

January 9, 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, Chad Ries, Stef Goldhorn, Beau Schooley, and LeeAnne Dufek. Also present: Logan Kool, Doug Gerhold, Kristie Sikkink, Harry Boner, Mort Schooley, Josh Spilde, Wayne Rasmussen, 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 and a motion to approve was made by C. Ries and seconded by Schmit. All members present voting aye and the motion passed.

There were no public comments made.

A motion was made to approve December's meeting minutes with the addition of Harry Boner of the American Legion in attendance as well as the -\$105.11 adjustments to ACH payments to SD Dept of Revenue, SD Rural Development and TSYS by Bohls and seconded by Goldhorn. All members present voting aye and the motion passed.

Approval of bills. A motion was made to approve with the addition of Bass' garbage overages check by Dufek and seconded by Schmit. All members present voting aye and the motion passed.

GENERAL FUND

PAYROLL	WAGES	17652.33
ALLEGRA	FINANCE OFFICE SUPPLIES	120.90
BARNES & NOBLE, INC	LIBRARY SUPPLIES	233.77
BASS SANITATION	OVERAGES CHECK	4786.86
BASS SANITATION	UTILITIES	4980.00
BRIAN RIES	REIMBURSEMENT	30.00
CASSIDY BORER	HEALTH INSURANCE OVERPAYMENT	1088.52
CASTLEARTS	WEBSITE MAINTENANCE	260.00
CODE ENFORCEMENT SPECIALISTS	RETAINER	2001.14
CONNECTING POINT	FINANCE OFFICE	145.33
ESTELLINE COOP	STREETS REPAIRS MAINT	694.04
FIRST PREMIER BANK	LIBRARY RENT	150.00
GLACIAL LAKES/PRAIRIES TOURISM	MEMBERSHIP DUES VACATION GUIDE	837.00
GRANT AND WILLIAMS, INC.	FINANCE OFFICE OTHER-AUDIT	13922.00
HAMLIN COUNTY REPUBLICAN	PUBLISHING	200.68
HAMILN COUNTY AUDITOR	POLICE CONTRACT	3358.33
HAMLIN HIGHWAY DEPT	STREET SNOW REMOVAL	1100.05
HILLYARD	GOVT BLDG SUPPLIES	172.34
INNOVATIVE OFFICE SOLUTIONS	FINANCE OFFICE SUPPLIES	46.02
ITC	UTILITIES	273.18
JW ROLL OFF SERVICES	RUBBLE SITE UTILITIES	465.84
LAKE AREA DOOR	GOVT BLDG REPAIRS	897.40
MARC LEWNO	REIMBURSEMENT	30.00
MDLEODS PRINTING & OFFICE SUPP	ELECTION SUPPLIES	49.77

KEITH MILLER	ECONOMIC DEVELOPMENT	
NORHTWESTERN ENERGY	CONTRIBUT	5000.00
OFFICE PEEPS	UTILITIES	183.67
OTTERTAIL	FINANCE OFFICE SUPPLIES	244.81
SANFORD HEALTH OCCMED	UTILITIES	2645.80
SOUTH DAKOTA DEPARTMENT OF REV	FINANCE OFFICE OTHER- DRUG SCR	47.00
SDML	GARBAGE SALES TAX	322.45
STAR LAUNDRY	WORKERS COMPENSATION FUND	2737.00
TITAN MACHINERY	GOVT BUILDING RENTAL FEES	101.85
VISA	TRACTOR REPAIR	1819.40
WATERTOWN WHOLESALE	MAYOR AND COUNCIL SUPPLIES	71.31
GENERAL FUND TOTAL	MAYOR AND COUNCIL SUPPLIES	317.40
		66986.19
SEWER FUND		
OTTERTAIL	UTILITIES	178.57
WELLS FARGO	SEWER LOAN	2727.76
WELLS FARGO	SEWER LOAN	3763.23
SEWER FUND TOTAL		6669.56
WATER FUND		
BANNER	WATER DISTRIBUTION DESIGN	5213.20
OTTERTAIL	UTILITIES	236.52
WINWATER	WATER METER AND PARTS	2193.02
SOUTH DAKOTA RURAL		
DEVELOPMENT	WATER LOAN	1237.00
WATER FUND TOTAL		8879.74
GOLF COURSE FUND		
PAYROLL	WAGES	4544.44
DELTA DENTAL	GOLF COURSE GROUP INS	42.70
HD ELECTRIC	UTILITIES	370.03
ITC	UTILITIES	11.09
TSYS	CREDIT CARD FEES	129.00
GOLF COURSE FUND TOTAL		5097.26

Mayor Report. None

Finance Report. Included in agenda.

