

**CITY OF PHILIP COUNCIL PROCEEDINGS
REGULAR MEETING
DECEMBER 4, 2023**

A regular meeting of the Philip City Council was held on Monday, December 4, 2023, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Brit Miller, Council Members Marion Matt, Terri Pelle, Greg Arthur, Marty Gartner, Joni Parsons, and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Public Works Director Matt Reckling, Chief of Police Ben Buls, Police Officer AJ Bartlett, and City Attorney Stephanie Trask.

Absent: None.

The meeting was opened with the Pledge of Allegiance.

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

Motion was made by Matt, seconded by Pelle to approve the minutes of the last meeting as published. 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 – Nov. 30, 2023: Admin - \$4853.33; Finance - \$4064.66; Public Works - \$11909.99; Police - \$8146.66; Rubble Site - \$128.00; Econ Develop - \$500.00

Colonial Life	Employee Supplemental Ins 11/23	88.65
Credit Collections Bureau	Garnishment 11/23	200.86
EFTPS	SS/Med/WH 11/23	6515.20
NE Child Support	Garnishment 11/23	469.18
SDRS	Employee Retirement 11/23	3863.81
SDSRP	Sup Retirement 11/23	100.00

Airport Runway Rehab Design:

Helms & Assoc	Eng Design thru 11/28/23	8979.42
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Artesian Well Repair Project:

Northwest Pipe Fittings Inc	Well Connection Parts 11/23	6052.98
Philip Hardware	Well Connection Parts 11/23	84.50

Infrastructure Projects:

SPN & Assoc	Kroetch Eng Bidding 11/23	2500.00
	NE Sewer Bidding 11/23	1375.00
	Stewart/NE Bidding 11/23	3000.00

Meter Project:

Core & Main LP	Sensus Mgmt/Trng 11/23	15500.00
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ACH Payments:

Century Business Products	Copier Maint 10-11/23	33.31
Delta Dental	Dental Ins 12/23	726.30
Optilegra	Vision Ins 12/23	101.51

WR/LJ Rural Water Systems	2,301,000 gals 11/23	3106.35
	Contract Min. 11/23	2500.00
	AIR Water 11/23	40.00
	South Shop Water 11/23	20.00

This Month's Bills:

American Contracting & Consulting	Hangar Repairs (Claim 1 & 2) 11/23	97183.85
ClubHouse Hotel – Pierre	TAP Mtg Rm 11/23	173.72
Haakon Co Treasurer	Office Rent 12/23	500.00
Hanson Oil	Fuel 10/23	470.24
Health Pool of SD	Health Ins 12/23	10871.93
Kennedy Implement Inc	Repairs/Supplies 10/23	1334.62
Kieffer Sanitation	377 Residential Collections 11/23	5274.23
	RS Roll Off Disposal 10/23	560.00
Lurz Plumbing	175 S Center Ave Maint 11/23	274.18
	Sewer Center Ave 11/23	107.46
McLeod's Printing & Office Supply	PD Supplies 11/23	102.64
MG Oil Co	Fuel 10/23	602.42
Midland Door Solutions	Hangar Door Rpl (Claim 2) 11/23	50287.00
Nemec Construction LLC	MB Add'l Repairs 11/23	765.00
Philip Hardware	Supplies 11/23	208.40
Philip Motor Inc	W Repairs 11/23	264.92
SD Dept of Revenue	Sales Tax Payable 11/23	492.12
	Excise Tax Payable 11/23	69.86
	Water Testing 10-11/23	315.00
Smith, Brittany	Mileage/Meal Reimb 11/23	126.66
The Philip Pit Stop	Fuel 10-11/23	729.08
The Septic Guys LLC	RS Toilet 2023	850.00
US Bank		5022.75
Amazon	Supplies 10-11/23	346.66
AT&T	Cell Phone 10/23	223.24
Best Western Ramkota	Safety Conf Room 11/23	107.00
Corner Pantry	Supplies 11/23	10.77
Golden West	Telephone/Internet 10/23	628.37
Microsoft Office	PD/FO 365 10/23	50.00
NelcoSolutions	Tax Forms 11/23	399.66
Safety Conference	Meals 11/23	124.44
USPS	Postage 11/23	5.40
Verizon	Water AMR 10/23	80.10
West Central Electric	Electric 9/23	3047.11
Wohlenberg, Ritzman & Co	FY2022 Audit Prep	11350.00

Total Bills		\$231,955.45
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Old Business: None.

