

**COUNCIL PROCEEDINGS  
REGULAR MEETING  
JUNE 05, 2019**

A regular meeting of the Philip City Council was held on Wednesday, June 05, 2019, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Michael Vetter, Council Members Trisha Larson, Brit Miller, Marion Matt, Terri Pelle, Marty Gartner and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Public Works Director Matt Reckling, Chief of Police David Butler, Jacob Sonne with SPN & Assoc.; and later, City Attorney Stephanie Trask.

Absent: None.

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

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

**Gross Salaries – May 31, 2019:** Admin - \$3658.45; Finance - \$3393.86; Police - \$5957.46; Sewer - \$13440.25

Colonial Life	Employee Supplemental Ins 5/19	196.60
Credit Collections Bureau	Garnishment 5/19	103.58
EFTPS	SS/Medicare/Withholding 5/19	5846.51
NE Child Support Pay Ctr	Garnishment 5/19	659.18
SDRS	Employee Retirement 5/19	3463.23

**Airport Hangar/Apron Design Project:**

KLJ Inc	Design Eng thru 4/27/19	6120.56
Pioneer Review	Bid Advertisement 5/19	393.20

**Southwest Philip Improv Project:**

Lurz Plumbing	403 W Oak St Water Repairs 5/19	272.96
SPN & Assoc	Const/Adm Eng thru 5/25/19	25147.65
Thorstad Companies	Pay Req #7 thru 5/25/19	133000.90

**Sunshine Dr Overlay Project:**

SPN & Assoc	Const Adm Eng thru 5/25/19	2832.00
Thorstad Companies	Const thru 5/25/19	43508.98

**This Month's Bills:**

American Water Works Assoc	Pearson Dues 7/19-6/20	79.00
Associated Supply Co	P Chemical/Repairs 5/19	3199.41
Bad River Law Prof LLC	Atty/Legal Fees 5/19	295.00
Butler, David	Reimb PD Uniforms 5/19	47.12
CNH Productivity Plus Acct	ST Supplies 5/19	70.05
Core & Main LP	W/AIR Supplies 5/19	132.62
Coyles Super Valu	P Supplies/Resale 5/19	798.29

Delta Dental	Dental Ins 6/19	776.90
Display Sales	Flags 5/19	314.00
1 <sup>st</sup> Nat'l Agency	Ins Add/Delete 5/19	71.00
1 <sup>st</sup> Nat'l Bank – Philip	UB Postage 5/19	128.20
Foley, Tom or Ann	Cust Deposit Refund 6/19	100.00
Gay, Jonathan or Heather	Cust Deposit Refund 6/19	100.00
Golden West Telecom	Telephone/Internet 4-5/19	580.37
Haakon Co Treasurer	Office Rent 6/19	500.00
Hanson Oil	Fuel 4-5/19	265.46
Hawkins Inc	P Chemical 5/19	1764.30
Health Pool of SD	Health Ins 6/19	10323.88
Hoag Diesel Service (HDS)	SW Truck Repairs 4/19	5246.03
Holiday Inn Express Hotel	CE Room 5/19	121.99
Hometown Computer Service	Camera Repairs 5/19	141.90
Lobdell, Jared	Cust Deposit Refund 6/19	100.00
Moses Building Center	ST Supplies/P Repairs 4-5/19	48.54
Optilegra	Vision Ins 6/19	95.70
Petty Cash	Postage 4-6/19	29.66
Philip Hardware	FO/PD/ST/AIR/P/SW/Park Supplies 5/19	249.82
Pioneer Review	Publishing 5/19	1417.22
SD Dept. of Revenue	Sales Tax Payable 5/19	617.94
	W Testing 5/19	15.00
SD Federal Surplus Property	Amb Supplies 5/19	20.00
Smith, Brittany	Mileage Reimb 4/19	99.76
Summit Signs Inc	Vehicle Decals 5/19	138.00
The Lifeguard Store	P Guard Attire 5/19	421.40
The Philip Pit Stop	PD/FD Fuel 5/19	92.15
USPS Postmaster	FO/PD Box Rent 6/19	158.00
Van Lint, Monna	CE Mileage 5/19	99.76
Verizon Wireless	Cell Phone 4-5/19	132.33
VISA – UMB Bank	P Supplies/CE Travel 5/19	88.84
Walker Refuse	364 Residential Collections 5/19	4804.80
West Central Electric	Electric 5/1-6/1/19	3287.42
WR/LJ Rural Water Systems	4,131,000 gals 5/19	5163.75
	Contract Min. 5/19	2500.00
	Airport Water 5/19	87.50
	South Shop Water 5/19	20.00
Western Communications Inc	Radio Batteries 5/19	155.45
Total Expenditures – 06/05/19		\$256,174.81

