

**Castlewood City Council
September 11, 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, Ryman Dockter, Jeff Shepherd, Heather Schmit, Brian Ries, Jeff Dahl and Shawn Mullaney. Also present: Rick Ries, Sheila Gerhold, Jim and Joan McElhane, Breanna Beebe, Alisha Nielsen, Jeff McCormick and Terry Aaker.

The meeting was called to order by the mayor.

The agenda was presented for approval. Items asked to be added were chip sealing and to add discussion on an industrial park lot. A motion by Dockter and seconded by Mullaney to approve the revised agenda with all members present in favor and motion passed.

The minutes of August 7th, 2017 were approved on a motion by Shepherd and seconded by Mullaney with all members present voting aye and motion passed.

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

GENERAL FUND: Wages 300.14; Neda Ries, wages 335.93; Abbey Strait, wages 115.83; Richard Ries, comp time pay 2993.63; Electronic Federal Tax Payment, ss & wh 1116.54; H-D Electric, street lighting 18.80; SD Retirement Systems, retirement 470.50; Paul Friske, cell phone 30.00; Bass Sanitation, garbage haul 15.00; First Premier Bank, library rent 150.00; ITC Communications, telephone 151.30; Castlewood Corner Market, supplies 151.21; Estelline Coop Oil, fuel 330.93; Fastenal, supplies 66.97; Northwest Energy, natural gas 49.32; Arlington Insurance Agency, Castlewood Days ins. 1103.75; Junkier Trucking, supplies 90.00; Roy's Sport Shop, supplies 1167.86; Hamlin Co. Register Deeds, easement copy 3.00; Bituminous Paving, seal coating 56,118.37; Popham Construction, street sweeping 150.00; Office Peeps, supplies 160.24; Sheila Gerhold, popcorn popper repairs 80.00; Dakota Portable Toilets, port a pots 670.00; P3 Electric, repairs 1133.42; Pipe Masters, septic tank, 280.00; Hamlin Co. Republican, publishing 125.59; Janice Schiernbeck, books 20.00; Team Electronics, speakers-storm damage 1040.00; Mac's Inc., supplies 33.81; Boyd Law Firm, professional fees 150.00; Ottertail, utilities 2043.82; Hamlin Co. Auditor, police contract 3141.67; Menard's, supplies 244.45; Castlewood Elevator, supplies 392.67; Watertown Wholesale, supplies 236.07; Variety Foods, supplies 403.42.
TOTAL GENERAL FUND DISBURSEMENTS: 75,084.14.

BUSINESS DISTRICT FUND: Kones Korner, tables & chairs, Castlewood Days 550.00; T&K Rentals, tent Castlewood Days 1750.00.
TOTAL BUSINESS DISTRICT FUND: \$2300.00

WATER FUND: Wages 4693.76; Electronic Federal Tax Payment, ss & wh 1397.74; SD Retirement, retirement 731.40; Delta Dental, group ins. 82.40; AFLAC, group ins. 96.68; SD Health Pool, group ins. 1395.80; Richard Ries, cell phone & supplies 63.33; Ottertail, utilities 159.82; Department of Revenue, water testing 56.00; Rural Development, payment 1237.00.
TOTAL WATER FUND DISBURSEMENTS: \$9913.93

SEWER FUND: Justin Ries, wages 92.35; Electronic Federal Tax Payment, ss & wh 15.30; Ottertail, utilities 139.71.
TOTAL SEWER FUND DISBURSEMENTS: \$247.36.

SOLID WASTE FUND: Bass Sanitation, contract 3800.00; Department of Revenue, sales 266.14.
TOTAL SOLID WASTE FUND DISBURSEMENTS: \$4066.14.

GOLF FUND: Wages 2387.22; Kathryn Jurrens, wages 565.88; Chelsea Ruesink, wages 379.57; Traci Bass, wages 155.89; Erin Ruesink, wages 638.25; Rochelle Rudebusch, wages 289.51; Sheila Gerhold, wages 1141.04; H-D Electric, utilities 627.47; Electronic Federal Tax Payment, ss & wh 1612.73; Jim Janssen, wages 802.52; Brandon Benike, wages 347.09; SD Retirement Systems, retirement 538.68; SD Health Pool, group ins. 583.98; Castlewood Building Supplies, repairs 49.52; Dakota Portable Toilets, port a pot 195.00; Hamlin Co. Republican, advertising 80.00; Watertown Wholesale, supplies 558.88; J&L Machine, repairs 51.98; ITC Communications, utilities 192.98; Castlewood Corner Market, supplies 304.29; Castlewood Locker, supplies 530.20; Menard's, supplies 53.58; SD Golf Association, GHIN card 22.00; R&R Products, repairs 333.60; Nivel Parts, repairs 457.61; Estelline Coop, fuel 108.69; Gerhold Brothers, gravel & mileage for sand 462.06; NB Golf Cars, lease & tournament fleet 1163.00; Glass Products, repairs-storm 646.69; Coca Cola, pop 253.00; Walt's Homestyle Food, supplies 77.10; Dakota Tobacco, tobacco 504.95; TSYS Merchant Solutions, credit card fee 490.38; Ellwein Brothers, beer 1631.00; Pepsi, pop 179.07; Porter Distributing, beer 670.30; Republic National, liquor 319.20; Johnson Brothers, liquor 124.00; Variety Foods, food 179.05; Department of Revenue, sales tax 2028.22.
TOTAL GOLF FUND DISBURSEMENTS: \$21,736.18.

