

**COUNCIL PROCEEDINGS
SPECIAL MEETING
December 30, 2019**

A special meeting of the Philip City Council was held on Monday, December 30, 2019, at 4:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Michael Vetter, Council Members Marion Matt, Trisha Larson, Terri Pelle, Marty Gartner and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police David Butler; and later, City Attorney Stephanie Trask, Police Officer Ben Buls and Public Works Director Matt Reckling.

Absent: Council Member Brit Miller.

Mayor Vetter called the meeting to order stating that the purpose of this meeting was to clear up year-end business for 2019.

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

Gross Salaries – Dec. 31, 2019: Mayor & Council - \$4845.00; Admin - \$3658.45; Finance - \$3393.86; Public Works - \$14,291.58; Police - \$6217.45; Water - \$638.49; Sewer - \$638.49

Colonial Life	Employee Supplemental Ins 12/19	196.60
Credit Collections Bureau	Garnishment 12/19	103.58
EFTPS	SS/Medicare/Withholding 12/19	7237.84
NE Child Support Pay Ctr	Garnishment 12/19	659.18
SDRS	Employee Retirement 12/19	3760.21

Airport Hangar/Apron Design Project:

Dean Kurtz Construction Inc	Pay Req #4 thru 12/24/19	262113.66
KLJ	Const Admin/Observ Eng thru 12/7/19	5606.37

This Month's Bills:

Bad River Law Prof LLC	Atty/Legal Fees 12/19	255.00
Buls, William	Fuel Reimb 12/19	62.24
Cenex Harvest States	Fuel/LP 11/19	661.00
	Fuel/LP 12/19	1098.56
City of Philip	City Dept Water Usage 2019	669.06
	Unused Park Free Water 2019	1108.46
Coyles Super Valu	AIR Supplies 12/19	7.99
D&T Auto Parts	Supplies 11/19	55.46
	S Truck Repairs 12/19	207.98
Dakota Pump	LS Inspection 10/19	300.00
FedEx	PD Supplies 12/19	13.76
1 st Nat'l Bank	UB Postage 12/19	127.30
Golden West Telecom	Telephone/Internet 11-12/19	618.36
Hanson Oil	Fuel/LP 11-12/19	1533.87
Hoag Diesel Service	Truck Repairs 12/19	741.06

Hometown Computer Service	PD Repairs 12/19	284.35
Kieffer Sanitation	367 Residential Collections 12/19	4477.40
McQuirk Ditching	W/S Backhoe (Ash St.) 12/19	2905.68
Moses Building Center	ST/S Supplies 12/19	60.59
Office Depot	Supplies 12/19	80.98
Petty Cash	Supplies 10-12/19	41.75
Philip Hardware	Supplies 11/19	132.34
	Supplies 12/19	36.12
Philip Standard Service	Fuel 12/19	718.75
Pioneer Review	Publishing/Supplies 11/19	450.21
	Publishing 12/19	300.98
Roy's Repair	ST Supplies 12/19	24.00
Rushmore Communications, Inc	PD Radio Rec Amplifier 12/19	6740.40
	PD Radio ('15 Ford) 12/19	3188.11
Sanford Laboratories	Testing 11/19	102.00
Schofield Trucking	Motor Grader Trkg 10/19	900.00
Schofield Welding Co	Trailer Repairs 11/19	150.00
SD Dept. of Revenue	W Testing 12/19	15.00
Simon North Region SD	184.17 T Chips 12/19	6904.48
Stan Houston	ST Supplies 12/19	64.50
The Philip Pit Stop	Fuel/Supplies 11/19	296.83
Thomson Reuters	SDCL Updates 2019	19.46
Twilight 1 st Aid & Safety	MB Contract Srv/Supplies 12/19	140.18
Verizon Wireless	Cell Phone 11-12/19	133.83
VISA – UMB Bank	Travel/Supplies 11-12/19	181.32
West Central Electric Coop	Electric 11/1-12/1/19	3211.26
WR/LJ Rural Water Systems	2,553,000 gals 12/19	3191.25
	Contract Min. 12/19	2500.00
	Airport Water 12/19	40.00
	South Shop Water 12/19	22.50
Western Communications	ST Supplies 12/19	15.00
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Total		\$312,509.40

Old Business:

Council reviewed correspondence from TC Energy, advising that funding has been denied for the proposed sidewalk on May St., from SD Hwy 73 to Scottie Ave.

