

May 1, 2025 Meeting Minutes

The Castlewood City Council met on the above date at 5:30 pm with the following members present: Mayor Brian Ries, Jeanette Bohls, Heather Schmit, Chad Ries, Stef Goldhorn, LeeAnne Dufek and Beau Schooley. Also present: Logan Ruesink, John Schmit, Doug Gerhold and Shane Mack joined at a later time.

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 Mort Schooley request by Schmit and seconded by C. Ries. All members present voting aye and the motion passed.

No public comments were made.

A motion was made to approve the April meeting minutes by Bohls and seconded by Goldhorn, all members present voting aye and the motion passed.

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

GENERAL FUND

WAGES	PAYROLL	14801.62
BRIAN RIES	CELLPHONE REIMBURSEMENT	30.00
CITIZENS STATE BANK	ACH UTILITY AND PAYROLL FEES	20.00
CNA SURETY DIRECT BILL	FINANCE OFFICER BOND	556.50
DELTA DENTAL	GROUP INSURANCE	5.70
GREAT AMERICA	COPIER LEASE	195.26
HAMLIN COUNTY REPUBLICAN	PUBLISHING	874.05
ITC	UTILITIES	276.79
NORTHWESTERN ENERGY	UTILITIES	262.32
OFFICE PEEPS	SUPPLIES	504.72
OTTERTAIL	UTILITIES	2910.49
STAR LAUNDRY	RUG RENTAL	76.56
VISA	SUPPLIES	379.70
WATERTOWN CASHWAY LUMBER, INC	GOV'T BUILDING REPAIRS	1040.70
GREEN APPLE SEPTIC TANK SERVIC	GOV'T BUILDING REPAIRS	350.00
MENARDS	GOV'T BUILDING REPAIRS	237.22
SERVICEMASTER OF WATERTOWN	GOV'T BUILDING REPAIRS	6392.88
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4225.00
AXESS COOPERATIVE	STREETS MAINTENANCE	439.02
KEVEES HOMETOWN GROCERY	STREETS SUPPLIES	27.25
POPHAM CONSTRUCTION LLC	STREET SWEEPING	2700.00
BASS SANITATION	SOLID WASTE COLLECTION	7140.00
SOUTH DAKOTA DEPARTMENT OF REV	SANITATION SALES TAX	454.11
DAKOTA DUMPSTERS	RUBBLE SITE ROLLOFF	400.00
FIRST PREMIER BANK	LIBRARY RENTALS	150.00

RYDER SEPPALA	BUSINESS GRANT	5000.00
GENERAL FUND TOTALS		49449.89

WATER FUND

CORE & MAIN	WATER - REPAIRS & MAINTENANCE	2878.97
NORHTWESTERN ENERGY	WATER - UTILITIES	122.10
OTTERTAIL	WATER - UTILITIES	76.26
OTTERTAIL	WATER - UTILITIES	30.94
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	554.85
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	682.15
SD PUBLIC HEALTH	WATER - FEES	30.00
SIOUX RURAL WATER	WATER - SIOUX RURAL WATER	10023.45
WATERTIGHT INC	WATER - REPAIRS & MAINTENANCE	433.54
WATER FUND TOTALS		14832.26

SEWER FUND

OTTERTAIL	SEWER - UTILITIES	26.12
OTTERTAIL	SEWER - UTILITIES	253.97
WATERTOWN WHOLESALE	SEWER SUPPLIES	324.85
SEWER FUND TOTALS		604.94

GOLF FUND

WAGES	PAYROLL	9174.99
AVERA HEART HOSPITAL OF SD	GOLF REPAIRS & MAINTENANCE	160.00
DOUG GERHOLD	GOLF EQUIPMENT PURCHASED	3285.67
ELLWEIN BROTHERS	Golf Beer	1169.05
ELLWEIN BROTHERS	Golf Beer	1065.60
HAMLIN COUNTY REPUBLICAN	Golf Services & Fees	250.00
HD ELECTRIC	GOLF UTILITIES	825.22
ITC	GOLF UTILITIES	237.21
KEVEES HOMETOWN GROCERY	GOLF SUPPLIES	1005.47
MENARDS	GOLF REPAIRS & MAINTENANCE	107.71
PORTER DISTRIBUTING CO.	Golf Beer	422.20
PORTER DISTRIBUTING CO.	Golf Beer	469.35
SOUTH DAKOTA DEPARTMENT OF REV	GOLF SALES TAX	4119.44
SKYVIEW CBS	GOLF REPAIRS & MAINTENANCE	274.21
SOUTHERN GLAZIERS	GOLF LIQUOR	121.40
VISA	GOLF SUPPLIES	515.64
WATERTOWN WHOLESALE	Golf Food	516.95
WATERTOWN WHOLESALE	GOLF CANDY	471.40