### **Old Business:**

Mayor Vetter updated the Council on a recent meeting with Jim Poppen, SD Office of Emergency Management, regarding hazard mitigation program funding. This program may provide an opportunity for the City to replace the pool bathhouse with a storm shelter/pool bathhouse in the future. The program includes 75% of funding with the local share being 25% plus any costs associated with noneligible items (i.e. concession area). There may also be a potential for an additional 10% match from the State through their Public Assistance Program. They also have advance assistance grant funding to cover the architectural design expenses. The deadline for the hazard mitigation grant applications is in December of each year.

Discussion ensued. Concerns were mentioned for securing the local share of 25% plus additional expenses for noneligible items at this time. It was noted that securing the grant funding can take up to two years if the project is approved. In addition, the architect/design must be completed prior to submitting the application to complete the entire project. The City may want to consider applying for the advance assistance grant funding in the near future, so the design is completed if funding becomes available.

By general consensus of the Council, the opportunity to apply for their advance assistance grant funding will be discussed further during budget meetings.

### **New Business:**

#### **Southwest Philip Improv. / Sunshine Dr. Overlay / W. Pine St. Overlay Projects:**

Jacob Sonne, Engineer with SPN, provided a construction update to the Council. He reported that the overlay on Sunshine Dr. and W. Pine St. will be completed next week, prior to Scotty Philip Days. The Southwest project is behind the contractor's original schedule due to the weather, so the completion date is unknown at this time.

Sonne also reviewed an elevation report completed on Oak St., south of Philip Motor and the Courthouse alley. He noted that there is a minor elevation problem along the north side, causing approximately 1/8-1/4" of pooling water which increases to 1/2-3/4" when gravel is present. There are various options to consider in correcting and/or minimizing the problem—either now or as a final construction item if the cause was from settling. He then recommended a meeting with the property owners, Street Committee and engineers be scheduled to review options and find a solution to best resolve the issue.

CA Smith will set up a meeting with the involved parties in the near future.

Motion was made by Miller, seconded by Pinney to approve Thorstad Companies Pay Request #7 in the amount of \$176,509.88 contingent upon receipt of all appropriate paperwork required for the funding agencies approval. Motion carried with all members voting aye.

#### **Airport Hangar Building & Apron Projects:**

The bid advertisement for both projects was published on May 23 and 30, 2019. Bids will be opened on June 10<sup>th</sup> at 4:00 p.m. (hangar building); and, 4:30 p.m. (south general aviation apron and taxiway) in the Finance Office.

Motion was made by Gartner, seconded by Larson to authorize the Airport Committee to approve and submit the grant application based on the bids received with the Mayor's signature thereon. Motion carried with all members voting aye.

CA Smith will be attending a meeting with the Federal Aviation Administration (FAA) and SD Dept. of Transportation (DOT) Office of Aeronautics on June 12<sup>th</sup> in Pierre to review the airport's capital improvement plan.

#### **Building/Flood Plain Dev. Permits:**

Suzan Berry – shed; Robert & Lavonne Hansen – curb and gutter; and, Donald & Deloris Poss – valley gutter.

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

Departmental Reports:

Administration

Council reviewed correspondence from Rose Bennett, Haakon Co. Director of Equalization (DOE), regarding the assessment for parcel #9276, property legally described as Lots 12-13, Block 5, Michael McLaine Addition. It was noted that a new shed building was constructed in late 2017. The improvement was reported to the DOE's office, but was not assessed in 2018 to provide growth for 2019.

