

May 6th, 2024 Meeting Minutes

The Castlewood City Council met on the above date at 7 pm with the following members present: Mayor Brian Ries, Heather Schmit, Stef Goldhorn, LeeAnne Dufek, Chad Ries, Jeanette Bohls and Beau Schooley. Also present: Logan Kool, John Schmit, Doug Gerhold, Rich Wiarda, Jerry Gerberding, Lonny Junker, and Roman Keteri.

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 by C. Ries and seconded by H. Schmit, all member's present voting aye and the motion passed. The 314 East Prairie Steet moved in storage trailer was removed from the agenda.

There were no public comments.

A motion was made to approve the minutes for April 1st and April 22nd by H. Schmit and seconded by Bohls, all members present voting aye and the motion passed.

A motion was made to approve the bills for May with the addition of \$5,000 to First District for updating the zoning ordinance, as well as Square credit card fees for the golf course in the amount of \$932.29 by Bohls and seconded by Goldhorn, all members present voting aye and the motion passed.

GENERAL FUND

WAGES	PAYROLL	14213.70
BRIAN RIES	CELLPHONE REIMBURSEMENT	90.00
BRINKMAN LAND SURVEYING	SURVEY FEES	982.35
CITIZENS STATE BANK	ACH UTILITY PAYROLL FEES	20.00
TWOTREES TECHNOLOGIES	SOFTWARE	60.00
DELTA DENTAL	GROUP INSURANCE	48.70
ELO PROF. LLC	AUDIT	5613.63
GREAT AMERICA	COPIER LEASE	106.38
HAMLIN COUNTY REPUBLICAN	PUBLISHING	854.91
INNOVATIVE OFFICE SOLUTIONS	FINANCE SUPPLIES	193.14
ITC	UTILITIES	271.71
OFFICE PEEPS	FINANCE SUPPLIES	113.04
OTTERTAIL	UTILITIES	2718.51
SD ASSOCIATION OF RURAL WATER	FLOW TEST PASS THRU	120.00
VISA	FINANCE SUPPLIES	274.38
FIRST DISTRICT ASSOC	ZONING ORDINANCE UPDATE	5000.00
LEWNO CONSTRUCTION	BALLFIELD IMPROVEMENTS	4000.00
LORENZEN EQUIPMENT	BOX SCRAPER STREETS	2000.00
AMERICAN LEGION STATE HQ	FLAGS	190.00
DAKTONICS INC	CITY SIGN REPAIR	192.50
MARC	CLEANING SUPPLIES	450.32
STAR LAUNDRY	RUG RENTAL	229.68
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4566.97

BANNER	ENGINEERING FEES	474.00
ESTELLINE COOP	STREETS REPAIRS AND MAINT	203.38
HAMLIN HIGHWAY DEPT	STREET SNOW REMOVAL	719.50
KEVEES HOMETOWN GROCERY	STREET SUPPLIES	15.28
POPHAM CONSTRUCTION LLC	STREET SNOW REMOVAL	400.00
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	GARBAGE SALES TAX	333.06
DAKOTA DUMPSTERS	RUBBLE SITE ROLL OFF	348.27
BEACON ATHLETICS LLC	RECREATION SUPPLIES	1761.00
DEL-MAR UPHOLSTERY	RECREATION SUPPLIES	240.00
ESTELLINE COOP	RECREATION REPAIRS AND MAINT	48.20
NICK PILLATZKE	RECREATION SUPPLIES	106.18
ROY'S SPORT SHOP	RECREATION SUPPLIES	119.99
ROY'S SPORT SHOP	RECREATION SMALL EQUIPMENT	3700.00
CASTLEWOOD ELEVATOR	PARK REPAIRS AND MAINT	328.70
ESTELLINE COOP	PARK REPAIRS AND MAINT	43.98
J.H. LARSON	PARK REPAIRS AND MAINT	1327.03
KIBBLE EQUIPMENT LLC	PARK REPAIRS AND MAINT	956.56
MACK CONCRETE	PARK IMPROVEMENTS	2150.00
MENARDS	PARK REPAIRS AND MAINT	777.88
BARNES & NOBLE, INC	LIBRARY SUPPLIES	230.19
CLEAR LAKE COMPUTER SERVICE	LIBRARY OFFICE EQUIPMENT	370.00
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
GENERAL FUND TOTAL		62093.12

WATER FUND

WAGES	PAYROLL	430.60
BANNER	WATER - FEES	2062.50
HAWKINS, INC	WATER - SUPPLIES	529.71
OTTERTAIL	WATER - UTILITIES	226.15
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	508.52
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	728.48
SD ASSOCIATION OF RURAL WATER	WATER - FEES	445.00
WATER FUND TOTAL		4930.96

SEWER FUND

WAGES	PAYROLL	322.95
COLONIAL RESEARCH	SEWER SUPPLIES	83.47
OTTERTAIL	SEWER - UTILITIES	194.17
VISA	SEWER OTHER	206.69
SEWER FUND TOTAL		807.28

