

## August 7, 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, Stef Goldhorn, LeeAnne Dufek and Beau Schooley, Chad Ries. Also present: Logan Kool, John Schmit, Doug Gerhold, Adam Rudebusch, Wade Seppala, Travis Steffensen, Justin Bucher, Dustin Blaha and Jamie Riley.

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 was made by C. Ries and seconded by Schmit, all members present voting aye and the motion passed.

Justin Bucher with Banner the city's engineering firm was present for public comment to give a construction update, work on 2<sup>nd</sup> avenue would be wrapped up by the end of the week. Main street was nearly complete with only surface restoration left. The water tower interior coatings were completed and they will continue to work on the exterior paint for the remainder of the week into next week. Justin recommended the city invest in a GPS unit for documenting utilities throughout the city for more accurate locates, prices range based on accuracy. Justin would send more pricing information to the finance officer.

A motion was made to approve July's meeting minutes with the correction of the 09/30/23 deadline date to apply for tornado variances on old foundations and waived building permit fees by Bohls and seconded by Dufek. All members present voting aye and the motion passed.

A motion was made to approve the bills for August and the square merchant fees for the golf course of \$1471.13 in July by Dufek and seconded by Goldhorn. All members present voting aye and the motion passed.

### **GENERAL FUND**

WAGES	PAYROLL	19470.84
PRAIRIE LAKES WELLNESS	SUMMER REC PROGRAM FEES	1575.00
BRIAN RIES	CELLPHONE REIMBURSEMENT	30.00
KXLG	ADVERTISING	150.00
CITIZENS STATE BANK	ACH PAYROLL AND UTILITY FEES	20.00
DELTA DENTAL	GROUP INS	89.40
GREAT AMERICA	COPIER LEASE	104.56
HAMLIN COUNTY REPUBLICAN	PUBLISHING	406.03
NORHTWESTERN ENERGY	UTILITIES	51.69
OTTERTAIL	UTILITIES	2626.55
RON & TAMMY WHITE	BUILDING PERMIT REFUND	200.00
VISA	FINANCE/STREETS SUPPLIES	1351.85
ITC	UTILITIES	272.82
STAR LAUNDRY	RUG RENTAL	76.56
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
CORNER MARKET	SUPPLIES	38.77
ESTELLINE COOP	STREETS REPAIRS/MAINT	2151.08
JOHN SCHMIT	CELLPHONE REIMBURSEMENT	30.00

POPHAM CONSTRUCTION LLC	CHIP ROCK SWEEPING	2819.52
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	353.25
DAKOTA DUMPSTERS	RUBBLE SITE ROLL OFF	1083.74
JW ROLL OFF SERVICES	RUBBLE SITE ROLL OFF	623.44
CASTLEARTS	SUMMER READING PROGRAM	457.64
DEB MCELDFOWNEY	TREE REIMBURSEMENT	200.00
CASTLEWOOD BUILDING SUPPLIES	PARK IMPROVEMENTS	2183.75
CASTLEWOOD ELEVATOR	PARK SUPPLIES	295.60
DAKOTA PORTABLE TOILETS	PARK SERVICES	390.00
ESTELLINE COOP	PARK REPAIRS/MAINT	235.76
GERHOLD BROTHERS	PARK IMPROVEMENTS	4080.00
WATERTOWN WHOLESALE	PARK SUPPLIES	166.79
WHITE'S WELDING	PARK IMPROVEMENTS	1236.81
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
JAN SCHIERNBECK	LIBRARY SUPPLIES	50.20
CASTLEWOOD HISTORICAL SOCIETY	ECONOMIC DEVELOPMENT DONATION	5000.00
<b>GENERAL FUND TOTALS</b>		<b>56959.98</b>

#### **WATER**

605 COMPANIES INC.	WATER - IMPROVEMENTS	225621.67
BANNER	WATER - FEES	5292.10
BRINKMAN LAND SURVEYING	WATER - FEES	377.01
COLOR DYNAMICS, LLC	WATER - IMPROVEMENTS	68405.22
DAKOTA SUPPLY GROUP	WATER - REPAIRS & MAINTENANCE	156.47
HAWKINS, INC	WATER - SUPPLIES	2493.69
OTTERTAIL	WATER - UTILITIES	243.52
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	489.86
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	747.14
WINWATER	WATER - REPAIRS & MAINTENANCE	254.53
<b>WATER FUND TOTALS</b>		<b>304081.21</b>

#### **SEWER**

OTTERTAIL	SEWER - UTILITIES	61.53
<b>SEWER FUND TOTALS</b>		<b>61.53</b>

#### **GOLF**

WAGES	PAYROLL	15584.76
AUTO VALUE	GOLF REPAIRS & MAINTENANCE	43.06
CASTLEWOOD BUILDING SUPPLIES	GOLF SUPPLIES	106.50
CHESTERMAN (COKE)	GOLF POP	175.00

