

Castlewood City Council
August 3, 2020

The Castlewood City Council met in regular session on the above date at 7:00 p.m. with the following members present: Jeanette Bohls, Jeff Shepherd, Chad Ries, Jenny Olson, Michelle Barker, Heather Schmit and Mayor Brian Ries. Also present: Rick Ries, Sheila Gerhold, Jerry Gerberding and Chris TeKrony.

The meeting was called to order by the mayor.

The agenda was presented for approval. The following items were added: Lake Poinsett Sanitary District, request for water services, lots with foundations and no homes and umpire & field prep wages. A motion by Schmit and seconded by Bohls to approve the agenda with added items. All members present in favor and motion passed.

The Pledge of Allegiance was led by Mayor Ries.

The minutes of July 6th and July 13th, 2020 were approved on a motion by Barker and seconded by Schmit with all members present in favor 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 2490.50; Samuel Kooima, wages 147.76; Green Apple Septic Service, 260.00; H-D Electric, street lighting 19.18; Electronic Federal Tax Payment, ss & wh 1365.03; Visa, supplies 420.82; Kathleen Pommer, election wages 115.44; Mary Bohls, election wages 115.44; Janice Schiernbeck, election wages 115.44; Kelly Alexander, coach 415.57; Mackenzie Everson, umpire 18.47; Lane Tvedt, umpire 46.17; Tristan Nielsen, umpire 18.47; Booker Schooley, umpire 9.24; Hunter Smith, umpires 9.24; Garret Kerkvliet, umpire 73.88; Kegan Tvedt, umpire 46.17; Layce Kooima, coach & rec. activities 709.02; Neda Ries, wages 439.82; Kyle Kooima, coach 887.95; SD Health Pool, group ins. 735.47; AFLAC, group ins. 87.58; Austin Tvedt, coach 415.57; Delta Dental, group ins. 41.20; SD Retirement, retirement 337.72; The following names are reimbursement for the 12 and under team that Cory Akin donated his wages back; Kristie Sikkink, 25.00; Lisa Boersma, 50.00; Heidi Schooley, 25.00; Dawn Wiersma, 25.00; Jenni Carter, 25.00; Angie Larson, 25.00; Stacy Solsaa, 25.00; Julie Kirwan, 25.00; Jason Julius, 50.00 and Jessica Trautner 25.00. Bass Sanitation, utilities 30.00; Brian Ries, cell phone 30.00; ITC Communications, utilities 145.86; Northwest Energy, utilities 47.92; Estelline Coop, supplies 333.15; Ottetail, utilities 2535.25; First Premier Bank, library rent 150.00; Castlewood Corner Market, supplies 124.08; Popham Construction, sweep streets 150.00; American Legion, flags 185.00; Hamlin Co. Republican, publishing 438.47; Layce Kooima, art supplies 93.22; Watertown Wholesale, concessions 180.21; Codington County Sheriff, serve papers 52.50; Tables, election workers food 32.09; Colonial Research, supplies 261.17; Green Apple Septic Service, 271.70; Postmaster, postage 320.00; Barnes & Noble, books 244.12; Office Peeps, supplies 77.20; Hamlin County Auditor, contract 3250.00; Lew's Fireworks, fireworks, 1500.00; Kyle Kooima, VFW tourney & ins. 279.00; Heyner Welding, repairs 696.90; Fastenal, supplies 249.81; Vicki Strait, wages 688.01 Cory Akin, tournament fee 200.00; Performance Foods, concessions 96.00.

TOTAL GENERAL FUND DISBURSEMENTS: \$22,302.81.

WATER FUND: Wages 3101.86; Electronic Federal Tax Payment, ss & wh 875.68; Visa, supplies 194.25; SD Retirement, retirement 469.56; Delta Dental, group ins. 41.20; SD Health Pool, group ins. 735.47; Ottetail, utilities 354.14; SD Public Health Lab, water testing 2858.00; Hawkins, Inc., supplies 2550.01; Richard Ries, cell phone 30.00; SD One Call, locates 9.45; Banner & Associates, engineer fees, 2500.00; Rural Development, payment 1237.00.

