

January 3, 2022 Meeting Minutes

The Castlewood City Council met on the above date at 7 pm with the following members present: Mayor Brian Ries, Jeanette Bohls, Jeff Shepherd, Heather Schmit, Jenny Olson, Chad Ries, and Michelle Barker. Also Present: Cassidy Borer, Marc Lewno, LeeAnne Dufek, and Doug Gerhold.

The meeting was called to order by the mayor. The agenda was presented by the mayor and a motion to approve was made by C. Ries and seconded by Schmit. All members present voting aye and motion passed.

The pledge of allegiance was led by the mayor.

No public comments were made.

Approval of meeting minutes for December 6, 2021 were presented for council approval. A motion was made by Bohls and seconded by Barker. All members present voting aye and motion passed.

The following bills were presented for approval. A motion to approve was made by Olson and seconded by C. Ries. All members present voting aye and motion passed.

GENERAL FUND: Wages, 3638.16. SDRS, retirement 1088.42. Marc Lewno, cell phone 60. Brian Ries, cell phone 60. Mac's, supplies 411.94. Federal Sign Corp, services 21,718.18. Blue Valley Public Safety, services 750. Northwestern Energy, utilities 920.72. Bass Sanitation, utilities 30. ITC, utilities 241.87. Ottertail, utilities 2409.85. JW Roll Off Services, services 187.28. Hamlin Highway Dept, supplies 565.50. Office Peeps, supplies 182.59. Menards, supplies 67.45. Dept of Ag, services 45. Dakota Supply Group, supplies 236.68. Estelline Coop, supplies 257.99. Cadwell Sanford Deibert, services 583.10. First Premier Bank, rental 150. Hamlin Co. Republican, publishing 129.41. Cassidy Borer, reimbursement 113.52. TOTAL GENERAL FUND DISBURSEMENTS: 33,547.66.

BUSINESS DISTRICT FUND: Wages, 1936.83. Castle Arts, services 260. Brinkman Land Surveying, services 1080.

TOTAL BUSINESS DISTRICT FUND DISBURSEMENTS: 3,276.83.

GOLF FUND: SD Health Pool, insurance 1462.77. SDRS, retirement 516.60. Gerhold Brothers, services 255. Stan Houston Company, supplies 166. Estelline Coop, supplies 147.32. Winsupply, supplies 297.61. Kelly's Tree Service, services 426. ITC, utilities 5.86.

TOTAL GOLF FUND DISBURSEMENTS: 3,277.15.

SEWER FUND: MARC, supplies 997.50. Ottertail, utilities 147.88.

TOTAL SEWER FUND DISBURSEMENTS: 1,145.38.

SOLID WASTE FUND: Bass sanitation, utilities 4950. Bass Sanitation, contract 5734.25.

TOTAL SOLID WASTE FUND DISBURSEMENTS: 10,684.25.

WATER FUND: SD Health Pool, insurance 2055.08. Ottertail, utilities 192.24. Hach Environmental, supplies 89.03. SD One Call, services 97.65.

TOTAL WATER FUND DISBURSEMENTS: 2,434.00.

TOTAL DISBURSEMENTS ALL FUNDS: 54,365.28.

Mayor's report. An update on our budget ordinance. Mayor Ries contacted the State & City Attorney with questions about the passing of the 2022 budget. We did miss the early September deadline, but both said we still completed and passed the ordinance in the appropriate manner which is the most important piece. The city will more than likely see a ding on an audit. Moving forward we are just to start the process at the appropriate time.

Finance Officer Borer informed council that her new computer and remaining software will be installed and completed by the end of the week. She is still in the process of building utility customers, vendors, and budget accounts. The process will run much smoother with new computers and backups.

Maintenance Report. Lewno shared with council that a bench at the end of main street was unfortunately hit and destroyed. He asked if he should build a new one to replace it or go without. Council discussed and decided not to replace the bench, but if asked or one is needed, we can move one from main street to replace it.

Golf Course report. Gerhold updated council on his new well which should hopefully be completed in the next 2-3 months. He also contacted and got some quotes for new golf carts for the course next year. We will wait on the purchase and trade in of carts until after the well project is complete when we can reevaluate the standing of the golf course fund.

Main Street Snow. Lewno spoke with Popham Construction about moving snow on both sides of main street. They would be able to move it off the sidewalk and move the snow away from the curb to allow better snow removal. It will cost \$200 per snowfall. A motion to approve Popham Construction for snow removal was made by Bohls and seconded by Olson. Schmit abstained and all members present voting aye and motion passed.

Building Permits were presented. Jason Julius to finish off the walls in his basement. Castlewood Elevator to add a loading tower to the Fertilizer Building. A motion to approve was made by C. Ries and seconded by Barker. Schmit abstained and all members present voting aye and motion passed.

Water Hook-Up Application. Tim Popham applied for city water hookup. A motion to approve was made by C. Ries and seconded by Barker. Schmit abstained and all members present voting aye and motion passed.

Stop Sign at N 7th Ave & Gerhold. Drivers coming from the South to the North have been speeding taking the turn and a few have run into the yard across the street causing some damage. Council decided to see if this resolves itself and if it doesn't, we will reassess possible solutions.