ZIMCO	GOLF REPAIRS & MAINTENANCE	2108.00
ZIMCO	GOLF REPAIRS & MAINTENANCE	4708.00
GOLF FUND TOTALS		31007.51

WELLNESS FUND

WAGES	PAYROLL	3873.10
	WELLNESS EQUIPMENT	
C & R FIRE SUPPRESSION	PURCHASED	550.00
GREAT AMERICA	WELLNESS UTILITIES	15.15
HAMLIN COUNTY REPUBLICAN	WELLNESS SERVICES AND FEES	250.00
ITC	WELLNESS UTILITIES	199.56
KEVEES HOMETOWN GROCERY	WELLNESS SUPPLIES	15.27
OTTERTAIL	WELLNESS UTILITIES	80.56
OTTERTAIL	WELLNESS UTILITIES	140.91
RIVERSIDE TECHNOLOGIES, INC.	WELLNESS SERVICES AND FEES	300.00
SD DEPT REVENUE	WELLNESS SALES TAX EXPENSE	288.74
STAR LAUNDRY	WELLNESS SERVICES AND FEES	38.96
STAR LAUNDRY	WELLNESS SERVICES AND FEES	77.94
WATERTOWN WHOLESALE	WELLNESS SUPPLIES	81.30
WATERTOWN WHOLESALE	WELLNESS SUPPLIES	241.95
WELLNESS FUND TOTALS		6153.44

Mayor Report. None.

Finance Report. Ruesink provided council with the bank reconciliation which was an accurate reflection of the accounting software and there was no variance in what was reconciled versus reported. Ruesink would be on vacation Monday thru Wednesday May 12-14 and back in the office on Thursday, May 15th. Ruesink is still displaced from her office from the sewer back up and still working out of the board room.

Maintenance Report. Northwest Energy had a pretty good-sized hole dug on 4th avenue and they would be filling that back in.

Golf Report. Gerhold stated the season is underway with 27 carts and most of those out on the weekends. Gerhold went through 900,000 more gallons of water in April than the previous year due to low precipitation. Gerhold also said the new bar came in and is working well, the new Clubhouse manager Mary Simon started, and 2/3rd of the new memberships are people not locals from Castlewood so that is great we are drawing people from out of town.

Wards 1, 2 & 3 vacant positions. Jeanette Bohls was re-elected to Ward 1 as no one ran against her as well as Heather Schmit in Ward 2. No petitions were submitted for the two vacant positions in Ward 3 so they would need to be appointed by the Mayor. The Mayor appointed Chad Ries and Beau Schooley as councilmen for this year in Ward 3.

Oaths of Office. Councilwomen Jeanette Bohls in Ward 1, Heather Schmit in Ward 2 and councilmen Beau Schooley and Chad Ries in Ward 3 all took their oaths of office.

A motion was made to keep the nominations for president and vice president the same as last year with Bohls as president and C. Ries as vice president by Goldhorn and seconded by H Schmit. All members present voting aye and the motion passed.

Appointments. The Mayor had no changes on appointments from the previous year with Todd Wilkinson as the City Attorney, the Hamlin County Republican as the city newspaper, Citizens State Bank and First Premier Bank as the official depositories for the City. 2025 Committees Buildings/dump grounds: Stef Goldhorn & Chad Ries. Liquor: Jeanette Bohls & Heather Schmit. Streets: Chad Ries & Stef Goldhorn. Water & Sewer: Jeanette Bohls & Beau Schooley. Zoning/Construction: Brian Ries & LeeAnne Dufek. Golf: LeeAnne Dufek & Heather Schmitt. A motion was made to approve the above appointments by Dufek and seconded by Schooley, all members present voting aye and the motion passed.

Proposal Wastewater Facility Plan. Banner submitted a 13 page proposal for a Wastewater Facility Plan for the City of Castlewood as the most recent one was over 20 years old. A motion was made to table the Wastewater Facility Plan until the June 2nd meeting to give council more time to look it over by Dufek and seconded by Schooley. All members present voting aye and the motion passed.

Proposal Capital Improvement Plan. Banner submitted a proposal for a Capital Improvement Plan for the City of Castlewood that would spell out short and long term goals regarding infrastructure. There was no total dollar amount listed but hourly rates depending on how detailed council wanted to get with this plan. No action was taken on this item as council felt they could put something like this together by themselves.

