

Castlewood City Council
June 3, 2019

The Castlewood City Council met in regular session on the above date at 7:30 p.m. with the following members: Ryman Dockter, Jeanette Bohls, Jenny Olson, Heather Schmit, Jeff Dahl, Shawn Mullaney and Mayor Brian Ries. Also present: Rick Ries, Sheila Gerhold, Jeff Shepherd, Rich & Lois Wiarda, Chelly Lewandowski, LeeAnne Dufek, Deb Mack and Todd Boyd.

The mayor called the meeting to order.

The agenda was approved with the following items added: Snow Plow Update and Castlewood Days request. The agenda was approved on a motion by Schmit and seconded by Dockter with all members present in favor and motion passed.

The mayor led the Pledge of Allegiance.

The minutes of May 6th, 2019 were approved on a motion by Mullaney and seconded by Bohls with all members present in favor and motion passed.

The following bills were presented and ordered paid on a motion by Dockter and seconded by Schmit with all members present voting aye and motion passed:

GENERAL FUND: Wages 5407.91; SD Health Pool, group ins. 1395.80; Delta Dental, group ins. 82.40; AFLAC, group ins. 87.58; SD Retirement Systems, retirement 952.60; First Premier Bank, library rent 150.00; Bass Sanitation, garbage haul 15.00; Richard Ries cell phone 30.00; Brian Ries, cell phone 30.00; Office Peeps, supplies 108.25; Watertown Wholesale, concession supplies 454.03; Menard's, supplies 58.89; Northwest Energy, utilities 154.12; Titan Machinery, repairs 4558.41; Hamlin County Auditor, police contract 3250.00; Castlewood Building Supplies, supplies 1490.49; Fastenal, supplies 286.66; Ottertail, utilities 2495.41; Barnes & Noble, books 22.39; Janice Schiernbeck, books 23.96; Christian Book Distributors, books 133.56; Hamlin Co. Republican, publishing 150.30; Dave Wernke, refund 140.00; Roy's Sport Shop, recreation equipment 939.79; Boyd Law Firm, professional fees 276.85; Castlewood Corner Market, supplies 81.31; Stan Houston Co., supplies 37.95; Ron's Saw Shop, repairs 47.96; Gerhold Brothers, push dump up 350.00; Hamlin Co. Highway Department, snow removal 106.50; Mark Wilson, recreation supplies 168.24; Castlewood Elevator, supplies 48.72; Electronic Federal Tax Payment, ss & wh 1461.60; H-D Electric, utilities 19.18.
TOTAL GENERAL FUND DISBURSEMENTS: \$25,015.86.

BUSINESS DISTRICT FUND: Boyd Law Firm, professional fees 522.00.

MUNICIPAL STREET FUND: Boyd Law Firm, professional fees 36.00.

WATER FUND: Justin Ries, wages 110.82; Electronic Federal Tax Payment, ss & wh 18.36; Visa, postage 6.30; Rural Development, payment 1237.00; SD One Call, locates 8.40; Hawkins, Inc., supplies 1253.65; SD Public Health Laboratory, water testing 28.00; Ottertail, utilities 172.23.
TOTAL WATER FUND DISBURSEMENTS: \$2834.76.

SEWER FUND: Ottertail, utilities 922.43; Dakota Pump & Control, auto dialer for lift station 3787.93.
TOTAL SEWER FUND DISBURSEMENTS: \$4710.36

SOLID WASTE FUND: Bass Sanitation, contract 3950.00; Department of Revenue, sales tax 268.52.
TOTAL SOLID WASTE FUND DISBURSEMENTS: \$4218.52.

