

**COUNCIL PROCEEDINGS
REGULAR MEETING
March 2, 2020**

A regular meeting of the Philip City Council was held on Monday, March 2, 2020, 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, Brit Miller, Scott Pinney and Terri Pelle. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police David Butler, Police Officer Ben Buls, City Attorney Stephanie Trask, Haakon Co. Emergency Manager Lori Quinn and Carol Schofield.

Absent: Council Member Trisha Larson.

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

Gross Salaries – Feb. 28, 2020: Admin - \$3804.79; Finance - \$3529.06; Police - \$6493.06; Water - \$14072.91

Colonial Life	Employee Supplemental Ins 2/20	196.60
Credit Collections Bureau	Garnishment 2/20	103.58
EFTPS	SS/Medicare/Withholding 2/20	6133.90
NE Child Support Pay Ctr	Garnishment 2/20	659.18
SDRS	Employee Retirement 2/20	3660.62

Airport Hangar / Apron Project:

KLJ	Const Admin/Eng thru 2/8/20	2638.63
-----	-----------------------------	---------

This Month's Bills:

A-Z Shredding	Sshredding 2/20	34.20
AT&T Mobility	Cell Phone 1-2/20	135.42
Bad River Law Prof LLC	Atty/Legal Fees 1-2/20	675.00
Barco Municipal Products	Fire Supplies 2/20	263.12
By The Yard, Inc	(3) Benches – CBC 2/20	2652.00
Cenex Harvest States	Supplies/LP 1/20	830.85
Century Business Products	Kyocera TASKalfa 3553ci MFD 2/20	4292.56
CNH Productivity Plus Acct	Supplies 2/20	53.40
Delta Dental	Dental Ins 3/20	776.90
1 st Nat'l Agency	Ins Adds 2/20	1612.00
1 st Nat'l Bank – Philip	UB Postage 2/20	127.60
Golden West Telecom	Telephone/Internet 1-2/20	606.11
Haakon Co Treasurer	Office Rent 3/20	500.00
Hanson Oil	Fuel/LP 1-2/20	784.51
Health Pool of SD	Health Ins 3/20	10878.82
Hoag Diesel Service	Int'l Truck Repairs 1/20	9.96
Holiday Inn Express	Legis Day Room 2/20	166.99

Hometown Computer Service	Repairs 1/20	585.20
Kieffer Sanitation	370 Residential Collections 2/20	4514.00
MG Oil Co	Fuel 1/20	708.31
Moses Building Center	RS Bldg/AIR Fence 2/20	3754.27
NASAP	Dues 4/20-4/21	39.00
O'Connell Construction Inc	RS Bldg/Sewer Gravel 2/20	418.48
Office Depot	FO Supplies 2/20	487.73
Optilegra	Vision Ins 3/20	95.70
Petro Tech Inc	AIR Fuel Hose 2/20	855.15
Petty Cash	Postage 1-2/20	41.70
Philip Standard	PD Oil Chg 2/20	79.95
Pioneer Review	Publishing 2/20	153.43
	SILO Publishing 2/20	300.00
Schofield Welding Co	Supplies 2/20	34.00
SD Dept. of Revenue	Sales Tax Payable 2/20	396.29
	W Testing 2/20	15.00
SDML	District Mtg Reg 3/20	286.00
SD Police Chiefs Assoc	Butler Conf Reg 3/20	85.00
VISA – UMB Bank	Travel/Supplies 1-2/20	154.32
WR/LJ Rural Water Systems	3,094,000 gals 2/20	3867.50
	Contract Min. 2/20	2500.00
	Airport Water 2/20	40.00
	South Shop Water 2/20	20.00
<hr/>		
Total Expenditures – 3/2/20		\$46,469.10

Old Business: None.

New Business:

Lori Quinn, Haakon Co. Emergency Manager, addressed the Council with emergency management updates. She referenced the 2017 Haakon Co. Multi-Jurisdiction Hazard Mitigation Plan, noting that the plan will be updated over the next couple of years. This includes the County applying for grant funds and working with the County, City and Town of Midland to identify the local priorities.

