

Castlewood City Council
January 4, 2021

The Castlewood City Council met in regular session on the above date at 7:00 p.m. with the following members present: Mayor Brian Ries, Chad Ries, Jeanette Bohls, Heather Schmit, Jeff Shepherd, Michelle Barker and Jenny Olson. Also present: Rick Ries, Sheila Gerhold, Rich and Lois Wiarda. LeeAnne Dufek and Doug Gerhold attended the meeting through Zoom.

The meeting was called to order by the mayor.

The agenda was presented for approval. The following items were added to the agenda: Grow Castlewood and blocking off 2nd Avenue. A motion by C. Ries and seconded by Schmit to approve the agenda with the added items. All in favor and motion passed.

The Pledge of Allegiance was led by Mayor Ries.

The minutes of December 7, 2020 and December 22, 2020 were approved on a motion by Bohls and second by Shepherd with all members present in favor and motion passed.

The following bills were presented and ordered paid on a motion by Barker and seconded by C. Ries with all members present voting aye and motion passed:

GENERAL FUND: Wages 323.23; Electronic Federal Tax Payment, ss & wh 53.55; Richard Ries, cell phone 30.00; Brian Ries, cell phone 30.00; First Premier Bank, library rent 150.00; Northwest Energy, natural gas 343.00; Bass Sanitation, utilities 30.00; Ottertail, utilities 2409.29; ITC Communications, utilities 148.44; Hamlin County Auditor, police contract 3250.00; Hamlin Co. Republican, publishing 175.69; Hamlin Highway Department, sand/salt 564.00; Office Peeps, supplies & Laptop 1495.68; H-D Electric, street lighting 19.18; Visa, supplies & TV 569.31.

TOTAL GENERAL FUND DISBURSEMENTS: \$9591.37.

BUSINESS DISTRICT FUND: Wages 2167.27; Electronic Federal Tax Payment ss & wh 599.18; SD Health Pool, group ins. 759.67; Delta Dental, group ins. 42.10; AFLAC, group ins. 87.58; SD Retirement, retirement 337.72; Castle Arts, website maintenance 260.00; Terry and Angela Heyn, business grant 5000.00; Wilkinson & Schumacher, Prof. LLC, attorney fees 576.00.

TOTAL BUSINESS DISTRICT FUND DISBURSEMENTS: \$9828.62.

MUNICIPAL STREET FUND: Wilkinson & Schumacher Prof. LLC, attorney fees 154.00.

WATER FUND: Rural Development, payment 1237.00; Visa, postage 126.95; SD Public Health Laboratory, water testing 1192.00; Ottertail, utilities 221.58.

TOTAL WATER FUND DISBURSEMENTS: \$2777.53.

SEWER FUND: Wages 3101.86; Electronic Federal Tax Payment, ss & wh 871.10; Delta Dental, group ins. 41.20; SD Health Pool, group ins. 759.67; SD Retirement Systems, retirement 469.56; ITC Communications, auto dialer 39.83.

TOTAL SEWER FUND DISBURSEMENTS: \$5283.22

SOLID WASTE FUND: Bass Sanitation, contract 3797.75; Department of Revenue, sales tax 347.70.

TOTAL SOLID WASTE FUND DISBURSEMENTS: \$4145.45.

GOLF FUND: TSYS Merchant Solutions, credit card fees 32.31; H-D Electric, utilities 353.93; Delta Dental, group ins. 41.20; SD Health Pool, group ins. 635.64; ITC Communications, utilities 5.27; SD Golf Ass'n, dues 27.00; Menard's, supplies 155.98.

TOTAL GOLF FUND DISBURSEMENTS: \$1266.24

TOTAL DISBURSEMENTS, all funds: \$33,046.43.

2021 DISBURSEMENTS

GENERAL FUND: Wilkinson & Schumacher, Prof, LLC, attorney fees 270.00; Citizen's State Bank, safe deposit box rent 30.00; Office Peeps, supplies 305.40; SDML Workmen's Comp, work comp 1077.66.

BUSINESS DISTRICT FUND: First Dakota Title/ Terry & Angela Heyn, loan 155,000.00.

WATER FUND: SDML Workmen's Comp, work comp 805.66; Board of Operator Certification, certification fees 12.00.

SEWER FUND: SDML Workmen's Comp, work comp 805.68; SD Department of Environment, wastewater fee, 50.00; Board of Operator Certification, certification fees 12.00; Dakota Pump, repairs 318.33.

GOLF FUND: SDML Workmen's Comp, work comp 510.00.

TOTAL 2021 DISBURSEMENTS: \$159,196.73.

No one appeared for public comments.

The mayor did not have a report.

