

**COUNCIL PROCEEDINGS
REGULAR MEETING
JANUARY 07, 2019**

A regular meeting of the Philip City Council was held on Monday, January 7, 2019, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Michael Vetter, Council Members Marion Matt, Marty Gartner, Trisha Larson, Terri Pelle and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police David Butler, Public Works Maintenance I Rick Coyle; and later, City Attorney Stephanie Trask.

Absent: Council Member Brit Miller.

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

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

SW Philip Improv Project:

SD DENR	Storm Water Fee 2019	100.00
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This Month's Bills:

Bad River Law Prof LLC	2019 SDML Atty Assoc Dues	20.00
Cenex Harvest States	Fuel/LP 12/18	800.33
Central SD Enhancement District	2019 Membership Dues	952.49
Corporate Trust – US Bank	SRF #4 Pay #18 01/19	11326.05
	SRF #5 Pay #18 01/19	7905.24
Delta Dental	Employee Dental Ins 01/19	671.80
1 st Nat'l Bank – Philip	Safe Deposit Box Rent 2019	12.00
Golden West Companies	Telephone 11-12/18	608.78
GovOffice LLC	Website Dues/Contract 2019	995.00
Haakon Co Treasurer	Office Rent 01/19	500.00
Health Pool of SD	Health Ins 1/19	8819.12
Optilegra	Employee Vision Ins. 01/19	86.56
Philip Standard	Fuel 12/18	47.50
SD Airport Mgmt Assoc	2019 Membership Dues	25.00
SD Assoc Code Enforcement	2019 Membership Dues	40.00
SD Building Officials Assoc	2019 Membership Dues	50.00
SD City Management Assoc	2019 Membership Dues	150.00
SD DENR	Wastewater Fees 2019	750.00
	Operator Cert Renewals 2019	36.00
SD Dept. of Revenue	Sales Tax Payable 12/18	416.99
SD Gov't Finance Officers Assoc	2019 Membership Dues	70.00
SD Gov't Human Resource Assoc	2019 Membership Dues	50.00
SDML	2019 Membership Dues	1028.76
	Legislature Day Reg 1/19	30.00
SDML Workers Comp Fund	Work Comp Ins 2019	9155.00
SD Municipal Street Maint Assoc	2019 Membership Dues	35.00
SD Police Chiefs Assoc	2019 Membership Dues	96.09
SD Water & Wastewater Assoc	2019 Dues – Coyle & Shipp	20.00
The Philip Pit Stop	Fuel 11/18	106.83

USTI	2018 Tax Forms	160.00
VISA – UMB Bank	Supplies/Travel 12/18	120.10
West Central Electric	Electric 12/1-12/28/18	3199.61
Total Expenditures – 01/07/19		\$48,384.25

Old Business:

None.

New Business:

Motion was made by Gartner, seconded by Pinney to approve the following 2019 resolutions as follows and outlined below: Non-Discrimination Resolution; Official Depository; Official Newspaper; Dismissal & Snow Procedures—Holidays for City Employees, Purchase of CD’s; and, CMA Interest Allocation. 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.

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.

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.

CMA Interest Allocation

To approve the 2019 Cash Management Account Interest Allocation to the following: General Fund – 68.73122%; Water Fund – 13.04861%; Sewer Fund – 15.77544%; Garbage Fund – 2.59962%; and, Capital Project – 0%.

Motion was then made by Matt, seconded by Gartner to approve Resolution #2001-02 as amended, Establishing City Rates and Fees for 2019. All rates and fees identified therein will remain the same as those adopted in 2018 with the exception of the following items that relate to equipment rental 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.)

The below equipment must be operated by City personnel--rates include labor. Work done for Haakon County or Haakon School District 27-1 will be billed at the rate below minus a 25% discount.

<i>Motor Grader</i>	<i>\$160.00/hr.</i>
<i>Loader</i>	<i>\$150.00/hr.</i>
<i>Sewer Truck</i>	<i>\$250.00/hr.</i>
<i>Street Sweeper</i>	<i>\$175.00/hr.</i>
<i>Skid Steer</i>	<i>\$115.00/hr.</i>
<i>Trucks</i>	<i>\$100.00/hr.</i>
<i>Sander</i>	<i>\$100.00/hr.</i>
<i>Mowing</i>	<i>\$100.00/hr</i>

The below equipment is rented by the day.

<i>Air Compressor</i>	<i>\$100.00/day + Fuel & Cost of Repairs if Damaged.</i>
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Other Jobs Done by City:

- 1) Pick-up and clean-up of lots: Equipment as stated above plus rubble site fees. Equipment may also include the use of a city pickup and the dump trailer at an hourly rate of \$100.00.*
- 2) Removing trees, concrete or construction materials: Equipment costs as stated above plus rubble site fees. Equipment may also include the use of a city pickup and the dump trailer at an hourly rate of \$100.00. (Adopted 01/2017; Amended 01/2019)*
- 3) Mosquito Spraying: \$275.00 per hour plus mileage (current federal rate). (Amended 01/2019)*

Motion was then made by Pinney, seconded by Gartner to approve Resolution #2001-03 as amended, Establishing Penalties, Fines and Fees for violation of City Ordinance for 2019. All penalties, fines and fees will remain the same as those adopted in 2018. Motion carried with all members voting aye. (A copy of the Resolution is on file in the Finance Office.)

Motion was made by Pinney, seconded by Matt to approve the following Philip Volunteer Fire Department Volunteers for 2019. Motion carried with all members voting aye.

