

December 2nd, 2024 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, Beau Schooley, and Chad Ries. Also present: Logan Kool, John Schmit, Shane Mack, Richard Rodman, Jeb Bludorn, John Crain and Kent Popham.

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 Dakota Pump & Control Estimate for the lift station was made by C. Ries and seconded by H. Schmit, all members present voting aye and the motion passed.

Public Comment. None.

A motion was made to approve November'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 bills for December by H. Schmit and seconded by Goldhorn. All members present voting aye and the motion passed.

GENERAL FUND

WAGES	PAYROLL	17207.77
BRIAN RIES	CELLPHONE REIMBURSEMENT	30.00
WILKINSON LAW OFFICE	ATTORNEY FEES	3077.94
CITIZENS STATE BANK	ACH UTILITY PAYROLL FEES	20.00
DELTA DENTAL	GROUP INSURANCE	48.70
GREAT AMERICA	COPIER LEASE	107.62
HAMLIN COUNTY REPUBLICAN	PUBLISHING	301.67
ITC	UTILITIES	275.83
OFFICE PEEPS	OFFICE SUPPLIES	22.65
OTTERTAIL	UTILITIES	2987.95
SDML	MEMBERSHIP FEES	1052.00
VISA	OFFICE SUPPLIES	305.92
HEIMAN FIRE EQUIPMENT	FIRE INSPECTION	123.00
STAR LAUNDRY	RUG RENTALS	153.12
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
ESTELLINE COOP	STREETS REPAIRS AND MAINT	66.90
MENARDS	STREETS REPAIRS AND MAINT	114.95
NORHTWESTERN ENERGY	UTILITIES	92.05
TEAM LAB	STREET SNOW REMOVAL	452.00
TRAFFIC SOLUTIONS	STREETS REPAIRS AND MAINT	3673.48
VISA	STREETS SUPPLIES	166.89
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	336.52
DAKOTA DUMPSTERS	ROLL OFF RENTAL	193.35
DAKOTA PORTABLE TOILETS	RECREATION RENTAL	195.00

FIRST PREMIER BANK	LIBRARY RENTALS	150.00
GENERAL FUND TOTALS		40143.64

WATER FUND

OTTERTAIL	WATER - UTILITIES	52.80
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	523.34
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	713.66
SD PUBLIC HEALTH	WATER - FEES	15.00
SIOUX RURAL WATER	WATER - SIOUX RURAL WATER	5254.50
WATER FUND TOTALS		6559.30

SEWER FUND

WAGES	PAYROLL	322.95
OTTERTAIL	SEWER - UTILITIES	190.78
WEALTH MGMT TFM	SEWER - LOAN PRINCIPAL	23581.79
WEALTH MGMT TFM	SEWER - LOAN INTEREST	100.51
SEWER FUND TOTALS		24196.03

GOLF FUND

WAGES	PAYROLL	6542.53
CASTLEWOOD LOCKER	Golf Food	1787.99
DELTA DENTAL	GOLF GROUP INSURANCE	48.70
GERHOLD BROTHERS	GOLF REPAIRS & MAINTENANCE	714.00
HAMLIN COUNTY REPUBLICAN	Golf Services & Fees	15.00
HD ELECTRIC	GOLF UTILITIES	373.49
ITC	GOLF UTILITIES	32.41
J&L MACHINE AND WELD	GOLF REPAIRS & MAINTENANCE	49.70
MENARDS	GOLF REPAIRS & MAINTENANCE	23.36
NB GOLF	GOLF REPAIRS & MAINTENANCE	119.25
SKYVIEW CBS	GOLF REPAIRS & MAINTENANCE	279.06
WATERTOWN WHOLESALE	GOLF SUPPLIES	14.95
GOLF FUND TOTALS		10000.44

Mayor Report. None.

Finance Report. Ruesink presented council with the December Payroll report and the bank reconciliation which was an accurate reflection of the accounting software with no variance in reconciled versus reported.

Maintenance Report. J. Schmit discussed a recent issue with the lift station to council and the need for a new grinder pump which encompassed the estimate from Dakota Pump & Control. J. Schmit stated

Christmas lights were completed other than some electrical work on a few utility poles that he contacted P/3 Electric to fix soon, the tree at the plaza was also put up.

Golf Report. None.

