

**CITY OF PHILIP COUNCIL PROCEEDINGS
REGULAR MEETING
JANUARY 5, 2026**

A regular meeting of the Philip City Council was held on Monday, January 5, 2026, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Marion Matt, Council Members Marty Gartner, Greg Arthur, Terri Pelle, and Scott Pinney. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police Ben Buls, Police Officer AJ Bartlett, and City Attorney Stephanie Trask.

Absent: Council Members Beau Ravellette and Tiana Weber

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 Pinney, seconded by Pelle to approve the payment of the bills from the appropriated funds as listed below. Motion carried.

ACH Payments:

Century Business Products	Copier Maint 11-12/25	57.66
Corporate Trust – US Bank	SRF #4 Pay #46 1/26	11326.05
	SRF #5 Pay #46 1/26	7905.24
Delta Dental	Dental Ins 1/26	884.80
Delta Vision	Vision Ins 1/26	218.32
World Fuel Services/Ascent	AIR Fuel Fee 1/26	30.00
WR/LJ Rural Water Systems	1,930,000 gals 12/25	2991.50
	Contract Min. 12/25	2500.00
	AIR Water 12/25	40.00
	South Shop Water 12/25	20.00

Airport Improvement Projects:

RDO Equipment Co	SRE Acquisition 1/26	287056.00
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This Month's Bills:

Central SD Enhancement District	2026 Membership Dues	1238.21
Diligent Corp	Mtg Software Fees 2026	3149.28
1 st Nat'l Agency	Ambulance Ins 2026	7784.00
	Fire Ins 2026	9058.00
1 st Nat'l Bank	Safe Dep Box Rent 2026	12.00
Haakon Co Treasurer	Office Rent 1/26	500.00
HCS, LLC	IT Firewall Srv 2026	300.00
Health Pool of SD	Health Ins 1/26	14159.43
Lurz, Copper	Refund Cust Dep Bal 1/26	46.49
Madison Nat'l Life Ins	Life Ins 1/26	37.50
Philip Motor Inc	Supplies 12/25	50.00
SD 811	Locates 10-12/25	39.90
SD Airport Mgmt Assoc	2026 Membership Dues	50.00

SD Assoc Code Enforcement	2026 Membership Dues	75.00
SD Building Officials Assoc	2026 Membership Dues	50.00
SD City Management Assoc	2026 Membership Dues	150.00
SD DANR	Wastewater Fees 2026	750.00
SD Dept of Revenue	Sales Tax Payable 12/25	739.70
SD Gov't Finance Officers Assoc	2026 Membership Dues	100.00
SD Gov't Human Resource Assoc	2026 Membership Dues	50.00
SDML	2026 Membership Dues	1267.00
	Smith Legis Day Reg 1/26	35.00
SDML Workers Comp Fund	Work Comp Ins 2026	13907.00
SD Municipal Street Maint Assoc	2026 Membership Dues	200.00
SD Police Chiefs Assoc	2026 Membership Dues	35.00
Vadim Municipal Software Inc	Asyst Connect Sub/Maint 2026	8210.06
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Total Expenditures – 01/05/26		\$375,023.14

Old Business: None

New Business:

Council reviewed the opening meeting laws as published by the SD Attorney's General Office.

Motion was made by Arthur, seconded by Pinney to approve the following annual resolutions for 2026 as follows and outlined below: Non-Discrimination Resolution; Official Depository; Official Newspaper; Purchase of CD's; Dismissal & Snow Procedures—Holidays; CMA Interest Allocation; City Council Meeting Dates; Rubble Site Operational Dates; Payroll Resolution; Departmental Travel; and Fire Department Volunteers. Motion carried with all members voting aye.

Non –Discrimination Resolution:

“It is hereby provided that the City of Philip, South Dakota, prohibits discrimination in employment, programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. The City of Philip also affirms its commitment to providing equal opportunities and equal access to City of Philip facilities. The City of Philip is an equal opportunity provider and employer.”

Official Depository:

To name the First National Bank in Philip, South Dakota as the official depository for the City of Philip, South Dakota.

Official Newspaper:

To name the *Pioneer Review* as the official newspaper for the City of Philip, South Dakota.

Purchase of CD's:

To authorize the City Administrator or City Finance Officer to purchase Certificates of Deposit as he/she/they deem appropriate. Said Certificates of Deposit are to be maintained for safe keeping in the First National Bank of Philip's vault.

Dismissal & Snow Procedures – Holidays for City Employees:

The City of Philip recognizes the following holidays plus any other day proclaimed as a holiday by the Mayor, Governor of South Dakota, or the President of the United States. In addition, upon consent

of the Mayor, the City Office may be closed when the County Courthouse is closed due to weather or other emergencies (refer to Personnel Policy 2.23 for compensation).

