

July 7, 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, and LeeAnne Dufek. Also present: Marc Lewno, Peter Books, Craig Horn, and Josh Spilde.

The meeting was called to order by the mayor. The agenda was presented with the addition of campground and damaged homes. A motion to approve was made by Dufek and seconded by Schmit. All members present voting aye and the motion passed.

The pledge of allegiance was led by the mayor.
No public comments were made.

June 6 meeting minutes were presented for approval. Mayor Ries made one correction under the storm update section. Banner was listed as the company helping with the debris pile clean up and it should be Ceres Environmental Services. A motion was made by Schmit and seconded by Goldhorn to accept the minutes with the above correction. All members present voting aye and motion passed.

The following bills were presented for approval. Mayor Ries asked the council to also approve paying the HD bill that was received today. A motion to approve was made by Dufek and seconded by Bohls. All members present voting aye and the motion passed.

GENERAL FUND: Wages, 9304.56; Arlington Insurance Agency, insurance, 556.50; Auto Valve, supplies, 124.79; Barnes & Noble, supplies, 234.90; Bass Sanitation, utilities 30.00, Beacon Athletics, supplies, 912.00; Brian Ries, utilities 30.00; Castlewood Building Supplies, supplies, 132.40; Castlewood Elevator, supplies, 81.73; CastleArts, Other, 260.00; Code Enforcement Specialists, code enforcement, 1636.20; Colonial Research, supplies, 1145.34; Corner Market, supplies, 322.55; Cory Akin, supplies, 350.00; Daktronics, supplies, 22664.00; Dan Haug, supplies, 100.00; Estelline Coop, supplies, 8352.07; First Premiere Bank, library rental 150.00; Gerhold Brothers, supplies, 999.50; Gracie Haug, supplies, 41.51; Hamlin County Republican, publishing 584.30; Hamlin County Auditor, police contract, 3358.33; ITC, utilities, 239.88; Jessica Horn, supplies, 207.30; JW Roll Off Services, utilities, 160.32; Karl's TV & Appliance, supplies, 640.06; Menards, supplies, 962.39; Nitteberg Construction Company, repairs, 1912.50; Northwestern Energy, utilities, 33.36; Office Peeps, supplies, 247.94; Ottertail, utilities, 2933.32; Roy's Sport Shop, supplies, 159.99; SD Dept of Revenue, garbage sales tax, 1209.70; Stan Houston Equipment Company, repairs & maintenance, 996.44; VISA, supplies, 698.08; Watertown Wholesale, supplies, 833.22; Winwater, supplies, 390.57 Health Pool of SD, insurance 2686.12; SDRS, retirement, 908.76; EFTPS, employment taxes, 2535.21

TOTAL GENERAL FUND DISBURSEMENTS: 69,125.84

GOLF FUND: Wages, 10,900.91; American Legion State HQ, supplies, 75.00; Bass Sanitation, utilities, 240.00; Castlewood City, utilities 30.00; Castlewood Locker, supplies, 606.26; Chesterman (Coke), supplies, 200.00; Connecting Point, supplies, 1448.50; Corner Market, supplies, 698.11; Dakota Portable Toilets, utilities, 195.00; Dakota Tobacco, supplies, 282.28; Delta Dental, insurance, 128.10; Ellwein Brothers, supplies, 2414.40; Estelline Coop, supplies, 255.25; Fastenal, supplies, 34.44; Ferguson Waterworks, repairs and maintenance, 492.02; Gerhold Brothers, supplies, 653.60; HD Electric, utilities, 1081.07; ITC, utilities, 164.83; NB Golf, services and fees, 907.67; Nivel Parts & Mfg, supplies, 134.76; Office Peeps, supplies, 30.10; Phoenix Golf Products, supplies, 320.41; Porter Distributing, supplies, 1007.20; Republic National Distributing, supplies, 520.00; TSYS, services and fees, 1375.97; VGM

Financial Services, services & fees, 1321.84; Watertown Wholesale, supplies, 1011.90; SD Health Pool, insurance 800.05; SDRS, retirement, 570.00; EFTPS, employment taxes 2399.11

TOTAL GOLF FUND DISBURSEMENTS: 30,298.78

SEWER FUND: Ottertail, utilities, 315.33

TOTAL SEWER DISBURSEMENTS: 315.33

SOLID WASTE FUND: Bass Sanitation, services, 4950.00

TOTAL SOLID WASTE DISBURSEMENTS: \$4950.00

WATER FUND: Core & Main, supplies, 250.00; Hawkins, supplies, 4057.83; Ottertail, utilities, 28.52; SD Public Health, supplies, 29.00; South Dakota Rural Development, loan, 1237.00; Wittnebel Construction, water improvements, 8377.57

TOTAL WATER FUND DISBURSEMENTS: 13,979.92

TOTAL DISBURSEMENTS ALL FUNDS: 118,669.87

Mayor report: The playground at the ballfield is in the process of being moved to the new location. All utility billing has been moved to the new software system. Feb-May disbursements need to be entered and then the council will be given an updated balance sheet. With the new payroll system, council will now get paid on a quarterly basis. Deb McElDowney is doing a very good job filling in for Borer.

Golf: Insurance adjustor has approved all the storm related claims and bills will be submitted. Council was also asked to consider raising cart and daily green fees before next year's opening.

