

February 6, 2023 Meeting Minutes

The Castlewood City Council met on the above date at 7 pm with the following members present: Mayor Brian Ries, Jeanette Bohls, Heather Schmit, Chad Ries, Stef Goldhorn, Beau Schooley, and LeeAnne Dufek. Also present: Logan Kool, Justin Bucher, Cory and Kaylee Jackson, James and Brenda Boyd, Jeff Sikkink and Jason Tvedt

The meeting was called to order by the mayor and the pledge of allegiance was led by the mayor. The agenda was presented. A motion to approve was made by Schmit and seconded by Goldhorn. All members present voting aye and the motion passed.

There were no public comments made.

A motion was made to approve January's meeting minutes by Bohls and seconded by Dufek. All members present voting aye and the motion passed.

Approval of bills. A motion was made to approve by Dufek and seconded by C.Ries. All members present voting aye and the motion passed.

**GENERAL FUND**

PAYROLL	WAGES	11013.80
BRIAN RIES	REIMBURSEMENT	30.00
HAMLIN COUNTY REPUBLICAN	PUBLISHING	159.88
KATHY POMMER	ELECTION SALARIES	202.50
MARY BOHLS	ELECTION SALARIES	202.50
ROCHELLE RUDEBUSCH	ELECTION SALARIES	202.50
ARLINGTON INSURANCE AGENCY	NOTARY BOND	50.00
SD ASSOCIATION OF TOWNS	MEMBERSHIP DUES	324.50
CITIZENS STATE BANK	DEPOSIT BOX RENTAL	30.00
CONNECTING POINT	SOFTWARE	297.50
CORNER MARKET	POSTAGE	18.90
FIRST DISTRICT ASSOCIATION	MEMBERSHIP DUES	900.00
GREAT AMERICA FINANCIAL SERVIC	EQUIPMENT RENTAL	200.63
HAMLIN COUNTY REPUBLICAN	PUBLISHING	366.42
HAMLIN COUNTY REPUBLICAN	PUBLISHING	153.91
HIGH POINT ACCOUNTING AND TAX	AUDIT	3800.00
ITC	UTILITIES	247.83
LOGAN KOOL	REIMBURSEMENT	12.60
NORHTWESTERN ENERGY	UTILITIES	477.96
OFFICE PEEPS	OFFICE SUPPLIES	509.95
OTTERTAIL	UTILITIES	2337.87
SIOUX FALLS RUBBER STAMP	NOTARY STAMP	24.20
SECRETARY OF STATE	NOTARY APPLICATION	30.00
VISA	POSTAGE/SUPPLIES	439.00
VISA	MEMBERSHIP DUES	51.25
VISA	SOFTWARE	61.00

AMERICAN CARPET CARE INC	CARPET CLEANING	228.00
STAR LAUNDRY	RUG RENTAL	72.93
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
CNH INDUSTRIAL ACCOUNTS	EQUIPMENT REPAIR	1819.40
ESTELLINE COOP	FUEL EXPENSE	74.56
MARC	REIMBURSEMENT	30.00
NORHTWESTERN ENERGY	UTILITIES	436.72
POPHAM CONSTRUCTION LLC	SNOW REMOVAL	1200.00
VISA	STREETS TRAVEL/CONFERENCE	348.77
BASS SANITATION	UTILITIES	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SALES TAX	338.91
CASTLEWOOD BUILDING SUPPLIES	PARK REPAIRS & MAIN.	59.20
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
OFFICE PEEPS	LIBRARY SUPPLIES	37.49
<b>TOTAL GENERAL FUND</b>		<b>35929.01</b>

**WATER FUND**

BANNER	ENGINEERING SERVICES	2080.00
HAMLIN COUNTY REPUBLICAN	PUBLISHING	287.29
HAWKINS, INC	SUPPLIES	652.58
NORHTWESTERN ENERGY	UTILITIES	116.33
OTTERTAIL	UTILITIES	264.69
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	551.16
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	685.84
<b>TOTAL WATER FUND</b>		<b>4637.89</b>

