

July 8th, 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, Beau Schooley, LeeAnne Dufek, Chad Ries, Jeanette Bohls, absent Stef Goldhorn. Also present: Logan Kool, Don Weigel of Banner Associates, Jeb Bludorn, and Jerry Gerberding.

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 Legion Baseball Tourney and executive session for personnel SDCL 1-25-2 (3) by C. Bohls and seconded by Dufek, all member's present voting aye and the motion passed.

There was no public comment.

A motion was made to approve the minutes for June by H. Schmit and seconded by C. Ries. All members present voting aye and the motion passed.

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

GENERAL FUND

WAGES	PAYROLL	21233.47
MDLEODS PRINTING & OFFICE SUPP	ELECTION SUPPLIES	52.54
CASTLEARTS	WEBSITE MAINT	260
CITIZENS STATE BANK	ACH UTILITY FEES	10
DELTA DENTAL	GROUP INSURANCE	48.7
GREAT AMERICA	COPIER LEASE	198.32
HAMLIN COUNTY REPUBLICAN	PUBLISHING	496.96
ITC	UTILITIES	264.27
OTTERTAIL	UTILITIES	2354.55
VISA	FINANCE STREETS SUPPLIES	1296.66
DAKOTA SURVEILLANCE	GOVT BLDG CAMERAS	6570
LEW'S FIREWORKS INC	FIREWORKS	2000
MENARDS	GOVT BLDG REPAIRS	236.7
SHERWIN WILLIAMS	GOVT BLDG REPAIRS	109.98
WATERTIGHT INC	GOVT BLDG REPAIRS	1472.21
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
ESTELLINE COOP	STREETS REPAIRS & MAINT	469.92
GERHOLD BROTHERS	STREETS REPAIRS & MAINT	804.78
NORHTWESTERN ENERGY	UTILITIES	20.18
POPHAM CONSTRUCTION LLC	STREETS REPAIRS & MAINT	150
BASS SANITATION	SOLID WASTE COLLECTION	4980
SOUTH DAKOTA DEPT OF REVENUE	SANITATION SALES TAX	330.48
DAKOTA DUMPSTERS	UTILITIES	1007.18

ROY'S SPORT SHOP	REC SMALL EQUIPMENT	2128.47
BACKROAD CONSTRUCTION	PARK IMPROVEMENTS	2326.53
CASTLEWOOD BUILDING SUPPLIES	PARK IMPROVEMENTS	2074.25
CASTLEWOOD ELEVATOR	PARK SUPPLIES	158.73
DAKOTA PORTABLE TOILETS	UTILITIES	415
ESTELLINE COOP	PARK FUEL	80.5
KEVEES HOMETOWN GROCERY	PARK SUPPLIES	123.53
MACKSTEEL	PARK IMPROVEMENTS	30.77
SKYVIEW CBS	PARK IMPROVEMENTS	136.25
WATERTOWN WHOLESALE	PARK SUPPLIES	426.05
WATERTOWN WHOLESALE	PARK EQUIPMENT	587.8
BARNES & NOBLE, INC	LIBRARY SUPPLIES	24
FIRST PREMIER BANK	LIBRARY RENTALS	150
CASHWAY LUMBER	COM CENTER FLOORING	12209.96
CHIVARI	COM CENTER CHAIRS	4477.11
WEBSTAIRANT	COM CENTER TABLES	5648.24
GENERAL FUND TOTALS		79372.42

WATER FUND

WAGES	PAYROLL	430.6
BANNER	WATER - FEES	2057.81
DAKOTA SUPPLY GROUP	WATER - REPAIRS & MAINTENANCE	70.99
DAKOTA SUPPLY GROUP	WATER - SUPPLIES	253.71
ELITE	WATER - REPAIRS & MAINTENANCE	287.5
OTTERTAIL	WATER - UTILITIES	234.42
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	2495.44
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	512.73
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	232.32
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	724.27
SD PUBLIC HEALTH	WATER - SUPPLIES	28
WATERTIGHT INC	WATER - REPAIRS & MAINTENANCE	1587.8
WATER FUND TOTALS		8915.59

SEWER FUND

WAGES	PAYROLL	322.95
BANNER	SEWER OTHER	2139
DAKOTA PUMP & CONTROL	SEWER REPAIRS & MAINTENANCE	400
GREEN APPLE SEPTIC TANK SERVIC	SEWER REPAIRS & MAINTENANCE	320
MENARDS	SEWER REPAIRS & MAINTENANCE	59.66

