



City of Castlewood
Meeting Agenda - City Council

Tuesday, July 7, 2026

6:00 PM

City Hall

1. Call to Order/Pledge of Allegiance
2. Approval of Agenda
3. Public Comment
4. Approval of Meeting Minutes
5. Approval of Bills
6. Reports
7. **Old Business**
 - 7.1 Drainage Study Data
 - 7.2 Facility Plan Banner June Report
 - 7.3 Bulk Water Dispenser Quote
 - 7.4 Gulley Cleanout Discussion & Quotes
 - 7.5 Economic Development Board
 - 7.6 Castlewood Days
 - 7.7 Other Old Business
8. Oath of Office – Ward III, 1 year term
9. Nominations for President and Vice President
10. Appointments
11. **New Business**
 - 11.1 Investment Report
 - 11.2 Final Plat Approval – Bohls
 - 11.3 Planting Trees – Campground
 - 11.4 Economic Development Grant/Loan Discussion – TNT Enterprises
 - 11.5 City Website Going Live
 - 11.6 Hydro-Klean Change Order #1 & Pay Request #2
 - 11.7 Castlewood Days Noise Permits – 08.13 – 08.15
 - 11.8 Class of 81 Fireworks on Friday
 - 11.9 2026 Budget Committee Meetings
 - 11.10 Finance Officer Floodplain Management Training – 07.13 – 07.16
 - 11.11 Parks New Hires
 - 11.12 TNT Enterprises Alcohol License Operating Agreement
12. Executive Session Personnel (1-25-2 (1))
13. Adjournment

City of Castlewood – Council Members

***Mayor – Brian Ries**

***Council Members – Ward I – Stef Goldhorn & Jeannette Bohls**

Ward II – Heather Schmit & LeeAnne Dufek

Ward III – Chad Ries & Beau Schooley



ENGINEERING REPORT

TO	City of Castlewood, SD
DATE	July 1, 2026
SUBJECT	City Engineer's Report

23817.26 Castlewood General Engineering - 2026 (Project Manager – Justin Bucher)

- Justin Bucher met with new City Maintenance Supervisor Ryan Sikkink on Monday 6/8 to discuss the status of ongoing projects around town.

Council Action for Consideration: None at this time.

24504.00 Castlewood Wastewater Facility Plan (Project Manager – Christa Timmer)

Project Summary:

- Complete televising assistance and prepare a wastewater facility plan. This work includes evaluating existing conditions of the collection system and WWTF, projection of future flows and loading, an evaluation of improvements needed for ongoing use of the sanitary sewer and WWTF, and Report Preparation. This work also includes providing bidding or other documentation for the city to complete televising of their sanitary sewer system.

Project Status:

- HK Solutions out of Watertown has completed televising work. The final deliverables have been provided to the city. A change order and the final pay application will be in front of the City Council at the meeting on July 7.
- Banner met with Brian, Logan, and Ryan in June to discuss preliminary Facility Plan findings and to ask and answer questions. The next project meeting and deliverables are planned for late July.

Project Schedule:

- Kickoff Meeting – Complete
- Finalizing televising bid documents – Complete
- Collection System Televising: Bid Opening – Complete
- Collection System Televising: Award Contract – Complete
- Collection System Televising: Notice to Proceed – Complete
- Collection System Televising: Substantial Completion – Complete
- Collection System Televising: Final Completion – Complete
- Data Collection – Complete
- Alternative Evaluation - In Progress
- Meeting with City Staff to discuss alternatives prior to draft submittal – July 2026
- Submit Draft Facility Plan for Review – August 2026
- Submit Final Facility Plan and Present Findings to Council – September 2026
- State Water Plan Application – October 1, 2026
- Public Hearing – December 2026
- Project Funding Application – January 1, 2027

Council Action for Consideration: Approve Change Order 01 and Pay Request 02 to HK for televising work.



24630.00 Castlewood Drainage Study (Project Manager – Kent Johnson)

Project Summary:

- This study is intended to be a comprehensive evaluation of the existing stormwater drainage that contributes runoff within the city limits. This comprehensive overview will be completed using LiDAR data to determine general overland flow. Locations with concentrated flow or areas with known drainage deficiencies will have a field survey performed, if determined necessary. The watershed and sub-watershed runoff flows will be determined for each delineated area within the study boundary. Localized areas, identified to have drainage issues will be evaluated further to determine options for drainage improvements. Focus will be placed on known areas of concern, including along Main St between 1st Ave and 3rd Ave and on 3rd Ave from Market St to Alice St. This plan will not effectively address private property drainage issues arising from adjacent property improvements; however, it will attempt to address public and/or street drainage that discharges through private property.

