

**COUNCIL PROCEEDINGS
REGULAR MEETING
JULY 02, 2018**

A regular meeting of the Philip City Council was held on Monday, July 02, 2018, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Michael Vetter, Council Members Trisha Larson, Jennifer Henrie, Brit Miller, Marion Matt, Marty Gartner and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, PWD Matt Reckling, Chief of Police David Butler, Del Bartels with The Pioneer Review, Virgil and Carla Smith; and later, City Attorney Stephanie Trask

Absent: None.

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

Motion was made by Matt, seconded by Pinney to approve the minutes of the last meeting(s) 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 – June 29, 2018: Mayor & Council - \$4910.00 ;Adm. - \$3291.59; Police - \$6477.59; Swimming Pool - \$11410.97; Water - \$6473.99; Sewer - \$6219.19

Colonial Life	Employee Supplemental Ins 6/18	237.08
EFTPS	S.S., Medicare, Withholding 618	7904.70
NE Child Support Pay Ctr	Garnishment 6/18	659.18
Office of Child Support Pay Ctr	Garnishment 6/18	266.00
SDRS	Employee Retirement 6/18	3384.27

Customer Deposit Refunds Per Ord. #5-002.1:

Badua, Aileen	100.00
Berry, Jade	100.00
Blackham, Kerry/Heidi	100.00
Carley, Don	100.00
Carstensen, Charles	100.00
D & T Auto Parts	100.00
Davidson, Blaze	100.00
Devereau, Emily	100.00
Fitch, Dani	100.00
Foley, Tom	100.00
Forty Three North LLC	100.00
Haakon Co Abstract	100.00
Jedlicka, Jacob	100.00
Kelly, William/Sandra	100.00
Olney, Heather	100.00
Pinney, Karen	100.00
Rafter, Kristina	100.00

RCP&E Railroad	100.00
Reczek, Sean	100.00
Rhodes, Lexie	100.00
Scheessele, Ashley	100.00
Scheessele, Marlene	100.00
Schultes, Jeremy	100.00
Simons, Denise	40.00
Slovek, Brock	100.00
Team Burns LLC	100.00
Theye, Janet	100.00
Van Der Linden, Eric	100.00
Venus, Harold/Shelia	100.00

SW Philip Improv Project

Bad River Law Prof LLC	Legal Fees 6/18	75.00
Petty Cash	Postage 6/18	8.50

This Month's Bills:

Bad River Law Prof LLC	Att/Legal Fees 6/18	220.00
Boyd, Brandon	Mileage Reimb 6/18	92.02
CNH Productivity Plus Acct	Supplies/Repair 5-6/18	153.41
Core & Main LP	Resale Parts 6/18	381.89
Corporate Trust - US Bank	SRF #4 Pay #16 - 7/18	11326.05
	SRF #5 Pay #16 - 7/18	7905.24
Coyle's Super Valu	Supplies/Resale 6/18	741.41
Delta Dental	Dental Ins 7/18	713.00
1st Nat'l Bank - Philip	UB Postage 6/18	129.32
Golden West	Telephone 5-6/18	649.19
Grossenburg Implement	Repairs 6/18	55.18
Haakon Co Treasurer	Office Rent 7/18	500.00
	'96 Taurus Title/Reg 7/18	10.00
Hanson Oil	Fuel/LP 5-6/18	3254.96
Hawkins Inc	Pool Chemical 6/18	995.16
Health Pool of SD	Health Ins 7/18	9465.62
Holiday Inn City Centre	HR/FO School Rooms 6/18	420.00
Hometown Computer Service	Printer Repairs 6/18	70.00
Les' Body Shop	'11 Chevy Tahoe Brakes 6/18	906.55
McLeod's Printing	Supplies 6/18	69.88
McQuirk Ditching LLC	Backhoe 6/18	2142.86
MG Oil Co	Fuel 5/18	546.37
Morrison's Pit Stop	Tire Repairs 5-6/18	40.00
Moses Bldg Center	Supplies 6/18	3.99
Northwest Pipe Fittings	Supplies/Resale Parts 6/18	429.40
Optilegra	Vision Ins 7/18	95.70
Petty Cash	Postage 6/18	21.44
Philip Hardware	Supplies 6/18	357.81
Philip Motor	Police Repairs 5/18	5.89
Philip Standard	Fuel/Tire Repair 6/18	235.95

