

October 2nd, 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 Chad Ries. Also present: Logan Kool, John Schmit, Doug Gerhold, Justin Bucher of Banner, Travis Steffensen of Sioux Rural Water, Jamie Riley, Sherwin Dekam, Stephanie & Greg Dobbs, Dale & Sharon Hattendorf, and Dave Wernke.

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 H. Schmit and seconded by Dufek, all member's present voting aye and the motion passed.

Dave Wernke presented his public comment later in the meeting to discuss weed eradication efforts at this property, Wernke would be placed on the November agenda to further discuss with council.

A motion was made to approve September meeting minutes by Dufek and seconded by Goldhorn. All members present voting aye and the motion passed.

A motion was made to approve the bills for October with the addition of square merchant fees for the golf course of \$494.70 in August by Dufek and seconded by C. Ries. All members present voting aye and the motion passed.

GENERAL FUND

WAGES	PAYROLL	18923.43
CASTLEARTS	WEBSITE HOSTING	260.00
CITIZENS STATE BANK	ACH UTILITY AND PAYROLL FEES	20.00
CONNECTING POINT	COMPUTER SERVICES	185.00
DELTA DENTAL	GROUP INSURANCE	89.40
ELO PROF. LLC	AUDIT	5000.00
FIRST DISTRICT ASSOCIATION	FINANCE SERVICES AND FEES	500.00
GREAT AMERICA	COPIER LEASE	116.43
HAMLIN COUNTY REPUBLICAN	PUBLISHING	570.65
INNOVATIVE OFFICE SOLUTIONS	FINANCE OFFICE SUPPLIES	430.21
ITC	UTILITIES	264.43
NORHTWESTERN ENERGY	UTILITIES	43.00
OFFICE PEEPS	FINANCE OFFICE SUPPLIES	73.14
OTTERTAIL	UTILITIES	2621.78
VISA	FINANCE OFFICE SUPPLIES	200.42
STAR LAUNDRY	RUG RENTALS	76.56
GLACIAL LAKES/PRAIRIES TOURISM	ADVERTISING	450.00
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4566.97
BANNER	STREET SERVICES & FEES	1263.00
ESTELLINE COOP	STREET REPAIRS & MAINT	271.54
VISA	STREETS SUPPLIES	27.75
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	328.06
DAKOTA DUMPSTERS	RUBBLE SITE ROLL OFF	1045.10
GREG & STEPHANIE DOBBS	TREE REIMBURSEMENT	200.00

ROY'S SPORT SHOP	RECREATION SUPPLIES	629.99
DAKOTA PORTABLE TOILETS	UTILITIES	198.75
ESTELLINE COOP	PARK REPAIRS & MAINT	73.46
JORDAN RUESINK	YOUTH SOFTBALL REIMBURSE	15.00
RON'S SAW SHOP	PARK REPAIRS & MAINT	182.04
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
GENERAL FUND TOTALS		43756.11

WATER FUND

605 COMPANIES INC.	WATER - IMPROVEMENTS	76091.41
BANNER	WATER - FEES	35045.80
HAWKINS, INC	WATER - SUPPLIES	725.39
MACK CONCRETE	WATER - OTHER	450.00
OTTERTAIL	WATER - UTILITIES	193.54
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	515.88
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	721.12
SD PUBLIC HEALTH	WATER - SUPPLIES	64.00
WATER FUND TOTALS		113807.14

SEWER FUND

OTTERTAIL	SEWER - UTILITIES	124.51
WELLS FARGO	SEWER - LOAN PRINCIPAL	2435.60
WELLS FARGO	SEWER - LOAN INTEREST	292.16
SEWER FUND TOTALS		2852.27

GOLF FUND

WAGES	PAYROLL	12428.74
AUTO VALUE	GOLF REPAIRS & MAINTENANCE	91.95
CASTLEWOOD LOCKER	GOLF FOOD	158.06
CHESTERMAN (COKE)	GOLF POP	75.00
CORNER MARKET	GOLF FOOD	286.84
DAKOTA PORTABLE TOILETS	GOLF SERVICES & FEES	195.00
DAKOTA TOBACCO	GOLF TOBACCO	275.31
DELTA DENTAL	GOLF GROUP INSURANCE	89.40
ELLWEIN BROTHERS	GOLF BEER	399.45
ESTELLINE COOP	GOLF REPAIRS & MAINTENANCE	103.76
HAMLIN COUNTY REPUBLICAN	GOLF SUPPLIES	67.00
HD ELECTRIC	GOLF UTILITIES	873.55
ITC	GOLF UTILITIES	164.06

JOHSON BROS OF SOUTH DAKOTA	GOLF LIQUOR	950.17
MACK LANDSCAPING	GOLF REPAIRS & MAINTENANCE	332.50
MENARDS	GOLF REPAIRS & MAINTENANCE	43.88
PORTER DISTRIBUTING CO.	GOLF BEER	269.65
SOUTH DAKOTA DEPARTMENT OF REV	GOLF SALES TAX	1555.68
VGM FINANCIAL SERVICES	GOLF CART LEASE PAYOFF	4000.00
ZIMCO	GOLF SUPPLIES	1450.10
GOLF FUND TOTALS		23810.10

Mayor Report. None.

