

**CITY OF PHILIP COUNCIL PROCEEDINGS
SPECIAL MEETING
DECEMBER 28, 2023**

A special meeting of the Philip City Council was held on Thursday, December 28, 2023, at 5:30 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Council Members Marion Matt, Terri Pelle, Marty Gartner, Greg Arthur, and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police Ben Buls, Police Officer AJ Bartlett, Haakon Co. Director of Equalization Sara Pfeifle, Community Development Director Doreen Vetter, and City Attorney Stephanie Trask.

Absent: Mayor Brit Miller and Council Member Joni Parsons.

In Mayor Miller’s absence, Council President Matt called the meeting to order stating that the purpose of this meeting was to clear up year-end business for 2023.

The meeting was opened with the Pledge of Allegiance.

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

Motion was made by Pelle, seconded by Gartner to approve the minutes of the last meeting as published by the Pioneer Review and on the City’s website. Motion carried.

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

Gross Salaries – Dec. 29, 2023: Mayor & Council - \$4680.00; Admin - \$4853.33; Finance - \$4064.66; Public Works - \$12,853.71; Police - \$8,146.66; Economic Development - \$800.00; Rubble Site - \$32.00; Water - \$718.24; Sewer - \$478.83.

Colonial Life	Employee Supplemental Ins 12/23	88.65
Credit Collections Bureau	Garnishment 12/23	200.86
EFTPS	SS/Medicare/Withholding 12/23	7851.46
NE Child Support Pay Ctr	Garnishment 12/23	469.18
SDRS	Employee Retirement 12/23	4120.71
SDSRP	Sup Retirement 12/23	100.00

Airport Runway Rehab Design:

Helms & Assoc	Eng Design thru 12/16/23	8979.42
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This Month's Bills:

4E Foods	Supplies 11/23	29.49
Bad River Law Prof LLC	Atty/Legal Fees 11-12/23	965.00
Buls, William & Sara	Cust Dep Refunds 12/23	200.00
CHS River Plains	LP 12/23	850.65
City of Philip	City Dept Water Usage 2023	857.37
	Unused Park Free Water 2023	1091.66
Haakon Co Treasurer	'23 JD Gator Title/Lic Fees	26.70
Hanson Oil	Fuel/LP 11/23	1129.19
Kieffer Sanitation	376 Residential Collections 12/23	5260.24
Morrison’s Pit Stop	St Equip Repairs 12/23	75.00

Petty Cash	Supplies 2023	38.32
Philip Hardware	Supplies 12/23	155.39
Philip Health Services	Cust Dep Refund 12/23	100.00
Philip Motor Inc	Repairs/Supplies 12/23	74.03
Pioneer Review	Publishing 11-12/23	230.76
Qualified Presort Service LLC	Billing/Postage 12/23	331.31
SD Dept. of Revenue	W Testing 11-12/23	30.00
SD Public Assurance Alliance	AIR Ins 10-12/23	190.55
Snyder, Parker	Mileage/Meal Reimb 12/23	192.66
US Bank		10836.18
Amazon	Supplies 11-12/23	688.69
Ammo	PD Supplies 12/23	734.02
AT&T	Cell Phone 10/23	223.24
Corner Pantry	Supplies 11/23	10.77
Golden West	Telephone/Internet 11/23	626.67
Microsoft Office	PD/FO 365 12/23	50.00
Quill	Supplies 12/23	149.94
SD DANR	Exam Fee 12/23	61.50
Travel	Meals 12/23	102.02
USPS	Supplies 11/23	1602.40
Verizon	Water AMR 11-12/23	160.06
West Central Electric	Electric 10-11/23	6426.87
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Total (without payroll)		\$31,643.92

Old Business:

None.

New Business:

Sara Pfeifle, Haakon Co. Director of Equalization, addressed the Council. She reviewed the preliminary sales ratio study for 2024 property assessments payable in 2025. It was noted that property assessments will increase an average of 15 to 20% to reflect the market conditions in order to meet the required 85% sales ratio required by the State.

Artesian Well Project:

Council reviewed correspondence from Haakon County; committing \$60,000 in funding to assist with the expenses incurred for the well repair project.

Motion was made by Gartner, seconded by Arthur to approve Heartland Waste Management's and Waste Connections of S.D. dba Kieffer Sanitation's Commercial Garbage Hauler's permits for 2024. Motion carried.

Department Reports:

Administration

Motion was made by Pinney, seconded by Gartner to approve the second reading of Ordinance #2023-25, Supplemental Appropriations, Property Repairs and Improvements. Motion carried.

Motion was made by Arthur, seconded by Pinney to approve the second reading of Ordinance #2023-26, Supplemental Appropriations, Airport Building Repairs. Motion carried.

Park/Rec

Motion was made by Pinney, seconded Arthur by to authorize Haakon Co. Young Women to install a vault toilet at the Kiddie Park. It was mentioned that lighting in the area may need to be considered after installation. Motion carried.

Police

Chief Buls reported that both he and Officer Bartlett have been cross deputized by the Haakon Co. Sheriff.

Rubble Site

Council reviewed the inspection report completed by SD DANR on Oct. 25, 2023. No deficiencies were noted.

Street

Council reviewed correspondence from SD DOT regarding the intersection of US Hwy 14 and SD Hwy 73. It was noted that community members had recently shared safety concerns regarding the intersection with the DOT. In turn, the DOT is interested in knowing if the City and County concerns shared back in 2019 are the same or if anything has changed. In addition, the SD DOT is planning to resurface US Hwy 14 in 2026.

Council then discussed a concern received regarding the lack of lighting and potential safety concerns on Bennett Street.

The Street Committee along with law enforcement will review both of the above items.

At 6:03 p.m., motion was made by Pelle, seconded by Arthur to enter into executive session per SDCL 1-25-2(1)(3), personnel and legal. Motion carried.

At 6:39 p.m., motion was made by Gartner, seconded by Pelle to come out of executive session with the following action:

Motion was made by Arthur, seconded by Pelle to approve the following employee wages for 2024: Andrew "AJ" Bartlett - \$49,500.00/yr; William "Ben" Buls – \$56,500.00/yr; Rickie Coyle - \$25.00/hr; Matt Reckling – \$28.50/hr; Thomas Rodriguez - \$16.50/hr; Robert "Robbie" Shipp – \$23.00/hr; Brittany Smith – \$63,000.00/yr; Parker Snyder – \$20.00/hr; Monna Van Lint – \$24.25/hr; and, Doreen Vetter - \$21.00/hr. Motion carried with all members voting aye.

In addition, Council reiterated that the location is unknown of any previous and/or future cats detained.

Public Comments:

None

Other Business:

The city residents were reminded to contact the city office to dispose of real Christmas trees.

City Offices will be closed Jan. 1st and Jan. 15th in observance of the legal holidays.

The next Regular Council Meeting will be held on Tuesday, Jan. 2, 2024, at 7:00 p.m. in the Community Rm.

With nothing further to come before the Council, President Matt declared the meeting adjourned at 6:41 p.m.

/s/ Marion Matt, Council President

ATTEST:

/s/ Brittany Smith, City Administrator

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