OTTERTAIL	SEWER - UTILITIES	368.9
SEWER FUND TOTALS		3610.51

GOLF FUND

WAGES	PAYROLL	14847.89
BASS SANITATION	GOLF UTILITIES	240
CHESTERMAN (COKE)	GOLF POP	112
DAKOTA SURVEILLANCE	GOLF OTHER	5195
DAKOTA PORTABLE TOILETS	Golf Services & Fees	195
DAKOTA TOBACCO	GOLF TOBACCO	242.06
DELTA DENTAL	GOLF GROUP INSURANCE	48.7
DOUG GERHOLD	GOLF REPAIRS & MAINTENANCE	138.04
DOUGS SERVICE & MARINE	GOLF REPAIRS & MAINTENANCE	150.94
ELLWEIN BROTHERS	GOLF COURSE BEER	2347.9
GERHOLD BROTHERS	GOLF REPAIRS & MAINTENANCE	212.16
HD ELECTRIC	GOLF UTILITIES	964.71
ITC	GOLF UTILITIES	234.64
JOHSON BROS OF SOUTH DAKOTA	GOLF LIQUOR	510.28
KEVEES HOMETOWN GROCERY	Golf Food	45.63
KEVEES HOMETOWN GROCERY	GOLF POP	636.08
MENARDS	GOLF SUPPLIES	132.91
NB GOLF	Golf Services & Fees	841.61
NB GOLF	GOLF REPAIRS & MAINTENANCE	7.48
OFFICE PEEPS	GOLF SUPPLIES	124.23
PORTER DISTRIBUTING CO.	Golf Beer	687.1
REPUBLIC NATIONAL DISTRIBUTING	GOLF LIQUOR	251.7
RON'S SAW SHOP	GOLF REPAIRS & MAINTENANCE	19.99
SOUTH DAKOTA DEPT OF REVENUE	GOLF SALES TAX	3300.15
VISA	GOLF SUPPLIES	614.11
WATERTOWN WHOLESALE	GOLF CANDY	1095
ZIMCO	GOLF REPAIRS & MAINTENANCE	393
GOLF FUND TOTALS		33588.31

Mayor Report. The Mayor stated the community center improvements looked great and he would like to host an open house in the near future.

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. Ruesink noted the pet clinic would be from 9 a.m. to 12 p.m. on Saturday, July 13th.

Maintenance Report. J. Schmit is on vacation July 10-12.

Public Hearing Wellness Center Conditional Use Permit. The Mayor called to order the Board of Adjustment acting jointly as the Castlewood City Council and opened the public hearing. There was no public comment. The Castlewood Historical Society requested setbacks for the Wellness Center in the R2 zone with maximum percent lot coverage of 75%, minimum setback of 25 feet for the primary front, 10 feet for the secondary front, 10 feet on the rear and 7 feet on the west side yard and a maximum height of 30 feet. Lot 1 less the southerly 20' of railroad warehouse second addition would later be split into two lots and an additional conditional use permit would need to be issued. A motion was made to approve the conditional use permit for the Castlewood Historical Society by C. Ries and seconded by Bohls. All members present voting aye and the motion passed.

The Castlewood City Council reconvened.

Sodak Construction Sewer Main Extension Request Spilde 1st Addition Lot 1. Don Weigel of Banner Associates the city's engineering firm was present to discuss sanitary sewer to Spilde 1st addition lot 1 and highway 22. Weigel stated the sewer is too shallow just north of at the intersection at Prairie Street and 4th avenue for gravity fed sewer going north. Weigel stated there are a couple options to feed the proposed 8 plex on Spilde 1st Addition Lot 1 which are a grinder pump with a forced main to feed just the 8 plex or a lift station that could potentially feed development all the way to highway 22 and the east and west properties of Spilde 1st Addition Lot 1. The price tag on the lift station would be in the ballpark of \$1,000,000 and the grinder pump with a forced main would require directional drilling over 1,000 feet at upwards of \$40/foot. Jeb Blutorn was present and had a figure for council on just the grinder pump at \$16,000.00. Blutorn was instructed to obtain a quote for directional drilling of the forced main for council at the next meeting, August 5th. Weigel noted that there are multiple funding opportunities available for putting a lift station and sewer mains out to Highway 22.

Brock Forde Grant. Brock Forde called the finance officer to let her know that he did not want the \$25,000 loan from the city at 5% for 5 years. He then requested the \$5,000 grant for new businesses hooking up to city utilities instead. A motion was made to dismiss the \$25,000 loan and approve the \$5,000 grant by Dufek and seconded by Bohls. Roll call vote, Dufek yay, Bohls yay, C. Ries nay, Schooley, yay, H. Schmidt nay. Motion passes 3-2. A committee was formed to rework the requirements of the business grant.

2ND Reading Water Rates Ordinance 25-5. A motion was made to approve the 2nd reading of the water rates ordinance 25-5 by C. Ries and seconded by Schooley. All members present voting aye and the motion passed.

Ordinance No. 24-5

An Ordinance Amending Ordinance #23-2 Entitled An Ordinance to Amend Ordinance 8-2 Regarding Water Rates, Meter Readings and Billing for Water System.

Be It Ordained by the City of Castlewood, South Dakota, that Chapter 8-2 be amended to read as follows:

8-2-4: WATER RATE SCHEDULE

The charge for the use of city water shall be \$35.00 per month for each metered facility for the first 2,000 gallons. For water usage in excess of 2,000 gallons the rate shall be \$6.00 for each additional 1,000 gallons or fraction thereof.

