

**CITY OF PHILIP COUNCIL PROCEEDINGS
REGULAR MEETING
FEBRUARY 5, 2024**

A regular meeting of the Philip City Council was held on Monday, February 5, 2024, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Brit Miller, Council Members Joni Parsons, Greg Arthur, Marty Gartner, Scott Pinney, Terri Pelle, and Marion Matt. 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, and Haakon Co. Director Equalization Sara Pfeifle.

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 Gartner to approve the Dec. 28, 2023, and Jan. 2, 2024, meeting minutes as published. Motion carried.

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

Gross Salaries – Jan. 31, 2024: Admin - \$5250.00; Finance - \$4203.33; Police - \$8833.33; Rubble Site - \$33.00; Econ Develop - \$1050.00; Water - \$12393.31

Colonial Life	Employee Supplemental Ins 1/24	88.65
Credit Collections Bureau	Garnishment 1/24	200.86
EFTPS	SS/Med/WH 1/24	6941.77
NE Child Support	Garnishment 1/24	469.18
SDRS	Employee Retirement 1/243	4034.94
SDSRP	Sup Retirement 1/24	100.00

ACH Payments:

Century Business Products	Copier Maint 1/24	34.93
Corporate Trust – US Bank Trust	SRF #6 Pay #15 2/24	4917.84
	SRF #7 Pay #15 2/24	5766.78
Delta Dental	Dental Ins 2/24	757.10
Optilegra	Vision Ins 2/24	101.51
World Fuel Services/Ascent	AIR Fuel Fee 2/24	30.00
WR/LJ Rural Water Systems	2,372,000 gals 1/24	3202.20
	Contract Min. 1/24	2500.00
	AIR Water 1/24	40.00
	South Shop Water 1/24	20.00

Airport Runway Rehab Design:

Helms & Assoc	Eng Design thru 1/23/24	17958.84
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This Month's Bills:

4E Foods	Supplies 1/24	7.88
A-Z Shredding	Shredding 1/24	53.68
Bartlett, Andrew	Uni Reimb 2024	100.00

City of Philip	Park/Rec Water Approp 2024	2105.78
Core & Main LP	Manhole Covers/Water Resale 1/24	1862.42
D&T Auto Parts	Supplies 1/24	234.17
Dakota Pump	LS Alarm 2024	540.00
1 st Nat'l Bank	Safe Dep Box Rent 2024	12.00
Haakon Co Treasurer	Office Rent 2/24	500.00
Hanson Oil	Fuel/LP 12/23	1633.47
Health Pool of SD	Health Ins 2/24	11792.70
HCS LLC	Camera IT Srv 12/23	1450.92
	IT Firewall Srv 2024	300.00
Kennedy Implement	Supplies/Repairs 1/24	587.48
Kieffer Sanitation	376 Residential Collections 1/24	5260.24
Morrison's Pit Stop	Repairs 1/24	22.50
OPD Business Solutions	Supplies 1/24	64.34
Philip Building Center	Repairs 1/24	14.45
Philip Hardware	Supplies 1/24	391.08
Philip Standard	Fuel/Repairs 12/23-1/24	1062.02
Philip Volunteer Fire Dept	Donation from Other 2/24	1475.00
Pioneer Review	Publishing 1/24	577.66
Qualified Presort Service LLC	Billing/Postage 1/24	309.28
Scavenger's Journey Inc	2024 Membership/Adv	500.00
SD 811	Locates 10-12/23	18.90
SD Dept of Revenue	Sales Tax Payable 1/24	436.20
SD Public Assurance Alliance (PAA)	Property/Liability Ins 2024	26250.90
Shipp, Robert	SDARWS Mileage Reimb 1/24	115.24
Snew Construction Inc	Refund Overpayment 2/24	22.44
The Philip Pit Stop	Fuel 1/24	250.11
US Bank		4741.29
Amazon	Supplies 1/24 33.95	
AT&T	Cell Phone 12/23 223.24	
Golden West	Telephone/Internet 12/23 635.71	
Microsoft Office	PD/FO 365 1/24 50.00	
NelcoSolutions	Tax Forms 1/24 37.45	
SDARWS Conference	Reg/Meals 1/24 392.47	
SD Dept of Ag	Pesticide License/Trng 121.75	
SDML	Leg Day Reg 1/24 30.00	
USPS	Postage 1/24 5.40	
West Central Electric	Electric 12/23 3211.32	
Vandim Municipal Software	Asyst Maint 3/24-2/25	3913.82
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Total Expenditures – 2/5/24		\$101,935.17

Old Business:

None.

New Business:

Sara Pfeifle, Haakon Co. Director of Equalization, addressed the Council again with the 2024 property assessments payable in 2025. It was noted that county-wide property assessments will increase approximately 15 to 20% to reflect the market conditions in order to meet the required 85% sales ratio

required by the State. She also stressed that property owners need to report interior remodels in addition to new construction to her office annually.