Quinn also mentioned that she has submitted flood preparedness information for our area to the SD Office of Emergency Management. In addition, there will be another Civil Disturbance meeting on March 19th in Pierre.

Airport Hangar/Apron Projects:

The preconstruction meeting for the apron reconstruction project will be held on Wednesday, March 18th at 3:30 p.m. in the Jury Room.

Bad River Embankment Project:

It was reported that FEMA has rescheduled the on-site inspection for Thursday, March 5th at 10:00 a.m.

Council reviewed the Statement of Interests submitted by the following engineering firms for the project: AE2S and SPN & Associates. For the record, KLJ declined interest in the project and no response was received from FMG Engineering.

Following, motion was made by Gartner, seconded by Pinney to approve SPN & Associates as the engineering firm for the project. Motion carried.

Building/Flood Plain Dev. Permits:

Mike Moses for Dennis Moses – basement, addition, garage, decks/steps, water and sewer; and, Tyler Nemec – landing/deck.

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

Departmental Reports:

Administration

Council reviewed the City's year-to-date investment report which includes the CMA interest revenue received to date. The sales tax revenues through Feb. 28th were reported at \$67,819.43. The revenue and expense reports were not at available.

Council then reviewed the City's Depository Disclosure for the account balances ending Dec. 31, 2019, as follows.

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

	December 31, 2018	December 31, 2019
GENERAL		
Checking Account	\$855.15	\$152.14
Petty Cash (Finance Office)	\$50.00	\$50.00
Savings/Cash Mgmt Acct.	\$1,543,525.72	\$1,321,137.65
Committed Cash - 2nd Penny	\$498,711.55	\$459,226.57
Assigned Cash	\$324,081.06	\$317,981.06
Assigned Cash - Rubble Site	\$95,051.92	\$101,097.92
	\$2,462,286.40	\$2,199,645.34
WATER		
Checking Account	\$27.97	\$6.91
Savings/Cash Mgmt Acct.	\$203,290.33	\$340,079.17
Assigned - Depreciation Reserve	\$271,239.97	\$271,239.97
	\$474,558.27	\$474,558.27
SEWER		
Checking Account	\$22.51	\$2.93
Savings/Cash Mgmt Acct.	\$75,195.71	\$44,137.65
Assigned - Depreciation Reserve	\$244,550.00	\$244,550.00
Restricted Cash – Surcharge - WW SRF	\$180,035.23	\$214,702.43
Restricted Cash – Surcharge - SW SRF	\$18,351.20	\$49,752.40
Restricted Cash - Sewer Revenue Bond	\$32,000.00	\$32,000.00
	\$550,154.65	\$550,154.65
GARBAGE		
Checking Account	\$7.70	\$4.17
Savings/Cash Mgmt Acct.	\$42,168.44	\$55,086.46
Undesignated - Rubble Site	\$40,095.00	\$40,095.00
	\$82,271.14	\$95,185.63

CAPITAL PROJECT		
Checking Account	\$0.00	\$0.00
Savings/Cash Mgmt Acct.	-\$79,447.62	\$0.00
	-\$79,447.62	\$0.00
Total Checking	\$924.33	\$166.15
Total Petty Cash	\$50.00	\$50.00
Total Savings/Cash Mgmt. Acct.	\$1,784,732.58	\$1,760,440.93
Total Commit/Assign/Rest/Deprec/Undesig.	\$1,704,115.93	\$1,730,645.35
Total Cash	\$3,489,822.84	\$3,491,302.43

Motion was made by Miller, seconded by Matt to approve allocating \$300.00 for advertising The SILO Event scheduled for March 10th in Philip. Motion Carried.

Motion was made by Gartner, seconded by Miller to approve the first reading the of the following Ordinance #2020-01. Motion carried with Matt abstaining.

