



City of Castlewood
Meeting Agenda - City Council

Monday, November 3, 2025

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

Old Business

1. Banner Drainage Study Update
2. Third Avenue Drainage Project Update
3. Facility Plan Banner October Report
4. Code Enforcement Update
5. Tim Popham Alice Street Plat Resolution 25-6
6. Community Center Sewer Back Up Update
7. Dog Running at Large Alice Street
8. Controlled Burn Update
9. Other Old Business

New Business

1. Tim Popham Easement
 2. 1st Reading Ordinance 25-4 2025 Budget Supplement
 3. Liquor License Renewals Golf Course, Ship's Inn, Table's
 4. Noise Ordinance and Letter
 5. Popham Snow Removal Quote
 6. Health Insurance Rates and Plans
 7. Employee Handbook Unused Vacation Leave Change
 8. Sioux Rural Water Rate Increase
 9. First Premiere Bank CD Maturing
 10. Snow Removal Main Street
7. 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

Date

Mr. Jay Gilbertson, Manager
East Dakota Water Development District
132B Airport Ave
Brookings, SD 57006

RE: Request for Grant Funds
Castlewood Stormwater Drainage Study
Castlewood, South Dakota

Dear Mr. Gilbertson:

The City of Castlewood intends to enter into an Engineering Services Agreement with Banner Associates, Inc., contingent on funding assistance, to prepare a preliminary engineering report for proposed stormwater improvements. The City has several significant drainage issues such as its location near the Big Sioux River and proximity to associated flooding, undersized storm sewer systems, and a portion of the City being inside a FEMA Zone A Special Flood Hazard Area. The report will provide a comprehensive analysis of existing drainage conditions throughout the City and recommend various improvements. The study cost is \$64,900.

In discussions with the South Dakota Department of Agriculture and Natural Resources, the City is currently not eligible for a Small Community Planning grant. The City and Banner have also reached out to other entities, including South Dakota Emergency Management and Hamlin County Conservation District for funding opportunities, with no success.

We are requesting East Dakota Water Development District (EDWDD) consider financial assistance for a portion of the planning costs. In the past, EDWDD has participated in up to 50% of the cost for a planning document. The City is formally requesting up to 50%, or \$32,450, to assist in completing this study. The City of Castlewood greatly appreciates your consideration of this request.

Sincerely,

Brian Ries, Mayor
City of Castlewood



ENGINEERING REPORT

TO	City of Castlewood, SD
DATE	October 29, 2025
SUBJECT	City Engineer's Report

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:

- Sanitary Sewer System Cleaning and Televising Project was advertised for bids on October 29th. Banner will handle any contractor questions leading up to the bid opening.

Project Schedule:

- Kickoff Meeting – Complete
- Finalizing televising bid documents – Complete
- Bid Opening – November 18, 2025
- Award Televising Contract – December Council Meeting
- Collection System Televising – January 2026 through June 2026
- Data Collection – March 2026
- Alternative Evaluation - May 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: None.

Pending Contracts / Proposals

Banner has prepared a proposal for a comprehensive city-wide drainage study. A copy of the proposal was provided at the September Council meeting for review and discussed at the October Council Meeting. Council direction was given to pursue funding opportunities before approval of the proposal.

In the past month, Banner has researched the following funding opportunities:

- Small Community Planning Grant – City of Castlewood is not eligible. A stormwater PER was completed in 2011 by SPN & Associates.
- SD Emergency Management – No grants are available until a disaster is declared.



- East Dakota Water Development District – EDWDD has indicated that they are willing to cost share in the study. In the past, they have funded up to half of the engineering cost for a drainage study. Banner is drafting a formal request letter for the City to submit to EDWDD for their November board meeting.
- Hamlin County Conservation District – No funding opportunities available.

Council Action for Consideration:

- Wait until EDWDD has considered funding request.
- Approve Engineering proposal.

Banner Associates, Inc.

