

**COUNCIL PROCEEDINGS  
REGULAR MEETING  
JANUARY 04, 2021**

A regular meeting of the Philip City Council was held on Monday, January 4, 2021 at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse and via Zoom (Meeting ID: 839 3715 3395). Present were Mayor Michael Vetter, Council Members Marty Gartner, Marion Matt, Brit Miller, Trisha Larson, Terri Pelle and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Police Officer Nate Jordan, Public Works Maintenance I Rick Coyle, City Attorney Stephanie Trask, Barry Knutson, Chelsea Tobin with Pioneer Review (via Zoom); and later, Chief of Police Ben Buls.

Absent: None.

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

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

**Add'l Bills – Dec. 2020:**

Gross Salaries – Dec. 31, 2020: Mayor & Council - \$5010.00; Admin - \$3804.79; Finance - \$3529.06; Public Works - \$14,437.73; Police - \$12,285.25; Water - \$368.53; Sewer - \$368.53

Colonial Life	Employee Supplemental Ins 12/20	196.60
EFTPS	SS/Medicare/Withholding 12/20	8600.27
NE Child Support Pay Ctr	Garnishment 12/20	692.77
SDRS	Employee Retirement 12/20	4208.86
SDSRP	Sup Retirement 11/20	100.00

**This Month's Bills:**

Bad River Law Prof LLC	2021 SDML Atty Assoc Dues	20.00
Cenex Harvest States	Fuel 12/20	114.00
Central SD Enhancement District	2021 Membership Dues	1047.74
Corporate Trust – US Bank	SRF #4 Pay #26 01/20	11326.05
	SRF #5 Pay #26 01/20	7905.24
Delta Dental	Employee Dental Ins 01/21	776.90
1 <sup>st</sup> Nat'l Agency	Prop/Liab/Umb/Cyber/Bond Ins 2021	23241.11
	Baseball Ins Approp 2021	369.89
	Amb Ins Approp 2021	4136.00
	FD Ins Approp 2021	5418.00
1 <sup>st</sup> Nat'l Bank	UB Postage 12/20	127.60
Golden West Telecom	Telephone/Internet 11-12/20	660.20
Gov't Brands Shared Services	Web Hosting/Contract 2021	995.00
Haakon Co Treasurer	Office Rent 01/21	500.00
Health Pool of SD	Health Ins 1/21	11236.29
Hometown Computer Service LLC	IT 12/20	140.00
Morrison's Pit Stop	Trailer Tires 12/20	345.68
ONSOLVE, LLC	CodeRED Contract 2021	1155.00
Optilegra	Employee Vision Ins. 01/21	121.63
Petty Cash	PD Supplies 12/20	7.60

Philip Standard	Fuel 12/20	499.55
SD Airport Mgmt Assoc	2021 Membership Dues	25.00
SD Assoc Code Enforcement	2021 Membership Dues	40.00
SD Building Officials Assoc	2021 Membership Dues	50.00
SD City Management Assoc	2021 Membership Dues	150.00
SD DENR	Wastewater Fees 2021	750.00
	Operator Cert Renewals 2021	42.00
	Shipp Exam Fee 01/21	10.00
SD Dept. of Revenue	Sales Tax Payable 12/20	433.70
SD Gov't Finance Officers Assoc	2021 Membership Dues	70.00
SD Gov't Human Resource Assoc	2021 Membership Dues	50.00
SDML	2021 Membership Dues	1085.46
SDML Workers Comp Fund	Work Comp Ins 2021	9150.00
SD Municipal Street Maint Assoc	2021 Membership Dues	35.00
SD Police Chiefs Assoc	2021 Membership Dues	96.09
SD Water & Wastewater Assoc	2021 Dues – Coyle/Pearson/Shipp	30.00
The Philip Pit Stop	Fuel – 12/2020	296.40
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Total Expenditures – 01/04/21		\$82,457.13

**Old Business:**

Barry Knutson addressed the Council regarding his ongoing concerns with the storm sewer at the intersection of Center Ave. and Pine St. He referenced the Council’s options presented to him following their Nov. 2, 2020 meeting, and mentioned that he is still uncertain what the best solution is for his property. In turn, he requested additional time to review other potential options.

