

**CITY OF PHILIP COUNCIL PROCEEDINGS
REGULAR MEETING
JUNE 5, 2023**

A regular meeting of the Philip City Council was held on Monday, June 5, 2023, at 7:00 p.m. in the Community Room of the Haakon Co. Courthouse. Present were Mayor Brit Miller, Council Members Joni Parsons, Marion Matt, Marty Gartner, Terri Pelle, Greg Arthur, and Scott Pinney. 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 later, Joe Gittings.

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 minutes of the last meeting as published. Motion carried.

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

Gross Salaries – May 31, 2023: Admin - \$4853.33; Finance - \$4064.66; Police - \$8146.66; Econ Develop - \$1250.00; Rubble Site - \$296.00; Sewer - \$12003.31

Colonial Life	Employee Supplemental Ins 5/23	88.65
Credit Collections Bureau	Garnishment 5/23	200.86
EFTPS	SS/Med/WH 5/23	6702.12
NE Child Support	Garnishment 5/23	469.18
SDRS	Employee Retirement 5/23	3875.01
SDSRP	Sup Retirement 5/23	100.00

Add'l Bills – May 2023:

Automated Fuel Systems Inc	3,000 gal 100 LL 5/23	17559.60
Petty Cash	Pool Start Up 5/23	50.00

Airport Runway Project:

DGR Engineering	Ind Fee Eval 5/23	4000.00
Helms & Assoc	Design Eng 5/23	24244.43

Infrastructure Projects:

SPN & Assoc	Kroetch Add Eng Design 5/22/23	13000.00
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Meter Project:

Core & Main LP	Sensus Analytics Setup/Int 4/23	7750.00
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This Month's Bills:

4E Foods	Pool Resale 5/23	392.27
AT&T Mobility	Cell Phone 5/23	222.85
Bad River Law Prof LLC	Legal/Atty 4-5/23	775.00
Century Business Products	Copier Maint 4-5/23	51.36

Core & Main LP	Sensus Maint 2023	6300.00
	Water Resale 5/23	129.37
D&T Auto Parts	Supplies 4-5/23	506.72
Delta Dental	Dental Ins 6/23	726.30
Golden West Telecom	Telephone/Internet 4-5/23	629.39
Haakon Co Treasurer	Office Rent 6/23	500.00
Hanson Oil	Fuel/LP 4-5/23	1283.22
Health Pool of SD	Health Ins 6/23	10871.93
Kennedy Implement	Repairs 5/23	179.65
Kieffer Sanitation	376 Residential Collections 5/23	5158.72
Lookout Plan + Code Consulting LLC	Bldg/Code Review 2-5/23	895.41
MG Oil Co	Fuel 4/23	350.16
Northwest Pipe Fittings Inc	Supplies 5/23	511.86
On-Site First Aid & Safety	Srv/Supplies 5/23	286.80
Optilegra	Vision Ins 6/23	101.51
Philip Building Center	Pool Repairs 5/23	69.73
Philip Hardware	Supplies/Repairs/Resale/Equip 5/23	2000.48
Philip Standard	Fuel 5/23	20.00
Pioneer Review	Publishing 5/23	1161.00
Pocketful of Posies	Plant 3/23	53.25
Qualified Presort Service LLC	Billing/Postage 5/23	296.48
Quill Corp	Supplies 5/23	204.16
SD Assoc of Rural Water Systems	Sewer Televising 3/23	1250.00
SD Dept of Ag & Nat Resources	Drinking Water Fees 2023	600.00
SD Dept of Revenue	Sales Tax Payable 5/23	716.70
	Water Testing 5/23	15.00
SD State Plumbing Commission	Reckling/Pearson Plumbing Lic 2023	220.00
Smith's Fire Extinguisher Inc	Service/Supplies 5/23	638.00
The Lifeguard Store	Uniforms/Supplies/Chair 5/23	1210.39
The Lodge at Deadwood	LLMRI Conf Rooms 4/23	282.00
The Philip Pit Stop	Fuel 4-5/23	799.52
US Bank	Supplies/Repairs/Travel 5/23	420.02
USPS	Box Fees 2023	240.00
Verizon Wireless	W AMR Internet 5-6/23	80.10
West Central Electric Coop	Electric 4/1-5/1/23	3175.62
Wohlenberg Ritzman & Co LLC	Annual Report FY2022	3550.00
WR/LJ Rural Water Systems	3,819,000 gals 5/23	5155.65
	Contract Min. 5/23	2500.00
	AIR Water 5/23	68.60
	South Shop Water 5/23	20.00

Total Expenditures – 06/05/23 \$103,613.65

Old Business: None.

