November 3rd, 2025 Meeting Minutes

The Castlewood City Council met on the above date at 6:00 p.m. with the following members present: Mayor Brian Ries, Jeanette Bohls, Heather Schmit, Chad Ries, Stef Goldhorn, LeeAnne Dufek & Beau Scholey. Also present: Logan Ruesink, Doug Gerhold, John Schmit, Reuben Meyer, Ron & Lance White.

The meeting was called to order by the Mayor and the pledge of allegiance was led by the Mayor.

A motion was made to approve the agenda with the addition of gulley cleanout by C. Ries and seconded by Goldhorn, all members present voting aye and the motion passed.

There was no public comment.

A motion was made to approve the October meeting minutes by Dufek and seconded by C. Ries, all members present voting aye and the motion passed.

A motion was made to approve the November bills by Bohls and seconded by H. Schmit, all members present voting aye and the motion passed.

AXESS COOPERATIVE 102.95 GOLF/STREETS MAINTENANCE BARNES & NOBLE, INC 22.39 LIBRARY SUPPLIES, BASS SANITATION 7140.00 SANITATION SERVICES, BRIAN RIES 30.00 CELLPHONE REIMBURSE, CHESTERMAN (COKE) 39.70 GOLF COURSE POP, CODE ENFORCEMENT SPECIALISTS 312.08 CODE ENFORCEMENT, TWOTREES TECHNOLOGIES 339.00 COMPUTER SOFTWARE, DAKOTA DUMPSTERS 1440.75 ROLL OFF RENTAL, DELTA DENTAL 96.40 GROUP INS, FIRST PREMIER BANK 150.00 LIBRARY RENT, GREAT AMERICA FINANCIAL 373.91 COPIER LEASE, HAMLIN COUNTY REPUBLICAN 644.25 PUBLISHING, HAMILN COUNTY AUDITOR 4783.64 POLICE CONTRACT, HD ELECTRIC 832.44 GOLF COURSE UTILITIES, HEYNER WELDING 473.90 GOLF COURSE REPAIRS AND MAINT, INCONTROL INC 967.50 WATER TOWER CYBERSECURITY, ITC 720.73 UTILITIES, J & M SOLUTIONS 372.03 GOLF COURSE REPAIRS, KEVEES HOMETOWN GROCERY 18.16 GOLF COURSE FOOD, MACK CUSTOM CABINETS 766.12 FINANCE OFFICE COUNTERTOP, MENARDS 182.67 GOLF STREETS REPAIRS AND MAINT, MINNESOTA VALLEY TESTING 1919.25 WATER SAMPLES, MUELLER 1275.96 UTILITY BILLING SOFTWARE, NB GOLF 15000.00 GOLF COURSE CARTS, NORHTWESTERN ENERGY 123.95 UTILITIES, OFFICE PEEPS 164.80 COMP SOFTWARE, OTTERTAIL 3392.46 UTILITIES, P/3 ELECTRIC 5150.00 GOLF COURSE REPAIRS, RIVERSIDE TECHNOLOGIES, INC. 300.00 WELLNESS SERVICES CONTRACT, ROCHELLE RUDEBUSCH 691.68 GOLF BALLS, ROY'S SPORT SHOP 1886.62 REC SMALL EQUIPMENT, SIOUX RURAL WATER 7908.85 WATER PURCHASE, SOUTH DAKOTA RURAL DEVELOPMENT 1237.00 WATER LOAN, SD DEPT REVENUE 237.74 SALES TAX, SOUTH DAKOTA DEPARTMENT OF REV 626.75 GOLF COURSE SALES TAX, SOUTH DAKOTA DEPARTMENT OF REV 447.57 SANITATION SALES TAX, SD PUBLIC HEALTH 270.00 WATER SAMPLES, SDML 4767.00 WORK COMP, SKYVIEW

