

Town of Keystone  
Board of Trustees  
March 15, 2023

The Board of Trustees met at 6:00 pm, Wednesday, March 15, 2023, for a regularly scheduled board meeting in the Keystone Community Center meeting room. Present were President Rick Greene, Trustees Bill Babcock, Matthew Fullilove, Casey McNulty, Sandra McLain. Also present was Finance Officer Cassandra Ott, Public Works Jerry Przybylski, City Attorney Mitch Johnson. Town Engineer Zach Grapentine was absent. Other interested citizens in attendance were: Lynette Gohsman-Tyon, Kim Merrill, Susan Alumbaugh, Karen Boland, Kristi Nemetz, Sherry Smith, Rick Smith, Sgt. Harkins, Deputy Plawman, Derek Alexander, Robin Pladson, Carol Walker, Mike Klosowski, Robin Scott.

6:00 pm Meeting called to order by President Greene. Pledge of allegiance was recited.

CALL FOR CHANGES TO THE AGENDA: Finance Officer requested to add a proposal from AE2S for Bridge 317, added to new business.

MINUTES: Motion by Trustee McNulty to approve the March 1<sup>st</sup> 2023 regular and special meeting minutes, with the correction that only President Greene, Trustee Fullilove, and Attorney Johnson were in executive session to start with, but then the remaining Board members were asked to join after some time. Second by Trustee McLain. Vote – all aye.

CLAIMS: Motion by Trustee McLain, to approve the March 15th, claims. Second by Trustee Babcock. Vote – Trustees Babcock, McLain, Greene, Fullilove – aye. Trustee McNulty – nay. Motion carried.

**General Fund:** Payroll, payroll 5, \$5,314.80; Black Hills Chemical, bathroom supplies, \$1,678.81; Century Business Products, Kyocera rent, \$130.00; CSG Forte, bank fees, \$6.50; Hills Tire and Supply, repair flat, \$20.00; IRS, payroll 5, \$1,565.40; Johnson Law Office, attorney services, \$1,640.50; Keystone Utility, water utility, \$151.90; Mastercard, services/supplies, \$2,197.36 ( BAM, library books, \$514.94; Faronics, library software, \$114.00; Jenner Equipment, shop supply, \$8.20; Kieffer Sanitation, garbage, \$349.46; Hardware Hank, shop supply, \$65.94; McKie, repair truck, \$829.65; Menards, shop supply, \$56.90; Microsoft Corporation, software, \$106.49; South Dakota Humanities, creative writing class, \$25.00; Sams Walmart, supplies, \$60.88; Runnings, supplies, \$82.89); Mt. Rushmore Telephone, phone/internet, \$554.37; Sams Club, membership, \$165.08; SDRS SRP, supplemental retirement, \$59.00; SHP Holdings, publishing, \$142.13; Solar Sound Corp, stop lights, \$1,322.68; SD 811, fees, \$5.60. **General Fund Total \$14,954.13** **204 FUND: 204 Fund Total \$0.00. 211 FUND:** Keystone Chamber, Feb reimbursement, \$13,187.35; Keystone Utility, water utility, \$305.20; Mastercard, services/supplies, \$345.58 (Sams club, supplies, \$215.20; Kieffer Sanitation, garbage, \$130.38); Water Tree, water cooler, \$26.00. **Total 211 FUND: \$13864.13. 300 Debt Service:** AE2S, flood study LOMAR, \$2,305.00; Heavy Contractors, pedestrian bridge, \$55,451.48; Interstate Engineering, 317 no rise work, \$4,000.00; SD DOT, bringe inspections 2022, \$2,786.66. **Total 300 Fund: \$64,543.14. WATER FUND:** Payroll, payroll 5, \$1,900.74; IRS, payroll 5, \$584.43; Jacob Rapp, utility deposit, \$75.00; Mastercard, services/supplies, \$120.00 (USPS, stamps, \$120.00); Mid Continent, water/sewer testing, \$2,056.50; SDRS SRP, supplemental retirement, \$70.50. **Total Water Fund \$4,807.17. SEWER FUND:** Payroll, payroll 5, \$2,792.54; Dakota Pump, repair sump pump, \$3,048.36; Hills Setic Go-Pro, cleaned lift station, \$230.00; IRS, payroll 5, \$1,021.64; Mastercard, services/supplies, \$876.99 (D & M Ag Supply, sewer feed, \$740.00; USPS, stamps, \$120.00); MidContinent, water/sewer testing, \$619.50; Mt Rushmore Telephone,

phone/internet, \$226.99; SDRS SRP, supplemental retirement, \$33.00; USA Bluebook, supplies, \$334.95  
**Total Sewer Fund \$9,183.97.**

**VOLUNTEER/BUSINESS RECOGNITION:** President Greene wanted to mention that Mike Prios who has been running the food distribution at the Catholic Church has been doing a great job. The Seniors are having a St Patrick's Day Luncheon.

