

**COUNCIL PROCEEDINGS  
REGULAR MEETING  
March 1, 2021**

A regular meeting of the Philip City Council was held on Monday, March 1, 2021, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse and via Zoom (Meeting ID: 845 0701 0978). Present were Mayor Michael Vetter, Council Members Marion Matt, Marty Gartner, Brit Miller, Trisha Larson, Scott Pinney and Terri Pelle. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police Ben Buls, City Attorney Stephanie Trask, and Haakon Co. Emergency Manager Lori Quinn (via Zoom).

Absent: None.

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

Motion was made by Pinney, seconded by Matt to approve the minutes of the Jan. 27<sup>th</sup> and Feb. 1<sup>st</sup>, 2021 meetings 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 – February 26, 2021:** Admin - \$4128.20; Finance - \$3688.53; Police - \$5782.39; Water - \$14,575.58

Colonial Life	Employee Supplemental Ins 2/21	196.60
EFTPS	SS/Medicare/Withholding 2/21	6338.92
NE Child Support	Garnishment 2/21	692.77
SDRS	Employee Retirement 2/21	3658.45
SDSRP	Sup Retirement 1/21	100.00

**This Month's Bills:**

AT&T Mobility	Cell Phone 2/21	216.25
Century Business Products	Copier Maint 2/21	59.10
CNH Productivity Plus Acct	ST Repairs 2/21	200.10
D&T Auto Parts	PD Supplies 12/20	3.32
Dakota Pump Inc	LS Alarm Contract 2021	600.00
Delta Dental	Dental Ins 3/21	776.90
1 <sup>st</sup> Nat'l Bank – Philip	UB Postage 2/21	131.91
Fletcher, Dustin	Cust Dep Refund 3/21	100.00
Golden West Telecom	Telephone/Internet 1-2/21	640.54
Haakon Co Treasurer	Office Rent 2/21	500.00
Hanson Oil	Fuel/Supplies/LP 1-2/21	2240.65
Health Pool of SD	Health Ins 3/21	11236.29
Hoag Diesel Service	Int'l Dump Truck Repairs 2/21	3404.45
Hometown Computer Service	AIR Camera Repairs 1/21	70.00
Jordan, Nathaniel	Uni Reimb/Boot Allow 3/21	153.97
Kennedy Implement	AIR Tractor Repairs 1/21	1173.88
Kieffer Sanitation	370 Residential Collections 2/21	4739.70
MG Oil Co	Fuel 1/21	613.53
NASASP	FD Dues 4/21-4/22	39.00
North Central Int'l Inc	Int'l Dump Truck Repairs 2/21	1976.64

Optilegra	Vision Ins 3/21	116.14
Philip Hardware	Supplies/Repairs 1/21	183.11
Philip Motor Inc	'13 Ford Repairs 1/21	630.62
Pioneer Review	Publishing 2/21	162.06
SD Dept of Revenue	Sales Tax Payable 2/21	406.96
	W Testing 2/21	15.00
SD Sheriff's Assoc	Buls Conf Reg 3/21	85.00
VISA – UMB Bank	Supplies/Training/Uni/Travel 1-2/21	1193.23
West Central Electric	Electric 12/28-1/30/21	3346.12
WR/LJ Rural Water Systems	2,489,000 gals 2/21	3111.25
	Contract Min. 2/21	2500.00
	AIR Water 2/21	40.00
	South Shop Water 2/21	20.00
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Total Expenditures – 3/1/21		\$40,685.72

**Old Business:** None.

**New Business:**

**Pre-Disaster Hazard Mitigation Plan:**

Lori Quinn, Haakon Co. Emergency Manager, addressed the Council with an update on the Haakon Co. Multi-Jurisdiction Pre-Disaster Hazard Mitigation Plan (PDHMP). It was noted that the Central SD Enhancement District (CSDED) is assisting with updating the plan. An initial meeting was held on Feb. 18<sup>th</sup> and another one will be scheduled in the future. She encouraged everyone to complete the planning committee survey that was emailed out to all elected officials. In addition, the public survey link was included on the back of the City utility bill cards.

Council went on to review the mitigation actions taken for those projects identified in the 2017 PDHMP.

Motion was made by Gartner, seconded by Miller to authorize CA Smith to submit the mitigation actions as presented to the CSDED. Motion carried.

**Artesian Well Relining Project:**

Council was advised that the contractor, Jerry Hunt with Weston Engineering, is planning to be back onsite this week. They will finish scraping the well casing then proceeding with relining the well.

Motion was made by Miller, seconded by Gartner to approve the first reading of the following Ord. #2021-01 as presented. Motion carried with all members voting aye.

