

June 5, 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, Doug Gerhold, Todd Kays of First District, Justin Bucher of Banner Associates, Jerry Gerberding, Brenda and James Boyd, Chad Schlotterbeck, Sherwin and Shelly DeKam, Clint Davis, Chelly Lewandowski, Jon and Julia Cordell, Traci Bass, Ron White and Mitchell Barker.

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 with the addition of contracts to executive session, the industrial lots sale and the removal of the Davis rezone by H. Schmit and seconded by C. Ries. All members present voting aye and the motion passed.

Justin Bucher of Banner Associates provided binders for all council members with an introductory to Banner Associates, the city's engineering firm. Justin explained that he would be around all summer as they are in charge of the water systems improvement projects taking place this summer. Any questions that the public may have can be directed to the City Finance Officer or City Maintenance Supervisor and they will follow up on an answer from Banner. There is also a detailed map of the projects taking place this summer available at the city finance office.

A motion was made to approve May's meeting minutes with the addition of ach payments for the golf course beer Ellwein Brother's \$856.35, Porter beer \$133.31, TSYS credit card fees \$655.39, square credit card fees \$1277.25, a returned check for \$167.74 and main street check order \$129.82 by Dufek and seconded by Bohls. All members present voting aye and the motion passed.

A motion was made to approve the bills for June by Dufek and seconded by Goldhorn. All members present voting aye and the motion passed.

GENERAL FUND

WAGES	PAYROLL	13062.22
BRIAN RIES	CELLPHONE REIMBURSEMENT	30.00
CITIZENS STATE BANK	ACH FEES	20.00
CONNECTING POINT	SOFTWARE	62.50
DELTA DENTAL	GROUP INS	44.70
EFTPS	PENALTIES AND FEES	1306.58
GREAT AMERICA	COPIER LEASE	109.49
HAMLIN COUNTY REPUBLICAN	PUBLISHING	434.70
LOGAN KOOL	CERTIFIED MAIL REIMBURSEMENT	13.80
NORHTWESTERN ENERGY	UTILITIES	92.45
OFFICE PEEPS	SUPPLIES	7.17
OTTERTAIL	UTILITIES	167.00
VISA	SUPPLIES	323.62
ITC	UTILITIES	255.89
STAR LAUNDRY	RUG RENTAL	76.56
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
BITUMINOUS PAVING INC	CHIP SEAL STREETS	55114.50

ESTELLINE COOP	STREETS REPAIRS AND MAINT	1040.15
JOHN SCHMIT	CELLPHONE REIMBURSEMENT	30.00
MENARDS	STREETS REPAIRS AND MAINT	397.34
NORHTWESTERN ENERGY	UTILITIES	141.04
OTTERTAIL	STREET LIGHTING	2081.91
OTTERTAIL	UTILITIES	100.46
POPHAM CONSTRUCTION LLC	STREET SWEEPING	2450.00
VISA	STREETS REPAIRS AND MAINT	26.62
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	333.83
BRENDA BOYD	TREE REIMBURSEMENT	94.05
CASTLEWOOD CEMETARY	TREE REIMBURSEMENT	200.00
ERNIE KARST	TREE REIMBURSEMENT	125.00
GREEN APPLE SEPTIC TANK SERVIC	SEWER REPAIRS AND MAINT	300.00
MATTHEW HUNTER	TREE REIMBURSEMENT	198.53
KAREN SCHOOLEY	TREE REIMBURSEMENT	200.00
KRISTI GOLDHORN	TREE REIMBURSEMENT	200.00
MACKSTEEL	DUGOUT MATERIALS	536.75
OTTERTAIL	UTILITIES	235.64
ROY'S SPORT SHOP	SMALL EQUIPMENT	439.90
STACY SMITH	TREE REIMBURSEMENT	94.79
CASTLEWOOD BUILDING SUPPLIES	DUGOUT MATERIALS	856.85
CASTLEWOOD ELEVATOR	SUPPLIES	642.59
CONCRETE DAKOTA REDIMIX, INC.	DUGOUT MATERIALS	2353.65
CUT RATE TREE SERVICE	SOFTBALL FIELD LIGHTS REPAIR	306.00
KIBBLE EQUIPMENT LLC	PARKS REPAIRS AND MAINT	68.47
MENARDS	DUGOUT MATERIALS	7603.17
BARNES & NOBLE, INC	LIBRARY SUPPLIES	180.44
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
TOTAL		101496.69