TOTAL WATER FUND DISBURSEMENTS: \$14956.62.

SEWER FUND: ITC Communications, autodialer 39.18; Ottertail, utilities 79.85; Wells Fargo, quarterly payment 6490.99;

TOTAL SEWER FUND DISBURSEMENTS: \$6610.02.

SOLID WASTE FUND: Bass Sanitation, contract 4950.00; Department of Revenue, sales tax 338.89.

TOTAL SOLID WASTE FUND DISBURSEMENTS: \$5288.89.

GOLF FUND: Wages 3331.16; H-D Electric, utilities 956.89; Electronic Federal Tax Payment, ss & wh 2282.00; Visa, pop & supplies 274.22; Sheila Gerhold, wages 1151.09; Chelsea Ruesink, wages 1135.53; Erin Ruesink, wages 1052.11; Miranda Engels, wages 218.41; Brooke Bruinsma, wages 1076.31; Neil Dvorak, wages 605.36; James Janssen, wages 634.91; Kabren Jackson, wages 443.28; SD Retirement, retirement 667.08; SD Health Pool, group ins. 615.40; Delta Dental, group ins. 41.20; Coca Cola, pop 225.00; Dakota Tobacco, tobacco 581.66; Castlewood Locker, supplies 138.80; Sturdevant's, supplies 61.80; Nivel Parts, repairs 422.54; Watertown Wholesale, candy & supplies 287.32; Heyner Welding, tires 256.85; ITC Communications, utilities 160.55; L.G. Everist, pga sand 171.65; Gerhold Brothers, haul sand 179.52; Boardtronics, irrigation control 405.92; Castlewood Corner Market, supplies 89.90; Estelline Coop, supplies 723.81; Dakota Portable Toilets, port a pot 195.00; VGM Financial, cart lease 420.30; TSYS Merchant Solutions, credit card fees 703.42; Ellwein Brothers, beer 3095.50; Johnson Brothers, liquor 306.92; Republic National, liquor 554.04; Porter Distributing, beer 500.30; Department of Revenue, sales tax 1804.15; Southern Glaziers, liquor 112.40.

TOTAL GOLF FUND DISBURSEMENTS: \$25,882.30.

TOTAL DISBURSEMENTS, all funds: \$75,040.64.

No one appeared for public comments.

Mayor's report: He informed the council that the Municipal League magazine had good information for newly elected officials.

Finance Officer's report: Dan Haug presented the council with a statement concerning the 19 & Under regions held in Castlewood. He had a listing of how much money was taken in at the gate, the cost of the umpires & mileage and presented the city with \$925 of gate money that was left. He thanked the council for all that they do. She also talked about the past election and stated the golf course is having a very busy year with financials way ahead of last year.

A motion by Schmit and seconded by Shepherd to approve Robert Bruinsma as a volunteer at the golf course clubhouse.

Building permits for July were as follows: Ivar Kylla-new home; Travis Everson-new shed.

The second reading for Ordinance 20-01 was held and approved on a motion by Bohls and seconded by C. Ries. All members in favor and motion passed.

The hearing for a variance that Dylan Mitchell applied for. He was asking to put a storage shed on the property line next to the alley. Discussion was held on snow removal and Dylan has room on his other property to put the shed. A motion by Bohls and seconded by Schmit to deny the variance. All in favor and motion passed.

Chris TeKrony was present to discuss replacing his culvert and making his driveway wider. He will be installing 40-foot culverts that are 15" in diameter. A motion by Barker and seconded by Shepherd to approve the culverts. All in favor and motion passed.

Zach Gleysteen had asked if the city could apply all his greens fees towards a membership. The council had made a decision years ago that if greens fees were applied towards a membership it had to be done within one week. No action was taken.

A moving permit for Scott Engels to bring in a new storage shed. The shed will be 14'x28' or 14'x40'. Scott has room for both sizes so on a motion by Bohls and seconded by Schmit the moving permit was approved. All in favor and motion passed.