**SHERIFF'S REPORT:** Deputy Plawman presented his report. He reminded people to slow down in the mornings as melting/re-freezing snow has created a lot of slick spots.

**LIBRARY REPORT:** Robin Scott presented that the next library meeting is April 4th. Easter Egg Hunt is scheduled for April 8<sup>th</sup> at 10 am sharp. She was thanked for setting up for roller skating by Trustee McLain.

**KEYSTONE HISTORICAL SOCIETY REPORT:** Minutes from the last meeting were included in the packet.

**KEYSTONE CHAMBER REPORT:** Robin Pladson shared her report. She has signups for the Networking Event she is putting on March 30<sup>th</sup>. They are having a Chamber meeting on Friday at 10 am. They are also gearing up for the Vendor Show in April.

**KEYSTONE SENIORS REPORT:** Kristi Nemetz presented their Luncheon on Saint Patricks' Day. She also shared that they will be having a luncheon on April 28<sup>th</sup> hosted by Americans for Prosperity. They are also planning on a cupcake decorating station at the Easter Egg Hunt.

**PARK BOARD REPORT:** They have a meeting with the consultant this week. More details will be available later.

**PUBLIC WORKS REPORT:** Jerry, Devin, and Joe fixed the broken axel on the F350, fixed the broken battery terminal on the F250, plowed snow, fixed the chlorinator in Well 1. Jerry has been working with the State on the test results for the new well in Watson park.

**FINANCE OFFICER REPORT:** Finance Officer presented her report and financials. She informed the Board that Metro Plains, which manages Keystone Elderly Housing, has gotten their SAMS number updated with the Federal Government. She reminded everyone of the Board of Equalization meeting on Monday the 20<sup>th</sup> at 6:00 pm. She also reminded people that the last day to submit your paperwork to contest the valuation is the 16<sup>th</sup>. She requested that the Board approve Shana Hackett, Wesley Parker, Jesus Roman, and Nikki Ball as election workers for the municipal election held on April 11th. Motion by Trustee McLain to approve. Second by Trustee Babcock. Vote – all aye. Ballot order was drawn by President Greene, the ballot order is Lynette Gohsman-Tyon, Casey McNulty, Will Parks. Finance Officer announced that the Candidate Forum will be March 29<sup>th</sup> at 6:00 pm.

**CITY OFFICIALS:** Trustee Babcock – none. Trustee McNulty – none. Trustee McLain – Attended the Forest Resiliency meeting as well as the meeting with SD wildland fire which was discussing the burn permit rules. The group decided to keep the rules as they are. She was not able to attend the West Dakota Water Development District meeting. Trustee Fullilove – He is also looking into other grant opportunities for the Sediment removal project under the bridges. Trustee Greene – none.

**ITEMS FROM CITIZENS:** none.

**OLD BUSINESS:**

SWANZEY STREET BATHROOM LOCATION: There is not appraisal that has been done yet. Trustee Fullilove made a motion to not move forward with the two properties that has been previously discussed. Several board members spoke against moving forward with the BaRLees property. Derek Alexander suggested that the town look into a space on the other end of winter street near Boss's Burgers. He also suggested leaving the bathrooms where they are at and maybe doing one way traffic on the SwanzeY st bridge. Trustee Fullilove spoke strongly against both properties that had been previously discussed. Some ideas for locations were Pankratz property, empty lot, leave bathrooms where they are, BaRLees. There was contentious discussion. It was decided to table until the April 5<sup>th</sup> meeting and people with ideas need to be ready to discuss them.

