

November 4th, 2024 Meeting Minutes

The Castlewood City Council met on the above date at 7 pm with the following members present: Mayor Brian Ries, LeeAnne Dufek, Jeanette Bohls, Stef Goldhorn and Heather Schmit, Beau Schooley and Chad Ries. Also present: Logan Kool, John Schmit, Doug Gerhold, Travis and Michele Smith.

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 was made to approve the agenda with the addition of building permits by H. Schmit and seconded by C. Ries, all members present voting aye and the motion passed.

There was no public comment.

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

A motion was made to approve the November bills by Dufek and seconded by Goldhorn. All member's present voting aye and the motion passed.

GENERAL FUND

WAGES	PAYROLL	13592.24
BRIAN RIES	CELLPHONE REIMBURSEMENT	30.00
CITIZENS STATE BANK	ACH UTILITY PAYROLL FEES	20.00
TWOTREES TECHNOLOGIES	COMPUTER SOFTWARE	209.95
DELTA DENTAL	GROUP INSURANCE	48.70
GREAT AMERICA	COPIER LEASE	105.38
HAMLIN COUNTY REPUBLICAN	PUBLISHING	447.61
ITC	UTILITIES	276.35
OFFICE PEEPS	COMPUTER SOFTWARE	100.00
OTTERTAIL	UTILITIES	2309.28
VISA	SUPPLIES	289.18
SDML	WORKMEN'S COMPENSATION	4266.00
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4566.97
ESTELLINE COOP	STREETS REPAIRS AND MAINT	178.12
HAMLIN HIGHWAY DEPT	STREETS REPAIRS AND MAINT	1466.24
KEVEES HOMETOWN GROCERY	SUPPLIES	15.58
LYLE SIGNS	SUPPLIES	207.11
MENARDS	STREETS REPAIRS AND MAINT	98.24
NORHTWESTERN ENERGY	UTILITIES	82.06
SD ONE CALL	STREET SERVICES & FEES	71.40
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	331.69
DAKOTA DUMPSTERS	ROLL OFF RENTAL	1193.98
PIVOTAL PRINTING	SUPPLIES	120.00
CODE ENFORCEMENT SPECIALISTS	CODE ENFORCEMENT	359.21
DAKOTA PORTABLE TOILETS	REC SERVICES	195.00
ROY'S SPORT SHOP	SMALL EQUIPMENT	3900.00

FIRST PREMIER BANK	LIBRARY RENTALS	150.00
GENERAL FUND TOTALS		39610.29

WATER FUND

BRIAN RIES	WATER FUND REFUNDS	11.46
OTTERTAIL	WATER - UTILITIES	124.42
FIRST PRESBYTERIAN CHURCH	WATER FUND REFUNDS	36.00
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	544.24
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	692.76
SD PUBLIC HEALTH	WATER - SUPPLIES	209.00
SIOUX RURAL WATER	WATER - SIOUX RURAL WATER	89926.34
TAYLOR HANSON	WATER FUND REFUNDS	33.82
WATER FUND TOTALS		91578.04

SEWER FUND

WAGES	PAYROLL	322.95
MINNESOTA VALLEY TESTING	SEWER SUPPLIES	1836.75
OTTERTAIL	SEWER - UTILITIES	215.54
VISA	SEWER OTHER	84.50
SEWER FUND TOTALS		2459.74

GOLF FUND

WAGES	PAYROLL	9768.43
AUTO VALUE	GOLF REPAIRS & MAINTENANCE	207.93
DAKOTA PORTABLE TOILETS	Golf Services & Fees	292.50
DELTA DENTAL	GOLF GROUP INSURANCE	48.70
DOUGS SERVICE & MARINE	GOLF REPAIRS & MAINTENANCE	2669.53
ESTELLINE COOP	GOLF REPAIRS & MAINTENANCE	161.64
FASTENAL	GOLF REPAIRS & MAINTENANCE	53.87
FERGUSON WATERWORKS #2516	GOLF REPAIRS & MAINTENANCE	1341.72
GERHOLD BROTHERS	GOLF REPAIRS & MAINTENANCE	586.50
HD ELECTRIC	GOLF UTILITIES	960.86
SD DEPT HEALTH	Golf Services & Fees	170.00
ITC	GOLF UTILITIES	234.92
KEVEES HOMETOWN GROCERY	Golf Food	65.45
MENARDS	GOLF REPAIRS & MAINTENANCE	315.43
OFFICE PEEPS	GOLF SUPPLIES	54.80
SOUTH DAKOTA DEPARTMENT OF REV	GOLF SALES TAX	652.59
STAN HOUSTON EQUIPMENT COMPANY	GOLF REPAIRS & MAINTENANCE	300.00
VISA	GOLF SUPPLIES	47.79
WATERTOWN WHOLESALE	GOLF SUPPLIES	142.20
WATERTOWN WHOLESALE	GOLF CANDY	122.60
WINWATER	GOLF REPAIRS & MAINTENANCE	3370.00
GOLF FUND TOTALS		21567.46

Mayor Report. None

Finance Report. Ruesink provided council with the most recent payroll as well as the bank reconciliation which was an accurate reflection of the accounting software. There was a zero balance in what was reconciled versus reported. Ruesink stated the lead and copper inventory was completed and submitted to the state, the next step is to send out letters to all utility customers with unknown pipe material.

Maintenance Report. J. Schmit stated that everything that needed to be winterized had been winterized. J. Schmit noticed an issue of signs being run over in city limits and would address that issue.

