

May 1, 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, LeeAnne Dufek and Beau Schooley. Also present: Logan Kool, John Schmit, Justin Bucher & Don Weigel via teams, Joey Barrett, Jerry Gerberding, Brenda and James Boyd, Chad Schlotterbeck, Peter Books, Shane Mack, Barrett Wittnebel, Sherwin and Shelly Dekam

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 the agenda by Schmit and seconded by Dufek. All members present voting aye and the motion passed.

There were no public comments made.

A motion was made to approve April's meeting minutes with the addition of golf course ach payments (Tsys credit card fees \$155.00, Ellwein \$1410.15 and Porter \$262.30) by Dufek and seconded by Schmit. All members present voting aye and the motion passed.

Approval of bills. A motion was made to approve the bills with the addition of the monthly cell phone reimbursements for the Mayor and the Maintenance Supervisor by Bohls and seconded by C. Ries. All members present voting aye and the motion passed.

MAYOR & COUNCIL

WAGES	PAYROLL	11846.17
BRIAN RIES	CELLPHONE REIMBURSEMENT	30.00
HAMLIN COUNTY REPUBLICAN	PUBLISHING	820.63
OFFICE PEEPS	OFFICE SUPPLIES	54.80
OTTERTAIL	UTILITIES	590.00
VISA	OFFICE SUPPLIES	325.71
ABC LOCK AND KEY	REPAIRS AND MAINTENANCE	496.04
AMERICAN LEGION STATE HEADQUAR	FLAG PURCHASE	130.00
NORHTWESTERN ENERGY	UTILITIES	299.11
STAR LAUNDRY	RUG RENTAL	76.56
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
HAMILN COUNTY AUDITOR	POLICE CONTRACT QUARTERLY	558.64
AMANDA RUBY	MAILBOX REPAIR	113.15
ESTELLINE COOP	REPAIRS AND MAINTENANCE	601.27
JOHN SCHMIT	CELLPHONE REIMBURSEMENT	30.00
NORHTWESTERN ENERGY	UTILITIES	191.44
OTTERTAIL	UTILITIES	2386.28
VISA	REPAIRS AND MAINTENANCE	255.59
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	337.63
	REIMBURSEMENT FOR	
CRAIG HORN	MATERIALS	45.85
HAMLIN CONSERVATION DISTRICT	TREES FOR BALL FIELDS	490.00
OTTERTAIL	UTILITIES	10.02
ROY'S SPORT SHOP	REC EQUIPMENT	23.97

STAN HOUSTON EQUIPMENT COMPANY	REC REPAIRS AND MAINTENANCE	8.08
CASTLEWOOD BUILDING SUPPLIES	DUGOUT MATERIALS	7100.70
STAN HOUSTON EQUIPMENT COMPANY	REC REPAIRS AND MAINTENANCE	30.30
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
KELLY & AMY HAUG	HOUSING GRANT	5000.00
BETSY MATSON	HOUSING GRANT	5000.00
SOUTH DAKOTA DEPT OF REVENUE	BEER LICENSE RENEWAL	150.00
GENERAL FUND	TOTALS	46140.27

WATER		
BANNER	WATER - FEES	2783.8
OTTERTAIL	WATER - UTILITIES	257.79
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	483.88
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	753.12
WATER FUND	TOTALS	4278.59

SEWER		
OTTERTAIL	SEWER - UTILITIES	209.76
SEWER FUND	TOTALS	209.76

GOLF		
WAGES	PAYROLL	6481.99
CORNER MARKET	GOLF COURSE POP	300.00
AUTO VALUE	GOLF REPAIRS & MAINTENANCE	10.43
CORNER MARKET	GOLF SUPPLIES	136.35
DAKOTA PORTABLE TOILETS	Golf Services & Fees	195.00
DAKOTA TOBACCO	GOLF TOBACCO	401.32
DOUGS SERVICE & MARINE	GOLF REPAIRS & MAINTENANCE	2165.37
ESTELLINE COOP	GOLF REPAIRS & MAINTENANCE	13.98
HAMLIN COUNTY REPUBLICAN	Golf Services & Fees	200.00
HD ELECTRIC	GOLF UTILITIES	348.92
MENARDS	GOLF SUPPLIES	117.43
OFFICE PEEPS	GOLF SUPPLIES	258.78
VISA	GOLF REPAIRS & MAINTENANCE	829.10
VISA	GOLF SUPPLIES	362.08
WATERTOWN WHOLESALE	GOLF CANDY	694.21
ZIMCO	GOLF REPAIRS & MAINTENANCE	6511.26
GOLF FUND	TOTALS	19026.22

Mayor Report. None

Finance Report. The Finance Officer provided council with a bank reconciliation for the month of April, 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. Kool will work on the list of outstanding checks so that those can be removed from the bank reconciliation. The auditors are coming for both of the 2021 and 2022 audits Wednesday and Thursday.

