

Castlewood City Council
January 6, 2020

The Castlewood City Council met in regular session on the above date at 7:00 p.m. with the following members present: Mayor Brian Ries, Jeanette Bohls, Heather Schmit, Jeff Dahl, Ryman Dockter, Michelle Barker and Shawn Mullaney. Also present: Rick Ries, Sheila Gerhold and Doug Gerhold.

The mayor called the meeting to order.

The agenda was presented for approval. A motion by Dockter and seconded by Schmit to approve the agenda with all members present voting aye and motion passed.

The Pledge of Allegiance was led by Mayor Ries.

The minutes of December 2, 2019, were approved on a motion by Mullaney and seconded by Dahl with all members present voting aye and motion passed.

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

GENERAL FUND: Wages 323.23; Brian Ries, cell phone 30.00; First Premier Bank, library rent 150.00; Electronic Federal Tax Payment, ss & wh 53.55; Bass Sanitation, garbage haul 15.00; ITC Communications, utilities 147.44; Ottertail, utilities 2408.22; Hamlin County Auditor, police contract 3250.00; Castlewood Corner Market, supplies 6.96; Office Peeps, supplies 192.54; W.W. Tire, repairs 200.00; Boyd Law Firm, professional fees 540.00; Hamlin Co. Republican, publishing 101.89; Janice Schiernbeck, books 61.70; Northwest Energy, utilities 341.12; Fastenal, supplies 13.13; Blue Tarp Financial, Mac's Hardware, supplies 60.74; Hamlin Co. Highway Department, sand-salt 1124.00; Popham Construction, sweep streets, 150.00; Estelline Coop, supplies 542.55; H-D Electric, street lights 19.18.

TOTAL GENERAL FUND DISBURSEMENTS: \$9731.25.

BUSINESS DISTRICT FUND: Wages 2119.62; Electronic Federal Tax Payment, ss & wh 590.75; SD Retirement, retirement 331.10; Delta Dental, group ins. 41.20; SD Health Pool, group ins. 735.47; AFLAC, group ins. 87.58; Castle Arts, website maintenance 260.00.

TOTAL BUSINESS DISTRICT FUND DISBURSEMENTS: \$4165.72.

MUNICIPAL STREET FUND: Boyd Law Firm, professional fees 184.60.

WATER FUND: SD Public Health Laboratory, water testing 41.00; Ottertail, utilities 201.42; SD One Call, locates 1.05; Thein Well, well inspection 275.00; Rural Development, payment 1237.00; Visa, postage 31.93.

TOTAL WATER FUND DISBURSEMENTS: \$1787.40.

SEWER FUND: Wages 2961.05; Justin Ries, wages 110.82; Electronic Federal Tax Payment, ss & wh 839.67; SD Retirement, retirement 446.52; SD Health Pool, group ins. 735.47; Delta Dental, group ins. 41.20; ITC Communications, autodialer 38.54; Richard Ries, cell phone 30.00; Ottertail, utilities 372.10.

TOTAL SEWER FUND DISBURSEMENTS: \$5575.37

SOLID WASTE FUND: Bass Sanitation, contract 3950.00; Department of Revenue, sales tax 273.93.

TOTAL SOLID WASTE FUND DISBURSEMENTS: \$4223.93.

GOLF FUND: TSYS Merchant Solutions, credit card fees 31.28; H-D Electric, utilities 378.81; SD Health Pool, group ins. 615.40; Delta Dental, group ins. 41.20; ITC Communications, utilities 5.27.

TOTAL GOLF FUND DISBURSEMENTS: \$1071.96.

TOTAL 2019 DISBURSEMENTS: \$26,740.23

2020 DISBURSEMENTS

GENERAL FUND: SDML Workmen's Comp, work comp 1070.89; Citizen's State Bank, safety deposit box rent 30.00; SD Municipal League, dues 866.85; SD Governmental Finance Officer's Ass'n, dues 40.00; SD Municipal Street Maintenance, dues 35.00.