CBS 1494.22 GOLF COURSE REPAIRS, STAN HOUSTON EQUIPMENT COMPANY 310.00 GOLF COURSE EQUIPMENT, VISA 15.23 STREETS SUPPLIES, VISA 17.50 WELLNESS SUPPLIES, VISA 28.13 GOLF COURSE SUPPLIES, VISA 459.83 FINANCE OFFICE SUPPLIES, VISA 115.75 GOLF COURSE REPAIRS, PAYROLL 22357.10 PAYROLL, SOUTH DAKOTA RETIREMENT 1738.38 RETIREMENT, HEALTH POOL OF SOUTH DAKOTA 2689.90 HEALTH INSURANCE, EFTPS 5304.66 PAYROLL TAXES

Finance Report. Ruesink would send the bank reconciliation to council when it was complete as she had just received the bank statements that day and had to do utility billing first. Payroll would be completed the following day, so a busy week at the finance office.

Streets Report. J. Schmit was preparing the town for winter, getting equipment ready and winterizing the rest.

Golf Report. Gerhold had the irrigation system winterized for the year and the golf course was now closed. The course brought in $367,420.24 in revenues for 2025, another significant increase from the previous year. Gerhold said he had some things to do yet, but the chemicals for spring were delivered and will sit in his heated shop for the winter. Gerhold and Sheila replaced some posts on the patio that now look very nice. Gerhold would like to thank all of the golf course employees for the phenomenal year.

Banner Drainage Study Update. Justin with Banner provided a funding request letter to East Dakota Water District on behalf of the council to see if they would cover half of the cost of the drainage study. Justin encouraged council to attend the meeting that item would be heard at and would let them know on the date.

Third Avenue Drainage Project. J. Schmit received one quote from Mack Concrete & Hauling and stated he was expecting more bids. This project will not commence until the spring as we await more bids. Regarding the Presbyterian church the council would like to see the culverts cleaned out and the three cement parking spaces put back to a drainage ditch.

Facility Plan Banner October Report. Banner provided council with an engineering report with a timeline of what we can expect from them regarding the facility plan. The advertisement for the televising project was out for bid and bids would be opened on Tuesday, November 18th at 3 p.m. at the Castlewood Community Center for any interested parties. The televising contractor has a final completion deadline of June 1st and Banner would have the Facility plan report to council by October 1st.

Code Enforcement Update. The two properties that Code Enforcement Specialists recommended be abated have stated their intent to clean up their properties in the coming months.

Tim Popham Alice Street Plat Resolution 25-6. Tim Popham had Mack Land Surveying clean up some of his property lines on Alice street. The new plat encompasses clean lines around the trees that line the "Popham Construction Addition Lot 1" parcel so that there are no neighbor disputes down the road. A portion of Popham Construction Addition lot 1 is zoned Ag and lots 2 & 3 are zoned industrial. The setback requirements for lot 3 located on a corner, the industrial zoned lot adjacent to ag or industrial are a minimum front yard of 50 feet, rear yard of 25 feet and side yards of 10 feet and the existing structure on lot 3 meets all of those requirements. A motion was made to approve the Plat of "Popham Constructions lots 1, 2 & 3" Resolution 25-6 by Bohls and seconded by Dufek. Roll call vote Dufek yay, Bohls yay, Goldhorn yay, C. Ries yay, Schooley yay, H. Schmit abstained. Motion passed 5-0.

Community Center Sewer Back Up. Unfortunately the possible sewer pipe that shifted or is sagging in the community center will not be covered under insurance per the insurance adjuster. City maintenance was still waiting for a plumber to come and camera the issue.

Dog Running at Large Alice Street. Council asked Ruesink at the previous meeting if the victim was bitten by the dog running at large and if the Sheriffs office issued a ticket. The victim did not return the sheriff's office phone call but the owner of the dog was given a warning.

Controlled Burn Update. More discussion was had on the Spilde First Addition Lot 1 controlled burn in city limits that was to be conducted by the Fire Department after their board meeting. Reuben Meyer was present again expressing his concern about the vegetation overgrowth on the property and the impact it might have on flooding in the spring.