New Business:

Infrastructure Improvement Projects:

Council was informed that the SD Dept. of Agriculture and Natural Resources has approved awarding the contract for the Stewart Ave./NE Sewer project. The contract documents have also been submitted by H&W Contracting LLC for the Stewart Ave./NE Sewer and Kroetch Addition projects.

Airport Projects:

Motion was made by Pinney, seconded by Parsons to approve the Letter of Agreement with Helms & Associates for Snow Removal Equipment Purchase Assistance, and authorize the mayor's signature thereon. Motion carried.

Artesian Well Project:

Motion was made by Gartner, seconded by Arthur to authorize submitting a request to Haakon County for their financial commitment to repair the well. Said prior commitment was \$90,000 of the estimated \$240,000—final expenses totaled \$142,951.86. Motion carried.

Meter Project:

It was noted that more progress has been made, and there are currently 409 meters active on the AMR with approximately 35 remaining. In addition, the project's final grant award reimbursement from West River Water Development District (WRWDD) will be submitted.

Insurance Claim Repairs:

Council was informed that all planned repairs to city buildings and properties from the June 2022 storm and December 2022 damages have been completed. This included \$89,893.93 in expenses from the June 2022 storm event which was \$6,711.15 over the insurance claim payment for said repairs. Of the \$6,711.15, only \$887.34 is available in recoverable depreciation. The December 2022 damage repairs totaled \$80,123.79 in expenses and a supplemental payment in the amount of \$6,042.01 has been filed with insurance to cover the additional expenses incurred.

Following review and by general consensus of the Council, recoverable depreciation in the amount of \$887.34 will not be submitted for reimbursement to the June 2022 insurance claim.

Building Code:

Motion was made by Gartner, seconded by Matt to approve the Professional Services Agreement with Lookout Plan + Code Consulting LLC for 2024 as presented. Said agreement includes an automatic renewal clause. Motion carried.

The L/P Propane bids received in November are as follows.

	<u>Nov. 20th</u>
Hanson Oil Co	\$1.59/gal. *Awarded on a rotational basis.
CHS River Plains	\$1.59/gal.

Building/Flood Plain Dev. Permits: Haakon School District - greenhouse

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

Departmental Reports:

Administration

Motion was made by Pinney, seconded by Arthur to approve the 2nd reading of Ordinance #2023-22, Supplemental Appropriations, Property Purchase and Repairs. Motion carried with all members voting aye.

Motion was made by Pelle, seconded by Gartner to approve the following Resolution #2023-23 as presented. Motion carried.

**RESOLUTION #2023-23
SUPPLEMENTAL APPROPRIATIONS
CONTINGENCY TRANSFER**

WHEREAS, insufficient appropriation was made in the 2023 adopted budget for the following departments to discharge just obligations of said appropriations; and,

WHEREAS, SDCL 9-21-6.1 provides that transfers be made by resolution of the board from the contingency appropriation established pursuant to SDCL 9-21-6.1 to other appropriations;

NOW THEREFORE BE IT RESOLVED that the appropriation be transferred from the contingency budget to the following department budgets:

FROM:	101-41100-41150 Contingency	\$44,850.00
TO:	101-41100-42100 Leg. Insurance	\$ 1725.00
	101-41200-42600 Exec. Supplies	\$ 350.00
	101-41220-41100 Admin. Salary	\$ 1275.00
	101-41220-41200 Admin. FICA/Med	\$ 100.00
	101-41220-41300 Admin. Retirement	\$ 75.00
	101-41220-42700 Admin. Travel/Dues	\$ 50.00
	101-41400-42900 Finance Misc.	\$ 200.00
	101-41400-42800 Finance Telephone	\$ 300.00
	101-42100-41100 Police Salary	\$ 10875.00
	101-42100-41200 Police FICA/Med	\$ 850.00
	101-42100-41300 Police Retirement	\$ 870.00
	101-42200-42100 Fire Insurance	\$ 150.00
	101-42200-42840 Fire Geo-Thermal	\$ 250.00
	101-43100-42230 Street Contract Srv	\$ 4000.00
	101-43500-42500 Airport Repair & Maint	\$ 5250.00
	101-43500-42620 Airport Fuel	\$ 1000.00
	101-44130-42630 West Nile Chemical	\$ 2760.00
	101-45100-42500 Pool Repair & Maint	\$ 5000.00
	101-45100-42660 Pool Mat. For Resale	\$ 270.00
	101-46500-42982 Scavenger's Journey	\$ 500.00

This resolution is effective upon passage.

Dated this 4th day of December 2023.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Motion was made by Matt, seconded by Arthur to approve the following Resolution #2023-24 as presented. Motion carried.

**RESOLUTION #2023-24
AUTOMATIC SUPPLEMENTAL APPROPRIATION**

WHEREAS, the City of Philip incurred damages to the Airport Hangar Building during the June 2022 storm event and then again at the end of December 2022. Insurance proceeds along with recoverable depreciation were received in 2023 for the December event. In order to account for the expenditures to repair the Airport Hangar Building that were not previously appropriated for in 2023, it is proposed that the following automatic supplemental appropriations be and hereby is adopted in accordance with SDCL 9-21-9.2.

FROM:	101-00000-39140 Insurance Proceeds	\$79624.00
TO:	101-43500-43200 Airport Buildings	\$79624.00

This resolution is effective upon passage.

Approved this 4th day of December 2023.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Motion was made by Gartner, seconded by Parsons to approve the 1st reading of Ordinance #2023-25, Supplemental Appropriations, Property Repairs, and Improvements. Motion carried with all members voting aye.

Motion was made by Pinney, seconded by Matt to approve the 1st reading of Ordinance #2023-26, Supplemental Appropriations, Airport Building Repairs. Motion carried with all members voting aye.

Police

The monthly Police Dept. report was reviewed.

Rubble Site

No report was available.

Street

PWD Reckling provided an update on the street department.

Water

The water loss for the month of November was reported at 5.38%.

Training/Travel:

CA Smith will be attending the SDML Board Meeting on Dec. 13th-14th in Pierre.

At 7:20 p.m., motion was made by Arthur, seconded by Matt to enter into executive session per SDCL 1-25-2(3), contractual matters. Motion carried.

At 8:10 p.m., motion was made by Pelle, seconded by Gartner to come out of executive session. Motion carried.

Motion was made by Matt, seconded by Pelle to authorize CA Smith and Atty Trask to consult with SDPAA regarding the cost for insurance coverage to add Lake Waggoner Golf Course (LWGC) to the City's policy, and draft a proposed amendment as necessary to the Management, Lease and Consulting Agreement with LWGC regarding said potential offering of insurance coverage. Motion carried.

Public Comments: None.

In Other Business:

City offices will be closed on Dec. 25th, 26th and Jan. 1st in observance of the legal holidays.

The year-end Council Meeting will be held on Dec. 28th at 5:30 p.m. in the Community Room of the Haakon Co. Courthouse.

Due to the holiday, the next Regular Council Meeting will be held on Tuesday, Jan. 2nd at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse.

With no further business to come before the Council, Mayor Miller declared the meeting adjourned at 8:13 p.m.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on Dec. 14, 2023, at approximate cost of \$_____)