WATER

BANNER	WATER - FEES	2301.89
COLONIAL RESEARCH	WATER - SUPPLIES	278.45
DAKOTA SUPPLY GROUP	WATER - REPAIRS & MAINTENANCE	250.22
HAWKINS, INC	WATER - SUPPLIES	2926.91
OTTERTAIL	WATER - UTILITIES	226.25
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	510.07
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	726.93
SD ASSOCIATION OF RURAL WATER	WATER - FEES	420.00
WINWATER	WATER - SUPPLIES	5570.58

TOTAL **13211.30**

SEWER

BANNER	SEWER OTHER	2108.00
DAKOTA PUMP & CONTROL	SEWER REPAIRS & MAINTENANCE	8181.14
OTTERTAIL	SEWER - UTILITIES	307.85
TOTAL		10596.99

GOLF

PAYROLL	WAGES	13027.31
CASTLEWOOD ELEVATOR	GOLF SUPPLIES	856.71
DAKOTA TOBACCO	GOLF COURSE TOBACCO	178.67
DAKOTA PORTABLE TOILETS	Golf Services & Fees	195.00
DELTA DENTAL	GOLF GROUP INSURANCE	44.70
DOUG GERHOLD	GOLF REPAIRS & MAINTENANCE	50.00
DOUG GERHOLD	GOLF REPAIRS & MAINTENANCE	3200.00
DOUG GERHOLD	GOLF SUPPLIES	90.93
ELLWEIN BROTHERS	Golf Beer	545.85
HD ELECTRIC	GOLF UTILITIES	1615.84
HILLYARD	GOLF SUPPLIES	698.76
ITC	GOLF UTILITIES	163.58
J&L MACHINE AND WELD	GOLF REPAIRS & MAINTENANCE	249.55
J&M SOLUTIONS	GOLF REPAIRS & MAINTENANCE	122.63
JOHSON BROS OF SOUTH DAKOTA	GOLF LIQUOR	647.68
REPUBLIC NATIONAL DISTRIBUTING	GOLF LIQUOR	453.00
SOUTH DAKOTA DEPARTMENT OF REV	GOLF SALES TAX	4093.05
SOUTHERN GLAZIERS	GOLF LIQUOR	247.35
THEIN WELL	GOLF REPAIRS & MAINTENANCE	5021.81
VGM FINANCIAL SERVICES	Golf Services & Fees	420.30
VISA	GOLF SUPPLIES	73.08
VISA	GOLF OTHER	1606.02
WATEROWN LAWN AND GARDEN	GOLF REPAIRS & MAINTENANCE	2100.00
WATERTOWN WHOLESALE	GOLF CANDY	1124.20
WINSUPPLY	GOLF REPAIRS & MAINTENANCE	101.71
ZIMCO	GOLF SUPPLIES	545.99
TOTAL		37473.72

Mayor Report. The Mayor explained he contacted the vendor on the blue rubber chips at the playground staining shoes and clothing, the vendor took samples and there was in fact a defect. The City is now working with the manufacturer to resolve the issue.

Finance Report. The Finance Officer would be attending Finance Officer school in Pierre June 6th thru the 9th and that the city office would be closed. Kool also explained she is getting married Friday, June 16th so she will be gone most of the day Thursday and all of Friday.

Maintenance Report. J. Schmit met with surveyors and located the SRW water line to be on the city's property so we can continue to move forward with plans for construction the new SRW building. Green Apple Septic Service would be assisting John this week again with lift station repairs and maintenance.

