

June 6, 2022, 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, Chad Ries, Stef Goldhorn, Dustin Beebe, and LeeAnne Dufek. Also present: Cassidy Borer, Marc Lewno, Clint Davis, and Josh Spilde.

The meeting was called to order by the mayor. The agenda was presented with the addition of 4th of July fireworks, golf course cash register voids, ships street dance closure, and new hires. A motion to approve was made by Schmit and seconded by Beebe. All members present voting aye and the motion passed.

The pledge of allegiance was led by the mayor.

No public comments were made.

May 2nd and May 18th meeting minutes were presented for approval. A motion was made by Dufek and seconded by C. Ries. All members present voting aye and motion passed.

The following bills were presented for approval. A motion to approve was made by Bohls and seconded by Goldhorn. All members present voting aye and the motion passed.

GENERAL FUND: Wages, 6358.96. Brian Ries, cell phone 30.00. Todd Wilkinson, services and feed 425.00. South Dakota Public Alliance, insurance 10924.70. Corner Market, supplies 61.01. Innovative Solutions, supplies 340.01. Office Peeps, supplies 88.35. Visa, supplies 159.59. ITC, utilities 234.13. Northwestern Energy, utilities 399.30. Ottetail, utilities 148.50. Hamlin County Republican, publishing 161.89. Hamlin County Auditor, police contract 3358.33. Auto value, supplies 49.39. Castlewood Building Supplies, supplies 119.90. Castlewood Elevator, supplies 680.45. Estelline Coop, supplies 2020.42. Ron's saw shop, supplies 453.95. Visa, supplies 735.00. Ottetail, utilities 1904.91. JW Roll off, services 482.76. Northwestern energy, utilities 373.13. Ottetail, utilities 162.59. Chris Lather, reimbursement 311.35. Corner market, food 200.06. Winwater, services and fees 10560.34. Ottetail, utilities 110.38. Dakota Portable Toilets, services 195.00. Heeymeyer Electric, services 182.65. Christian Books, supplies 179.92. Bass Sanitation, utilities 4980.00. First Premier, rental 150.00.

TOTAL GENERAL FUND DISBURSEMENTS: 419541.97.

GOLF FUND: wages, 9037.28. South Dakota Public Alliance, insurance 5608.20. Eachen, repairs 274.59. J&L Machine and weld, repairs 37.24. Castlewood Elevator, supplies 344.82. Corner Market, supplies 240.10. Doug's service and marine, supplies 74.13. Estelline Coop, supplies 457.16. LG Everist, supplies 350.00. Zimco, supplies 6300.25. Castlewood Locker, food 64.95. Watertown Wholesale, food 42.50. Chesterman, pop 125.00. Southern Glaziers, liquor 125.00. Dakota Tobacco, 253.84. Watertown Wholesale, candy 65.00. HD Electric, utilities 1484.81. ITC, utilities 161.83. Brookings Register, publishing 119.00. NB Golf, equipment purchases 16666.44.

TOTAL GOLF FUND DISBURSEMENTS: 42,126.59.

SEWER FUND: South Dakota Public Alliance, insurance 122.39. Elite, repairs 187.50. Watertown Wholesale, supplies 152.65. Ottetail, utilities 293.33.

TOTAL SEWER DISBURSEMENTS: 755.87.

WATER FUND: South Dakota Public Alliance, insurance 1019.03. Banner, services 6522.40. Minnesota Valley testing, services 1610.00. Dakota Supply Group, supplies 458.21. Fastenal, supplies 32.87. Menards, supplies 305.79. SD Public Health, supplies 1.28. Ottertail, utilities 447.26.

TOTAL WATER FUND DISBURSEMENTS: 10,396.84.

TOTAL DISBURSEMENTS ALL FUNDS: 99,821.27.

General journal entries were presented. A motion to approve was made by C. Ries and seconded by Dufek. All members present voting aye and motion passed.

Mayor report: May need to look at city owned buildings paying liquor taxes and water bills. After speaking with legislative audit, the "correct" way is to have one fund pay into the general fund. Money would all remain within the city, it would just be transferring money into the appropriate accounts.

Finance officer: new software is about half up and running. Payments, receipts, and payroll are all functional. Deb also started last Tuesday and training has been going well. She will be working 20 hours a week, mainly focusing on utility payment processing, answering the phone, checking emails and the mail, and doing other duties as needed. Help with meeting prep and other questions will be needed.

Maintenance: The new scoreboard will be moved a little farther east than the current location. The new one will be installed June 15th. Campground water is also complete and is metered. Locates will be put in for the new sound system to find all the wires and install will begin shortly.

Building permits. We received one in May for Rodney Taylor to move in a gazebo on to existing pad. A motion to approve by Dufek and seconded by Beebe. All members present voting aye.

