

**Castlewood City Council
November 4, 2020**

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

The meeting was called to order by the mayor.

The following items were added to the agenda: Burning the ditch on 4th Avenue south of the substation and communications concerning mayor and council. A motion by Schmit and seconded by Bohls to approve the agenda with the added items. All members in favor and motion passed.

The Pledge of Allegiance was led by Mayor Ries.

The minutes of October 5, 2020 were presented for approval. Mayor Ries asked for correction to the minutes concerning the tie vote on the Code Enforcement Officer contract. Mayor Ries contacted the City Attorney and he is able to break the tie on a contract therefore the motion by C. Ries and seconded by Barker to hire the Code Enforcement officer to continue his inspections. Roll call vote.

Aye: Barker, Olson, C. Ries. Nay: Bohls, Shepherd and Schmit. Mayor Ries voting aye and motion passed. A motion by C. Ries and seconded by Olson to approve the minutes as corrected and motion passed.

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

GENERAL FUND: Wages 323.23; Carson Kirwan, wages 36.94; Electronic Federal Tax Payment, ss & wh 56.62; Brian Ries, cell phone 30.00; Bass Sanitation, garbage haul 30.00; First Premier Bank, library rent 150.00; Hamlin County Auditor, police contract 3250.00; S&S Auto, repairs 932.21; Office Peeps, supplies 81.72; Hamlin County Republican, publishing 107.28; ITC Communications, utilities 144.78; Ottetail, utilities 2296.75; Northwest Energy, utilities 71.40; Richard Ries, mileage 73.92; Titan Machinery, repairs 1943.55; Gerhold Brothers, labor & cement 1662.60; Northern Truck, repairs 310.37; Castlewood Building Supplies, repairs 733.85; Castlewood Farmer's Elevator, spray 1080.00; Estelline Coop, supplies 187.08; Christian Book Distributors, books 143.64; Janice Schiernbeck, books 25.68; Barnes & Noble, books 182.22; Visa, supplies 24.38.

TOTAL GENERAL FUND DISBURSEMENTS: \$13,878.22.

MUNICIPAL STREET FUND: Banner & Associates, engineer fees 690.20.

WATER FUND: Wages 5295.04; Doug Gerhold, wages 25.91; Electronic Federal Tax Payment, ss & wh 1484.05; Rural Development, payment 1237.00; Visa, supplies 18.20; Postmaster 320.00; SD Health Pool, group ins. 1470.94; SD Retirement, retirement 814.48; Delta Dental, group ins. 82.40; AFLAC, group ins. 87.58; Ottetail, utilities 155.97; Winwater, supplies 1585.00; Thein Well, inspections 275.00; SD Public Health Laboratory, water testing 28.00; Hawkins, supplies 501.50; SD One Call, locates 4.20.

TOTAL WATER FUND DISBURSEMENTS: \$13,385.27.

SEWER FUND: Wells Fargo, quarterly payment 6490.99; Ottetail, utilities 220.13; Richard Ries, cell phone 30.00; MVTL Laboratories, ground water testing, 1475.00; ITC Communications, utilities 39.26.

TOTAL SEWER FUND DISBURSEMENTS: \$8,255.38.

SOLID WASTE FUND: Bass Sanitation, contract 4950.00; Department of Revenue, sales tax 343.93.
TOTAL SOLID WASTE FUND DISBURSEMENTS: \$5,293.94.

GOLF FUND: Wages 3331.16; Sheila Gerhold, wages 296.29; Mary Ellen Black, wages 157.46; Erin Ruesink, wages 62.34; Chelsea Ruesink, wages 67.53; James Janssen, wages 259.73; Neil Dvorak, wages 169.92; SD Health Pool, group ins. 615.40; SD Retirement Systems, retirement 542.74; Delta Dental, group ins. 41.20; Doug Gerhold, supplies 43.95; Estelline Coop, supplies 99.97; Coca Cola, pop 75.00; ITC Communications, utilities 62.98; SD Department of Health, food service license 170.00; Sturdevant's, repairs 25.93; Dakota Portable Toilets, port a pot 146.25; Shawn Mullaney, golf balls 114.95; Boardtronics, repairs 408.29; TSYS Merchant Solutions, credit card fees 420.36; Department of Revenue, sales tax 1075.38; Electronic Federal Tax Payment, ss & wh 1088.77; Visa, pop & supplies 66.93; H-D Electric, utilities 731.21.
TOTAL GOLF FUND DISBURSEMENTS: \$10,073.74.