8-2-7: BILLING

The minimum charge for use of the city water shall be \$35.00 per month. The total charge for usage shall be payable on or before the 15th day of each month. The Superintendent or other person in charge of the municipal plant are authorized to shut off the water for all users in default. Every connection turned off under the provisions of this section shall not be turned on again except upon the payment \$50.00, plus the amount in arrears to the City Finance Officer or in lieu of turning the water off the City Finance Officer shall make a delinquent charge of \$25.00 for any unpaid balance in excess of \$15.00.

All other sections of said Ordinance except those herein specifically modified remain in full force and effect.

Dated this 8th day of July, 2024.

First Reading: June 12, 2024

Second Reading: July 8th, 2024

Published: July 17th, 2024

Mayor Brian Ries

Finance Officer Logan Kool

2nd Reading Fence Ordinance 24-6. A motion was made to approve the 2nd reading of the fence ordinance by Bohls and seconded by Dufek. All members present voting aye and the motion passed.

ORDINANCE NO. 24-06

An Ordinance Amending Ordinance 2023-17 “The City of Castlewood Zoning Ordinance” Chapter 4.02 table 4.02.02 regarding fence setbacks of 1 foot off the property line and fence setbacks of 10 feet from the alley

Be It Ordained by the City of Castlewood, South Dakota, that table 4.02.02 to read as follows:

Fence setbacks for all yards to be 0 feet with immediately adjacent neighboring properties signatures, 1 foot off of the property line without neighboring property signatures. Fence setbacks from the alley of 5 feet to coincide with accessory building setbacks.

All other sections of said Ordinance except those herein to remain in full force and effect.

Dated this 8th day of July 2024.

First Reading: 06/03/2024

2nd Reading: 07/08/2024

Published: 07/17/2024

CITY OF CASTLEWOOD, SOUTH DAKOTA

Other Old Business. Council discussed “pollinator” gardens, chickens in city limits and music on Main. They would work to update all of the city ordinances in the coming months.

West Alice Street Signs. Watertight Corporation located on West Alice street requested 6 city street signs be changed to differentiate between east and west Alice street as they were having issues with truck deliveries for product. The council instructed the finance officer to refer Watertight Corp to Hamlin County Emergency Management as it was an addressing issue. DOT was to be contacted before any city streets signs were changed.

Resolution 24-5 Set Fines. Setting new rates for fines was tabled until more info from the Sheriff’s Department was obtained on what the going rate is for these fines.

Water/Sewer App Dan Seppanan, Wellness Center. A motion was made to approve the water/sewer apps for Dan Seppanan and the Wellness Center by Dufek and seconded by C. Ries. All members present voting aye and the motion passed.

Josh Soucy 206 S 3rd Ave Setbacks. Josh Soucy submitted a survey to the finance officer to show distances to property lines at 206 S 3rd Ave which he intended upon building on in the near future. The previous owner already had a variance for the poured foundation, council instructed Ruesink to issue the building permit and no additional variance hearing would be necessary.

School Petition to Vacate Alley. A motion was made to publish a public hearing for the school’s petition to vacate the alley by Bohls and seconded by H. Schmit. All members present voting aye and the motion passed.

Police Contract Increase. The Hamlin County Sheriff’s office provided council with an email stating a \$2.00/hour increase on their police contract to look over.

Sump Pump Ordinance Discussion. The Mayor presented council with the City of Madison’s policies regarding sump pump regulations and suggested having a first reading at the August meeting to ensure alleys are not being washed away from sump pump drainage. Ruesink would draft a first reading for the August meeting.

Cleaning Community Center. A motion was made to approve the hire of 2 positions at \$15/hour for a quarterly deep clean of the community center by H. Schmit and seconded by Schooley. All members present voting aye and the motion passed.

Replace Water Fountain with Culligan. Council instructed Ruesink to obtain cost of replacing the water fountain in the community center with a Culligan tank.

Building Permits. There are a number of active building permits out there, Ruesink wanted to see if any work taking place around town that council has seen that may need a permit. Council did not question any work taking place at this time.

Legion Baseball Tournament. Legion post 250 requested that the west gate entrance be closed during the July 23-25 Legion tournament to deter spectators from walking in without an entry fee. The Mayor stated there may be other youth games being played those dates but a plan could be figured out for the gate situation. Langenfeld’s food truck also requested to setup at the

Legion tournament, they were to contact Ruth Fodness who runs the concessions at the ballfield to see if that was ok.

A motion was made to go into executive session at 9:07 for personnel SDCL 1-25-2(3) by Bohls and seconded by Dufek. All members present voting aye and the motion passed.

The Mayor declared council out of executive session at 9:26 p.m.

Discussion was held on hiring another fulltime city maintenance person with benefits and council did like the idea as other towns of similar size have two full time positions, it would help alleviate all of the after hours work and weekend calls.

A motion was made to adjourn at 9:28 p.m. by H. Schmit and seconded by C. Ries. All members present voting aye and the motion passed.

Logan Ruesink
Finance Officer