Discussion ensued regarding the options presented to Knutson. It was noted that sealing one of the storm sewer joints may cause risk for additional problems and expenses. In addition, a sump pump may be a good solution.

Following and by general consensus of the Council, Knutson will return in February or March with other ideas and/or agreement with one of the options presented by the City.

**New Business:**

Motion was made by Matt, seconded by Gartner to approve the following 2021 resolutions as follows and outlined below: Non-Discrimination Resolution; Official Depository; Official Newspaper; Purchase of CD’s; Dismissal & Snow Procedures—Holidays for City Employees; City Council Meeting Dates; Rubble Site Operational Dates; Departmental Travel; and, Fire Department Volunteers. Motion carried with all members voting aye.

**Non –Discrimination Resolution**

“It is hereby provided that no person in the United States shall, on the basis of Race, Color, Sex, Age, Handicapped, Religion, or National Origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity in whole or in part which is conducted under the auspices of the City of Philip, South Dakota.”

**Official Depository**

To name the First National Bank in Philip, South Dakota as the official depository for the City of Philip, South Dakota.

**Official Newspaper**

To name the Pioneer Review as the official newspaper for the City of Philip, South Dakota.

**Purchase of CD's**

To authorize the City Administrator or City Finance Officer to purchase Certificates of Deposit as he/she/they deem appropriate. Said Certificates of Deposit are to be maintained for safe keeping in the First National Bank of Philip's vault.

**Dismissal & Snow Procedures – Holidays for City Employees**

To establish that the City of Philip recognizes the following holidays in 2021 plus any other day proclaimed as a holiday by the Mayor, Governor of South Dakota, or the President of the United States. In addition, the City Finance Office will be closed if and when the County Courthouse is closed due to weather.

HOLIDAY	DAY OBSERVED*
New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	Fourth Thursday in November
Thanksgiving Bonus (in exchange for Native American Day)	Friday after Thanksgiving
Christmas	December 25
Christmas Bonus	December 24 or 26 (as decided by a majority of the employees)

\*If a holiday from the list above falls on a Saturday, the preceding Friday is observed as a City holiday. If a holiday falls on a Sunday, it is observed on the following Monday.

**2021 City Council Meeting Dates**

- January 4<sup>th</sup>
- February 1<sup>st</sup>
- March 1<sup>st</sup>
- March 15<sup>th</sup> (Board of Equalization)
- April 5<sup>th</sup>
- May 3<sup>rd</sup>
- June 7<sup>th</sup>
- July 8<sup>th</sup>\*\*
- August 2<sup>nd</sup>
- September 7<sup>th</sup>
- October 4<sup>th</sup>
- November 1<sup>st</sup>
- December 6<sup>th</sup>
- December 29<sup>th</sup> (Year End)

\*All dates are subject to change per motion of City Council, and do not include any special or emergency meetings that may be called throughout the year.

\*\*Due to the holiday.

### **2021 Rubble Site Operational Dates**

January: Saturday, 2nd

February: Saturday, 6th

March: Saturday, 6th

April: Saturday, 3rd

May: Saturday, 1st; Friday and Saturday, 7th – 8th (Spring Clean Up Days; pick up day 10th); Saturday, 15th; Friday, 21st; Friday, 28th

June: Saturday, 5th; Friday, 11th; Saturday, 19th; Friday, 25th

July: Friday, 2nd; Friday, 9th; Saturday, 17th; Friday, 23rd; Saturday, 31st

August: Saturday, 7th; Friday, 13th; Saturday, 21st; Friday, 27th

September: Friday, 3rd; Friday, 10th; Saturday, 18th; Friday, 24th

October: Saturday, 2nd; Friday, 8th; Saturday, 16th; Friday, 22nd; Saturday, 30th

November: Saturday, 6th

December: Saturday, 4th

Motion was made by Pinney, seconded by Gartner to approve the following Travel Resolution for Departments in 2021. Department personnel shall notify the Finance Office prior to said travel and trainings so it can be noted on the agenda for informational purposes. Motion carried.