Peter Books and Craig Horn were present to discuss the closing of Harry Street between 4th and 3rd Avenues for the next 2-3 years. Temporary classrooms, a mobile kitchen and coolers will be placed on the south side of Harry Street across from the school. The playground equipment is also being moved to the south side of the school. Discussion also included what will be required to accomplish this. The city will require a moving permit and variances from the adjoining landowners. The city recommended that they start the process now. They should include a picture of the classroom, kitchen and coolers along with the signatures of the adjoining landowners. Mayor Ries will check on what formal action needs to be done by the city.

Building/Moving permits. We received two building permits and one moving permit in June. One was issued for Roman Keten to remove an existing front porch to make into a bedroom. The second for Tom MacAvoy to rebuild his house damaged by the tornado. A moving permit was presented from Adam Rudebusch for move an 8x12 utility shed on his lot. A motion to approve the permits was made by Schmit and seconded by C. Ries. All members present voting aye and the motion passed.

PUD Development: Josh Spilde was present to discuss some concerns that were brought up at the last meeting. The area he is looking at developing is considered an aquifer. The city currently does not have any language prohibiting septic tanks. Before Josh proceeds any further, he would like to know if the city would be in favor of allowing septic tanks in the PUD. Josh will work with First District to write up the correct language to use. He is also working with Banner Associates on a plat map. Motion by Dufek to allow septic tanks in the PUD with a second by C. Ries. All members present voting aye and the motion passed.

Don Weigel and Justin Bucher with Banner Associates joined the meeting via Zoom to give updates on some projects. **Prairie Street:** Three options were presented: 1) to fix and widen – estimated cost \$190K; 2) low water crossing through the gully - \$685K; 3) box culvert through the gully – \$970K. All these estimates include engineering costs. **Extended sewer system** with lift station for industrial park - \$785K. This estimate includes a loop of the sewer to the campground. Justin will put together a cost that does not include the campground. **Water Project:** the state has received and approved plans for the water project. The water tower project has just been submitted. Once the water tower project has been approved, both projects will be sent out for bids. Once bids are received, a time frame for completion will be put together.

Council discussed the projects and decided options 2 & 3 for Prairie Street would not be considered at this time. Council would like to see a 3-5 year plan for additional road widening put in place. After some discussion on the sewer upgrade for the Industrial Park, Bohls made a motion to allow septic tanks until city sewer is available. Once sewer is available, then hookup will be required. This will be included in the purchase agreement. Motion was seconded by Goldhorn. All members present voting aye and the motion passed.

Rubble site cleanup. A bid of \$250K has been received by Ceres Environmental Services to come in and clean up the dump. Motion by Dufek to approve hiring Ceres for the cleanup. Second by Schmit. All members present voting aye and the motion passed.

Other old business: Goldhorn would like to see some of the campground spots leased out seasonally. This will be tabled until a later date.

Disaster Declaration: FEMA and the State will be in Castlewood on July 18th to review the situation.

Noise permits during Castlewood Days were discussed. Motion by C. Ries to allow noise permits for both Ships Inn and Tables during this timeframe. Second by Goldhorn. All members present voting aye and the motion passed.

Easement with Grow Castlewood/Castlewood school was discussed. The grandstand and concession stand will be built on part of the city's property. The school will maintain the buildings and city will be responsible for maintaining the grounds. Motion to allow the easement was made by Dufek with a second from C. Ries. All members present voting aye and the motion passed.

Tractor repair: Marc Lewno informed the council of repairs that are needed for the city tractor. Some of the damage is storm related and will be submitted to insurance. Dufek made a motion to get a new quote for just storm related damage, have the repairs completed and then submit to insurance. Second by Goldhorn. All members present voting aye and the motion passed.

Insurance claim update: Mayor Ries has been working closely with the insurance adjustor and has been instructed to submit bills for repair of items as they are completed. Some repairs include: softball and baseball dugouts; sign/display, lights, etc.

Additional payroll hours: Borer had 21 hours of additional time after the storm. Motion by C. Ries to pay out the hours with a second from Bohls. All members present voting aye and the motion passed.

2019/2020 Audit: We missed the deadline of June 30th to have this submitted. Some reasons for the delay included staff turnover, auditor health issues and the tornado. The auditor plans to be here the week of July 11th to finish.

Code Enforcement update: The Code Enforcement officer was in Castlewood on July 7th and reported that 4-5 properties have been cleaned up. Goldhorn asked if we were going to put any timeframes together for storm related damage. It was decided that each case should be reviewed individually after talking to the homeowners.

Matson plat approval: Matson purchased two lots west of the school and would like to combine them into one plat. Motion by C. Ries to approve the combination of the lots with a second from Goldhorn. All members present voting aye and the motion passed.

Industrial Lot purchase: Shane Mack has indicated that he would like to purchase the same lots at the same price that the city recently approved for Chad Schooley. Motion to allow the purchase of the lots at the same price made by Dufek with a second from Bohls. All members present voting aye and the motion passed.

August meeting date: Because the first Monday in August is on the first, Mayor Ries asked if the meeting could be moved to a later date to allow time to prepare. Motion by Schmit to move the meeting to August 4th at 6:30 p.m. Second by Goldhorn. All members present voting aye and the motion passed.

Dustin Beebe has resigned his position as Ward III councilman due to moving out of the city. Motion by Dufek to accept his resignation with a second from Goldhorn. All members present voting aye and the motion passed.

Motion to go into Executive session to discuss personnel was made by C. Ries with a second from Schmit. Council out of Executive session at 10:15 p.m.

Motion to adjourn made by C. Ries with second by Goldhorn. All members present voting aye and the motion passed.

Submitted by,
Jeanette Bohls