

June 12th, 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, absent Beau Schooley. Also present: Logan Kool, John Schmit, Don Weigel of Banner Associates, Chelly Lewandowski and Ruth Fodness of Economic Development, Jeb Bludorn, Dan Seppanen, Terry Heyn and Gillian and Andrew Heikinnen.

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 live ticket advertising by C. Ries and seconded by Goldhorn, all member's present voting aye and the motion passed.

Public Comment. Chelly Lewandowski and Ruth Fodness of the Castlewood Economic Development committee discussed a need for a storm shelter that would double as a bath house for the campground and ball fields. They would like this project to be included in the city's capital improvement project. They also discussed wanting to hire an economic development coordinator to secure new businesses and grants for growing Castlewood. Chelly also spoke to council about the need for dust control in the alleys on main street. Dufek noted she would like to see all alleys in town treated, quotes would be obtained for the July 2nd council meeting. Gillian Heikinnen joined public comment and requested that council consider changing the chicken ordinance in town. She expressed her concerns about factory eggs and high prices to feed families. She suggested small coops to house 12 chickens in city limits and stated her neighbors were on board. Current city ordinance states that chicken coops must be 100 feet or more from any occupied dwelling to house chickens.

A motion was made to approve the minutes for May by Dufek and seconded by H. Schmidt, all members present voting aye and the motion passed.

A motion was made to approve the bills for June by Bohls and seconded by Dufek. All members present voting aye and the motion passed.

GENERAL FUND

WAGES	PAYROLL	15072.43
BRIAN RIES	CELLPHONE REIMBURSEMENT	30.00
ADVANTAGE GRAPHICS	OFFICE SUPPLIES	380.00
ARLINGTON INSURANCE AGENCY	FINANCE OFFICER BOND	556.50
CITIZENS STATE BANK	ACH PAYROLL UTILITY FEES	20.00
TWOTREES TECHNOLOGIES	FINANCE OFFICE SOFTWARE	125.00
DELTA DENTAL	FINANCE OFFICE GROUP INS	48.70
GREAT AMERICA	COPIER LEASE	106.25
HAMLIN COUNTY REPUBLICAN	PUBLISHING	189.03
INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	448.60
ITC	UTILITIES	334.23
OFFICE PEEPS	OFFICE SUPPLIES	87.48
VISA	FINANCE STREETS SUPPLIES	769.46
P/3 ELECTRIC	SIREN REPAIR	425.00
STAR LAUNDRY	RUG RENTAL FEES	76.56
TWO WAY SOLUTIONS INC	SIREN CHECK UP	144.50
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33

ESTELLINE COOP	STREETS REPAIRS AND MAINT	214.90
GLASS PRODUCTS	STREETS REPAIRS AND MAINT	78.19
JOHN DEERE FINANCIAL	STREETS EQUIPMENT	956.56
JOHN SCHMIT	STREETS REPAIRS AND MAINT	41.68
KEVEES HOMETOWN GROCERY	STREETS SUPPLIES	60.74
MENARDS	STREETS SUPPLIES	11.99
NORHTWESTERN ENERGY	STREETS UTILITIES	7.54
POPHAM CONSTRUCTION LLC	STREETS REPAIRS AND MAINT	2300.00
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	329.28
DAKOTA DUMPSTERS	RUBBLE SITE UTILITIES	1104.29
02 INSURANCE AGENCY INC	STATE TOURNEY INS	636.09
AMERICAN LEGION POST 250	FLAG REPAIR DONATION	2125.00
OTTERTAIL	UTILITIES	2697.67
ROY'S SPORT SHOP	SMALL EQUIPMENT	774.86
WATERTOWN WHOLESALE	REC SUPPLIES	796.00
CASEY EIDSON	STATE TOURNEY REIMBURSEMENT	207.30
CASTLEWOOD BUILDING SUPPLIES	PARK IMPROVEMENTS	10038.85
CASTLEWOOD SCHOOL DISTRICT	PARK SUPPLIES	600.00
CASTLEWOOD ELEVATOR	PARK REPAIRS AND MAINT	404.39
ESTELLINE COOP	PARK REPAIRS AND MAINT	198.32
ESTELLINE COOP	PARK FUEL	267.51
KEVEES HOMETOWN GROCERY	PARK SUPPLIES	934.65
LEWNO CONSTRUCTION LLC	PARK IMPROVEMENTS	6204.10
MATT HUNTER	PARK IMPROVEMENTS	1538.70
VISA	PARK IMPROVEMENTS	956.95
BARNES & NOBLE, INC	G/F LIBRARY SUPPLIES	54.79
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
BRETT ALLEN	PAINTING COMMUNITY CENTER	1600.00
GERHOLD BROTHERS	STREETS IMPROVEMENTS	8960.54
GLACIAL LAKES ASPHALT	STREETS IMPROVEMENTS	31093.93
HIGHWAY IMPROVEMENT INC	STREETS IMPROVEMENTS	14999.55
GENERAL FUND TOTALS		118146.44