Tel | 605.692.6342 Toll Free | 1.855.323.6342

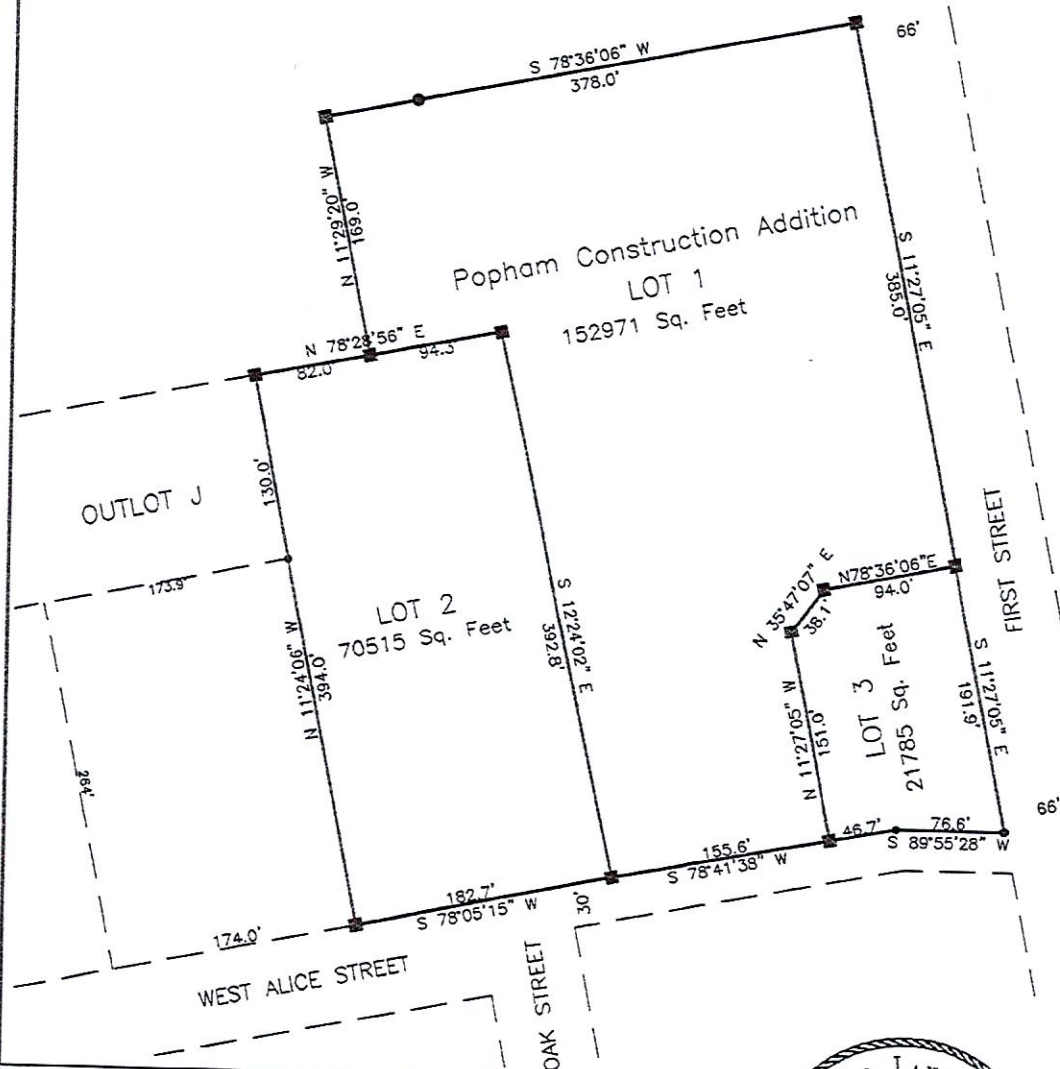
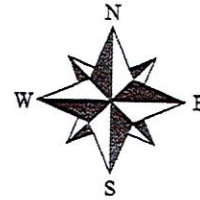
www.bannerassociates.com

Popham Construction Addition To the City of Castlewood, Hamlin County, South Dakota.