New Business:

Kroetch Addition / N. Hansen Ave. / N. Wood Ave. Plat:

It was reported that during the joint public meeting with the Planning Commission held on June 5th at 6:45 p.m., the Planning Commission approved a Resolution recommending the City Council approve the plat contingent upon SD Dept. of Transportation's approval.

Motion was then made by Pinney, seconded by Matt to approve the following Resolution also contingent upon the SD Dept. of Transportation's approval. Motion carried.

RESOLUTION OF CITY COUNCIL

WHEREAS, it appears that the City Planning Commission of the City of Philip, South Dakota, did duly consider and did recommend the approval and adoption of the hereinafter described plat, at its meeting held on the 5th day of June 2023; and

WHEREAS, it appears from an examination of the plat of LOTS 1 THROUGH 10, BLOCK 1; LOTS 1 THROUGH 7, BLOCK 2; AND NORTH HANSEN AVENUE OF KROETCH ADDITION; AND NORTH WOOD AVENUE; ALL IN THE S ½ OF THE NW ¼ OF SECTION 13, T 1 N, R 20 E, OF THE BLACK HILLS MERIDIAN, CITY OF PHILIP, HAAKON COUNTY, SOUTH DAKOTA, as prepared by Jeremy A. Wolbrink, duly licensed Land Surveyor in and for the State of South Dakota, that said plat is in accordance with the system of streets and alleys set forth in the Master Plan adopted by the City Planning Commission of the City of Philip, South Dakota, and that such plat has been prepared according to law;

THEREFORE, be it resolved by the City Council of Philip, South Dakota, that the plat of LOTS 1 THROUGH 10, BLOCK 1; LOTS 1 THROUGH 7, BLOCK 2; AND NORTH HANSEN AVENUE OF KROETCH ADDITION; AND NORTH WOOD AVENUE; ALL IN THE S ½ OF THE NW ¼ OF SECTION 13, T 1 N, R 20 E, OF THE BLACK HILLS MERIDIAN, CITY OF PHILIP, HAAKON COUNTY, SOUTH DAKOTA, prepared by Jeremy A. Wolbrink, be and the same is hereby approved and the description set forth therein and the accompanying surveyor's certificate shall prevail.

The undersigned hereby certifies that the foregoing resolution was passed by the City of Philip, South Dakota, at a meeting held on the 5th day of June 2023.

/s/ Monna Van Lint
Finance Officer of the City of Philip

Infrastructure Improvement Projects:

Motion was made by Arthur, seconded by Pinney to approve the Kroetch Addition / N. Hansen Ave. design plans as prepared by SPN & Assoc. and approved by the SD Dept. of Agriculture and Natural Resources (DANR). Motion carried.

Motion was made by Gartner, seconded by Parsons to approve the following Resolution #2023-08 as presented. Motion carried.

RESOLUTION #2023-08 AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE THROUGH THE HOUSING INFRASTRUCTURE FINANCING PROGRAM

FOR THE KROETCH ADDITION DEVELOPMENT

WHEREAS, the City of Philip has approved the plat and engineering plans for the Kroetch Addition Development including N. Hansen Avenue Street and Utility Improvements; and

WHEREAS, the City of Philip desires assistance from the South Dakota Housing Development Authority through the Housing Infrastructure Financing Program for said Kroetch Addition Development formally known as the Hansen Subdivision Development; and,

WHEREAS, SDCL 11-4 and SDCL 11-6 grant municipalities the authority to plan, zone, and create a comprehensive plan; and,

WHEREAS, Chapter 11 of the Revised Ordinances of the City of Philip establishes the planning, zoning, and building regulations; and,

WHEREAS, the Kroetch Addition property is owned by the City, zoned residential and the wastewater system has adequate capacity for the new wastewater infrastructures; and,

WHEREAS, the ownership and ongoing maintenance of the infrastructure development at Kroetch Addition will be the responsibility of the City of Philip; and,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Philip, South Dakota, that the Kroetch Addition infrastructure for the Housing Infrastructure Finance Program grant application will satisfy the municipality’s infrastructure requirements and added to the ownership and ongoing maintenance responsibility of the municipality.

This resolution is effective upon passage.