TOTAL DISBURSEMENTS, all funds: \$51,595.93.

No one appeared for public comments.

The mayor did not have a report.

The Finance Officer's report was that the Golf Course is officially closed; She has filled out paper work for Covid Relief Funds and has received some of those fund; She plans on using some vacation days the week of the 24th through the 27th.

There weren't any building permits issued for the month of October.

The donation policy was presented for approval and Mayor Ries stated there would not be a form to be filled out but the request must be made in writing. A motion by Bohls and seconded by Barker to approve the policy with the changes made. All in favor and motion passed.

Jerry McPartland, Rich and Lois Wiarda, representing the Grow Castlewood Committee, were present to answer any questions the council may have. They presented a Phase One of the project which consists of hauling dirt in, installing irrigation, a scoreboard, site is raised to proper elevation and drainage installed, lights installed and a chain link fence. Donations have been secured for all of the above-mentioned projects. They plan to continue fund raising for the rest of the football field. Discussion was held on the committee moving the playground equipment and they stated the city council needed to decide where they would like it moved to. They also discussed the underground electrical lines that need to be addressed before construction begins. The council asked that the committee keep them informed so they can plan for baseball/softball next summer. The committee plans to start construction next spring.

Liquor licenses were presented for approval. Tables, Inc., on sale and off sale license; Castlewood Community Golf Course, on sale. A motion by Schmit and seconded by Olson to approve the licenses and allow Mayor Ries to enter into an operating agreement with Tables. All in favor and motion passed.

The franchise agreement with Mediacom is up for renewal in 2023. In past years the city received 3% of gross sales. The finance officer is to compile a report on how much the city has taken in the last few years from Mediacom and ITC. The franchise agreement was tabled until the December meeting.

Discussion was held on the Code Enforcement Officer. The mayor asked if the council wanted to wait until spring to proceed with the cleaning of properties and also if they wanted to pay \$1500 up front or pay him as he does the job. A motion by C. Ries and seconded by Olson to pay him as he does the job. Motion passed.

The council has received complaints on some dogs running at large. The finance officer stated they are not licensed. She is to send letters to this individual to get the dogs licensed.

The city's group health insurance is increasing by 3.3%. A motion by Bohls and seconded by Schmit to approve the increase and continue with the Health Pool of SD. All in favor and motion passed.

A motion by Schmit and seconded by Shepherd to transfer \$8100 from the contingency fund to the General Legislative fund \$7000; Financial Administration fund \$1000 and \$100 to Elections. All in favor and motion passed.

The first reading of Ordinance 20-3 Supplemental Budget was held. The budget is for \$25,000 to Solid waste fund and \$20,000 to golf fund. A motion by C. Ries and seconded by Barker to approve the first reading of the Supplemental budget with all members present voting aye and motion passed. The second reading will be held December 7, 2020.

Discussion was held on the water project. Projections for water rates were presented to the city council. A public hearing will be held December 7th for the Water Improvements Project.

There are funds available to the city for purchasing technology for the City to have zoom meetings for our monthly meetings. The council decided to have the finance officer check into purchasing such a system.

A motion by Olson and seconded by Barker to enter into executive session at 7:55 p.m. to discuss a contractual agreement. Sheila Gerhold was asked to stay. A motion by Olson and seconded by Schmit to return to regular session at 8:04 p.m.

A motion by Bohls and seconded by C. Ries to approve the October General Journal entries with all members present in favor and motion passed.

C. Ries asked permission for Doug Gerhold to burn the ditch on 4th Avenue south Ottertail's substation. He needs to call the fire department and let them know when he plans on doing it. A motion by Bohls and seconded by Schmit to allow him to do this. All in favor and motion passed.

Jeff Shepherd stated he was disappointed about how the changing of the meeting from Monday to Wednesday was handled. Mayor Ries contacted each council member on Monday, October 26th and asked if Wednesday, November 4th would work for the November meeting. Shepherd stated there was a sign in the city office and it was in the paper on Wednesday, October 28th stating the meeting had been changed before the council was notified that the meeting was changed for sure. Mayor Ries notified the council on Wednesday October 28th that the meeting day had been changed. Mayor Ries apologized for not letting them know sooner but the majority was okay with the change so he changed the date of the meeting.

A motion by Schmit and seconded by C. Ries to adjourn. The meeting adjourned at 8:13 p.m.

Sheila Gerhold
Finance Officer