

January 6th, 2025 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, absent: Beau Schooley. Also present: Logan Kool, John Schmit, Doug Gerhold, Deb McEldowney, Chuck Greenfield and Harry Boner of the American Legion, Jon and Julia Cordell, Joe Engels, Jamie Riley, Kevin Meyer, and Jeb Bludorn.

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 Bohls, all members present voting aye and the motion passed.

There was no public comment.

A motion was made to approve December's meeting minutes by C. Ries and seconded by H. Schmit, all members present voting aye and the motion passed.

A motion was made to approve the bills for January by Bohls and seconded by Dufek, all members present voting aye and the motion passed.

GENERAL FUND

WAGES	PAYROLL	17077.72
CITIZENS STATE BANK	ACH UTILITY PAYROLL FEES	30.00
GREAT AMERICA	COPIER LEASE	106.32
HAMLIN COUNTY REPUBLICAN	PUBLISHING	242.49
ITC	UTILITIES	221.78
NORHTWESTERN ENERGY	UTILITIES	375.65
OFFICE PEEPS	UTILITY BILLING CARDS BULK	1815.40
OTTERTAIL	UTILITIES	2417.93
VISA	OFFICE SUPPLIES	381.48
STAR LAUNDRY	RUG RENTAL	76.56
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
AXESS COOPERATIVE	STREETS REPAIRS AND MAINT	296.49
GLACIAL LAKES ASPHALT	STREET SERVICES & FEES	206.12
HAMLIN HIGHWAY DEPT	STREET SNOW REMOVAL	742.00
JOHN SCHMIT	STREETS PAYROLL CORRECTION	682.83
MENARDS	STREETS REPAIRS AND MAINT	168.22
POPHAM CONSTRUCTION LLC	STREET SNOW REMOVAL	1600.00
BASS SANITATION	SOLID WASTE COLLECTION	8782.44
SOUTH DAKOTA DEPT OF REVENUE	SANITATION SALES TAX	337.72
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
GENERAL FUND TOTALS		39719.48

WELLNESS FUND

WAGES	PAYROLL	543.63
TWOTREES TECHNOLOGIES	BUSINESS DISTRICT SUPPLIES	1402.79

ITC	BUSINESS DIST SERVICES & FEES	358.12
WELLNESS FUND TOTALS		2304.54

WATER FUND

OTTERTAIL	WATER - UTILITIES	120.10
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	525.45
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	711.55
SD PUBLIC HEALTH	WATER - FEES	15.00
SIOUX RURAL WATER	WATER - SIOUX RURAL WATER	6337.45
VISA	WATER - TRAVEL & CONFERENCE	264.90
WATER FUND TOTALS		7974.45

SEWER FUND

WAGES	PAYROLL	322.95
OTTERTAIL	SEWER - UTILITIES	178.75
SEWER FUND TOTALS		501.70

GOLF FUND

WAGES	PAYROLL	4905.74
DELTA DENTAL	GOLF GROUP INSURANCE	48.70
DOUGS SERVICE & MARINE	GOLF REPAIRS & MAINTENANCE	39.85
FASTENAL	GOLF REPAIRS & MAINTENANCE	38.63
HAMLIN COUNTY REPUBLICAN	Golf Services & Fees	42.00
HD ELECTRIC	GOLF UTILITIES	542.39
ITC	GOLF UTILITIES	5.84
VISA	GOLF REPAIRS & MAINTENANCE	287.49
GOLF FUND TOTALS		5910.64

Mayor Report. None.

Finance Report. Ruesink stated W-2's had been mailed and provided council with the most recent payroll report as well as the bank reconciliation which was an accurate reflection of the accounting software, there was a zero variance in what was reconciled versus reported.

Maintenance Report. J. Schmit stated as soon as the weather allowed he would be burning the pile of trees at the dump with the assistance of the Castlewood Fire Dept, Christmas lights would also be taken down soon.

Golf Report. Gerhold stated the pile of trees at the golf course would be burned the same day as the dump. Gerhold said he checked on the clubhouse regularly to ensure the heat is going and has been doing some work on the Truckster as well as taking phone calls for tournaments and different summer events.

Storm Sewer Drainage at 4th and Main. The City received two additional quotes to resurface the ditches from Main to Market St. via Third Ave. Mack Construction submitted a previous quote of \$8,000 to do the work, BlackHawk Construction submitted an identical quote with excise tax, but these two did not include seeding and an erosion control blanket. J. Schmit explained that the seeding and erosion control blanket could be subcontracted out by these two companies at an additional expense. Basin Construction submitted a quote that included seeding and an erosion control blanket for \$15,918.40. A motion was made to approve the quote from Basin Construction by Goldhorn and seconded by H. Schmit, all members present voting aye and the motion passed.