Finance Report. Kool provided council with the bank reconciliation for September to show that the accounting software accurately reflects the bank statements. Kool also provided council a list of payroll from September for August wages as payroll for October for September wages was not completed yet. Kool mentioned the City received \$110,000 in ARPA monies for the water systems improvement project thus far and is still waiting on an additional \$198,000 from the State.

Maintenance Report. All water lines were hooked up and completed with 605 Companies it is just a matter of surface restoration now and the water systems improvement project will be totally complete.

Golf Report. Gerhold talked about wrapping up the season at the City golf course. He would be cleaning out the pond and putting in crushed concrete himself. A couple cottonwoods would need to come down which would be hired out. Gerhold was going to start a steel post and cable project to keep carts on the golf course. Players would still be allowed to walk onto adjacent landowner property to retrieve their golf balls. Gerhold would put up the cable system himself this fall on Garvin Drive and start again in the spring as the goal would be to cable most of the course.

Final Plat Approval 116 N Pine Dobbs. A motion was made to approve Lots 1 & 2 Dobbs Addition by Dufek and seconded by Goldhorn. All members present voting aye and the motion passed.

315 E Merrill St Fence. Brandon and Kaylee Smith requested a variance of 23 feet on their front yard to rebuild a 6 foot fence that was constructed prior to the tornado. A motion was made to approve the variance by Goldhorn and seconded by Bohls. All members present voting aye and the motion passed.

Councilman Ries arrived at 7:20 p.m.

Engels/Riley Setbacks. Jamie Riley provided council with a couple different options to build a shop house on their property located southeast of the intersection of HWY 22 and Third Avenue. The options included deeding Outlot E to Engels/Riley. Council thought outlot E would need to be deemed surplus property and undergo a competitive bid process. Kool would confirm with Wilkinson. Option two would be to vacate Outlot E with the exception of the first 60 some feet of third avenue so that the landowner on the southwest corner of HWY 22 and Third Ave could access his property. City Finance Officer would check with Wilkinson to see if all of the adjoining lots would need to be replatted at the landowner's expense and what verbiage would need to attach to the deeds as the lots would be unbuildable. Option 3 would be to grant a variance to allow Riley to build on the foundation of the shop that the tornado took. Further discussion on this matter would take place after some answer from the city attorney.

Sioux Rural Water. Travis Steffensen encouraged council to make a decision on the controls for the SRW building so that we could continue to move forward. Justin Bucher of Banner presented Banner’s recommendation of using the existing overhead valve control wires at a cost of \$30,899.00. Travis Steffensen recommended council go with the more expensive option of \$49,994.00 via an antenna to use radio communications to monitor and control the meter station from In Control whom Sioux Rural Water had a great relationship with. A motion was made to accept the bid proposal of \$49,994.00 from In Control by Dufek and seconded by Bohls. All members present voting aye and the motion passed.

Prairie Street Road Project. Justin Bucher of Banner provided council with plans and the design of the Prairie Street Road Project. First the city would need to obtain easements from all adjacent landowners to move forward with the project, among many other challenges. The estimated cost for the Prairie Street Road Project would be upwards of \$175,000 to complete. Council instructed Banner to provide a capital improvement plan to include Prairie Street for the future.

Change Order No 2. 2 inch pipe was located under second avenue that should have been 6 inch the change order was to replace this between 1st and 2nd. Looping the lines on 6th and Merrill St was cancelled so that the more important job listed above could be completed. A motion was made to approve the second change order of a \$694.50 increase of the total bid by H. Schmit and seconded by Dufek. All members present voting aye and the motion passed.

2nd Reading Appropriations Ordinance 23-18. A motion was made to approve the 2nd reading of Appropriations Ordinance 23-18 by Bohls and seconded by H. Schmit. All members present voting aye and the motion passed.

ORDINANCE #23-18 2024 APPROPRIATION ORDINANCE

Part I: Be it ordained by the City of Castlewood that the following sums are appropriated to meet the obligations of the municipality:

GENERAL FUND

General Government

Mayor, Council, General	23,940	
Elections	1,500	
Attorney Services	5,000	
Finance Office	109,632	
Gov’t Building	31,900	
Advertising	1,000	172,972

PUBLIC SAFETY

Police	53,000	53,000
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PUBLIC WORKS

Street and Alleys	156,997	156,997
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CULTURE & RECREATION

Parks and Recreation	41,536	
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Library	7,322	48,858
SOLID WASTE		
Garbage	66,906	
Rubble Site	6,688	
Code Enforcement	3,000	76,594
TOTAL GENERAL FUND		508,421
TOTAL TAX SUPPORTED FUNDS		
BUSINESS IMPROVEMENT DISTRICT		101,000
MUNICIPAL STREET		125,000
SELF SUPPORTING FUNDS		
Water Fund	53,495	
Sewer Fund	29,062	
Golf Fund	250,000	
TOTAL APPROPRIATIONS		1,066,978

