

**COUNCIL PROCEEDINGS
REGULAR MEETING
February 1, 2021**

A regular meeting of the Philip City Council was held on Monday, February 1, 2021, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse and via Zoom (Meeting ID: 819 9290 9514). Present were Mayor Michael Vetter, Council Members Trisha Larson, Brit Miller, Marty Gartner, Scott Pinney, Terri Pelle and Marion Matt (via Zoom). Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police Ben Buls, Police Officer Nate Jordan, City Attorney Stephanie Trask and Chelsea Tobin with Pioneer Review (via Zoom).

Absent: None.

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

Motion was made by Miller, seconded by Larson to approve the minutes of the Dec. 28, 2020 and Jan. 4, 2021 meetings as published in The Pioneer Review and on the City's website. Motion carried.

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

Gross Salaries – January 29, 2021: Admin - \$3976.00; Finance - \$3688.53; Police - \$5782.39; Water - \$14,575.57

Colonial Life	Employee Supplemental Ins 1/21	196.60
EFTPS	SS/Medicare/Withholding 1/21	6297.92
NE Child Support	Garnishment 1/21	692.77
SDRS	Employee Retirement 1/21	3649.31
SDSRP	Sup Retirement 1/21	100.00

Artesian Well Repair Project:

Weston Engineering Inc	Pay Req #1 thru 1/21/21	36755.10
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This Month's Bills:

A-Z Shredding	Shredding 1/21	20.00
AT&T Mobility	Cell Phone 1/21	215.41
Bad River Law Prof LLC	Atty/Legal Fees 1/21	300.00
Century Business Products	Copier Maint 1/21	64.77
City of Philip	Free Parks/Rec Water Credit 2021	1876.58
Corporate Trust, TFM – US Bank	SRF #6 Pay #3 2/21	4917.84
	SRF #7 Pay #3 2/21	5766.78
Coyle's Super Valu	Supplies 1/21	10.00
Delta Dental	Dental Ins 2/21	776.90
Diligent Corp	Board Portal Fees 2/21-1/22	1912.50
1 st Nat'l Agency	Ins Adds/Chgs 2021	234.00
1 st Nat'l Bank	UB Postage 1/21	131.40
	Safety Dep Box Rent 2021	12.00
Golden West Telecom	Telephone/Internet 12/20-1/21	647.22
Haakon Co Treasurer	Office Rent 2/21	500.00
Hanson Oil	Fuel/LP 12/20	990.66
Health Pool of SD	Health Ins 2/21	11236.29

Ingram Pest Service Inc	RS Pest Control 1/21	60.00
Kieffer Sanitation	370 Residential Collections 1/21	4739.70
	Rental Totes 1/21	240.00
Morrison's Pit Stop	Tire Repairs 12/20	69.49
Office Depot	Supplies 1/21	306.89
Optilegra	Vision Ins 2/21	116.14
Philip Standard	W Tire Repair 1/21	20.00
Pioneer Review	Publishing/Subscription 1/21	520.10
Schofield Welding Co	AIR Repairs 1/21	27.90
SD 811	Locates 10-12/20	17.85
SD Dept of Revenue	Sales Tax Payable 1/21	450.28
	Excise Tax Payable 1/21	32.27
	W Testing 1/21	15.00
SD Federal Property Agency	FIRE Supplies 12/20	60.00
Shipp, Robert	Mileage Reimb 1/21	96.32
The Philip Pit Stop	FIRE Fuel 12/20	52.39
Tritech Software Systems	Asyst Maint Fee 3/21-2/22	3799.53
US Postmaster	Stamps 2/21	260.00
Vadim Municipal Software Inc	Asyst Maint Fee 3/20-2/21	3618.60
VISA – UMB Bank	Supplies/Training 1/21	138.73
West Central Electric	Electric 12/1-12/28/20	3197.44
WR/LJ Rural Water Systems	2,115,000 gals 1/21	2643.75
	Contract Min. 1/21	2500.00
	AIR Water 1/21	40.00
	South Shop Water 1/21	20.00
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Total Expenditures – 2/1/21		\$84,409.83

Old Business:

None.