Water Meter Pits. BlackHawk Construction submitted a quote to put in a water meter pit at the cemetery as well as the ball field for \$2346.00. A motion was made to approve the quote from BlackHawk Construction for \$2346.00 by Dufek and seconded by Goldhorn. All members present voting aye and the motion passed.

Public Hearing Rezone Spilde 1st Addition Lot 1. The Mayor called the Board of Adjustment to order acting jointly as the City Council and opened up the public hearing. Jeb Bludorn of Sodak Construction was present and stated that this was the next step in building the apartment complex. The Mayor asked for public comment and Kevin Meyer expressed his concerns regarding the drainage through that low lying area and the affect on neighboring properties. Meyer also encouraged the city council to put in an actual sewer main from Prairie Street to Highway 22 and did not want to see a private sewer line with a grinder pump by Sodak Construction. Jamie Riley expressed similar concerns about drainage and the sewer line as a neighboring landowner. Jon Cordell stated he would also like to see a city sewer main all the way to Highway 22 for positive growth of the city to bring more families to the Castlewood community. The Mayor explained the rezone was the next step for Sodak Construction to potentially be able to build on that lot, but it didn't mean the building permit was approved yet. The Mayor closed the public hearing. A motion was made to approve the first reading of Ordinance 25-1 the rezone of Spilde 1st Addition lot 1 by Sodak construction from Ag to R2 "general residential district" by Dufek and seconded by Goldhorn. All members present voting aye and the motion passed.

318 E Pearl St. Sign Installation. Ruesink stated the City had received a phone call from the Hamlin County Sherriff Department regarding more parking complaints on Pearl Street north of the school and the Officer stated the no parking sign needed to be put back up. J. Schmit instructed Traffic Solutions to install the no parking sign as they were already coming to install jake braking signs and this was a timely issue. Ruesink obtained a bill from Traffic Solutions which included the no parking sign installation at 318 E Pearl St. which was removed by the property owner's during the construction of their home at \$600.00 per sign. Ruesink stated the city attorney said that was the property owner's expense and the public is not to remove traffic signs. Julia Cordell was present and stated that she received permission to remove the sign in the summer of 2024 and that it needed to come down as the sign was in the middle of their proposed driveway on their building permit. Cordell was not aware there would be any added expense for the sign to be reinstalled and that they could have just had their contractor do it had they known where it needed to go. Discussion was had on the high cost of the sign installation. A motion was made to bill Cordell's \$150.00 for the sign installation by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

Wellness Center Help Wanted Ad Fitness Instructors. A motion was made to approve Susie Benike as a city employee at \$20.00 per class and Lexy Lundberg as a 1099 contractor at \$20.00 per class by Bohls and seconded by Goldhorn. All members present voting aye and the motion passed.

Wellness Center Quotes for Purchases. Deb McEldowney the new manager for the wellness center was present to discuss some items needing to be purchased for the Wellness Depot which included rug rentals from Star Laundry, a leased copy machine from Office Peeps and the phone/internet bill from ITC and the need for McEldowney to use her cell phone for business related calls. Council discussed similar to golf, finance and streets departments the wellness center manager was allowed \$2,000.00/month in necessary purchases for the wellness center without prior approval.

Wellness Center New Savings Account. A motion was made to approve Ruesink to setup a savings account for the wellness center by Bohls and seconded by Goldhorn, all members present voting aye and the motion passed.

Wellness Center Credit Card Deb McEldowney. A motion was made to approve a credit card with a \$2,000 limit be set up in Deb McEldowney's name for the wellness center by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Wellness Center Miscellaneous. A sales tax license would need to be set up for the wellness center and Ruesink would work on that. Council also discussed the budgeted 10 hours/week at \$15.00/hour for janitorial services, McEldowney would do some cleaning while she was there but there would be a need for additional cleaning after hours. The Wellness Center would have to move their projected February 1st opening date to March 1st as the fitness equipment would be installed in the middle of the month.

Legion Baseball. Chuck Greenfield and Harry Boner of the American Legion were present to discuss with council their need for financial and physical involvement from the city or a parent organization to operate and finance the Legion Baseball team as costs associated with the team continued to rise for the Legion. Greenfield and Boner asked council if it were a possibility to add Legion Baseball as a rec program under the city and the council stated that would not be an option as the costs involved were much more than current summer rec programs. The city suggested charging players to play on the Legion Baseball team and that the council would still be interested in making a monetary donation to see this program continue. This topic would be added to the February agenda for further discussion.