CORNER MARKET	GOLF POP	897.67
CREATIVE REWARDS	GOLF SUPPLIES	8.52
DAKOTA PORTABLE TOILETS	Golf Services & Fees	195.00
DAKOTA TOBACCO	GOLF TOBACCO	305.07
DELTA DENTAL	GOLF GROUP INSURANCE	89.40
DOUGS SERVICE & MARINE	GOLF REPAIRS & MAINTENANCE	494.75
ELLWEIN BROTHERS	Golf Beer	2281.45
ESTELLINE COOP	GOLF REPAIRS & MAINTENANCE	2770.69
HD ELECTRIC	GOLF UTILITIES	1083.72
ITC	GOLF UTILITIES	165.94
J & M Solutions	GOLF REPAIRS & MAINTENANCE	90.27
J&L MACHINE AND WELD	GOLF REPAIRS & MAINTENANCE	50.00
JOHSON BROS OF SOUTH DAKOTA	GOLF LIQUOR	1006.86
KARL'S TV AND APPLIANCE	GOLF EQUIPMENT PURCHASED	499.00
KELLY'S TREE SERVICE	GOLF REPAIRS & MAINTENANCE	260.00
LG EVERIST	GOLF SUPPLIES	280.78
NB GOLF	TOURNAMENT FLEET, REPAIRS	1316.20
NIVEL PARTS AND MFG CO LLC	GOLF REPAIRS & MAINTENANCE	17.69
PHOENIX GOLF PRODUCTS LLC	GOLF SUPPLIES	140.44
PORTER DISTRIBUTING CO.	Golf Beer	1265.75
REPUBLIC NATIONAL DISTRIBUTING	GOLF LIQUOR	238.50
SOUTH DAKOTA DEPARTMENT OF REV	GOLF SALES TAX	3913.14
SOUTH DAKOTA RETAILERS ASSOC	Golf Services & Fees	150.00
VGM FINANCIAL SERVICES	Golf Services & Fees	420.30
VISA	GOLF SUPPLIES	1366.24
WATERTOWN WHOLESALE	GOLF CANDY	1700.30
<b>GOLF FUND TOTALS</b>		<b>36917.00</b>

Mayor Report. Mack Landscaping would be hauling out the blue chips that were replaced by the manufacturer. One of our water loans has also been paid off, which was \$3763.23 per quarter.

Finance Report. Kool provided council with the bank reconciliations for June and July to show that the accounting software accurately reflects the bank statements. Kool had voided some checks that should have just been marked as received back, therefore manual entries were required to remove those no longer outstanding checks off of the books. Kool explained full payment for major weekends including Memorial Day, 4<sup>th</sup> of July, Labor Day and Castlewood Days weekends would be required up front to avoid last minute cancellations. Kool would also like to have some authority to work with people on their utility accounts regarding finance charges and payment plans, more info would be provided at the next council meeting.

Maintenance Report. J. Schmit explained July has been a tough month with the water projects running behind but we the City will continue to move forward. J. Schmit also mentioned the broken loader tractor is now gone.

Golf Report. None.

Travis Steffensen was present from Sioux Rural Water to discuss the new contract, price would be \$4.65/1,000 gallons and out volume would increase from 150,000 gallons to 170,000 gallons as the City has been worried about overage charges in the old contract. Travis explained there would be no surcharge on the first \$25,000 which was great for the City. A motion was made to approve the new contract for Sioux Rural Water by Goldhorn and seconded by C. Ries, all members present voting aye and the motion passed. Travis also reminded J. Schmit that every lead and copper contaminated service would need to be taken out by next October and the homeowner would be forced to comply and an inspection. SRW would help city maintenance and the finance officer with paperwork on all of that.

309 E Main Popham Variance. The finance officer presented a notarized letter from Dekam's to Kent Popham stating that it was okay for him to pour his wall at 7 feet with an 18 inch overhang. Kool talked to the city attorney regarding this variance and being that the neighbor's do the east were ok with it, the new house was further away from the property line than previously, and a similar footprint, therefore council could grant the variance if they wanted to. The attorney explained the west side was not a hardship as the length of the garage was doubled in size from the previous house footprint. A motion was made to approve the variance with the wall at 7 feet and an 18 inch overhang by Dufek and seconded by Schmit, all members present voting aye and the motion passed.

308 E Main Seppala Variance. Wade Seppala was present and requesting a variance of 23 inches on the front yard to place his new garage on the old foundation of the building taken by the tornado. The 23 inch variance included the overhang. A motion was made to approve the 23 inch variance on the front yard by Bohls and seconded by Goldhorn, all members present voting aye and the motion passed.

809 N 2<sup>nd</sup> Ave Blaha Variance. Dustin Blaha was present and requesting a variance of 20 feet on the front yard, current city ordinance states any fence over five feet running parallel to the road needs a 40 foot setback. Blaha explained the hardship being a residential property next to commercial and how cars lights would shine right into their bedroom at night. A motion was made to approve the 20 foot variance on the front yard for a fence over five feet tall by Bohls and seconded by Goldhorn, all members present voting aye and the motion passed.

Adam Rudebusch Moving Permit. Adam Rudebusch was present to discuss the plans for moving the large house on pearl street. Milbank Mover's anticipated date is now August 30<sup>th</sup> for the move and pearl street would be shut down from 8 a.m. to 8:15 p.m. where it would then turn the corner and 4<sup>th</sup> avenue would be shut down temporarily. Council was ok with the road closures as it was a necessity and explained that Adam should just keep them posted if any changes.

