

Castlewood City Council
April 1, 2019

The Castlewood City Council met in regular session on the above date at 7:30 p.m. with the following members present: Heather Schmit, Jeff Shepherd, Jeff Dahl, Ryman Dockter, Michelle Barker, Shawn Mullaney and Mayor Brian Ries. Also present: Sheila Gerhold, Rick Ries, Harry Boner, Landon Vetter, LeeAnne Dufek, Travis Flisrand and Shawn Beck.

The agenda was presented for approval. The Finance Officer's School was added to the agenda and then approved on a motion by Schmit and seconded Barker with all members present in favor and motion passed.

The Pledge of Allegiance was led by Mayor Ries.

The minutes of March 4th and March 18th were approved on a motion by Mullaney and seconded by Shepherd with all members present in favor and motion passed.

No one appeared for public comments.

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

GENERAL FUND: Wages 5407.91; Electronic Federal Tax Payment, ss & wh 1561.44; Visa, pump repairs 282.47; Justin Ries, wages 602.58; SD Health Pool, group ins. 1395.80; AFLAC, group ins. 87.58; SD Retirement Systems, retirement 777.60; Delta Dental, group ins. 82.40; Stan Houston Company, supplies 720.00; Kibble Equipment, repairs 575.38; Northwest Energy, utilities 555.86; Castlewood Corner Market, supplies 20.62; Hamlin Co. Republican, publishing 165.78; Brian Ries, cell phone 30.00; Bass Sanitation, garbage haul, 15.00; First Premier Bank, library rent 150.00; Hamlin County Auditor, police contract 3250.00; ITC Communications, utilities 147.59; Ottertail, 2 months utilities 4958.38; Office Peeps, supplies 79.01; SD Public Assurance Alliance, insurance 9892.73; Kelly's Tree Service, snow removal 292.50; Menard's, supplies 73.53; Richard Ries, cell phone & mileage 133.24; Hamlin Highway Department, sand-salt 666.33; Perfection Auto Glass, repairs 200.00; Janice Schiernbeck, books 78.18; Colonial Research co., supplies 376.32; Titan Machinery, repairs 911.70; Northern Truck repairs 1182.11; Heyner Welding, repairs 50.00; S&S Auto, repairs 483.52; Estelline Coop, supplies 1138.99; H-D Electric, street lighting 19.18.

TOTAL GENERAL FUND DISBURSEMENTS: \$36,363.73.

BUSINESS DISTRICT FUND: Boyd Law Firm, professional fees 162.00; MAS Media, website maintenance, 197.00. TOTAL BUSINESS DISTRICT FUND DISBURSEMENTS: \$359.00.

MUNICIPAL STREET FUND: Boyd Law Firm, professional fees \$716.90.

WATER FUND: Rural Development, payment 1237.00; Ottertail, utilities 508.21; Elite Drain & Sewer Cleaning, jet frozen water lines 852.00; SD Public Health Laboratory, water testing 28.00; SD Public Assurance Alliance, insurance 1203.17.

TOTAL WATER FUND DISBURSEMENTS: \$3828.38.

SEWER FUND: Ottertail, utilities 518.37; SD Public Assurance Alliance, insurance 401.06.

TOTAL SEWER FUND DISBURSEMENTS: \$919.43

SOLID WASTE FUND: Bass Sanitation, contract 3950.00; Department of Revenue, sales tax 267.59.
TOTAL SOLID WASTE FUND DISBURSEMENTS: \$4217.59.

GOLF FUND: SD Health Pool, group ins. 583.98; SD Public Assurance Alliance, insurance 1871.60; Doug's Service & Marine, repairs 952.10; ITC Communications, utilities 5.28; H-D Electric, utilities 342.38; TSYS Merchant Solutions, credit card fees 29.99.
TOTAL GOLF FUND DISBURSEMENTS: \$3785.33.

The Mayor did not have a report.

Building Permits for March were Chad Ries new home.

