

**COUNCIL PROCEEDINGS
REGULAR MEETING
JANUARY 06, 2020**

A regular meeting of the Philip City Council was held on Monday, January 6, 2020 at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Michael Vetter, Council Members Marty Gartner, Brit Miller, Trisha Larson, Terri Pelle and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police David Butler, Police Officer Ben Buls, Public Works Maintenance I Rick Coyle; and, City Attorney Stephanie Trask.

Absent: Council Member Marion Matt.

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

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

This Month's Bills:

Bad River Law Prof LLC	2020 SDML Atty Assoc Dues	20.00
Cenex Harvest States	Fuel 12/19	248.00
Central SD Enhancement District	2020 Membership Dues	1047.74
CNH Productivity Plus Acct	ST/AIR Equip Repairs 12/19	1023.80
Corporate Trust – US Bank	SRF #4 Pay #22 01/19	11326.05
	SRF #5 Pay #22 01/19	7905.24
Delta Dental	Employee Dental Ins 01/20	776.90
1 st Nat'l Agency	Prop/Liab/Umb/Cyber/Bond Ins 2020	19770.32
	Baseball Ins Approp 2020	345.68
	FD Ins Approp 2020	5421.00
	Amb Ins Approp 2020	4136.00
Gov't Brands Shared Services	Web Hosting/Contract 2020	995.00
Haakon Co Treasurer	Office Rent 01/20	500.00
	Library Approp 2020	2550.00
Hanson Oil	Fuel 12/19	132.82
Health Pool of SD	Health Ins 1/20	10878.82
Jenner Equipment	ST Supplies 12/19	87.20
ONSOLVE, LLC	CodeRED Contract 2020	1100.00
Optilegra	Employee Vision Ins. 01/20	95.70
SD Airport Mgmt Assoc	2020 Membership Dues	25.00
SD Assoc Code Enforcement	2020 Membership Dues	40.00
SD Assoc of Rural Water Systems	Pearson Mtg Reg 01/20	250.00
SD Building Officials Assoc	2020 Membership Dues	50.00
SD City Management Assoc	2020 Membership Dues	150.00
SD DENR	Wastewater Fees 2020	750.00
	Operator Cert Renewals 2020	42.00
SD Dept. of Revenue	Sales Tax Payable 12/19	413.97
SD Gov't Finance Officers Assoc	2020 Membership Dues	70.00
SD Gov't Human Resource Assoc	2020 Membership Dues	50.00
SDML	2020 Membership Dues	1060.93
	Smith Legis Day Reg 1/20	30.00

SD Municipal Street Maint Assoc	2020 Membership Dues	35.00
SD Police Chiefs Assoc	2020 Membership Dues	96.09
SD Water & Wastewater Assoc	2020 Dues – Coyle & Shipp	20.00
SDML Workers Comp Fund	Work Comp Ins 2020	9754.00
West Central Electric	Electric 12/1-12/28/19	3271.16

Total Expenditures – 01/06/20 \$48,384.25

Old Business:

None.

New Business:

Motion was made by Gartner, seconded by Pinney to approve the following 2020 resolutions as follows and outlined below: Non-Discrimination Resolution; Official Depository; Official Newspaper; Purchase of CD’s; and, Dismissal & Snow Procedures—Holidays for City Employees. 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 2018 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.

Motion was made by Miller, seconded by Pinney to approve the 2020 Cash Management Account Interest Allocation to the following: General Fund – 63.00169%; Water Fund – 17.51086%; Sewer Fund – 16.76104%; and, Garbage Fund – 2.72641%. Motion carried.

Motion was made by Larson, seconded by Miller to approve the 2020 Payroll Resolution as follows. This reflects the 2020 wages approved during the Council Meeting on Dec. 30, 2019. Motion carried with all members voting aye.

William Buls, Police Officer	\$17.32/hr. - \$3,002.13 Gross/Month
David Butler, Chief of Police	\$20.14/hr. - \$3,490.93 Gross/Month
Rickie Coyle, Public Works Maintenance I	\$22.13/hr. - \$3,835.87 Gross/Month
Brian Pearson, Public Works Maintenance/Utility Billing	\$18.48/hr. - \$3,203.20 Gross/Month
Matthew Reckling, Public Works Director	\$22.35/hr. - \$3,874.00 Gross/Month
Robert Shipp, Public Works Maintenance II	\$18.23/hr. - \$3,159.87 Gross/Month
Brittany Smith, City Administrator	\$45,657.45 salary - \$3,804.79 Gross/Month
Monna Van Lint, Finance Officer	\$20.36/hr. - \$3,529.07 Gross/Month
Mayor	\$100.00/Mtg. and \$550.00/Qtr.
Council Members	\$65.00/Mtg. and \$400.00/Qtr.

