

March 3rd, 2025 Meeting Minutes

The Castlewood City Council met on the above date at 7:00 p.m. with the following members present: Mayor Brian Ries, Jeanette Bohls, Heather Schmit, LeeAnne Dufek, Beau Schooley, Chad Ries and Stef Goldhorn. Also present: Logan Ruesink, John Schmit, and Doug Gerhold.

The meeting was called to order by the Mayor and the pledge of allegiance was led by the Mayor. A motion to approve the agenda with the addition of a new hire for the wellness center janitorial position 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 February'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 March with the addition of RTI managed services contract for \$600.00 by Dufek and seconded by H. Schmit. All members present voting aye and the motion passed.

GENERAL FUND

WAGES	PAYROLL	14629.71
BRIAN RIES	CELLPHONE REIMBURSEMENT	30.00
CASTLEARTS	WEBSITE UPDATES	260.00
CITIZENS STATE BANK	ACH PAYROLL AND UTILITY FEES	20.00
TWOTREES TECHNOLOGIES	COMPUTER SOFTWARE	322.11
DELTA DENTAL	GROUP INSURANCE	97.40
GREAT AMERICA	COPIER LEASE	343.20
HAMLIN COUNTY REPUBLICAN	PUBLISHING	157.05
HAMILN COUNTY AUDITOR	PROPERTY TAX	369.38
ITC	UTILITIES	278.23
NORTHWESTERN ENERGY	UTILITIES	465.48
OTTERTAIL	UTILITIES	2327.24
STAR LAUNDRY	RUG RENTAL	153.12
UPFRAME CREATIVE	WEBSITE HOSTING	477.50
VISA	SUPPLIES	356.94
INTERSTATE POWER SYSTEMS	GENERATOR MAINTENANCE	808.99
WATERTOWN WHOLESALE	SUPPLIES	154.50
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4225.00
AXESS COOPERATIVE	STREETS REPAIRS AND MAINT	86.20
POPHAM CONSTRUCTION LLC	STREET SNOW REMOVAL	600.00
SD DOT	STREET SERVICES & FEES	259.06
S & S AUTO LLC	STREETS REPAIRS AND MAINT	200.00

TEAM LAB	STREETS REPAIRS AND MAINT	170.00
VISA	STREETS REPAIRS AND MAINT	96.42
BASS SANITATION	SOLID WASTE COLLECTION	7140.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	447.30
SKYVIEW CBS	RUBBLE SITE REPAIRS	27.00
DAKOTA PORTABLE TOILETS	UTILITIES	195.00
CHRISTIAN BOOKS	LIBRARY SUPPLIES	110.46
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
JAN SCHIERNBECK	LIBRARY SUPPLIES	18.00
GENERAL FUND TOTALS		34975.29

WATER FUND

OTTERTAIL	WATER - UTILITIES	131.04
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	529.98
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	707.02
SD PUBLIC HEALTH	WATER - FEES	60.00
SIOUX RURAL WATER	WATER - SIOUX RURAL WATER	7719.70
WATER FUND TOTALS		9147.74

SEWER FUND

WAGES	PAYROLL	322.95
DAKOTA PUMP & CONTROL	SEWER REPAIRS & MAINTENANCE	226.53
DAKOTA PUMP & CONTROL	SEWER IMPROVEMENTS	6834.81
INTERSTATE POWER SYSTEMS	SEWER REPAIRS & MAINTENANCE	1364.16
OTTERTAIL	SEWER - UTILITIES	177.51
TEAM LAB	SEWER SUPPLIES	557.00
SEWER FUND TOTALS		9482.96

GOLF FUND

WAGES	PAYROLL	5489.00
DELTA DENTAL	GOLF GROUP INSURANCE	97.40
DOUGS SERVICE & MARINE	GOLF REPAIRS & MAINTENANCE	1192.91
DOUGS SERVICE & MARINE	GOLF EQUIPMENT PURCHASED	27000.00
HD ELECTRIC	GOLF UTILITIES	432.32
ITC	GOLF UTILITIES	5.84
NB GOLF CARS	GOLF EQUIPMENT PURCHASED	13500.00
GOLF FUND TOTALS		47717.47

