

September 4th, 2024 Meeting Minutes

The Castlewood City Council met on the above date at 7 pm with the following members present: Mayor Brian Ries, Beau Schooley, LeeAnne Dufek, Chad Ries, Jeanette Bohls, absent Stef Goldhorn and Heather Schmit joined the meeting later on. Also present: Logan Kool, John Schmit, Doug Gerhold, City Attorney Todd Wilkinson, Don Weigel of Banner Associates, Travis Steffensen of Sioux Rural Water, Jeb Bludorn, Jennifer Block and Paul Friske.

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 its wellness center account, SRW Resolution 24-7, streets sweeping quote and executive session Contracts SDCL 1-25-2 (1) by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Jennifer Block was present to discuss sewer storm drainage around her property at 221 E Main St. Block expressed her concerns for water sitting in the ditch and provided pictures showing standing water in both the north and east ditches adjacent to her property. Block stated her sump pump runs year-round until it freezes and she can't get the water to go anywhere, the culvert is smashed and full of rocks. Block asked council to address this issue and to get the water to drain properly.

A motion was made to approve the minutes for August by Bohls and seconded by Schooley. All members present voting aye and the motion passed.

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

GENERAL FUND

WAGES	PAYROLL	15322.27
BRIAN RIES	CELLPHONE REIMBURSEMENT	60.00
CITIZENS STATE BANK	ACH UTILITY PAYROLL FEES	20.00
CITY OF ARLINGTON	GRANT WORKSHOP	100.00
TWOTREES TECHNOLOGIES	COMPUTER SOFTWARE	1182.50
DELTA DENTAL	GROUP INSURANCE	48.70
ELO PROF LLC	AUDIT 2023 FINAL PAYMENT	5541.70
GREAT AMERICA	COPIER LEASE	109.34
HAMLIN COUNTY REPUBLICAN	PUBLISHING	289.40
ITC	UTILITIES	291.76
OFFICE PEEPS	OFFICE SUPPLIES	175.25
OTTERTAIL	UTILITIES	310.93
STAR LAUNDRY	RUG RENTAL	153.12
UPFRAME CREATIVE	WEBSITE MAINTENANCE	150.00
VISA	OFFICE SUPPLIES	83.38
LEW'S FIREWORKS INC	FIREWORKS	3375.00
WATERTOWN WHOLESALE	GOV BUILDING SUPPLIES	144.95
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4008.33
ESTELLINE COOP	STREETS REPAIRS AND MAINT	515.86
GLACIAL LAKES ASPHALT	STREETS REPAIRS AND MAINT	206.12

KEVEES HOMETOWN GROCERY	STREETS SUPPLIES	27.23
NORHTWESTERN ENERGY	UTILITIES	14.65
SD ONE CALL	LOCATES	22.05
BASS SANITATION	SOLID WASTE COLLECTION	4980.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	331.69
DAKOTA DUMPSTERS	ROLLOFF RENTAL	1132.87
CODE ENFORCEMENT SPECIALISTS	CODE ENFORCEMENT	204.60
PIVOTAL HEALTH SOLUTIONS	RECREATION SUPPLIES	122.13
ROY'S SPORT SHOP	RECREATION SMALL EQUIPMENT	655.75
STAN HOUSTON EQUIPMENT COMPANY	RECREATION REPAIRS AND MAINT	300.00
TOOLS PLUS INDUSTRIES LLC	RECREATION SUPPLIES	355.44
DAKOTA PORTABLE TOILETS	PARK SERVICES	195.00
DAKOTA PORTABLE TOILETS	GOV BUILDING SERVICES	650.00
ESTELLINE COOP	PARK FUEL	286.89
GERHOLD BROTHERS	PARK REPAIRS AND MAINT	634.56
MENARDS	PARK EQUIPMENT	657.41
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
JAN SCHIERNBECK	LIBRARY SUPPLIES	24.81
NORTHERN CAST STONE	BUSINESS IMPROVEMENT DEVELOP.	5000.00
GENERAL FUND TOTALS		47833.69

