

**COUNCIL PROCEEDINGS
REGULAR MEETING
May 4, 2020**

A regular meeting of the Philip City Council was held on Monday, May 4, 2020, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Michael Vetter, Council Members Marion Matt, Brit Miller, Marty Gartner, Trisha Larson, Scott Pinney and Terri Pelle. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Public Works Director Matt Reckling, Public Works Maintenance I Rick Coyle and City Attorney Stephanie Trask. Jeff Rieckman with the Haakon School District 27-1 participated via the Zoom meeting. Other attendees also listened via the Zoom meeting.

Absent: None.

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

Motion was made by Pinney, seconded by Gartner to approve the minutes of the Apr. 1st meeting as published in The Pioneer Review and on the City's website. Motion carried.

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

Gross Salaries – April 30, 2020: Admin - \$3804.79; Finance - \$3529.06; Police - \$6493.06; Sewer - \$10913.04

Colonial Life	Employee Supplemental Ins 4/20	196.60
EFTPS	SS/Medicare/Withholding 4/20	5479.06
SDRS	Employee Retirement 4/20	3281.44
SDSRP	Sup Retirement 4/20	100.00

City Golf Course Checking Account Payables – Apr. 2020:

Lake Waggoner Golf Course Assoc	Community Foundation Grant	8000.00
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Airport Hangar / Apron Project:

Dean Kurtz Construction	Pay Req #6 thru 5/1/20	44837.11
KLJ	Engineering thru 4/4/20	2201.55

Bad River Shoreline Bank Project:

Cenex Harvest States	Tote Bags – Cat B Project 4/20	3300.00
O’Connell Construction Inc	242.91 T Sand - Cat B Project 4/20	1214.55
SPN & Assoc	Design Eng thru 4/25/20	5760.00

This Month's Bills:

AT&T Mobility	Cell Phone 3-4/20	135.27
B&S Spray Foam	RS Bldg 4/20	419.88
Bad River Law Prof LLC	Atty Fees/Retainer 4/20	320.00
Cenex Harvest States	Fuel 4/20	155.00
Century Business Products	Copier Maint 4/20	90.00
Coyles SuperValu	Supplies 4/20	44.70
Corporate Trust – US Bank Trust	SRF #6 Interest 5/20	12222.74
	SRF #7 Interest 5/20	14037.88

D&T Auto Parts	Supplies 4/20	108.69
Delta Dental	Dental Ins 5/20	671.80
1 st Nat'l Bank – Philip	UB Postage 4/20	128.85
Gibson Concrete	513 W Pine Sidewalk Repairs 4/20	803.67
Golden West Telecom	Telephone/Internet 3-4/20	588.34
Grossenburg Implement	Supplies 4/20	13.99
Haakon Co Treasurer	Office Rent 5/20	500.00
Hanson Oil	Fuel/LP 3-4/20	784.98
Health Pool of SD	Health Ins 5/20	9496.93
Kieffer Sanitation	368 Residential Collections 4/20	4489.60
Lyle Signs Inc	Supplies 3/20	18.59
Morrison's Pit Stop	Sweeper Tires 4/20	610.00
O'Connell Construction Inc	RS Leveling 4/20	2000.00
Optilegra	Vision Ins 5/20	80.76
Philip Geo-Thermal	FD Dues 2020	779.45
Philip Hardware	Supplies 4/20	254.82
Philip Standard Service	Fuel 4/20	609.75
Pioneer Review	Publishing/Supplies 4/20	757.72
Reckling, Matthew	Reimb Uniforms 5/20	106.50
SD Dept. of Revenue	Sales Tax Payable 4/20	413.34
	W/S Testing 4/20	84.00
SD One Call	Locates 1-3/20	8.40
The Philip Pit Stop	Fuel 3/20	211.74
Twilight 1 st Aid & Supplies	MB Contract/Supplies 4/20	172.22
VISA – UMB Bank	Supplies 4/20	28.46
WR/LJ Rural Water Systems	3,594,000 gals 4/20	4492.50
	Contract Min. 4/20	2500.00
	Airport Water 4/20	40.00
	South Shop Water 4/20	25.00
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Total Expenditures – 5/4/2020		\$115,518.78

Old Business:

None.

New Business:

Council convened as the new Council for 2020/2021.