TOTAL GENERAL FUND DISBURSEMENTS: \$2042.74

WATER FUND: SDML Workmen's Comp, work comp 801.89; Board of Operator Certification, recertification fees 12.00.

TOTAL WATER FUND DISBURSEMENTS: \$813.89.

SEWER FUND: SDML Workmen's Comp, work comp 801.89; Board of Operator Certification, recertification fees 12.00; Department of Environment & Natural Resources, wastewater fee 50.00.

TOTAL SEWER FUND DISBURSEMENTS: \$863.89

GOLF FUND: SDML Workmen's Comp, work comp 574.32; Nivel Parts, repairs, 465.78; Doug Gerhold, repairs 23.94.

TOTAL GOLF FUND DISBURSEMENTS: \$1064.04.

TOTAL 2020 DISBURSEMENTS: \$4784.56.

No one appeared for public comments.

The mayor did not have a report.

The finance officer reported that the city received their \$8000 grant for the water study. She also signed documents for the FEMA disaster money. She informed the city council of the vacancies for the 2020 election and they can start to circulate petitions on January 31. Bass Sanitation will be picking up all garbage on the streets for the winter months.

There were no building permits issued for December.

Water study was discussed. A motion by Dahl and seconded by Schmit to contact Banner & Associates in Brookings to see if they would review the water study. All in favor and motion passed.

Economic Development terms of Ruth Fodness and Kristie Sikkink are up. No one showed any interest in sitting on the board after a notice was put in the paper. A motion by Dahl and seconded by Barker to appoint Ruth Fodness and Kristie Sikkink for another term on the Economic Development Board. All in favor and motion passed.

Bernie Hupf and Travis Everson's terms on the recreation board expired. A motion by Dahl and seconded by Dockter to put an ad in the paper to see if there is any interest from residents to sit on the recreation board. All in favor and motion passed.

Discussion was held on the old snow plow. Shane Mack offered to put the snow plow on Big Iron and waive any commission fees to help the city get rid of it. A motion by Dockter and seconded by Dahl to advertise on Big Iron. All in favor and motion passed.

Vacation requests from Rick Ries – January 22 through January 28th and Sheila Gerhold February 5th through February 11, 2020, were approved on a motion by Mullaney and seconded by Dahl with all members present in favor and motion passed.

The Golf Course report for the year was presented to the city council. Profit on the course for the year was \$5611.91. Doug Gerhold stated that water on the left side of the #1 fairway may have to be drained by installing an underground pipe. He also discussed the rough's mower will need to be replaced in the near future. There will be three pine trees being cut down because they did not come back from the hail storm. He also discussed pulling his goose neck trailer over to Canby to deliver mowers. Discussion was held on cart rentals. A member had asked if they could rent a second cart for their family for \$5.00. It was suggested they either purchase another annual cart membership or pay the \$15.00 to rent another cart. Discussion was held on raising memberships 5%. The memberships have not been raised for 5 years so on a motion by Barker and seconded by Dahl golf course memberships will raise 5%. All in favor and motion passed.

The quarterly investment report for city monies was approved on a motion by Dockter and seconded by Bohls with all members present in favor and motion passed.

The following city monies as of December 30, 2019, were approved on a motion by Schmit and seconded by Dockter to publish them in the legal newspaper. All members in favor and motion passed.

GENERAL FUND	\$525,790.73
GOLF COURSE FUND	\$ 24,325.13
WATER FUND	\$490,786.06
WATER RESERVE	\$ 23,536.34
SEWER FUND	\$379,341.18
SEWER RESERVE	\$ 23,536.36
SOLID WASTE FUND	\$ 4,063.09
BUSINESS DISTRICT FUND	\$210,217.51
MUNICIPAL STREET FUND	<u>\$325,742.09</u>
TOTAL CITY MONIES	\$2,007,428.49

A request to clean carpets at the golf course, city meeting room and finance officer's office was approved on a motion by Dockter and seconded by Barker with all members in favor and motion passed.

Discussion was held on using Outlot Q for the football field which is adjacent to Oak Avenue. First Planning District contacted the Department of Transportation because the city received grant money to do Oak Avenue. One of the grants will not allow a football field to be built there because it is to be used as an Industrial Park.