Golf Report. Gerhold provided council with a report of sales over the past couple years and the golf course continues to increase their revenues year after year. Gerhold praised clubhouse and grounds employees for their work to keep the golf course looking great. Gerhold was accompanied by Gerhold Bros. to fix a water main leak by the pumphouse. Gerhold stated ornamentals had been trimmed and some would need to be replaced next year, carts were put away and the Truckster needed maintenance so he would be looking at replacing that as that was included in the 2025 budget.

Drainage between Merrill St and Main. Shane Mack met with some council members to propose a fix to the water runoff issue in the alley behind his property. He proposed a retaining wall set back 6 inches from the city right of way on the alley side or his north property line that would be 18 inches in height. Ruesink confirmed he would need a variance as current city ordinance states fences, walls or hedges be setback 5 feet from the city right of way. Variances require a publishing and so the proposal would not be heard until the December 2nd meeting.

Spilde Developer's Agreement. Council discussed the Spilde Developer's agreement which would allow building permits and changes in zoning classifications to be approved for the new buyers of Spilde 1st addition lots 1, 2 & 3. Any lot over 400 feet from the city sewer main would be allowed a septic tank per current city ordinance. A motion was made to approve terminating the Spilde Developer's agreement under the condition that both Josh Spilde and the new buyers signed off that the city would not be supplying a sewer main to those properties in the future by Dufek and seconded by Bohls. All members present voting aye and the motion passed.

1st Reading Sump Pump Ordinance 24-11. A motion was made to approve the first reading of the Sump Pump Ordinance 24-11 by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

Storm Sewer System Drainage at Main and 4th Ave. J. Schmit didn't have a lot of interest in the resurface project near the corner of Main and Market on both sides of Main Street and south to Market Street but did obtain a quote from Mack Concrete. A motion was made to table this project until more quotes were obtained by Dufek and seconded by H. Schmit. All members present voting aye and the motion passed.

Main Street Snow Removal. Discussion was had on possibly updating the snow removal ordinance by shortening the time allowed to clear the sidewalks on Main. Ruesink was instructed to touch base with the attorney on updating the entire City of Castlewood Ordinance book. A motion was made to approve Popham Construction's quote in the amount of \$200 per event for snow removal to clear sidewalks on Main St. by Bohls and seconded by Schooley. Roll call vote; Bohls yay, Schooley yay, H. Schmit abstained, Dufek yay, C. Ries yay, Goldhorn yay. Motion passed 5-0.

Other Old Business. Dufek stated that they have not hired anybody for the wellness center manager/economic development officer and they needed someone in there soon so a part time hire at \$20.00/hr 20-25 hours per week was necessary for their projected February 2025 opening date. A motion was made to hire a part time manager for the wellness center at \$20/hour 20-25 hours per week as soon as possible by C. Ries and seconded by Bohls. All members present voting aye and the motion passed. Gerhold informed the council that Rochelle Rudebusch would be retiring from managing the books at the golf course and someone would need to be hired by spring to fill the position, Rudebusch would assist with the transition and continue to work at the clubhouse part time as needed.

Public Hearing Smith Rezone. The Mayor called to order the Castlewood plan commission acting jointly as the Castlewood City Council and opened up the public hearing for the Smith rezone. Travis & Michele Smith were present to encourage the plan commission to approve the rezone of their vacant HWY 22 storage lot from agricultural to highway commercial so that they could add more storage units to their business. There was no public opposition to this request and the plan commission recommended approval. The public hearing was closed.

The Castlewood City Council Reconvened. A motion was made to approve the first reading of the Smith Rezone Ordinance 24-11 by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

Liquor License Renewals 2025. A motion was made to approve the 2025 on and off sale package liquor licenses for Shipp's Inn and Table's by Goldhorn and seconded by Schooley. All members present voting aye and the motion passed. The Castlewood Community Golf Course Liquor License was in the process of being switched to a municipal license to free up another license based on population in city limits.

First Premier CD's maturing 11/15. A motion was made to approve rolling over all 5 cd's to the 7-month special First Premier was offering at an interest rate of 4.41% by Dufek and seconded by C. Ries. All members present voting aye and the motion passed.

SDML Work Comp Renewal 2025. Ruesink provided the quote for workmen's comp in 2025 which included the economic development position they were previously hiring for at \$45,000 a year and the city would just be refunded for any difference during their audit the following year. A motion was made to approve the workmen's comp quote for 2025 of \$4266.00 by Goldhorn and seconded by H. Schmit. All members present voting aye and the motion passed.

Wellness Center Lease Prices. A motion was made to approve the wellness center exam room lease prices of \$50.00 per day by Bohls and seconded by C. Ries. All members present voting aye and the motion passed.

Health Insurance Plans 2025. A motion was made to approve the city paid single rate Health Pool of SD HP1000 plan at \$893.70 a month for Gerhold, J. Schmit and Ruesink by Goldhorn and seconded by Dufek. All members present voting aye and the motion passed.

1st Reading Budget Supplement. A motion was made to approve the first reading of the Budget Supplement Ordinance 24-3 by Goldhorn and seconded by H. Schmit. All members present voting aye and the motion passed.

There was no longer a need for Executive Session Personnel (SDCL 1-25-2 (3)).

A motion was made to adjourn at 8:00 p.m. by H. Schmit and seconded by Goldhorn. All members present voting aye and the motion passed.

Logan Ruesink
Finance Officer