

**CITY OF PHILIP COUNCIL PROCEEDINGS  
REGULAR MEETING  
FEBRUARY 2, 2026**

A regular meeting of the Philip City Council was held on Monday, February 2, 2026, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Marion Matt, Council Members Greg Arthur, Marty Gartner, Scott Pinney, Terri Pelle, Beau Ravellette, and Tiana Weber. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police Ben Buls, Police Officer AJ Bartlett, City Attorney Stephanie Trask, Haakon Co. Auditor Stacy Pinney, Jeff Birkeland and Scott Kittelson with West Central Electric.

Absent: None.

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 Arthur, seconded by Gartner to approve the meeting minutes from Dec. 30, 2025, and Jan. 5, 2026, as published. Motion carried.

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

Gross Salaries – Jan. 30, 2026: Admin - \$5964.17; Finance - \$4506.66; Police - \$9625.00; Rubble Site - \$39.00; Econ Develop - \$550.00; Water - \$14039.97

Colonial Life	Employee Supplemental Ins 1/26	88.65
Credit Collections Bureau	Garnishment 1/26	200.86
EFTPS	SS/MC/WH 1/26	7609.19
SDRS	Employee Retirement 1/26	4481.30
SDSRP	Sup Retirement 1/26	100.00

ACH Payments:

Century Business Products	Copier Maint 12/25-1/26	78.66
Corporate Trust – US Bank	SRF #6 Pay #23 2/26	4917.84
	SRF #7 Pay #23 2/26	5766.78
Delta Dental	Dental Ins 2/26	884.80
Delta Vision	Vision Ins 2/26	218.32
World Fuel Services/Ascent	AIR Fuel Fee 2/26	30.00
WR/LJ Rural Water Systems	1,777,000 gals 1/26	2754.35
	Contract Min. 1/26	2500.00
	AIR Water 1/26	40.00
	South Shop Water 1/26	20.00

Airport Improvement Projects:

Helms & Assoc.	SRE Eng (Final) 1/26	1220.00
Helms & Assoc.	Master Plan/ALP Eng thru 1/17/26	6318.24

Improvement Projects:

SPN & Assoc	Kroetch Add Eng thru 1/24/26	3040.60
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This Month's Bills:

Axon Enterprises Inc	PD Taser Bundle Pay #5 2026	1051.24
Bartlett, Andrew	Travel Reimb 1/26	18.67
Buhmann Napa	Supplies 12/25	22.99
City of Philip	Park/Rec Water Approp 2026	2417.75
Core & Main LP	Meters/Equip 12/25	3570.24
1 <sup>st</sup> Nat'l Agency	Cyber Ins 2026	3475.55
Haakon Co Treasurer	Office Rent 2/26	500.00
Hanson Oil	Fuel/LP 1/26	1784.89
Health Pool of SD	Health Ins 2/26	14159.43
Ingram Pest Service Inc	RS Pest Srv 1/26	75.00
Kieffer Sanitation	376 Residential Collections 1/26	9400.00
Lurz Plumbing	E High St Sewer Main 1/26	670.92
Madison Nat'l Life Ins	Life Ins 1/26	37.50
Philip Building Center	Demo Supplies 1/26	11.98
Philip Hardware	Supplies/Tools 1/26	531.16
Philip Standard	Fuel 12/25	495.88
Philip Volunteer Fire Dept	Donation from Other 2/26	1962.00
Qualified Presort Service LLC	Billing/Postage 1/26	353.24
Ramkota – Pierre	SDARWS Conf Room 1/26	411.00
SD City Management Assoc	Smith Conf Reg 2/26	125.00
SD Dept of Revenue	Sales Tax Payable 1/26	744.06
	W Testing 1/26	20.00
SD DOT Finance	Salt 12/25	783.72
SD Public Assurance Alliance	Property/Liability Ins 2026	40058.78
Shipp, Robert	Travel Reimb 1/26	141.80
The Philip Pit Stop	Fuel 1/26	63.30
US Bank		7502.46
Amazon	Supplies/Uni 1/26	549.31
AT&T	Cell Phone 11-12/25	317.10
BrightArrow Technologies	Sub/Credits 2026	1120.00
Golden West	Telephone 1/26	481.78
LED Lighting Wholesale	Supplies 1/26	1404.48
Microsoft Office	FO/PD 365 1/26	63.76
SD Dept of Ag	Dues/Recert 1/26	83.67
Tax1099	1099 Filing 1/26	5.89
Travel	Meals 1/26	32.96
USPS	Postage 1/26	9.70
West Central Electric	Electric 12/25	3433.81
Vadim Municipal Software Inc	Ebilling Sub Fee 2026	120.00