Maintenance Report. None.

Golf Course Report. Per Doug the carpets will be cleaned at the golf course and city finance office building late January. Doug requested that 6 golf carts be purchased for \$28,200.00, a motion was made by Dufek and seconded by C. Ries, all members present voting aye and the motion passed.

Buildings permits. 302 E Pearl St, 306 E Merrill St, 210 S Oak Ave

Benefits/employee handbook. A committee was set up to discuss proposed changes to both items, city council will approve at February meeting.

*Community Center Rental Agreements. A committee was set up consisting of council members to discuss changes to community center rentals and Harry Boner representing the American Legion would be included in those discussions. A motion was made to approve the existing golf range contract with the school at \$1200.00, Monarchs baseball \$300.00, Ravens baseball \$300, Castlewood Ambulance District \$300.00, Castlewood Fire District \$900.00 by Dufek and seconded by Schmit. All members present voting aye and the motion passed.

A motion was made to approve the 2nd reading of the liquor tax abolishment by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

ORDINANCE NO. 23-1

An Ordinance Amending Ordinance #16-4 Entitled An Ordinance to Amend Ordinance 13-1 Regarding Sale of Alcoholic Beverage.

Be It Ordained by the City of Castlewood, South Dakota, that 4-1-3 be amended to read as follows:

4-1-3: Any party intending to operate 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, including malt beverages, may be purchased by a licensee directly from the distributor, and subsequently delivered by the distributor directly to the licensee provided each licensee maintains a complete detailed record of all beverages purchased, and submits a copy of all invoices from the distributor which reflects the actual cost, brand, date, quantity and transportation charges, and each such invoice shall reflect the signature of the licensee or an authorized representative. The purchase price of all alcoholic beverages and all malt beverages shall include a minimum markup percentage of 0% (of actual cost) which shall be paid by the licensee unto the City. All alcoholic beverages may be sold only on those dates and during such time of the day as is permitted by state statute, including from 9:00 a.m. to 10:00 p.m. on Sundays for on-sale liquor, plus on Memorial Day from 10:00 a.m. to 10:00 p.m.

Dated this 9th day of January

First Reading: December 5, 2022

Second Reading: January 9, 2023

Published: January 18, 2023

CITY OF CASTLEWOOD, SOUTH DAKOTA

Brian Ries- Mayor

ATTEST: Logan Kool- Finance Officer

A motion was made to approve the 2nd reading of the water rate changes effective April 2023 by Bohls and seconded by Goldhorn. All members present voting aye and the motion passed.

Ordinance No. 23-2

An Ordinance Amending Ordinance #16-6 Entitled An Ordinance to Amend Ordinance 8-2 Regarding Water Rates, Meter Readings and Billing for Water System.

Be It Ordained by the City of Castlewood, South Dakota, that Chapter 8-2 be amended to read as follows:

8-2-4: WATER RATE SCHEDULE

The charge for the use of city water shall be \$30.00 per month for each metered facility for the first 2,000 gallons. For water usage in excess of 2,000 gallons the rate shall be \$3.00 for each additional 1,000 gallons or fraction thereof.

8-2-7: BILLING

The minimum charge for use of the city water shall be \$35.00 per month. The total charge for usage shall be payable on or before the 15th day of each month. The Superintendent or other person in charge of the municipal plant are authorized to shut off the water for all users in default. Every connection turned off under the provisions of this section shall not be turned on again except upon the payment \$50.00, plus the amount in arrears to the City Finance Officer or in lieu of turning the water off the City Finance Officer shall make a delinquent charge of 10% of any charge that is delinquent at the time of payment.

All other sections of said Ordinance except those herein specifically modified remain in full force and effect.

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Brian Ries-Mayor

ATTEST: Logan Kool-Finance Officer

Josh Spilde. Josh presented his mylar plat to the council to be signed, discussion was made about a developer's agreement. A motion was made to approve the drawing of the plat by C. Ries and seconded by Dufek. All members present voting aye and the motion passed.

Rezone City Lots. A meeting was setup with First District to visit about rezoning city lots and update zoning ordinances.