Maintenance Report. J. Schmit stated there have been a lot of locates with all of the building taking place in throughout the city. He has been working on fixing water meters and getting a lot of quotes for work that needs to be done with city infrastructure.

No Parking Anytime Signs, Pearl Street. Sherwin and Shelly DeKam were present at the council meeting to voice their concerns about the parking situation north of the school on Pearl Street. There have been a number of incidents where the driveway for their rental property has been blocked. Currently there is a residential parking only sign Monday thru Friday 8 a.m. to 5 p.m. They would like to see no parking anytime signs on Pearl Street between third and fourth avenue. Brenda Boyd was also present to voice similar concerns to DeKam's, she would also like to see no parking anytime signs. Julie Cordell submitted an email to council voicing same concerns and that she is also in favor of the no parking anytime signs. Chad Schlotterbeck was present and discussed enforcing parking ordinances, explained by the time the Sheriff's office got there to write a ticket, the vehicle would probably be gone already. A motion was made to approve no parking anytime signs on pear street between third and fourth avenue by Bohls and seconded by Goldhorn. All members present voting aye and the motion passed.

Castlewood School District Variance. 212 E Harry Street requesting a variance for an additional 5% on the structure coverage compared to the lot size. A motion was made to approve the 5% variance for 212 E Harry St by Dufek and seconded by Schooley. All members present voting aye and the motion passed.

2<sup>nd</sup> Reading Industrial Lots Rezone. A motion was made to approve the 2<sup>nd</sup> reading of the Castlewood Industrial Park 2<sup>nd</sup> Addition: Lots 1,2,3,4 & 5 from agricultural to industrial by C. Ries and seconded by Schmit. All members present voting aye and the motion passed.

Other Old Business. Dugouts for the baseball field projects were discussed. Schmit inquired about a compost site out at the dump and the council concluded there are strict state and federal regulations for a compost site. C. Ries discussed the front loader that will be coming from Titan machinery that should be covered in full by insurance, C. Ries would get an update as to when that would be delivered.

Ward III Vacant Position. The City of Castlewood had a vacant position in Ward III for the city council, a motion was made to appoint Beau Schooley as an alderman by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

Oaths of Office. LeeAnne Dufek, Heath Schmit, Chad Ries, Jeanette Bohls and Beau Schooley all read and signed the oath of office.

Nomination for President and Vice President. A motion was made to nominate Bohls for President by Dufek and seconded by Schmit. Roll call vote, Dufek yay, Schmit yay, Goldhorn yay, C. Ries yay, Schooley yay, Bohls abstained, motion passes. A motion was made to nominate Dufek for Vice President by Bohls and seconded by C. Ries. Roll call vote, Bohls yay, C. Ries yay, Schooley yay, Goldhorn yay, Schmit yay, Dufek abstained, motion passes.

Appointments. The Mayor recommended Todd Wilkinson as the city attorney, the Hamlin County Republican as the city newspaper, Citizens State Bank and First Premier Bank as the official depositories for the City. 2022 Committees Buildings/Dump grounds: Stef Goldhorn and Chad Ries. Liquor: Jeanette Bohls and Heather Schmit. Streets: Chad Ries and Stef Goldhorn. Water & Sewer: Jeanette Bohls and Beau Schooley. Zoning/Construction Brian Ries and LeeAnne Dufek. Golf: LeeAnne Dufek and Heather Schmit. Economic Development: Chelly Lewandowski (24), Breanna Beebe (23), Landon Vetter (23), Ruth Fodness (22) and Kristie Sikkink (22). A motion was made to approve all appointments and committees by Dufek and seconded by C. Ries, all members present voting aye and the motion passed.

Housing Grants. A motion was made to approve the housing grant for Betsy Matson at 210 East Harry St by Schmit and seconded by Dufek, all members present voting aye and the motion passed.

Water/Sewer Apps-Barrett/Barthel. A motion was made to approve the water/sewer app for Jon Barthel at 808 N 2<sup>nd</sup> Ave by Bohls and seconded by C. Ries, all members present voting aye and the motion passed. Joey Barrett wanted to be included in the discussion of septic tanks and the old south lift station prior to signing the water and sewer app for the Joey and Michelle Barrett Addition.

Septic Tank Ordinance Discussion. Discussion regarding the septic tank ordinance change was held and council would look to have a first reading by mid may or early June as to the specifics. Discussion was had on a yearly permit fee to have a septic tank to make up for the cost to other residents hooked on to city sewer at \$360/year. Banner gave a ballpark figure of 1.5 to 2 million to extend the city sewer main and a lift station for the Josh Spilde Development. They recommended a percolation test for soil absorption when the time comes.