WATER

WAGES	PAYROLL	430.60
CORE & MAIN	WATER - REPAIRS & MAINTENANCE	1500.32
HAWKINS, INC	WATER - SUPPLIES	1033.75
OTTERTAIL	WATER - UTILITIES	266.15
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	696.90
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	540.10
SD PUBLIC HEALTH	WATER - SUPPLIES	13.00
SIOUX RURAL WATER	WATER - SIOUX RURAL WATER	130000.00
WINWATER	WATER - SMALL EQUIPMENT	2250.98
WATER FUND TOTALS		136731.80

SEWER FUND

WAGES	PAYROLL	322.95
OTTERTAIL	SEWER - UTILITIES	261.75
SEWER FUND TOTALS		584.70

GOLF FUND

WAGES	PAYROLL	14018.34
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AUTO VALUE	GOLF REPAIRS & MAINTENANCE	38.15
CHESTERMAN (COKE)	GOLF POP	168.00
DAKOTA PORTABLE TOILETS	Golf Services & Fees	195.00
DELTA DENTAL	GOLF GROUP INSURANCE	48.70
ELLWEIN BROTHERS	Golf Beer	3532.00
ESTELLINE COOP	GOLF REPAIRS & MAINTENANCE	1326.82
GERHOLD BROTHERS	GOLF REPAIRS & MAINTENANCE	363.00
HD ELECTRIC	GOLF UTILITIES	885.53
ITC	GOLF UTILITIES	234.78
JOHSON BROS OF SOUTH DAKOTA	GOLF LIQUOR	1167.69
KEVEES HOMETOWN GROCERY	Golf Food	94.52
KEVEES HOMETOWN GROCERY	GOLF POP	637.18
MENARDS	GOLF REPAIRS & MAINTENANCE	267.82
NB GOLF	Golf Services & Fees	824.00
NB GOLF	GOLF REPAIRS & MAINTENANCE	102.88
PIXIE ACRES	GOLF OTHER	88.57
PORTER DISTRIBUTING CO.	Golf Beer	862.15
REPUBLIC NATIONAL DISTRIBUTING	GOLF LIQUOR	251.70
SOUTH DAKOTA DEPARTMENT OF REV	GOLF SALES TAX	3299.25
VISA	GOLF SUPPLIES	1817.70
VISA	GOLF UTILITIES	332.80
WATERTOWN WHOLESALE	GOLF CANDY	1019.10
GOLF FUND TOTALS		31575.68

Mayor Report. None.

Finance Report. Ruesink provided council with the bank reconciliation which is an accurate reflection of the accounting software, there is a zero balance with what was reconciled versus reported. Ruesink also provided council with the most recent payroll report. Ruesink stated the finance office would be closed Wednesday, September 25th and Thursday, September 26th.

Maintenance Report. J. Schmit discussed the hook on to Sioux Rural Water at the end of August noting a few glitches with the SCADA alarm system. J. Schmit said Bituminous Paving would be chip sealing very soon. J. Schmit stated the city would have to abandon well 2 and keep well 1 active.

Golf Report. Gerhold stated Jim Janssen's family would be pouring a concrete pad by the shed at no expense to the city. Gerhold stated golf course sales were up from 2023 to 2024 and that things were going very well. Gerhold requested that the hoist under \$3,000.00 be purchased this year.

Golf Course Hire. A motion was made to approve the hire of Sheila Gerhold for golf course ground maintenance at \$15.00 an hour by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

Hoist for Golf Course. A motion was made to approve the purchase of a hoist for the golf course maintenance shed in 2024 at a cost of \$3,000.00 by Bohls and seconded by C. Ries. All members voting aye and the motion passed.

H. Schmit joined the meeting at 7:28 p.m.

Drainage in Alley between Merrill St & Main St. Don Weigel of Banners associates provided council a figure for curb to be put into the alley on the west end of Merrill and Main to alleviate some rain runoff issues at a cost of \$14,943.00. Mayor Ries called for a motion for approval and no action was taken.

A motion was made to go into executive session discuss contracts SDCL 1-25-2 (1) at 7:33 p.m. by Bohls and seconded by C. Ries. All members present voting aye and the motion passed.

The Mayor declared council out of executive session at 7:59 p.m.