### **Departmental Travel for 2021**

**MAYOR & CITY COUNCIL:** District Meeting; Elected Officials Workshop; SDML Annual Conference; and, any other meetings related to City business as allowed through the budget.

**ADMINISTRATION:** Budget Training; District Meeting; Election School; Legislative Day; Safety Conference; SD City Management Association Meetings; SD Governmental Finance Officers School; SD Human Resource School; SDML Annual Conference; SDML Policy/Board Meetings; and, any other meetings or trainings related to City business as allowed through the budget.

**FINANCE:** Annual Report Training; Budget Training; District Meeting; Election School; Safety Conference; SD Governmental Finance Officers School; SD Human Resource School; SDML Annual Conference; and, any other meetings or trainings related to City business as allowed through the budget.

**POLICE:** Certification/Recertification Trainings; Peace Officers; Police Chiefs; SDML Annual Conference; and, any other meetings or trainings related to City business as allowed through the budget.

**CODE ENFORCEMENT:** SD Association of Code Enforcement Training; SD Building Officials Conference; SDML Annual Conference; and, any other meetings or trainings related to City business as allowed through the budget.

**STREET:** MSHA Training; Pesticide Certification/Recertification; Safety Conference; Street Maintenance Conference; and, any other meetings or trainings related to City business as allowed through the budget.

**AIRPORT:** SD Airport Conference; and, any other meetings or trainings related to City business as allowed through the budget.

**WEST NILE/MOSQUITO CONTROL:** Mosquito Calibration; Mosquito Control Training; and, any other related to City business as allowed through the budget.

SWIMMING POOL: Certified Pool Operators Training; and, any other related to City business as allowed through the budget.

WATER: MSHA Training; SD Assoc. of Rural Water Systems Conference; Water Certification/Recertification Trainings; and, any other related to City business as allowed through the budget.

SEWER: MSHA Training; SD Water & Wastewater Association Conferences; Wastewater Certification/Recertification Trainings; and, any other related to City business as allowed through the budget.

**Philip Volunteer Fire Department Volunteers for 2021**

Curt Arthur	Tyler Hauk	Neal Petersen
Greg Arthur	Gunner Hook	Jesse Potter
Jade Berry	Jacob Jedlicka	Blake Puhlman
Ryon Berry	Joe Millage	Beau Ravellette
Gavin Brucklacher	Brit Miller	Matt Reckling
David Butler	Alex Moos	Jason Sampson
Nathan Drury	Brandon Moos	Casey Sawvell
Mike M Gebes	Harlan Moos	Mike Schultz
Tate Guptill	Branden Morrison	Brock Slovek
Marty Hansen	Mike Moses	Trevin Smeenck
Brian Hanson	Trace O'Connell	Roger Williams
Brock Hanson	Brian Pearson	Ron Williams
Bryce Hanson	Jason Petersen	William Yoder, Jr
Taylor Hanson		

Motion was made by Larson, seconded by Pinney to approve Resolution #2001-02 as amended, Establishing City Rates and Fees for 2021. All rates and fees identified therein will remain the same as those adopted in 2020. This also includes the rates for “Free Water Users” that are usually approved in February but are now included in said Resolution. Motion carried with all members voting aye. (A copy of the Resolution is on file in the Finance Office.)

Motion was then made by Matt, seconded by Miller to approve Resolution #2001-03 as amended, Establishing Penalties, Fines and Fees for violation of City Ordinance for 2021. All penalties, fines and fees will remain the same as those adopted in 2020. Motion carried with all members voting aye. (A copy of the Resolution is on file in the Finance Office.)