October, 2025

Scale: 1"=100'

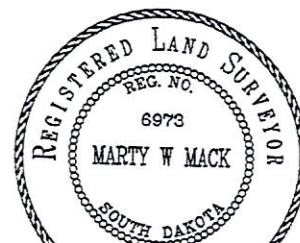
- Monument Recovered
- Monument Set



MACK
Land Surveying LLC

Marty Mack
Registered Land Surveyor
Certified Professional Surveyor

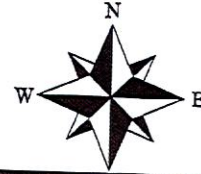
Cell: (605) 880-3108 • Phone: (605) 878-2007
808 South Maple • Watertown, SD 57201
macklandsurveying@gmail.com



Marty W. Mack
Registered Land Surveyor

Popham Construction Addition
To the City of Castlewood, Hamlin County, South
Dakota.

October, 2025
Scale: 1"=100'
● Monument Recovered
■ Monument Set



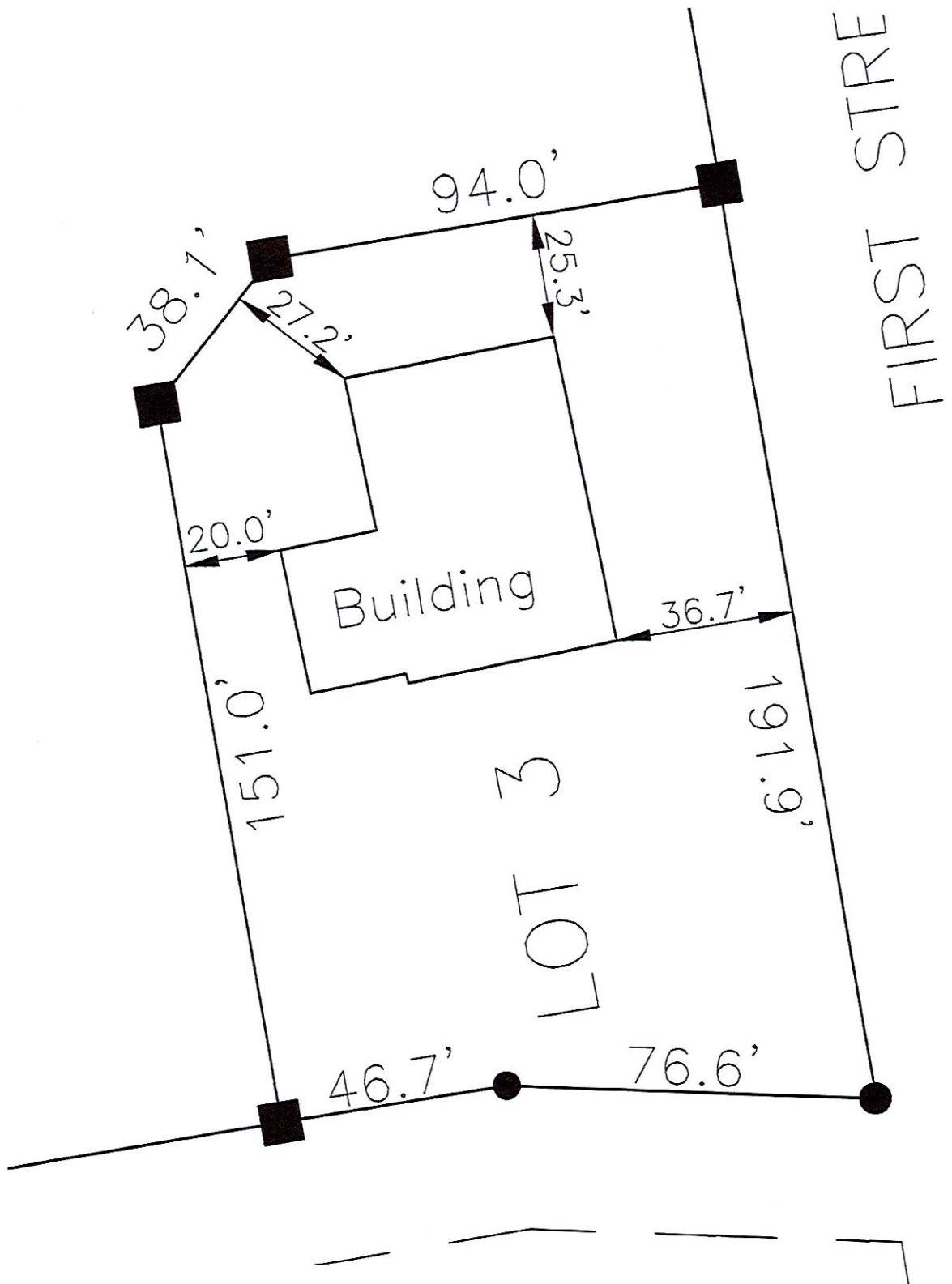
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Land Surveying LLC

