

March 7, 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, Chad Ries, Jenny Olson, and Michelle Barker. Also Present: Cassidy Borer, LeeAnne Dufek, Marc Lewno, 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 Schmit and seconded by Olson. 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 February 7, 2022 were presented for council approval. A motion was made by Barker and seconded by C. Ries. All members present voting aye and motion passed.

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

GENERAL FUND: Wages, 2938.86. Jan Schiernbeck, reimbursement 51.19. SDRS, retirement 457.56. Health Pool of SD, insurance 1883.97. ITC, utilities 236.12. Bass Sanitation, utilities 30.00. Northwestern Energy, 995.54. Ottertail, utilities 2352.34. Hamlin County Auditor, police contract 7116.66. Castlewood Elevator, supplies 29.60. Visa, supplies 50.77. Hamlin Highway Department, supplies 446.00. Corner Market, 63.15. Watertown Wholesale, supplies 155.20. Castlewood Building Supplies, supplies 22.70. Connecting Point, supplies 40.00. Office Peeps, services 262.19. Hamlin Republican, publishing 165.23. Hamlin County Register of Deeds, services 30.00. Upframe Creative, services 468.80. Northern Truck, equipment 4130.00.

TOTAL GENERAL DISBURSEMENTS: 21,725.88.

BUSINESS DISTRICT FUND: Glacial Lakes Tourism, publishing 762.00.

TOTAL BUSINESS DISTRICT DISBURSEMENT: 762.00.

GOLF FUND: TSYS, services 149.00.

TOTAL GOLF DISBURSEMENTS: 149.00.

SEWER FUND: Ottertail, utilities 204.79. Hawkins, supplies 934.48. Menards, supplies 628.44. Green Apple Septic, services 595.65. Visa, supplies 297.94. Watertown Wholesale, supplies 194.40.

TOTAL SEWER DISBURSEMENTS: 2,855.70.

SOLID WASTE FUND: Bass Sanitation, utilities 4950.00. HD Electric, utilities 323.06. ITC, utilities 5.86. Doug's Service and Marine, services 874.16.

TOTAL SOLID WASTE FUND DISBURSEMENTS: 6,153.08.

WATER FUND: Wages, 3210.86. Health Pool of SD, insurance 795.45. SDRS, retirement 465.60. Ottertail, utilities 250.96. SD Rural Water, services 275.00. Dakota Supply Group, supplies 41.04. Heyner Welding, services 156.60. Rural Development Loan, 1237.00. Banner, services 14,400.00.

TOTAL WATER FUND DISBURSEMENTS: 20,832.51.

TOTAL DISBURSEMENTS ALL FUNDS: 52,478.17.

General Journal Entries were presented. Mayor Ries updated council that due to a water program issue from February, the water and sewer bills were not added but will be presented at the next meeting.

Mayors Report. The American Legion plans to start work on the city sign on the outside of town. The scoreboard for the baseball field has been ordered.

Finance Officer Report. The water project bidding process will start later this month with bids opening up on March 31st. Completion for the project is approximately August 5th and the water tower project approximately October 15th.

Maintenance Report. Marc took his first water test out in Rapid City, he will have test results soon.

Golf Report. None.

Building Permits were presented to council. Keith Miller for the build of a new home, Teri Haagensen, which is a permit from July, for a fence, and a special exception permit for Joey Barrett. A motion to approve was made by C. Ries and seconded by Schmit. All members present voting aye and motion passed.

Old Business. None.

Equalization Meeting is scheduled for March 21st at 7 pm.

Election Board. Council made a motion to appoint Terra Ching, Roxanne Bass, Mary Bohls, Gayle Hulscher, Donna Holman, Kathy Pommer, Jan Schiernbeck, and Wanda Lau as election official workers. A motion to approve was made by Barker and seconded by Schmit. All members present voting aye and motion passed.

2nd Reading of Ordinance 22-02- Finance Officer position was presented. A motion to approved was made by Bohls and seconded by Olson. All members present voting aye and motion passed.

City and Golf Course laptops. Borer presented council with a quote from Connecting Point for a new laptop for the finance office and for the golf course. The current laptop Borer and Lewno use for reading water meters will no longer work once the meter reading antennas and meter reading software need to be updated. The new laptop would include 5-year support provided by connecting point, anti-virus software, and give Borer the ability to remote access her work desktop if she is ever away from the office. The golf course laptop has also been reported to be very slow and meeting the end of its life. Estimated price for each would be \$1590.00. Council made a motion to approve the purchase of a new laptop for the finance office and to wait on one for the golf course and asked Borer to find a few different quotes to replace theirs. The motion was made by Bohls and seconded by Barker. All members present voting aye and motion passed.

Campground Water. C. Ries presented a quote from Gerhold Brothers and Lewno will come back with an additional at the next meeting.

Maintenance Sprayer. Lewno would like to purchase a larger spray for weed control at the baseball fields and the city lagoons. A motion to approve the purchase and spending of \$1500 was made by C. Ries and seconded by Bohls. All members present voting aye and motion passed.

City Drainage. Shepherd brought up concerns with standing water and poor drainage throughout the city. Lewno and Shepherd will go through town once spring hits and water starts flowing to look for any blocked culverts and places where drainage may be a problem.

Baseball/Summer Rec Sign Up. Mayor Ries will contact the rec board to see if they are ready to start sign up and then sheets will be handed out and also put on the city website and Facebook.

Popcorn Machine. The popcorn machine at the baseball field is needing to be replaced. A quote was provided by Watertown Wholesale. A 14 oz machine is about \$1200 and an 8 oz machine is about \$700. Borer will reach out to the school to see if they would be willing to split a portion of the cost since both the school and the city use it.

Golf course rates. A motion to keep rates the same was made by C. Ries and seconded by Olson. All members present voting aye.

A motion to enter executive session at 7:41 was made by C. Ries and seconded by Bohls.

Council was out of executive session at 8:02.

Golf course manager and assistant manager. Rochelle Rudebusch was approved as the golf course manager with a starting rate of \$18 an hour and Allison Bruinsma as the assistant manager with a starting rate of \$14 an hour. Both will receive a 50 cent increase one they have completed their food safety course. A motion to approve those hires was made by Bohls and seconded by Schmit. All members present voting aye and motion passed.

Golf Course employees. Employees will need to be presented to council for both clubhouse and grounds keeping. Hires will need to be approved in a meeting prior to working.

A motion to adjourn was made by Schmit and seconded by Shepherd. All members present voting aye and motion passed. Meeting adjourned at 8:06 p.m.

Cassidy Borer
Finance Officer