PUD Development. Josh Spilde is in the process of purchasing land from Chad Schooley. This was in the works BEFORE the storm, but there have been lots of comments regarding the land/housing need in Castlewood, even prior to the storm, and there has been a slight urgency from the community to get the process started. Develop the eastern side of the land, and possibly look at an industrial lot and a few town homes on the west side along 4th Ave. A planned unit district, which is in city limits, allows the developer more freedom to do some of their own ordinances with council approval. They would be one acre lots and possibly look at a septic tank, and maybe look at the ability for a shed house or a shed in the back. Further conversation would be needed when it comes to water hookup. The plan for road would be to do it all at once, including two roads off of HWY 22 with two cross streets and possibly look at tying them into town with another future developer. If council is interested, Josh can get a contingent, very rough, plan started and bring it to a council meeting. He would also like council to look at TIF options for the development which can help speed up the process significantly. Roughly \$30,000 per acre with sewer included and maybe \$25,000 without sewer. That is all dependent on the cost of materials. Council would like to see contingent plans at the next council meeting.

Prairie street. There are lots of folks that would like to see the street widened. It would be included in the water project since there will already be a contractor in town to perform the work. A box culvert would be needed to make it a through road which would help with snow removal. We will need to obtain two different plans and proposals for widening the road and widening plus making a through road.

Storm update. City dump is full. FEMA is coming Wednesday to assess the dump and other city property. The pile has been measured and we were given a quote of \$250,000 which cleans the entire dump. Regardless if FEMA covers the expense or not, we will need to have the dump cleaned and material hauled out to create room for future use. The mayor will reach out and see how soon we can start the project from Banner. Borer will reach out and hopefully have quotes for the next meeting.

Homeowners are responsible for cleaning up their yards and disposing of any materials laying around. We need to make sure our streets and sidewalks are clear and safe for others in the community. The city is not responsible for any cleaning moving forward. In the future, if clean up does not continue by homeowners, then we may need to reach out to code enforcement and start drafting letters to send out just to remind everyone that despite the storm, cleanup efforts still need to be made.

Code enforcement. Most of the properties on the list were not affected by the storm, so we will go forward with sending clean up letters. Going forward, as a council, we will need to draft up a process for cleanup and look at implementing a fine if they are given all warnings in order to ensure cleanup is happening and being maintained.

Part time maintenance. With the summer mowing season picking up rapidly, additional part time help is needed. Marc notified council that Stacy would specifically be for mowing during the summer and another part time helper would be for weekend on call, snow removal, and other help where and while he can. It would be roughly 20 hours or less and a lot of time would be used during the winter. Toby Barker presented an application. A motion to approve Toby at \$15/hr was made by C. Ries and seconded by Goldhorn. All members present voting aye and motion passed.

Campground fee. Look at upping the fee since our campground now has electric, water, and a porta potty provided. Starting June 6, reservations will increase to \$25 a night. A motion made by Bohls and seconded by C. Ries. Bohls, aye, C. Ries, aye, Goldhorn, nay, Beebe, aye, Schmit, aye, and Dufek, aye. Motion passed.

Golf course laptop: Borer obtained a quote from Connecting Point for \$1259.00 which includes a new laptop and all the software and antivirus protection. A motion made by C. Ries and seconded by Goldhorn. All members present voting aye and motion passed.

Police contract. The sheriff's office is needing to up the contract price from \$31 to \$37 an hour. This will help cover the cost the county has been making up. Our contract has not been increased at a steady rate since roughly 2018 or later. A motion to approve contract was made by Dufek and seconded by Beebe. All members present voting aye and motion passed.

Tree replacement. There are a few individuals who have reached out who want to provide tree replacement that will either be donated or provided at a reduced cost. Mayor Ries and C. Ries will reach out to those individuals and see what they have and how they would like to donate. It may be something that we want to consider next spring once all yards and trees are cleaned. Discussion will be tabled until July.

Building permit process. Still in contact with attorney to see how we could possibly look at suspending zoning ordinances for people rebuilding after the storm.

West Nile virus prevention grant application. Application is due the end of June. Borer will complete and submit and get back to council on the grant amount.

Billy Davis Lot. Billy would like the city to replat the lot so there is one home per lot since he was never informed that upon completion of his new home that he would need to remove to the old home. Now there are 2 houses sitting on one lot which is against our city ordinance. We would like an idea of how he wants to have it platted by August. Due to 911 and mailing, it is now a security concern. Bohls will reach out to inform him of our need for a plan before we move forward.

Popcorn machine. A new popcorn machine will be needed at the baseball field. We can get the machine at a slightly reduced cost from Watertown Wholesale. A 12-14oz machine will be purchased. A motion to approve by Schmit and seconded by Beebe. All members present voting aye and motion passed.

Golf course cash register voids. A motion to approve was made by Bohls and seconded by Schmit. All members present voting aye and motion passed.

New hires. Rec for various activities: Lane Tvedt and Gracie Haug at \$11.50/hr. Baseball/Softball: Landon Vetter and Casey Eidson at \$450. A motion to approve was made by C. Ries and seconded by Bohls. All members present voting aye and motion passed.

Ships Inn Street closure. Every year Ship's Inn will close the street for the Castlewood Days Street dance. A motion to approve was made by Bohls and seconded C. Ries. All members present voting aye and motion passed.

Next month's meeting will take place July 5th at 7pm due to the 4th of July holiday.

A motion to adjourn at 9:35 by made by C. Ries and seconded by Goldhorn. All members present voting aye.

Finance Officer

Cassidy Borer