WATER FUND

WAGES	PAYROLL	430.60
DAKOTA SUPPLY GROUP	WATER - REPAIRS & MAINTENANCE	213.42
DEPT OF AG & NATURAL RESOURCES	WATER - FEES	220.00
HAWKINS, INC	WATER - SUPPLIES	682.03
HAWKINS, INC	WATER - SUPPLIES	1127.35
OTTERTAIL	WATER - UTILITIES	239.70
P/3 ELECTRIC	WATER - REPAIRS & MAINTENANCE	650.00
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	534.00

SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	703.00
SD PUBLIC HEALTH	WATER - FEES	56.00
SD ASSOCIATION OF RURAL WATER	WATER - FEES	300.00
WATERTIGHT INC	WATER - REPAIRS & MAINTENANCE	9234.71
WINWATER	WATER - SUPPLIES	3591.88
WATER FUND TOTALS		17982.69

SEWER FUND

WAGES	PAYROLL	322.95
MINNESOTA VALLEY TESTING	SEWER REPAIRS & MAINTENANCE	1836.75
OTTERTAIL	SEWER - UTILITIES	333.05
SEWER FUND TOTALS		2492.75

GOLF FUND

WAGES	PAYROLL	13009.68
CASTLEWOOD ELEVATOR	GOLF REPAIRS & MAINTENANCE	225.00
CHESTERMAN (COKE)	GOLF SUPPLIES	177.50
DAKOTA PORTABLE TOILETS	Golf Services & Fees	195.00
DAKOTA TOBACCO	GOLF TOBACCO	486.90
DELTA DENTAL	GOLF GROUP INSURANCE	48.70
DOUGS SERVICE & MARINE	GOLF REPAIRS & MAINTENANCE	588.62
EASY PICKER GOLF PRODUCTS INC	GOLF EQUIPMENT PURCHASED	3955.00
ELLWEIN BROTHERS	Golf Beer	1911.75
ESTELLINE COOP	GOLF REPAIRS & MAINTENANCE	1496.09
GERHOLD BROTHERS	GOLF REPAIRS & MAINTENANCE	1624.00
HAMLIN COUNTY REPUBLICAN	GOLF SUPPLIES	119.00
HD ELECTRIC	GOLF UTILITIES	1056.20
ITC	GOLF UTILITIES	270.03
J&L MACHINE AND WELD	GOLF REPAIRS & MAINTENANCE	46.34
J&M SOLUTIONS	GOLF REPAIRS & MAINTENANCE	212.85
JOHSON BROS OF SOUTH DAKOTA	GOLF LIQUOR	483.55
KEVEES HOMETOWN GROCERY	GOLF POP	583.91
MENARDS	GOLF REPAIRS & MAINTENANCE	99.37
NB GOLF	GOLF REPAIRS & MAINTENANCE	171.22
NB GOLF	GOLF CARTS TOURNEY	984.00
OFFICE PEEPS	GOLF SUPPLIES	41.74
PORTER DISTRIBUTING CO.	Golf Beer	1238.40
REPUBLIC NATIONAL DISTRIBUTING	GOLF LIQUOR	856.17
REPUBLIC NATIONAL DISTRIBUTING	GOLF LIQUOR	259.80
RONS SAW SHOP	GOLF REPAIRS & MAINTENANCE	166.19
SOUTH DAKOTA DEPARTMENT OF REV	GOLF SALES TAX	3368.53
SOUTHERN GLAZIERS	GOLF LIQUOR	211.40

WATERTOWN WHOLESALE
GOLF FUND TOTALS

GOLF SUPPLIES

1290.35
35177.29

Mayor Report. None

Finance Report. Ruesink provided council with the most recent payroll report as well as the bank reconciliation which was an accurate reflection of the accounting software, there was a zero balance with what was reconciled versus reported. The finance office would be closed June 26-28 as Ruesink would be on vacation.