Gulley Cleanout. J. Schmit obtained a quote from Popham Construction in the amount $5,300 to clean out the gulley from North Elm/West Alice to 4th avenue. Council would like to see the contractor to continue into the gulley on Spilde 1st Addition lot 1 with permission from the landowner. A motion was made to approve up to $6,000 for Popham Construction to clean out the gulley and on to Spilde 1st Addition Lot 1 by C. Ries and seconded by Bohls. Roll call vote c. Ries yay, Bohls yay, Dufek yay, Goldhorn yay, Schooley yay, H. Schmit abstained. Motion passed 5-0.

NB Golf Cars LLC Invoice Approval. A motion was made to approve trading in 5 golf carts for 5 newer ones in the amount of $15,000 by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

Tim Popham Easement. Currently City maintenance maintains portions of the gulley running through town and Tim Popham wondered if there was an easement filed with the county that states this. Ruesink contacted the register of deeds and there was no easement on file between the City of Castlewood and any of Popham's properties on Alice Street. Popham wondered if an easement could be obtained. This item was tabled pending answered questions from the city attorney.

1st Reading Ordinance 25-4 2025 Budget Supplement. A motion was made to approve the 1st reading of ordinance 25-4 2025 Budget Supplement by Dufek and seconded by H. Schmit. All members present voting aye and the motion passed.

Liquor License Renewals. A motion was made to approve the liquor licenses for Ship's Inn, Table's and the golf course by Bohls and seconded by Dufek. All members present voting aye and the motion passed.

Noise Ordinance & Letter. Council had a discussion regarding playing music on Main Street, according to the new ordinance, a special permit was needed to be able to do so. Ruesink was instructed to mail a letter to property owners playing music on Main Street stating they needed to come in and request a permit. A motion was made to allow Ruesink to send a letter to the property owner playing continual music on Main Street by C. Ries and seconded by Schooley. All members present voting aye and the motion passed.

Popham Snow Removal Quote. Popham Construction provided the snow removal quote for scooping Main Street in the amount of $310.00 per time. They also provided a quote for $135.00 to do the Wellness Depot sidewalk and parking spaces in the early morning hours when they are doing Main Street. A motion was made to approve Popham Construction's quotes for snow removal on Main Street for $310.00/time and at the Wellness Depot for $135/request by C. Ries and seconded by Bohls. Roll call vote C. Ries yay, Schooley yay, Bohls yay, Dufek yay, Goldhorn yay, H. Schmit abstained. Motion passes 5-0.

Health Insurance Rates and Plans. Discussion was had on health insurance rates and plans for 2026 and premiums for the City's current HP1000 plan would increase from $893.70 to $987.54 for the single rate. Council discussed paying 30% of the difference between a single rate plan and a family health insurance plan if city employees wanted to do a family plan.

Employee Handbook Unused Vacation Leave Change. A motion was made to approve paying out any additional unused vacation leave over the maximum carryover of 40 hours at the end of the year by Bohls and seconded by H. Schmit. All members present voting aye and the motion passed.

Sioux Rural Water Rate Increase. Sioux Rural Water sent a letter stating their rate to Castlewood would be going up .40 cents from $4.65 to $5.05 per 1000 gallons. Council discussed increasing water rates as they also budgeted for that. They would increase rates for 2026 at the December council by Resolution according to new ordinance.

First Premier Bank CD Maturing. The city had a 7 month special cd in the amount of $500,000 maturing on 11/10/25. A motion was made to approve rolling the cd at First Premier Bank in the amount of $500,000 into another 7 month special at a 3.6% interest rate by Dufek and seconded by C. Ries. All members present voting aye and the motion passed.

Main Street Snow Removal. J. Schmit was going to come up with an emergency snow route removal policy and map for the December 8th council meeting.

A motion was made to adjourn at 7:32 p.m. by H. Schmit and seconded by Goldhorn. All members present voting aye and the motion passed.

Logan Ruesink
Finance Officer