

Castlewood City Council Special Meeting
July 20, 2021

The Castlewood City Council met on the above date at 6:00 p.m. with the following members present: Mayor Brian Ries, Jeanette Bohls, Jeff Shepherd, Heather Schmit, Chad Ries, Jenny Olson and Michelle Barker. Also present: LeeAnne Dufek and Marc Lewno.

The meeting was called to order by the mayor. The agenda was presented for approval. A motion by Olson and seconded by C. Ries to approve the agenda with all members present voting aye and motion passed.

The Pledge of Allegiance was led by Mayor Ries.

No one was present for public comment.

Meeting minutes from June 9, June 30 and July 6 meetings were presented for review. Motion by Barker and second from Schmit to approve all meeting minutes. All in favor, motion passed.

The following bills were presented and approved on a motion by Olson and seconded by Barker with all members present voting aye and motion passed:

GENERAL FUND: Wages 3628.65; SD Health Pool, group ins. 761.77; AFLAC, group ins. 87.58; ITC Communications, utilities 154.05; Brian Ries, cell phone 30.00; First Premier Bank, library rent 150.00; Bass Sanitation, utilities 30.00; Ottertail, utilities 2,331.37; Hamlin Co. Republican, publishing & advertising 449.90; Northwest Energy, utilities 48.84; Janice Schiernbeck, supplies 107.24; Hamlin County Auditor, police contract 3358.33; Pixie Acres Flower Farm 47.92; Main Street Checks 125.45; Office Peeps, supplies 143.45; Ship's Inn 150.00, gift certificates; Popham Construction, sweep streets 150.00; American Legion, flags \$150.00; Cut Rate Tree Service 306.12; Highway Improvement 11,155.37, crack sealing; Estelline Community Oil, 131.52 gas; Roy's Sport Shop, 44.99; Gracie Haug, wages, \$48.48; Castlewood Farmers Elevator, 51.00; Kent Popham, taco meat, 67.42; Becky Goens, supplies & tournament fees, \$429.88; Watertown Wholesale, candy, 791.26; Jason Tvedt, tournament fees, 207.30; Leslie Tvedt, tournament fees, 207.30; Alexis Antony, wages 227.87; Cory Akin, tournament fees, 350.00; Vicki Strait, wages, 609.51; A&D Graphics, signs, 884.00; Graphic Design, banners, 1000.00; Border States Electric, utilities, 1906.09. TOTAL GENERAL FUND DISBURSEMENTS: \$30,322.66

BUSINESS DISTRICT FUND: Castle Arts, 260.00; TOTAL BUSINESS DISTRICT FUND DISBURSEMENTS: \$260.00.

WATER FUND: Hawkins, Inc., supplies 2170.82; Ottertail, utilities 218.42; SD Public Health Laboratory, water testing 43.00; DANR Fiscal Office, 220.00; Logan Ronne, refund, 21.14. TOTAL WATER FUND DISBURSEMENTS: \$2,673.38.

SEWER FUND: ITC Communications, autodialer 39.83. TOTAL SEWER FUND DISBURSEMENTS: \$39.83

SOLID WASTE FUND: Bass Sanitation, contract 4950.00. TOTAL SOLID WASTE FUND DISBURSEMENTS: \$4950.00.

GOLF FUND: Wages 9,192.18; Ellwein Brothers, beer 1292.85; Porter Distributing, beer 1202.20; VGM Financial, cart lease 420.30; Allison Bruinsma, pop, supplies 109.56; Jeanette Bohls, pop, Gatorade

269.45; Rochelle Rudebusch, vacuum 298.19; ITC Telecommunications, utilities 162.37; SD Health Pool, group ins. 1393.21; Castlewood Corner Market, supplies, 109.45; Brookings Register, advertising, 100.00; Public Opinion, advertising, 40.00; NB Golf, 39.74; Coca Cola, 100.00; Ron's Saw Shop, repairs, 152.68; Dakota Portable Toilets, port a pot 195.00; Bass Sanitation, 210.00; Castlewood Locker, supplies 239.70; Ferguson Waterworks, 332.82; Dakota Tobacco, 345.88; Zimco Supply, chemicals & supplies 696.00; Watertown wholesale, supplies, 764.68; Doug's Service & Marine, repairs, 865.41; Estelline Coop, supplies 1365.34. TOTAL GOLF FUND DISBURSEMENTS: \$19,897.01