SODAK Construction Sewer Main Extension Request Spilde 1st Addition Lot 1. Jeb Bludorn was present to discuss his 8 plex project and strongly encouraged council to cost share on the sewer forced main extension in the amount of \$50,000.00. Bludorn referenced other towns that they have done projects in and stated they did not choose to build in Bryant as the city was not interested in helping them out with any costs. The total assessed valuation of this property would be \$650,000.00. City attorney Todd Wilkinson noted that there is a developer's agreement on file for this property and he would reach out to the previous landowner to discuss the infrastructure being put in there as that was part of the agreement. The developer's agreement would need to be reworked before any changes in zoning classification was made and building permits issued. This item was tabled for a later date.

Capital Improvement Planning, Small Community Planning Grant. Don Weigel of Banner Associates discussed with council some funding opportunities for an engineering report, a facility plan for a wastewater collection and treatment plan, as well as water/wastewater/storm sewer study's. The small community planning grant would provide funding to support the items listed above for future development. The city would need to get on the state water plan by October 1, 2023 if they were looking at doing bigger projects in the next couple of years. Don Weigel asked council to consider applying for the small community planning grant.

Sump Pump Ordinance Discussion. The city had discussed a potential sump pump ordinance at the previous meeting to regulate sump pump discharge in the city. Paul Friske was present to discuss his situation at 208 N 4th avenue involving the sump pump supposedly washing out the alley. Friske asked council as to what he needs to do with his sump pump to be in compliance. Dufek provided council with some possible adjustments to the sump pump ordinance. Further discussion would be had at the next meeting.

Storm sewer system drainage main & 4th avenue. Council discussed potential solutions for the standing water in the ditches running along main street from 3rd avenue to 4th avenue. J. Schmit was to get quotes on the cost of drain tiling the area to present at the next meeting. Attorney Todd Wilkinson said the city needed to make sure there was no fiber optic in the right of way or other obstructions in order to do this.

City of Castlewood Ordinance Book Update. City attorney Todd Wilkinson discussed with council ordinance book updates that would be published in digest form and made available online. He would

send the updates in sections so they were not overwhelmed by the content and is hoping to get this completed by January 1st.

SRW Resolution 24-7. Travis Steffensen of Sioux Rural Water was present at the meeting to discuss the Dakota Mainstream project where the Missouri river would feed water to rural water districts. He asked council for their support in favor of this project that would hopefully be off the ground in future years. A motion was made to approve the SRW Resolution 24-7 by Dufek and seconded by C. Ries. All members present voting aye and the motion passed.

2nd Reading Flood Damage Prevention Ordinance 24-8. A motion was made to approve the second reading of the Flood Damage Prevention Ordinance 24-8 by Bohls and seconded by Goldhorn. All members present voting aye and the motion passed.

Economic Development Grant & Loan Applications. Dufek provided council with requirements for the economic development grant and loan applications for the city of Castlewood. A motion was made to approve the economic development grant & loan application requirements by Goldhorn and seconded by Schooley. All members present voting aye and the motion passed.

Other Old Business. None.

Water Loan Payoff 2024. Ruesink asked council if they would like to pay off a water loan in the amount of \$23,581.62 to free up some expenditures in the water fund budget for 2025. Ruesink is to see if there is any penalty for early payoff and follow up with council at the next meeting.

1st Reading of appropriations ordinance 24-9. Ruesink worked with the Mayor, Dufek and Bohls as the budget committee for 2025. A motion was made to approve the 1st reading of appropriations ordinance 24-9 the 2025 budget by H. Schmit and seconded by Dufek. All members present voting aye and the motion passed.

Building Permits. The Castlewood School District building permit was approved and they had very detailed plans and designs.

ITC Wellness Center Account. Jerry Gerberding requested Ruesink to setup an account for the wellness center under the city's name for when things were ready to go, council gave permission to do so.

Street Sweeping. A quote of \$4216.00 was submitted by Popham Construction to sweep after chip sealing. A motion was made to approve the street sweeping quote from Popham Construction of \$4216.00 by C. Ries and seconded by Bohls. Roll call vote, C. Ries yay, Bohls yay, Dufek yay, Schooley yay, Goldhorn yay, H. Schmit abstained. Motion passes 5-0.

A motion was made to adjourn at 9:30 p.m. by H. Schmit and seconded by Goldhorn. All members present voting aye and the motion passed.

Logan Ruesink
Finance Officer