Justin Ries resigned as part time maintenance man. The finance officer is to advertise for a part time maintenance man for being on call \$60.00 a weekend and \$15.00 per hour. A motion by Barker and seconded by C. Ries to accept Justin's resignation and advertise for part time help. All in favor and motion passed.

The city received one bid for the snow plow from Patrick Koistinen for \$1557.00. A motion by Barker and seconded by Shepherd to accept his bid with all members present voting aye and motion passed.

The seal on the poll book was broken and following a comparison of the poll book and tallies on a motion by Barkers and seconded by Bohls to certify the vote as correct and accept the canvass of the votes as follows: Yes 101 No 96. All members present in favor and motion passed.

A water and sewer application for Ivar Kulla was presented. A motion by Olson and seconded by C. Ries to approve the application with all members present voting aye and motion passed.

Tables requested approval to use their liquor license on the street for the Castlewood Days street dance. A motion by Barker and seconded by C. Ries to approve the liquor license on the street. All in favor and motion passed.

The meeting for September is scheduled for Tuesday, September 8, 2020.

A group asked to use the softball fields for a fundraiser for the Kranzburg church. It is a co-ed tournament and they would use both fields. A motion by C. Ries to charge them \$125 for the use of the fields and \$125 deposit to ensure the park is cleaned up. All in favor and motion passed.

Parking on Elm Avenue during softball tournaments was discussed. There are signs that say no parking. Discussion was held on having the sheriff write tickets. Discussion was also held on a parking lot in the grass area.

Discussion was held on an individual that has chickens in town. They were sent a letter on June 26, 2020, asking them to remove the chickens from city limits. The finance officer is to contact the sheriff and ask them to take care of this.

The first reading was held on the 2021 Appropriation Ordinance. A motion by Schmit and seconded by Barker to approve the first reading with all members present in favor and motion passed. The second reading is scheduled for September 8, 2020.

The arts council presented a financial statement and asked for a \$300 donation to assist in paying for an artist in residence. A motion by Bohls and seconded by Schmit to approve the donation. All in favor and motion passed.

Discussion was held on the Lake Poinsett Sanitary District using the city's pump. The mayor has tried to contact the president of the board on several occasions. The City wanted them to pay for the repairs to the pump which were approximately \$1400. The city received a check from them for ½ of the repairs. Discussion was held on making anyone that borrows items to sign a document stating they are responsible for items returned and not in proper working order. A motion by C. Ries and seconded by Barker to cash the check from Lake Poinsett Sanitary District. All in favor and motion passed.

An individual is renting the house located at 202 East Alice Street and asked to have the water turned on. A letter from the city attorney was sent to owner stating no one could occupy the home and have utilities until the house was sided. The city council discussed this and decided no water will be turned on until the house is sided.

Discussion was held on the properties in town that received a letter from the Code Enforcement Officer and have not cleaned their properties up. The officer suggested the city could get volunteers to help clean up those properties. After some discussion, the council felt the officer should send a letter to these individuals and if they want help cleaning up to contact the city office.

The rates for umpires for city softball and baseball games are \$20 behind the plate and \$10 base umpire. The person doing field prep is paid \$10 per hour. A motion by C. Ries and seconded by Schmit to approve these rates and hourly wage. All in favor and motion passed.

Discussion was held on establishing policies for some of the tournaments that are being held at the fields. The city is incurring expenses and not getting the gate money.

Discussion was held on the two lots in town that have foundations on them and nothing is getting done as far as building a new home. The finance officer is to send letters to the individuals and ask their intentions or further action will be taken after September 8, 2020.

A motion by Shepherd and seconded by Bohls to approve the general journal entries for July. All in favor and motion passed.

A motion by Bohls and seconded by C. Ries to approve the cash register voids from the Golf Course. All in favor and motion passed.

The mayor requested a port a pot for the campground over Castlewood Days. He is going to call and find out how much.

A motion by C. Ries and seconded by Schmit to go into executive session at 8:42 to discuss personnel with all members present in favor and motion passed. The mayor declared the council out of executive session and return to regular session at 8:53.

A motion by Schmit and seconded by Shepherd to adjourn. The meeting adjourned at 8:54 p.m.

Sheila Gerhold
Finance Officer