Housing Incentives. Schmit brought up some concerns regarding the housing incentive in town for new builds. Some community members have expressed concerns that people are using the money for their new homes, and turning around and selling them a year or less after completing, and not staying within the community. Council discussed and decided not to make any changes to the current rules in place, as when these homes are being built, they are still remaining within the town and creating taxes that the city benefits from.

Automatic Payments. Utility customers with payments that are taken out automatically on the 15th of every month can all Borer at the finance office if they wish to NOT receive their bill.

The second reading of the Home Occupation Ordinance was presented. A motion to approve was made by Barker and seconded by Bohls. All members present voting aye and motion passed.

City Election. The City Election will be held on April 12, 2022. If you have any questions, please call the finance office.

Economic Development Terms. There is one position to fill in February. If anyone is interested in joining the board, please contact the finance office prior to the first Monday in February.

Sioux Rural Water. Lewno met with SRW at the end of December to discuss water distribution and get a quote on the current years pricing. Numbers were given to council to review and it was asked that a SRW rep come in to possibly speak at the February meeting. Lewno will follow up.

Water Project. Lewno and Borer have been working with Banner and First District to hash out details and funding for the water project. Price increases were quoted and a potential need to increase loan amounts. After discussion, council has decided to get projected prices on each piece of the project to determine which parts will be necessary and will pay out of the city water fund. Borer will cancel the loan request and work with First District and Banner on the new project update. A motion to hold off on the whole project and complete it as the city can afford was made by Olson and seconded by C. Ries. All members present voting aye and motion passed.

Set Public Meeting Date for Water Project. On hold until we get more information from Banner and Sioux Rural Water.

Bass Sanitation Pay. Bass will be paid \$5734.25 for the remainder of their 2021 contract.

Quarterly Investment Report. A motion to approve the quarterly investment report was made by Barker and seconded by C. Ries. All members present voting aye and motion passed.

Publish City Money. Borer asked for approval to publish city accounts to the paper. A motion to approve was made by Bohls and seconded by Schmit. All members present voting aye and motion passed.

GENERAL FUND	\$749,627.25
GOLF COURSE	\$ 63,143.69
WATER FUND	\$591,452.67
WATER RESERVE FUND	\$ 23,536.34
SEWER FUND	\$481,396.50
SEWER RESERVE FUND	\$ 23,536.36
SOLID WASTE FUND	\$ 16,198.58
BUSINESS DISTRICT FUND	\$350,527.39
MUNICIPAL STREET FUND	\$443,848.81
GOLF COURSE PETTY CASH	<u>\$ 425.00</u>
TOTAL	\$2,743,692.59

General Journal Entries. A motion to approve November and December was made by Shepherd and seconded by Olson. All members present voting aye and motion passed.

Doug Gerhold Wage Review. Gerhold presented documents explaining duties at the golf course and asked for council to discuss his wages during executive session.

Executive Session 1-25-2 (1) (3). Mayor Ries asked council to go into executive session. A motion to approve was made by Schmit and seconded by C. Ries. All members present voting aye and motion passed. Council entered executive session at 8:51 p.m.

Council exited executive session at 9:52 p.m.

Salary Resolution. A motion to approve salary changes was made by C. Ries and seconded by Barker. All members present voting aye and motion passed.

2022 SALARY RESOLUTION

RESOLUTION #22-01

Mayor-\$2200 a year plus \$50 a meeting if in attendance

Councilman-\$1300 a year plus \$50 a meeting if in attendance

Maintenance-\$3640 per month plus single rate paid on insurance, plus \$50 a meeting if in attendance, plus \$60 a weekend for on call services.

Finance Officer-\$3813 per month plus \$50 a meeting if in attendance, plus single rate paid on insurance.

Part time Maintenance Man, \$60 per weekend on call and \$15.00 per hour for any hours worked on call.

Library-\$350 a month for librarian

Mayor-Cell phone allowance \$30.00

Maintenance Man-Cell phone allowance \$30.00

Mileage – same as state rate. A vehicle towing a goose neck trailer, the trailer is considered a second vehicle.

Meals-Breakfast –same as state rate

Recreation coach-\$475 per team, teams going to Watertown coach paid \$400 per team

Various Activities Recreation Employee, \$10.50 per hour

Concession Stand employee-\$11.00

Golf Course Superintendent \$38,000 per year plus single rate paid on insurance, plus \$50 a meeting if in attendance

Clubhouse employee \$10.00-\$13.00 per hour determined by clubhouse manager and approved by city council

Golf Course Ground employee \$10.00-\$15.00 per determined by Golf Course Superintendent and approved by city council

Clubhouse Manager \$15- \$21 per hour

Assistant Clubhouse Manager \$13-\$18 per hour

Brian Ries, Mayor

ATTEST:

Cassidy Borer, Finance Officer

Passed and approved on January 3, 2022

A motion to adjourn was made by Schmit and seconded by Shepherd. All members present voting aye and motion passed. Meeting adjourned at 9:53 p.m.

Cassidy Borer
Finance Officer