



**City of Castlewood**  
**Meeting Agenda - City Council**

**Monday, August 3, 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 July Report
- 7.3 Economic Development Board
- 7.4 Castlewood Days
- 7.5 Economic Development Grant/Loan Discussion – TNT Enterprises
- 7.6 2026 Budget
- 7.7 Other Old Business

**8. New Business**

- 8.1 Meter Socket City Shop
- 8.2 Final Plat Approval – Bohls
- 8.3 Insurance Appraisal Value Adjustments
- 8.4 Change September Meeting Date
- 8.5 Special Liquor License Permit Ship's Inn October 10th
- 8.6 Adopting 2024 International Property Maintenance Code
- 8.7 First Premier 5 CD's Maturing 08/15
- 8.8 South Softball Field Upgrade
- 8.9 Set Public Hearing on 216 S 2<sup>nd</sup> Ave Variance Request

**9. Adjournment**

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**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 29, 2026          |
| SUBJECT | City Engineer's Report |

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

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:

- Sanitary Sewer Televising Results:
  - Banner is working to update the sewer map of the City to reflect the alignment changes found through the televising project. This updated map will be included in the final report.
  - The pipe types of the collection system found through CCTV are shown below. This data is being used to plan the collection system improvements portion of the report.

| Material  | Diameter (in) | Length (feet)  |
|-----------|---------------|----------------|
| FM        | 2             | 170            |
| FM (CIP)  | 6             | 2,000          |
| FM Total  |               | 2,170 (7.6%)   |
| PVC       | 6             | 905            |
| PVC       | 8             | 9,842          |
| PVC       | 10            | 1,998          |
| PVC Total |               | 12,745 (44.7%) |
| VCP       | 6             | 190            |
| VCP       | 8             | 3,602          |
| VCP Total |               | 3,792 (13.3%)  |



|               |   |               |
|---------------|---|---------------|
| CIPP          | 8 | 9,804         |
| CIPP Total    |   | 9,804 (34.4%) |
| Overall Total |   | 28,511        |

- Banner met with Brian, Logan, and Ryan on July 27 to discuss proposed improvements, phasing, and to ask and answer questions. The draft Facility Plan will be submitted to the City and DANR for review in mid-August.
  - The city may complete further investigations utilizing smoke testing of the collection system and pot-holing of the main forcemain this fall. For items to be included in the Facility Plan, any additional investigatory work must be completed the week of August 3. Any work completed after this week will still be useful to the city but will not be documented in the Facility Plan.

**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 – Complete
- 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:** Discuss smoke testing and forcemain pot-holing.

**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 15<sup>th</sup> to discuss issue areas, goals, and expectations of the study.
- Banner had a meeting on April 16<sup>th</sup> 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 30<sup>th</sup> with Mayor Ries and city staff to discuss and review the existing conditions drainage model and go over potential project alternatives.
- Banner is modeling various scenarios of potential improvements. 100 yr storm event scenarios of regrading downstream channels have been run to date.

**Project Schedule:**

- Kickoff Meeting – Complete
- Data Collection – Complete
- Stormwater Analysis – April 2026 – August 2026
- Prepare Drainage Report – August 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](http://www.bannerassociates.com)



Castlewood Economic Development  
Business Grant Application

A grant of \$5000.00 is available for individuals starting a **new** brick & mortar business in Castlewood. The grant will be awarded upon opening of the business which includes hook-up to city utilities. There is a limit of \$5,000.00 to be reimbursed to any one applicant by the City of Castlewood. A change of ownership & continuing the same type of business could be awarded a \$2,500.00 grant. The grant application requires approval by the City Council.

OWNER(S): Tracy & Tanner Huntington LLC/Tax ID: 88-35577710  
ADDRESS: 1230 22nd Street NE Watertown, SD 57201  
PHONE NUMBER: 605-881-3311 EMAIL: tracyhuntingtonTWT@gmail.com  
GRANT PURPOSE: Assist with cost of clean-up, renovation, and addition

LOCATION OF BUSINESS: 811 North 2nd AVE Castlewood, SD 57223

PURPOSE OF BUSINESS: Convenience Store

BUSINESS REFERENCES & CONTACT INFORMATION:

Curt Trego 605-882-8330

The City of Castlewood strongly recommends & encourages that new businesses use materials and resources from other local businesses within the City of Castlewood as much as possible.