**SEWER FUND**

OTTERTAIL	UTILITIES	127.68
<b>TOTAL SEWER FUND</b>		<b>127.68</b>

**GOLF FUND**

PAYROLL	WAGES	4790.68
AMERICAN CARPET CARE INC	CARPET CLEANING	378.50
DELTA DENTAL	GOLF GROUP INSURANCE	42.70
DOUGS SERVICE & MARINE	GOLF REPAIRS & MAINTENANCE	913.45
HD ELECTRIC	GOLF UTILITIES	352.22
ITC	GOLF UTILITIES	8.81
VISA	Golf Services & Fees	150.00
<b>TOTAL GOLF FUND</b>		<b>6636.36</b>

Mayor Report. The Mayor reminded council that the declaration of candidacy to begin petition circulation was ongoing in order to file nominating petition due by Friday, February 24<sup>th</sup> at 5:00 p.m.

Finance Report. The Finance Officer provided council with a bank reconciliation for the month of January, 2023 showing that the bank statements were an accurate reflection of the accounting software reports and that there was no variance in what was reconciled vs reported.

Building Permits. 808 N 2<sup>nd</sup> Ave, 302 E Pearl St, Lots 11 & 12 Block 28, Joey & Michelle Barret Addition

Brenda Boyd Moving Permit. Brenda expressed to Council her plans for Milbank House Mover's to move a new house onto the property at 302 E Pearl St due to the extensive damage of her previous home by the tornado. They will continue to live in the existing residence until the new house is finished, the old structure will be torn down once the new structure is finished. The Mayor informed the Boyd's that only one house can be on the property so the old house must be removed upon moving into the new home. Council upheld their waiver of the building permit fee due to the tornado. A motion was made to approve the moved in building by Schmit and seconded by C. Ries. All members present voting aye and the motion passed.

Cory Jackson Rezone and Variance. Cory presented to Council his plans to rezone Lots 11 & 12, Block 28 from general residential to highway commercial to construct more storage buildings. The plans included two new storage buildings and a new approach. Cory asked for a variance to conform with the existing storage unit located directly north of this property. The variance requested was 13 ft on the front yard (1<sup>st</sup> avenue) and 2 ft on the rear yard. A motion was made to approve the rezone from general residential to highway commercial by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed. A motion was made to approve the variance request by Dufek and seconded by Schmit. All members present voting aye and the motion passed.

Water Project Bids. Justin Bucher a representative of Banner the city's engineering firm presented Banner's recommendation of the water tower project and the water systems improvement project bids. 5 bids were received and opened for the water tower project on February 1 at 12:00 p.m. Banner made their recommendation for Hartung Xoatings LLC from Hudson, WI deemed to be the low, responsive, responsible bidder for the city council to consider for award in the amount of \$132,700.00. A motion was made to approve the award for the water tower project bid to Hartung Xoatings LLC, contract contingent upon SDDANR approval and funding agency concurrence in order to ensure funding participation by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

5 bids were received and opened for the water systems improvement project on February 1 at 12:00 p.m. Banner made their recommendation for 605 Companies, Inc. from Sioux Falls, SD deemed to be the low, responsive, responsible bidder for the city council to consider for award in the amount of \$618,561.25, contract contingent upon SDDANR approval and funding agency concurrence in order to ensure funding participation. City council set a special meeting for Wednesday, February 15<sup>th</sup> at 5:30 p.m. to further consider the water systems improvement project bid with the potential bid alternate pending more information on the status of ARPA monies and funding options.

Other Old Business. Jeff Sikkink and Jason Tvedt representing the baseball fields presented council with pictures of two new proposed dugouts that were affected by the tornado. The baseball field reps

requested \$10,000 from the park and rec fund to purchase materials to construct the dugouts and that the labor on the project at an estimated \$10,000.00 would be donated by various community members. The two also proposed a batting cage quote of \$8500.00 and \$1800.00 for cement. Council members deemed the dugout situation more important at this time than the batting cage project and that they would revisit about it at a later date. A motion was made to approve the dugout material purchase of \$10,000.00 by C. Ries and seconded by Dufek. All members present voting aye and the motion passed.