GOLF FUND: Wages 4408.66; Chelsea Ruesink, wages 332.46; Erin Ruesink, wages 108.52; Mary Ellen Black, wages 61.42; Neil Dvorak, wages 368.48; Jim Janssen, wages 440.74; SD Retirement Systems, retirement 666.72; SD Health Pool, group ins. 583.98; Watertown, Wholesale, supplies 217.89; Public Opinion, advertising 40.00; Walt's Homestyle Foods, candy 70.00; Castlewood Corner Market, supplies & food 104.93; Castlewood Locker, food 236.84; Nivel Parts, repairs 341.84; Sturdevant's, repairs 45.50; Office Peeps, supplies 48.46; Stan Houston Co., supplies 189.99; Jim Janssen, mileage 48.72; Dakota Tobacco, tobacco 298.22; Coca Cola, pop 90.00; Zimco Supply, supplies 656.50; Kelly's Tree Service, cut down a tree and grind stumps, 150.00; Menard's, supplies 53.44; Dakota Portable Toilets, port a pot 195.00; Electronic Federal Tax payment, ss & wh 1456.37; TSYS Merchant Solutions, credit card fees 406.94; H-D Electric, utilities 736.11; Ellwein Brothers, beer 687.20; Department of Revenue, sales tax 1442.82; Johnson Brothers, liquor 377.59; Porter Distributing, beer 290.40; Republic National, liquor 172.07; Visa, pop 167.00; VGM Financial, cart lease 420.30.
TOTAL GOLF FUND DISBURSEMENTS: \$15,915.11

TOTAL DISBURSEMENTS, all funds: \$53,252.61.

Public Comments: Sheila Gerhold stated that the Dahl family gave the Castlewood Golf Course donations for \$99.00 to purchase flowers and \$399.00 to do a cart path or plant trees.

Mayors Report: The city council will have their picture taken next month for the city website. The mayor read a proclamation for Deb Mack's retirement and he also proclaimed June 7th as Deb Mack Day.

The building permits for June were James Boyd-deck; Larry Goens-utility shed; Loren Mack-deck.

Public Nuisances were discussed. The city council was given a copy of an ordinance from the City of Henry. Discussion was also held on two basements in town that are not being built on.

Sidewalks were discussed. The council plans on reviewing our existing sidewalk ordinance next month. A motion by Dahl and seconded by Dockter to put a notice in the paper concerning sidewalks. All in favor and motion passed.

Discussion was held on the siren. The old siren is getting fixed and the city has a better chance of getting grant money if the siren is in a different location. The finance officer is to call the siren company and see if they will come and test the best position for a new siren. A motion by Bohls and seconded by Olson to apply for the disaster mitigation grant for a new siren. All in favor and motion passed.

Clean up Days for the City of Castlewood will be June 24th through June 29th. Residents must obtain a key on weekdays and Rick will have the rubble site open on Saturday from 7:00 a.m. to noon.

Chip Sealing was discussed. The chip sealing companies are way behind and Rick was unable to have anyone show to give any quotes. A motion by Dockter and seconded by Dahl to allow \$50,000 worth of chip sealing done for the summer. All in favor and motion passed.

The special exception hearing for Chelly Lewandowski was held. Her special exception request is to make an apartment using the upper floor of her business. Letters were sent to all landowners within 150' of the property. No one appeared in opposition so on a motion by Mullaney and seconded by Dahl with all members present voting aye the special exception was approved.

The Grow Castlewood committee attended the city council meeting to give an update on their progress. Discussion was held on locating a football field east of the baseball field where the tractor pull is held. They are setting up a Castlewood Community Foundation so they will be able to take donations and people will be able to use it as a tax deduction. They could apply for grant through FEMA to build a tornado shelter with showers and bathroom which could also be used by the campers at the campground. They are asking the city if they are interested in donating this land. Discussion was also held on a splash park down by the baseball/softball field complex. A wellness center is also being discussed to be situated north of the assisted living. The committee is also going to the School Board meeting to give an update.

Lonny Junker is interested in rezoning his property located on Highway 22. The property is zoned Highway Commercial and he would like to rezone it to residential. The finance officer will have to put a notice in the paper and send letters out. Two readings will have to be done to change the zoning ordinance.