WELLNESS FUND

WAGES	PAYROLL	1930.00
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GREAT AMERICA	WELLNESS SERVICES AND FEES	303.30
ITC	WELLNESS UTILITIES	240.75
SD DEPT REVENUE	WELLNESS SALES TAX EXPENSE	248.62
STAR LAUNDRY	WELLNESS SERVICES AND FEES	29.05
WELLNESS FUND TOTALS		2751.72

Mayor Report. None

City Maintenance Repot. J. Schmit stated the new mower came as well ass the new pumps for the lift station which should take care of some ongoing sewer issues. Unfortunately, the frost has pushed down 5 to 6 feet with the changing temperatures and no insulation from snow cover and is causing frozen sewer pipes for some.

Finance Report. Ruesink included a sales report from McEldowney at the Wellness Depot that showed a break out of different types of memberships sold in February as the facility opened on March 1st. Ruesink also included the bank reconciliation for February which was an accurate reflection of the accounting software and there was no variance in what was reconciled versus reported. The auditors would be coming to conduct the 2024 audit on March 18th.

Golf Report. Gerhold stated the course is pretty much ready to go but the tree pile still needed to be burned and that more snow cover would have been nice this winter and some moisture is needed.

Golf Course Truckster & Carts Invoices, Clubhouse Manager Hire, Course Employee Wages. A motion was made to approve the purchase of a used Truckster for the golf course from Doug's Service Marine for \$27,000.00 as well as 3 used carts from NB Golf Cars for \$13,500.00 by Bohls and seconded by Schooley. All members present voting aye and the motion passed. A motion was made to hire Mary Simon as the co-clubhouse manager at \$18.00/hour and raise current clubhouse employee wages by .25 cents, clubhouse grounds maintenance by .50 cents and Rochelle Rudebusch to \$21.00/hour by Goldhorn and seconded by C. Ries. All members present voting aye and the motion passed.

Sewer to Highway 22. Council discussed putting sewer infrastructure to highway 22 and would like to see a breakdown of the timeline and costs from engineering to requirements from the state. A motion was made for Ruesink to consult with Banner on a timeline, costs and funding options by Dufek and seconded by Bohls. All members present voting aye and the motion passed.

Code Enforcement Latest Report. Council reviewed the latest code enforcement report and discussed the need for a code enforcement officer with the handful of items left on the

list. Council would discuss the continuance of a code enforcement officer after the summer months when the final tornado fixes and other issues should be completed by.

Paving Alley's Discussion. Paul Friske reached out to J. Schmit on if the alleys near his house would be paved as he thought this was discussed and approved during the sump pump issues discussion last fall. Council recalled the conversations but nothing was ever formally approved, council concluded that money needed to be spent on more important street issues. No action was taken on this item.

Election Update and Electing Alderman at Large. H. Schmit and Bohls both turned in their petitions, C. Ries and Schooley did not turn in a petition, and no other petitions were received. There would not be an election this spring as H. Schmit and Bohls were automatically reelected and both ward III positions would have to be appointed. Bohls inquired if a council person could take out a petition to elect council members at large instead of by ward and if the city attorney could review the petition prior to circulation. The South Dakota Municipal League stated it is strongly discouraged for current council persons to circulate petitions and no city resources could be used to validate the petition. The public could submit a petition for this needing 15% of registered voters signatures, roughly 90 signatures and pay for an attorney to look it over at their own expense. They city's attorney would then review the petition after it was turned in to make sure it was in the proper form and a special election would have to be held within 50 days of the petition submission if it were in the proper form.

Other Old Business. None.

Lake Poinsett Directory. Advertising in the Lake Poinsett Directory for the golf course, wellness center and city was discussed. A motion was made to approve a full page for \$750.00 by H. Schmit and seconded by Goldhorn. Roll call vote H. Schmit yay, Goldhorn yay, Dufek abstained, Schooley yay, C. Ries yay, Bohls yay, motion passed 5-0.

Loft Cleanout. Council discussed picking a date this summer to clean out the lofts and having the American Legion and Auxiliary, fire and ambulance go through their things before that date as we would be getting rid of anything up there that would not longer be needed. The date would be decided on in the next couple of council meetings.