AED's Golf Course, Wellness, Football Field. A motion was made to approve the purchase of 3 AED's for the golf course, wellness center and football field at \$1731.00 each by Dufek and seconded by Goldhorn, all members present voting aye and the motion passed. The school board stated interest in paying for half of the cost of the AEDs at the football field and the golf course but would not be able to do so until July when their new budget came into effect.

Employee Handbook Policy Update Direct Deposit. A motion was made to approve the mandatory direct deposit policy for city employees by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Investment Report/Publish City Money. A motion was made to approve the Dec. 31st 2024 investment report and publish city money by Dufek and seconded by H. Schmit. All members present voting aye and the motion passed.

**INVESTMENT REPORT
December 31, 2024**

First Premier Bank

Account	Interest Rate	Amount
Money Market Account	2.84%	\$2,079,233.51
Water & Sewer Reserve	0.28%	\$47,676.45
CD's	varies	<u>\$339,842.88</u>
TOTAL		\$2,466,752.84

82% of the city's money is at First Premier

Citizen's State Bank

Account	Interest Rate	Amount
Checking	.05 %	\$40,648.72
Golden Passbook	0.75%	\$158,453.85
HIFI SAVINGS GOLF	0.25%	\$133,483.65
CD'S	5.01%	<u>\$200,000.00</u>
TOTAL		\$532,586.22

18% of the city's money is at Citizen's State Bank

TOTAL CITY MONIES **\$2,999,339.06**

City of Castlewood 12/31/2024

General Fund Balance: \$761,898.23
Business District Fund Balance: \$631,754.05
Municipal Street Fund Balance: \$683,244.53
Water Fund Balance: \$105,436.58
Water Reserve Fund Balance: \$23,536.34
Sewer Fund Balance: \$644,288.47
Sewer Reserve Fund Balance: \$23,536.36
Golf Course Fund Balance: \$123,343.46

Golf Course Clubhouse Manager Help Wanted Ad. A motion was made to publish an advertisement to hire a new golf course clubhouse manager by H. Schmit and seconded by Bohls, all members present voting aye and the motion passed.

A motion was made to go into executive session for personnel (SDCL 1-25-2 (3) at 8:30 p.m. by Goldhorn and seconded by C. Ries, all members present voting aye and the motion passed.

The mayor declared council out of executive session at 9:00 p.m.

A motion was made to approve salary resolution 25-02 by Goldhorn and seconded by Bohls. Roll call vote Goldhorn yay, Bohls yay, C. Ries yay, H. Schmit abstained, Dufek yay. Motion passes 4-0.

2025 SALARY RESOLUTION

RESOLUTION #25-02

Mayor-\$2300 a year plus \$50 a meeting if in attendance, cellphone allowance \$30.00 per month

Councilman-\$1300 a year plus \$50 a meeting if in attendance

Maintenance Supervisor-\$4666.80 per month plus single rate paid on insurance, \$50 a meeting if in attendance, \$60 a weekend for on call services, monthly cellphone allowance \$30.00 per month

Finance Officer-\$4523.80 per month, \$50 a meeting if in attendance, plus single rate paid on insurance

Part time Maintenance Worker, \$60 per weekend on call and regular rate per hour for any hours worked on call

Library-\$350 a month for librarian

Recreation coach-\$500 per team

Various Activities Recreation Employee, \$12.00 per hour

Concession Stand Manager- \$450.00/month

Concession Stand employee-\$12.00

Golf Course Superintendent \$4039.33 per month, plus single rate paid on insurance, \$50 a meeting if in attendance

Clubhouse employee \$12.00-20.00 per hour

Golf Course Ground employee \$12.00-20.00 per hour

Clubhouse Manager \$15-\$22 per hour

Assistant Clubhouse Manager \$13-\$18 per hour

Wellness Center Manager \$20 per hour, cellphone allowance \$30.00 per month

Wellness Center Janitorial Worker \$15 per hour

City Landfill Attendant \$15.65 per hour

Brian Ries, Mayor

ATTEST:

Logan Kool, Finance Office

A motion was made to adjourn at 9:05 p.m. by H. Schmit and seconded by Bohls, all members present voting aye and the motion passed.

Finance Officer

Logan Ruesink