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Total Expenditures – 2/3/25 \$118,298.15

Old Business:

None.

New Business:

West Central Electric

Jeff Birkeland and Scott Kittelson with West Central Electric addressed the Council regarding the electrical infrastructure part of the proposed Talus Ag project north of Philip. The project includes an

ammonia fertilizer production facility expected to produce 40 tons of anhydrous ammonia daily that will benefit farmers, ethanol producers, and tax dollars to the Haakon School District.

It was mentioned that Talus Ag is planning to submit a grant application to SD Governor's Office of Economic Development (GOED), and they may be asking the city to be the local government pass-through entity on said grant. More details along with a community meeting will be available in the near future.

Kroetch Addition Development Project:

Council reviewed an update on the projects provided by the city's engineer, Jacob Sonne with SPN & Assoc.

The SD Dept. of Housing Authority has approved an extension to the city's housing infrastructure program grant award for the Kroetch Addition Development project until Sept. 1, 2026.

Council reviewed an update on the Kroetch Addition billboard sign location and options. More specifically, the Street Committee has recommended an 8x12 double-sided sign to be located in the city's right-of-way on the east side of N. Wood Ave., north of US Hwy 14. The cost estimate for the sign and installation is still forthcoming.

Following, motion was made by Ravellette, seconded by Weber to authorize submitting an Outdoor Advertising Permit Application to the SD Dept. of Transportation for the sign placement; and, authorize submitting a grant application to Philip Area Community Foundation for the sign expenses once the cost estimate is available. Motion carried.

Stewart Ave/NE Sewer Projects

Council reviewed an update on the projects provided by the city's engineer, Jacob Sonne with SPN & Assoc.

Motion was made by Pelle, seconded by Arthur to approve substantial completion of the NE Sewer project, effective Jan. 4, 2026. Motion carried.

Motion was made by Gartner, seconded by Weber to establish an 8.75% interest rate for the Stewart Ave. Improvements deferred special assessment improvements. This reflects today's prime rate plus 2% which is consistent with past improvement projects. Motion carried with all members voting aye.

Motion was made by Gartner, seconded by Pinney to approve the proposed special assessment roll for Stewart Ave. Improvements that was filed with the Finance Office on Feb. 2, 2026. The total assessed costs reflect the approved 60% discount on those improvements as originally designed; and, 100% of the cost for any additional homeowner requested improvements. Motion carried. (A copy is on file in the city office.)

Motion was then made by Arthur, seconded by Gartner to approve the following Resolution #2026-02. Motion carried.

**RESOLUTION #2026-02  
FIXING TIME AND PLACE FOR PUBLIC HEARING ON  
ASSESSMENT ROLL FOR THE  
STEWART AVENUE IMPROVEMENTS**

**BE IT RESOLVED** by the City Council of the City of Philip, South Dakota, as follows:

That an assessment roll for the Stewart Avenue Improvement Project (SPN #16005; CDBG #2223-102; SRF #C461205-08 and #C461205-09) has been prepared and filed in the office of the City Finance Officer on the 2<sup>nd</sup> day of February 2026, and;

That said City Council shall meet for the purpose of conducting a public hearing to review the proposed assessment roll in the Haakon County Community Room, Haakon Courthouse located at 140 S. Howard Ave., in said City on Monday, March 2, 2026, at 7:10 p.m. or as soon after that hour as practical, and;

That said date is not less than twenty (20) days from the filing of said assessment role, for hearing thereon.