Motion was made by Miller, seconded by Gartner to approve the following resolution and corresponding agreement with the Mayor’s signature thereon to combine the 2021 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 13, 2021, be held in conjunction with the school election scheduled for April 13, 2021, upon such agreement for cost sharing as may be mutually agreed.

Dated this 4<sup>th</sup> day of January 2021.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

The following 2-year positions are up for election in 2021: Council Member Ward I (Scott Pinney); Council Member Ward II (Marion Matt); and, Council Member Ward III (Terri Pelle). Nominating petitions for the positions may begin circulation no earlier than Jan. 29<sup>th</sup> and must be filed by Feb. 26, 2021.

Departmental Reports:

Administration

Council reviewed an update on the final CARES Act grant funding. It was reported that all claims have been submitted which included a last-minute change to also include Dec. 31<sup>st</sup> with the final payroll claims. The final estimated funding is \$166,130.18 of the \$172,948.00 allocation.

Motion was made by Matt, seconded by Gartner to repeal Section 6.5.6, Base Pay Increase, of the adopted Personnel Policy Handbook effective Jan. 1, 2021. Motion carried with all members voting aye.

Police

The monthly report was reviewed with Chief Buls and Officer Jordan.

Motion was made by Gartner, seconded by Pinney to authorize officers of the police department to cross deputize with the Haakon County Sheriff's Office. Motion carried.

Street

The quarterly report was reviewed with Public Works Maintenance I Coyle.

Swimming Pool

Council acknowledged and expressed their sincere appreciation to Jeanene Kroetch for the book showcasing the community and donating \$900 of its proceeds to swimming pool improvements.

Water

The monthly report was reviewed which noted a 7.93% water loss for the month of Dec. 2020.

Trainings/Travel:

Public Works Maintenance II Shipp will be attending Basic Wastewater Treatment course on Jan. 26-28<sup>th</sup> via online with the exam on Jan. 28<sup>th</sup> in Rapid City.

CA Smith will be attending the SDML Board meeting on Feb. 2<sup>nd</sup> in Pierre.

All public works personnel (Reckling, Coyle, Shipp, and Pearson) will be attending MSHA training on Feb. 4<sup>th</sup> in Wall.

At 7:30 p.m., motion was made by Miller, seconded by Gartner to enter into executive session per SDCL 1-25-2(1), personnel. Motion carried.

At 7:54 p.m., motion was made by Pinney, seconded by Matt to come out of executive session with the following action:

Motion was made by Gartner, seconded by Larson to approve the 2021 Payroll Resolution as follows. Motion carried with all members voting aye.

William "Ben" Buls, Chief of Police	\$18.36/hr. - \$3,182.40 Gross/Month
Rickie Coyle, Public Works Maintenance I	\$23.13/hr. - \$4,009.20 Gross/Month
Nathaniel "Nate" Jordan, Police Officer	\$15.00/hr. - \$2,600.00 Gross/Month
Brian Pearson, Public Works Maintenance/Utility Billing	\$19.31/hr. - \$3,347.07 Gross/Month
Matthew Reckling, Public Works Director	\$23.36/hr. - \$4,049.07 Gross/Month
Robert Shipp, Public Works Maintenance II	\$18.29/hr. - \$3,170.27 Gross/Month
Brittany Smith, City Administrator	\$48,625.18 salary - \$4,052.10 Gross/Month
Monna Van Lint, Finance Officer	\$21.28/hr. - \$3,688.53 Gross/Month
Mayor	\$100.00/Mtg. and \$550.00/Qtr.
Council Members	\$65.00/Mtg. and \$400.00/Qtr.

**Public Comments:** None.

**Other Business:**

City Offices will be closed Jan. 18<sup>th</sup> in observance of legal holiday.

The next Regular Council Meeting will be held on Monday, Feb. 1<sup>st</sup> at 7:00 p.m. in the Community Room.

With no further business to come before the Council, Mayor Vetter declared the meeting adjourned at 7:55 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

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