Curt Arthur	Tate Guptill	Mike Moses
Greg Arthur	Marty Hansen	Trace O'Connell
Pat Badua	Brian Hanson	Brian Pearson

Jade Berry	Brock Hanson	Jason Petersen
Ryon Berry	Bryce Hanson	Neal Petersen
Gavin Brucklacher	Taylor Hanson	Jesse Potter
Matt Burtz	Tyler Hauk	Blake Puhlman
David Butler	Jacob Jedlicka	Beau Ravellette
Marvin Denke	Joe Millage	Matt Reckling
Nathan Drury	Brit Miller	Jason Sampson
Rich Foley	Alex Moos	Mike Schultz
David Gay	Brandon Moos	Brock Slovek
Mike M Gebes	Harlan Moos	Roger Williams
Ralph Gebes	Branden Morrison	Ron Williams

Motion was made by Gartner, seconded by Larson to approve the 2019 Payroll Resolution as follows. This reflects the 2019 wages approved during the Council Meeting on Dec. 27, 2018. Motion carried with all members voting aye.

William Buls, Police Officer	\$15.00/hr. - \$2,600.00 Gross/Month
David Butler, Chief of Police	\$19.37/hr. - \$3,357.47 Gross/Month
Rickie Coyle, Public Works Maintenance I	\$20.92/hr. - \$3,626.13 Gross/Month
Brian Pearson, Public Works Maintenance/Utility Billing	\$17.77/hr. - \$3,080.13 Gross/Month
Matthew Reckling, Public Works Director	\$21.49/hr. - \$3,724.93 Gross/Month
Robert Shipp, Public Works Maintenance II	\$16.86/hr. - \$2,922.40 Gross/Month
Brittany Smith, City Administrator	\$43,901.37 salary - \$3,658.45 Gross/Month
Monna Van Lint, Finance Officer	\$19.58/hr. - \$3,393.87 Gross/Month
Mayor	\$100.00/Mtg. and \$550.00/Qtr.
Council Members	\$65.00/Mtg. and \$400.00/Qtr.

Motion was made by Matt, seconded by Pinney to approve the following Travel Resolution for Departments in 2019. 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.

2019 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.

Departmental Reports:

The monthly Administration report included the following.

Motion was made by Matt, seconded by Gartner to approve the Internal Control Risk Assessment Policy as amended. Motion carried. (A copy is on file in the Finance Office.)

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 Matt to approve the second reading of Ordinance #2018-25 as presented. Motion carried with all members voting aye.

**ORDINANCE #2018-25
AMENDING ORDINANCE 8-209 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 209 be amended in Chapter 08, Traffic Regulations, of the revised ordinances of the City of Philip and read as follows:

8-209 PARKING – GENERAL PROVISIONS

All vehicles parking in the business district shall park diagonally. For purposes of this Ordinance, the business district shall be defined as follows: Pine Street, from Larimer Avenue to Wood Avenue; north side of Oak Street from Larimer Avenue to

Wood Avenue; south side of Oak Street from Howard Avenue to Larimer Avenue; and, all of Center Avenue. Parking in the remainder of the City of Philip shall be parallel.

Dated this 7th day of January 2019.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Passed First Reading: Dec. 27, 2018
Passed Second Reading: Jan. 7, 2019
Yeas: 5 Nays: 0
(Published: Jan. 10 & 17, 2019)

The monthly water report was reviewed. The monthly water loss for December 2018 was reported at 6.69%.

Trainings/Travel:

PWD Reckling will be attending the 2019 SD Pipeline Assoc. Emergency Response Training on Jan. 24th in Rapid City.

CA Smith will be attending SDML Legislature Day on Feb. 5th - 6th in Pierre.

PWD Reckling, Street/Sewer Supt. Coyle, Gen. Maint. Shipp & Gen. Maint. Pearson attending MSHA training on Feb. 21st in Wall.

At 7:20 p.m., as previously advertised, Mayor Vetter announced that it was time to open bids for the 2006 Chevrolet Avalanche and called for any additional bids from the floor. With none forthcoming, Vetter opened the following bid received:

Mike Noteboom - \$810.00.

Motion was made by Pinney, seconded by Matt to accept the bid from Mike Noteboom in the amount of \$810.00 for the above surplus vehicle. Motion carried with all members voting aye.

Mayor Vetter then presented the following offers submitted for the City's surplus vehicles. This included a composite offer for the 1984 Datsun 300; 1996 Ford Taurus; 2000 Ford Explorer XLT; 2006 Saab 95 Base; and, 2008 Dodge Avenger.

Mike Noteboom - \$175.00 composite offer
Dana Fitzgerald - \$2060.00 composite offer

Following review, motion was made by Matt, seconded by Pinney to accept the offer from Dana Fitzgerald in the amount of \$2060.00 for the above referenced surplus vehicles. Motion carried with all members voting aye.

Public Comments: None.

Other Business:

Mayor and Council expressed their appreciation to West Central Electric for their donation to the warning siren installation; and, McQuirk Ditching for repairing the leaks on the Hot Water Well line at no cost to the City and/or users.

Council petitions can begin circulating no earlier than Jan. 25th and must be filed with the Finance Office by Feb. 22nd, 2019.

City Offices will be closed Jan. 21st in observance of legal holiday.

The next Regular Council Meeting will be held on Monday, Feb. 4th 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 7:22 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on January 17, 2019, at approximate cost of \$_____)