HOLIDAY	DAY OBSERVED*
New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Native American Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving	Fourth Thursday in November
Thanksgiving Bonus	Friday after Thanksgiving
Christmas	December 25
Christmas Bonus	December 24 or 26 (when date falls during the work week & as decided by a majority of the employees)

*If a holiday from the list above falls on a Saturday, the preceding Friday is observed as a city holiday (except Christmas Bonus). If a holiday falls on a Sunday, it is observed on the following Monday.

2026 CMA Interest Allocation Per Fund:

- General Fund - 70.41384%
- Water Fund – 12.75064%
- Sewer Fund – 14.32219%
- Garbage Fund –2.51334%

2026 City Council Meeting Dates:

- January 5th
- February 2nd
- March 2nd
- March 16th (Board of Equalization)
- April 6th
- May 4th
- June 5th*
- July 6th
- July 30th (Budget Planning Session)
- August 3rd
- September 8th*
- October 1st*
- November 2nd
- December 7th
- December 29th (Year End)

*Due to holiday or training.

All dates are subject to change at the direction of the Mayor or City Council, and do not include any special or emergency meetings that may be called throughout the year.

2026 Rubble Site Date Operational Dates:

January: Saturday, 3rd
February: Saturday, 7th
March: Saturday, 7th
April: Saturday, 4th
May: Friday & Saturday, 1st-2nd (Spring Clean Up Days; pick up day 4th); Friday, 8th; Saturday, 16th; Friday, 22nd; Saturday, May 30th
June: Saturday, 6th; Friday, 12th; Saturday, 20th; Friday, 26th
July: Friday, 10th; Saturday, 18th; Friday, 24th
August: Saturday, 1st; Friday, 7th; Saturday, 15th; Friday, 21st; Friday, 29th
September: Friday, 4th*; Friday, 11th; Saturday, 19th; Friday, 25th
October: Saturday, 3rd; Friday, 9th; Saturday, 17th; Friday, 23rd; Saturday, 31st
November: Saturday, 7th
December: Saturday, 5th
*Due to holiday

2026 Payroll Resolution:

(Reflects wages approved 12/30/2025)

Andrew Bartlett, Police Officer	\$54,500.00 salary - \$4,541.67 gross/month
William Buls, Chief of Police	\$61,000.00 salary - \$5,083.33 gross/month
Rickie Coyle, Temp Public Works Maint	\$25.00/hr
Michael Miller, Rubble Site Operator	\$19.50/hr
Matthew Reckling, Public Works Director	\$31.00/hr - \$5,373.33 gross/month
James Schoniger, Public Works Maintenance	\$24.00/hr - \$4,160.00 gross/month
Robert Shipp, Public Works Maintenance II	\$26.00/hr - \$4,506.67 gross/month
Brittany Smith, City Administrator	\$71,570.00 salary - \$5,964.17 gross/month
Monna Van Lint, Finance Officer	\$26.00/hr - \$4,506.67 gross/month
Doreen Vetter, Community Development Director	\$22.00/hr
Mayor	\$100.00/mtg and \$550.00/qtr
Council Members	\$65.00/mtg and \$400.00/qtr

2026 Departmental Travel:

MAYOR & CITY COUNCIL: District Meeting; Elected Officials Workshop; SDML Annual Conference; and, any other meetings related to City business as allowed through the budget.

ADMINISTRATION: Annual Report Training; Budget Training; District Meeting; Election School; Legislative Day; Safety Conference; SD City Management Association Meetings; SD Governmental Finance Officers School; SD Human Resource School; SDML Annual Conference; SDML Board/Policy Meetings; and, any other meetings or trainings related to City business as allowed through the budget.

FINANCE: Annual Report Training; Budget Training; District Meeting; Election School; Safety Conference; SD Governmental Finance Officers School; SD Human Resource School; SDML Annual Conference; and, any other meetings or trainings related to City business as allowed through the budget.

POLICE: Certification/Recertification Trainings; Peace Officers; Police Chiefs; SDML Annual Conference; and, any other meetings or trainings related to City business as allowed through the budget.

CODE ENFORCEMENT: SD Association of Code Enforcement Training; SD Building Officials Conference; SDML Annual Conference; and, any other meetings or trainings related to City business as allowed through the budget.

STREET: MSHA Training; Pesticide Certification/Recertification; Safety Conference; Street Maintenance Conference; and, any other meetings or trainings related to City business as allowed through the budget.

AIRPORT: SD Airport Conference; and, any other meetings or trainings related to City business as allowed through the budget.

WEST NILE/MOSQUITO CONTROL: Mosquito Calibration; Mosquito Control Training; and, any other related to City business as allowed through the budget.

SWIMMING POOL: Certified Pool Operators Training; and, any other related to City business as allowed through the budget.

