

**COUNCIL PROCEEDINGS
REGULAR MEETING
February 5, 2020**

A regular meeting of the Philip City Council was held on Wednesday, February 5, 2020, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Michael Vetter, Council Members Trisha Larson, Brit Miller, Marty Gartner, Scott Pinney and Terri Pelle. Also present were City Administrator Brittany Smith, Finance Officer Monna Van Lint, Chief of Police David Butler and later, City Attorney Stephanie Trask.

Absent: Marion Matt.

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

Motion was made by Miller, seconded by Larson to approve the minutes of the Dec. 30, 2019 meeting as published in *The Pioneer Review* and on the City’s website. Motion carried.

Motion was made by Gartner, seconded by Pinney to approve the minutes of the Jan. 6, 2020 meeting as published in *The Pioneer Review* and on the City’s website. 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, 2020: Admin - \$3804.79; Finance - \$3529.06; Police - \$6493.06; Water - \$14072.91

Colonial Life	Employee Supplemental Ins 1/20	196.60
Credit Collections Bureau	Garnishment 1/20	103.58
EFTPS	SS/Medicare/Withholding 1/20	6133.90
NE Child Support Pay Ctr	Garnishment 1/20	659.18
SDRS	Employee Retirement 1/20	3660.62

Airport Hangar/Apron Project:

Brant’s Electric	Lounge Lighting Improv 1/20	583.00
Dean Kurtz Construction Inc	Pay Req #5 thru 1/26/20	45695.44
KLJ	Const Admin/Observ Eng thru 1/11/20	5686.91

This Month's Bills:

A&B Welding Supply	Cylinder Deposit 2020-2025	41.00
AT&T Mobility	Cell Phone 12/19-1/20	341.73
Brant’s Electric	Lift Station Repairs 1/20	604.44
City of Philip	Park/Rec Water Credit 2020	1876.58
CNH Productivity Plus Acct	AIR Tractor Repairs 1/20	473.45
Dakota Pump	Lift Station Pump Repairs 1/20	1751.30
	Cell Modem Contract 2020	468.00
Days Inn	W Conf Room 1/20	152.00
Delta Dental	Dental Ins 2/20	776.90
Diligent Corp	Directorpoint Portal 2020	1912.50
Golden West Telecom	Telephone/Internet 12/19-1/20	585.33
1 st Nat’l Bank – Philip	UB Postage 1/20	126.05
	Safe Deposit Box Rent 2020	12.00

Grossenburg Implement	14' Snow Pusher 1/20	9500.00
Haakon Co Treasurer	Office Rent 2/20	500.00
Hanson Oil	Fuel/LP 1/20	1564.26
Health Pool of SD	Health Ins 2/20	10878.82
Hoag Diesel Service	Int'l Truck Repairs 1/20	45.69
Kieffer Sanitation	369 Residential Collections 1/20	4501.80
Lakota Contracting Inc	PD Flashlights 2/20	219.90
Les' Body Shop	PD Tire 1/20	273.00
MG Oil Co	Fuel 12/19	27.55
Office Depot	FO Supplies 1/20	41.77
Optilegra	Vision Ins 2/20	95.70
Pearson, Brian	Mileage Reimb 1/20	99.76
Philip Hardware	Supplies/Improv 1/20	249.68
Pioneer Review	Publishing 01/20	840.11
Smith, Brittany	Mileage Reimb 2/20	99.76
SD Airports Conference	CA/PWD Reg 2/20	200.00
SD Dept. of Revenue	Sales Tax Payable 1/20	409.53
	Excise Tax Payable 1/20	104.12
	W Testing 1/20	15.00
SD One Call	Locates 10-12/19	8.40
USTI	2019 Tax Forms	149.00
	AP Checks 1/20	270.00
Verizon Wireless	Cell Phone 12/19-1/20	65.24
VISA – UMB Bank	Travel/Supplies/Equip 1/20	750.53
West Central Electric	Electric 12/28/19-1/29/20	3412.47
WR/LJ Rural Water Systems	2,453,000 gals 1/20	3066.25
	Contract Min. 1/20	2500.00
	Airport Water 1/20	40.00
	South Shop Water 1/20	20.00
Western Communications	(6) Portable CP185 Radios 1/20	1506.00
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Total Expenditures – 2/5/20		\$102,540.97

Motion was made by Gartner, seconded by Pinney to authorize cancelling check #31141 issued on July 1, 2019 in the amount of \$6.49 pursuant to SDCL 9-23-21. Said check has not been presented for payment. Motion carried.

Old Business:

None.

New Business:

Lori Quinn, Haakon Co. Emergency Manager, has rescheduled her report to the Council until the Mar. 2nd meeting.

Airport Hangar/Apron Construction Project:

A project update from KLJ was reviewed.

Motion was made by Pinney, seconded by Miller to approve Dean Kurtz Construction (DKC) pay request #5 in the amount of \$45,665.44. Motion carried with all members voting aye.

The SD Dept. of Transportation along with consultants, Helms and Associates, inspected the airport pavement on Feb. 3rd for the 2020 maintenance project.

Motion was made by Pinney, seconded by Larson to authorize the Mayor's signature on the Certificate of Economic Necessity for the 2020 pavement maintenance project. Motion carried.

Southwest Philip Improv. Project:

The Certificates of Project Completion and Davis-Bacon Act form for both CWSRF loans (storm sewer and wastewater) have been submitted. Repayment of the loans will be coordinated with US Bank.