Public Hearing Shane Mack Variance. The Mayor called to order the Board of Adjustment acting jointly as the City Council and opened up the Public Hearing on Shane Mack's Variance. Shane Mack was present to discuss his variance which called for a 30 inch high by 12 inch wide retaining wall 6 inches from the city right of way, to be built almost the entire distance of his north property line adjacent to the alley. Current city ordinance is any fence, structure or accessory building is to be set back five feet from the alley. Mack provided pictures of stakes from a survey that was obtained and a line showing where the outside edge of the retaining wall would be. The retaining wall would connect with the already existing retaining wall on his east property line. Mack explained there would still be some four feet of dirt before the gravel alley started and he would slope the dirt against his wall to get the water to run to the west. Kent Popham was present and concerned about snow removal in the alley, J. Schmit didn't think it would be an issue as other accessory structures sat closer to the alley than Shane's project. John Crain was present to discuss his concerns about water pooling in the ditches to the west on the opposite side of the street as he has had previous water issues in his basement. Mack confirmed the water would not be able to run across or underneath the road, but instead would run west, then south. After all public comment was heard, the public hearing was closed. A motion was made to approve the variance for a 30 inch high by 12 wide retaining wall to be built six inches from the city right of way on lots "INSERT LEGAL DESCRIPTION" by Bohls and seconded by C. Ries. All members present voting aye and the motion passed 6-0.

The Castlewood City Council reconvened.

Spilde 1st Addition Lot 1 Sewer Line Cost Share Request. Jeb Bludorn was present with Sodak Construction to make his final request on the city cost sharing on a \$50,000 private sewer line to support an 8 unit apartment complex and possibly more affordable housing if there was more demand for housing in Castlewood. The first 8 unit apartment complex was to bring a taxable value of \$600,000 in property tax revenue for the city. A motion was made to approve cost sharing with Sodak Construction for \$25,000 from the city on the private sewer line and the money would be available upon project completion by C. Ries and seconded by Bohls. Roll call vote C. Ries yay, Goldhorn yay, Bohls yay, Schooley nay, H. Schmit nay, Dufek yay, motion passed 4-2.

2nd Reading sump pump ordinance 24-12. A motion was made to approve the second reading of sump pump ordinance 24-12 by Dufek and seconded by H. Schmit. All members present voting aye and the motion passed 6-0.

ORDINANCE #2024-12

BE IT ORDAINED BY THE TCOUNCIL OF THE CITY OF CASTLEWOOD, HAMLIN COUNTY, SOUTH DAKOTA:

Regulations for the Installation and Placement of Sump Pump Hoses

Section 1: Purpose

The purpose of this ordinance is to establish guidelines for the proper installation and placement of sump pump hoses to manage water discharge effectively, and prevent damage to city infrastructure.

Section 2: Definitions

1. Sump Pump: A device used to remove accumulated water from a sump pit, typically located in basements or crawl spaces.
2. Sump Pump Hose: A flexible tube or pipe used to carry water from the sump pump to an external discharge area.
3. Alley: A narrow passageway or secondary roadway primarily used for service access between or behind buildings.
4. Discharge: The release of water from a sump pump hose to an external area.

Section 3: Regulations for Sump Pump Hose Placement

1. Discharge Restrictions: Sump pump hoses must not discharge water in a manner that causes erosion, washout, or pooling. The discharge should be managed to prevent damage to alley surfaces and adjacent properties. Cannot be discharged into any sanitary sewer except between November 1 and March 31.
2. Routing of Discharge: If the discharge cannot be managed on-site, sump pump hoses may be directed to paved streets. Water must be routed to the nearest city-approved drainage system. Property owners must ensure that the discharge does not obstruct traffic or create safety hazards on the street, including obstructing sidewalks.

3. Permitted Discharge Period:

The discharge of water from sump pump hoses is only permitted from April 1st to October 31st each year. Discharges outside of these dates are prohibited to prevent potential freeze-related damage and other seasonal issues.

4. Hose Placement and Maintenance:

Sump pump hoses should be placed and maintained to ensure proper water flow and prevent blockages. Hoses must be kept in good condition and positioned to avoid causing any obstructions or hazards.

5. Temporary Measures:

During periods of heavy rain or unusual water accumulation, temporary measures may be employed to direct water appropriately. These measures must be adjusted or removed as soon as conditions allow to prevent long-term issues.

Section 4: Enforcement and Penalties

1. Inspection: City officials are authorized to inspect properties to ensure compliance with this ordinance. Property owners will be notified of any violations and given a reasonable timeframe to address and correct the issues.
2. Penalties: Failure to comply with the terms of the ordinance will result in a violation of not less than \$100 per occurrence. Each day the violation exist will subject the violator to additional fines and court cost.