Project Status:

- Banner had a kickoff meeting with City staff on January 15th to discuss issue areas, goals, and expectations of the study.
- Banner had a meeting on April 16th with Mayor Ries to discuss drainage issues and past rainfall events.
- Existing conditions model is set up and adjusted based on Mayor Ries comments.
- Preliminary alternatives to alleviate flooding along 3rd Ave are being investigated.
- Banner had a meeting on June 30th with Mayor Ries and city staff to discuss and review the existing conditions drainage model and go over potential project alternatives.

Project Schedule:

- Kickoff Meeting – Complete
- Data Collection – Complete
- Stormwater Analysis – April 2026 – July 2026
- Prepare Drainage Report – July 2026 – September 2026
- Present Report findings to City staff and Council – October 2026
- Deliver Final Report – October 2026

Council Action for Consideration: None.

Pending Contracts / Proposals

None.

Banner Associates, Inc.

Tel | 605.692.6342 Toll Free | 1.855.323.6342

www.bannerassociates.com

CHANGE ORDER NO.: 1

Owner: City of Castlewood
 Engineer: Banner Associates Inc.
 Contractor: Hydro-Klean, LLC
 Project: Castlewood Sanitary Sewer System Cleaning and Televising
 Contract Name: Unit Price Base Bid
 Date Issued: June 11, 2026
 Owner's Project No.:
 Engineer's Project No.: 24504.00
 Contractor's Project No.: PJ117541
 Effective Date of Change Order: June 11, 2026

The Contract is modified as follows upon execution of this Change Order:

Description:

Adjust quantities to actual quantities used.

Attachments:

Adjustment of Quantities.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 71,205.00	Original Contract Times: Substantial Completion: May 15, 2026 Ready for final payment: June 1, 2026
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0: \$	[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0: Substantial Completion: Ready for final payment:
Contract Price prior to this Change Order: \$ 71,205.00	Contract Times prior to this Change Order: Substantial Completion: May 15, 2026 Ready for final payment: June 1, 2026
[Increase] [Decrease] this Change Order: \$ 12,666.45	[Increase] [Decrease] this Change Order: Substantial Completion: N.A. Ready for final payment: 2
Contract Price incorporating this Change Order: \$ 58,538.55	Contract Times with all approved Change Orders: Substantial Completion: May 15, 2026 Ready for final payment: June 3, 2026

Recommended by Engineer (if required)

By: Jessica Wilk

Title: Project Engineer

Date: 6/11/2026

Authorized by Owner

By: _____

Title: _____

Date: _____

Accepted Upon by Contractor

Mei Pu

VP of Finance

6/12/26

Approved by Funding Agency (if applicable)

EJCDC® C-941, Change Order.

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#24504.00

Page 1 of 1

Progress Estimate - Unit Price Work

Owner:	City of Castlewood, SD
Engineer:	Banner Associates, Inc.
Contractor:	Hydro-Klean, LLC
Project:	Castlewood Sanitary Sewer System Cleaning and Televising
Contract:	

Contractor's Application for Payment

Owner's Project No.:	24504
Engineer's Project No.:	P1117541
Contractor's Project No.:	

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
1	Mobilization	1.00	LS	4,500.00	4,500.00	1.00	4,500.00		4,500.00	100%	-
2	Traffic Control	1.00	LS	1,000.00	1,000.00	1.00	1,000.00		1,000.00	100%	-
3	Heavy Cleaning	40.00	Hour	300.00	12,000.00	14.50	4,350.00		4,350.00	36%	7,650.00
4	Tap Removals	10.00	Each	150.00	1,500.00		-		-	0%	1,500.00
5	Cleaning and Televising 8"-12"	26,500.00	FT	1.97	52,205.00	24,715.00	48,688.55		48,688.55	93%	3,516.45
					Original Contract Totals	\$	71,205.00	\$	58,538.55	\$	12,666.45
Change Orders											
CO-1	Heavy Cleaning	(25.50)	Hour	300.00	(7,650.00)		-		-	0%	(7,650.00)
CO-1	Tap Removals	(10.00)	Each	150.00	(1,500.00)		-		-	0%	(1,500.00)
CO-1	Cleaning and Televising 8"-12"	(1,785.00)	FT	1.97	(3,516.45)		-		-	0%	(3,516.45)
					Change Order Totals	\$	(12,666.45)	\$	-	0%	(12,666.45)
Original Contract and Change Orders											
					Project Totals	\$	58,538.55	\$	58,538.55	100%	\$

Owner:	City of Castlewood, SD	Owner's Project No.:	
Engineer:	Banner Associates, Inc.	Engineer's Project No.:	24504.00
Contractor:	Hydro-Klean LLC	Contractor's Project No.:	PJ117541
Project:	Castlewood Sanitary Sewer System Cleaning and Televising		
Contract:			