Bad River Embankment Project:

Council reviewed an update on the FEMA application to repair the Bad River embankment damages. It was noted that the FEMA onsite inspection scheduled for today was cancelled and will be rescheduled in the near future. In addition, the SD Office of Emergency Management approved an extension on the Category B project through Sept. 23, 2020. The Category B project covers any potential temporary repairs that may be required prior to completing the permanent project (Category F).

Motion was made by Miller, seconded by Gartner to approve SPN & Associates to complete a Scope of Work and attend the site inspection for a cost of \$500.00. Motion carried.

Motion was then made by Pelle, seconded by Larson to authorize CA Smith to solicit Statements of Interest from the following engineering firms for the project: SPN & Associates; KLJ; AE2S; and, FMG Engineering. (For the record, Ferber Engineering declined interest on Jan. 29, 2020.) Motion carried.

Parks/Rec Free Water Users:

Motion was made by Gartner, seconded by Larson to establish the 2020 water and sewer rates charged to the parks/recreational areas for any overages above the amount of free water allocated as follows: water rate at \$3.02 per 1,000 gallons; and, the sewer rate at \$1.70 per 1,000 gallons based on the water usage. For the record, the rates are the same as those adopted in 2019. Motion carried.

Motion was then made by Miller, seconded by Pinney to authorize issuing a payment credit from the general fund to the water fund for the Park/Recreational Free Water Users allocated amount of free water and sewer for 2020 based on the City's purchase rate of water and sewer. Motion carried.

The following L/P Propane bids received this month are as follows. Due to the tied bids, propane was purchased from Hansen Oil on Jan. 10; and, Midwest Cooperatives on Jan. 27, 2020.

	<u>Jan. 10, 2020</u>	<u>Jan. 27, 2020</u>
Hansen Oil Company	\$1.30/gal.	\$1.30/gal.
Midwest Cooperatives	\$1.30/gal.	\$1.30/gal.

Departmental Reports:

Airport

Council reviewed an update on the insurance claim filed by John Armatys. It was reported that the City's insurance company is planning to have their position and recommendation finalized by the week by Feb. 10, 2020.

Police Dept.

The quarterly report was reviewed with Chief Butler.

Correspondence from TC Energy with an update on their construction schedule was reviewed. According to TC Energy, pre-construction activities could begin as early as February 2020 with construction moving forward in late summer and extending into 2021.

Rubble Site

Council discussed the placement of the new rubble site building and by general consensus, it will be placed on an elevated gravel pad.

Street Dept.

Council reviewed the monthly report.

Mayor Vetter brought forth a discussion of the “no parking” regulations in the downtown area between 4:00 and 7:00 am. More specifically, how shall this be addressed when businesses in the area open at 5:00 am?

A lengthy discussion ensued. It was noted that the regulations were established years ago for proper snow removal and street sweeping in the downtown area. In the past, law enforcement visited with business owners to advise them of the regulations and in turn, their customers parked off-street. It was mentioned that this may not always be an option. In addition, snow removal and street sweeping are not performed on a daily basis and in turn, other posting and/or communication with the public and businesses may be warranted. Various ideas were mentioned and by general consensus, flashing solar lights to post on the signs will be looked into further.

CA Smith and Chief Butler will report back with more information.

Water Dept.

The monthly report was reviewed which noted a higher water loss rate of 17.44% for the month of January. City personnel are working to identify any meters failing to register accurate usage.

Sewer Dept.

Council reviewed an updated inquiry from Travis Jones with KLJ to accept waste from the TC Energy workforce camp. More specifically, TC Energy is now inquiring about the possibility of the City accepting a smaller amount of wastewater, i.e. a couple truckloads per day.

Following, motion was made by Pinney, seconded by Pelle to deny TC Energy’s current and any future requests for the City to accept their workforce camp waste. Motion carried with all members voting aye.

Training/Travel:

CA Smith will be attending a SDML WC Fund Board Meeting on Feb. 27th-28th in Pierre.

Officer Buls will be attending a Social Media Engagement Strategies course on Mar. 4th in Rapid City.

CA Smith and PWD Reckling will be attending the 2020 SD Airports Conference on Mar. 11th-12th in Rapid City.

The SDML District 8 meeting will be held in Philip on Mar. 31st with the following attending: Mayor, City Council Members, CA Smith, FO Van Lint, Chief Butler and Officer Buls.

At 7:30 pm, motion was made by Gartner, seconded by Pinney to enter into executive session per SDCL 1-25-2(3), legal matters. Motion carried.

At 7:43 pm, motion was made by Gartner, seconded by Pinney to come out of executive session with the following action:

Motion was made by Pelle, seconded by Miller to authorize CA Smith to solicit a certified building inspector for the City. Motion carried with all members voting aye.

Public Comments:

Council Member Larson mentioned the county's situation with the property reassessments and referenced the Commissioner's Feb. 4th meeting where the SD Dept. of Revenue presented. She stressed that the City Council may want to consider their options if the Commission does not address the issue.

The Council will discuss this further during the City's Board of Equalization meeting.

In Other Business:

Council petitions must be filed in the Finance Office by Feb. 28, 2020.

City offices will be closed Feb. 17 in observance of the legal holiday.

Council will meet in special session on Monday, Mar. 16 at 4:00 p.m. in the Commissioner's Room to sit as Board of Equalization. Citizens are advised that the official PT-17 Form must be filed with the Finance Office by no later than 5:00 p.m. on Mar. 12, 2019.

The next regular meeting will be held on Monday, Mar. 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 Vetter declared the meeting adjourned at 7:52 p.m.

Michael Vetter, Mayor

ATTEST:

Brittany Smith, City Administrator

(Published once on February 13, 2020 at approximate cost of \$_____)