Resolution #19-01 was read. It is a media policy for the City of Castlewood. A motion by Bohls and seconded by Schmit to approve the resolution. Roll call vote: Aye: Bohls, Olson, Schmit, Mullaney, Dockter. Nay: Dahl. Majority in favor and motion passed.

A motion by Dockter and seconded by Bohls to approve \$1500 for fireworks. They will be done on July 3rd and in case of rain the fireworks would be moved to Castlewood Days celebration. All in favor and motion passed.

Discussion was held on the housing grant in place. Councilman Bohls felt anyone getting the grant should have to live in it and a person may only get the grant one time. Discussion was held on the policy but no action was taken.

Water study update. The engineers are working on the water study but discussion was held on all the irrigation systems running in town. A notice will be put in the paper asking residents with irrigation systems to please be done watering by 5:00 a.m. There are residents that are having issues with water pressure in certain areas of town.

The mayor discussed zoning. He stated that if two councilmen were on the zoning board they would not be able to vote on any zoning issues which would not leave enough board of adjustment members to pass special exceptions or variances. The mayor discussed having 7 residents from the community to sit on a board of adjustments. The mayor appointed Sheila Gerhold as Zoning Administrative Official and the mayor will look over all building permits. A motion by Dahl and seconded by Dockter to approve the appointment with all members present in favor and motion passed.

A request to give Vicki Strait a city credit card so she may purchase pop and supplies for the concession stand. A motion by Dahl and seconded by Olson to approve the request. All in favor and motion passed.

Discussion was held on the city receiving credit card payments for money owed to the city. A company called Gov.pay.net has a free service at no cost to the city. 2.60% is paid by the credit card holder. A motion by Dahl and seconded by Bohls to approve the credit card company with all members present in favor and motion passed.

Recreation coaches are as follows: Caleb DeKam-t ball boys; Kyle Kooima 8 & under boys; Austin Tvedt 10 & under boys; Kyle Kooima 12 & under boys; Jacob Tvedt Teeners. Dallas Sikkink t-ball girls; Mark Wilson 10 & under girls; Cory Akin 10 & under girls; Karen Akin 12 & under girls. Coaches with teams playing in Castlewood get paid \$450. Coaches playing in Watertown get paid \$425. Darah DeKam will be doing Art; Triston Nielsen will be doing basketball and various activity; Layce Kooima will be doing golf. Discussion was held on the use of the batting cage. Anyone using the batting cage must be over 18 years old or anyone younger must be accompanied by an adult or a coach. A sign will be made to hang on the batting cage stating this.

The following golf course employees were hired for the clubhouse: Rochelle Rudebusch \$10.00 per hour and Paige Olson \$9.50 per hour. A motion by Schmit and seconded by Mullaney to approve the new employees with all members present in favor and motion passed.

Old Business: The finance officer applied for the mosquito grant and the council would like to see the finance officer give a report every month.

Next agenda items will be sidewalk ordinance, the city website needs to be updated on the businesses listed on there.

A motion by Dockter and seconded by Dahl to approve the May General Journal entries. All in favor and motion passed.

Snow Plow Update: The State of North Dakota has a snow plow for sale that would work well for the city. Shawn Mullaney is going to go and look at it. The auction is an online auction so on a motion by Dockter and seconded by Schmit to allow Mullaney to bid up to \$35,000 for the plow. All in favor and motion passed.

The Castlewood Days Committee is asking the city to allow a sip and pedal during the Castlewood Days Celebration. A motion by Bohls and seconded by Olson to approve the request. All in favor and motion passed.

A motion by Schmit and seconded by Dockter to enter into executive session to discuss contractual agreement and personnel at 9:30 p.m. Sheila Gerhold, Rick Ries and Todd Boyd attended the executive session. The personnel portion of the executive session was attended by city council members only. The mayor declared the board out of executive session at 10:44.

A motion by Bohls and seconded by Dockter to adjourn. The meeting adjourned at 10:45 p.m.

Sheila Gerhold
Finance Officer