

Castlewood City Council Meeting
September 9, 2021

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: Richard and Lois Wiarda, LeeAnne Dufek, Cassidy Borer, and Marc Lewno.

The meeting was called to order by the mayor. The agenda was presented with Schmit adding city water and a motion of approval was made by Bohls and seconded by C. Ries. All members present voting aye and motion passed.

The pledge of allegiance was led by the mayor.

No public comments were presented.

Meeting minutes from the August 2, 2021 meeting and the August 10, 2021 special meeting were presented for review. Bohls made mention to change August 10th minutes to state the date change for the second reading of the International Property Maintenance Code Ordinance from September 7, 2021 to September 8, 2021. Schmit presented questions regarding the VISA payment. Statement and vouchers were presented. Meeting minutes were asked for approval. A motion was made by C. Ries and seconded by Barker. All members present voting aye and motion passed.

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

GENERAL FUND: Wages 5042.94. Brian Ries, cell phone 30.00. Marc Lewno, cell phone 30.00. Craig Horn, tournament fee reimbursement 207.30. Hamlin County Republican, publishing 121.33. Hamlin County Auditor, police contract 3358.33. ITC, utilities 828.26. Northwestern Energy, utilities 59.74. Ottertail, utilities 2681.38. Office Peeps, supplies 329.48. Demco, supplies 164.96. Mac's Hardware, supplies 229.99. Bass Sanitation, services 30.00. Castlewood Building Supplies, supplies 146.70. Castlewood Elevator, supplies 352.45. Castlewood Arts Council, donation 300.00. First Premier Bank, rental 300.00. JW Roll off Service, services 324.16. Popham Construction, repairs 300.00. Roy's Sport Shop, rec 400.00. Strait Insurance, insurance 424.05. VISA, supplies 61.57. TOTAL GENERAL FUND DISBURSEMENTS: \$15722.64.

GOLF FUND: Wages 7140.32. Allison Bruinsma, reimbursement 31.90. Auto Value, supplies 235.98. Castlewood Building Supplies, supplies 19.50. Castlewood Corner Market, pop 7.97. Castlewood Elevator, supplies 720.98. Castlewood Locker, candy 353.23. Coca Cola 225.00. Creative Rewards, supplies 7.46. Dakota Portable Toilets, supplies 845.00. Dakota Tobacco, tobacco 1064.54. Department of Revenue, operating expense 2148.26. Doug's Service & Marine, services 2255.46. Estelline Coop, supplies 4013.39. Ferguson Waterworks, supplies 240.48. Hamlin County Republican, miscellaneous 266.71. HD Electric, utilities 955.62. ITC Communications, utilities 162.28. Menards, equipment 599.99. NB Golf Carts, services 1077.09. Office Peeps, supplies 136.40. Ron's Saw Shop, supplies 69.96. SD Health Pool, insurance 1395.71. Stan Houston Company, supplies 95.96. USGA, subscriptions 150.00. Watertown Wholesale, candy 539.66. Winsupply, supplies 297.61. Zimco Supplies, supplies 448.00. TOTAL GOLF FUND DISBURSTMENTS: 25556.46.

SEWER FUND: Menards, supplies 243.25. Ottertail, utilities 54.63. TOTAL SEWER FUND DISBURSEMENTS: 297.88.

SOLID WASTEWATER FUND: Bass sanitation, services 4950.00. Department of Revenue, operating expense 351.53. TOTAL SOLID WASTEWATER DISBURSEMENTS: 5301.53.

WATER FUND: Salaries, 2988.84. Marc Lewno, reimbursements, 212.16. Banner and Associates, services 10000.00. Hawkins, services 2027.58. Ottertail, utilities 439.64. SD Health Pool, insurance 2786.42. SD One Call, services 47.25. SD Public Health Laboratory, services 108.28. Winwater, services 467.80. TOTAL WATER FUND DISBURSEMENTS: 19077.97.

TOTAL DISBURSEMENTS OF ALL FUNDS: 65956.48.