Certificates of Election were presented to the following: Mayor Michael Vetter; and, Council Members: Brit Miller in Ward I, Marty Gartner in Ward II and Trisha Larson in Ward III.

Oaths of Office were then taken by the above officials.

Mayor Vetter then opened the floor for nominations for the Council President and Vice President for 2020/2021.

Motion was made by Miller, seconded by Pinney to nominate Matt to the position of Council President. Motion was then made by Gartner, seconded by Pinney to cease nominations and a unanimous ballot was cast to elect Matt as Council President for 2020/2021. Motion carried.

Motion was made by Miller, seconded by Pinney to nominate Gartner to the position of Council Vice President. Motion was then made by Matt, seconded by Miller to cease nominations and a unanimous ballot was cast to elect Gartner as Council Vice President for 2020/2021. Motion carried.

Vetter then presented the following Council Committee Appointments for 2020/2021. It was noted that the first person listed is the head of the committee.

<u>AIRPORT</u>	<u>BUDGET</u>	<u>BUILDING</u>	<u>GARBAGE</u>	<u>HEALTH/REC</u>	<u>NUISANCE</u>
Pinney	Matt	Matt	Miller	Larson	Pelle
Miller	Miller	Gartner	Matt	Pinney	Pinney
Pelle	Larson	Pinney	Pelle	Pelle	Matt
<u>POLICE</u>	<u>SAFETY</u>	<u>STREET</u>	<u>WATER/SEWER</u>		
Miller	Gartner	Gartner	Pinney		
Larson	Pelle	Miller	Gartner		
Gartner	Larson	Matt	Larson		

Jeff Rieckman, Haakon School Superintendent, addressed the Council with Philip High School’s graduation plans for Saturday, May 16, 2020. This ranged from a small invite only ceremony followed by a line up or parade of the graduating seniors.

Motion was made by Miller, seconded by Matt to authorize Philip High School to host a parade of the senior class following graduation. Motion carried.

Airport Hangar / Apron Reconstruction Projects:

Motion was made by Pinney, seconded by Gartner to approve Pay Request #6 in the amount of \$44,837.11 to Dean Kurtz Construction. For the record, the asphalt paving on the east end of the hangar building is the only remaining work to complete. Motion carried with all members voting aye.

Motion was made by Miller, seconded by Pinney to authorize Quinn Construction to place campers at the airport during the apron reconstruction project. It was noted that they will be responsible for any needed temporary electrical services. Motion carried.

At 7:10 p.m., as previously advertised, a public hearing was held on the request of the following establishments for Malt Beverage Licenses for 2020/2021:

BMT, Inc., 73 Bar & Lounge - On/Off Sale & SD Farm Wine (RB); Ginnys, LLC, ginnys – On/Off Sale & SD Farm Wine (RB); MG Oil Company - Corner Pantry #20 Philip – 101 W. Pine St., Ste 1 - On/Off Sale & SD Farm Wine (RB); MG Oil Company – Homestead Casino – 101 W. Pine St., Ste 2 - On/Off Sale & SD Farm Wine (RB); Pizza Etc. LLP, Pizza Etc. – On/Off Sale & SD Farm Wine (RB); Rock & Roll Lanes, Inc., Rock & Roll Lanes – On/Off Sale & SD Farm Wine (RB); Retail Management Systems, Inc., The Philip Pit Stop - On/Off Sale & SD Farm Wine (RB); and, The Incorporated Steakhouse & Lounge – On/Off Sale & SD Farm Wine (RB).

It was reported that all the property taxes are current to date except for Retail Management Systems. In addition, the police department personnel have not voiced any concerns with the above license renewals.

With no one appearing for or against the requested licenses, motion was made by Matt, seconded by Gartner to approve the above Malt Beverage Licenses for 2020/2021 contingent upon all application fees and property taxes being paid. Motion carried.

Bad River Shoreline Project:

The Category B project (temporary work) material has been installed; and, the preliminary design for Category D project (permanent work) is substantially completed.

Motion was made by Gartner, seconded by Pinney to authorize bidding the Category D project contingent upon approval of the design plans from the Federal Emergency Management Administration (FEMA), U.S. Army Corps of Engineers (USACE) and SD Dept. of Environment and Natural Resources (DENR). Motion carried.

Water Meter Project:

Motion was made by Matt, seconded by Miller to authorize submitting an application to SD DENR to maintain the water meter project on the State Water Plan. The application will include an updated cost estimate from the City’s Engineers at no cost to the City. Motion carried with all members voting aye.