Section 6: Severability

If any provision of this ordinance is found to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

Dated this 2nd day of December 2024.

CITY OF CASTLEWOOD, SOUTH DAKOTA

Mayor

ATTEST:

City Finance Officer

First Reading: November 4, 2024

Second Reading: December 2, 2024

Passed and Approved: December 2, 2024

Published: December 11, 2024

Storm Sewer System Drainage at Main & 4th. Basin Tile & Drain met with J. Schmit & C. Ries and urged that the issue should not be tiled as it would not be cost effective, they were to give a quote for resurfacing the ditches but J. Schmit had not yet seen that. The only quote the city had thus far was from Mack Concrete and another bid was expected from Black Hawk Construction at the next meeting.

2nd Reading Smith Rezone Ordinance 24-11. A motion was made to approve the second reading of the Smith Rezone Ordinance 24-11 by C. Ries and seconded by Schooley. All members present voting aye and the motion passed 6-0.

NOTICE OF ADOPTION

Ordinance 24-11

Notice is hereby given that Ordinance 24-11, an ordinance to amend section 1.03 adopted by Ordinance 23-17 dated 10/24/2023 as amended, of the Zoning Ordinance of the City of Castlewood was duly adopted by the City Council on the 2nd day of December and will become effective on the 31st day of December, 2024.

Ordinance 24-11

AN ORDINANCE ENTITLED, an ordinance to amend section 1.03 adopted by Ordinance 23-17 dated 10/24/2023 as amended, of the Zoning Ordinance of the City of Castlewood.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTLEWOOD, SOUTH DAKOTA: that Section 1.03 adopted by Ordinance 23-17 dated 10/24/2023, as amended, of the Zoning Ordinance of the City of Castlewood be amended to classify the following property: **E 385 ' OF THE W 1275' OF THE N 390' OF THE NW1/4 36-115-52 SUBJECT TO LOT H-1 & ROW CASTLEWOOD CITY**

From AGRICULTURAL to HIGHWAY COMMERCIAL

Passed and adopted the 2nd day of December, 2024.

Mayor

Finance Officer

Published December 11th, 2024 at a total cost of \$__.

Castlewood Golf Course Municipal Liquor License Resolution 24-7. A motion was made to approve the Castlewood Golf Course Municipal Liquor License Resolution 24-7 to open up another city liquor license based on population by Dufek and seconded by Bohls. All members present voting aye and the motion passed 6-0.

It was moved by Dufek, and seconded by Bohls to adopt and pass the following Resolution:

RESOLUTION 24-7

WHEREAS the City of Castlewood owns the Castlewood Community Golf Course as a municipality owned entertainment and recreational venue; and

WHEREAS SDCL §35-4-14.1 allows for the issuance of an on-sale license to the Castlewood Community Golf Course;

WHEREAS the City of Castlewood operates the Castlewood Community Golf Course and would be the applicant for the on-sale liquor license; and

NOW THEREFORE BE IT HEREBY RESOLVED that the City of Castlewood be authorized to issue an on-sale liquor license to the Castlewood Community Golf Course pursuant to SDCL § 35-4-14.1

On roll call, all voting “aye”, Resolution declared PASSED and ADOPTED on the 2nd day of December, 2024.

Mayor

Finance Officer

Sewer Loan Payoff. Ruesink informed council that the \$23,682.30 loan that they had previously voted on to payoff in 2024 was not a water loan, it was a sewer loan titled “Clean Water #2” with DANR. Ruesink discussed in email to DANR officials in Pierre that council would be voting to payoff this loan off at the December 2nd meeting and needed a payoff amount. Ruesink clearly stated in an email that a check would be issued and mailed after the Dec. 2nd council meeting. The official Ruesink was working with requested the loan be paid off to the lender and the lender pulled the funds out of the city’s account on December 2nd. Ruesink wasn’t sure if they would reverse this mistake and shared the email chain with the Mayor, surprised that they did not need any formal signatures and authorization to do so. A motion was made to approve the “Clean Water #2” Sewer loan payoff in the amount of \$23,682.30 by H. Schmit and seconded by Schooley. All members present voting aye and the motion passed 6-0.

2nd Reading Budget Supplement Ordinance 24-13. A motion was made to approve the second reading of the budget supplement ordinance 24-13 by C. Ries and seconded by Dufek. All members present voting aye and the motion passed 6-0.