Mayor's report. The mayor provided an update regarding the new city street signs. Any questions or concerns to be directed to Marc and to be documented. Finance officer will start sending council meeting minutes via mail/email again. Need to discuss pay for umpires and see what other cities pay. The city is getting an infrastructure/COVID payment for \$140,000. This will come in two payments. Could look at using these funds for a multitude of projects.

Finance report. Borer updated council that the liquor report for August is not completed, but the two months will be presented at the next meeting. 2022 budget will need to be completed by October 1, 2021, so at least 2 additional meetings will be needed before the cut off date. Borer also asked for council approval to create a city Facebook page for any city updates. Page will be created in the upcoming weeks and managed by Borer. Borer also spoke about possibly updating the water bill policy; when are payments late? When do we disconnect? Council asked Borer to come up with a plan and present it to council at the next meeting. Lastly, the push to complete the city's medical marijuana ordinance will need to be finalized. A meeting schedule will be put together.

Maintenance report. Lewno addressed many water concerns. There was a hole in well 2 that has since been fixed and should take care of the manganese spots that have been in the water. If there are any further issues Lewno urged citizens to call him so he can inspect the water before it creates a problem for homeowners. Lewno mentioned that the well will need attention and repair in the next few years. He also spread about 1 ton of fill to take care of most of the potholes around the city.

Accounting/Utility software. Borer presented a proposal for new accounting and utility software from Connecting Point. Borer will research and see if the infrastructure money can be used to purchase software and new computers. Motion to approve new software was made by Barker and seconded by Bohls. All members present voting aye and motion passed.

Campground. Water/Sewer quote is still needing to be obtained.

Second reading for the International Maintenance Code Ordinance was presented for approval. Motion made by Bohls and seconded by Olson. All members present voting aye and motion passed.

Wellness Center update was given by Rich and Lois Wiarda.

Medical Marijuana Ordinance discussion was held. Meeting timeframe will be set up by Borer and sent to council.

Tree donation. Tom McEldowney would like to donate a tree to the city. Lewno will discuss it further and get quotes for tree removal.

New sander/spreader for the snow plow. Lewno asked the council for approval to purchase. Motion made by Shepherd and seconded by C. Ries. All members present voting aye and motion passed. Lewno may come to council next meeting with a quote to fix cylinders for the truck.

Sand/salt storage update made by Lewno and Shepherd. Walls and floor may need to be rebuilt. Relocation may also be discussed.

Banner Engineering Drone imagery. Banner came to the mayor asking if the city would like new updated imagery and maps taken with their drone. Lewno also stated that SD Rural Water has offered something similar. Both will get quotes and come back for discussion.

Dog ordinance. Schmit asked council to consider updating our Dog Ordinance. Council will follow up with other cities on their current ordinances.

Homecoming fireworks. A proposal was made for fireworks for the Homecoming football game on Friday, September 24, 2021. Proposal approved and a motion was made by Barker and seconded by Olson. All members present voting aye and motion passed.

Playground move update. Lewno will need to submit locates to see if the city can move the playground located by the softball fields.

Approve new hire. Council approved the city to hire a part time maintenance worker. Motion was made by Barker and seconded by Bohls. All members present voting aye and motion passed.

Golf course credit card machine discussion took place. Quotes on a way to fix the speed will be obtained and presented.

4th Ave trees. Shepherd addressed the concerns on many overhanging trees on 4th Ave going through town. Marc will look at a solution so they do not become a problem for snow removal this winter.

Motion by C. Ries and seconded by Barker to go into executive session at 8:45 p.m.

Council was out of executive session at 9:15 p.m.

Council approved new hire for golf course, Sheila Gerhold, at a wage of 12.50/hr. Motion was made by C. Ries and seconded by Shepherd. All members present voting aye and motion passed.

Cash register voids were approved. Motion by C. Ries and seconded by Barker. All members present voting aye and motion passed.

General Journal entries were approved with a motion made by Shepherd and seconded by C. Ries. All members present voting aye and motion passed.

Motion by Schmidt and seconded by Olson to adjourn meeting at 9:18 p.m.

Cassidy Borer
Finance Officer