

**Castlewood City Council  
January 2, 2017**

The Castlewood City Council met in regular session on the above date at 7:30 p.m. with the following members present: Mayor Paul Friske, Shawn Mullaney, Jeff Dahl, Jeff Shepherd, Greg Dobbs, Brian Ries and LeeAnne Dufek. Also present: Rick Ries, Sheila Gerhold, Adam and Jennifer Rudebusch and Doug Gerhold.

The meeting was called to order by the mayor.

A motion by Dobbs and seconded by Ries to approve the agenda with all members present voting aye and motion passed.

The minutes of December 5<sup>th</sup>, 2016 were approved on a motion by Mullaney and seconded by Dobbs with all members present voting aye and motion passed.

The following bills and the finance officer also asked approval to pay Ottertail when the bills were received were approved on a motion by Dufek and seconded by Shepherd with all members present voting aye:

GENERAL FUND: Wages 300.14; Justin Ries, wages 277.05; Paul Friske, cell phone 30.00; Bass Sanitation, Inc., garbage haul 15.00; First Premier Bank, library rent 150.00; Hamlin Co. Republican, publishing 86.27; Hamlin Co. Auditor, police contract 3141.67; ITC Communications, telephone 294.44; Hamlin Highway Department, sand/salt 1782.20; Northwest Energy, utilities 338.41; Janice Schiernbeck, books 30.59; Office Peeps, supplies 88.93; Service Master, clean carpets 92.96; Lonny's Service, furnace repair 288.54; Colonial Research Chemical, supplies 270.13; Menard's, supplies 76.46; Fastenal, supplies 66.46; Electronic Federal Tax Payment, ss & wh 95.62; Ottertail, utilities 2057.39.  
TOTAL GENERAL FUND DISBURSEMENTS: \$9,482.26.

BUSINESS DISTRICT FUND: Wages 1953.06; SD Health Pool, group ins. 674.55; AFLAC, group ins. 96.68; Delta Dental, group ins. 40.20; SD Retirement Systems, retirement 303.00; Electronic Federal Tax Payment, ss & wh 509.53.  
TOTAL BUSINESS DISTRICT FUND DISBURSEMENTS: \$3577.02

MUNICIPAL STREET FUND: Boyd Law Firm, professional fees 210.00.

WATER FUND: Richard Ries, cell phone & postage 36.61; Applied Software, update utility software 1838.75; Boyd Law Firm, professional fees 93.00; Board of Operator Certification, renewal 12.00; Gerhold Brothers, repairs 918.00; Department of Revenue, water testing 28.00; SD One Call, locates 12.60; Rural Development, payment 1237.00.  
TOTAL WATER FUND DISBURSEMENTS: \$4175.96.

SEWER FUND: Wages 2659.94; Delta Dental, group ins. 40.20; SD Retirement System, retirement 407.44; SD Health Pool, group ins. 674.55; Board of Operator Certifications, renewal 12.00; SD Department of Environment, wastewater fee 50.00; Electronic Federal Tax Payment, ss & wh 791.49.  
TOTAL SEWER FUND DISBURSEMENTS: \$4,635.62.

SOLID WASTE FUND: Bass Sanitation, Inc., contract 3800.00; Department of Revenue, sales tax 262.11.  
TOTAL SOLID WASTE FUND DISBURSEMENTS: \$4062.11.

GOLF FUND: Wages 2321.50; SD Retirement Systems, retirement 360.00; SD Health Pool, group ins. 564.44; Gerhold Brothers, stump removal 76.50; Service Master, clean carpets 338.52; ITC Communications, telephone 10.54; Electronic Federal Tax Payment, ss & wh 728.00; TSYS Merchant Solutions, credit card fee 61.37.

TOTAL GOLF FUND DISBURSEMENTS: \$4460.87.

TOTAL DISBURSEMENTS for 2016, all funds \$30,603.84.

#### 2017 Bills

GENERAL FUND: SDML Workmen's Comp, work comp 978.00; SD Municipal League, dues 789.94; SD Governmental Finance Officer assoc., dues 40.00; SD Municipal Street Maintenance, dues 35.00.

TOTAL GENERAL FUND DISBURSEMENTS: \$1842.94.

WATER FUND: SDML Workmen's Comp, work comp 694.00; Ottetail, utilities 110.08.

TOTAL WATER FUND DISBURSEMENTS: \$804.08.

SEWER FUND: SDML Workmen's Comp, work comp 694.00; Ottetail, utilities 161.93.

SEWER FUND DISBURSEMENTS: \$855.93.

GOLF FUND: SDML Workmen's Comp, work comp 598.00.

TOTAL 2017 DISBURSEMENTS: 4100.95.

