

City of Castlewood
January 2, 2018

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, Heather Schmit, Shawn Mullaney, Jeff Shepherd, Jeff Dahl and Brian Ries. Also present: Rick Ries, Sheila Gerhold, Chad Schlotterbeck, Lowell and Wanda Laue, Travis Prohl, Brett Jessen, Ron White and Doug Gerhold.

The meeting was called to order by the mayor.

A motion by Ries and seconded by Dockter to approve the agenda.

A motion of Shepherd and seconded by Schmit to approve the minutes of December 4, 2017 with all members present voting aye and motion passed.

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

BILLS FOR DECEMBER 31, 2017

GENERAL FUND: Wages 300.14; Justin Ries, wages 138.52; Paul Friske, cell phone 30.00; First Premier Bank, library rent 150.00; Bass Sanitation, garbage haul 15.00; Mack Custom Cabinets, drawer repair 30.64; Hamlin Co. Republican, publishing & supplies 239.55; Hamlin County Auditor, police contract 3141.67; Boyd Law Firm, professional fees 210.00; Estelline Coop Oil, supplies 237.47; Hamlin Co. Highway Department, sand/salt 567.60; Northwest Energy, utilities 312.07; Ottertail, utilities 1957.92; ITC Communications, telephone 153.67; Electronic Federal Tax Payment, ss & wh 72.68; H-D Electric, street lighting 18.80.

TOTAL GENERAL FUND DISBURSEMENTS: \$7575.73.

BUSINESS DISTRICT FUND: Wages 1966.46; Delta Dental, group ins. 41.20; SD Health Pool, group ins. 697.90; AFLAC, group ins. 96.68; SD Retirement Systems, retirement 312.08; Electronic Federal Tax Payment, ss & wh 573.12.

TOTAL BUSINESS DISTRICT FUND DISBURSEMENTS: \$3687.44.

WATER FUND: Rural Development, payment 1237.00; Ottertail, utilities 119.92; Department of Revenue, water testing 41.00.

TOTAL WATER FUND DISBURSEMENTS: \$1397.92.

SEWER FUND: Wages 2727.30; SD Health Pool, group ins. 697.90; Delta Dental, group ins. 41.20; SD Retirement Systems, retirement 419.32; SD One Call, locates 11.55; Richard Ries, cell phone & postage 36.96; Ottertail, utilities 198.06; Electronic Federal Tax Payment, ss & wh 824.62.

TOTAL SEWER FUND DISBURSEMENTS: \$4956.91.

SOLID WASTE FUND: Bass Sanitation, contract 3950.00; Department of Revenue, sales tax 269.05.

TOTAL SOLID WASTE FUND DISBURSEMENTS: \$4219.05.

GOLF FUND: SD Health Pool, group ins. 583.98; H-D Electric, utilities 406.74.

TOTAL GOLF FUND DISBURSEMENTS: 990.72.

TOTAL DISBURSEMENTS, all funds \$22,827.77.

DISBURSEMENTS FOR JANUARY 2, 2018

GENERAL FUND: ; Citizen's State Bank, safe deposit box rent 30.00; Office Peeps, library furniture 867.00; SD Governmental Finance Officer's Ass'n, dues 40.00; SD Municipal League, dues 814.91.
TOTAL GENERAL FUND DISBURSEMENTS: \$1751.91.

BUSINESS DISTRICT FUND: Greg and Tami Hentges, housing incentive 5000.00

WATER FUND: Board of Operator Certification, dues 12.00.

SEWER FUND: DENR, wastewater fee 50.00; Board of Operator Certification, dues 12.00
TOTAL SEWER FUND DISBURSEMENTS: \$62.00.

TOTAL DISBURSEMENTS, all funds \$6825.91.

The tabled variance hearing for Lowell Laue was discussed. Lowell had plans what he intends on building on the property. Dockter made a motion to approve the variance with a second by Mullaney. Roll call vote: Aye: Shepherd, Mullaney, Dockter. Nay: Ries, Schmit, Dahl. The mayor broke the tie by voting aye and motion passed.

Hamlin County Sheriff, Chad Schlotterbeck, gave the council a report for the year 2017. He also asked the council if there were any items they would like to discuss. Councilman Ries brought up about dogs running at large. Discussion followed.

Rick Schliesman applied for a moving permit to move his shed on his property that he is selling to Ron White's until spring. In the spring he plans on moving the shed to Watertown. A motion by Mullaney and seconded by Dahl with all members present voting aye and motion passed.