Application No.: 2 Revised **Application Date:** 6/30/2026
Application Period: From 5/11/2026 **to** 6/2/2026

1. Original Contract Price	\$	71,205.00
2. Net change by Change Orders	\$	(12,666.45)
3. Current Contract Price (Line 1 + Line 2)	\$	58,538.55
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	58,538.55
5. Retainage		
a. 0% X \$ 58,538.55 Work Completed =	\$	-
b. X \$ - Stored Materials =	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	58,538.55
7. Less previous payments (Line 6 from prior application)	\$	45,263.55
8. Amount due this application	\$	13,275.00
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$	-

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Signature: Amber Ogren

Date: 4/30/26

By: Jessica W. [Signature]
Title: Project Engineer

Date: 6/30/2026

Approved by Owner

By:

Title:

Date:

By:

Title:

Date:

By:

Title:

Date:

Contractor's Application for Payment

Owner's Project No.:	
Engineer's Project No.:	24504.00
Contractor's Project No.:	P1117541

C	D	E	F	G	H	I	J	K	L
Contract information						Work Completed			

[illegible]

L0273 Managing Floodplain Development through the National Flood Insurance Program-Sioux Falls

Dates: Monday, July 13th thru Thursday, July 16th; 8 AM -5 PM (CST)

Max registrants: 30

Course Description:

This course provides local, state, tribal, territorial, and Federal officials with the knowledge and skills to administer and enforce floodplain management regulations. The course focuses on the NFIP and concepts of floodplain management, flood maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance.

The course is designed to provide new floodplain administrators with information and communication techniques to explain the impact of floodplain management decisions on insurance, public safety, and health. The course includes an overview of the natural conditions that form floodplains, the history of floodplain management, and the creation of the NFIP.

Prefacing the use of FISs and maps to determine the flood hazard risk is an explanation of the forces of water and types of floods. The course provides an overview of NFIP minimum floodplain management regulations based on the types of flood hazards identified, Substantial Improvement (SI)/Substantial Damage (SD), and describes the use of a permitting process as a floodplain management oversight and compliance tool. Appropriate Letters of Map Change (LOMCs) for specific circumstances and the LOMC forms and possible flood hazard mitigation solutions are also identified. The course explains the roles and responsibilities of a floodplain administrator prior to and after a disaster event.

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: Local officials responsible for administering local floodplain management ordinances, including but not limited to floodplain management administrators, building inspectors, code enforcement/zoning officers, planners, city/county managers, attorneys, engineers, and public works officials. Federal/state/regional floodplain managers also are encouraged to attend.

The course is designed for those officials with limited floodplain management experience. Attendance will be limited to two participants from any state for each offering. Participants should have less than 3 years of full-time experience in the field of floodplain management.

Course Objectives:

1. Use a Flood Insurance Study (FIS) and a Flood Insurance Rate Map (FIRM) to determine the Base Flood Elevation (BFE) and the flood zone.
2. Describe and facilitate local jurisdictional compliance with the minimum requirements to participate in the NFIP.
3. Describe the components of an effective Floodplain Management program to reduce the loss of life and property and identify and remedy violations and deficiencies.
4. Prepare for post-event activities including implementing an effective Substantial Improvement/Substantial Damage (SI/SD) process.
5. Explain basic concepts of flood insurance rating and how Floodplain Management decisions affect the cost of flood insurance.

RETAIL MALT BEVERAGES OPERATING AGREEMENT

This agreement made in duplicate and entered into by and between the City of Castlewood, a South Dakota Municipal Corporation, County of Hamlin, State of South Dakota, the licensor and hereinafter referred to as the "City" and Tracy Huntington, TNT Enterprises dba as K & K Convenience hereinafter referred to as Licensee, do hereby for themselves, their respective assigns, heirs and successors, WITNESSETH;

WHEREAS, the City has been issued and holds an on-sale and off sale licenses for the authorized sale of Retail malt beverages, wine and liquor pursuant to the laws of the State of South Dakota, and

WHEREAS, the licensee, owns and operates "K & K Convenience" on Second Avenue in the City of Castlewood, County of Hamlin, State of South Dakota, under South Dakota Sales Tax No.1043-6721-ST, upon the following described real property:

Lots one (1) and Two (2) in Block Twenty Eight (28) of Blocks 28-29 and Outlots C to K inclusive in the City of Castlewood, County of Hamlin, State of South Dakota, and

WHEREAS , The City desires to grant the privilege and right to operate a business under the Retail malt beverage license that the TNT Enterprises holds, and as licensee, desires to maintain and operate its business, K & K Convenience, now therefore,

