

**CITY OF PHILIP COUNCIL PROCEEDINGS  
REGULAR MEETING  
FEBRUARY 6, 2023**

A regular meeting of the Philip City Council was held on Monday, February 6, 2023, 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, Public Works Director Matt Reckling, and City Attorney Stephanie Trask.

Absent: None.

The meeting was opened with the Pledge of Allegiance.

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

Motion was made by Matt, seconded by Parsons to approve the minutes of the Dec. 28, 2022, meeting as published. Motion carried.

Motion was made by Gartner, seconded by Matt to approve the minutes of the Jan. 3, 2023, meeting as published. Motion carried.

Motion was made by Pinney, seconded by Gartner to approve the minutes of the Jan. 26, 2023, meeting 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. 31, 2023:** Admin - \$4853.33; Finance - \$4064.66; Police - \$8146.66; Rubble Site - \$32.00; Econ Develop - \$1000.00; Water - \$12003.31

Colonial Life	Employee Supplemental Ins 1/23	129.13
Credit Collections Bureau	Garnishment 1/23	200.86
EFTPS	SS/Med/WH 1/23	6610.73
NE Child Support	Garnishment 1/23	469.18
SDRS	Employee Retirement 1/23	3875.01
SDSRP	Sup Retirement 1/23	100.00

**Infrastructure Projects:**

SPN & Assoc	Myrtle Ave Prelim Design 1/28/23	10050.00
	Philip Ave Prelim Design 1/28/23	7125.00
	Stewart Ave Final Design 1/28/23	4160.00

**This Month's Bills:**

AT&T Mobility	Cell Phone 1/23	223.06
	Cell Phones 1/23	278.97
Axon Enterprises Inc	PD Taser Bundle Pay #2 2023	1119.52
Buls, William	Boot Reimb 1/23	100.00
Century Business Products	Copier Maint 12/22-1/23	43.09
CHS River Plains	Supplies 12/22	189.40
City of Philip	Free Water Parks/Rec Approp 2023	2138.18

CNH Industrial Accounts	Blade/Cutting Edge 1/23	1255.35
Community Partners Research Inc	Housing Study Update 2023	2500.00
Corporate Trust TFM. US Bank	SRF #6 Pay #11 2/23	4917.84
	SRF #7 Pay #11 2/23	5766.78
Delta Dental	Dental Ins 1/23	726.30
Golden West Telecom	Telephone/Internet 12/22-1/23	642.55
GovOffice	Web Hosting 2023	995.00
Grimms Pump & Industrial Supply	Sewer Truck Repairs 1/23	153.79
Haakon Co Treasurer	Office Rent 2/23	500.00
Hanson Oil	Fuel 12/22	198.66
	Fuel/LP 1/23	1740.08
Health Pool of SD	Health Ins 2/23	10871.93
Kennedy Implement	St Equip Repairs 12/22	75.19
Kieffer Sanitation	375 Residential Collections 1/23	5145.00
Legal & Liability Risk Mgmt Inst	Buls Conf Reg 2/23	425.00
McQuirk Ditching	Backhoe/Excavator Rent 2/23	1163.27
Optilegra	Vision Ins 2/23	101.51
Petro Tech Inc	Fuel System Repairs 1/23	1128.12
Philip Building Center	Supplies 1/23	5.99
Philip Chamber of Commerce	2023 Approp	2000.00
Philip Hardware	Supplies 1/23	66.93
Philip Motor Inc	'11 Tahoe Repairs 1/23	677.42
Pioneer Review	Publishing 1/23	822.16
Qualified Presort Service LLC	Billing/Postage 1/23	287.17
	Billing/Postage 2/23	296.93
Sanford Laboratories	Testing 12/22	75.00
SD 811	Locates 10-12/22	7.35
SD Airport Conference	Conf Reg 2/23	200.00
SD Dept of Revenue	Sales Tax Payable 1/23	456.49
	Excise Tax Payable 1/23	1.84
	Water Testing 1/23	15.00
Shipp, Robert	Mileage Reimb 1/23	113.97
The Philip Pit Stop	Fuel 1/23	326.45
US Bank	Supplies/Repairs 1/23	357.13
Verizon Wireless	W AMR Internet 1-2/23	80.02
VISA – UMB Bank	Supplies/Fuel/Travel 1/23	787.43
West Central Electric Coop	Electric 12/1-12/28/22	3332.06
	Electric 12/28/22-1/29/23	3348.84
WR/LJ Rural Water Systems	2,379,000 gals 1/23	3211.65
	Contract Min. 1/23	2500.00
	AIR Water 1/23	40.00
	South Shop Water 1/23	20.00

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Total Expenditures – 2/6/23 \$82,763.42

**Old Business:**

None.