Marty Mack
Registered Land Surveyor
Certified Federal Surveyor

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macklandsurveying@gmail.com



Registered Land Surveyor



Ordinance #25-4
2025 Budget Supplement

(Amending Ordinance #24-9 ANNUAL BUDGET, 2025 Appropriation Ordinance)

BE IT ORDAINED by the City of Castlewood, South Dakota that the following sums are appropriated to meet the needs of the municipality in addition to the sums previously appropriated in the 2025 Appropriation Ordinance.

The Purpose of these appropriations is to provide spending authority in the current fiscal year to cover cost in these funds.

OTHER FINANCING USES:

419.2 Gov't Building	\$ 10,000.00
431.0 Streets	\$ 60,000.00
432.0 Sanitation	\$ 25,000.00
452.0 Park	\$ 35,000.00
602.0 Water	\$ 20,000.00
604.0 Sewer	\$ 50,000.00
459.0 Golf	\$ 100,000.00
450.0 Wellness	\$ 2,000.00

TOTAL APPROPRIATIONS	\$ 302,000.00
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SOURCE OF FUNDING:

Undesignated Fund Balance	\$302,000.00
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TOTAL FUNDING	\$302,000.00
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Dated this 8th day of December, 2025.

ATTEST:

Brian Ries, Mayor

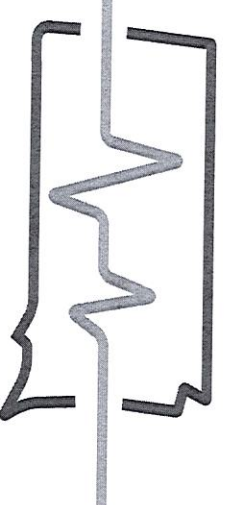
Logan Ruesink, Finance Officer

Passed First Reading: November 3rd, 2025

Passed Second Reading & Adopted: December 8th, 2024

Published: December 10th, 2025

Health Pool of South Dakota



2026 Rates for all Plans

Plan	Deductible Single/Family	Coinsurance	Out of Pocket Maximum	Single Rate	Emp + 1 Rate	Employee + Children	Family Rate
HP1000	\$1,000/\$2,000	80/20	\$2,000/\$4,000	\$987.54	\$1,787.02	\$2,011.45	\$2,295.81
HP2000	\$2,000/\$4,000	80/20	\$4,000/\$8,000	\$937.20	\$1,715.43	\$1,914.08	\$2,221.58
HP3000	\$3,000/\$6,000	80/20	\$6,000/\$12,000	\$887.20	\$1,580.73	\$1,794.88	\$2,073.80
HP3500 (HSA)	\$3,500/\$7,000	0%	\$3,500/\$7,000	\$843.44	\$1,508.69	\$1,687.94	\$1,932.01
HP5000 (HSA)	\$5,000/\$10,000	0%	\$5,000/\$10,000	\$807.16	\$1,449.08	\$1,616.48	\$1,826.23

*Optional Life Insurance premiums are not included in the above rates

*Rates are contingent on approval from our stop loss carrier and the Health Pool Board of Trustees

*Rates are effective January 1, 2026 thru December 31, 2026



PHONE (605) 882-1321
FAX (605) 882-4990

45703 176th Street
Watertown, SD 57201-7186

October 9, 2025

City of Castlewood
204 E Main St.
PO Box 17
Castlewood, SD 57223

Dear SRW Member,

Sioux Rural Water System Inc. will have a water rate increase for bulk members that will take effect on the January 1st of 2026 fiscal year.

Below is the information on the water rate increase:

	Monthly Minimum	Per 1000 Gallon Rate
Effective: January 1st, 2026	\$374.85	\$5.05

If you have any questions please let us know at 605-882-1321. Our office hours are Monday-Friday 8:00 am-4:30 pm.

Sincerely,

Travis Steffensen
General Manager

Sioux Rural Water System, Inc. is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.