Discussion ensued regarding the city's mill levy and property taxes. It was mentioned that the council may want to consider finding a solution to reduce property taxes.

Infrastructure Improvement Projects:

The City has been awarded \$30,000 in grant funding from West River Water Development District (WRWDD) for the Kroetch Addition. Said funding is awarded to cover a portion of the water and sewer engineering expenses.

Airport Projects:

The categorical exclusion (CATEX) for the Runway Rehabilitation project has been completed and approved by the Federal Aviation Administration (FAA).

Lake Waggoner Golf Course:

Council reviewed the quote from SD Public Assurance Alliance (SDPAA) to add the golf course property to the City's insurance policy. The cost for the buildings and mobile equipment is \$2,339.91 per year which is a savings of over \$18,600 from their current insurance coverage.

Following, motion was made by Matt, seconded by Gartner to authorize the Health/Rec Committee to consult with City Attorney and Lake Waggoner Golf Course representatives to amend the Lease, Consulting and Management Agreement to add the golf course property to the City's insurance policy. Motion carried.

Special Event Application:

Motion was made by Pinney, seconded by Arthur to approve the Class of 1974's application to host a parade on June 8, 2024, contingent upon the following the traditional parade route--starting and ending at the Legion Hall parking lot. Motion carried.

The propane bids received in January are as follows.

	<u>Jan. 8th</u>	<u>Jan. 16th</u>
Hansen Oil Company	\$1.59/gal.	\$1.59/gal. *Approved
CHS River Plains	\$1.59/gal. *Approved	\$1.64/gal.

Departmental Reports:

Administration

Motion was made by Pinney, seconded by Gartner to approve amending the 2024 Cash Management Account Interest Allocation as follows, retroactive to Jan. 1, 2024: General Fund – 71.64606%; Water Fund – 13.75712%; Sewer Fund – 12.45111%; and Garbage Fund – 2.14571%. Motion carried.

Motion was made by Arthur, seconded by Matt to approve the abatement of city property taxes for parcel #8931 (175 S. Center Ave.) due in 2024, and authorize submitting a request to the county to abate the remainder of property taxes due in 2024. Motion carried.

Motion was made by Matt, seconded by Gartner to authorize changing the insurance coverage on the following city buildings from actual cost value (ACV) to replacement cost (RC) for a total additional premium of \$166.27: south shop, orange airport hangar, municipal building, and missile shed. Motion carried.

Airport

Council was advised that per the Airport Committee, the airport fueling system has been unbranded—remove as a Phillips 66 fueling station. It was mentioned that this will allow the city more fuel purchase options directly through World Fuel.

Motion was then made by Pinney, seconded by Arthur to approve dissolving Maintenance and Management Agreement with Automated Fuel Systems, Inc. The fuel system revenues and expenses will now be handled directly by the City. Motion carried.

Fire

Motion was made by Matt, seconded by Gartner to authorize submitting a grant application to the SDML Workers Compensation Fund (SDMWC) for the fire department to purchase a gas detector. Motion carried.

Motion was made by Gartner, seconded by Matt to authorize the fire department to purchase a vehicle through the city's fleet number if necessary. Motion carried.

Police Dept.

The quarterly report was reviewed with Chief Buls.

The street committee updated the council on the lack of lighting and potential safety concerns reported on Bennett Street. Per the committee, it was recommended to add a street light to the existing pole at the intersection of Scottie Ave. and Bennett St. West Central Electric will be contacted for a cost estimate to install and maintain.

Sewer

Council reviewed the Surface Water Discharge Compliance Inspection report completed by SD DANR on Oct. 16, 2023. It was noted that the deficiencies noted will be addressed in the future.

Street Dept.

The monthly report was reviewed.

Motion was made by Arthur, seconded by Gartner to establish and sign the speed limit for W. Pine St., from west of Henry Ave. to US Hwy 14, to 30 miles per hour. Motion carried.

Swimming Pool

Motion was made by Parsons, seconded by Pelle to approve PayPass as the city's swimming lesson registration portal. The portal also provides the option for pool pass purchase(s). Motion carried.

Water Dept.

The water loss for the month of January was reported at 17.04%. It was reported that one leak was located and repaired at the beginning of the month.

Council reviewed the Lake Waggoner inspection report completed by SD DANR on Oct. 16, 2023. The recommended repairs and maintenance will be considered further.

Training/Travel:

CA Smith will be attending a SDML WC Fund Board Meeting on Feb. 15th-16th in Pierre.

Public Comments:

None.

In Other Business:

City offices will be closed Feb. 19th in observance of the legal holiday.

Mayor and council petitions must be filed in the City Office by 5:00 p.m. on Feb. 23, 2024.

Council will meet in special session to sit as Local Board of Equalization on Monday, Mar. 18th 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. 14, 2024.

The next regular meeting will be held on Monday, Mar. 4th 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 8:20 p.m.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on February 15, 2024, at approximate cost of \$_____)