

March 6, 2023 Meeting Minutes

The Castlewood City Council met on the above date at 7 pm with the following members present: Jeanette Bohls, Heather Schmit, Chad Ries, Stef Goldhorn, and LeeAnne Dufek. Absent Mayor Brian Ries & Beau Schooley. Also present: Logan Kool, Justin Bucher, Cory and Kaylee Jackson, Josh Spilde, Mr. & Mrs. Harry Boner, John Schmit, Clint Davis, Lucas Mack, Joey and Michelle Barrett, Brad Heyn, Peter Books, Shane Mack, Tony Larson and Melissa Magstadt.

The meeting was called to order by C. Ries and the pledge of allegiance was led by C. Ries. The agenda was presented. A motion to approve the agenda with the addition of the tractor by Schmit and seconded by Bohls. All members present voting aye and the motion passed.

There were no public comments made.

A motion was made to approve February's meeting minutes with the addition of a \$10.00 ach fee for payroll by Goldhorn and seconded by Dufek. All members present voting aye and the motion passed.

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

GENERAL FUND

WAGES	PAYROLL	11471.33
BRIAN RIES	CELLPHONE REIMBURSEMENT	30.00
UPFRAME CREATIVE	WEBSITE HOSTING FEES	468.40
VISA	ELECTION WORKER LUNCH	27.75
CITIZENS STATE BANK	ACH FEE PAYROLL	10.00
CITIZENS STATE BANK	ACH FEE UTILITY BILLING	10.00
DELTA DENTAL	GROUP INSURANCE	44.70
GREAT AMERICA	COPIER LEASE	108.24
HAMLIN COUNTY REPUBLICAN	PUBLISHING	468.74
INNOVATIVE OFFICE SOLUTIONS	SUPPLIES	320.00
ITC	UTILITIES	258.08
MENARDS	SUPPLIES	119.99
OTTERTAIL	UTILITIES	238.82
VISA	SUPPLIES	410.25
VISA	COMPUTER SOFTWARE	301.63
NORHTWESTERN ENERGY	UTILITIES	444.50
SD DEPT OF LABOR	FEES	25.00
SOUTH DAKOTA PUBLIC ALLIANCE	INSURANCE	18982.63
STAR LAUNDRY	RENTALS	72.93
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
DAKOTA SUPPLY GROUP	STREETS REPAIRS/MAIN	317.78
ESTELLINE COOP	STREETS REPAIRS/MAIN	237.36
HEYNER WELDING	STREETS REPAIRS/MAIN	1221.42
MARC LEWNO	CELLPHONE REIMBURSEMENT	60.00
NORHTWESTERN ENERGY	UTILITIES	269.93

OTTERTAIL	UTILITIES	2180.85
OTTERTAIL	UTILITIES	166.20
POPHAM CONSTRUCTION LLC	STREET SNOW REMOVAL	800.00
BASS SANITATION	SANITATION SERVICES	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	333.83
OTTERTAIL	UTILITIES	11.80
PRAIRIE LAKES WELLNESS CENTER	SWIMMING LESSONS	2034.94
CHRISTIAN BOOKS	LIBRARY SUPPLIES	80.00
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
<b>GENERAL FUND TOTALS</b>		<b>50665.43</b>

WATER FUND		
BANNER	PROFESSIONAL FEES	5757.20
OTTERTAIL	UTILITIES	427.85
SOUTH DAKOTA RURAL DEVELOPMENT	WATER LOAN PRINCIPAL	479.91
SOUTH DAKOTA RURAL DEVELOPMENT	WATER LOAN INTEREST	757.09
SD ASSOCIATION OF RURAL WATER	TRAVEL AND CONFERENCE	300.00
<b>WATER FUND TOTALS</b>		<b>7722.05</b>

