July 9, 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. Absent: Beau Scholey. Also present: Logan Ruesink, Doug Gerhold, Jerry Kihl and John Schmit joined the meeting later on.

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 by Dufek and seconded by H. Schmit, all members present voting aye and the motion passed.

Public Comment. Jerry Kihl was present for public comment and addressed his concerns about the main water line leak repair on S 5th Avenue. Kihl's lawn was affected and dug up and he was unsure as to if the leak had been fully repaired as his sump pump continues to run at higher rate than usual. Kihl recommended the city replace the two inch water main with a six inch water main and that be done soon before his lawn is put back together.

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

A motion was made to approve the June bills with the addition of Clark's Handyman Service in the amount of $1620.00 by Dufek and seconded by H. Schmit, all members present voting aye and the motion passed.

GENERAL FUND		
WAGES	PAYROLL	21701.55
ALLEGRA	OFFICE SUPPLIES	149.01
CITIZENS STATE BANK	ACH FEES UTILITY & PAYROLL	20.00
TWOTREES TECHNOLOGIES	FIREWALL UPGRADE	4150.96
DELTA DENTAL	GROUP INSURANCE	48.70
GREAT AMERICA	COPIER LEASE	110.82
HAMLIN COUNTY REPUBLICAN	PUBLISHING	309.54
ITC	UTILITES	283.52
NORHTWESTERN ENERGY	UTILITES	28.69
OFFICE PEEPS	OFFICE SUPPLIES	124.40
OTTERTAIL	UTILITES	2376.38
STAR LAUNDRY	RUG RENTAL	153.12
VISA	OFFICE SUPPLIES	421.23
DAKOTA SURVEILLANCE	SECURITY SYSTEM WORK	112.50
INTERSTATE POWER SYSTEMS	GENERATOR REPAIR	3626.50
MENARDS	COMMUNITY CENTER REPAIRS	4250.53

SHERYL WARD	CITY SIGN PAINT	325.00
SKYVIEW CBS	COMMUNITY CENTER REPAIRS	134.98
WATERTIGHT INC	COMMUNITY CENTER REPAIRS	112.20
HAMILN COUNTY AUDITOR	POLICE CONTRACT	4783.64
TWOTREES TECHNOLOGIES	MAINTENANCE SHOP FIREWALL	470.10
AXESS COOPERATIVE	STREETS REPAIRS AND MAINT	114.06
JOHN DEERE FINANCIAL	STREETS REPAIRS AND MAINT	49.41
KEVEES HOMETOWN GROCERY	STREETS SUPPLIES	12.58
NORHTWESTERN ENERGY	UTILITES	72.25
POPHAM CONSTRUCTION	STREETS REPAIRS AND MAINT	300.00
VISA	STREETS SUPPLIES	3.43
BASS SANITATION	SOLID WASTE COLLECTION	7140.00
SD DEPT REVENUE	SANITATION SALES TAX	455.73
DAKOTA DUMPSTERS	ROLL OFF RENTAL	1358.59
EC BASEBALL LEAGUE	REC SMALL EQUIPMENT	100.00
ROY'S SPORT SHOP	REC SMALL EQUIPMENT	1215.91
VISA	REC INSURANCE	624.50
BLACKHAWK CONSTRUCTION	METER PITS CEMETERY AND BALLFIELD	2500.00
AXESS COOPERATIVE	PARK FUEL	870.98
GERHOLD BROTHERS	PARK REPAIRS	739.50
KEVEES HOMETOWN GROCERY	CONCESSIONS COGS	942.79
JULIE KIRWAN	REIMBURSEMENT FOR CONCESSIONS	58.24
KRISTI SIKKINK	SOFTBALL REFUND	60.00
WATERTOWN WHOLESALE	PARK SUPPLIES	321.05
BARNES & NOBLE, INC	LIBRARY SUPPLIES	283.35
DEMCO	LIBRARY SUPPLIES	85.05
FIRST PREMIER BANK	LIBRARY RENTALS	150.00
JAN SCHIERNBECK	LIBRARY SUPPLIES	5.86
BASIN CONSTRUCTION	IMPROVEMENTS	15404.11
CLARKS HANDYMAN SERVICE	COMMUNITY CENTER REPAIRS	1620.00
GENERAL FUND TOTALS		**78180.76**
WATER		
DAKOTA SUPPLY GROUP	WATER - REPAIRS & MAINTENANCE	517.95
LL & SONS EXCAVATING	WATER - REPAIRS & MAINTENANCE	1530.62
OTTERTAIL	WATER - UTILITIES	60.44
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Principal	538.76
SOUTH DAKOTA RURAL DEVELOPMENT	Water - Loan Interest	698.24
SIOUX RURAL WATER	WATER - SIOUX RURAL WATER	14679.45
WATER FUND TOTALS		**18025.46**