Pioneer Review	Publishing/Supplies 6/18	377.21
Quill Corp	Supplies 6/18	113.66
Schofield Welding	Cooling Pond Grate 6/18	34.00
SD Dept of Env & Nat Resources	Drinking Water Fees FY2019	600.00
SD Dept of Revenue	Sales Tax 6/18	1064.85
	Excise Tax Payable 6/18	94.98
	Water/Pool Testing 6/18	57.00
Simon Materials	30.99 T Hot Mix 6/18	2730.22
Smith, Brittany	Mileage Reimb 6/18	413.02
The Lifeguard Store	Guard Attire 6/18	103.00
The Philip Pit Stop	Fuel 6/18	60.78
Transource	Sweeper Repairs 6/18	3976.12
US Dept of Treasury	PCORI Fees 2017	54.97
USPS	Stamps 7/18	200.00
Verizon Wireless	Cell Phone 5-6/18	162.72
VISA - UMB Bank	Supplies/Travel 6/18	120.74
Walker Refuse	371 Residential Collections 6/18	4897.20
West Central Electric	Electric 5/1-6/1/18	3570.15
WR/LJ Rural Water Systems	4,011,000 gals 6/18	5013.75
	Contract Min 6/18	2500.00
	Airport Water 6/18	40.00
	South Shop Water 6/18	25.00

Total Bills 71,071.16

Old Business: None.

New Business:

Southwest Philip Improv. Project:

Council was informed that the contract for the project (including the Sunshine Drive Overlay) has been awarded to Thorstad Companies. The following funding agencies have given their approval: SD Dept. of Transportation and SD Dept. of Environment and Natural Resources.

Motion was made by Matt, seconded by Gartner to approve the following Resolution #2018-15 as presented. Motion carried with all members voting aye.

RESOLUTION #2018-15

RESOLUTION TO AMEND RESOLUTIONS #2017-13 AND #2017-14 REGARDING THE CERTIFYING OFFICER INVOLVING CWSRF Loans C461205-06 and C461205-07.

BE IT RESOLVED BY THE CITY THAT the original resolutions shall remain as originally passed except for Item 3 of each resolution which shall read as follows:

3. The Mayor of the City of Philip or the City Administrator of the City of Philip is hereby designated as the authorized representative of the City to do all things on its behalf to certify and sign payment requests and necessary correspondence.

Adopted at the Philip City Council meeting, this 2nd day of July, 2018.

This resolution is effective upon passage.

Approved:

/s/ Michael Vetter, Mayor, City of Philip

(Seal)

ATTEST:

/s/ Monna Van Lint, City Finance Officer

Motion was then made by Miller, seconded by Matt to approve the following Resolution #2018-16 as presented. Motion carried with all members voting aye.

RESOLUTION #2018-16

THIS RESOLUTION REPLACES RESOLUTION # 2017-12;

WHEREAS, the City of Philip is the recipient of a Community Development Block Grant from the US Department of Housing and Urban Development as administered by the State of South Dakota to undertake a wastewater systems improvements project; and

WHEREAS, the City of Philip was required to designate a certifying officer for the purpose of signing required documents pertaining to this grant;

NOW, THEREFORE BE IT RESOLVED, that the Mayor of the City of Philip, continues to be hereby designated as the city official for the purpose of signing the CDBG grant agreements and all contracts,

FURTHER, BE IT RESOLVED, that either the Mayor of the City of Philip or the Philip City Administrator may serve as the city official for signing correspondence, pay requests, and other required documents; and

WHEREAS, the City of Philip was required to designate an environmental certifying officer for the purpose of signing required environmental documents pertaining to this grant;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor of the City of Philip, continues to be hereby designated as the city's environmental certifying officer for the purpose of signing environmental correspondence and other required documents and forms.

This resolution is effective upon passage.

Dated this 2nd day of July, 2018.

By: /s/ Michael Vetter, Mayor
City of Philip

ATTEST:

/s/ Monna Van Lint, Finance Officer
City of Philip

Council was also advised that a preconstruction meeting will be held on Tuesday, August 7th at 4:00 p.m. in the Philip Ambulance Building. It was noted that technical items will be addressed first; and then, a question and answer time will be provided for the property owners. The Finance Office will be sending out correspondence to all of the property owners inviting them to the meeting.

Airport Improv. Projects:

Motion was made by Pinney, seconded by Gartner to approve the airport grant agreement for the new hangar and orange hangar apron reconstruction design; and, authorize the Mayor's signature thereon. For the record, the estimated cost of the design is \$117,000 with the local share being 5% or \$5,850. Motion carried with all members voting aye.

Motion was made by Matt, seconded by Pinney to approve the Agreement to Transfer the City's expiring 2015 FAA AIP Entitlement Funds in the amount of \$33,000.00 to the Custer County Airport and authorize the Mayor and Attorney's signature thereon. Motion carried with all members voting aye.