SEWER		
OTTERTAIL	UTILITIES	192.89
<b>SEWER FUND TOTALS</b>		<b>192.89</b>

GOLF FUND		
WAGES	PAYROLL	4790.67
AUTO VALUE	GOLF REPAIRS & MAINTENANCE	28.73
DELTA DENTAL	GOLF GROUP INSURANCE	46.70
ESTELLINE COOP	GOLF REPAIRS & MAINTENANCE	30.97
FARGO COUNTRY CLUB	GOLF REPAIRS & MAINTENANCE	1500.00
HD ELECTRIC	GOLF UTILITIES	357.92
HEYNER WELDING	GOLF REPAIRS & MAINTENANCE	741.99
ITC	GOLF REPAIRS & MAINTENANCE	8.81
OFFICE PEEPS	GOLF SUPPLIES	39.30
<b>GOLF FUND TOTALS</b>		<b>7545.09</b>

Mayor Report. None.

Finance Report. The Finance Officer provided council with a bank reconciliation for the month of February, 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.

Mack Celebration/Close Main Street. Shane Mack proposed to council a celebration on Saturday, July 1<sup>st</sup>, 2023 to thank everyone for their help with the tornado, honor the founders of Mack Landscaping and their employees over the last forty years, and to show appreciation for their customers and the city of Castlewood. Main Street would be blocked off in front of Ship's Inn from Kemink's building on the north to the post office building on the south. The celebration would commence from 3 p.m. to 2 a.m. with security, set up and clean up measures in place and a noise permit. A motion to approve the Mack Celebration and closing of main street was made by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Mayor Brian Ries joined the meeting at 7:10 p.m.

Cory Jackson 2<sup>nd</sup> Reading. A motion to approve Cory Jackson's 2<sup>nd</sup> reading to rezone Lots 11 & 12, Block 28 from general residential to highway commercial was made by C. Ries and seconded by Schmit, all members present voting aye and the motion passed.

Bus Barn Rezone/Variance. Peter Books the superintendent of the Castlewood School District proposed to council a rezone of Lot 3, Block 27 from agricultural to highway commercial as well as a ten foot variance on the rear yard for their building permit. A motion was made to approve the variance by C. Ries and seconded by Dufek, all members present voting aye and the motion passed. A motion was made to approve the rezone by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Joey Barrett Rezone. Joey and Michelle Barrett proposed to council a rezone of Joey and Michelle Barrett Addition from agricultural to industrial. Discussion commenced further on hooking up to municipal utilities for sewer and water. Justin Bucher of Banner Associate's, explained to council that some elevation surveys were taken of the sewer line on the east side of the road at 4<sup>th</sup> avenue south adjacent to the Barrett addition. Banner recommended that Barrett's hook in to city sewer with a grinder pump. Joey explained to council the excessive costs of a grinder pump and boring under the road. Current city ordinance states that if a landowner's property line is within 400 feet of any municipal sewer or water main, the landowner is required to hook up at their own expense. A motion to approve the rezone was made by Dufek and seconded by Schmit, all members present voting aye and the motion passed.

Tony Larson Building Permit. Tony Larson moved inside his fence a 10x16 shed to house supplies and materials for his in ground swimming pool. Tony stated the fence is one foot from his property line and the shed is two feet from the fence. City ordinance states that an accessory building can be within three feet of a property line. Tony and Melissa explained they came in to the city office when building the pool and were told a building permit was not needed for the swimming pool, city ordinance has a swimming pool listed as a structure. A motion was made to issue and approve a building permit for both the shed and the pool at a cost of \$20.00/each by C. Ries and seconded by Goldhorn, all members present voting aye and the motion passed.

Spilde Addition Developer's Agreement. First District and the City attorney put together a developer's agreement for city council and Josh Spilde to sign before recording the mylar of Lots, 1, 2 and 3 of the Spilde 1<sup>st</sup> Addition final plat. Josh explained to council that he wasn't comfortable with some verbiage in the agreement stating that lots 1, 2 and 3 would still be zoned ag and only a single family dwelling would be eligible for a building permit. Council explained that the next buyer would be required to rezone the

property and apply for a building permit for whatever their vision for the lots might be. Banner Associates would continue to work with the city and Spilde on his future development plans and have some figures for bringing sewer to his piece at the April 3<sup>rd</sup>, 2023 council meeting to review.