New Business:

Southwest Philip Improv. Project:

Motion was made by Matt, seconded by Pinney to approve the following Resolution #2019-24. Motion carried with all members voting aye.

**RESOLUTION #2019-24
REPAYMENT OF GENERAL FUND LOAN ADVANCE
SOUTHWEST PHILIP IMPROVEMENT 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 \$302,487.25 from the capital project fund to the general fund to repay the loan advance issued in 2018.

Dated this 30th day of December 2019.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Motion was made by Pinney, seconded by Gartner to approve the following Resolution #2019-25. Motion carried with all members voting aye.

**RESOLUTION #2019-25
AUTHORIZE TRANSFER OF FUND TO CLOSE CAPITAL PROJECT FUND
SOUTHWEST PHILIP IMPROVEMENT PROJECT**

WHEREAS, the City of Philip established a Capital Project Fund for the Southwest Improvement Capital Project in 2018; and,

WHEREAS, the final payment and acceptance of the project was approved on November 04, 2019; and,

WHEREAS, the fund has \$2,453.30 in remaining dollars that were not expended during the project period; and,

WHEREAS, when the account was established, the assigned second penny sales tax revenue account assisted in financing said project.

NOW, THEREFORE, BE IT RESOLVED, that the City Finance Officer is authorized make the following cash transfer as a means to reimburse a portion of the second penny sales tax revenue pledged to the project; and, to officially close the Capital Project Fund.

CASH TRANSFER FROM:

504-00000-10400 Cap. Project Fund CMA \$ 2,453.30

TOTAL CASH TRANSFERRED OUT \$ 2,453.30

CASH TRANSFER TO:

101-00000-10411 Assign. Cash 2nd Cent Tax \$ 2,453.30

TOTAL CASH TRANSFERRED IN \$ 2,453.30

Approved and effective this 30th day of December 2019.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Airport Hangar/Apron Design Project:

Motion was made by Matt, seconded by Larson to approve Dean Kurtz Construction (DKC) pay request #4 in the amount of \$262,113.66. Motion carried with all members voting aye.

The prefinal inspection of the hangar building will be held onsite at the airport on Jan. 2nd at 3:00 p.m.

Motion was made by Matt, seconded by Gartner to approve the State Financial Agreement to utilize airport fuel tax revenues for the lighting improvements outside the airport lounge (#AP0043-2019) and authorize the Mayor's signature thereon. Motion carried with all members voting aye.

Building/Flood Plain Dev. Permits: JTK Business Group – deck & steps.

Motion was made by Pelle, seconded by Matt to approve the above permit as presented above. Motion carried with Larson abstaining.

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 2020 contingent upon filing the license requirements. Motion carried.

Motion was made by Matt, seconded by Pinney to approve the following resolution and corresponding agreement with the Mayor's signature thereon to combine the 2020 Municipal Election with the School Election with only one polling place—old elementary gym. Motion carried with all members voting aye.

Resolution to Hold a Joint Election with the School

WHEREAS, it appears to the governing body of the City of Philip that combining the municipal and school election would result in a reduction in cost to both governmental entities and,

WHEREAS, such a combined election would result in increased public interest and participation,

BE IT THEREFORE RESOLVED, that subject to the approval of the governing body of Haakon County School District 27-1, the municipal election normally scheduled for April 14, 2020, be held in conjunction with the school election scheduled for April 14, 2020, upon such agreement for cost sharing as may be mutually agreed.