**New Business:**

Airport Projects:

Motion was made by Arthur, seconded by Matt to approve the Request for FAA Approval of Agreement to Transfer of Entitlements for a pavement maintenance project at the airport in 2023, and authorize the mayor and attorney's signature thereon. The total cost is estimated at \$35,000 with the local share being \$1,800-\$2,000 of which is an eligible expense for the city's airport fuel tax funds. Motion carried.

Motion was made by Arthur, seconded by Gartner to approve the Letter of Agreement with Helms & Assoc. for preliminary engineering services for AIP #3-46-0043-016-2023 and authorize the mayor's signature thereon. Motion carried.

Hansen Subdivision:

Motion was made by Pinney, seconded by Arthur approve the engineer design report. Motion carried. (A copy is on file in the city office and posted on the website.)

Council discussed renaming the subdivision as well as naming the street to be platted therein.

Following, motion was made by Matt, seconded by Pelle to rename the subdivision to "Kroetch Subdivision" and the street therein shall be named "Hansen Avenue." These will be reflected in the replat of the subdivision with the 16 residential lots along with dedicating Outlot 2 aka N. Wood Ave. as public right-of-way. Motion carried.

Motion was made by Gartner, seconded by Pinney to approve the Engineering Agreement with SPN & Assoc. for the project engineering design phase services (\$65,000 plus \$4,000 for plat/surveying), bidding phase services (\$5,000), and construction phase services (estimated at \$122,000). Motion carried.

Motion was made by Matt, seconded by Gartner to authorize submitting an application for the project to be placed on the State Water Plan. Motion carried.

Northeast Sewer / Stewart Ave. Improvement Projects:

Motion was made by Pinney, seconded by Parsons to submit an application for Community Development Block Grant (CDBG) funding for both projects. Motion carried.

A public hearing on the above CDBG application will be held during the Mar. 6<sup>th</sup> meeting.

Artesian Well Project:

Council was updated on recent correspondence with the contractor, Jerry Hunt with Weston Engineering. He advised that they are planning to repair a well for West River/Lyman Jones before returning to Philip. The current completion date is anticipated for the end of Feb. 2023.

It was also reported that the contractor has incurred penalties of \$34,200 through today for noncompletion--leaving a remaining contract balance of \$69,814.92 upon completion.

Meter Project:

Council was advised that minimal progress has been made, and there are currently 253 meters active on the AMR.

Building Permit & Code Consultant Services:

Motion was made by Matt, seconded by Arthur to authorize entering into an agreement with Lookout Plan + Code Consulting Services, LLC and authorize the mayor's signature thereon. Said agreement provides permit review by a certified building inspector, Tom Paisley, as well as consulting on building codes. Motion carried.

The propane bids received in January are as follows.

	<u>Jan. 5, 2023</u>	<u>Jan. 27, 2023</u>
Hansen Oil Company	\$1.89/gal.	\$1.93/gal.
CHS River Plains	\$1.99/gal.	\$2.03/gal.

Building/Flood Plain Dev. Permits:

Haakon School District – school stairs project; and Jesse Hansen – move garage & construct new garage.

Motion was made by Arthur, seconded by Gartner to approve the above permits as presented above except for Haakon School District’s permit being approved contingent upon obtaining an easement with the abutting property owner. Motion carried.

Departmental Reports:

Administration

Motion was made by Pinney, seconded by Parsons to approve the 2023 Cash Management Account Interest Allocation to the following, retroactive to Jan. 1, 2023: General Fund – 73.22204%; Water Fund – 13.88230%; Sewer Fund – 10.63752%; and Garbage Fund – 2.25814%. Motion carried.

Council discussed applying to the SD Governor’s Office of Economic Development’s (GOED) Infrastructure First program to provide funding assistance to update the Capital Improvement Plan (CIP). The program would provide fifty percent or \$15,000 towards the CIP. It was noted that the city’s current plan was adopted in 2016 and is updated annually during the budget process.

No action was taken.

Motion was made by Arthur, seconded by Matt to approve the amendment, as presented, to Chapter 10, Drug and Alcohol Abuse Policy, of the Personnel Policy Handbook. Motion carried.

Airport

Motion was made by Pinney, seconded by Parsons to authorize advertising for bids to repair the hangar building that was damaged during the June storm and snow removal. Motion carried.

Economic Development:

Motion was made by Arthur, seconded by Gartner to approve the second reading of the following Ordinance #2023-01. Motion carried with all members voting aye.

**ORDINANCE #2023-01  
2023 SUPPLEMENTAL APPROPRIATIONS ORDINANCE  
COMMUNITY DEVELOPMENT DIRECTOR**

**WHEREAS**, the City of Philip, South Dakota, entered into a Joint Agreement with Philip Charities and Philip Chamber of Commerce on September 6, 2022, to assist in funding and employing a Community Development Director; and,

**WHEREAS**, per the Joint Agreement, all entities agreed to contribute funding for the Director position; and,

**WHEREAS**, the City of Philip did not anticipate the Director position expenses and funding when preparing the fiscal year 2023 appropriations.