GOLF FUND

WAGES	PAYROLL	7622.96
CASTLEWOOD BUILDING SUPPLIES	GOLF REPAIRS & MAINTENANCE	141.80
CHESTERMAN (COKE)	GOLF POP	65.00
DAKOTA PORTABLE TOILETS	Golf Services & Fees	195.00
DAKOTA TOBACCO	GOLF TOBACCO	424.22
DELTA DENTAL	GOLF GROUP INSURANCE	48.70
DOUGS SERVICE & MARINE	GOLF REPAIRS & MAINTENANCE	79.70
ELLWEIN BROTHERS	Golf Beer	2313.80
ESTELLINE COOP	GOLF REPAIRS & MAINTENANCE	1966.81
HAMLIN COUNTY REPUBLICAN	GOLF OTHER	200.00
HD ELECTRIC	GOLF UTILITIES	791.23
HEYNER WELDING	GOLF REPAIRS & MAINTENANCE	274.21
ITC	GOLF REPAIRS & MAINTENANCE	328.46
J&L MACHINE AND WELD	GOLF REPAIRS & MAINTENANCE	34.56
JM SOLUTIONS	GOLF REPAIRS & MAINTENANCE	212.85
KEVEES HOMETOWN GROCERY	Golf Food	156.00
KEVEES HOMETOWN GROCERY	GOLF POP	504.52
MENARDS	GOLF REPAIRS & MAINTENANCE	241.52
PORTER DISTRIBUTING CO.	Golf Beer	410.50
SOUTH DAKOTA DEPT OF REVENUE	GOLF SALES TAX	2929.17
VISA	GOLF SUPPLIES	48.28
WATERTOWN WHOLESALE	GOLF SUPPLIES, FOOD, CANDY	1448.44
GOLF FUND TOTAL		20437.73

Mayor Report. Nick Pillatzke applied for a grant from the Minnesota Twins Community Fund to improve the softball field dugouts and received an award for Castlewood in the amount of \$8,000 to rebuild.

Finance Report. Ruesink provided council with the most recent payroll report as well as the bank reconciliation which tied out perfectly for April with the start of the golf course. Finance Officer school was in Spearfish this year the week of June 10th and Ruesink will not be attending as she has a family reunion out there the last week in June and would be gone most of that week.

Maintenance Report. J. Schmit started flushing hydrants and informed council crack sealing will start as soon as possible, followed by chip sealing in the coming weeks.

Golf Report. Gerhold stated the golf course did 100 rounds on Sunday, May 5th and the season is off to a great start. A 5 ball picker was approved for the budget this year and Ruesink confirmed \$5,000 was left for equipment purchases so Gerhold would get that ordered. Some work was done on number 9 pond and it looks good.

Old Business. Discussion was had on the landscaping project outside of the finance office, the Mayor confirmed it was to be completed soon.

Ward III Vacant Position. A motion was made to nominate Beau Schooley again for the vacant Ward III position by C. Ries and seconded by Bohls, all members present voting aye and the motion passed.

Oaths of Office. The Mayor, Dufek, Goldhorn and Schooley signed and recited their oaths of office.

Nominations for President and Vice President. A motion was made to approve the nomination of Bohls as President by Dufek and seconded by Goldhorn, all members present voting aye and the motion passed. A motion was made to approve the nomination of C. Ries as vice president by Dufek and seconded by Goldhorn, all members present voting aye and the motion passed.

Appointments. The Mayor was still finishing up his appointments and those would be approved at the June 3rd meeting.

July 4th Celebration, Fireworks and Council Meeting Date Change. The July council meeting will be Tuesday, July 2nd at 7:00 p.m. at the request of the finance officer. The baseball game is on Wednesday, July 3rd at 7:00 p.m. and the City's firework display would take at dusk. A motion was made to approve the purchase of \$2,000 in fireworks for the baseball game and \$1,000 for Castlewood Days by C. Ries and seconded by H. Schmit, all members present voting aye and the motion passed.

The Mayor called the Board of Adjustment to order acting jointly as the Castlewood City Council and opened the public hearing on the Castlewood School district's conditional use permit as well as the Keteri fence variance.

Castlewood School District Conditional Use Permit. The Castlewood School District to comply with the new zoning ordinance applied for a conditional use permit to later obtain a building permit that included 0 feet setbacks, 45 foot maximum height, and 90% maximum structure for lot coverage. The school would rezone all of their properties to a Campus District in the coming months with similar setbacks and any additional requirements council wanted to add. A motion was made to approve Castlewood School Districts permit by Bohls and seconded by Schooley, all members present voting aye and the motion passed.

Keteri Fence Variance. Roman Keteri, at the request of the city applied for a building permit and variance for his fence at 302 E Alice St. Keteri requested a 7 foot variance on the rear yard setback adjacent to the alley for the fence as well as a 1 foot variance on both side yards to tie into his neighbors fence. The new zoning ordinance has fences needing to be 10 feet from the alley as well as 1 foot from every property line. A motion was made to approve a 5 foot variance on the rear yard setback adjacent to the alley as accessory buildings were allowed 5 feet from the alley as well as a 1 foot variance on all property lines with immediately adjacent landowner approval. That motion was made by Schooley and seconded by C. Ries, all members present voting aye and the motion passed. The city would update the zoning ordinance to reflect the same decisions made in this variance which will allow property owners to tie into their neighbors' fences with neighbor signatures on all sides as well as updating the alley setback from 10 feet to 5 feet. Discussion was had on fining people who do not take out building permits.

