

**Castlewood City Council**  
**September 8, 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, Jeff Shepherd, Heather Schmit, Chad Ries, Jenny Olson and Michelle Barker. Also present: Jim McElhaney, Jerry and Robbin Gerberding, Rick Ries, Sheila Gerhold and Ron White.

The meeting was called to order by the mayor.

The agenda was presented for approval with the following items added: Homecoming fireworks and Matt Hunter, drainage ditch. A motion by Schmit and seconded by Bohls to approve the agenda with the added items and all members present in favor and motion passed.

The Pledge of Allegiance was led by Mayor Ries.

The minutes of August 3, 2020 and August 13, 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 C. Ries with all members present voting aye and motion passed:

GENERAL FUND: Wages 323.23; Neda Ries, wages 159.31; Bituminous Paving, seal coating 49,998.60; Office Peeps, supplies 263.20; Jurgen's Printing, supplies 32.00; Northwest Energy, utilities 52.49; Brian Ries, cell phone 30.00; First Premier Bank, library rent 150.00; Bass Sanitation, utilities 30.00; ITC Communications, utilities 149.15; Ottetail, utilities 2205.60; Popham Construction, sweep streets 150.00; Castlewood Building Supplies, supplies 21.60; Colonial Research Co., supplies 301.27; Fastenal, supplies 169.08; Postmaster, postage 250.00; Ron's Saw Shop, supplies 916.47; Castlewood Farmer's Elevator, supplies 414.33; Hamlin County Auditor, contract 3250.00; Castlewood Corner Market, supplies 5.78; Hamlin Co. Republican, publishing 187.95; Watertown Wholesale, supplies 74.65; Estelline Coop, supplies 309.21; Banner & Associates, engineer fees 1801.50; Blue Tarp Financial, supplies 5.26; J&L Machine, supplies 20.50; Castlewood Arts Council, donation 300.00; Dakota Portable Toilets, port a pots 623.75; Visa, supplies 79.40; H-D Electric, utilities 19.18; Electronic Federal Tax Payment, ss & wh 81.44.

TOTAL GENERAL FUND DISBURSEMENTS: \$62,374.95.

BUSINESS DISTRICT FUND: Montgomery Title Co., title ins. 369.50; Register of Deeds, filing fees 65.00.  
TOTAL BUSINESS DISTRICT FUND DISBURSEMENTS: \$434.50.

WATER FUND: Wages 5269.13; Rural Development, payment 1237.00; Visa, postage 113.15; Electronic Federal Tax Payment, ss & wh 1474.88; Delta Dental, group ins. 82.40; AFLAC, group ins. 87.58; SD Health Pool, group ins. 1470.94; SD Retirement, retirement 807.28; SD Public Health Laboratory, water testing 41.00; Ottetail, utilities 214.30; Banner & Associates, engineer fees 1250.00; Rick Ries, cell phone 30.00; SD One Call, locates 7.35.

TOTAL WATER FUND DISBURSEMENTS: \$12,085.01.

SEWER FUND: Ottetail, utilities 228.86; ITC Communications, utilities 39.18.  
TOTAL SEWER FUND DISBURSEMENTS: \$268.04.

SOLID WASTE FUND: Bass Sanitation, contract 4950.00; Department of Revenue, sales tax 342.68.  
TOTAL SOLID WASTE FUND DISBURSEMENTS: \$5292.68.

GOLF FUND: Wages 3331.16; Sheila Gerhold, wages 1847.95; Chelsea Ruesink, wages 501.26; James Janssen, wages 542.56; Neil Dvorak, wages 552.25; Kabren Jackson, wages 122.37; Daryl DeKam, wages & mileage 104.98; Mary Ellen Black, wages 269.20; Erin Ruesink, wages 561.03; Miranda Engels, wages 358.09; SD Health Pool, group ins. 615.40; Delta Dental, group ins. 41.20; SD Retirement Systems, retirement 776.44; NB Golf Cars, tournament fleet 538.00; Doug's Service & Marine, repairs 1369.48; Castlewood Corner Market, supplies 186.09; Watertown Wholesale, supplies 517.77; Coca Cola, pop 125.00; Estelline Coop, supplies 1027.96; ITC Communications, utilities 161.46; Castlewood Locker, supplies 159.80; Hamlin Co. Republican, advertising 60.00; Dakota Tobacco, tobacco 216.74; Doug Gerhold, mileage 68.04; Dakota Portable Toilets, port a pot 195.00; Zimco Supply, supplies 673.18; Kelly's Tree Service, cut trees 300.00; TSYS Merchant Solutions, credit card fees 769.68; Porter Distributing, beer 654.00; Ellwein Brothers, beer 2180.30; Department of Revenue, sales tax 2489.83; Johnson Brothers, liquor 424.50; Southern Glaziers, liquor 371.49; Visa, pop & Supplies 304.99; VGM Financial, cart lease 420.30; H-D Electric, utilities 904.08; Electronic Federal Tax Payment, ss & wh 1915.95; P3 Electric, repairs to VFD 3000.00.  
TOTAL GOLF FUND DISBURSEMENTS: \$28,657.53.