American Legion. The American Legion requested they be able to hang up more prints including the 3 most important documents of our nation the Bill of Rights, the Constitution, and the Declaration of Independence. They also had a couple other prints they would like to put up. Council stated that they would like to see the prints all in the same nice frames and that the American Legion come and show the council where exactly they would like to hang them.

Shane Mack joined the meeting at 6:00 p.m.

Contracts with School, Ambulance & Fire Department. The Ambulance and Fire Department were fine with the price jump of \$300 to \$400 per pay, they just requested they be invoiced at the new rate in 2026 so that they could budget for this change. The Castlewood School District felt that the \$1200 to use the ballfields was too high. A motion was made to approve a new contract price of \$600 for septic tank pumping and janitorial supplies to the Castlewood School District for the use of the softball fields by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

Community Center Sewer Back Up. The City received three quotes from Clark Handyman Service, Backroad Construction and S & L Construction and Restoration for labor to put the community the finance office, bathrooms and kitchen back together after the sewer back up as the city would purchase the materials separately. A motion was made to approve the quote from Clark's Handyman Service in the amount of \$3600.00 by Dufek and seconded by Bohls. All members present voting aye and the motion passed.

Ordinance Update from Attorney. City attorney Todd Wilkinson provided council with a draft of the first part of the city ordinance update to review. Council is to submit their changes and corrections to Ruesink. A first reading of the first part of the ordinance update will take place at the June 2nd meeting.

Wellness Depot Open House & Sprinkler System. The Wellness Depot and Prairie Lakes will be having an open house on Thursday May 8th from 5pm to 6:30 pm. There will be a ribbon cutting at 5:30, refreshments, prizes and drawings. All are welcome to attend. Shane Mack was present to discuss the landscaping outside the Wellness Depot and the need for a sprinkler system to get the grass growing and a nice lawn there. He will be doing work for the Castlewood Community Foundation soon and needed to know beforehand if the city would be doing a sprinkler system there. Mack provided council with a quote just shy of \$10,000 for a sprinkler system around the building. The system came with a warranty and Mack would blow out the system every year for five years at no cost with total savings of \$650.00. A motion was made to approve Mack Landscaping's quote of \$9965.00 for a sprinkler system at the Wellness Depot by C. Ries and seconded by Dufek, all members present voting aye and the motion passed.

Third Avenue Ditches, Culverts and Basin Resurfacing Project. Shane Mack discussed his intent with beautifying the culverts in the city right of way along third avenue. Homeowners are responsible for maintaining city right of ways immediately adjacent to their property and Mack explained adding rocks and blocks made it easier to maintain and that after a recent rain the water drained down his new retaining wall just fine and through the improved culverts. Mack also stated the need for another culvert to the south of his property that was smashed and needing some attention. J. Schmit stated not all of the culverts need to be replaced, they need to be cleaned out and he planned to do so with assistance from the Fire Dept when they had time. Basin would be coming soon to do their resurfacing project on the west side of Third Avenue to get the water to drain better to the south. Any additions including décor, pavers, blocks, rocks to the city right of way should be discussed first with the city maintenance supervisor to avoid hang ups with snow removal etc., this would all be addressed in the new ordinance update. Any substantial excavations in the city right of way require a permit.

Public Hearing Bohls Variance 704 Gerhold St. The Mayor called the Board of Adjustment to order acting jointly as the Castlewood City Council and opened up the public hearing. Jeanette Bohls was present to discuss her variance to place a detached garage 3 feet from her east property line. Bohls had signatures from all adjacent neighbors to do so and a letter from Jeff Sikkink stating her east property line would be replatted to straighten it out. The hardship for the variance was that Bohls already had an existing patio that would have to be tore out to meet the setback requirement. There was no public comment on this variance. The Mayor closed the public hearing on the Bohls variance. A motion was made to approve the variance for a detached garage 3 feet from the east property line with neighbor approval by Dufek and seconded by C. Ries. Roll call vote Dufek yay, C. Ries yay, H. Schmit yay, Goldhorn yay, Schooley yay, B. Ries yay, Bohls abstained. Motion passed 6-0.

411 N 6TH Larson Shed Variance. The landowner is not going to pursue the variance request for a shed on skids, instead they will look at doing an attached lean two, the finance officer explained they would still need a variance if the wall of the structure is closer than 7 feet to the west property line.