Harry Boner Legion Baseball. Harry proposed to council taking over the costs associated with Legion Baseball, average costs around \$2200.00 which included \$1,000.00 to the coach, \$700.00 equipment maintenance and \$500.00 in miscellaneous expenses and sometimes an additional expense if the team makes the state tournament. The city council thought they could do a \$1,000.00 donation to help with some of the expenses, they would first need a financial statement from the legion before issuing that donation.

Water Tower Project Bid. A motion was made to declare Hartung Xoatings LLC water tower project bid nonresponsive after DANR disapproval by Dufek and seconded by Bohls, all members present voting aye and the motion passed. A motion was made to award the water tower project contract to Color Dynamics LLC by Bohls and seconded by Schmit, all members present voting aye and the motion passed.

SRW Update. The Mayor contacted Travis Steffensen of Sioux Rural Water and Travis informed the Mayor that the contract for the city was being prepared and would be ready for the April 3<sup>rd</sup>, 2023 regular council meeting. Travis would be attending the meeting to answer any questions.

Supplemental Budget Golf Course. The Finance Officer prepared the first reading of the supplemental budget for the golf course of \$10,000.00 to account for the purchase of 5 carts approved by council, 2023 budget included only \$20,000.00 for equipment purchases so a supplemental budget was in order. A motion to approve the first reading of the supplemental budget for the golf course was made by Schmit and seconded by C. Ries, all members present voting aye and the motion passed.

First District Meeting Recap. Kool, Bohls and Goldhorn met with Todd Kays with First District on March 1 at 5:30 to continue the process of updating the city's zoning ordinance. Bohls explained Kays presentation was very informative and educational. The Mayor expressed the importance of working through the packets that First District provided to build a solid zoning ordinance. Another meeting with First District will take place on Tuesday, April 4<sup>th</sup> at 5:30.

Other Old Business. City council decided to hold off on any new sales of the city owned industrial lots until water and sewer to those lots were figured out. The city council discussed some expired building permits that had already been reissued and decided they would not again reissue those permits. The Finance Officer would follow up with the attorney on these building permits. Kool found a grant through GFP that might fund the batting cage for the baseball field. She would fill out the paperwork and give a status update when applicable. Chris Lather also presented Kool with a Scott's Field Refurbishment grant, the two submitted the required paperwork and would give an update as to if the grant was successful.

Property Tax Appeals. The city equalization meeting is Monday, March 20<sup>th</sup> at 7:00 p.m. Anyone that wanted to appeal their property taxes in city limits would need to fill out a form with the finance officer no later than Friday, March 17<sup>th</sup>.

3 Year council Terms. The Mayor proposed extending council terms from two to three years. Council concluded that they would like to leave the terms at two years.

ELO 2021 & 2022 Audit Proposal. Grant and Williams, the previous auditor for the city, will no longer be auditing. They recommended three firms to the finance officer and ELO CPA's out of Mitchell was the only one of the three firms that would have time to do it. A motion to approve the ELO CPA 2021 & 2022 audit proposal was made by Dufek and seconded by C. Ries, all members present voting aye and the motion passed.

Snow Removal. The Mayor asked council if the city would pay to have the large snow piles on main and other snow piles throughout the city to be moved out due to the coming thaw in the spring and the visibility issues they are causing for driver's. Council agreed to pay to have the snow piles moved out. Discussion also took place regarding the condition of the city tractor. The Mayor would have the tractor looked at to be repaired with the help of city maintenance.

Executive Session Personnel SDCL 1-25-2. A motion was made to enter executive session at 9:20 p.m. by Bohls and seconded by Goldhorn, all members present voting aye and the motion passed. The Mayor declared council out of executive session at 9:47 p.m.

A motion was made to hire John Schmit, with pay to be determined, as the city maintenance supervisor by Bohls and seconded by Goldhorn. Roll call was taken on the vote, Dufek yay, Goldhorn yay, C. Ries yay, Bohls yay, Schmit abstained, motion passed.

A motion to adjourn at 9:55 p.m. was made by C. Ries and seconded by Schmit, all members present voting aye and the motion passed.

Finance Officer  
Logan Kool