**ORDINANCE #2021-01  
2021 SUPPLEMENTAL APPROPRIATIONS ORDINANCE  
ARTESIAN WELL REPAIRS**

**WHEREAS**, the City of Philip, South Dakota, approved Ordinance #2020-15 in December 2020 in anticipation of the Artesian Well repairs being completed in 2020; and,

**WHEREAS**, the Artesian Well repairs were delayed until 2021 due to the contractor's schedule; and,

**WHEREAS**, the City of Philip did not anticipate nor budget for the emergent need to repair the Artesian Well with the anticipated contributions and donations when preparing the fiscal year 2020 and 2021 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 artesian well repairs.

<u>GENERAL FUND</u>	
43310 ARTESIAN WELL	
42230 Contract Services	\$ 250,000.00
<b><u>TOTAL ARTESIAN WELL DEPT</u></b>	<b><u>\$ 250,000.00</u></b>
<b><u>TOTAL APPROP. &amp; ACCUM.</u></b>	<b><u>\$ 250,000.00</u></b>

**MEANS OF FINANCE**

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

<u>GENERAL FUND</u>	
10400 CMA – UNASSIGNED FUND BALANCE	
10400 Unassigned Fund Balance	\$ 160,000.00
36700 CONTRIBUTIONS/DONATIONS	
36710 Contributions & Donations	\$ 90,000.00
<b><u>TOTAL CONTRIBUTIONS/DONATIONS</u></b>	<b><u>\$ 250,00.00</u></b>
<b><u>TOTAL MEANS OF FINANCE</u></b>	<b><u>\$ 250,000.00</u></b>

Dated this \_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Michael Vetter, Mayor

ATTEST:

\_\_\_\_\_  
Monna Van Lint, Finance Officer  
Passed First Reading: Mar. 1, 2021  
Passed Second Reading:  
Yeas: 6    Nays: 0  
(Published: Mar. 11, 2021)

**Airport Hangar Building Project:**

Council reviewed correspondence from the City’s Engineer, Charlie Baker with KLJ, regarding the hangar building warranty items. More specifically, the concern of moisture entering the building from the ridge vent. It was noted that the building manufacture has recommended removing the number of vents to balance out the air inlet and in turn, installing standard non-venting ridge caps.

According to CA Smith, Baker advised that he will be working with the contractor and building supplier to get this addressed during the summer of 2021. He also does not foresee this additional work being an expense of the city as the specifications did not stipulate the make and model of the vents or ridge cap.

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

Haakon County – shed; and, Heather Olney – shed.  
Motion was made by Matt, seconded by Pinney to approve the above permits as presented. Motion carried.

Motion was made by Pinney, seconded by Matt to submit a letter of support for Keystone XL. Motion carried with all members voting aye.

Council reviewed the following L/P Propane bids.

	Feb. 4 <sup>th</sup>	Feb. 12 <sup>th</sup>	Feb. 25 <sup>th</sup>
Hanson Oil Company	\$1.49/gal.	\$1.49/gal.	\$1.69/gal.
Midwest Cooperatives	\$1.54/gal.	\$1.70/gal.	\$2.03/gal.

Departmental Reports:

Administration

The quarterly report included a review of the City's year-to-date revenues, expenses, and investments (CMA interest). The sales tax revenues through Mar. 2<sup>nd</sup> were also reported at \$114,231.00.

The City's Depository Disclosure for the account balances ending Dec. 31, 2020 was presented as follows.

**DEPOSITORY DISCLOSURE - CITY OF PHILIP, SD  
FIRST NATIONAL BANK OF PHILIP, SOUTH DAKOTA**

	December 31, 2019	December 31, 2020
<b>GENERAL</b>		
Checking Account	\$152.14	\$811.71
Petty Cash (Finance Office)	\$50.00	\$50.00
Savings/Cash Mgmt Acct.	\$1,321,137.65	\$2,133,287.71
Committed Cash - 2nd Penny	\$459,226.57	\$603,126.57
Assigned Cash	\$317,981.06	\$349,531.06
Assigned Cash - Rubble Site	\$101,097.92	\$107,141.92
	<b>\$2,199,645.34</b>	<b>\$3,193,948.97</b>
<b>WATER</b>		
Checking Account	\$6.91	\$28.94
Savings/Cash Mgmt Acct.	\$340,079.17	\$360,419.73
Assigned - Depreciation Reserve	\$271,239.97	\$370,339.97
	<b>\$611,326.05</b>	<b>\$730,788.64</b>
<b>SEWER</b>		
Checking Account	\$2.93	\$4.22
Savings/Cash Mgmt Acct.	\$44,137.65	\$67,536.47
Assigned - Depreciation Reserve	\$244,550.00	\$124,550.00
Restricted Cash – Surcharge - WW SRF	\$214,702.43	\$217,846.27
Restricted Cash – Surcharge – SW SRF	\$49,752.40	\$32,586.56
Restricted Cash – WW Sew Rev Bond	\$32,000.00	\$32,000.00
Restricted Cash – SW Sew Rev Bond	\$0.00	\$23,100.00
	<b>\$585,145.41</b>	<b>\$497,623.52</b>
<b>GARBAGE</b>		
Checking Account	\$4.17	\$7.64
Savings/Cash Mgmt Acct.	\$55,086.46	\$67,859.31
Undesignated - Rubble Site	\$40,095.00	\$40,095.00