Adopted this 5th day of June 2023.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Monna Van Lint, Finance Officer

It was also reported that the city has been awarded the Community Development Block Grant (CDBG) in the amount of \$770,000. This grant funding is for the Northeast Sewer and Stewart Ave. Infrastructure projects. It was mentioned that the city may be able to consider bidding these projects in conjunction with the Kroetch Addition project.

Artesian Well Project:

No update has been provided by the contractor, Jerry Hunt with Weston Engineering, recently. (For the record, the contractor has incurred penalties of \$69,900 through today for noncompletion--leaving a remaining contract balance of \$34,114.92 upon completion.)

Meter Project:

Council was advised that more progress has been made, and there are currently 293 meters active on the AMR.

Airport Hangar Building Repairs:

Motion by Matt, seconded by Arthur to issue payment to Midland Doors for 25% down for the door replacements upon receipt of invoice. The additional repairs will be rebid with a July 10th bid opening date. Motion carried.

Building Code:

Motion was made by Matt, seconded by Gartner to approve the second reading of Ordinance #2023-07, Amending Chapter 11, Building Regulations--adopting the 2021 building and fire codes. Motion carried with all members voting aye.

Special Event Application:

Motion was made by Pinney, seconded by Pelle to approve the Sacred Heart Catholic Church's permit to host a parade on June 11, 2023. Motion carried.

Building/Flood Plain Dev. Permits:

CoraJo Barber – renew temporary storage container permit; Tanya Haynes – carport; Chris Huber & Mary Romero- renew fence & step replacement permit; Barry & Edna Knutson – fence; Philip Charities – demolition and city assistance for house at 101 Philip Ave.; Roger Williams – carport.

Motion was made by Gartner, seconded by Arthur to approve the above permits as presented with Barber's temporary storage container permit being allowed for a 6 month timeframe. Motion carried.

Departmental Reports:

Administration

Motion was made by Gartner, seconded by Pinney to approve the Joint Cooperative Agreement with Central SD Enhancement District (CSDDED) for fiscal year 2024 in the amount of \$1,167.13. Motion carried.

Motion was made by Pinney, seconded by Pelle to approve the proposal from Wohlenberg, Ritzman & Co to perform the audit and annual report preparation for fiscal years 2023 through 2025. (A copy is on file in the city office.) Motion carried.

Police

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

Street Dept.

The monthly report was reviewed.

Council was updated on a street committee meeting with Tim Woods, MG Oil Co., and Kathy Gittings regarding the condition of the alley west of Corner Pantry. It was noted that MG Oil is looking at options to improve the drainage from their property which includes asphaltting or concreting the alley. More information is anticipated soon. For the record, any costs associated with these improvements will be the responsibility of the adjacent property owners.

Motion was then made by Matt, seconded by Gartner to amend the action for designating this as a one-way, north of the Corner Pantry's property during the March 6th meeting. An arrow directing traffic to the south, entering the alley from the north end of the Corner Pantry property will be installed. Motion carried.

The pedestrian and traffic concerns around the school were mentioned again. It was recommended to paint a solid line on Scottie Ave. and Bryan St. to identify the lanes of traffic. In addition, paint the corner radii at the Scottie Ave. and May St. intersection, crosswalk, and install a Yield sign on Bryan St.

Swimming Pool

Council was advised that the following pool employees recently obtained their Water Safety Instructor (WSI) certification: Brady Heltzel, Evan Kroetch, Dymond Lurz, Ali Schofield and Alyn Spry. Jaida Haynes did not accept a swimming pool position.

Water Dept.

The monthly report was reviewed which noted a 10.81% water loss for the month of May.

Training/Travel:

CA Smith will be attending a SDML Board meeting on June 13th – 15th in Yankton.

At 7:40 p.m., motion was made by Matt, seconded by Parsons to enter into executive session per SDCL 1-25-2(1), personnel. Motion carried.

At 8:10 p.m., motion was made by Pelle, seconded by Arthur to come out of executive session with the following action.

No action.

Public Comments:

None.

In Other Business:

City offices will be closed June 19th and July 4th in observance of the legal holidays.

Due to the holiday, the next Regular Council Meeting will be held on Thursday, July 6th at 7:00 p.m. in the Community Rm.

With no further business to come before the Council, Mayor Miller declared the meeting adjourned at 8:11 p.m.

/s/ Brit Miller, Mayor

ATTEST:

/s/ Brittany Smith, City Administrator

(Published once on June 15, 2023, at approximate cost of \$_____)