2024 APPROPRIATION ORDINANCE

PART II: The following designates the fund or funds that money derived from the following sources is applied to:

GENERAL FUND	
Cash on Hand	25,335
General Property Taxes	333,000
Licenses & Permits	3,300
Bank Franchise	2,500
Motor Vehicle Comm. Prorate	1,500
Liquor Tax Reversion	4,000
Motor Vehicle Licenses	13,800
Local Gov't Highway & Bridge	21,000
County Road Tax	1,550
County Wheel Tax	230
Concessions Revenue	2,000
Rec Program Fees	5,300
Rec Other	1,000
Interest	23,000
Rentals	2,500
Campground Income	1,500
Garbage Charges	63,000
Garbage Non Operating Income	3,906

TOTAL MEANS OF FINANCE 508,421

MUNICIPAL STREET REVENUE

Cash on Hand 25,000
Sales Tax Revenue 100,000
Total Expenditures 125,000
Estimated Surplus 0

BUSINESS IMPROVEMENT DISTRICT

Cash on Hand
Sales Tax Revenue 100,000
Misc Income 25,000
Investment Earning 11,000
Total Expenditures 101,000
Estimated Surplus 35,000

ENTERPRISE FUNDS

	Water	Sewer	Golf
Estimated Unappropriated Fund Balance			
Estimated Revenue	131,000	100,000	250,000
Less Estimated Appropriations	53,495	29,062	250,000
Estimated Surplus	77,505	70,938	0
Estimated Surplus to be transferred	-0-	-0-	-0-

PART III: The following is a summary of those funds for which spending authority has been approved by the Electorate:

PART IV: The Finance Officer is directed to certify the following dollar amount of tax levies made in this ordinance to the County Auditor: FOR GENERAL PURPOSES: \$333,000.00

Mayor

ATTEST:

Logan Kool, Finance Officer
First Reading: September 6, 2023
Second Reading: October 2, 2022

Pearl Street Painting Project. Kool and J. Schmit met with Traffic Solutions the week prior to measure the surface area available to paint. There was only 24 feet to work with and so two lanes and a hatched portion would not be feasible. Council decided on a 4-foot-wide fire lane painted on Pearl Street all the way from 3rd ave to 4th ave with white lettering and red hatch marks. As well as 3 signs that stated Fire Lane, No Parking Anytime, Strictly Enforced. They thought the fire lane would catch people's attention more and deter them from parking on the North side of Pearl Street.

Holiday Décor. A motion was made to match the \$5,000 leftover from the Historical Society to beautify the city for a total of \$10,000 and any additional required for electrical to decorate streets for the holidays by Dufek and seconded by Goldhorn. All members present voting aye and the motion passed.

3rd and Alice Intersection Traffic and Children. After construction crews move out of the city the traffic situation at 3rd and Alice will be reevaluated at a later date to determine the best solution.

Other Old Business-Dugout Concrete Purchase. A motion was made to approve the purchase of concrete at a cost of \$1500 from GCC for the baseball field dugout by Bohls and seconded by C. Ries. All members present voting aye and the motion passed. Council discussed the old scoreboard at the ball field, they would like to see it taken down, deemed surplus property and sold, the purchaser would be responsible for taking it down and storing it elsewhere.

Moved in Sheds- Hattendorf, Rudebusch, Mack. Hattendorf's at 302 S 3rd ave. had plans to move a brand new shed from Old Hickory Buildings out of Pipestone over \$5,000 onto their rental property and would remain five feet from the edge of the property lines. Rochelle Rudebusch at 320 E Alice St had plans to move a brand new shed from Dakota Storage Buildings Watertown over \$5,000 on her property and would remain five feet from the edge of the property lines. Shane Mack at 402 E Main wanted to move the already existing shed to 209 E Alice and would remain 5 feet from the property lines. A motion was made to approve all moved in shed permits by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

Mediacom Franchise Agreement. A motion was made to approve Mediacom's Franchise Agreement at 3% of all cable tv sales in city limits by Dufek and seconded by H. Schmit. All members present voting aye and the motion passed.

Lead & Copper State of SD Project. The Mayor just wanted to let everyone know that this lead and copper project was a statewide initiative passed down from the Feds to the State and now to the Cities to handle. Many were concerned about having copper pipes and that is why the magnet and scratch tests are done to determine if the copper pipes contain lead. The city will keep the public updated as much as possible but for right now all the information we have is to complete the survey. There is a lot of good information in the faq's section at <https://www.sdwaterpipes.com/>

A motion was made to adjourn at 9:00 p.m. by H. Schmit and seconded by Bohls. All members present voting aye and the motion passed.

Logan Kool
Finance Officer