TOTAL DISBURSEMENTS, all funds: \$58,142.88

The mayor included the following items in his report: some people calling for campground reservations are under the impression that it is on a first come basis. After a brief discussion, the council would like to see it by reservation only. A class on the General Knowledge of Water Collection will be held August 3-5 in Aberdeen. Marc Lewno will be attending either in person or via Zoom meeting. The cost is \$60.00. Jeanette received pricing for pop and Gatorade from the Castlewood Corner Market. Mayor Ries would like to purchase these products locally even if we have to raise our prices at the golf course. The recent letter to the editor addressed to the mayor and council was also discussed since there was some inaccuracies in the letter. The mayor did talk with the city attorney and we had no choice but to accept the resignations. Rick is continuing to help Marc as needed.

C. Ries made a motion to go into executive session SDCL 1-25-2 (1) to discuss personnel at 6:18 p.m. Barker seconded the motion. All in favor, motion passed.

Council came out of executive session at 7:04 p.m.

Motion by Schmit to approve Rochelle Rudebusch moving to a leadership position at the Clubhouse and increasing her pay to \$16.00/hr. Second by C. Ries. All in favor, motion passed.

Discussion was held regarding purchasing new accounting software for the city office. The current utility and billing software do not work together, and the current billing software is outdated. The mayor shared some information he received from Connecting Point called Ultra's City Management System. This accounting package includes General Ledger, Cash Disbursements, Miscellaneous Receipts and Payroll. Add on packages include Utilities and Fixed Assets. The cost is approximately \$10,000 if all packages of the software are purchased. Many area towns are already using this software. The mayor asked everyone to review the information and be prepared to discuss at the August meeting.

CDs at First Premier bank are coming due. The new interest rates offered are: 0.61% for 4 years or 1.01% for 5 years. The city also has a savings account with First Premier currently earning 0.08% interest. First Premier offered a rate of 0.25% on the savings account if the account balance was between \$500,000 to \$1,000,000. The mayor will check with Citizen's State bank to see if they can match that rate. Currently the city money is split 68/32 with Citizen's having the majority. Motion by C. Ries to renew the CDs at First Premier at 1.01% for 5 years. Second by Barker. All in favor, motion passed.

A moving permit for a pre-built shed for Chelly Lewandowski was presented. Motion by Bohls to approve the permit. Second by Olson. All in favor, motion passed.

Discussion was held on Castlewood Days Activities. Portions of Main Street will be blocked off for a number of events. Porta potties have been ordered and the insurance is currently being working on.

The city agreed to pay for those two items at a previous meeting. At the June meeting, the Council voted to allow Ship's Inn to close part of 1st Ave on Friday, August 13 for Dueling Pianos. Ships asked the council if they could block off the west end of Main instead stating the lighting would be better. Motion by C. Ries to allow Ship's Inn to close the west end of Main for their event with the condition they wait until the Kid's Parade is done. Second by Olson. All in favor, motion passed.

Ship's Inn has also requested a special event liquor license requesting 2-3 additional mobile bars on Main Street during the street dance. C. Ries made a motion to allow one additional bar with a second from Barker. All in favor, motion passed.

The annual pet clinic has been scheduled for Saturday, July 31 from 9 a.m. – noon.

Discussion was held on the City's rubble site. The site will have designated hours of operation and is open to Castlewood city residents only. It was suggested that all residents present their ID and utility bill to use the rubble site. Anyone using the rubble site will also be required to sign an Entry log. Marc Lewno is also working on putting a list of items that are not accepted at the rubble site. Bohls made a motion to set the hours of operation as follows: Wednesdays 5:00 p.m. to 7:00 p.m. and Saturdays 9:00 am to 1:00 p.m. and to require IDs and bills for anyone not known to Travis. Second by Olson. All in favor, motion passed.

Rick Ries has been helping Marc in his new role and has requested to be paid \$25/hr for this time. Motion by Barker and second by Shepherd to pay Rick \$25/hr. All in favor, motion passed.

An update was given on the new football field. Parts for irrigation were ordered under the city's account but will be paid by the Grow Castlewood Committee.

Cash register voids from the golf course clubhouse were reviewed. Barker made a motion to accept the voids. Shepherd seconded. All in favor, motion passed.

A motion by Shepherd and seconded by Schmit to adjourn. The meeting adjourned at 8:10 p.m.