Popham Third Addition Replat & Building Permit. Brad Popham the owner of "Popham Second Addition" 402 E Pearl Street, purchased the lot directly north of his at 412 N 4th Ave "OUTLOTS IN NW 36-115-52: N 88' OF S 150.5' OF W 163' OF OL 6 CASTLEWOOD CITY" and is re-platting both lots into one referred to as "Popham Third Addition" to be able to build a shed for additional storage space. Current city ordinance does not allow a shed to be built on a vacant lot in the residential zone without a house on

the lot. A motion was made to approve the re-plat of "Popham Third Addition" by Dufek and seconded by Schooley, all members present voting aye and the motion passed.

Golf Course Zimco Chemical Purchase, Gerhold Webstaurant Bar Purchase & Hire. A motion was made to approve the golf course Zimco Chemical invoice for \$6816.00 and the Webstaurant bar purchase reimbursement to Doug Gerhold for \$3285.67 by Bohls and seconded by Goldhorn, all members present voting aye and the motion passed. A motion was made to approve Alayna Benike at \$12.00/hr as a clubhouse employee by H. Schmit and seconded by Bohls, all members present voting aye and the motion passed.

Core & Main Fire Hydrant Extensions Purchase. A motion was made to approve Core & Main's fire hydrant extension invoice for \$2878.97 by H. Schmit and seconded by Goldhorn, all members present voting aye and the motion passed.

Cat's Beer License Renewal. A motion was made to approve Cat's beer license renewal by Bohls and seconded by H. Schmit, all members present voting aye and the motion passed.

Grass Planted by 605 Companies for water project. A couple landowner's adjacent to the water project in 2023 did not think the grass came in in the right of ways as thick as it should have. Banner stated there may be a warranty until July 2025 for certain areas. 605 Companies would need to be contacted as they were responsible for the grass in these areas. The city was not opposed to throwing down some grass seed but landowners would be responsible for watering their ditches.

Finance Officer School June 10-13. A motion was made to approve Ruesink to attend Finance Officer School in Pierre June 10-13 by H. Schmit and seconded by Schooley, all members present voting aye and the motion passed.

Ryder Seppala \$5,000 Business Grant. The economic development board reviewed the application to approve Ryder Seppala's \$5,000 business grant for a new shop at 220 W Alice and approved. Seppala had to pay nearly \$15,000 to bring water and sewer to his business. A motion was made to approve the \$5,000 business grant Dufek and seconded by Goldhorn, all members present voting aye and the motion passed.

Building permits, Code enforcement and Weeds. Building permits were issued for the following: 701 E Gerhold deck, 707 E Gerhold shed, plus the other addresses listed on here for variance and replat. Code enforcement visited on May 1st and council reviewed the list. Ruesink had a complaint about weeds on SODAK construction's lot off of 4th avenue potentially building the 8 plex. Ruesink stated the person that brought this to her attention suggested a controlled burn on this piece, the landowner was not opposed and the Fire Department said they could do it but there would be significant liability and they would have to charge. Council did not want a controlled burn in city limits due to liability reasons and air quality with those with respiratory issues in mind. Council suggested the landowner at least spray for weeds and try to get it cleaned up as they purchased it that same way.

August and September Meeting Date Changes. A motion was made to approve the August meeting date of Tuesday, August 5th at 7 p.m. and Wednesday September 10th at 7pm and also to approve the hire of Kristie Sikkink at \$34.28 hour as interim finance officer while Ruesink was out on maternity leave by H. Schmit and seconded by Bohls, all members present voting aye and the motion passed.

Tornado Siren Repair. A motion was made to approve Two Solutions tornado siren repair quote for the south siren for \$3690.00 by Dufek and seconded by H. Schmit, all members present voting aye and the motion passed.

Update Signers & Powers First Premier Bank. A motion was made to approve Brian Ries, Logan Ruesink and Chad Ries as signers on the First Premier bank account requiring 2 signatures for endorsing checks and money orders, withdrawing cash, borrowing money, endorsing bills receivable, and entering into a written lease for the purpose of renting by Bohls and seconded by Schooley, all members present voting aye and the motion passed

Mort Schooley Request. Mort Schooley again requested that council allow him to bore underneath 6th avenue as the owner of the north and south lots immediately adjacent to the road to put a waterline in so that he could be on well water. Schooley stated he would be liable for any issues with the line and that a shut off valve would be placed wherever the city wanted it. A motion was made to approve Mr. Schooley boring under 6th avenue for a waterline to be on well water by Goldhorn and seconded by C. Ries. Roll call vote Schooley abstained, Goldhorn yay, C. Ries yay, Bohls yay, Dufek nay, Schmit nay, motion passed 3-2.

A motion was made to adjourn at 7:37 p.m. by H. Schmit and seconded by Goldhorn, all members present voting aye and the motion passed.

Logan Ruesink
Finance Officer