SEWER FUND		
DAKOTA PUMP & CONTROL	SEWER REPAIRS & MAINTENANCE	3546.43
LL & SONS EXCAVATING	SEWER REPAIRS & MAINTENANCE	2193.88
MINNESOTA VALLEY TESTING	SEWER REPAIRS & MAINTENANCE	1919.25
OTTERTAIL	SEWER - UTILITIES	320.54
TEAM LAB	SEWER SUPPLIES	154.50
WATERTOWN WHOLESALE	SEWER REPAIRS & MAINTENANCE	74.05
WATERTOWN WHOLESALE	SEWER SUPPLIES	251.65
SEWER FUND TOTALS		**8460.30**

GOLF FUND		
WAGES	PAYROLL	15170.37
AUTO VALUE	GOLF REPAIRS & MAINTENANCE	113.47
BASS SANITATION	GOLF UTILITIES	240.00
CHESTERMAN (COKE)	GOLF POP	754.30
DAKOTA PORTABLE TOILETS	Golf Services & Fees	195.00
DAKOTA TOBACCO	GOLF TOBACCO	299.04
DELTA DENTAL	GOLF GROUP INSURANCE	48.70
DOUG GERHOLD	GOLF REPAIRS & MAINTENANCE	318.58
ELLWEIN BROTHERS	Golf Beer	2663.55
AXESS COOPERATIVE	GOLF REPAIRS & MAINTENANCE	204.47
GERHOLD BROTHERS	GOLF REPAIRS & MAINTENANCE	808.99
HD ELECTRIC	GOLF UTILITIES	998.20
HEYNER WELDING	GOLF REPAIRS & MAINTENANCE	323.22
ITC	GOLF UTILITIES	237.96
J&L MACHINE AND WELD	GOLF REPAIRS & MAINTENANCE	116.41
JOHSON BROS OF SD	GOLF LIQUOR	1799.50
JUNGERS FARMS BUTCHERY	Golf Food	1215.00
KELLY'S TREE SERVICE	GOLF REPAIRS & MAINTENANCE	2150.55
KEVEES HOMETOWN GROCERY	Golf Food	269.43
KEVEES HOMETOWN GROCERY	GOLF POP	362.28
LG EVERIST	GOLF REPAIRS & MAINTENANCE	767.49
MENARDS	GOLF SUPPLIES	61.25
NB GOLF	Golf Services & Fees	864.00
NB GOLF	GOLF REPAIRS & MAINTENANCE	329.96
OFFICE PEEPS	GOLF SUPPLIES	576.96
PHOENIX GOLF PRODUCTS	GOLF SUPPLIES	349.24
PORTER DISTRIBUTING C	Golf Beer	1291.05
REPUBLIC NATIONAL DISTRIBUTING	GOLF LIQUOR	696.30
ROCHELLE RUDEBUSCH	GOLF SUPPLIES	47.79
RONS SAW SHOP	GOLF REPAIRS & MAINTENANCE	450.46

SD DEPT OF REVENUE	GOLF SALES TAX	3263.27
VISA	GOLF REPAIRS & MAINTENANCE	287.06
VISA	GOLF SUPPLIES	282.18
WATERTOWN WHOLESALE	GOLF CANDY	2666.35
ZIMCO	GOLF SUPPLIES	292.00
GOLF FUND TOTALS		**40514.38**
WELLNESS FUND		
WAGES	PAYROLL	3340.24
ITC	WELLNESS UTILITIES	199.56
LEXY LUNDBERG	WELLNESS SERVICES AND FEES	157.75
DUANE MULLEN	WELLNESS OTHER	777.38
NORHTWESTERN ENERGY	WELLNESS UTILITIES	63.43
OTTERTAIL	WELLNESS UTILITIES	356.13
RIVERSIDE TECHNOLOGIES	WELLNESS SERVICES AND FEES	600.00
SD DEPT OF REVENUE	WELLNESS SALES TAX EXPENSE	277.55
STAR LAUNDRY	WELLNESS SERVICES AND FEES	155.84
VISA	WELLNESS SERVICES AND FEES	35.50
WILLIAMS CARPET ONE	WELLNESS REPAIRS AND MAINT	383.57
WELLNESS FUND TOTALS		**6346.95**

Mayor Report. None.

Finance Report. Ruesink attended Finance Officer School in Pierre in June and highlighted some important bill changes from the legislature including open meeting law requirements, owner occupied property tax cap, and an additional off sale liquor license available for cities under 1,000. Ruesink also provided council with the latest payroll report and the bank reconciliation which was a direct reflection of the accounting software with a zero variance in what was reconciled versus reported.

Maintenance Report. None.

Golf Report. Gerhold provided council with a sales report showing the golf course was up $21,000.00 from where they were at this time last year. The course had a record day on Saturday, July 5th and a great 4th of July holiday weekend, Gerhold wanted to thank the clubhouse employees for their hard work. Gerhold stated the water table is up four or five feet as a few council members said it looked like the course was in great shape and very green.

City Website Update Quote for 2026. A motion was made to approve Upframe Creative's quote of $10,000 for a new city website in 2026 by Dufek and seconded by Bohls, all members present voting aye and the motion passed.