Philip Charities Housing Demolition Request:

Motion was made by Gartner, seconded by Pinney to approve the demolition permit and request from Philip Charities to remove a 14’ by 66’ trailer house from West’s property to the rubble site. Motion carried.

Building/Flood Plain Dev. Permits:

Kelly Bouman – fence; Burjis Fitch – shed; Marty & Debbie Gartner – sidewalk replacement & concrete patio; Jared Hook – deck; and, Luke Weber – concrete/steps replacement & deck.

Motion was made by Matt, seconded by Pinney to approve the above permits as presented with the exception of Gartner’s permit. Motion carried.

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

Motion was made by Miller, seconded by Gartner to authorize submitting a grant application to the SD Dept. of Health for mosquito control chemical in the amount of \$3,000.00. Motion carried with all members voting aye.

The following L/P Propane bids received last month are as follows. Due to the tied bids, propane was purchased from Hanson Oil.

	<u>Apr. 2, 2020</u>
Hansen Oil Company	\$0.99/gal.
Midwest Cooperatives	\$1.03/gal.

Departmental Reports:

Administration

Council was advised that the City’s auditors are diligently working on finalizing the 2019 Annual Financial Report and it shall be presented for approval during the next meeting.

Motion was made by Pelle, seconded by Matt to approve the following proposals from Wohlenberg, Ritzman & Co. Motion carried with all members voting aye.

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Audited Financial Statements	\$10,300	\$10,800	\$11,350

		*Plus an additional \$3,150 if single audit is required.
		*Plus up to an additional average of \$1,750 for out of pocket expenses.
Annual Report Preparation	\$3,250	\$3,400 \$3,550

Airport

Council was informed that the Airport Committee authorized applying for CARES Act funding in the amount of \$20,000. The grant funding will be utilized to help offset the airport operating expenses.

Police Department

The monthly report was reviewed.

Street Dept.

The quarterly report was reviewed with PWMI Coyle.

Council reviewed correspondence from TC Energy confirming the City’s award of \$9,000 for the May St. sidewalk project.

Following, motion was made by Matt, seconded by Gartner to authorize proceeding with the sidewalk installation. Motion carried.

Motion was then made by Pinney, seconded by Larson to authorize the Street Committee to review applications for the open public works maintenance position before the next meeting. Motion carried.

Swimming Pool

Council discussed the plans for the 2020 pool season in depth. This ranged from when to open the pool and any potential risks considering the COVID-19.

Following, motion was made by Gartner, seconded by Matt to approve June 1st as the tentative opening date of the pool; and, authorize the Health/Rec Committee to approve the official opening date as well as establish hours, additional policies and swimming lesson for the 2020 season. Motion carried.

Motion was made by Matt, seconded by Pinney to approve the following as the 2020 swimming pool personnel and salaries per the Health/Rec. Committee’s recommendation. Employment offer is contingent upon opening the swimming pool for the season. Motion carried.

- Wakely Burns, Lifeguard - \$9.30/hr
- Gracie Fitzgerald, Lifeguard - \$9.30/hr
- Debbie Hansen, Volunteer Lifeguard
- Corbin Kramer, Lifeguard/WSI - \$10.05/hr
- Copper Lurz, Lifeguard – \$9.55/hr
- Cylver Lurz, Manager/Lifeguard/WSI - \$12.50/hr
- Josie Rush, Lifeguard - \$10.30/hr
- Mary “Gayle” Rush, Paid Volunteer Lifeguard/WSI - \$575.00/season
- Ali Schofield, Lifeguard - \$9.30/hr
- Layton Terkildsen, Lifeguard - \$9.30/hr
- Mallory Vetter, Lifeguard/WSI - \$10.05/hr

Water Dept.

The monthly report was reviewed which noted a continued high-water loss rate of 27.24% for the month of April.

Mayor Vetter confirmed that city personnel will be working with our water supplier, WR/LJ Rural Water Systems, to test for leaks. The testing will be scheduled soon, and water users will be asked to limit their consumption during this time. This will be advertised in the newspaper and posted on CodeRED.

Public Comments:

None.

In Other Business:

The City Finance Office will be closed May 25th in observance of the legal holiday.

The next regular meeting will be held on Monday, June 1st 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 May 14, 2020, at approximate cost of \$_____)