IT IS HEREBY MUTUALLY AGREED, COVENATED AND UNDERSTOOD BY and between the parties hereto that in consideration of the sum of \$300 for the Retail Malt Beverage License, \$250.00 Retail Wine License, \$250 Package Off Sale liquor license receipt of the which is hereby acknowledged by the City, licensee does hereby take under the license issued and held by the City the privilege and right as provided by law to market, retail and sell malt beverages, wine and liquor as per the definition of the "Retail Malt Beverage License" "Retail Wine License" "Package Off Sale Liquor License" privileges provided by the alcoholic beverages licenses now held by the City upon the premises described hereinbefore upon the following conditions, limitations and reservations:

A. This agreement shall be and is hereby subject to the ordinances to the City, and the laws and statutes of the State of South Dakota.

B. This agreement shall begin July 8th, 2026 and continue until the 8th day of July 2027. This agreement will run on a yearly renewable along with the licenses.

- C. The total of all consideration and payments required herein shall be paid in full In advance of the execution of this agreement.
- D. The City shall have no liability, obligation or responsibility whatsoever, direct or indirect, as a result of the independent operation of the business maintained and operated by the licensee, but the City reserves the right to inspect the premises maintained and operated by the licensee either with or without notice to licensee.
- E. The licensee, operating as an independent entrepreneur, shall hold the city harmless from any and all agents, employees, officers or representatives acting on behalf of the licensee or in any official capacity.
- F. The licensee shall insure against all premises and product liability for the operation of their independent business with a reputable insurance company in the sum of \$500,000.00, or in such amount and to the extent as may from time to time be deemed satisfactory to the City, and provide the City with a certificate of insurance reflecting same.
- G. The licensee shall forfeit all rent paid in advance if this agreement is terminated for any just cause during the term hereof, including but not limited to the breach or violation of any ordinance of the City, or breach or violation of the laws and statutes of the State of South Dakota.
- H. The licensee shall not assign, bargain, sell or transfer the privileges and rights granted herein without the express written consent of the City during the term hereof.
- I. The licensee shall have the independent and sole responsibility of maintaining and operating its business pursuant to this agreement.
- J. The licensee shall be responsible for all operating expenses, including but not limited to bonds, insurance, license fees and taxes, if any thereby, together with the cost of merchandise, accounting, records and timely payment for all deliveries and orders directed to any supplier.
- K. The licensee shall be wholly responsible for all liquor products dispensed marketed and sold, and shall do so only according to the ordinances of the City, and pursuant to the laws and statutes of the State of South Dakota.
- L. This agreement is for the term set forth hereinbefore.
- M. The cancellation of this agreement shall be for just cause as defined and provided hereinbefore, or by either party giving the other written notice ninety (90) days in advance by certified or registered mail.

O. The licensee shall be solely responsible for the maintenance, operation and records of its business under this agreement notwithstanding South Dakota Codified Law 35-4-21 unless and except the licensee shall provide a detailed accounting to the City as required by subsection (6) of South Dakota Codified Law 35-4-21 if and when such shall be required hereafter by either the City or the department of Revenue for the State of South Dakota.

It is expressly and mutually agreed, covenanted and understood by and between the parties hereto that all the provisions of this agreement are subject to the laws and statutes of the State of South Dakota, and that it is the intent of the City to grant the privilege and right of doing business under the City's alcoholic beverage license issued to the City as a municipality, a political subdivision of the State of South Dakota, unto the licensee, absent of any and all management and operational liability, obligations and responsibilities, and it is the intent and purpose of this agreement to permit the licensee to maintain and operate an on-sale business as an independent entrepreneur under the license issued in the name of the City, and it is the intent of the parties hereto to mutually conform to all requirements of law consistent with the intent and purpose of this agreement as administered by the South Dakota Department of Revenue, and therefore,

The parties hereto shall mutually agree and covenant to amend, alter and change any part or all of this agreement to comply with the policies, regulations rules and statutes, if any there by, essential and necessary to comply with the directives, recommendations and suggestions made by the South Dakota Department of Revenue during the term hereof.

It is also expressly and mutually agreed, covenanted and understood by and between the parties hereto that this agreement shall and does supersede and wholly terminate any and all other agreements by and between the parties hereto upon the execution hereof.

IN WITNESS WHEREOF the undersigned do set their respective hand on this _____ day of _____, 20____ and by these presents do hereby acknowledge receipt of a true executed copy of same.

City of Castlewood

Brian Ries, Mayor

ATTEST:

Logan Ruesink, Finance Officer

LICENSEE:

Tracy Huntington