TOTAL DISBURSEMENTS, all funds: \$109,112.71.

No one appeared for public comments.

Mayor Report: The school will be painting streets tonight for homecoming.

Finance Officer's report: 55 dog and cat letters were sent out for licensing, Lake Poinsett Sanitary District update, Historical Society is willing to help the city with the painting of the water tower.

Building permits for the month of August were Dustin Kopman, new home; Terry Smith, storage shed, Robert & Joy Bruinsma, new deck.

Jim McElhaney was present to discuss his lot with a foundation only on it. The council asked what his intentions were because the building permit expired in 2019. Jim explained he does not plan on doing any with the lot at this time. Discussion followed.

The special exception hearing for Jerry and Robbin Gerberding to build a twin home in an R1 district was held. No one attended the hearing in opposition so on a motion by C. Ries and seconded by Schmit the special exception permit was approved with all members present in favor and motion passed.

A new home incentive for Ivar Kulla was presented for the \$5000 grant. A motion by Barker and seconded by Olson to approve the grant with all members present in favor and motion passed.

The reading of Resolution 2020-07 to authorize the execution of contractual documents with the State of South Dakota for the receipt of Cares Act Funds to address the COVID -19 Public Health Crisis was held. A motion by Bohls and seconded by Shepherd to approve the Resolution and also approve signing of all documents to apply for funding. All in favor and motion passed.

The part time maintenance man was discussed. No one applied for the position so Doug Gerhold will be on call every other weekend. A motion by Barker and seconded Schmit to approve the position with all members present in favor and motion passed.

A quote from Popham Construction to sweep the excess rock off the streets was presented for \$4060.80. A motion by Barker and seconded by Bohls to hire Popham Construction to sweep the streets with all members in favor and motion passed.

A water & sewer application for Dustin Kopman was presented. A motion by Olson and seconded by Barker to approve the application. All members present voting aye and motion passed.

Advertising in the Glacial Lakes Tourism magazine was presented. The City advertises in 3 different areas at a cost \$762.00. A motion by Schmit and seconded by C. Ries to advertise in the magazine with all members in favor and motion passed.

The Castlewood Days Income/Expense report was presented. Councilman Bohls suggested they pay Tables and Ship's Inn back for helping pay for the band because the committee made such a profit. Discussion followed on different areas of Castlewood Days.

Discussion was held on the City passing a Purchasing Policy for employees to purchase items without approval. \$1000 and below-no approval; \$1000-\$2000 must clear through finance officer; \$2000 and over must be approved by the city council. They also discussed adding an emergency clause to the policy. The policy will be presented at next month's meeting for approval.

A donation policy was also discussed. There will be a form that needs to be filled out 60 days prior to the event or activity along with a financial statement. The policy will be presented at next month's meeting for approval.

Mary Ellen Black is an employee at the Castlewood Golf Course getting paid \$11.00 per hour. A motion by Bohls and seconded by Schmit to approve the wage with all members present in favor and motion passed.

The second reading for Ordinance 20-2 2021 Appropriation Ordinance was held. A motion by C. Ries and seconded by Barker to approve the second reading with all members present in favor and motion passed.

The City is applying for funding to make improvements to our water infrastructure. The first step is applying to State Water Board. A motion by Bohls and seconded by Olson to allow Mayor Ries to sign all necessary documents for the State Water Plan. All members in favor and motion passed.

The General Journal entries for August were approved on a motion by Schmit and seconded by Shepherd with all members present in favor and motion passed.

The cash register voids from the golf course were approved on a motion by Bohls and seconded by C. Ries with all members present in favor and motion passed.

They would like to shoot fireworks at homecoming so on a motion by C. Ries and seconded by Barker they were granted permission to do so. All in favor and motion passed.

Matt Hunter would like to fill in a portion of his ditch to make his driveway wider. The only stipulation is he needs to make sure the culvert stays cleaned out so the water may continue to flow. A motion by C. Ries and seconded by Olson to approve the request with all members in favor and motion passed.

Rich Uckert, engineer for Banner & Associates, was present to discuss 3<sup>rd</sup> Avenue. He stated there are several factors that indicate cleaning out the ditches will not accomplish getting the water to run south. He also stated that the last 2 years are the wettest for several years. He said one option would be laying drain tile in the ditch which would cost \$173,136. He also stated you could probably hire someone that lays drain tile and get it done much cheaper. No action was taken at this time.

Rich Uckert also talked about Warrior Road. The finance officer is to contact Burchatz Construction to see if the project will get done this fall or next spring. The engineers will stake the project once they know when Burchatz Construction wants to do the project.

A motion by Schmit and seconded by Olson to adjourn. The meeting adjourned at 8:18 p.m. All in favor and motion passed.

Sheila Gerhold  
Finance Officer