**NOW, THEREFORE, BE IT ORDAINED**, that the following Supplemental Appropriations Ordinance be and hereby is adopted in order to recognize the revenues and expenses that will be forthcoming for the Director position.

	<u><b>GENERAL FUND</b></u>
46500 ECONOMIC DEVELOPMENT	
41100 Salaries	\$ 17,150.00
41200 FICA & Medicare	\$ 1,350.00
42600 Supplies	\$ 750.00
42700 Travel/Dues	\$ 750.00
<u><b>TOTAL ECONOMIC DEVELOPMENT</b></u>	<u><b>\$ 20,000.00</b></u>
<u><b>TOTAL APPROP. &amp; ACCUM.</b></u>	<u><b>\$ 20,000.00</b></u>

**MEANS OF FINANCE**

The following designates the fund or funds that money derived from the following sources is applied to.

	<u><b>GENERAL FUND</b></u>
10400 CMA – UNASSIGNED CASH	
10400 Unassigned Cash	\$ 10,000.00
36700 CONTRIBUTIONS/DONATIONS	
36700 Contributions & Donations (Charities)	\$ 5,000.00
36700 Contributions & Donations (Chamber)	\$ 5,000.00
<u><b>TOTAL CONTRIBUTIONS/DONATIONS</b></u>	<u><b>\$ 10,000.00</b></u>
<u><b>TOTAL MEANS OF FINANCE</b></u>	<u><b>\$ 20,000.00</b></u>

Dated this 6<sup>th</sup> day of February 2023.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

Passed First Reading: Jan. 3, 2023  
Passed Second Reading: Feb. 6, 2023  
Yeas: 6 Nays: 0  
(Published: Jan. 12 & Feb. 16, 2023)

Motion was made by Arthur, seconded by Pinney to authorize submitting a grant application to the Philip Area Community Foundation for a new billboard sign on Hansen Subdivision property. The sign will include promoting the downtown business district and new housing development. Motion carried.

Council revisited the option for Philip to be a part of the 2023 SD Scavenger’s Journey on June 23-25, 2023. It was noted that the Chamber of Commerce has declined promoting and supporting Philip in this event.

Following discussion, motion was made by Matt, seconded by Pelle to approve advertising, and promoting Philip in the 2023 SD Scavenger’s Journey at the cost of \$500. This will be a one-time allocation unless otherwise approved. Motion carried.

Police Dept.

The quarterly report was reviewed with Chief Buls.

Council discussed concerns with truck traffic on non-truck route streets. It was mentioned that the recent concerns are trucks accessing and departing from the livestock auction through the downtown area.

By general consensus of the council, additional truck route signs will be added as deemed necessary.

Street Dept.

The monthly report was reviewed.

Motion was made by Arthur, seconded by Gartner to authorize submitting a grant application to the SD Municipal Street Maintenance Association to purchase a solar lighted “stop ahead” sign for placement along SD Hwy 73, north of the Hone St. intersection. It was mentioned that this was previously discussed with the SD Dept. of Transportation (DOT) as a potential option to help improve the safety at the intersection of SD Hwy 73 and US Hwy 14. A permit from the SD DOT to occupy the highway right-of-way will be obtained, and the city would assume responsibility for any maintenance of the sign. Motion carried.

Water Dept.

The monthly report was reviewed which noted a water loss rate of 9.03% for the month of January.

Training/Travel:

CA Smith will be attending a SDML WC Fund Board Meeting on Feb. 16<sup>th</sup>-17<sup>th</sup> in Pierre.

Attendance at the SDML District 8 meeting will be confirmed at a later date.

At 7:59 p.m., motion was made by Arthur, seconded by Gartner to enter into executive session per SDCL 1-25-2(1), personnel. Motion carried.

At 8:07 p.m., motion was made by Arthur, seconded by Matt to come out of executive session with the following action:

Motion was made by Matt, seconded by Pelle to decline hiring any additional public works personnel at this time. Motion carried.

**Public Comments:**

None.

**In Other Business:**

City offices will be closed Feb. 20<sup>th</sup> in observance of the legal holiday.

Council petitions must be filed in the City Office by 5:00 p.m. on Feb. 24, 2023.

Council will meet in special session to sit as Local Board of Equalization on Monday, Mar. 20<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. 16, 2023.

The next regular meeting will be held on Monday, Mar. 6<sup>th</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 Miller declared the meeting adjourned at 8:10 p.m.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on February 16, 2023, at approximate cost of \$\_\_\_\_\_)