

December 4th, 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, Chad Ries & Beau Schooley. Also present: Logan Kool, Doug Gerhold, Justin Bucher of Banner, Chuck Greenfield & Harry Boner of the American Legion, Travis Steffensen of SRW, Joe Engels, Jamie Riley, Randon Seppala, Trevor Matson, Jeff Dahl, Dawn Wiersma and Josh Spilde.

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 city/school election agreement, January meeting dates, and executive session for personnel was made by Goldhorn and seconded by C. Ries, all member's present voting aye and the motion passed.

There were no public comments.

A motion was made to approve November's meeting minutes by Bohls and seconded Goldhorn. All members present voting aye and the motion passed.

A motion was made to approve the bills for December with the addition of liquor ach fees in November for the golf course of \$121.40 by Southern Glazier's & \$251.70 by Republic by Dufek and seconded by H. Schmit. All members present voting aye and the motion passed.

GENERAL FUND

WAGES	PAYROLL	15041.08
BRIAN RIES	CELLPHONE REIMBURSEMENT	30.00
CITIZENS STATE BANK	ACH FEES UTILITIES PAYROLL	20.00
DELTA DENTAL	GROUP INSURANCE	43.70
ELO PROF LLC	AUDIT	5000.00
GREAT AMERICA	COPIER LEASE	101.97
HAMLIN COUNTY REPUBLICAN	PUBLISHING	283.38
ITC	UTILITIES	268.52
NORHTWESTERN ENERGY	UTILITIES	274.26
OFFICE PEEPS	COMPUTER SOFTWARE	100.00
OTTERTAIL	UTILITIES	2506.27
SDML	MEMBERSHIP DUES	1023.36
VISA	SUPPLIES	418.13
HEIMAN FIRE EQUIPMENT	FIRE INSPECTION	99.00
KXLG	ADVERTISING	150.00
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
ESTELLINE COOP	REPAIRS & MAINT	436.69
CUT RATE TREE SERVICE	STREETS SERVICES	382.50
JOHN SCHMIT	CELLPHONE REIMBURSEMENT	30.00
MENARDS	SUPPLIES	185.26
POPHAM CONSTRUCTION LLC	STREETS SERVICES	350.00
SD ONE CALL	STREETS SERVICES	65.10
STAN HOUSTON EQUIPMENT COMPANY	REPAIRS & MAINT	96.75

TITAN MACHINERY	REPAIRS & MAINT	37.39
TRAFFIC SOLUTIONS	STREETS SERVICES PEARL ST	2567.02
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPT OF REVENUE	SANITATION SALES TAX	326.86
DAKOTA DUMPSTERS	RUBBLE SITE ROLL OFF	342.83
NICK PILLATSKE	RECREATION SUPPLIES	84.88
BARNES & NOBLE, INC	LIBRARY SUPPLIES	52.79
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
DISPLAY SALES	STREETS REPAIRS & MAINT	4878.00
GENERAL FUND TOTALS		44334.07

WATER FUND

WAGES	PAYROLL	430.60
DAKOTA SUPPLY GROUP	WATER - REPAIRS & MAINTENANCE	96.85
DEPT OF AG & NATURAL RESOURCES	WATER - FEES	220.00
HAWKINS, INC	WATER - SUPPLIES	647.60
OTTERTAIL	WATER - UTILITIES	243.30
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	519.82
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	717.18
SD PUBLIC HEALTH	WATER - FEES	324.00
WATER FUND TOTALS		3199.35

SEWER FUND

WAGES	PAYROLL	322.95
GREEN APPLE SEPTIC TANK SERVIC	SEWER REPAIRS & MAINTENANCE	300.00
OTTERTAIL	SEWER - UTILITIES	240.91
SEWER FUND TOTALS		863.86

GOLF FUND

WAGES	PAYROLL	5732.69
BASS SANITATION	GOLF UTILITIES	360.00
DELTA DENTAL	GOLF GROUP INSURANCE	43.70
HD ELECTRIC	GOLF UTILITIES	428.18
KELLY'S TREE SERVICE	GOLF REPAIRS & MAINTENANCE	600.00
VISA	GOLF SUPPLIES	335.60
GOLF FUND TOTALS		7500.17

Mayor Report. Christmas decorations went up and some electrical work will be completed by Ottertail to get a couple poles working. J. Schmit is currently out in Rapid City taking water distribution classes and testing.