Golf Course Report. Doug explained the golf course had endured some struggles the end of May, the irrigation pump went out, VFD drive and the mower blew up all in the same week. Everything is now functioning at the course and they had a fantastic May with a substantial increase in sales from previous years.

No Parking Anytime Signs, Pearl Street. The school was still concerned about removing parking spaces for extracurricular activities, graduation, etc. they planned on coming to the meeting but decided not to come as they are trying to figure out their parking situation on their own. All of the adjacent landowner's were present and expressed the same concerns they had at the former meeting and wanted to make sure the decision was not reversed. Traci Bass explained this is a school issue and they need to figure out their parking situation as removing spaces north of the school would just push the problem elsewhere like up by her residence further to the east on Pearl Street. Ron White explained his opinion as a bus driver and thought painting lines to help the flow of traffic with a drop off zone in the middle and a drive lane to the north would help resolve the problem. Multiple community members expressed their support for painting lines in front of the school on Pearl Street to help the flow of traffic. The City would continue to work with landowners and the school to resolve the issue.

1st Reading Shop Houses Ordinance 23-16. The Mayor called the planning commission to order for a joint public hearing with the city council on ordinance 23-16. Ordinance 23-16 would permit shop houses, barndominiums, etc. to be permitted in the agricultural zone under the following conditions: permanent foundations required, 55% of the structure dedicated to dwelling purposes, no corrugated steel siding, shop style dwellings in residentially zoned districts shall require the approval of adjoining landowners and must have more than one roof line. A motion was made to recommend the approval of the ordinance by C. Ries and seconded by Schooley, all members present voting aye and the motion passed. A motion to adjourn the plan commission by Bohls and seconded by H. Schmit, all members present voting aye and the motion passed. The City Council and the Plan Commission would meet for a 2nd reading of resolution 23-1 on July 6th at 7p.m.

Ron White Variance. Ron White was present at the council meeting to discuss his variance request of 88 inches or 7.33 feet from the principal structure (his home) to the accessory structure (existing garage). Current ordinance requires 10 feet in between structures, Ron's plan last summer was to connect his new house to the existing garage but found out that insurance would not cover it and now he needs a variance to keep them separate and not have to pay an additional \$5,000.00 to move the existing garage and pour another slab. Ron explained that he had inquired with Cassidy about a variance last summer but a variance application was never filed. Council discussed that in order for a variance to be approved there had to be a hardship. A motion was made to approve the variance by Dufek and seconded by Goldhorn. Roll call vote, Dufek yay, Goldhorn yay, Bohls nay, Schooley nay, C. Ries nay, H. Schmit nay, motion fails 2-4.

Mitchell Barker Variance. Mitchell Barker was present at the council meeting to discuss his variance request of 2 feet on the rear yard and 4 inches on the west side yard. Mitchell explained his garage came down in the tornado and he would like to put it back to the same footprint and build on the same slab. Council discussed allowing previous homeowners to build to the same footprint with the tornado being the hardship. A motion was made to approve the variance by C. Ries and seconded by Schooley. Roll call vote C. Ries yay, Schooley yay, Goldhorn yay, Bohls yay, H. Schmit yay, Dufek nay, motion passes 5-1.

1st Reading Exceptions to Yard Requirements. Council decided to leave the ordinance on setback requirements to measure from the overhang.

Special Meeting Request. Jerry Gerberding was present to request a special meeting to expedite the ordinance on setbacks to measure from the wall, request denied as the ordinance would remain unchanged.

Other Old Business. None.

Noise Permits. Ships Inn requested a noise permit from 9:00 p.m. to 1 a.m. Saturday June 10th for karaoke outside and Saturday July 1 for a band during the Mack Celebration. They also asked if they could put up a tent, council explained that would be okay but no staking would be allowed. A motion was made to approve the noise permits for Ships Inn by C. Ries and seconded by Dufek. All members present voting aye and the motion passed. A motion was made to approve a noise permit for Castlewood Days by Bohls and seconded by C. Ries, all members present voting aye and the motion passed.

