 Yeas: 5 Nays: 0
 (Published: Dec. 16, 2021, and Jan. 6, 2022)

Motion was made by Miller, seconded by Pinney to approve the second reading of the following Ordinance #2021-17. Motion carried.

**ORDINANCE #2021-17
 AMENDING SECTIONS IN CHAPTER EIGHT (08) OF THE REVISED
 ORDINANCES OF THE CITY OF PHILIP, SD**

BE IT ORDAINED by the City Council of the City of Philip, South Dakota, that the following section 8-801.e be amended in Chapter 08, Traffic Regulations, of the revised ordinances of the City of Philip and read as follows:

8-801 TRUCK TRAFFIC PROHIBITED EXCEPT ON DESIGNATED TRUCK ROUTE – EXCEPTION - PENALTY

e. The weight limitation provided for in this section shall not apply to emergency vehicles, public utility service provider vehicles, contracted mail route carrier vehicles, contractor vehicles accessing property with a valid permit issued by the city, city vehicles; or, city contractors performing maintenance, repair or road construction to city roadways.

Dated this 29th day of December 2021.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Passed First Reading: Dec. 6, 2021

Passed Second Reading: Dec. 29, 2021

Yeas: 5 Nays: 0

(Published: Dec. 16, 2021, and Jan. 6, 2022)

New Business:

Representatives from Missouri Shores Domestic Violence Center were not available to attend the meeting as previously intended.

Utility Rates:

Motion was made by Pinney, seconded by Matt to authorize SD Assoc. of Rural Water Systems (SDARWS) to complete a utility rate analysis for the city water and sewer systems. Motion carried.

Building/Flood Plain Dev. Permits:

Greg Arthur – garage addition; and Philip Health Services – emergency driveway replacement.

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

Motion was made by Miller, seconded by Matt to approve Heartland Waste Management’s and Waste Connections of S.D. dba Kieffer Sanitation’s Commercial Garbage Hauler’s permits for 2022. Motion carried.

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

	<u>Dec. 2, 2021</u>	<u>Dec. 16, 2021</u>
Hanson Oil Company	\$1.99/gal.	\$1.99/gal.
CHS River Plains	\$2.03/gal.	\$2.03/gal.

Department Reports:

Administration

Motion was made by Miller, seconded by Larson to approve the following personnel policy #6.5.6, effective immediately. Motion carried with all members voting aye.

6.5.6 Employee Retirement Recognition Program:

To be eligible for retirement recognition, the employee must have reached the retirement age recognized by the South Dakota Retirement System (SDRS). They must also have been employed by the City for a minimum of ten (10) years. The cost of this recognition will be \$25 per completed years of service, up to a maximum of \$500.00 per employee. Periods of legally protected leave will not be deducted from time of service. Cost of these programs will be paid by the honoree’s department. Internal Revenue Service (IRS) taxation rules apply to certain types of recognition awards.

Motion was made by Matt, seconded by Pinney to approve the following Resolution #2021-19. Motion carried.

**RESOLUTION #2021-19
SUPPLEMENTAL APPROPRIATIONS
CONTINGENCY TRANSFER**

WHEREAS, insufficient appropriation was made in the 2021 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	\$ 4000.00
TO:	101-41220-41300 Admin Retirement	\$ 10.00
	101-41400-42900 FO Miscellaneous	\$ 170.00
	101-41900-41100 P Works Salaries	\$ 3400.00
	101-41900-41200 P Works FICA/Med	\$ 110.00
	101-41920-42860 Mun Bldg Water	\$ 10.00
	101-42100-42800 Police Telephone	\$ 300.00

This resolution is effective upon passage.

Dated this 29th day of December 2021.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

The 2021 sales tax revenues were reported at \$629,520.23 which reflects an increase of \$62,765.95 or 9.97% from fiscal year 2020.

Northeast Philip Wastewater System Improvements:

At 4:45 pm, as previously advertised, the public hearing on the City of Philip’s application for State Revolving Loan Funds (SRF) for the proposed Northeast Wastewater System Improvement project was opened.

David Reiss with the Central SD Enhancement District (CSDED) reviewed the project in detail. It was noted that the total cost of the improvements is estimated at \$353,500. The city is seeking to apply for up to \$217,000 in funding from the Board and Water Natural Resources while pledging their Coronavirus Local Fiscal Recovery Funds (CLFRF) of \$136,802 to the wastewater project. The funds could be in either grant dollars from the State Consolidated Water Facilities Construction Program or a loan from the Clean Water SRF Program at a rate of 2.0% for 20 years. All or a portion of the loan principal may be forgiven from the Board of Water and Natural Resources.

Following discussion and with no other comments, the public hearing was declared closed at 4:49 p.m.

At 4:50 p.m., motion was made by Miller, seconded by Matt to enter into executive session per SDCL 1-25-2(1), personnel. Motion carried.

At 5:38 p.m., motion was made by Larson, seconded by Pelle to come out of executive session with the following action:

Motion was made by Miller, seconded by Matt to approve the following employee wages for 2022: Andrew “AJ” Bartlett - \$17.00 per hour; William “Ben” Buls – \$21.00 per hour; Brian Pearson – \$19.70 per hour; Matt Reckling – \$24.50 per hour; Robert “Robbie” Shipp – \$19.00 per hour; Brittany Smith – \$52,515.19 per year; and, Monna Van Lint – \$22.00 per hour. Motion carried with all members voting aye.

Motion was then made by Pinney, seconded by Miller to authorize hiring Rickie “Rick” Coyle as a part-time employee to assist with snow removal and street maintenance at an hourly wage of \$23.00, effective Jan. 1, 2022. Hours to no exceed 1250 per year. Motion carried with all members voting aye.

Public Comments: None

Other Business:

Mayor Vetter has proclaimed Dec. 31st as Rickie “Rick” Coyle Day in the City.

City Offices will be closed Dec. 31st in observance of the legal holiday.

The next Regular Council Meeting will be held on Monday, Jan. 3, 2022, at 7:00 p.m. in the Community Rm.

With nothing further to come before the Council, Mayor Vetter declared the meeting adjourned at 5:40 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator
(Published once on January 6, 2022, at approximate cost of \$_____)