

April 6th, 2026 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 & Beau Schooley, LeeAnne Dufek, & Stef Goldhorn. Also present: Logan Ruesink, Harry Boner of the American Legion, Brooke Clymer, Russel Mack, Anthony & Sherrie DeLisi. Tom MaCavoy joined the meeting at 6:30 p.m.

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 code enforcement and the boardroom by H. Schmit and seconded by Bohls, all members present voting aye and the motion passed.

There was no public comment.

A motion was made to approve the March regular meeting minutes and equalization minutes by Goldhorn and seconded by H. Schmit, all members present voting aye and the motion passed.

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

BANNER 20656.96 ENGINEERING FEES, BASS SANITATION 7320.00 SANITATION SERVICES, CASTLEARTS 260.00 WEBSITE UPDATES, CITIZENS STATE BANK 20.00 ACH FEES, CNA SURETY DIRECT BILL 556.50 FINANCE OFFICER BOND, TWOTREES TECHNOLOGIES 1752.82 COMPUTER SOFTWARE, DELTA DENTAL 96.40 GROUP INS, DOUGS SERVICE & MARINE 2064.30 GOLF COURSE REPAIRS MAINT, AXESS COOPERATIVE 598.56 STREETS MAINT, FIRST PREMIER BANK 150.00 LIBRARY RENTALS, GREAT AMERICA 246.92 COPIER LEASE, GREEN APPLE SEPTIC TANK SERVIC 300.00 SEWER REPAIRS AND MAINT, HAMLIN COUNTY REPUBLICAN 1163.04 publishing/advertising, HAMILN COUNTY AUDITOR 4225.00 POLICE CONTRACT, HAMLIN HIGHWAY DEPT 838.00 SNOW REMOVAL, HD ELECTRIC 406.89 UTILITIES, ITC 523.89 UTILITIES, J & M SOLUTIONS 133.11 STREETS REPAIRS AND MAINT, KEVEES HOMETOWN GROCERY 61.90 WELLNESS DEPOT SUPPLIES, MADISON NATIONAL LIFE 14.00 GROUP INS, MENARDS 166.93 GOVT BLDG SUPPLIES, NORHTWESTERN ENERGY 685.96 UTILITIES, OFFICE PEEPS 178.02 OFFICE SUPPLIES, OTTERTAIL 2692.27 UTILITIES, POPHAM CONSTRUCTION LLC 1860.00 SNOW REMOVAL, RIVERSIDE TECHNOLOGIES, INC. 300.00 WELLNESS MANAGED SERVICES, SOUTH DAKOTA RURAL DEVELOPMENT 1237.00 WATER LOAN, SOUTH DAKOTA DEPT OF REVENUE 450.85 GARBAGE SALES TAX, SD DEPT REVENUE 645.84 WELLNESS SALES TAX, SDML 420.00 WORK COMP, SIOUX RURAL WATER 6955.00 WATER PURCHASE, SKYVIEW CBS 53.79 STREETS REPAIRS AND MAINT, STAR LAUNDRY 154.48 RUG RENTAL, TEAM LAB 418.00 STREETS REPAIRS, UPFRAME CREATIVE 5075.00 WEBSITE SERVICES, VISA 19.36 GOLF COURSE SUPPLIES, VISA

446.56 WELLNESS SERVICES SUPPLIES, VISA 3.25 STREETS SUPPLIES, VISA 506.64 FINANCE OFFICE SUPPLIES, PAYROLL 23088.72 PAYROLL, SOUTH DAKOTA RETIREMENT 2423.06 RETIREMENT, HEALTH POOL OF SOUTH DAKOTA 3283.35 HEALTH INSURANCE, EFTPS 5789.19 PAYROLL TAXES

Finance Report. L. Ruesink provided council with the bank reconciliation for March with a zero variance in reconciled versus reported and the payroll report. Ruesink stated the auditors had to reschedule towards the end of April but reports were still being sent to them electronically.

American Legion Storage & TV. The storage shed American Legion requested to be placed on the north side of the community center was discussed and the request denied at this time. A motion was made for the American Legion to purchase and install a large TV on the south wall of the community center of which the city would pay for the electrical work by Dufek and seconded by Schooley, all members present voting aye and the motion passed.

Facility Plan Banner March Report. Banner the city's engineer provided council a copy of their March report which stated Hydro-Klean was 86% complete. L. Ruesink stated J. Schmit located and uncovered a list of manholes that Banner requested in order for Hydro-Klean to complete the project. An update would be provided as to when they intended to come and finish.

Other Old Business. None.

Public Hearing DeLisi Conditional Use Permit. The Mayor called the planning and zoning commission to order acting jointly as the city council. The Mayor opened up the public hearing for the conditional use permit at 201 S Oak Avenue. The applicants Anthony & Sherrie DeLisi were present as well as their proposed business operator Brook Clymer. The DeLisi's asked if operating a food trailer would be an option with this conditional use permit and Ruesink stated she would look into if a food trailer was a permitted use, but it was not included in this conditional use permit. There was no public opposition to this permit. The public hearing for the conditional use permit was closed. A motion was made to approve the DeLisi's conditional use permit at 201 S Oak Avenue by Dufek and seconded by Goldhorn, all members present voting aye and the motion passed.