Finance Report. Kool provided the most recent payroll report as well as the bank reconciliation that showed the accounting software was an accurate representation of the bank statements. She would be going on maternity leave soon but planned to start wrapping up the year.

Golf Report. Gerhold had a large cottonwood removed as it was too big for his equipment. The new fairway mower approved in the 2024 budget was picked up and will be paid for after the New Year. The course has 3 old fairway mowers that need to be deemed surplus property and aren't worth anything but scrap. Gerhold with some help cleaned out the pond and retrieved multiple golf balls that could be sold at \$1.00 each for good ones or used as range balls. NB golf was contacted regarding the 5 new carts that were also approved in the 2024 budget and Gerhold was waiting on a call back from them. Gerhold was given permission to burn a large brush pile of trees on a cold day when snow was present and the wind was right.

Watertight Corp Rezone Ag to Highway Commercial. This property is located on west Alice street and is currently zoned agricultural, the new owner would like to put up another shop to conduct an HVAC business out of. A motion was made to approve the rezone from ag to highway commercial of OP: W2 of Lot 1 & all of 2 & 3, Block 23 by Bohls and seconded by Dufek, all members present voting aye and the motion passed.

Preliminary Plat Approval-McKee/Davis. A motion was made to approve the preliminary plats for the McKee Addition and the Billy Davis First Addition by C. Ries and seconded by Schooley, all members present voting aye and the motion passed.

Public Hearing Ship's Liquor License Transfer (expansion of legal description). A motion was made to approve Ship's liquor license transfer or expansion of its legal description to include lots 1, 2 & 3 Block 5 by Dufek and seconded by Goldhorn, all members present voting aye and the motion passed.

American Legion Outdoor Utility Shed & Sound System. Chuck Greenfield and Harry Boner were present to discuss their need for a utility shed that they would like to place on the city's property to store the old tables and chairs as well as other items from the storage loft. Council would have John pull some measurements when he is back to see where that could possibly go and how big. The Legion also inquired about a new sound system and that they would make a donation if the city were to purchase one. The city would gather some quotes on a new sound system and see if it could fit into the budget.

Public Hearing Vacating Outlot E Engels/Riley. A petition was submitted by Joe Engels and Jamie Riley for council to vacate a 453 x 30 foot portion located in the northeast corner of Outlot E. Kool pointed out the fact that the city sewer map showed the sewer main running right underneath that portion. The city's engineer recommended the city keep 15 feet on both sides of every utility main if they could and the city attorney recommended the city not just have an easement with utility mains running underneath because they could still be liable for damages if they ever had to fix those mains. The exact location of the sewer mains were unclear and so Banner was going to assist the city in finding those. A motion was made to disapprove vacating a 453 x 30 foot portion in the northeast corner of Outlot E by Bohls and seconded by H. Schmit, all members present voting aye and the motion passed.

SRW Spilde Development. SRW could install a \$10,000 meter vault pit on the north side of the Spilde development off of HWY 22 with a 1.5 inch pipe to feed the development at a cost of \$220/month to the city which would be passed on to customers in the development. Travis Steffensen of SRW further

explained that the existing line running through the middle of the Spilde Development was in useable condition, Josh would install the remaining lines and the city would maintain the lines. Steffensen also provided an update on the Sioux Rural Water project for the city and explained there was a bid opening on the 12th for the building and that he would keep the city posted on the results of that.

Josh Spilde Development and Public Hearing Date. Josh Spilde was present to discuss his development and worked through a number of items with council. First District provided a preliminary plan checklist that also included PUD requirements as a guide for both the city and Josh. Some things that were discussed: road and right of way widths, building setbacks, fire protection, ditches and culverts, a developer's agreement, phasing of the development, natural gas and propane, etc. A public hearing date was not yet set as the preliminary plan was not entirely complete and Josh would take that checklist back with him and work through the items with his engineer.