Ordinance #24-13
2024 Budget Supplement

(Amending Ordinance #23-19 ANNUAL BUDGET, 2024 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 2024 Appropriation Ordinance.

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

OTHER FINANCING USES:

414.2 Finance Office	\$ 23,558.00
419.2 Gov't Building	\$ 28,298.00
432.4 Rubble Site	\$ 2,000.00
451.0 Recreation	\$ 10,000.00
452.0 Park	\$ 25,000.00
465.0 Business District	\$ 32,000.00
602.0 Water	\$ 370,000.00
604.0 Sewer	\$ 39,000.00
459.0 Golf	\$ 44,406.00

TOTAL APPROPRIATIONS	\$574,262.00
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SOURCE OF FUNDING:

Undesignated Fund Balance	\$574,262.00
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TOTAL FUNDING	\$574,262.00
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Dated this 2nd day of December, 2024.

ATTEST:

Brian Ries, Mayor

Logan Kool, Finance Officer

Passed First Reading: November 4th, 2024

Passed Second Reading & Adopted: December 2nd, 2024

Published: December 11th, 2024

Wellness Center Membership Prices. A motion was made to approve the Wellness Center membership prices by Bohls and seconded by Schooley. All members present voting aye and the motion passed 6-0.

Public Hearing Castlewood Golf Course Municipal Liquor License. The Mayor opened up the public hearing, no one was present for public comment and the public hearing was closed. A motion was made to approve the Castlewood Golf Course new Municipal Liquor License by Dufek and seconded by H. Schmit. All members present voting aye and the motion passed 6-0.

Garbage Contract Rate Modification. Bass Sanitation submitted a rate modification to their garbage contract effective February 1st, 2025 due to an increase in operating costs from \$19.75 to \$26.25 per residential household per month. The City Council had the option to deny the rate modification and put the one-time automatic renewal for five year contract out for bid again. A motion was made to approve Bass Sanitation's rate modification to \$26.25 starting February 1st, 2025 by Dufek and seconded by Schooley. Roll call vote Dufek yay, C. Ries yay, Goldhorn nay, Bohls nay, Schooley yay, H. Schmit yay. Motion passed 4-2.

City 2025 Insurance Policy Renewal. The City insurance policy was up for renewal and the addition of the new Wellness Depot, the Sioux Rural Water meter building, and the city maintenance shop with the new SCADA system for SRW would all have to be added to the policy. A motion was made to approve the city insurance policy renewal with the three additions listed above by H. Schmit and seconded by Dufek. All members present voting aye and the motion passed 6-0.

Water/Sewer Application Castlewood School District. The Castlewood School District's new gymnasium project called for a new tap into the city water main and the contractor had already done so, not knowing they needed a water application. A motion was made to approve the water application for the Castlewood School District by Dufek and seconded by C. Ries. All members present voting aye and the motion passed 6-0.

City of Castlewood Ordinances Discussion. The council discussed which city ordinances they would like to change and submitted their proposals to Ruesink for the attorney's review.

Castlewood Elevator Approach Permit. The Castlewood Elevator requested an approach permit on East Market Street from the City Council to coincide with their expansion project. A motion was made to approve the elevator approach permit by Dufek and seconded by H. Schmit. Roll call vote Dufek yay, H. Schmit yay, Schooley yay, Goldhorn yay, Bohls yay, C. Ries abstained. Motion passed 5-0.

City/School Election Agreement. A motion was made to approve the city/school election agreement for 2025 by H. Schmit and seconded by Goldhorn. All members present voting aye and the motion passed 6-0.

Wellness Center Hire. A motion was made to approve Deb McElowney at \$20.00/hour for the part time Wellness Center Manager position by Bohls and seconded by H. Schmit. All members present voting aye and the motion passed 6-0.

Lift Station Dakota Pump & Control Quote. A motion was made to approve the quote from Dakota Pump & Control for \$42,180.00 for a new grinder pump by C. Ries and seconded by H. Schmit. All members present voting aye and the motion passed 6-0.

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

The Mayor declared council out of executive session at 8:39 p.m.

A motion was made to approve Christmas bonuses for all full-time employees and part-time parks and golf course employees by Goldhorn and seconded by Bohls. Roll call vote, Bohls yay, Goldhorn yay, C. Ries yay, Dufek yay, Schooley abstained, H. Schmit abstained. Motion passed 4-0.

A motion was made to adjourn at 8:42 p.m. by H. Schmit and seconded by Goldhorn. All members present voting aye and the motion passed.

Logan Kool
Finance Officer