SIGNATURE

DATE

DATE RECEIVED: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

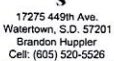
### **Capital Improvement Plan Laundry List:**

- Widen Roads- 1<sup>st</sup> Avenue, Pearl and Harry priority?
  - Sewer to HWY 22
- Expand Campground to city owned Industrial lots on Oak Street full hookup? Water, sewer and electrical?
  - Expand sewer to township road and to south lift station via Oak Street
    - Bathhouse/Storm Shelter at Campgrounds/ballparks
      - Senior Housing
      - Community Daycare
  - Outdoor pickleball/basketball courts adjacent to wellness

## Sheet 1 of 3



☒ CAPPED IRON PIN SET "LS 12755"  
☐ EXISTING MONUMENT AS NOTED



Cell: (605) 520-5526  
Email: [Brandon.Huppler@outlook.com](mailto:Brandon.Huppler@outlook.com)  
Project Number: 26-346      Date: 6/12/2021

- THIS PLAT HEREBY VACATES LOT 12A AND THAT PORTION OF LOT 8A LYING WITHIN OF THE PLAT OF LOTS 7A, 8A, AND 12A OF GERHOLD ADDITION TO THE CITY OF CASTLEWOOD, A REPLAT OF LOTS 7, 8, 9, 10, 11, AND 12 OF GERHOLD ADDITION TO THE CITY OF CASTLEWOOD AND THAT PORTION OF GERHOLD STREET VACATED IN THE CITY OF CASTLEWOOD, SOUTH DAKOTA, RECORDED IN BOOK D ON PAGE 296 ON AUGUST 18, 1994 AT 3:30 p.m. IN THE OFFICE OF THE REGISTER OF DEEDS, HAMLIN COUNTY, SOUTH DAKOTA.

- SUBJECT TO EASEMENTS OF RECORD

## **ORDINANCE: 2021-04**

### **AN ORDINANCE FOR THE ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE BOOK SECTIONS**

#### **TITLE 3 BUILDING AND FIRE REGULATIONS CHAPTER 3-8: INTERNATIONAL PROPERTY MAINTENANCE CODE**

**BE IT ORDAINED** by the City of Castlewood Common Council that the following **ORDINANCE** of the City of Castlewood adopting the 2018 edition of the International Property Maintenance Code, regulating and governing the conditions and maintenance of all property, buildings, and structures; by providing the standards for facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the City of Estelline; providing for the issuance of permits and collection of fees. The City Council of the City of Castlewood does ordain as follows:

**Section 1.** That a certain document, three (3) copies of which are on file in the office of the City Finance Officer of the City of Castlewood, being marked and designated as the International Property Maintenance Code, 2018 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Castlewood in the State of South Dakota for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; proving for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Castlewood are hereby referred to, adopted and made a part hereof as if fully set out in this legislation.

Chapter 3. General Requirements. Remove sections 303, 304.8, 305, 306, 307 and 308.3.1  
Chapter 4. Light, Ventilation and Occupancy Limitations. Remove this entire Chapter 4.  
Chapter 5. Plumbing Facilities and Fixture Requirements. Remove this entire Chapter5.  
Chapter 6. Mechanical and Electrical Requirements. Remove this entire Chapter 6.  
Chapter 7. Fire Safety Requirements. Remove this entire Chapter 7.

**Section 2.** Deletions or additions added directly to code book. The following sections are hereby revised:

Section 101.1; Insert City of Castlewood

Section 102.3; Insert City of Castlewood and City of Castlewood's Zoning Code.

Section 102.7, Insert adopted by the City of Castlewood.