The second reading for Ordinances 16-6 and 16-7 regarding water and sewer rates was approved on a motion by Dufek and seconded by Ries with all members present in favor and motion passed.

The special exception hearing for Adam and Jennifer Rudebusch to operate a Massage Therapy Studio out of their home was held. The letters were sent to any landowner within 150' and there wasn't anyone present in opposition of the home occupation. A motion by Dobbs and seconded by Dahl to approve the special exception permit with all members present in favor and motion passed.

The Investment report for the 4<sup>th</sup> quarter of 2016 was presented and approved on a motion by Dobbs and seconded by Ries with all members present voting aye and motion passed.

A motion by Dobbs and seconded by Dufek to approve the following city monies as of December 31, 2016

GENERAL FUND	\$446,539.43
GOLF FUND	\$ 7,603.20
WATER FUND	\$396,708.73
WATER RESERVE	\$ 23,536.34
SEWER FUND	\$240,203.77
SEWER RESERVE	\$ 23,536.36
SOLID WASTE FUND	\$ 60.38
BUSINESS DISTRICT FUND	\$174,468.38
MUNICIPAL STREET FUND	<u>\$256,860.69</u>
TOTAL CITY MONIES	\$1,569,517.28

A golf course report was presented to the city council. The golf course ended the year with a \$4,884.32 profit and has a cash balance of \$7,603.20. The City purchased advertising in the Mailbox Money which

had a card for people to golf 9 holes and ½ cart for \$10. There were 101 of the cards used at the golf course throughout the year.

A form for Enhanced Crime Insurance Coverage which is insurance to bond the mayor, finance officer, councilman and employees was presented. The city purchases this insurance from Arlington Insurance Agency. The council gave the mayor the authority to have the mayor sign the form denying coverage from South Dakota Public Assurance Alliance.

The cabinet in the city office is falling apart. The finance officer obtained a quote from Mack Cabinets to build one. The quote was for a cabinet 44 inches wide, 72 inches tall and 24 inches deep for a cost of \$1122.00. A motion by Dobbs and seconded by Dufek to have Mack Cabinets build the new cabinet with all members present in favor and motion passed.

The lawn mower quote for the street department was presented. The quote is from Schuneman's Equipment in the amount of \$19,700 for a John Deere 1435 Commercial Front Mower. The oldest John Deere Commercial Front Mower will go to the golf course to be used. A motion by Dobbs and seconded by Dahl to approve the purchase of the new mower with all members present voting aye and motion passed.

The city is due for an audit of fiscal years 2015 and 2016. The council agreed to have the SD Department of Legislative Audit do the city audit again.

A letter from Harry Boner concerning the projectors was read. He stated because of the way the community building is constructed he is unable to hang the projectors from the ceiling. The projectors will be used as portable units.

There was someone interested in a lot at the Industrial Park. A motion by Dufek and seconded by Ries to sell the lot for a purchase price of \$5,000. All in favor and motion passed.

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

A motion by Dufek and seconded by Ries to enter into executive session at 8:12 p.m. to discuss personnel wages. All in favor.

A motion by Dobbs and seconded by Ries to return to regular session at 8:33 p.m. with all in favor and motion passed.

A motion by Mullaney and seconded by Dufek to approve the following 2017 Salary Resolution with all members present in favor and motion passed:

#### 2017 SALARY RESOLUTION

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

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

Rick Ries-\$3394.26 per month plus single rate paid on insurance, plus \$50 a meeting if in attendance, plus \$50 a weekend for on call services.

Sheila Gerhold-\$2600.75 per month plus \$50 a meeting if in attendance, plus single rate paid on insurance.

Justin Ries, \$50 per weekend on call and \$15.00 per hour for any hours worked on call.

Neda Ries, \$15.00 per hour  
Janice Schiernbeck-\$325 a month for librarian  
Mayor-Cell phone allowance \$30.00  
Maintenance Man-Cell phone allowance \$30.00  
Mileage – same as state rate  
Meals-Breakfast –same as state rate  
Recreation coach-\$400 per team  
Various Activities Recreation Employee, \$10 per hour  
Concession Stand employee-minimum wage  
Golf Course Superintendent, Doug Gerhold \$30,900 per year plus single rate paid on insurance  
Clubhouse employee \$9.00-\$10.00 per hour determined by clubhouse manager and approved by city council  
Golf Course Ground employee \$10.00-\$11.00 per determined by Golf Course Superintendent and approved by city council  
Clubhouse Manager, Sheila Gerhold \$6,180 per year

A motion by Dobbs and seconded by Mullaney to adjourn. The meeting adjourned at 8:37 p.m.

Sheila Gerhold  
Finance Officer