301 East HWY 22 Engels/Riley Plans Discussion. Jamie Riley was present to discuss options for their shop house and the setbacks in the agricultural zone. Riley explained Marty Mack and First District thought it possible to vacate third avenue which is 80 feet wide, typically only 66 feet. Riley had talked with the neighbors and they were all ok with vacating the road as well, the city would still have an easement for utilities. The Mayor and finance officer explained Riley would need to petition the board with signatures from all adjacent landowner's for the board to take action on this. The finance officer would provide Riley with the necessary paperwork and keep the process moving forward.

First District New Ordinance Draft. First District provided a preliminary draft that could be approved as a first reading at the Sept. 6<sup>th</sup> council meeting, the second reading and public hearing would be set for Monday, October 2<sup>nd</sup> if no big amendments to the first draft.

Employee Handbook. The attorney recommended a few changes to the latest employee handbook regarding cellphone policy and disciplinary procedures which would include the Mayor and Council in the process and not the finance officer. A motion was made to approve the employee handbook by Schmit and seconded by C. Ries, all members present voting aye and the motion passed.

Pearl Street Back to School. Homeowners were concerned about the status of Pearl Street and back to school traffic, council discussed hiring someone to paint lines to identify no parking and also purchase bigger no parking signs. A motion was made to approve a quote for painting lines and bigger no parking signs up to \$5,000.00 by Dufek and seconded by Goldhorn, all members present voting aye and the motion passed.

Old business. 300 N 6<sup>th</sup> ave platting was discussed as it currently sits, two residences sit on one platted lot and the property needed to be platted into two separate lots. The homeowner would have to have their measurements and drawings of the two platted lots by October 1 or the city would not pay for the plat.

Castlewood Days Noise Permits. A motion was made to approve noise permits for Ships Inn setting up at 5:30 p.m. and tearing down at 1 a.m. Thursday and Friday by Schmit and seconded by Bohls, all members present voting aye and the motion passed.

Storage Loft Cleanout. Summer rec employees went through old equipment and have a number of items that will be set out in front of the community center during Castlewood Days for people to take. The Mayor explained the rest of the loft would need to be cleaned out this fall so we would need some volunteers and a date to do so. The Fire Dept, Ambulance and American Legion would all also need to be present as they have items in the loft as well.

507 N 4<sup>th</sup> Ave Storage Pod. Owners are requesting to place an 8 x 40 steel storage pod in their trees. Current city ordinance does not allow steel or vertical siding on residential structures. Council does not want to see any temporary storage pods in town permanently, building permit denied.

5<sup>th</sup> Street Block Party. Residents on 5<sup>th</sup> street are requesting to block off the road on August 19<sup>th</sup> from market street to main street, council felt they could have a party without closing down the roads. No action was taken by council on shutting down roads for the block party.

First Premier Bank CD's. First Premier Bank has some credit options for CD's currently a 7 month CD for a minimum of \$10,000 at 5.12% or a 17 month CD at 4.51%. A motion was made to approve \$50,000.00 for the 7 month CD at 5.12% interest by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Wellness Center Update. Dufek provided council with an update on the wellness center and their plans to break ground north of the assisted living next summer. The plan has always been to gift the wellness center to the city so Dufek explained we would need to include that in our 2024 budget numbers. They are still hoping to additional funds for the project.

Community Center Landscaping. Case Wiarda provided a quote of \$1900.00 to redo the rock and plastic outside of the community center. A motion was made to approve Case Wiarda's quote of \$1900.00 by Bohls and seconded by Dufek, all members present voting aye and the motion passed.

2024 Budget. Kool provided the Mayor, Bohls and Dufek some worksheets for calculating the 2024 budget which showed actual budget numbers for 2022 and where we were at for 2023. The committee would meet soon to discuss as the first reading of the budget will be September 6<sup>th</sup> and the second reading October 2<sup>nd</sup>.

Building Permits. 809 N 2<sup>nd</sup> Ave (fence), 308 E Main St (garage), 507 N 4<sup>th</sup> Ave (deck and carport), 602 e Gerhold St (14 x 24 addition), 205 S 5<sup>th</sup> Ave (garden shed), 405 E Merrill St (storage shed).

Executive Session Personnel SDCL 1-25-2(3). A motion was made to go into executive session at 8:30 p.m. by Dufek and seconded by C. Ries, all members present voting aye and the motion passed. Doug Gerhold was asked to stay. Gerhold was then excused and John Schmit and Logan Kool were asked to attend executive session. The Mayor declared council out of executive session at 8:50 p.m. A motion was made to give Kool and J. Schmit a .50 cent raise by Dufek and seconded by C. Ries, roll call vote. Dufek yay, C. Ries yay, Bohls yay, Goldhorn yay, Schooley yay, H. Schmit abstained, motion passed 5-0.

A motion was made to adjourn at 8:57 by H. Schmit and seconded by Goldhorn, all members present voting aye and the motion passed.

Logan Kool  
Finance Officer