Section 103.5. Insert:

All prices based on a minimum of one hour or one day. All prices include a city employee as operator:

|                                                                                    |                   |
|------------------------------------------------------------------------------------|-------------------|
| Bucket Truck                                                                       | \$75.00 per hour  |
| Bobcat/Skid Loader                                                                 | \$80.00 per hour  |
| Pay Loader                                                                         | \$125.00 per hour |
| Dump Truck                                                                         | \$90.00 per hour  |
| Z Commercial Mower                                                                 | \$250.00 per hour |
| Pickup Truck                                                                       | \$50.00 per hour  |
| Trailer                                                                            | \$50.00 per hour  |
| Weed Eaters                                                                        | \$50.00 per hour  |
| Chain Saw                                                                          | \$50.00 per hour  |
| Dumping Fees for rubble site                                                       | \$100.00 per load |
| Car Tires                                                                          | \$10.00 each      |
| Truck Tires                                                                        | \$50.00 each      |
| Equipment Operator                                                                 | \$40.00 per hour  |
| Laborer                                                                            | \$30.00 per hour  |
| Household Garbage charged out per ton or Dumpster at the going rate of contractor. |                   |
| The above prices are subject to change.                                            |                   |

Section 106.4. Insert \$100.00 fine and add-The cost for violation of any portion of this code and the cost of abating any public nuisance set forth in this code shall be taxed by special assessment against the real estate on which the nuisance occurred.

Section 111.2 Membership of board. Change to read. The board of appeals shall be made up of three members of the City Council. The board shall be appointed by the chief appointing authority.

Section 112.4. Insert Not less than \$100.00

Section 302.4. Insert: Six Inches

Section 302.7. Insert: Add -All buildings and houses must be kept in a good and safe condition.

**Section 3.** That Ordinance No. 2021-02 of the City of Castlewood entitled 2018 International Property Maintenance Code (Property Maintenance Code) shall be in effect to run concurrently with all other previous ordinances.

**Section 4.** That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional; such decision shall not affect the validity of the remaining portions of this ordinance. The Castlewood City Council hereby declares that it would have

passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**Section 5.** That nothing in this ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suite or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

**Section 6.** That this ordinance is necessary for the immediate preservation of the public peace, health and safety, and for the support of the municipal government and its existing public institutions and shall take effect immediately upon the passage and publication hereof.

Dated at Estelline, South Dakota, this 6th day of July, 2021.

\_\_\_\_\_  
Brian Ries, Mayor

ATTEST: \_\_\_\_\_

**CITY OF CASTLEWOOD  
SPECIAL EXCEPTION/VARIANCE APPLICATION**

PERMIT NUMBER \_\_\_\_\_

APPLICANT (PRINT): Ron or Tammy White PHONE: 605-880-8659

ADDRESS: 216 S. 2<sup>nd</sup> Ave

OWNER (PRINT): \_\_\_\_\_ PHONE: \_\_\_\_\_  
IF DIFFERENT THAN APPLICANT

ADDRESS: \_\_\_\_\_

I/WE, THE UNDERSIGNED, DO HEREBY PETITION THE BOARD OF ADJUSTMENT OF THE CITY OF CASTLEWOOD SOUTH DAKOTA, TO ISSUE A SPECIAL EXCEPTION PERMIT OR VARIANCE FOR THE PROPERTY DESCRIBED AS:

(CIRCLE APPROPRIATE)

LEGAL DESCRIPTION (Please print or type)

216 S. 2<sup>nd</sup> Ave

GENERAL AREA OR STREET ADDRESS: 216 S. 2<sup>nd</sup> Ave

EXISTING LAND USE: \_\_\_\_\_ EXISTING ZONING: \_\_\_\_\_

SIZE OF PARCEL: ACRES \_\_\_\_\_ LOT DIMENSIONS: WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_ DEPTH \_\_\_\_\_

SURROUNDING LAND USE

NORTH: Res  
SOUTH: Com  
EAST: Gen Res  
WEST: Com

PLEASE DESCRIBE WHAT YOU PROPOSE TO DO AND WHY YOU ARE SEEKING A SPECIAL EXCEPTION PERMIT (attach a separate sheet of paper if necessary)

Build a storm Shelter out of Poured Concret up to 2' of the property line to the North and East

IF YOU ARE SEEKING A VARIANCE PLEASE PROVIDE A BRIEF STATEMENT OF THE VARIANCE DESIRED AND PLEASE STATE THE HARDSHIP REQUIRING RELIEF. (Proof of hardship is on the applicant - Hardship examples are odd size or shape of the lot, unusual topography, etc. attach a separate sheet of paper if necessary)

This set back is to large on the property for use of the storm shelter to be in the middle of the storage area. Ease of access to the shelter.