Old Lift Station Update. Dakota Pump Control provided an estimate to make the lift station more functional, a motion was made to approve up to \$7500.00 spent on the old lift station by C. Ries and seconded by Dufek. All member present voting aye and the motion passed. Joey Barrett signed his water/sewer application with the approval from council to tie into the old lift station. A motion was made to approve Joey and Michelle Barrett Addition water/sewer app by C. Ries and seconded by Schmit, all members present voting aye and the motion passed.

Conflict of Interest Vote Waiver. The City of Castlewood is aware of the familial relationships between various council members and city employees. A motion was made to approve the conflict of interest waiver between J. Schmit and H. Schmit by Dufek and seconded by Schooley. Roll call vote Dufek yay, Schooley yay, Bohls yay, C. Ries yay, Goldhorn yay, Schmit abstained, motion passes. A motion was made to approve the conflict of interest waiver between Mayor Ries and C. Ries by Schmit and seconded by Bohls. Roll call vote Schmit yay, Bohls yay, Dufek yay, Goldhorn yay, C. Ries abstained, motion passed. A motion was made to approve the conflict of interest waiver between Doug Gerhold and Jim Janssen by Schmit and seconded by Dufek, all members present voting aye and the motion passed. A motion was made to approve the conflict of interest waiver between Doug Gerhold and Leah Aderhold by Dufek and seconded by C. Ries, all members present voting aye and the motion passed.

Golf Course/Rec Hires and Wages. Golf Course Employees Jim Janssen at \$15.50/hour, Neil Dvorak at \$15.50/hour, Leah Aderhold \$10.80/hour, Rochelle Rudebusch at \$20.00/hour, Melissa Prohl at \$12.00/hour, Baily Mack at \$12.50/hour and Randy Holman at \$12.25/hour. Rec Employees with their set wages for coaching: Girls- Tball Steph Pillatzke, 8u Breanna Beebe, 10U Kelly Alexander, 14U none, 16U Cory Akin. Boys- Tball Landon Vetter, 8U Dallas Sikkink, 10U Nick Pillatske, 12U Craig Horn, 14 and 16U none. Concession Stand Workers-Cassidy Kirwan and Dayton Knecht. A motion was made to approve all of

the golf course and rec hires by Schmit and seconded by C. Ries, all members present voting aye and the motion passed.

Widening Prairie Street. Approval to widen Prairie Street to 22ft width was approved last fall for around \$200,000.00 and those costs were expected to climb a bit. Banner is going to put an engineering agreement together for the next council meeting and thought that this project could possibly be completed by fall if all goes well.

Building Permits. 212 E Harry, 320 E Alice, 808 N 2<sup>nd</sup> St, 302 E Pearl.

Tree Donation Details. A motion to approve tree donation details of up to \$200.00, one per household for anyone in city limits with old receipts accepted by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Cat's Beer License Renewal. A motion was made to approve Cat's Corner Convenience 2023/2024 off sale beer license by C. Ries and seconded by Schmit, all members present voting aye and the motion passed.

A motion was made to approve taking out the curb and sidewalk repair at 320 E Alice by C. Ries and seconded by Schooley, all members present voting aye and the motion passed.

Dump Hours and Roll Off. The city dump will now be open Wednesdays 5-7 and Saturdays 9-12, there will be an ad in the paper.

ITC Notify. A motion was made to approve ITC Notify to send texts, emails or phone calls to customers who sign up to be notified on water shut offs etc. by Schmit and seconded by Bohls, all members present voting aye and the motion passed.

Golf Course Commercial Vacuum Cleaner. A motion was made to approve the golf course to purchase a commercial vacuum cleaner for sum \$700 by Bohls and seconded by C. Ries, all members present voting aye and the motion passed.

Crack Seal Quote. A motion was made to approve the Highway Improvement bid for crack sealing of sum \$15,000.00 by Schmit and seconded by Goldhorn, all members present voting aye and the motion passed.

Softball Field Dugouts. A motion was made to approve concrete at the softball field dugouts for \$4500 from Gerhold Construction by Schmit and seconded by Goldhorn, all members present voting aye and the motion passed.

1 Year Tornado Cleanup Update. Kool would obtain a clean-up report by September 1 from Code Enforcement contractors to present at the September council meeting.

July 4<sup>th</sup> Celebration/Fireworks. A motion was made to approve the purchase of \$2,000.00 worth of fireworks for the city's 4<sup>th</sup> of July celebration the night of Wednesday, July 5<sup>th</sup> by Bohls and seconded by Schmit, all members present voting aye and the motion passed.

A motion was made to adjourn at 9:40 p.m. by C. Ries and seconded by Schooley, all members present voting aye and the motion passed.