**BE IT FURTHER RESOLVED THAT:**

The City Finance Officer is authorized and directed to prepare a notice, describing in general terms, the Stewart Avenue Improvements: Curb and Gutter, Sidewalk, Approach Pavement and Retaining Wall (SPN #16005; CDBG #2223-102; SRF #C461205-08 and #C461205-09), the date of filing of the assessment roll, the time and place of hearing thereon, stating that the assessment role will be open for public inspection at the City Office and referring to the assessment role for further particulars.

The City Finance Officer is further authorized and directed to publish said notice in the official newspaper for one (1) week prior to the date set for hearing and to mail a copy thereof, by first class mail, addressed to the owner or owners of any property to be assessed at his, her or their last mailing address as shown by the records of the Director of Equalization at least one (1) week prior to the date set for said hearing.

Dated this 2<sup>nd</sup> day of February 2026

/s/ Marion Matt, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Airport Improvement Projects:

Motion was made by Arthur, seconded by Pinney to approve the following Resolution #2026-01 as presented. Motion carried.

**RESOLUTION #2026-01  
AUTOMATIC SUPPLEMENTAL APPROPRIATION**

**WHEREAS**, the City of Philip Municipal Airport was awarded grant funds from the Federal Aviation Administration (FAA) and SD Department of Transportation for the Snow Removal Equipment (SRE) Acquisition Project (AIP #3-46-0043-017-2024). The City did not anticipate the remainder of this project extending into fiscal year 2026 when preparing the budget. In order to account for these additional grant funds and the expenditures that were not previously appropriated for in 2026, it is proposed that the following automatic supplemental appropriations be and hereby is adopted in accordance with SDCL 9-21-9.2.

<b>FROM:</b>	101-00000-26710 Unassigned Fund Balance	\$ 14,415.00
	101-00000-33170 Airport Improv Grant – Federal	\$ 259,450.00
	101-00000-33401 Airport Improv Grant – State	\$ 14,415.00
	<b>Total Means of Finance</b>	<b>\$ 288,280.00</b>
<b>TO:</b>	101-43500-42220 Airport Engineering	\$ 1,220.00

101-43500-43400 Airport Mach & Equip	\$ 287,060.00
<b>Total Appropriations</b>	<b>\$ 288,280.00</b>

This resolution is effective upon passage.

Approved this 2<sup>nd</sup> day of February 2026.

/s/ Marion Matt, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

The propane bids received in January are as follows.

	<u>Jan. 16<sup>th</sup></u>
CHS Farmers Alliance	\$1.85/gal
Hanson Oil Company	\$1.69/gal

**Departmental Reports:**

**Airport**

Council discussed the possibility of hosting an event at the airport this spring or summer to promote the improvements completed in 2025. Some ideas mentioned include inviting the Young Eagle Flyers, Jim Pietz Airshow, etc.

By general consensus of the council, CA Smith will reach out to airport committee and area pilots to establish a committee for the event.

**Police Dept.**

The quarterly report was reviewed with Chief Buls and Officer Bartlett.

**Street Dept.**

The monthly report was reviewed.

Council reviewed concerns with the settling street and retaining wall N. Wood Ave., south of Scotchman Industries.

By general consensus, the city engineer will be consulted regarding the concerns and any needed repairs.

**Water Dept.**

The water loss for the month of January 2026 was reported at 7.25%.

**Training/Travel:**

CA Smith will be attending the SD City Management Conference on Mar. 18<sup>th</sup>-20<sup>th</sup> in Sioux Falls.

**Public Comments:**

None.

**In Other Business:**

City offices will be closed Feb. 16<sup>th</sup> in observance of the legal holiday.

Council will meet in special session to sit on the Local Board of Equalization on Monday, Mar. 16<sup>th</sup> at 4:00 p.m. in the community room. Citizens are advised that the PT-17 Form must be filed with the Finance Office by no later than 5:00 p.m. on Mar. 12, 2026.

The next regular meeting will be held on Monday, Mar. 2<sup>nd</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 Matt declared the meeting adjourned at 7:48 p.m.

/s/ Marion Matt, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on February 12, 2026, at approximate cost of \$\_\_\_\_\_)