SIGNATURE OF APPLICANT Ron White

SIGNATURE OF OWNER (IF DIFFERENT THAN APPLICANT) \_\_\_\_\_

NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THIS APPLICATION, SHOWING THE FOLLOWING:

- |                                          |                                            |
|------------------------------------------|--------------------------------------------|
| 1. NORTH DIRECTION                       | 5. LOCATION OF PROPOSED STRUCTURE ON LOT   |
| 2. DIMENSIONS OF PROPOSED STRUCTURE      | 6. DIMENSIONS OF FRONT AND SIDE SET BACKS  |
| 3. STREET NAMES                          | 7. LOCATION OF ADJACENT EXISTING BUILDINGS |
| 4. OTHER INFORMATION AS MAY BE REQUESTED |                                            |

THE BOARD OF ADJUSTMENT MAY REQUIRE THAT SUCH PLANS BE PREPARED BY A REGISTERED ENGINEER OR LAND SURVEYOR.

\*\*\*PLEASE USE THE ATTACHED SKETCH INSTRUCTION SHEET FOR AN EXAMPLE.

**FOR OFFICIAL USE ONLY**

DATE FILED WITH ADMINISTRATIVE OFFICIAL: \_\_\_\_\_

FEE PAID (NON-REFUNDABLE): \_\_\_\_\_ YES \_\_\_\_\_ NO

DATE OF HEARING: \_\_\_\_\_

ACTION BY BOARD OF ADJUSTMENT: \_\_\_\_\_

**CITY OF CASTLEWOOD  
BUILDING PERMIT APPLICATION**

PERMIT NUMBER \_\_\_\_\_

APPLICANT (PRINT): Ron & Tammy White PHONE: 605-880-8659

ADDRESS: 216 S. 2<sup>nd</sup> Ave.

OWNER (PRINT): \_\_\_\_\_ PHONE: \_\_\_\_\_  
IF DIFFERENT THAN APPLICANT

ADDRESS: \_\_\_\_\_

DEVELOPMENT SITE LEGAL DESCRIPTION: SUBDIVISION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

DEVELOPMENT SITE STREET ADDRESS: 216 S. 2<sup>nd</sup> Ave

EXISTING ZONING DESIGNATION: \_\_\_\_\_

TYPE OF APPLICATION (check all that apply)

☐ NEW STRUCTURE      ☐ ALTERATION/ADDITION      ☒ ACCESSORY BUILDING  
☐ MOVING      ☐ DEMOLITION

PLEASE DESCRIBE THE PROPOSED WORK: (be specific as to size of buildings, lots, construction materials, etc)

Storm Shelter - Poured Concret ~~work~~ with Tin Coverings.

PLEASE DESCRIBE THE PROPOSED USE WHEN COMPLETED:

Storm Shelter

ESTIMATED PROJECT CONSTRUCTION COST (including labor): \$ 2500<sup>00</sup>

NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THIS APPLICATION, SHOWING THE FOLLOWING:

- |                                          |                                            |
|------------------------------------------|--------------------------------------------|
| 1. NORTH DIRECTION                       | 5. DIMENSIONS OF FRONT AND SIDE SETBACKS   |
| 2. DIMENSIONS OF PROPOSED STRUCTURE      | 6. LOCATION OF ADJACENT EXISTING BUILDINGS |
| 3. STREET NAMES                          | 7. OTHER INFORMATION AS MAY BE REQUESTED   |
| 4. LOCATION OF PROPOSED STRUCTURE ON LOT |                                            |

"PLEASE USE THE ATTACHED SKETCH INSTRUCTION SHEET FOR AN EXAMPLE"

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority opt violate of cancel the provisions of any other state or local law regulating construction or the performance of construction.

SIGNATURE OF CONTRACTOR DATE \_\_\_\_\_

SIGNATURE OF APPLICANT DATE \_\_\_\_\_

[Signature]  
SIGNATURE OF OWNER DATE \_\_\_\_\_  
(IF DIFFERENT THAN APPLICANT)

**FOR OFFICIAL USE ONLY**

☐ FEE PAID:  
☐ PERMIT ISSUED  
☐ PERMIT EXPIRES

DATE:  
DATE:  
DATE:

REASONS FOR DENYING PERMIT:

\_\_\_\_\_

# Storm Shelter

2<sup>nd</sup> Ave

North  
↓