The Castlewood City Council reconvened.

Wellness Center Funding Request. The Castlewood Community Foundation and Grow Castlewood requested the Castlewood City Council to donate \$75,000 for new exercise equipment at the new wellness center to be built this summer. The \$75,000 would be issued in 2025 so that the City could

budget for it. A motion was made to approve the wellness center funding request in the amount of \$75,000 for new exercise equipment by C. Ries and seconded by Goldhorn. Roll call vote, C. Ries yay, Goldhorn yay, Schooley yay, H. Schmit nay, Dufek yay, Bohls yay. Motion passes 5-1.

Water/Sewer app, business grant, potential loan Brock Forde. Brock Forde purchased lot 2 in the Castlewood Industrial District 2nd addition to manufacture specialty concrete products for commercial businesses. Economic development needed more information before approving the grant and loan. A motion was made to approve Forde's water/sewer app by Bohls and seconded by C. Ries, all members present voting aye and the motion passed.

Public Vote on FARMLAND: N2NW4 LESS EXC 36-115-52 Ag to PUD. A motion was made to set the special election date for the Spilde rezone from Ag to PUD for Tuesday, July 23rd, 2024 by H. Schmit and seconded by C. Ries, all members present voting aye and the motion passed.

Capital Improvement Plan Discussion. The Mayor requested council to compile a list of infrastructure improvements including water, sewer, streets etc. that they would like to see in the future for the City of Castlewood. These items would be discussed at the June meeting with Banner the city's engineering firm.

Box Scraper and Sprayer. A motion was made to approve a box scraper for \$2,000 and a sprayer for \$1200 requested by J. Schmit by Dufek and seconded by Goldhorn, all members present voting aye and the motion passed.

Street Sweeping Quote. A motion was made to approve two different street sweeping quotes from Popham Construction for a one-time spring clean-up of \$2300.00 and a monthly sweep on main for \$150 by Dufek and seconded by Bohls. Roll call vote, Dufek yay, Bohls yay, C. Ries yay, Goldhorn yay, Schooley yay, H. Schmit abstained, motion passed 5-0.

Fire Hydrant Maintenance. A motion was made to approve the Castlewood Fire Dept to paint the old fire hydrants for \$1500.00 by Dufek and seconded by H. Schmit, all members present voting aye and the motion passed.

Painting and Floorings Bids. A motion was made to approve the painting bid to paint the walls of the community center by Brett Allen for \$1600.00 by Bohls and seconded by Schooley, all members present voting aye and the motion passed. A motion was made to approve the flooring bid to replace the floor of the community center by Cashway Lumber at \$5.50 price per square foot on the vinyl plank and \$4.75 per square foot on the carpet with an additional \$1650.00 in materials by H. Schmit and seconded by Dufek, all members present voting aye and the motion passed.

Flat Rate Late Fee Utility Billing Discussion. Discussion was had on the current 10% late fee on the unpaid balance of past due utility accounts. Ruesink made the request that council consider changing the ordinance from 10% of the balance to \$25.00 per month for any balance over \$15.00 as most cities only bill a flat rate and 10% can bury a customer quickly financially. Council will hold the first reading at the June meeting and the second reading at the July meeting along with water rate changes and fence ordinance updates.

Swimming Lessons. Swimming lessons will be July 29-Aug 2 and Prairie Lakes charges \$47.00, previously the city only charged the same amount as Prairie Lakes but provided transportation and fuel which costs

the city around \$600.00. A motion was made to set the rate for swimming lessons at \$50.00 by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Golf Course New Hires. A motion was made to approve a .25 cent raise for all previous golf course ground employees and clubhouse employees by H. Schmit and seconded by C. Ries, all members voting aye and the motion passed. A motion was made to approve golf course clubhouse new hire Tayrn Opdahl at \$12.00/hr by H. Schmit and seconded by Goldhorn. Roll call vote H. Schmit yay, Dufek yay, Bohls yay, C. Ries yay, Goldhorn yay, Schooley abstained. Motion passes 5-0. A motion was made to approve golf course clubhouse new hire Paul Engman at \$12.00/hr by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Building Permits. 314 East Prairie Street fence. 305 E Alice Street fence. 301 E Hwy 22 house and garage. 116 Main St. fence with arch. 202 E Pleasant St. deck.

Motion was made at 8:25 p.m. to enter executive session to discuss Contracts (SDCL 1-25-2 (1) by C. Ries and seconded by Schooley, all members present voting aye and the motion passed.

The Mayor declared council out of executive session at 8:35 p.m.

A motion was made to adjourn at 8:36 p.m. by H. Schmit and seconded by Schooley, all members present voting aye and the motion passed.

Logan Ruesink
Finance Officer