

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

A regular meeting of the Philip City Council was held on Monday, June 02, 2018, at 7:00 p.m. in the Commissioner's 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, Police Officer Eric Van Der Linden, Jeff McCormick with SPN & Assoc., Del Bartels with The Pioneer Review, Mike Schultz, Virgil and Carla Smith; and later, City Attorney Stephanie Trask

Absent: None.

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

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

Gross Salaries – May 31, 2018: Adm. - \$6791.59; Public Works - \$3553.33; Police - \$6229.59; Street - \$6219.19; Water - \$2920.66

Colonial Life	Employee Supplemental Ins 5/18	237.08
EFTPS	S.S., Medicare, Withholding 5/18	5720.36
NE Child Support Pay Ctr	Garnishment 5/18	659.18
SDRS	Employee Retirement 5/18	3384.27

SW Philip Improv Project

Pioneer Review	Publishing 5/18	187.97
SPN & Assoc.	Bidding thru 5/25/18	4900.00

This Month's Bills:

American Water Works Assoc	Pearson Membership Dues 2018/2019	79.00
Associated Supply Co	Pool Chemical 5/18	3319.79
Bad River Law Prof LLC	Att/Legal Fees 5/18	295.00
Brant's Electric	Pool Wiring/LED 5/18	349.83
CNH Productivity Plus Acct	Supplies 5/18	59.05
Coyle's Super Valu	Supplies/Resale 5/18	669.73
Delta Dental	Dental Ins 6/18	713.00
1st Nat'l Bank - Philip	UB Postage 5/18	129.21
Golden West	Telephone 4-5/18	576.81
Grossenburg Implement	Supplies 5/18	122.84
Haakon Co Treasurer	Office Rent 6/18	500.00
Haakon School 27-1	2018 Open Gym Approp	750.00
Hanson Oil	Fuel 4-5/18	807.79

Hawkins Inc	Pool Chemical 5/18	24.51
Health Pool of SD	Health Ins 6/18	9465.62
Hostutler, Katie	Cust Deposit Refund 6/18	100.00
Les' Body Shop	Vehicle Repairs/Cage Install 5/18	1068.28
Moses Bldg Center	Supplies 5/18	107.96
Optilegra	Vision Ins 5/18	95.70
Petty Cash	Postage 4/18	28.45
Philip Hardware	Supplies 5/18	735.44
Philip Standard	Tires 5/18	714.29
Pioneer Review	Publishing/Supplies 5/18	1536.41
Quill Corp	Supplies 5/18	55.26
Ramkota-Pierre	SoDace Mtg Rooms 5/18	380.00
SD Dept of Revenue	Water Coliform Testing 5/18	15.00
	Sales Tax 5/18	674.89
SD Division of Motor Vehicles	Title Transfer '08 Dodge Car	10.00
SDML	Debit/Credit Workshop Reg 6/18	25.00
Smith, Brittany	Mileage Reimb 5/18	92.02
The Lifeguard Store	Guard Attire 5/18	642.80
USA Bluebook	Street Striping Machine/Supplies 5/18	674.31
USPS	PO Box Dues 2018/2019	148.00
Verizon Wireless	Cell Phone 4-5/18	162.72
VISA - UMB Bank	Supplies/Travel/Repairs 4-5/18	544.75
Walker Refuse	366 Residential Collections 5/18	4831.20
WR/LJ Rural Water Systems	3,611,000 gals 5/18	4513.75
	Contract Min 5/18	2500.00
	Airport Water 5/18	40.00
	South Shop Water 5/18	22.50
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Total Bills		42,668.88

Old Business: None.

New Business:

Southwest Philip Improv. Project:

Motion was made by Matt, seconded by Miller to approve the Relocation, Displacement, and Acquisition Plan. Motion carried with all members voting aye. (A copy is on file in the Finance Office.)

Jeff McCormick, engineer with SPN & Assoc., reviewed the following bids for the project (including the Sunshine Drive Overlay), noting that the engineer's estimate for the project is \$1,873,000.00. The bids were opened at 11:00 a.m. on May 24th in the presence of the Street Committee, Mayor, City Admin. and PWD.

- Thorstad Companies, Chokio, MN - \$1,982,950.40
- Sharpe Enterprises, Ft. Pierre, SD - \$2,019,063.21
- Simon Contractors of SD, Inc., Rapid City, SD - \$2,108,744.22
- Morris Inc., Pierre, SD - \$2,131,964.72
- Quinn Construction, Inc., Rapid City, SD - \$2,195,880.74

RCS Construction, Rapid City, SD - \$2,364,797.64
Northern Plains LLC, Winner, SD - \$2,347,917.70
First Dakota Enterprises, Ft. Pierre, SD - \$2,500,797.86

McCormick reported Thorstad Companies is the low bidder and they have met all of the bid requirements, providing all of the necessary documentation. He voiced no concern for awarding the bid at this time, advising that the approval would need to be made contingent upon on the City's funding agency's review and approval.

Council then reviewed an updated budget for the project in relation to the bid amount and project funding sources. These are as follows: SD DOT Community Access - \$373,000; Community Development Block Grant (CDBG) - \$764,999.87; CWSRF Sanitary Sewer - \$479,711.50; CWSRF Storm Sewer - \$520,828.95; and, local share - \$319,410.08. The total project, including engineering is estimated at \$2,457,950.40 while the available funding for the project is \$2,623,000--leaving a contingency reserve of \$165,049.60.

McCormick went on to explain that he has contacted Thorstad and briefly discussed their plans for the project should they be awarded the contract. According to Thorstad, this will be determined following the award notification and is dependent on their crews and subcontractors.