Dated this 30th day of December 2019.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

The following 2-year positions will be up for election in 2020: Mayor – At Large (Michael Vetter); Council Member Ward I (Brit Miller); Council Member Ward II (Marty Gartner); and, Council Member Ward III (Trisha Larson).

Nominating petitions for these positions may begin circulation no earlier than the 31st day of January 2020.

Council reviewed concerns with vehicles parked on public property (along the streets and alleys) for extended periods of time and a proposed courtesy notice for publication. It was reported that some vehicles have not moved from their current location in months and in turn, they discourage the City from properly removing snow and cleaning the public rights-of-way.

Discussion ensued and by general consensus of the Council, the courtesy notice as presented will be published in the newspaper. In addition, another advertisement on the CodeRED notification system will be published to help ensure the public is alerted of community information including that of when a snow removal emergency is declared again in the future.

The following L/P Propane bids received this month are as follows. It was noted propane was purchased from Hanson Oil on Dec. 9 and Midwest Cooperatives on Dec. 23, 2019.

	<u>Dec. 9, 2019</u>	<u>Dec. 23, 2019</u>
Hanson Oil Company	\$1.25/gal.	\$1.30/gal.
Midwest Cooperatives	\$1.30/gal.	\$1.30/gal.

Admin:

Motion was made by Gartner, seconded by Pinney to approve the following Resolution #2019-26. Motion carried with all members voting aye.

**RESOLUTION #2019-26
SUPPLEMENTAL APPROPRIATIONS
CONTINGENCY TRANSFER**

WHEREAS, insufficient appropriation was made in the 2019 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	\$ 10,550.00
TO:	101-41400-42240 FO Atty Retainer	\$ 50.00
	101-41920-42800 Mun Bldg Telephone	\$ 20.00
	101-42100-41500 Police Health Ins	\$ 90.00
	101-42100-42620 Police Fuel	\$ 800.00
	101-42100-43411 Police Mach & Equip Non	\$ 390.00
	101-43100-42520 Street Equip Repair	\$ 8,400.00
	101-43100-42850 Street LP	\$ 800.00

This resolution is effective upon passage.

Dated this 30th day of December 2019.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Motion was made by Matt, seconded by Larson to authorize purchasing the Kyocera TASKalfa 3553ci from Century Business Products off the State Bid Contract #17349 in the amount of \$4292.56. Purchase will take place in 2020 and includes maintenance of \$0.0065 per black/white

copy and \$0.035 per color copy. The current machine (Kyocera TASKalfa 2550ci) will be transferred to the Police Dept. Motion carried.

The following 2019 year-end revenues were also reviewed: sales tax - \$530,453.84 (decrease of 5.51% or \$29,215.00 from 2018); and, airport fuel - \$21,411.17 (increase of \$2,689.22 from 2018).

Street Dept.

The department will be purchasing an MDS 14 Snow Pusher from Grossenburg Implement in the amount of \$9,000.00 as appropriated in the 2020 budget.

At 4:19 p.m., motion was made by Pinney, seconded by Gartner to enter into executive session per SDCL 1-25-2(1), personnel. Motion carried.

At 4:51 p.m., motion was made by Pinney, seconded by Matt to come out of executive session with the following action:

Motion was made by Larson, seconded by Pelle to approve the following employee wages for 2020: William “Ben” Buls - \$17.32/hr; David Butler – \$20.14/hr; Rick Coyle – \$22.13/hr; Brian Pearson – \$18.48/hr; Matt Reckling – \$22.35/hr; Robert “Robbie” Shipp – \$18.23/hr; Brittany Smith – \$45,657.45/year; and, Monna Van Lint – \$20.36/hr. Motion carried with all members voting aye.

Public Comments:

None.

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. 1st and 20th in observance of the legal holidays.

The next Regular Council Meeting will be held on Monday, Jan. 6, 2020 at 7:00 p.m. in the Community Rm.

With nothing further to come before the Council, Mayor Vetter declared the meeting adjourned at 4:53 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on January 9, 2020, at approximate cost of \$_____)