The appointment for the Economic Development board meeting was discussed. A motion by Barker and seconded by Schmit to table the appointment until May and advertise in the paper for volunteers to sit on the board. All in favor and motion passed.

Harry Boner and Travis Flisrand, representing the American Legion Post 250, were present to request permission to install three flag poles out by the city sign on Highway 22. They asked the city to pay for the lights and electricity. The Legion would pay for the poles and flags. The city has an easement for a portion of the property which is now owned by Estelline Coop. The Legion will contact the Estelline Coop about installing the flag poles on the property. Any action was tabled until the May meeting.

Mayor Ries and finance officer Gerhold met with the Historical Society about updating Main Street with some lighting, benches and flower pots. The Historical Society is hiring a firm to get cost estimates and then will approach the city about the updates.

Landon Vetter, representing the Economic Development board, was present with a housing incentive from Lowell Laue for the new home being built on 3rd Avenue. A motion by Barker and seconded by Dockter to approve the recommendation of approval from the Development Board on the housing incentive for Lowell Laue. All in favor and motion passed. Landon was also present to discuss a business loan for Shawn Beck to purchase the Ship's Inn. Discussion was held on financing the purchase at 100% which would be \$140,000 or at what level of financing. Shawn Beck is putting \$20,000 plus of his own money into the purchase of the Ship's Inn. The Development Board has not acted on this yet so the loan was tabled until May.

The City's water meter reading system will be obsolete at the end of 2019. Mueller Water Products has a promotion kit which includes 32 new meters and software for \$11,202.00. The new software will read the water meters the city has installed the last few years. A motion by Dockter and seconded by Dahl to purchase the promotion kit. All members present in favor and motion passed.

The Investment Report for the first quarter of 2019 was presented for approval. The finance officer informed the council that Citizen's State Bank will be raising the interest rate on the golden passbook savings account. A motion by Barker and seconded by Schmit to approve the investment report with all members present in favor and motion passed.

Discussion was held on a 2 year audit for the City of Castlewood. A quote from Grant and Williams, Sioux Falls was considerably higher than the Department of Legislative Audit. The finance officer is to contact the Department of Legislative Audit to conduct the city audit.

A satisfaction of mortgage for Courtney Zietz was presented for the mayor's signature. A motion by Schmit and seconded by Dahl to allow the mayor to sign the satisfaction of mortgage with all members' present in favor and motion passed.

A dial up alarm system for the lift station was discussed. Rick Ries obtained a quote from Dakota Pump for \$3,437.50. A motion by Dahl and seconded by Shepherd to approve the purchase with all members in favor and motion passed.

Discussion was held on a snow plow. There are several snow plows available with different features such as bidirectional plow, wings, sanders etc. Prices range from \$18,500-\$31,000. No action was taken at this time.

The 2018 Annual Report was presented to the council. A motion by Schmit and seconded by Shepherd to approve the 2018 Annual Report with all members present in favor and motion passed.

A quote from Popham Construction to sweep all streets in the city for \$2300 and to sweep Main Street and Oak Avenue once a month for \$150 were presented. A motion by Dockter and seconded by Barker to approve the quotes. All in favor and motion passed.

Mayor Ries presented a public comments policy to the council. Discussion was held but no action was taken.

A motion by Dahl and seconded by Schmit to enter into executive session at 8:34 to discuss a contractual agreement. Sheila Gerhold was asked to stay. A motion by Dockter and seconded by Shepherd to return to regular session at 8:50. All in favor and motion passed.

The council set April 15th at 7:00 to canvass the election.

A motion by Shepherd and seconded by Schmit to approve the March General Journal entries. All in favor and motion passed.

The finance officer asked to attend finance officer's school in Pierre June, 12-14. A motion by Mullaney and seconded Dockter to give her approval for the schooling. All in favor and motion passed.

A motion by Barker and seconded by Schmit to adjourn. The meeting adjourned at 8:53 p.m.

Sheila Gerhold
Finance Officer