

March 4th, 2024 Meeting Minutes

The Castlewood City Council met on the above date at 7 pm with the following members present: Mayor Brian Ries, Heather Schmit, Stef Goldhorn, LeeAnne Dufek & Chad Ries. Also present: Logan Kool, John Schmit, Harry Boner of the American Legion, Jesse Spilde representing Josh Spilde & Jamie Riley. Absent: Jeanette Bohls & Beau Schooley.

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 executive session for personnel was made by C. Ries and seconded by H. Schmit, all member's present voting aye and the motion passed.

There were no public comments.

Council did not receive February 7th regular meeting minutes and so those would be sent to them and approved at the April 1st meeting.

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

GENERAL FUND

WAGES	PAYROLL	14665.69
BRIAN RIES	CELLPHONE REIMBURESMENT	30.00
CITIZENS STATE BANK	ACH UTILITY AND PAYROLL FEES	20.00
DELTA DENTAL	GROUP INSURANCE	48.70
ESTELLINE COOP	STREETS REPAIRS AND MAINTENANCE	132.08
GREAT AMERICA	COPIER LEASE	166.56
HAMLIN COUNTY REPUBLICAN	PUBLISHING	201.92
ITC	UTILITIES	251.20
NORHTWESTERN ENERGY	UTILITIES	1275.82
OFFICE PEEPS	OFFICE SUPPLIES	441.84
OTTERTAIL	UTILITIES	2428.98
UPFRAME CREATIVE	WEBSITE HOSTING	467.28
VISA	STREETS/FINANCE SUPPLIES	881.28
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
HAMLIN HIGHWAY DEPT	STREET SNOW REMOVAL	749.50
JOHN SCHMIT	CELLPHONE REIMBURESMENT	30.00
MENARDS	STREETS SUPPLIES	60.88
POPHAM CONSTRUCTION LLC	STREET SNOW REMOVAL	200.00
TRAFFIC SOLUTIONS INC	STREETS REPAIRS AND MAINTENANCE	2000.00
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	329.28
CODE ENFORCEMENT SPECIALISTS	CODE ENFORCEMENT	1500.00
ATX TURF	PARK IMPROVEMENTS	4027.80

FIRST PREMIER BANK	LIBRARY RENTALS	150.00
GENERAL FUND TOTALS		39047.14

WATER FUND

WAGES	PAYROLL	430.60
OTTERTAIL	WATER - UTILITIES	301.60
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	504.35
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	732.65
WATER FUND TOTALS		1969.20

SEWER FUND

WAGES	PAYROLL	322.95
OTTERTAIL	SEWER - UTILITIES	229.39
SEWER FUND TOTALS		552.34

GOLF FUND

WAGES	PAYROLL	4949.26
DELTA DENTAL	GOLF GROUP INSURANCE	48.70
HD ELECTRIC	GOLF UTILITIES	290.89
ITC	GOLF UTILITIES	5.84
NB GOLF	GOLF EQUIPMENT PURCHASED	21000.00
GOLF FUND TOTALS		26294.69

Mayor Report. The landscaping outside of the community center is to be completed in a couple weeks. A quote was obtained for a sound system in the community center and would be discussed during the old business agenda item alongside Harry Boner's sound system proposal. The Mayor stated there would be no election as Dufek, Goldhorn and himself were the only ones that turned in accepted petitions, Schooley's seat would need to be appointed.

Finance Report. Ruesink provided council with the bank reconciliations for December, January and February that matched the accounting software as she had been out on maternity leave the past couple meetings. A detailed wage report was also provided from the March 5th payroll. Ruesink stated the auditors would be onsite for the 2023 audit on April 15th. Ruesink was pretty well caught up with everything from being on maternity leave as she came in a number of times to do business.

Maintenance Report. J. Schmit has been in contact with Bituminous Paving regarding chip sealing this year, they are working on measurements and a quote. He explained that a road would need to be made to the new Sioux Rural Water building on the west side of town, we would obtain some quotes for that. He would begin to do work in the alleys as time permits but the public needed to remember it is still only March and we could still experience some weather events that would prevent him from doing so. J. Schmit would be attending water treatment classes in Aberdeen for the remainder of the week.