Maintenance Report. J. Schmit stated that almost all of the old water meters that were still on a manual read were replaced at residences with new. He no longer has to babysit the water tower system as it is now shutting off properly. He would continue to flush lines and Bituminous would hopefully be here soon to chip seal.

Golf Report. Dufek stated Gerhold received the 5 golf ball picker and it was working great.

Ship's Inn Special Event License, July 3 & 6 street dance/noise permits. Terry Heyn was present to discuss specifics on selling beer at Raven's game as well as Ship's hosting a dance and blocking off the street on Wednesday, July 3rd and Saturday, July 6th. The street would be blocked off as late as possible and would not interfere with entry to other businesses on Main, the dance would wrap up around 1 a.m. when the noise permits ended. A motion was made to approve the special event license for Ship's Inn to sell beer at Raven's games by C. Ries and seconded by Bohls, all members present voting aye and the motion passed. A motion was made for Ship's in to host street dances on July 3 and July 6th with noise permits until 1 a.m. by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

SODAK Construction Sewer Main Extension Request Spilde 1st Addition lot 1. Jeb Bludorn was present to discuss the proposed 8 plex apartment complex off of 4th avenue north. They would need to rezone from ag to R2 to be able to do so and an existing developer's agreement attached to the deed requires them to bring city water and sewer to the lot. Bludorn asked if council would consider bringing the main to them across the gully. Don Weigel from Banner the city's engineer talked about some options for accomplishing this as the sewer is to shallow south of the gully for gravity fed sewer and would require a lift station. Weigel said a lift station would feed most development to the north, east and west of the gully if the city did want to consider a lift station, including the proposed Spilde development with easements. A grinder pump would support the 8 plex if the city did not want to extend sewer to the north. SODAK Construction would like to get started building as soon as possible and Weigel stated a temporary septic tank or grinder pump would be an option for Bludorn until the city extended sewer to Highway 22. Banner would get quotes for the July 2nd meeting on sewer main extension and a lift station to highway 22 and Bludorn would get quotes for a grinder pump with a forced main for council to review.

Dan Seppanen Moved in house 318 E Allen. Dan Seppanen was present to propose moving in a 1970's home with newer siding onto the 318 E Allen lot. He presented pictures and a signature page from his immediately adjacent neighbors signing off on the move. Ruesink reviewed the building permit and all of the setbacks looked good. New city zoning ordinance states any moved in building now requires signatures from 60% of immediately adjacent neighboring properties excluding streets and alleys. A motion was made to approve the moved in home at 318 e Allen St by Dufek and seconded by Goldhorn. All members present voting aye and the motion passed.

Brock Forde Grant and Loan. Brock Forde filled out applications for the \$5,000 new business grant and proposed a \$25,000 loan for 15 years at 5% interest. Council discussed the numbers and wanted to shorten the life of the loan as well as pulling away from giving both business loans and grants. A motion was made to approve the \$25,000 loan for 5 years at 5% by C. Ries and seconded by Dufek. All members present voting aye and the motion passed. A motion was made to deny the new business loan grant by C. Ries and seconded by H. Schmidt. All members present voting aye and the motion passed.

Capital Improvement Plan. Don Weigel of Banner was present to discuss the capital improvement plan for the City of Castlewood over the next 5 to 10 years. Banner would help facilitate all of council's ideas and tie them together and also assist the city with funding and potential grant money. Council was to get their lists to Ruesink and more discussions would be had at the following council meetings.

Appointments. The Mayor had no changes from appointments from the prior year, Todd Wilkinson as the city attorney, the Hamlin County Republican as the city newspaper, Citizens State Bank and First Premier Bank as the official depositories for the City. 2024 Committees Buildings/Dump grounds: Stef Goldhorn and Chad Ries. Liquor: Jeanette Bohls and Heather Schmit. Streets: Chad Ries and Stef Goldhorn. Water & Sewer: Jeanette Bohls and Beau Schooley. Zoning/Construction Brian Ries and LeeAnne Dufek. Golf: LeeAnne Dufek and Heather Schmit.