Following review, motion was made by Miller, seconded by Henrie to approve the low bid from Thorstad Companies in the amount of \$1,982,950.40 for the Southwest Utility and Street Improv. project (including the Sunshine Drive Overlay project). The bid is approved contingent upon the City's funding agency's approval. Motion carried with all members voting aye.

Motion was made by Pinney, seconded by Gartner to approve submitting an application for the Notice of Intent to Obtain Coverage under the SWD General Permit for Stormwater Discharge Associated with the project's construction activities. Application to be submitted through the SD Dept. of Env. & Natural Resources with the Mayor's signature. Motion carried.

Council was advised that June 22nd has been set as the closing date for both of the Clean Water State Revolving Fund (CWSRF) Loans.

McCormick, per the Council's previous request, went on to discuss the possibility of overlaying Pine St., from the intersection of Stanley Ave. to Henry Ave. during the project. In applying Thorstad's asphalt bid amount for the Sunshine Drive Overlay, he is estimating the overlay at \$50,000 which includes adjusting a manhole and traffic control.

McCormick questioned the type of sewer pipe between Stanley Ave. and Jim Ave. He stated that if there is any clay pipe, the City may want to consider televising the line to insure that the new overlay is not installed over a collapsed pipe that may need to be repaired in the near future.

PWD Reckling confirmed that a portion of the sewer line between Stanley Ave. and Jim Ave. is clay pipe.

Following discussion, motion was made by Matt, seconded by Gartner to authorize McCormick to review the overlaying Pine St. from Stanley Ave. to Henry Ave. during the SW Philip Improvement project with

Thorstad Companies. The City is not committed to this work until a change order is submitted and approved by the Council. Motion carried.

The Mayor and Council thanked McCormick as he left the meeting at this time.

Motion was made by Miller, seconded by Henrie to approve the 2019 Joint Cooperative Agreement and dues with SD Central Enhancement District. Motion carried.

Building/Flood Plain Dev. Permits:

Don Carley – deck replacement; Lind Exco, Inc. for Haakon School District – demolish 2 story brick school building; Dale Morrison – addition at 507 Hone St.; KAMO Properties – concrete patio; Scott Pinney – sewer line replacement; and, Joe Prouty Estate – tree removals & shed.

Motion was made by Matt, seconded by Pinney to approve the following permits as presented: Don Carley, Dale Morrison, KAMO Properties and Joe Prouty Estate. Motion carried.

Motion was then made by Matt, seconded by Pinney to approve Lind Exco's permit with the condition that any asbestos material from the building be properly removed and deposited at a State Certified site. Motion carried.

Motion was made by Matt, seconded by Gartner to approve the permit presented by Scott Pinney. Motion carried with Pinney abstaining from the vote.

Departmental Reports:

The admin report consisted of the following:

The building committee will meet on June 11th at 4:00 pm in the Finance Office to review revising the building ordinances.

The 2019 budget meetings will be held during the week of July 16, 2019.

The airport report included an update on the electrical service and water line/hydrant installation off of the orange hangar. According to PWD, the work will be completed after the farm ground is harvested this year.

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

The monthly Street Dept. report was reviewed.

PWD Reckling reported that the alley, west of the Corner Pantry appears to be draining on the east side, along the Corner Pantry property. They will continue to monitor the drainage.

It was also noted that MG Oil Co. dba Corner Pantry was contacted regarding the drainage concerns. They have confirmed that if future problems occur, they will be happy to address the situation.

The monthly Swimming Pool report was reviewed.

Motion was made by Miller, seconded by Gartner to approve a \$0.25 per hour increase to Samantha Fillingim and Josie Rush for completing Water Safety Instructor (WSI) certification per established policy. Motion carried.

The Mayor and Council thanked Cylver Lurz and Jewel Jones for painting the pool bathroom. In addition, the Philip Ambulance Service was recognized for donating backboards and other supplies to the pool.

Motion was made by Gartner, seconded by Matt to authorize opening the pool bathrooms during the 5K walk on Saturday, June 16, 2019. Motion carried.

PWD Reckling also mentioned that he was contacted by Greg Arthur with West Central Electric. According to Arthur, Glenn Parsons has inquired about the possibility of installing additional temporary electrical services at the swimming pool for the NS Inflatables that will be at the football field during Scotty Philip Days.

Concerns were voiced regarding the additional electrical expense that the City could incur.

By general consensus of the Council, this will be reviewed further with the Health/Rec Committee.

The monthly Water Dept. report was reviewed. The water loss for the month of May 2018 was reported at 8.4%.

Council reviewed the following L/P Propane bids received this month:

	<u>May 23, 2018</u>
Hanson Oil Company	\$1.20/gal.
Midwest Cooperatives	\$1.30/gal.

Training/Travel Requests:

Admin Smith will be attending a Debit/Credit Workshop on June 27th in Pierre.

Chief Butler will be attending an ALICE training on July 17th & 18th in Rapid City.

Gen Maint. Pearson will be attending the 2018 SDWWA conference on Sept. 12-14th in Deadwood.

At 7:25 p.m., motion was made by Henrie, seconded by Gartner to enter into executive session per SDCL 1-25-2(1) & (3), personnel and legal matters. Attorney Trask, Admin Smith and Officer Van Der Linden were included in the session. Motion carried.

At 8:12 p.m., motion was made by Pinney, seconded by Henrie to come out of executive session. Motion carried.

No action was taken.

Public Comments:

In Other Business:

The Finance Office will have reduced hours between June 5th and 8th as staff will be attending training.

The Rubble Site will be open on Friday, June 15 (not Saturday, June 16) due to Scotty Philip Days.

The next Regular Council Meeting will be held on Monday, July 2nd 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 8:17 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Brittany Smith, Deputy Finance Officer

(Published once on June 14, 2018, at approximate cost of \$_____)