Motion was made by Pinney, seconded by Gartner to approve the following Travel Resolution for Departments in 2020. 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.

2020 TRAVEL RESOLUTION FOR DEPARTMENTS

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.

Motion was made by Larson, seconded by Gartner to approve the following Philip Volunteer Fire Department Volunteers for 2020. Motion carried with all members voting aye.

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

Motion was made by Miller, seconded by Gartner to approve Resolution #2001-02 as amended, Establishing City Rates and Fees for 2020. All rates and fees identified therein will remain the same as those adopted in 2019 with the exception of the following items that relate to the airport and other

jobs done by the city. Motion carried with all members voting aye. (A copy of the Resolution is on file in the Finance Office.)

Airport Rates: (State Sales Tax of 4.5% is calculated and collected on all Rental Fees assessed in accordance with State Law.)

Hangar Rental Fees:

Spaces 1A / 1B / 3 / 4 / 5A / 5B:	\$ 15.00/day; or, \$ 55.00/month
Spaces 2A / 2B / 2C / 2D:	\$ 30.00/day; or, \$100.00/month
Tie Down Fees:	\$ 5.00/day; or, \$30.00/month
Commercial Spray Fees:	\$ 550.00/year
Commercial Spray Fees:	\$ 225.00/week
Commercial Spray Fees:	\$ 40.00/day
Jet A Fuel Flowage Fees	\$ 0.02/gallon

Other Jobs Done by City:

7) Copies - \$0.10 each; and, Fax - \$1.00 each (includes sales tax).

Motion was then made by Miller, seconded by Pelle to approve Resolution #2001-03 as amended, Establishing Penalties, Fines and Fees for violation of City Ordinance for 2020. All penalties, fines and fees will remain the same as those adopted in 2019. Motion carried with all members voting aye. (A copy of the Resolution is on file in the Finance Office.)

Airport Hangar/Apron Reconstruction Projects:

Council reviewed the hangar building punch list provided by Dave Lepine, engineer with KLJ. The list was compiled during the Pre-Final Inspection on Jan. 2, 2020; and, additional items may be added as they are noticed prior to final acceptance.

Motion was then made by Pinney, seconded by Miller to approve substantial completion of the hangar building project, effective Jan. 3, 2020. Motion carried with all members voting aye.

Motion was made by Miller, seconded by Gartner to authorize reducing the amount of retainage held on the hangar building project. The retainage will be reduced from 10% to 5% and said amount will be paid out to Dean Kurtz Construction with their next pay request. Motion carried with all members voting aye.

Departmental Reports:

The monthly Airport report included the review of a recent insurance claim filed against the City by John Armatys.

The monthly Police Dept. report was reviewed with Chief Butler.

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

Motion was made by Gartner, seconded by Miller to approve the following policy as amended. Motion carried.

EMERGENCY SNOW REMOVAL NOTIFICATION: The public will be alerted of a snow removal emergency as outlined in City Ordinance via CodeRED and the City's website. The notification will be coordinated between the Public Works Director, Police Department and/or City Administrator.

The monthly water report was reviewed. The monthly water loss for December 2019 was reported at 9.87%.

Trainings/Travel:

PWDM/UB Pearson will be attending the SDARWS meeting on Jan. 14th - 16th in Pierre.

CA Smith will be attending SDML Legislature Day on Feb. 4th - 5th in Pierre.

All public works personnel (Reckling, Coyle, Shipp and Pearson) will be attending MSHA training on Feb. 20th in Wall.

Public Comments: None.

Other Business:

Council petitions can begin circulating no earlier than Jan. 31st and must be filed with the Finance Office by Feb. 28th, 2020.

City Offices will be closed Jan. 20th in observance of legal holiday.

The next Regular Council Meeting will be held on Monday, Feb. 3rd 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 7:23 p.m.

Michael Vetter, Mayor

ATTEST:

Brittany Smith, City Administrator

(Published once on January 16, 2020 at approximate cost of \$_____)