

Castlewood City Council
January 7, 2019

The Castlewood City Council met in regular session on the above date at 7:30 p.m. with the following members present: Mayor Brian Ries, Michelle Barker, Jeff Shepherd, Heather Schmit, Jeff Dahl, Shawn Mullaney and Ryman Dockter. Also present: Rick Ries, Sheila Gerhold, Doug Gerhold, Landon Vetter, Alisha Nielsen, Tom Pramann, Jeanne Pramann, Amelia Foster and Patricia Foster.

The meeting was called to order by the Mayor.

The agenda was approved on a motion by Schmit and seconded by Dahl with the following items added: Discussion on water study and cleaning of carpets at golf course and community building. All members present in favor and motion passed.

The Pledge of Allegiance was led by Mayor Brian Ries.

The minutes of December 3, 2018 were approved on a motion by Barker and seconded by Dockter with all members present in favor and motion passed.

The following bills were presented and approved on a motion by Dockter and seconded by Schmit with all members present in favor and motion passed:

GENERAL FUND: Wages 300.14; Justin Ries, wages 221.64; Bass Sanitation, garbage haul 15.00; First Premier Bank, library rent 150.00; Brian Ries, cell phone 30.00; Hamlin County Auditor, police contract 3250.00; Hamlin Highway Department, repairs, sand-salt, 1856.82; Ottertail, utilities 2228.98; ITC Communications, utilities 145.98; Estelline Coop, supplies 119.25; Schafer Plumbing & Heating, new furnace 1224.50; S&S Auto, repairs 195.58; Hamlin Co. Republican, publishing 63.35; Mac's-Blue Tarp Financial, supplies 62.64; Glass Products, repairs 219.79; Northwest Energy, utilities 419.19; Electronic Federal Tax Payment, ss & wh 86.44; H-D Electric, street lighting 19.18.

TOTAL GENERAL FUND DISBURSEMENTS: \$10,608.47.

BUSINESS DISTRICT FUND: Wages 2030.22; SD Health Pool, group ins. 697.90; AFLAC, group ins. 87.58; SD Retirement Systems, retirement 321.44; Electronic Federal Tax Payment, ss & wh 598.45; Castle Arts, website maintenance, 260.00.

TOTAL BUSINESS DISTRICT FUND DISBURSEMENTS: \$3995.59.

MUNICIPAL STREET FUND: Boyd Law Firm, professional fees 216.00.

WATER FUND: Rural Development, payment 1237.00; SD One Call, locates 4.20; Richard Ries, cell phone 30.00; Ottertail, utilities 110.24; Hamlin Co. Republican, utility billings 549.00; SD Department of Health, water testing 328.00; Visa, postage 59.95.

TOTAL WATER FUND DISBURSEMENTS: \$2318.39.

SEWER FUND: Wages 2803.22; SD Health Pool, group ins. 697.90; SD Retirement Systems, retirement 431.52; Ottertail, utilities 129.38; Electronic Federal Tax Payment, ss & wh 852.20.

TOTAL SEWER FUND DISBURSEMENTS: \$4914.22.

SOLID WASTE FUND: Bass Sanitation, contract 3950.00; Department of Revenue, sales tax 266.52.

TOTAL SOLID WASTE FUND DISBURSEMENTS: \$4216.52.

GOLF FUND: H-D Electric, utilities 437.68; TSYS Merchant Solutions, credit card fees 60.00; Ellwein Brothers, beer 148.60; Castlewood, Corner Market, supplies 19.44; SD Health Pool, group ins. 583.98; Gerhold Brothers, mileage for sand, 234.60.

TOTAL GOLF FUND DISBURSEMENTS: \$1484.30

TOTAL 2018 DISBURSEMENTS: \$27,753.49.

2019 DISBURSEMENTS:

GENERAL FUND: SD Governmental Finance Officer's Ass'n, dues 40.00; SD Municipal Street Maintenance, dues 35.00; SD Municipal League, dues 843.99; Gerhold Brothers, labor-insurance repairs 4202.40; Castlewood Building Supplies, materials-insurance repairs 5174.80; Citizen's State Bank, safe deposit box rent 30.00; SDML Workmen's Comp, work comp 1040.00.

TOTAL GENERAL FUND DISBURSEMENTS: \$11366.19

BUSINESS DISTRICT FUND: Delta Dental, group ins. 41.20

WATER FUND: Board of Operator Certification, certification fees 12.00; SDML Workmen's Comp, work comp 738.00. TOTAL WATER FUND DISBURSEMENTS: \$795.00.

SEWER FUND: Board of Operator Certifications, certification fees 12.00; SDML Workmen's comp, work comp 783.00; SD Department of Environment, wastewater fee 50.00; Delta Dental, group ins. 41.20. TOTAL SEWER FUND DISBURSEMENTS: \$886.20.

