

Castlewood City Council Meeting
August 2, 2021

The Castlewood City Council met on the above date at 7:00 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, Greg Hentges, Cassidy Bauman and Marc Lewno.

The meeting was called to order by the mayor. The agenda was presented for approval. Shepherd asked to add pot holes and C. Ries ask to add Prairie Street update. A motion by Barker and seconded by Olson to approve the agenda with all members present voting aye and motion passed.

The Pledge of Allegiance was led by Mayor Ries.

Greg Hentges was present for public comment. Greg stated that the golf party on July 24th got out of control and he has also seen people urinating, underage drinking and people driving carts that are intoxicated and or underage. He would like to see the city do something before the course gets a bad reputation. His suggestions included an additional portable toilet and additional rules and/or more enforcement of current rules.

C. Ries also expressed his thanks to mayor Ries, Schmit and Bohls for all the extra time they have spent getting things done for the city.

Meeting minutes from the July 20, 2021, special meeting was presented for review. Motion by Barker and second from Schmit to approve. All in favor, motion passed.

The following bills were presented, and mayor Ries also asked for approval to pay Ottertail, HD and Visa which we haven't received yet. There is also a Rural Development payment of \$1237 due later this month along with City Sales Tax. Motion to approve the bills presented and also the others requested by the mayor was made by C. Ries with a seconded by Olson. All members present voting aye and motion passed:

GENERAL FUND: Wages 3032.76; ITC Communications, utilities 150.67; Brian Ries, cell phone 30.00; Ottertail, utilities 3982.61; Hamlin Co. Republican, publishing & advertising 367.49; Northwest Energy, utilities 266.12; Janice Schiernbeck, supplies 113.16; Hamlin County Auditor, police contract 3358.33; Office Peeps, supplies 101.48; Creative Rewards, plaques 150.00; Lew's Fireworks 1500.00; Demco, library supplies, 164.96; Castlewood Corner Market, 50.93, supplies; Roy's Sports Shop, baseballs, 135.00; Marc Lewno, cell phone, 30.00; JW Roll Off Service, dumpster, 575.94; Visa, 984.75. TOTAL GENERAL FUND DISBURSEMENTS: \$14,994.20

MUNICIPAL STREET FUND: Burchatz Construction, Warrior Road curb & gutter, 15,045.09; Banner Engineering, Warrior Road, 1014.25. TOTAL MUNICIPAL STREET FUND DISBURSEMENTS: \$16,059.34

WATER FUND: Wages, 1301.7; Hawkins, Inc., supplies, 2580.99; SD Public Health Laboratory, water testing, 41.00; SD One Call, locating, 47.25; Jeanette Bohls, stamps, 271.00; Marc Lewno, supplies, 9.60; Ottertail, utilities 249.83;. TOTAL WATER FUND DISBURSEMENTS: \$4,501.37

SEWER FUND: ITC Communications, autodialer 39.83; Ottertail, utilities, 283.63. TOTAL SEWER FUND DISBURSEMENTS: \$323.46

SOLID WASTE FUND: DANR – Fiscal Office, 60.00. TOTAL SOLID WASTE FUND DISBURSEMENTS: \$60.00.

GOLF FUND: Wages 9727.31; ITC Telecommunications, utilities, 166.24; SD Health Pool, group ins. 636.44; Doug Gerhold, supplies, 339.98; Allison Bruinsma, pop, 57.28; Rochelle Rudebusch, pop, 259.02; Jeanette Bohls, pop, 39.32; Castlewood Building Supplies, supplies, 84.25; Gerhold Brothers, sand, 478.44; Coco Cola, 275.00; Castlewood Corner Market, supplies, 63.48; Public Opinion, advertising, 40.60; NB Golf, repairs, 411.11; Dakota Portable Toilets, port a pot 195.00; Castlewood Locker, supplies 429.33; Ferguson Waterworks, 240.48; Watertown wholesale, supplies, 456.83; Visa, 726.86. TOTAL GOLF FUND DISBURSEMENTS: \$14,626.97

TOTAL DISBURSEMENTS, all funds: \$50,565.34

The mayor stated that the balance sheet is missing disbursements this month since the last day of July fell on a weekend.

Marc Lewno reported that things are going well so far with the new job. He has installed about 16 new water meters.

Discussion was held again regarding purchasing new accounting software for the city office. The mayor did check with Connecting Point and their software does not include an online payment portal. Marc also stated that the new water meters do now work with our current software. He was told the gray meters we had previously installed are now obsolete. The new yellow meters he is installing will need to be manually read. Connecting Point is willing to come and give a demo of the software and the mayor will work with them to set it up.

Citizens State Bank did match the 0.25% rate that First Premier offered on our savings account but the mayor would still like to see some money transferred from Citizens to First Premier. Currently the city money is split 68/32 with Citizen's having the majority. Motion by Bohls to transfer \$200,000 from Citizens to First Premier. Second by Olson. Schmit abstained with the remaining councilmen voting aye. Motion passed.

C. Ries reviewed a quote he received for adding water and sewer to the campground. The quote for running water to the campground included 12 hydrants and was \$4495. Sewer quote was \$3442. The quotes are for materials only. If we decide to do all or part of this, the council could add it to the 2022 budget. Raising rates to cover the costs was also discussed. For now, C. Ries will work to get quotes for the digging and labor.

Motion was made by Olson to accept hiring Cassidy Bauman as the new Finance Officer. Second by Barker. All in favor, motion passed. Cassidy will start on August 31, 2021, and her starting wage will be \$22/hr.

The Finance Officer position is also an appointment position and after some discussion with Cassidy the mayor asked the council to consider moving this to a hired position. As a hired position, there would be less worry as new administrations are elected. For this to change, our current ordinance would have to be updated according to regulations. More discussion will be held at the September meeting.

Mayor Ries asked the council to consider paying Schmit, Bohls and himself for the hours they are working to complete city and golf course duties. C. Ries made a motion to pay \$15/hr for hours worked. Second by Barker. All in favor, motion passed.

Discussion was held again regarding the golf course purchasing locally. The reason for purchasing from Wal-Mart has been because it was cheaper. Currently we are paying a golf course employees for their time (approximately 2hrs) to travel to Watertown and we are also paying sales tax. It only makes sense to start purchasing locally.

The mayor stated he would like to get credit cards issued for Cassidy and Marc and also one for the golf course. He will also check to see if these accounts can be separated for easier reconciliation. Motion by C. Ries to approve three credit cards. Barker seconded the motion. All in favor, motion passed.

Mayor Ries has also gotten a quote from ITC to upgrade the phone system at the city office and add internet access to the maintenance building. Currently we pay \$170 per month for our current services. The new rate to go to \$240/month. There would also be a one time installation and training fee. C. Ries made a motion to approve the upgrade with a second from Olson. All members voting aye and motion passed.

Bohls requested that a new vacuum be purchased for the community building. Motion by Barker to approve the purchase of a vacuum around the same price as the golf course's new vacuum (\$300) with a second from Schmit. All in favor, motion passed.

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

General Ledger receipts were presented. Motion by Schmit to approve and second by Shepherd.

Discussion was held on pot holes throughout the city. Marc stated he should be able to do this repair work and will get quotes for cold mix.

Options to repair/fix the problem on east Prairie Street were discussed. The problem is that the water does not drain to the sides of the road but runs to the middle and then washes away the gravel in front of Clint Davis' garage. It was decided to have Banner Engineering look at the area to get solutions to fix the road and drainage correctly.

A motion by Schmit and seconded by Shepherd to adjourn the meeting at 8:23 p.m.

Jeanette Bohls
Council President