Public Hearing-Riley/Engels rezone from Ag to R2 general residential. Jamie Riley was present for the public hearing and discussed rezoning her newly platted lot, no public comments were made. A motion was made to approve the 1st reading of Ordinance 24-2 rezoning RILEY-ENGELS Addition from agricultural to “R2” general residential by Dufek and seconded by C. Ries. All members voting aye and the motion passes 4-0.

Public Hearing-Spilde Addition rezone from Ag to “PUD” planned unit development. Jesse Spilde was present representing his brother Josh Spilde for any questions on the PUD, no public comments were made. A motion was made to approve the 1st reading of Ordinance 24-3 rezoning FARMLAND: N2NW4 LESS EXC 36-115-52 CASTLEWOOD CITY from agricultural to a “PUD” by C. Ries and seconded by Dufek. All members present voting aye and the motion passes 4-0.

702 N 1st Ave Building Permit. Josh Soucy a contractor from Watertown applied for a building permit to build on the existing foundation at 702 N 1st Avenue. Building permits were taken out on this property previously in 2018, reissued in 2021 and a request for an extension was denied so nothing ever came to fruition. Ruesink wanted to inform the council that she would approve the building permit for a house to finally go on this property of the new owner and they concurred.

2nd Reading of Ordinance 24-4 Sale of Alcoholic beverages. A motion was made to approve the 2nd reading of Ordinance 24-4 by H. Schmit and seconded by Dufek. All members voting aye and the motion passes 4-0.

ORDINANCE NO. 24-4

AN ORDINANCE TO AMEND ORDINANCE 16-4 REGARDING SALE OF ALCOHOLIC BEVERAGE.

BE IT HEREBY ORDAINED by the City Council for the City of Castlewood that Chapter Four of the Ordinances for the City of Castlewood be amended to the following:

4-1-3: Any party intending to operate a business selling alcoholic beverages either off-sale or on-sale shall enter into an annual alcoholic beverages operating agreement with the City in the manner and method provided by law. All alcoholic beverages may be sold only on those dates and during such time of the day as is permitted by state statute.

Dated this 4th day of March, 2024.

City of Castlewood

Mayor Brian Ries

Finance Officer Logan Ruesink

1ST READING: _February 7th, 2024_

2ND READING: March 4th, 2024__

PUBLISHED: _March 13th, 2024__

Other Old Business. The Mayor explained that the ballfield agreement with the school was in the works. Ruesink explained that she was working with Todd Kays on rezoning the school to a campus district, she was awaiting an update from the school as to their rebuild plans. Mayor Ries provided council with a quote for a new sound system in the community center at the request of the American Legion. Harry Boner of the American Legion was present to discuss his proposal for the sound system in the community center using donated equipment. Harry discussed where this equipment would need to go and that additional shelving or storage would be needed to house this equipment and that the Legion had \$1900.00 in grant money to work with. A motion was made to allow Harry to put up the donated system in the community center and bring forward any additional small costs to him on the project for reimbursement by H. Schmit and seconded by C. Ries. All members present voting aye and the motion passes 4-0.

Lake Poinsett Directory. A motion was made to approve two advertisements in the Lake Poinsett Directory for the city and the golf course by C. Ries and seconded by H. Schmit. Roll call vote, C. Ries yay, H. Schmit yay, Goldhorn yay, Dufek abstained. Motion passes 3-0.

Ottertail light poles and camera at dump. J. Schmit talked with Brian at Ottertail about adding light poles in city limits and identified areas where it is very dark, council agreed some areas needed more lighting. Brian also stated Ottertail could put a light pole at the dump with a power source for a security camera. More discussion on the dump would take place at the April 1st meeting.

Outlot E HWY 22 Access. Ruesink was waiting for a response from Wilkinson regarding access easements for adjacent landowners and would provide council with an update when she had one. Jamie Riley was present for the discussion and expressed her concern for the approach needing to be widened due to safety reasons and traffic pulling in and out off of highway 22. Ruesink would follow up with Matt Brey at DOT to find out who was responsible for widening the access and if there was a size requirement.