Other Old Business. Snow removal on main street was discussed and Kool would send out letters reminding business owners to please clear any accumulations of snow or ice due to heavy foot traffic on main year-round. City ordinance instructs all residents to keep sidewalks clear and failure to do so could result in the city having someone remove it for a resident at the property owner's expense. Jeff Dahl provided feedback on the Pearl Street parking paint.

5th & Market Street Repair. Jeff Dahl was present to discuss 5th and market street being in need of repair, currently it is only 15 feet wide and could really use another foot and a half on both sides to avoid disruptions in the flow of traffic as well as the desperate need for more asphalt at the intersection. The Mayor explained the city was working with Banner on a capital improvement plan to address and prioritize repair work on streets throughout the city.

Security Cameras for Main St & Golf Course. Council discussed a need for security cameras outside of the finance office, maintenance shop and golf course. Kool was instructed to gather quotes and revisit at the coming council meetings.

2nd Reading Ordinance 23-10 Supplemental Budget. The supplemental budget had a less than 5% change from the first reading in dollar amounts. A motion was made to approve the 2nd reading of ordinance 23-19 the supplemental budget by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Ordinance #23-19
2023 Budget Supplement

(Amending Ordinance #22-36 ANNUAL BUDGET, 2023 Appropriation Ordinance)

BE IT ORDAINED by the City of Castlewood, South Dakota that the following sums are appropriated to meet the needs of the municipality in addition to the sums previously appropriated in the 2022 Appropriation Ordinance.

The Purpose of these appropriations is to provide spending authority in the current fiscal year to cover cost in these funds.

GENERAL FUND

OTHER FINANCING USES:

414.1 Attorney Services & Fees	\$ 2,000.00
414.2 Finance Office	\$ 114,197.00
419.2 Gov't Building	\$ 34,755.00
419.4 Advertising	\$ 1,062.00
421.0 Police Contract	\$ 1,026.00
422.9 Fire Dept	\$ 102,857.14
431.0 Streets	\$ 35,468.00
432.4 Rubble Site	\$ 8,816.00
440.0 Code Enforcement	\$ 3,100.00
452.0 Park	\$ 25,000.00
459.0 Golf	\$ 77,124.00

TOTAL APPROPRIATIONS **\$405,405.14**
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SOURCE OF FUNDING:

Undesignated Fund Balance \$405,405.14

TOTAL FUNDING **\$405,405.14**

Dated this 4th day of December, 2023.

ATTEST:

Brian Ries, Mayor

Logan Kool, Finance Officer

Passed First Reading: November 6th, 2023

Passed Second Reading & Adopted: December 4th, 2023

Published: December 13th, 2023

Building permits. The Castlewood Farmer's elevator no longer needed a variance to build on an existing foundation at 2nd Ave and Market St as a surveyor provided their plat showing their property protruded further west on 2nd Avenue than the other properties on the block. They needed 20 feet to build on the existing foundation and had 28.5 feet. Randon Seppala submitted a building permit for a house to be built directly west of Outlot E and HWY 22 intersection that was to be approved.

January Meeting Dates. The regular scheduled council meeting will be Wednesday, January 3rd at 7 pm and a special meeting with First District will be Wednesday, January 24th at 6:30 for the comprehensive land use plan and Hamlin County disaster mitigation plan.

City/School Election Agreement. A motion was made to approve the annual combined city/school election agreement by C. Ries and seconded by Goldhorn, all members present voting aye and the motion passed.

Executive Session Personnel. SDCL 1-25-2 (3). A motion was made to go into executive session at 9:05 p.m. by Dufek and seconded by Bohls, all members present voting aye and the motion passed. The Mayor declared council out of executive session at 9:14 p.m. A motion was made to give all full-time employees Kool, J. Schmit and Gerhold each a Christmas Bonus of \$500 and \$250 to R. Rudebusch by C. Ries and seconded by Bohls, roll call vote. C. Ries yay, Bohls yay, Goldhorn yay, Dufek yay, Schooley yay, H. Schmit abstained, motion passed 5-0.

A motion was made to adjourn at 9:16 p.m. by H. Schmit and seconded by Bohls, all members present voting aye and the motion passed.

Logan Kool
Finance Officer