Mort Schooley. Mort requested on whether he was able to bore a well on his property, city council would look into the matter and provide an answer.

Other Old Business. None.

Investment Report/publish city money. A motion was made to approve the investment report and publishing city money by Bohls and seconded by Dufek. All members present voting, Schmit abstained, C. Ries yay, Goldhorn yay, Bohls yay, Dufek yay, Schooley yay and the motion passed.

FUND BALANCES 12/31/2022

GENERAL FUND	\$558,699.50
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BUSINESS DISTRICT FUND	\$456,486374
MUNICIPAL STREET FUND	\$560,479.15
WATER FUND	\$645,695.73
WATER RESERVE FUND	\$23,536.36
SEWER FUND	\$548,519.61
SEWER RESERVE FUND	\$23,536.36
GOLF COURSE FUND	\$57,145.44
TOTAL	\$2,874,098.87

FEMA awards. The City of Castlewood was awarded \$243,108.39 in federal and state reimbursements for the tornado damage. There are a few projects awaiting approval from FEMA that could result in a larger payout.

SDML Renewal. A motion was made to approve the workman's compensation fund renewal quote for \$2737 by Schmit and seconded by Dufek. All members present voting aye and the motion passed.

Loss Control Recommendations. Safety Benefits visited the city in December through the South Dakota Municipal League to perform an inspection every three years. They provided a recommendation sheet accepted by the finance officer that will be filled out and sent back to them.

2021 Annual Report. A motion was made to approve the 2021 Annual Report by Dufek and seconded by C. Ries. All members present voting aye and the motion passed.

2019/2020 Audit. A motion to approve the 2019/2020 audit was made by C. Ries and seconded by Bohls. All members present voting aye and the motion passed.

Code Enforcement Contract. A motion to approve the code enforcement contract was made by Dufek and seconded by Schmit. All members present voting aye and the motion passed.

Snowbird Utility Billing. The finance officer had questions regarding the proper procedure for those that leave the city for an extended period of time and want their water shut off. Council would revisit this at the following months council meeting.

Baseball/Softball Dugouts. The mayor informed council that a quote would be on the way for the dugout project.

Batting Cage Quote. A quote was presented to council for a new batting cage, this quote did not include concrete. Council will revisit this at the February meeting.

Water Project Bidding. The advertisements that were published in the 01/11/23 paper were presented to council for their review as an update on the water distribution project.

Executive Session. A motion was made by C. Ries and seconded by Bohls. Council entered executive session regarding Contracts/Personnel SDCL 1-25-2(1,3) at 8:55 p.m.

Salary Resolutions. A motion to approve the salary resolutions was made by Schmit and seconded by Bohls. All members present voting aye and the motion passed.

A motion to adjourn at 9:31 p.m. was made by C. Ries and seconded by Schmit. All members present voting aye and the motion passed.

2023 SALARY RESOLUTION

RESOLUTION #23-01

Mayor-\$2300 a year plus \$50 a meeting if in attendance

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

Maintenance-\$3874.48 per month upon completion of water treatment operator certification (March 2023) plus single rate paid on insurance, plus \$50 a meeting if in attendance, plus \$60 a weekend for on call services.

Finance Officer-\$3862.50 per month upon completion of 90 day probation period (01/19/23) plus \$50 a meeting if in attendance, plus single rate paid on insurance.

Part time Maintenance Man, \$60 per weekend on call and \$15.00 per hour for any hours worked on call.

Library-\$350 a month for librarian

Mayor-Cell phone allowance \$30.00

Maintenance Man-Cell phone allowance \$30.00

Mileage – same as state rate. A vehicle towing a goose neck trailer, the trailer is considered a second vehicle.

Meals-Breakfast –same as state rate

Recreation coach-\$475 per team

Various Activities Recreation Employee, \$12.00 per hour

Concession Stand Manager- \$450.00/month

Concession Stand employee-\$12.00

Golf Course Superintendent \$41,800 per year plus single rate paid on insurance, plus \$50 a meeting if in attendance

Clubhouse employee \$12.00-15.00 per hour determined by clubhouse manager and approved by city council

Golf Course Ground employee \$12.00-16.00 per determined by Golf Course Superintendent and approved by city council

Clubhouse Manager \$15-\$22 per hour

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

Mayor Brian Ries

Finance Officer Logan Kool

Passed and approved on January 9, 2023