	\$95,185.63	\$107,961.95
<b>Total Checking</b>	\$166.15	\$852.51
<b>Total Petty Cash</b>	\$50.00	\$50.00
<b>Total Savings/Cash Mgmt. Acct.</b>	\$1,760,440.93	\$2,629,103.22
<b>Total Commit/Assign/Rest/Deprec/Undesig.</b>	\$1,730,645.35	\$1,900,317.35
<b>Total Cash</b>	<b>\$3,491,302.43</b>	<b>\$4,530,323.08</b>

Airport

Motion was made by Matt, seconded by Miller to approve the Airport Coronavirus Response Grant Program (ACRGP) application, and authorize the Mayor's signature thereon. Said federal grant will provide \$9,000 in funding for airport operational expenses and will be administered through the SD Dept. of Transportation (DOT). Motion carried.

Motion was made by Miller, seconded by Gartner to approve the service and purchase agreement with QT Pod to upgrade the airport fueling terminal to the M4000 system at a cost of \$13,795.00 as appropriated in 2021. Motion carried.

It was reported that the SD DOT has contracted with Helms and Associates for the 2021 airport pavement condition index (PCI) survey. This will be completed between Mar. 25<sup>th</sup> and May 31<sup>st</sup>, 2021.

Fire Dept.

Motion was made by Gartner, seconded by Matt to approve Hayden Buck as a volunteer firefighter. Motion carried.

Police Dept.

The monthly report was reviewed.

Motion was made by Matt, seconded by Miller to approve purchasing a Level IIA vest for Officer Jordan at a cost of \$943.65. (For the record, said expense was not appropriated for in 2021.) Motion carried.

Sewer Dept.

Motion was made by Gartner, seconded by Matt to approve the lift station alarm agreement with Dakota Pump for 2021 at a cost of \$600.00 which is an increase of \$120.00 from 2020. Motion carried.

Street Dept.

The monthly report was reviewed.

Swimming Pool

Motion was made by Matt, seconded by Miller to authorize advertising for Pool Personnel for the 2021 season. Motion carried.

Water Dept.

The monthly report was reviewed which noted a 9.26% water loss for the month of Feb. 2021.

Training/Travel:

Mayor, Council, and staff will be attending the SDML District 8 Meeting via Zoom on Mar. 30<sup>th</sup> at 5:30 p.m.

Officer Jordan will be attending a NCIC training on Mar. 9<sup>th</sup> in Pierre.

Chief Buls will be attending the 2021 Joint Chiefs and Sheriffs Spring Conference on Apr. 20<sup>th</sup> – 22<sup>nd</sup> in Deadwood.

At 7:25 pm, motion was made by Miller, seconded by Gartner to enter into executive session per SDCL 1-25-2(1), personnel. Motion carried.

At 7:40 pm, motion was made by Miller, seconded by Gartner to come out of executive session with the following action.

Motion was made by Pelle, seconded by Gartner to recognize Officer Jordan’s completion of his three-month probationary period with a 4.5% wage increase to \$15.68 per hour, effective March 2021 payroll. Motion carried.

Motion was then made by Pinney, seconded by Matt to recognize Chief Buls’ supervisor probationary period with a 3.5% wage increase to \$19.00 per hour, effective March 2021 payroll. Motion carried.

**Public Comments:** None.

**In Other Business:**

The municipal election scheduled for Apr. 13<sup>th</sup> has been cancelled. The following incumbents have filed petitions without opposition: Ward I – Scott Pinney; Ward II – Marion Matt; and, Ward III – Terri Pelle.

Council will meet in special session on Mar. 15<sup>th</sup> at 4:00 p.m. in the Community Room to sit as Board of Equalization.

The next regular meeting will be held on Monday, Apr. 5<sup>th</sup> at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse.

With no further business to come before the Council, Mayor Vetter declared the meeting adjourned at 7:44 p.m.

\_\_\_\_\_  
Michael Vetter, Mayor

ATTEST:

\_\_\_\_\_  
Brittany Smith, City Administrator

(Published once on March 11, 2021, at approximate cost of \$\_\_\_\_\_)