Benefits/employee handbook. A motion was made to approve the new and improved benefits/employee handbook by Bohls and seconded by C.Ries. All members present voting aye and the motion passed.

FEMA Update. The Mayor and the Finance Officer wrapped up their final meeting with FEMA on February 2, 2023. In addition to the \$243,108.39 received for the debris removal project, the City was awarded an additional \$9454.37 for the city generators and \$33,227.04 for volunteer efforts managed by the city. The total dollars received from FEMA and the State of SD were nearly enough to cover all of the expense invoices that were paid for previously by the City for the extensive tornado damage.

Golf Cart Purchase Mayor Veto. The Mayor presented his veto to city council for the purchase of 6 newer golf carts for the golf course this season. The Mayor expressed to council that they only budgeted \$20,000 for new equipment for 2023, which would put them \$8,000.00 over budget a couple months into year 2023. The mayor also expressed concern for significantly depleting the balance of the golf course fund before they open up for business. The Mayor advised council to approve only 3 carts at a maximum of \$15,000.00 to keep the golf course fund healthy enough to support any uncalculated expenses for the 2023 season. A motion to override the mayor's veto was made by C. Ries and seconded by Schooley. Roll call was taken on the vote: Goldhorn no, Schooley yay, C. Ries yay, Bohls yay, Dufek yay, Schmit yay. A motion to override the mayor veto passes, 5 yes and 1 no.

Softball Field Fence. The school would like to split the cost of the fastpitch softball field fence with the city at around \$2500.00. The Mayor will talk to the school about a proposed maintenance contract and rental agreement.

Community Center Rental Agreements. A motion was made to approve the community center rental agreements to include a \$100 rental fee and a \$100 deposit contingent upon the cleanliness of how the renter leaves the facility by Dufek and seconded by Schmit. All members present voting aye and the motion passed.

Spilde Addition Update. Josh Spilde is still waiting on his mylar to be signed pending a developer's agreement with the City. A few city council members met with First District February 7 to further discuss.

Other Old Business. Discussion was had by council regarding fixing and widening Prairie Street.

Lift Station/Sewer line 4<sup>th</sup> Ave S. Council discussed the sewer line situation on 4<sup>th</sup> avenue south and 184<sup>th</sup> st. The lift station at this intersection has been inoperable for a number of years and needs some repairs and maintenance to function. The proposed building permit at the Barrett Addition will need to hook into city sewer. Since the lift station is inoperable, it may be possible to tie into the line on the opposite side of 4<sup>th</sup> avenue south and that will require digging up the county road. This matter will be investigated further.

Community Development Grant. An application for the \$5,000.00 grant incentive for building a house was received from Jon and Tiffany Barthel. A motion was made to approve the community development grant by Dufek and seconded by C. Ries. All members present voting aye and the motion passed.

Chip Seal Proposal. A motion was made to approve the Bituminous Paving Inc. chip seal quote for \$49896.00 by Bohls and seconded by Schmit. All members present voting aye and the motion passed.

Set Golf Course Rates. Doug and Rochelle provided their proposed rate changes for the course to the Finance Officer and the rates were presented to council. A motion was made to approve the proposed golf course rate changes by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

Community Development Foundation Donation for Trees. The Castlewood Community Development Foundation presented the city with a check for \$10,000.00 for the beautification of the City. Council discussed donating some trees to the ball field, reimbursing residents for a couple of trees that they purchased and potentially using it to purchase some holiday décor for the streets wrecked by the tornado. Will revisit about this closer to spring.

Surplus Property Copier. A motion was made to get rid of the old copier in the finance office with a \$0.00 value by Dufek and seconded by Bohls. All members present voting aye and the motion passed.

Executive Session. A motion was made by Schmit and seconded by C. Ries. All members present voting aye and the motion passed. Council entered executive session regarding Personnel-Contracts SDCL 1-25-2(3,1) at 9:18 p.m. The Mayor declared the council out of executive session at 9:44 p.m.

A motion was made to accept the resignation of Marc Lewno by Dufek and seconded by C. Ries. All members present voting aye and the motion passed.

A motion to adjourn at 9:46 p.m. was made by Dufek and seconded by Schmit. All members present voting aye and the motion passed.