WATER: MSHA Training; SD Assoc. of Rural Water Systems Conference; Water Certification/Recertification Trainings; and, any other related to City business as allowed through the budget.

SEWER: MSHA Training; SD Water & Wastewater Association Conferences; Wastewater Certification/Recertification Trainings; and, any other related to City business as allowed through the budget.

2026 Volunteer Fire Fighters:

Curt Arthur	Brice Hanson	Brodie Puhlman, Jr Volunteer
Greg Arthur	Jessica Hanson	Beau Ravellette
Matt Arthur	Taylor Schofield	Cohen Reckling
Gavin Brucklacher	Tyler Hauk	Matt Reckling
Josh Cook	Gus James	Mattisen Reckling
Colton Crimmins	Jacob Jedlicka	Jason Sampson
Nathan Drury	Chevy Konst	Casey Sawvell
Colton Fitzgerald	Joe Millage	Riley Schofield
Tyler Gartner	Brit Miller	Mike Schultz
Tate Guptill	Trace O'Connell	Lukas VanderMay
Marty Hansen	Race O'Connor	Roger Williams
Brian Hanson	Jason Petersen	Ron Williams
Brock Hanson	Blake Puhlman	William Yoder, Jr

Motion was made by Pelle, seconded by Arthur to approve Resolution #2001-02 as amended, Establishing City Rates and Fees for 2026. All rates and fees identified therein will remain the same as those adopted in 2025 with the addition of a flat fee for the replacement of a street sign/post. Motion carried with all members voting aye. (A copy of the Resolution is on file in the city office and posted on the website.)

Motion was then made by Pinney, seconded by Arhur to approve Resolution #2001-03 as amended, Establishing Penalties, Fines and Fees for violation of City Ordinance for 2026. All penalties, fines

and fees will remain the same as those adopted in 2025. Motion carried with all members voting aye. (A copy of the Resolution is on file in the city office and posted on the website.)

Stewart Ave/NE Sewer Project

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

Motion was made by Arthur, seconded by Gartner to authorize submitting another extension to the SD GOED for the Community Development Block Grant (CDBG) funding. Motion carried.

Kroetch Addition Project

Council reviewed a project update from the city's engineer, Jacob Sonne with SPN & Assoc.

Motion was made by Pinney, seconded by Arthur to authorize submitting an extension to the SDHDA for the Housing Infrastructure Program grant funding. Motion carried.

Airport Projects

There was no update on the collection of Butler Machinery's bid bond.

Motion was made by Gartner, seconded by Arthur to approve payment to RDO Equipment in the amount of \$287,056.00 for the equipment as bid and approved on July 7, 2025. The purchase also includes the trade in of the 2005 Case tractor and attachments. Motion carried.

Building/Flood Plain Dev. Permits

Cheryl Behrend – reconsider garage permit for 205 Bryan St., tabled on Oct. 6, 2025.

Motion was made by Arthur, seconded by Gartner to continue tabling the permit until more information is clarified by the property owner. Motion carried.

Departmental Reports:

Administration

Council reviewed the 2025 sales tax collections, investment report and CMA balances through Dec. 31, 2025.

CA Smith advised the council that the meeting portal, Diligent Community, will be integrating to Diligent One Platform in the near future.

Airport

The airport fuel revenues received in 2025 were reviewed.

Police

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

Street

The monthly report was reviewed.

Water

The water loss for the month of Dec. 2025 was reported at 14.21% with the overall water loss of 7.49% for fiscal year 2025. It was noted that there was a water leak in the NE Sewer project area during early December.

Trainings/Travel:

All public works personnel (Reckling, Schoniger and Shipp) will be attending the MSHA training on Jan. 29th in Wall.

CA Smith will be attending the SDML Board meeting and Legislative Day on Feb. 3rd-4th in Pierre; and the SDML Workers Compensation Board meeting on Feb. 12th-13th in Pierre.

Executive Session:

At 7:21 p.m., motion was made by Pinney, seconded by Gartner to enter into executive session per SDCL 1-25-2(2), legal. Motion carried.

At 7:38 p.m., motion was made by Pelle, seconded by Pinney to come out of executive session. Motion carried.

Motion was made by Pinney, seconded by Arthur to authorize the garbage committee to meet with the Bud & Florence Coyle Family regarding the city’s land adjacent to the rubble site. Motion carried.

Public Comments: None.

Other Business:

City Offices will be closed Jan. 19th in observance of the legal holiday.

Mayor and City Council petitions can begin circulating on Feb. 2nd and must be filed by Mar. 24th, 2026.

The next Regular Council Meeting will be held on Monday, Feb. 2nd at 7:00 p.m. in the Community Room.

With no further business to come before the Council, Mayor Matt declared the meeting adjourned at 7:39 p.m.

/s/ Marion Matt, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

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