Public Vote date change on FARMLAND: N2NW4 LESS EXC 36-225-52 Ag to PUD. There was a publishing issue with the July 23rd vote date. A motion was made to approve the date change for the Spilde development rezone from Ag to PUD to Tuesday, July 30th by Bohls and seconded by H. Schmidt. All members present voting aye and the motion passed.

Tables, Chairs, Storage for community center. A motion was made to supplement the budget and approve the purchase of furniture for the community center up to \$10,000 by Dufek and seconded by H. Schmidt. All members present voting aye and the motion passed.

Other Old Business. Fireworks on July 3rd were discussed as there were no ball games but the city still had someone to light them off so the Mayor asked council if they still wanted to have them or move them all to Castlewood Days. A motion was made to approve fireworks on July 3rd by Bohls and seconded by H. Schmidt. All members present voting aye and the motion passed.

Legion Flag Repair Donation and baseball tournament. A wind storm over Memorial weekend damaged a number of Legion flags in the amount of \$2125. The Mayor asked council if they would like to donate the money for Legion to purchase new flags. A motion was made to approve the \$2125 donation by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed. The American Legion also requested the use of the community center in case of extreme temperatures during their baseball tournament from July 22nd to July 28th. Council did not want the traffic from the baseball tournament due to the new flooring just being installed and no one to police the traffic in and out.

1st reading water rates ordinance 24-5. Council discussed water rate increases prior to hooking up to Sioux Rural Water. The Mayor suggested increasing the \$30 minimum to \$35 or \$37 and increasing usage for anything over 2,000 gallons to \$6.00/1,000 gallons. A motion was made to approve the 1st reading of water rate ordinance 24-5 to increase the minimum to \$35.00 and increase usage over 2,000 gallons to \$6.00/1,000 gallons by Dufek and seconded by Bohls. All members present voting aye and the motion passed.

The Mayor called the plan commission and board of adjustment to order acting jointly as the city council.

1st reading fence ordinance 24-6. Council discussed making changes to the new fence ordinances from October of 2023 at a previous meeting wanting to change the setback of 10 feet from the alley to 5 feet to correspond with setbacks for accessory buildings. They also wanted to make it so property owners could tie into neighboring fences with all immediately adjacent neighbors' signatures. A motion was made to approve ordinance 24-6 to make the setback from a fence to the alley at 5 feet and allow a 0 feet setback for property owners with their neighbors' signatures by Bohls and seconded by Dufek. All members present voting aye and the motion passed.

Resolution 24-4 variance, rezone, building permit fines and fees. Castlewood city zoning ordinance states the board of adjustment has the ability to set rates. A motion was made to approve resolution 24-2 to set variance, rezone, conditional use permit application fees to \$100 as well as the fine for not taking out a building permit to \$100 by Goldhorn and seconded by H. Schmidt. All members present voting aye and the motion passed.

The Castlewood City Council reconvened.

Pet Clinic July 13th at 9 a.m. Lake Area Vet will be outside of the Castlewood Community Center on Saturday, July 13th at 9 a.m. along with Ruesink renewing pet licenses.

Golf Course Surplus Property. A motion was made to deem 4 old cameras and an old computer with a zero dollar value as surplus property to be disposed of by Dufek and seconded by Bohls. All members present voting aye and the motion passed.

Castlewood Days updates/requests. A motion was made for the city to purchase insurance and porta potties, and for a street dance to be held during Castlewood Days August 8-11 by C. Ries and seconded by Goldhorn, all members present voting aye and the motion passed.

Building Permits. 318 E Allen moved in home. 120 E Prairie St fence. 108 E Main refacing building. The Castlewood School District will be starting work in July on their six million dollar gym addition, the building permit fee for that is to be \$6,000.00. A motion was made to approve cutting that figure in half to \$3,000.00 by Goldhorn and seconded by H. Schmidt. All members present voting aye and the motion passed.

Live Ticket Advertising. A motion was made to approve live ticket tv advertising for the Castlewood Community Golf Course at \$800.00 annually by H. Schmidt and seconded by C. Ries. All members present voting aye and the motion passed.

A motion was made to go into executive session at 8:55 p.m. to discuss contracts and personnel SDCL 1-25-2(1,3) by H. Schmidt and seconded by Bohls. All members present voting aye and the motion passed.

The Mayor declared council out of executive session at 9:02 p.m.

A motion was made to adjourn at 9:03 p.m. by H. Schmidt and seconded by C. Ries. All members present voting aye and the motion passed.

Logan Kool
Finance Officer