The following resolution was approved on a motion by Dahl and seconded by Barker with all members present in favor and motion passed.

RESOLUTION #20-01
Castlewood City Council
Resolution Adopting the Hamlin County Pre-Disaster Mitigation Plan
2019 – 2024

WHEREAS, Hamlin County received assistance in the preparation of the Hamlin County Pre-Disaster Mitigation Plan 2019-2024 from representatives of the City of Castlewood and received funding from the South Dakota Office of Emergency Management / FEMA; and

WHEREAS, several public planning meetings were held between October 2018 and March of 2019 regarding the development and review of the Hamlin County Pre-Disaster Mitigation Plan 2019-2024; and

WHEREAS, the Hamlin County Pre-Disaster Mitigation Plan 2019-2024 contains several potential future projects to mitigate hazard damage in the City of Castlewood and

WHEREAS, the Federal Emergency Management Agency (FEMA) has rendered its approval of the Hamlin County Pre-Disaster Mitigation Plan on December 19th, 2019; and

WHEREAS, a duly-noticed public hearing was held by the Hamlin County Pre-Disaster Mitigation Team on November 13th, 2019 to solicit public comment on the Hamlin County Pre-Disaster Mitigation Plan 2019-2024; and

WHEREAS, a duly-noticed public meeting was held by the City of Castlewood on January 6, 2020 to formally approve and adopt the final Hamlin County Pre-Disaster Mitigation Plan 2019-2024.

NOW, THEREFORE BE IT RESOLVED that the City of Castlewood adopts the Hamlin County Pre-Disaster Mitigation Plan 2019-2024.

ADOPTED AND SIGNED this 6th day of January, 2020.

Brian Ries
Mayor

Sheila Gerhold

ATTEST: Finance Officer

Discussion was held on sidewalks not being cleaned off in the business district of Main Street. The finance officer is to send letters to the business owners asked them to make sure their sidewalks are cleared from snow.

The bill for the pump repairs that was sent to the Lake Poinsett Sanitary District in the amount of \$1454.08 was discussed. Lake Poinsett Sanitary District stated they would pay for ½ of the repairs. After some discussion the city council would like Lake Poinsett Sanitary District to pay for ¾ of the bill because the pump was in working order when they borrowed it. The mayor is going to call and discuss this with them.

Some repairs had to be made to lift station concerning the floats. A quote from Dakota Pump to install a new system to replace the existing floats was \$2650.00. The lift station is working fine now so no updates are scheduled.

Discussion was held on Oak Avenue. A motion by Dahl and seconded by Dockter to hire Shawn Nichols on behalf of the city regarding the Oak Avenue project and authorize Mr. Nichols to hire an expert to ascertain the extent of the damages regarding Oak Avenue. All members present in favor and motion passed.

A motion by Dahl and seconded by Schmit to enter into executive session at 8:10 p.m. with all members present in favor and motion passed. The mayor declared the board out of executive session at 8:50 p.m.

The following salary resolution was approved on a motion by Bohls and seconded by Dockter with all members present voting aye and motion passed.

2020 SALARY RESOLUTION
RESOLUTION #20-02

Mayor-\$2100 a year plus \$50 a meeting if in attendance
Councilman-\$1200 a year plus \$50 a meeting if in attendance
Rick Ries-\$3672.98 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-\$2814.31 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. A vehicle towing a goose neck trailer, the trailer is considered a second vehicle.
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 \$10.00-\$12.00 per hour determined by clubhouse manager and approved by city council
Golf Course Ground employee \$10.00-\$14.00 per determined by Golf Course Superintendent and approved by city council
Clubhouse Manager, Sheila Gerhold \$6,690 per year and \$11.25 per hour when working clubhouse.

Brian Ries, Mayor

ATTEST:

Sheila Gerhold, Finance Officer

The General Journal entries were approved on a motion by Schmit and seconded by Barker with all in favor and motion passed.

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

Sheila Gerhold
Finance Officer