New Business:

Airport Hangar Construction Project:

Council was updated on the hangar building warranty items. It was reported that Midland Doors have installed an additional seal on the bottom of the overhead doors to prevent moisture from coming in under the doors. In addition, the steel manufacturer is looking into options to close off a portion of the roof vent without compromising its original purpose.

Automatic Water Meter Project:

Council reviewed an updated quote from Core & Main for a FlexNet Light system in the amount of \$110,075.00. This is a new program through Sensus that is designed for smaller systems using R100NA towers. The cost savings for this system in comparison to the FlexNet Tower system is over \$25,000 during the first year and approximately \$9,000 in each of the following years. The quote does not include any meter replacements or internet charges for the towers.

It was further noted that the system will include two R100NA towers instead of the larger basestation that the City had planned to purchase from West River Lyman Jones (WRLJ). One of the towers will be located on the south shop building while the other one will need to be located on the northern side of Philip to prevent any shadowing. The locations being considered are the warning siren located on WRLJ

property or WRLJ water tank north of Philip. It was also noted that the smart points have been ordered and are expected to arrive in the next four to six weeks.

Following, motion was made by Matt, seconded Miller by to approve the updated quote from Core & Main for the FlexNet Light system. A copy is on file in the finance office. Motion carried with all members voting aye.

Motion was then made by Pinney, seconded by Gartner to authorize CA Smith to purchase a tablet(s) necessary to reprogram water meters to read in gallons. Motion carried.

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:

Irvin or Alice Jones - Jones' Saddlery & Bottle & Vet
N 19th Lot 19, Block 06, Original Town, City of Philip, SD (Parcel #8914)
Off-Sale Package Liquor (#PL-4742)

Transfer To:

Bottle & Veterinary Supply, LLC
N 19th Lot 19, Block 06, Original Town, City of Philip, SD (Parcel #8914)
Off-Sale Package Liquor (#PL-4742)

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 application, motion was made by Miller, seconded by Pinney to approve the above Off Sale Package Liquor License Transfer. Motion carried with all members voting aye.

Lake Waggoner Emergency Spillway:

Council reviewed an estimate in the amount of \$28,900 to clean up and remove the reeds from the emergency spillway from McQuirk Ditching. The City would be responsible for hauling off the reeds from the worksite.

By general consensus of the Council, this will be considered further during the 2022 budget planning process.

	<u>Jan. 19, 2021</u>
Hansen Oil Company	\$1.39/gal.
Midwest Cooperatives	\$1.69/gal.

Departmental Reports:

Administration

Motion was made by Miller, seconded by Larson to approve the 2021 Cash Management Account Interest Allocation to the following, effective Jan. 1, 2021: General Fund – 68.61385%; Water Fund – 15.27264%; Sewer Fund – 13.59096%; and, Garbage Fund – 2.52254%. Motion carried.

Motion was made by Gartner, seconded by Larson to approve amending Personnel Policy #7.14, Donating Leave Time and adopt the Employee Leave Donation Form as presented. A copy of the policy and form is on file in the finance office. Motion carried.

Police Dept.

The quarterly report was reviewed with Chief Buls.

Street Dept.

The monthly report was reviewed.

Water Dept.

The monthly report was reviewed which noted a water loss rate of 8.6% for the month of January.

Training/Travel:

CA Smith will be attending a SDML WC Fund Board Meeting on Feb. 25th-26th in Pierre.

Public Comments:

None.

In Other Business:

Council petitions must be filed in the Finance Office by Feb. 26, 2021.

City offices will be closed Feb. 15th in observance of the legal holiday.

Council was informed of an upcoming pre-disaster hazard mitigation meeting scheduled for Feb. 18, 2021. This will be held at 6:30 p.m. at the ambulance building and via Zoom.

Council will meet in special session on Monday, Mar. 15th at 4:00 p.m. in the Community Room to sit as Board of Equalization. Citizens are advised that the official PT-17 Form must be filed with the Finance Office by no later than 5:00 p.m. on Mar. 11, 2021.

The next regular meeting will be held on Monday, Mar. 1st at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse and/or via Zoom.

With no further business to come before the Council, Mayor Vetter declared the meeting adjourned at 7:27 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on February 11, 2021 at approximate cost of \$_____)