TOTAL DISBURSEMENTS, all funds: \$113,347.75.

The second reading of Ordinance 17-3 2018 Appropriation Ordinance was held and approved on a motion by Mullaney and seconded by Ries with all members present voting aye and motion passed.

Jim McElhaney was present to discuss housing. He is giving the council 30 days to give him an answer on his housing proposal which he is asking for \$10,000 per house to help with the affordable housing. No action was taken. The City's incentive for housing is \$5,000.

A moving permit for Tom McEldowney for a storage shed. A motion by Dockter and seconded by Ries to approve the storage shed contingent upon new shingles and paint put on the shed. All in favor and motion passed.

The new Economic Development board was discussed. There were 8 individuals that contacted council members that are interested in sitting on the board. Councilman Ries presented objectives for the new board. A motion by Shepherd and seconded by Dockter to limit the terms to three years and a board member may not be on there for more than 3 consecutive terms. Appointing a board was tabled until the October meeting. A motion by Schmit and seconded by Dockter to approve the Castlewood Economic Development Board Objectives with all members present in favor and motion passed.

Oak Avenue was discussed. There are several areas of Oak Avenue that are cracked and have cement crumbling. Jeff McCormick and Terry Aaker, city engineers, were present to discuss the cracked panels. There was an individual from the SD Concrete Paving Ass'n that came to Castlewood and looked at the cracked panels. The recommendation from the city engineers is to have the cracked panels replaced. The engineers will be sending Timmons Construction a letter to have the panels replaced. A motion by Ries and seconded by Schmit to have the city engineers proceed with the replacement of the cracked panels. All in favor and motion passed.

A local contractor showed in interest in an Industrial Park lot in the southeast corner by the township road. After some discussion, a motion by Dockter and seconded by Dahl to sell the lot for \$5000 if the individual is interested. All in favor and motion passed.

The Castlewood Elevator donated 13 evergreen trees to the city. A quote from B&R Tree Movers is for \$135 per tree to move them. A motion by Shepherd and seconded by Dahl to approve the quote for moving the trees. All in favor and motion passed.

Discussion was held on clean up days for the middle of October. There will be no construction debris allowed in the dumpsters for cleanup days.

The Castlewood Golf Course requested to have the liquor license transferred to the Community Building on September 30th for the Ruesink Benefit. A motion by Mullaney and seconded by Dockter to approve the transfer with all members in favor and motion passed.

There were individuals voicing concerns with a semi being parked on Oak Avenue at night. The finance officer is to draft a letter to the owner and attach the city ordinance and ask them not to park on the road.

The recreation fund received two donations. One donation was from the VFW tournament in the amount of \$973 and the other was from the Castlewood Days Coed Tournament in the amount of \$600.

The brown shed at the baseball field had storm damage. The council discussed putting new steel on the whole building and pouring cement inside the building. A motion by Dockter and seconded by Ries to approve the new steel and the cement. All in favor and motion passed.

A new employee hire at the golf course is Neil Dvorak to mow fairways at \$10.00 per hour. Sheila Gerhold was neglected from the minutes for a salary of \$9.50 per hour when she is working a shift at the clubhouse. A motion by Dockter and seconded by Ries to approve the hourly wages. All in favor and motion passed.

A letter from Boyd Law Firm stating they are raising their hourly rate from \$150 per hour to \$180 per hour. A motion by Mullaney and seconded by Dockter to approve the raise. Roll call vote. Aye: Ries, Schmit, Shepherd, Mullaney and Dockter. Nay: Dahl. Majority in favor and motion passed.

A quote from Popham Construction for sweeping up the extra pea rock from seal coating in the amount Of \$3879.15. A motion by Dockter and seconded by Schmit to approve the quote. All in favor and motion passed.

An article in the SD Municipal League magazine concerning open records was discussed. South Dakota Codified Law 9-34-19 states Exemption of documentary material and data involving trade secrets, etc. from disclosure--Consideration in executive session. Any documentary material or data compiled or received by a municipal corporation, county, or an economic development corporation receiving municipal or county funds, for the purpose of furnishing assistance to a business, to the extent that such material or data consists of trade secrets or commercial or financial information regarding the operation of such business, is not a public record. Any discussion or consideration of such trade secrets or commercial or financial information by a municipal corporation or county may be done in executive session closed to the public.

Glacial Lakes Tourism advertising was presented to the council for approval. Advertising in the Glacial Lakes and Prairies Regional Travel Guide is \$200.00 and advertising in the South Dakota Vacation Guide is \$315.00. A motion by Mullaney and seconded by Dockter to advertise in both publications. All in favor and motion passed.

Discussion on damages at the golf course were cart damage, a broken bench and damage to the fairway grass. The sheriff's office was contacted and the individuals will have to make restitution to the golf course.

A motion by Mullaney and seconded by Schmit to approve the general journal entries for August. All in favor and motion passed.

A resident had concerns about their road being chipped sealed every year. That road has heavier farm equipment on it so it has to be chipped seal every year.

A motion by Mullaney and seconded by Dockter to adjourn. The meeting adjourned at 9:00 p.m.

Sheila Gerhold
Finance Officer