A resident is interested in purchasing Outlot J which runs next to the gulley. A motion by Mullaney and seconded by Ries to table it until the property can be looked at. All in favor and motion passed.

The estimates from Schmucker, Paul, Nohr & Associates for Warrior Road and cement road in the industrial park were presented. The estimates run from 4th Avenue east to 7th Avenue. Warrior Road estimates were Valley Gutter 12' Wide-\$167,000; 3 foot wide valley gutter on both sides-\$102,000; Curb and Gutter both sides of the alley-\$105,000; Valley gutter in the middle of the alley-\$79,000; Curb and Gutter on South side only-\$73,000. Cement Road in Industrial Park for a cement road with curb and gutter 29'4" wide road is \$310 per foot. The council asked to have the engineer's do a cost estimate for Curb & gutter and a 4' valley gutter on south side for approximately 250 feet to be presented at next meeting.

A resident asked to have the council consider a pickleball court down at Memorial Park. Councilman Mullaney is going to do some checking into and report back to the council.

Discussion was held on sidewalks going down to Memorial Park. In the spring property pins will be located and see if sidewalks could be put in without filling in the ditches.

The investment report for December 31, 2017 was presented. A motion by Ries and seconded by Mullaney to approve the investment report with all members present voting aye and motion passed.

Profit statement for the golf course as of December 2, 2017 was presented to the council. The statement showed a profit of \$7,899.43.

Discussion was held on mowers for the golf course. A fairway mower is \$11,500. The greens mower the course has now is a 1995 model and a used greens mower can be purchased for \$13,500. A motion by Dahl and seconded by Mullaney to purchase both mowers. All members in favor and motion passed.

Discussion was held on membership rates for the golf course for the 2018 golfing season. A motion by Dahl and seconded by Ries to have 2018 membership rates the same as 2017. All in favor and motion passed.

Discussion was held on a wedding reception at the golf course or possibly at the campground. They would like the golf course to serve alcoholic beverages.

A report on the summer recreation was presented to the council.

A motion by Mullaney and seconded by Dockter to publish the following city monies with all members present voting aye and motion passed:

GENERAL FUND	\$469,726.90
GOLF COURSE FUND	\$ 15,582.51
WATER FUND	\$418,291.85
WATER RESERVE FUND	\$ 23,536.34
SEWER FUND	\$298,236.45
SEWER RESERVE FUND	\$ 23,536.36
SOLID WASTE FUND	\$ 4,093.94
BUSINESS DISTRICT FUND	\$269,588.01
MUNICIPAL STREET FUND	<u>\$304,694.20</u>
TOTAL	\$1,827,286.56

The audit report from the Department of Legislative Audit was presented to the City Council.

A motion by Ries and seconded by Mullaney to enter into executive session at 8:45 to discuss personnel.

A motion by Schmit and seconded by Ries to return to regular session at 9:07 p.m.

A motion by Mullaney and seconded by Schmit to give Sheila Gerhold, Rick Ries and Doug Gerhold a 3% raise and the recreation coaches a \$50 a team raise and approve the following 2018 Salary Resolution:

2018 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-\$3496.08 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-\$2678.77 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-\$450 per team
Various Activities Recreation Employee, \$10 per hour
Concession Stand employee-minimum wage
Golf Course Superintendent, Doug Gerhold \$31,827 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 hour determined by Golf Course Superintendent and approved by city council
Clubhouse Manager, Sheila Gerhold \$6,365.40 per year plus hourly rate when working clubhouse

Paul Friske, Mayor

ATTEST:

Sheila Gerhold, Finance Officer

Passed and approved January 2, 2018

The finance officer asked for a vacation request from February 16th-February 22, 2018. A motion by Schmit and seconded by Ries to approve the request with all members present voting aye and motion passed.

A motion by Ries and seconded by Dockter to approve a Contingency Fund transfer in the amount of \$3500 to the Street Fund. All members present voting aye and motion passed.

The December general journal entries were approved on a motion by Dockter and seconded by Ries with all members present voting aye and motion passed.

Rick Ries asked for a vacation request from January 24th-January 29, 2018. A motion by Schmit and seconded by Ries to approve the request with all members present voting aye and motion passed.

A motion by Shepherd and seconded by Mullaney to adjourn. The meeting adjourned at 9:10 p.m.

Sheila Gerhold
Finance Officer