Wellness Depot. The council met with Grow Castlewood before the council meeting at the wellness depot for a tour and the transfer of the warranty deed to the city, as of March 1st the city owns the Wellness Depot. A motion was made to approve Krissa Gerberding at \$15/hour for 10 hours a week to clean the Wellness Depot by C. Ries and seconded by Bohls. All members present voting aye and the motion passed. Prairie Lakes offered to teach an 8 week, four day a week, for an hour or two a day class this summer on strength

and conditioning for \$150.00 to middle school and high school students. A motion was made to approve the strength and conditioning class for 7th graders and up for \$150 to Prairie Lakes plus an additional \$40.00 to the City for students who were not members by Bohls and seconded by Schooley. All members present voting aye and the motion passed.

Citizen's and Premier Account Balances. Ruesink inquired if the city needed to even out the account balances between the two banks as First Premier held over 80% of the City's funds currently. Council reviewed interest rates and cd options available from both banks. A motion was made to approve a \$500,000 CD for 182 days by Citizen's State bank by Dufek and seconded by C. Ries. Roll call vote, C. Ries yay, Dufek yay, H. Schmit abstained, Goldhorn yay, Schooley yay, Bohls yay, motion passed 5-0.

Spring Newsletter. Ruesink would be putting together a spring newsletter to be mailed out after the April council meeting and inquired if the council had any additional ideas to dump information, golf and wellness info, city sewer info etc. Bohls suggested grass clippings in the street be added as resident's are responsible to pick up their grass clippings. Final additions could be discussed at the April 7th meeting.

Contracts with School, Fire, Ambulance and Baseball Teams. Council discussed current contract agreements with the school at \$1200.00 to use the golf course, Fire and Ambulance at \$300.00 per bay and the baseball teams at \$300.00 a year to use the ball fields. The Mayor and council members were going to have discussions with board members on increasing those amounts as the cost of everything from utilities to supplies have gone up significantly and also discuss the responsibilities of those contracts in the near future.

Connecting Point Firewall and Managed Services Quote. Greg Richter from connecting point provided Ruesink with quotes on a Firewall and managed services for all city technology after discussing the city's vulnerability to being hacked and certain requirements from the state that had to be met on cybersecurity. Ruesink was to obtain quotes and information from the State and ITC as well to be discussed at the March 17th meeting to bring the city into compliance if that were the case.

Equalization Meeting Date and Time. Council would be meeting on Monday, March 17th at 6 p.m. with a school board member to discuss property taxes. Property tax appeals would need to be submitted to the City Finance Officer no later than Thursday March 13th to be heard at the annual equalization meeting.

FEMA Disaster Mitigation Resolution 25-2. A motion was made to approve Resolution 25-2 for new FEMA Disaster Mitigation rules by Hamlin County by Bohls and seconded by Dufek. All members present voting aye and the motion passed.

City Attorney and Ordinance Update. Ruesink inquired with the city attorney on when the extensive city ordinance update would move forward and Wilkinson responded that his paralegal working on this was on maternity leave into April so there would be no movement on this until May.

Brock Forde Planting Trees Adjacent to Campground. Brock Forde the owner of Castlewood Industrial Park Lot 3 wondered if the city had any interest in cost sharing on trees on his west property line and how far off of the property line they needed to be. The council saw no need for cost sharing on trees for that west property line and city maintenance requested the trees be setback 10 feet to avoid further maintenance with mowing out there. Current ordinance does not site how far off of a property line not adjacent to a street, sidewalk or alley by the general rule of thumb is that the trees be setback far enough so they do not grow onto neighboring property or cause a maintenance issue.

Water Pooling in Parking Lot at Ship's. Angie Heyn explained to J. Schmit that the water pooling in the alley on Ship's north property line was an issue due to the slope of the alley back there. Mack Landscaping possibly had a solution that would cost the city around \$200.00. Council instructed J. Schmit to try that first and see if it fixed the problem.

A motion was made to adjourn at 8:38 p.m. by H. Schmit and seconded by C. Ries. All members present voting aye and the motion passed.

Logan Ruesink
Finance officer