Economic Development Grants- Vetter, Lewandowski, Barrett. Landon Vetter is opening a new insurance business in the First Premier bank building and will be leasing the space. The grant requires a hookup to city utilities and being that this is simply a lease, that requirement was not met. A motion was made to deny the economic development grant for Landon Vetter by Dufek and seconded by Schmit, all members present voting aye and the motion passed.

Chelly Lewandowski was present at the meeting to discuss her housing grant application with council. Chelly received the business loan and grant for the salon downstairs and she has since renovated the top as a one-bedroom apartment or loft. Council explained that the economic development grant be reimbursed to any one applicant and because she already received a grant, she was not eligible. A motion was made to deny the housing grant by C. Ries and seconded by Schooley, all members present voting aye and the motion passed.

Joey Barrett submitted an application for the business economic development grant for his new automotive and diesel repair shop on the side of town, Barrett's new business will require a hook up to city utilities. A couple council members thought that Barrett had maybe already received this grant and tabled the vote until they received confirmation on that.

Josh Spilde Developer's Agreement. Josh Spilde inquired if the developer's agreement between him and the city was still on the table to plat lots 1, 2 and 3, these lots would not be included in his housing development. A motion was made to approve the developer's agreement by Dufek and seconded by C. Ries, all members present voting aye and the motion passed.

Dump Roll Off. J. Schmit presented council with a quote from Ryan Ruesink to service the City's roll off at the rubble site for \$700/month plus dump fees for unlimited dumps. J. Schmit expressed his frustration with the current vendor stating that the roll off they provided is small and it takes them a long time to get here to dump it. A motion was made to approve Ryan Ruesink's quote to supply the city's roll off container at the dump by Goldhorn and seconded by Bohls, all members present voting aye and the motion passed.

E Market St and 5th Ave. Discussion was had on east market street and 5th avenue regarding the resurface work that needed to be done. Council instructed J. Schmit to bring quotes to resurface the intersection.

Sweeping Quote. A motion was made to approve the chip seal street sweeping quote by Popham Construction for \$2591.32 by Bohls and seconded by Goldhorn. Roll call vote Bohls yay, Goldhorn yay, Dufek yay, C. Ries yay, Schooley yay, Schmit abstained, motion passes 5-0.

Golf Course Hires Haug & Guddal. A motion was made to approve golf course clubhouse attendants Monique Haug and Mark Guddal at \$12.00/hr by Dufek and seconded by Goldhorn, all members present voting aye and the motion passed.

Cemetery Tree Donation. A motion was made to donate a total of \$500 to the Castlewood Cemetery Association for trees by Bohls and seconded by H. Schmit. Roll call vote Bohls yay, H. Schmit yay, Dufek yay, C. Ries yay, Schooley yay, Goldhorn abstained, motion passes 5-0.

Castlewood Days Updates/Requests. A motion was made to approve the Castlewood Days insurance and porta-potties expenses for the weekend by C. Ries and seconded by Goldhorn, all members present voting aye and the motion passed.

Building Permits. 403 E Main St fence, 401 S 5th Ave storage shed, 314 E Alice St deck and porch, 211 E Harry demolish room.

Industrial Lot Sale. Council discussed that the Castlewood Farmer's Elevator would like to purchase Castlewood Industrial Park 2nd Addition lots 4 and 5 and they will not need sewer or water hook up. The Finance Officer explained how there have been others inquiring about wanting to purchase those lots and Kool would contact the attorney to find out what needs to happen regarding the sale of those lots.

Executive Session Personnel/Contracts SDCL 1-25-2 (3,1) A motion was made to go into executive session at 9:00 p.m. by H. Schmit and seconded by Bohls, all members present voting aye and the motion passed. The Mayor declared council out of executive session at 9:15 p.m.

A motion was made to adjourn at 9:17 p.m. by Dufek and seconded by H. Schmit, all members present voting aye and the motion passed.

Logan Kool
Finance Officer