Equalization meeting date and time. The equalization meeting date would be Monday, March 18th at 6 pm at city hall with a school board member and city council present. Any property assessment discrepancies needed to be filed with the city finance officer no later than Thursday, March 14th at 4:30 p.m.

Ordinance 13-2 Penny Sales Tax Discussion. Council members were curious on if the one penny sales tax for economic development could easily be moved to the general fund. Ruesink contacted Wilkinson on the matter and he was going to do more research but thought that a special election and a vote would be required for this proposed change. The Mayor reviewed the ordinances and discussed with council a list of items that both of these special revenue funds (1st Cent Sales Tax & Municipal Street) could be used for. Ruesink would update council on if a special election would be needed to move these revenues to the general fund as most other cities do.

2023 Audit Engagement Approval. Ruesink provided council the 2023 audit engagement from ELO CPA's, the same accounting firm that did the 21 & 22 audit. 2023's audit would cost \$11,000.00 plus reimbursable expenses of the auditors. A motion was made to approve the 2023 audit engagement from ELO CPA's by Dufek and seconded by C. Ries. All members present voting aye and the motion passes 4-0.

Investment Report/Publish City Money. Ruesink provided council with the 2023 investment report for December 2023 below. Ruesink noted interest rates were great for 2023.

**INVESTMENT REPORT
Dec 31, 2023**

First Premier Bank

Account	Interest Rate	Amount
Money Market Account	3.30%	\$1,738,394.29
Water & Sewer Reserve	0.40%	\$47,499.94
CD's	varies	<u>\$320,128.05</u>
TOTAL		\$2,106,022.28

68% of the city's money is at First Premier

Citizen's State Bank

Account	Interest Rate	Amount
Checking	.05 %	\$24,319.93
Golden Passbook	1.13 %	<u>\$976,659.58</u>
TOTAL		\$1,000,979.51

32% of the city's money is at Citizen's State Bank

TOTAL CITY MONIES \$3,107,001.79

First Premier CD's. The seven month CD's the city rolled money into last year are already maturing. Ruesink provided council with an updated rate sheet and asked what they wanted to do on the first CD that is maturing on March 8th. A motion was made to approve rolling the CD maturing on March 8th into a seventeen month CD at an interest rate of 4.65% by Goldhorn and seconded by Dufek. All members present voting aye and the motion passes 4-0. Ruesink would bring both rate sheets from First Premier and Citizen's State Bank to the April meeting to see what council wanted to do with the others.

Moved in buildings- Olson Update. Paige and Thomas Olson are still awaiting a governor's home from the state of SD and said they could call anytime and the house would be here just a few weeks after. They do not need council approval per city ordinance to move a new build home into town but would be working on the building permit. Another governor's home is supposed to be on its way to Castlewood as well this year.

2024 Golf Rates. Rudebusch and Gerhold did not think rates needed to increase at the golf course this year as they just raised some last year. A motion was made to approve the same 2023 golf rates for the 2024 season by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passes 4-0.

Building Permits. 702 N 1st Avenue new home being built on the existing foundation. 208 W Alice new shop being build for an HVAC business. 314 Prairie Street new home being built. Castlewood Farmer's elevator is building a steel frame building on the existing pad at 2nd and Market. 206 E Alice street an alteration and extension of an old building permit to add on to the house.

Executive Session. Personnel SDCL 1-25-3 (3). Ruesink was asked to stay for executive session, J. Schmit was dismissed. A motion was made to go into executive session at 8:22 p.m. by C. Ries and seconded by Dufek. All members present voting aye and the motion passes 4-0. The Mayor declared council out of executive session at 8:29 p.m. A motion was made to give Stacy Smith a raise to \$15.60/hour by C. Ries and seconded by Dufek. All members present voting aye and the motion passes 4-0. Finance office hours will be Monday-Thursday 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 4:30 p.m.

A motion was made to adjourn at 8:32 p.m. by H. Schmit and seconded by Goldhorn. All members present voting aye and the motion passes 4-0.