**ORDINANCE #2020-01
2020 SUPPLEMENTAL APPROPRIATIONS ORDINANCE
COMMUNITY BETTERMENT COMMITTEE – PARK EQUIPMENT PURCHASE**

WHEREAS, the City of Philip, South Dakota, is the real property owner of the Firehall Park maintained by the Community Betterment Committee (CBC);

WHEREAS, the CBC is desiring to make additional improvements including that of purchasing new park benches; and,

WHEREAS, the City of Philip supports the CBC’s efforts in maintaining the park property and will purchase the new equipment on their behalf; and,

WHEREAS, the City of Philip did not anticipate this responsibility when preparing the fiscal year 2020 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 HCYW park equipment purchase.

	<u>GENERAL FUND</u>
45220 RECREATION	
43411 Mach & Equip – NonCap	\$ 2,800.00
<u>TOTAL RECREATION</u>	<u>\$ 2,800.00</u>
<u>TOTAL APPROP. & ACCUM.</u>	<u>\$ 2,800.00</u>

MEANS OF FINANCE

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

	<u>GENERAL FUND</u>
36700 CONTRIBUTIONS/DONATIONS	
36700 Contributions & Donations	\$ 2,800.00
<u>TOTAL CONTRIBUTIONS/DONATIONS</u>	<u>\$ 2,800.00</u>
<u>TOTAL MEANS OF FINANCE</u>	<u>\$ 2,800.00</u>

Dated this ____ day of _____ 2020.

Michael Vetter, Mayor

ATTEST:

Monna Van Lint, Finance Officer

Passed First Reading: Mar. 2, 2020
 Passed Second Reading:
 Yeas: Nays:
 (Published: Mar. 12, 2020)

Airport

There were no fuel sales revenue for the month of January 2020.

Council reviewed correspondence from the City’s insurance underwriter, Old Republic Aerospace, confirming that they have denied the insurance claim filed by John Armatus in December 2019.

Police Department

The monthly report was reviewed.

Rubble Site

Spring clean up days will be held on May 1, 2 and 4, 2020.

Street Dept.

The monthly report was reviewed.

The “no parking” from 4:00 to 7:00 am in the downtown area for snow removal and street sweeping was re-evaluated. Quotes for flashing lights indicating when the parking regulations would be enforced were reported between \$3,600 and \$5,500. Another option to change the wording on the signs to “No Parking between 4:00 and 7:00 am for Street Maintenance” was also mentioned.

Discussion ensued. Comments for leaving the regulations and signage as is were noted. It was also mentioned that if the City was going to invest that amount of money on signage, it would be more beneficial along SD Hwy 73 in the school zone.

No action was taken.

Swimming Pool

Motion was made by Matt, seconded by Pinney to authorize advertising for Pool Personnel for the 2020 season. Motion carried.

Water Dept.

The report noted another month of a higher rate of water loss—23.79% for the month of February. City personnel have replaced a nonworking meter and are attempting to identify any leaks.

Training/Travel:

Mayor, Council and staff will be attending the SDML District 8 Meeting on March 31st in Philip.

Chief Butler will be attending the USD Police Dept. Active Threat Workshop on March 10th-12th in Vermillion.

Chief Butler will be attending the 2020 Joint Chiefs and Sheriffs Spring Conference on April 21st-23rd in Deadwood.

At 7:35 pm, motion was made by Gartner, seconded by Miller to enter into executive session per SDCL 1-25-2(3), legal matters. Motion carried.

At 7:41 pm, motion was made by Pinney, seconded by Matt to come out of executive session. Motion carried.

Public Comments:

None.

In Other Business:

The municipal election scheduled for Apr. 14th has been cancelled. The following petitions have been filed without opposition: Mayor – Michael Vetter; Ward I – Brit Miller; Ward II – Marty Gartner; and, Ward III – Trisha Larson.

Council will meet in special session on March 16th at 4:00 p.m. in the Commissioner’s Room to sit as Board of Equalization.

The next regular meeting will be held on Monday, April 6th 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 7:43 p.m.

/s/ Michael Vetter, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on March 12, 2020, at approximate cost of \$_____)