1st Reading Noise Ordinance 26-02. A motion was made to approve the first reading of noise ordinance 26-02 by Dufek and seconded by H. Schmit, all members present voting aye and the motion passed.

City Dump. The City Dump would be opening on Saturdays starting 04/11 from 9 a.m. to noon and would be opening for the first time on Wednesdays, May 27th from 5 p.m. to 7p.m.

Wellness Center. A motion was made to approve a quote for three mirrors in the amount of \$880.00 installed by Brian's Glass & Door by Schooley and seconded by Goldhorn, all members

present voting aye and the motion passed. A motion was made to approve a concrete quote from Engels Construction extending the existing parking pad to the north and west on Alice Street to the sidewalk for \$8,474.00 by C. Ries and seconded by Bohls, all members present voting aye and the motion passed. The addition of an outdoor pickleball and basketball court was discussed for the Wellness Depot, parking was this year's priority and the city would seek grants and budget for the courts next year.

Finance Officer School June 9-12. A motion was made to allow Ruesink to attend Finance Officer School in Chamberlain June 9-12 as \$1,000 was budgeted for travel and conference by Bohls and seconded by H. Schmit, all members present voting aye and the motion passed.

Portable Meter Fire Dept Quote. The Fire Dept inquired if the City would want to pay \$1,000 to \$1,500 for a portable meter to connect to a fire hydrant, to be able to measure how many gallons they are using. No formal quote was received and would need to be at the next meeting. The Mayor wanted to clarify that he didn't have an issue with the Fire Dept filling up on hydrants if necessary but that when they were done with a call to fill up at the city building where the gallons could be measured so that the city could account for water loss.

Election Ballot Name Drawing. L. Ruesink asked Russel Mack from the public to draw a name out of the envelope to confirm who would be listed on the ballot first for the Ward 3, one year term council seat. Mack drew Lance White's name, and he would be listed on the ballot first, then Beau Schooley.

Street Sweeping Quote. A motion was made to approve Popham Construction's quote of \$150/month for Oak Ave and \$2300 for a one-time spring sweep of all city streets by Dufek and seconded by C. Ries. Roll call vote Dufek yay, C. Ries yay, Goldhorn yay, Bohls yay, Schooley yay, H. Schmit abstained, motion passed 5-0.

Set Rates for Licenses & Permits. A motion was made to approve the following fees: community center rental \$100, water/sewer applications \$100/each, campground reservations \$25/night, dog/cat license annual \$10 if spayed and neutered, \$25 if not, golf cart permit annual \$25, peddler's permit \$20/day, farmer's market vendor annual \$25 (does not include Castlewood Days vendor fair \$10 fee) by H. Schmit and seconded by Bohls, all members present voting aye and the motion passed.

Spring Newsletter. L. Ruesink will be putting together the spring newsletter and inquired what council would like to see in it. Council discussed some important previous newsletter items be covered again and some new content such as construction projects that involve a roll off or dump truck need to be tarped as the wind blows waste into other residents' yards.

Drinking Water Report. A motion was made to approve the 2025 Drinking water report with no violations by C. Ries and seconded by Schooley, all members present voting aye and the motion

passed. The Drinking Water Report can be found online: <https://www.castlewoodcity.com/wp-content/uploads/2026/04/Castlewood-Drinking-Water-Report-2025.pdf>

Employee Handbook. The employee handbook was discussed with a couple changes that needed to be made and then every city employee would be required to review and sign it every year.

Tom MaCavoy joined the meeting at 6:30 p.m.

Code Enforcement. Tim Austin with Code Enforcement Specialist's did a drive through town and put together an updated list for council on residences that needed attention. Council would like to remind residents that anyone living in a camper on your property is against city ordinance. Tim Austin is always impressed with the condition of Castlewood as most residents keep their exterior looking nice.

Board Room. There have been some ongoing cleanliness issues with the boardroom and the Mayor asked council if they still wanted to allow other groups in there or just have it be for council meetings. The smart board could still be moved to the large hall if requested. Council decided the boardroom was no longer available for public use unless a special request for a large food event requiring extra space.

A motion was made to enter into Executive Session for Personnel, (SDCL 1-25-2(1)) by Bohls and seconded by H. Schmit, all members present voting aye and the motion passed.

The Mayor declared council out of Executive Session at 7:50 p.m.

A motion was made to approve the hiring of Brayden Ruesink at \$15/per hour for golf course grounds maintenance and wages for the following: the clubhouse manager Rochelle Rudebusch \$22/hour, grounds maintenance employee Neil Dvorak \$17/hour, the city dump attendant Dave Hlavinka \$17/hour, all existing clubhouse employees .25 cent raise per hour Baily Mack, Randy Holman, Paul Engman, Mark Guddal, Monique Haug, and Melissa Prohl by H. Schmit and seconded by Dufek, all members present voting aye and the motion passed.

A motion was made to adjourn at 7:59 p.m. by Schooley and seconded by Bohls, all members present voting aye and the motion passed.

Logan Ruesink
Finance Officer