2nd Reading Castlewood City Code Ordinance 25-1 & Part II Revisions. The city attorney sent over the entire proposed Castlewood City Code Ordinance which also encompassed the first couple of sections that the council already approved a first reading on. The council decided to take no action on the 2nd reading of this and instead decided to adopt the entire ordinance book as a whole. A special meeting was scheduled for Monday, July 21st at 6pm to review the proposed ordinance book, council anticipated a first reading set for August 5th at 7 p.m. and the second reading for September 10th at 7 p.m. which coincides with August and September meeting dates.

Harry Street School Discussion. The Mayor did touch base with the school and the storage containers used for the hallway were purchased and will be removed in time for school. The school would like to keep the road closed as construction wraps up and in to the start of the school year until they have a visual of the parking situation, buses and drop offs. H. Schmit and Bohls would join the Mayor for future meetings on traffic flow and parking with the school.

Other Old Business. Contracts with the school were discussed again. Prairie Street needs the old stop sign installed yet, council and city maintenance would also like to see it resurfaced and included in the 2026 budget. The road to the campground and dump was brought up and discussion was had on dust control. Sump pumps were discussed at individual residences and quite a few people will be pumping through the summer as the water table is up four to five feet. The public needs to call the city maintenance supervisor if they are unsure as to where they can and can't discharge their sump pumps.

Zero Turn Mower Quote Golf Course. Gerhold obtained three mower quotes for a new zero turn mower from Watertown Lawn & Garden, Doug's Service Marine and John Deere from $6800 to $7200. A motion was made to approve Gerhold to purchase whichever mower he thought was the best deal by C. Ries and seconded by Goldhorn. All members present voting aye and the motion passed.

J. Schmit joined the meeting at 6:55 p.m.

Wastewater Facility Plan Banner. Banner provided council with a timeline of events for the completion of the wastewater facility plan and televising sewer lines. The bid process would take place in September and televising in the winter months. Banners team of engineers already completed a walk through with J. Schmit at the lift stations and lagoons. J. Schmit said they weren't able to do everything with the lift stations as the city was pumping so much water from recent rainfalls. Banner concluded that all new structure would be recommended to replace the old at the lagoons so that J. Schmit could switch ponds and shut things off in an emergency. The Mayor noted one of the key take aways from the Kickoff Meeting was that the city would have to be at a $65.00/month minimum instead of the current $30.00 to be in the running for grant monies and he recommended a rate increase.

Castlewood Days Noise Permits 08/07, 08/08 & 08/09. A motion was made to approve noise permits for Castlewood Days for Ships Inn 08/07 & 08/08 and then the street dance on 08/09 by Bohls and seconded by H. Schmit. All members present voting aye and the motion passed.

2026 Budget & Committee Meetings. Ruesink provided council with a revenues and expenditures packet for 2026 with her suggestions. The Mayor, Ruesink, Bohls and Dufek would get together for a budget committee meeting and pull everyone's ideas together. Bohls wanted to add that she had some residents approach her that would like to see a dog park in Castlewood and suggested maybe it could be put in the budget for 2026.

Ship's Inn Special Event License for Raven's District Tournament July 26-30. A motion was made to approve Ship's Inn to sell beer at the Raven's District Tournament July 26-30 by Dufek and seconded by Bohls. All members present voting aye and the motion passed.

Wellness Raise Krissa Gerberding & Local Partnership. A motion was made to approve Wellness Depot employe Krissa Gerberding a .50 cent raise by Bohls and seconded by C. Ries, all members present voting aye and the motion passed. The Wellness Depot was doing a partnership with local businesses where if members worked out 12 times a month they would be entered into a drawing from that business. The question came up if city entities could ask for donations and the answer is yes they can.

Finance Office Hours, Deposit Schedule & Meetings for August & September. Ruesink would be going on maternity leave August 4th through mid-September and Kristie Sikkink the interim finance officer would be in the office Wednesdays from 1-5p.m. The quickest way to get a response to a question is to email castcity@itctel.com as Ruesink would be checking and responding to emails throughout her leave. Just a reminder that the August council meeting date was moved to Tuesday, August 5th at 7 p.m. and September's council meeting date was moved to Wednesday, September 10th at 7 p.m.

Baseball Field Scoreboard. The local football committee approached the Mayor about the old baseball field scoreboard and expressed that they could use it being a number of residents would like to see it taken down. A motion was made to donate the old baseball scoreboard to the Football Committee by Bohls and seconded by H. Schmit. All members present voting aye and the motion passed.

Wellness Depot & Golf Course Landscaping. Dufek obtained a quote from Mack Landscaping for flowers at the Wellness Depot in the amount of $754.00 that would be completed by Castlewood Days. An additional quote from Mack Landscaping for $1885 for plants in the rock island at the golf course and a face lift around the clubhouse for $2356.00 was also presented. A motion was made to approve the three quotes from Mack Landscaping for a total of $4995.00 by C. Ries and seconded by Goldhorn, all members present voting aye and the motion passed.

Building Permits. A 12 x 20 shed was approved at 506 E Prairie St Circle.

A motion was made to adjourn at 7:50 p.m. by H. Schmit and seconded by Goldhorn, all members present voting aye and the motion passed.

Logan Ruesink
Finance Officer