Motion was made by Miller, seconded by Pinney to recognize the new building under the discretionary formula to start at 40% for taxes payable in 2021 since the improvements were not assessed in a timely manner. Motion carried with all members voting aye.

The 2020 budget meetings will be scheduled some time in mid-July.

Police Department

The quarterly report was reviewed.

Motion was made by Miller, seconded by Matt to approve the second reading of the following Ordinance #2019-08. Motion carried with all members voting aye.

**ORDINANCE #2019-08  
2019 SUPPLEMENTAL APPROPRIATIONS ORDINANCE  
POLICE DEPARTMENT – RADIO RECEPTION AMPLIFIER**

**WHEREAS**, the City of Philip, South Dakota, is the recipient of a donation from TransCanada to purchase and install an amplifier to increase State Radio reception for emergency responders in the Philip area; and,

**WHEREAS**, the City of Philip did not anticipate this needed equipment and its costs along with the donation from TransCanada when preparing the fiscal year 2019 appropriations.

**NOW, THEREFORE, BE IT ORDAINED**, that the following Supplemental Appropriations Ordinance be and hereby is adopted in order to recognize the revenues and expenses that will be forthcoming for the Police Department's radio reception amplifier.

	<u><b>GENERAL FUND</b></u>
42100 POLICE DEPT	
43411 Mach & Equip – NonCap	\$ 6,740.40
<u><b>TOTAL POLICE DEPARTMENT</b></u>	<u><b>\$ 6,740.40</b></u>
<u><b>TOTAL APPROP. &amp; ACCUM.</b></u>	<u><b>\$ 6,740.40</b></u>

**MEANS OF FINANCE**

The following designates the fund or funds that money derived from the following sources is applied to.

	<u><b>GENERAL FUND</b></u>
36700 CONTRIBUTIONS/DONATIONS	
36700 Contributions & Donations	\$ 6,740.40
<u><b>TOTAL CONTRIBUTIONS/DONATIONS</b></u>	<u><b>\$ 6,740.40</b></u>

**TOTAL MEANS OF FINANCE**

**\$ 6,740.40**

Dated this 5<sup>th</sup> day of June 2019.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Passed First Reading: May 6, 2019  
Passed Second Reading: June 5, 2019  
Yeas: 6 Nays: 0  
(Published: May 16 & June 13, 2019)

Motion was made by Pinney, seconded by Gartner to authorize submitting a grant application to the Bulletproof Vest Partnership (BVP). Motion carried.

Council reviewed correspondence from the SD DOT regarding the speed study they completed on April 17<sup>th</sup> on US Hwy 14 in Philip. Considering their findings, they have determined to leave the speed limits as they are currently posted in the Philip area. (A copy of the report is on file in the Finance Office.)

**Street Dept.**

The monthly report was reviewed.

PWD Reckling advised that any remaining sandbags in the downtown area will be picked up and disposed of properly in the near future.

**Swimming Pool**

PWD Reckling reported that the pool patching repairs were completed by city personnel and he is hopeful that they will hold throughout the season.

A quote from RenoSys to install a PVC membrane liner in the amount of \$39,110 was reviewed. It was mentioned that this may be an option to pursue if problems continue with the diamond brite finish. This will be reviewed further during the 2020 budget meetings.

**Water Dept.**

The monthly report was reviewed which noted a 4.12% water loss for the month of May.

**Training/Travel:**

CA Smith will be attending a SDML WC Fund Board meeting on July 11<sup>th</sup>-12<sup>th</sup> in Deadwood.

**Public Comments:** None.

**In Other Business:**

The Finance Office may have reduced hours between June 11<sup>th</sup> and 14<sup>th</sup> as staff will be attending training.

The Rubble Site will be open on Friday, June 14<sup>th</sup> (not Saturday, June 15<sup>th</sup>) due to Scotty Philip Days.

The next Regular Council Meeting will be held on Monday, July 1<sup>st</sup> 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 7:37 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on June 13, 2019, at approximate cost of \$\_\_\_\_\_)