The finance officer informed the council that are up for re-election that petitions can be circulated starting January 29, 2021. The lawyer bill had charges from the Castlewood Days Committee and the Fire Department. A motion by Shepherd and seconded by Bohls to bill each organization so the city can be reimbursed. All in favor and motion passed.

There weren't any building permits for December. Discussion was held on Lowell Laue not renewing his building permit. The finance officer is to contact the city attorney to proceed with the violation of the building permit for Lowell Laue.

The bids for the lawn mower were opened. One bid from Doug's Service & Marine for 2018 Toro Grounds Master 4010D with heat and air conditioning for \$48,000.00 with the trade in of the Toro GM 455D and the 1435 John Deere which includes one year warranty on parts and labor. A motion by Bohls and seconded by Barker to accept the bid for \$48,000.00. All members present in favor and motion passed.

Discussion was held on the Mediacom franchise agreement. The area towns contacted are all at 3% for the franchise fee so on a motion by Barker and seconded by C. Ries to leave the franchise fee at 3% and enter into the agreement with Mediacom. Motion passed.

Rich and Lois Wiarda, representing the Grow Castlewood Committee, were present to discuss the Wellness Center. They presented budget estimates for the center. They are expecting rental income from doctors, lawyers etc. to use office space. They are asking the council to take possession of the Wellness Center after it is finished. They are planning on using key fobs for access to the center. The council would like to have a public hearing for the resident's input on the city owning and operating the Wellness Center. The mayor will check the school calendar for an available date to hold the public hearing.

The terms of Breanna Beebe and Landon Vetter are up on the Economic Development board. The finance officer had an ad in the paper for anyone interested in sitting on the board but there was no interest. Beebe and Vetter are not interested in sitting on the board for another term. The mayor asked the councilman to contact some individuals in their wards to see if they would be interested in sitting on the Economic Development board.

The finance officer asked for approval to clean the carpets at the Golf Course clubhouse, the meeting room and office at the Community Building. A motion by Barker and seconded by Schmit to approve the cleaning of the carpets. All in favor and motion passed.

Marc Lewno expressed interest in the part time maintenance man's position. A motion by Olson and seconded by Schmit to hire Marc Lewno at \$30 per day for being on call and \$15 per hour. All in favor and motion passed.

Rick Ries asked for a vacation request from January 20-January 25. A motion by Schmit and seconded by C. Ries to approve the request with all members present voting aye and motion passed.

A motion by Barker and seconded by Olson to publish the following city monies. All members present in favor and motion passed:

GENERAL FUND	\$598,934.29
GOLF COURSE	\$ 62,506.96
WATER FUND	\$531,481.72
WATER RESERVE FUND	\$ 23,536.34
SEWER FUND	\$424,098.05
SEWER RESERVE FUND	\$ 23,536.36
SOLID WASTE FUND	\$ 4,338.10
BUSINESS DISTRICT FUND	\$335,312.48
MUNICIPAL STREET FUND	\$397,973.64
GOLF COURSE PETTY CASH	<u>\$ 425.00</u>
TOTAL	\$2,402,142.94

The quarterly investment report was approved on a motion by Bohls and seconded by Shepherd with all members in favor and motion passed.

The General Journal entries for December were approved on a motion by Bohls and seconded by Schmit with all members in favor and motion passed.

Chad Ries asked permission to close down the portion of 2nd Avenue east of the old elevator building when they get ready to tear it down. Chad estimated the road would be closed for ½ day. A motion by Shepherd and seconded by Schmit to approve the closing of 2nd Avenue. All members in favor and motion passed.

A motion by C. Ries and seconded by Olson to enter into executive session to discuss the salary resolution at 8:15 p.m. All in favor and motion passed. A motion by Barker and seconded by Schmit to return to regular session at 9:03 p.m. All in favor and motion passed.

A motion by Barker and seconded by Bohls to approve the following 2021 Salary Resolution with all members present in favor and motion passed.

2021 SALARY RESOLUTION

RESOLUTION #21-12

Mayor-\$2100 a year plus \$50 a meeting if in attendance

Councilman-\$1200 a year plus \$50 a meeting if in attendance

Rick Ries-\$3783.17 per month plus single rate paid on insurance, plus \$50 a meeting if in attendance, plus \$60 a weekend for on call services.

Sheila Gerhold-\$2898.74 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.

Neda Ries, \$15.00 per hour

Janice Schiernbeck-\$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-\$10.00

Golf Course Superintendent, Doug Gerhold \$34,440.56 per year plus single rate paid on insurance

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, Sheila Gerhold \$6,890.70 per year and \$11.25 per hour when working clubhouse.

Brian Ries, Mayor

ATTEST

Sheila Gerhold

Finance Officer

Passed and approved January 4, 2021

A motion by Barker and seconded by Shepherd to adjourn. The meeting adjourned at 9:06 p.m.

Sheila Gerhold

Finance Officer