Building/Flood Plain Dev. Permits:

First Lutheran Church – retaining wall, crawl space foundation, deck with stairs & ramp; Brad & Jackie Heltzel – replace garage, deck, driveway; house addition; and, sidewalk; Philip Custom Meats – addition; and, Beau Ravellette – concrete patio.

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

Philip Charities Housing Projects - Assistance Requests:

Motion was made by Miller, seconded by Larson to approve Philip Charities demolition permit as well as their request for the City to demolish and remove the structures on the following property: 411 W. Pine Street. Philip Charities will be billed for these services per the agreement between the City and Philip Charities. Motion carried.

Motion was made by Matt, seconded by Henrie to approve the SD Dept. of Health West Nile Virus Grant Agreement in the amount of \$2,868 to purchase mosquito control chemical and authorize the Mayor's signature thereon. Motion carried.

Mayor Vetter reminded the Council that the City had been approached about the possibility of allowing certain trees in the boulevards areas since those properties along E. Oak St. will have wider boulevards when the SW Philip project is completed. It was mentioned that by allowing trees in those areas, it would provide additional shade and curb appeal.

Discussion ensued while the Council reviewed ordinances from other cities. It was reported that the City is still waiting a response from John Ball, Tree Specialist with SD State University, for assistance on knowing what species of trees would be ideal in the boulevard areas. More specifically, those with a small root growth and higher branches. Contact has also been made with Josh Larson, Community Forester with

the SD Dept. of Agriculture. It was also mentioned that the local conservation office may be able to provide assistance.

By general consensus of the Council, the City is in favor of pursuing the option to amend city ordinance to allow certain trees in the boulevard areas. City Admin Smith will reach out to John Ball again as well as the local conservation office for particulars on the ideal boulevard trees for our area.

Council reviewed the following L/P Propane bids received during June 2018. The bids were awarded to Hanson Oil.

	<u>June 1st</u>	<u>June 11th</u>	<u>June 15th</u>	<u>June 25th</u>
Hanson Oil	\$1.20/gal.	\$1.20/gal.	\$1.20/gal.	\$1.20/gal.
Midwest Cooperatives	\$1.25/gal.	\$1.20/gal.	\$1.20/gal.	\$1.20/gal.

Departmental Reports:

The quarterly Administrative report was reviewed.

Council reviewed the City's year-to-date account balances, revenues, expenditures, sales tax receivables; and, investments.

Mayor Vetter reported that the sales tax revenues look great--over \$38,850 more from this time last year. He recognized and thanked the community members for shopping local as well as the local businesses.

City Admin Smith informed the Council that the auditors are still working on finalizing the 2017 annual report. They anticipate to have this completed by no later than next week. In addition, they are scheduled to be here on Aug. 13th and 14th to complete their onsite review for the 2017 audit.

As a reminder, the 2019 budget meetings will be held during the week of July 16, 2019.

The airport quarterly report was reviewed.

The airport fuel revenue through the month of May 2018 was reported at \$5,565.44.

Motion was made by Pinney, seconded by Miller to authorize utilizing airport fuel tax funds to purchase new runway signs. The City currently has \$2,150.33 available in fuel tax funds and the signs are estimated to cost \$570.48. Motion carried.

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

The monthly Street Dept. report was reviewed.

The monthly Swimming Pool report included the following:

The pool will not be open for family swim night on Wednesday, July 4th so everyone can attend the fireworks at Lake Waggoner.

Motion was made by Miller, seconded by Henrie to authorize Cycle America to use the pool bathhouse showers on the evening of July 13th at \$2.00 per person. Motion carried.

The monthly Water Dept. report was reviewed. The water loss for the month of June 2018 was reported at 5.22%.

Training/Travel Requests:

Admin Smith will be attending the SDML Policy meetings on Aug. 22nd in Pierre.

At 7:23 p.m., motion was made by Miller, seconded by Henrie to enter into executive session per SDCL 1-25-2(1), personnel matters. Attorney Trask and Admin Smith were included in the session. Motion carried.

At 7:44 p.m., motion was made by Matt, seconded by Pinney to come out of executive session with the following action:

Motion was made by Pinney, seconded by Matt to close the swimming pool on Friday, July 6th, 2018. Motion carried.

Public Comments: None.

In Other Business:

City offices will be closed on Wednesday, July 4th in observance of the legal holiday.

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

With no further business to come before the Council, Mayor Vetter declared the meeting adjourned at 7:45 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

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