GOLF FUND: SDML Workmen's Comp, work comp 640.00.

TOTAL 2019 DISBURSEMENTS: \$13,728.59.

Public Comments were held at this time and no one appeared to comment.

Mayor's report - Mayor Ries reminded councilman that Legislative Day is being held in Pierre if anyone would like to attend.

There were not any building permits issued in December.

The Economic Development board had a new housing incentive request from Chase West who is building a new home in the Countryview Subdivision for \$5000. A motion by Mullaney and seconded by Barker to approved the housing incentive with all members present voting aye and motion passed.

Landon Vetter, representing the Economic Development Board, discussed Amelia Foster interested in purchasing Flinner's building. Discussion followed. A loan in the amount of \$127,800 which includes \$80,000 for building and \$47,800 for repairs contingent upon an inspection and appraisal are done and result in a favorable outcome. A motion by Dockter to preapprove the loan with a 15-year amortization with a 10-year balloon at 4.5% interest contingent upon the inspection and appraisal being done with a second by Dahl. All members present in favor and motion passed.

There are two positions open on the recreation board. The terms of Kelsi Langenfeld and Kyle Kooima are up for 2019. The finance officer is to put an ad in the paper for the two positions available.

Vacation request from city employees were held. Sheila Gerhold is requesting vacation from February 7th through February 13th. Rick Ries is requesting vacation from January 23 through January 29th. A motion by Schmit and seconded by Shepherd to approve the vacation requests with all members present in favor and motion passed.

2018 Golf Course report was held at this time. Superintendent Doug Gerhold discussed a huge tree on the #9 tee box that needs to be cut down. Kelly's Tree Service will lay the tree on the ground for \$200 and Gerhold will clean it up. Gerhold asked to purchase a tool box for the maintenance shed with a cost of approximately \$600 and he also needs to purchase some supplies for the course in the amount of \$500. The profit and loss for the golf course was presented to the council with a profit of \$10,276.02 for 2018. The council was also given a comparison report for all 4 years the city has owned it.

The investment report for the 4th quarter of 2018 was approved on a motion by Shepherd and seconded by Schmit with all members in favor and motion passed.

A motion by Schmit and seconded by Mullaney to publish the following city monies:

GENERAL FUND	\$493,866.36
GOLF COURSE FUND	\$ 19,867.81
WATER FUND	\$458,582.58
WATER RESERVE FUND	\$ 23,536.34
SEWER FUND	\$334,027.86
SEWER RESERVE FUND	\$ 23,536.36
SOLID WASTE FUND	\$ 4,587.31
BUSINESS DISTRICT FUND	\$372,430.30
MUNICIPAL STREET FUND	\$261,620.40
TOTAL FUNDS	\$1,992,055.32

A motion by Shepherd and seconded by Dahl to transfer \$500 from the contingency fund to the Business District fund with all members in favor and motion passed.

An update on the water study grant was presented to the council. The city was approved for the grant in the amount of \$8000.00 and the city's portion of \$2000.00 for a total of \$10,000.00.

The finance officer asked to have the carpets cleaned at the clubhouse, the meeting room in the community building and the carpet in the office. Council gave their approval.

A motion by Barker and seconded by Dahl to enter into executive session at 8:23 p.m. to discuss personnel with all members present in favor and motion passed.

A motion by Mullaney and seconded by Dahl to return to regular session at 9:25 p.m. with all members in favor and motion passed.

A motion by Mullaney and seconded by Barker to approve the following salary resolution for 2019 with all members present in favor and motion passed:

2019 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 - \$3600.96 per month plus single rate paid on insurance, plus \$50 a meeting if in attendance, plus \$60 a weekend for on call services.

Sheila Gerhold - \$2759.13 per month plus \$50 a meeting if in attendance, plus single rate paid on insurance.

Justin Ries - \$60 per weekend on call and \$15.00 per hour for any hours worked on call.

Neda Ries - \$15.00 per hour

Janice Schiernbeck - \$350 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, teams going to Watertown coach paid \$400 per team

Various Activities Recreation employee - \$10.25 per hour

Concession Stand employee - minimum wage

Golf Course Superintendent - Doug Gerhold \$32,781.81 per year plus single rate paid on insurance

Clubhouse employee - \$9.50-\$10.50 per hour determined by clubhouse manager and approved by city council

Golf Course Ground employee - \$10.00-\$13.00 per determined by Golf Course Superintendent and approved by city council

Clubhouse Manager - Sheila Gerhold \$8,750.00 per year.

Brian Ries, Mayor

Sheila Gerhold, Finance Officer

The General Journal entries for December were presented for approval. A motion by Dockter and seconded by Shepherd to approve the journal entries with all members present voting aye and motion passed.

A motion by Mullaney and seconded by Shepherd to adjourn. The meeting adjourned at 9:26 p.m.

Sheila Gerhold

Finance Officer