CHAMBER SUPPLEMENTAL BUDGET REQUEST AND GROUND LEASE: Trustee McNulty made a motion to deny the budget request. Second by Trustee Babcock. Trustee McLain wanted the money to go to promotion and thought there were other options. Robin Pladson spoke about the effectiveness of the chamber and invited board members to the chamber meeting on Friday. Vote – all aye. Motion by Trustee McNulty to deny the ground lease. Second by Trustee Babcock. Vote – all aye.

#### NEW BUSINESS:

FIRST READING: ORDINANCE CHAPTER 96 TO PROHIBIT FEEDING WILDLIFE AND WATERFOWL 50 ft: Motion by Trustee McNulty to table the ordinance as people did not have enough time to review it. Second by Trustee Fullilove. Mike Klosowski from SD Game Fish and Parks, spoke about the issue of feeding deer. The positive is that they are enjoyable to watch, the negatives are that they congregate and eat the plants in peoples yards, habituate to humans and are not afraid and therefore more dangerous, chronic wasting disease is spread from deer congregating, mountain lions are attracted to the area, acidosis in deer, more collisions. Trustee Greene made a substitute motion to pass the first reading. It failed for a lack of a second. Vote – Trustees Babcock, McNulty, McLain, Fullilove – aye. Trustee Greene – nay. Motion Carried.

SECOND READING: ORDINANCE SECTION 51.12 WATER METERS FOR WELL WATER: Motion by Trustee McNulty to approve. Second by Trustee Babcock. Vote – all aye.

**AN ORDINANCE TO AMEND THE TOWN OF KEYSTONE ORDINANCE CHAPTER 51 BY ADDING A NEW SUBSECTION THERETO AS SECTION 51.12 TO REQUIRE CUSTOMERS, WHO ARE USERS OF THE TOWN OF KEYSTONE SEWER SERVICE BUT DO NOT USE THE TOWN OF KEYSTONE WATER SERVICE, TO INSTALL A WATER METER TO MEASURE THE CUSTOMER'S WATER USAGE TO DETERMINE THE CORRECT AMOUNT OF THE CUSTOMER'S SEWER CHARGE.**

**BE IT ORDAINED BY THE TOWN OF KEYSTONE BOARD OF TRUSTEES TO ENACT AN ORDINANCE AMENDING THE TOWN OF KEYSTONE ORDINANCE CHAPTER 51 BY ADDING A NEW SUBSECTION THERETO AS SECTION 51.12 TO REQUIRE CUSTOMERS, WHO ARE USERS OF THE TOWN OF KEYSTONE SEWER SERVICE BUT DO NOT USE THE TOWN OF KEYSTONE WATER SERVICE, TO INSTALL A WATER METER TO MEASURE THE CUSTOMER'S WATER USAGE TO DETERMINE THE CORRECT AMOUNT OF THE CUSTOMER'S SEWER CHARGE.**

#### **§51.12 WATER METERS**

(A) All customers of the Town's sewer system, who are not customers of the Town's water system, shall meter their own water usage to enable the Town to accurately assess the customer's monthly sewer charge.

(B) A suitable place for meters, safe from frost or other damage and accessible for examination, must be provided by and at the expense of the owner or occupant. In any case where the meter is injured by freezing or otherwise damaged by act or neglect of the owner or occupant, it shall be repaired or replaced, and the expense thereof shall be paid by the owner or occupant of the premises.

(C) The Town will supply meters 3/4-inch and smaller to all accounts where applicable so meters are compatible with the Town's computer read system. Customers are responsible for the reimbursement to the Town for all meters supplied.

(D) All accounts are responsible for their own installation, regardless of size of meter; commercial accounts requiring meters larger than 3/4-inch are required to purchase their own meters which are compatible with the Town's computer read system.

(E) In cases where meters shall fail to register the amount of water used, the sewer charges shall be based on the average used during the 2 or more preceding years of similar length and during a similar time.

BUSINESS LICENSES: Motion by Trustee Fullilove to approve business licenses for Big Thunder Bar and Grill, Big Thunder Gold Mine, Comfort Inn and Suites Mt Rushmore, Dalton Music, Holy Terror Days Inc/Haunting of Keystone, Presidential Perks Coffee, Ruby House Restaurant. Second by Trustee Babcock. Vote – Trustees Babcock, Greene, Fullilove – Aye. Trustees McNulty and McLain abstained. Motion carried.

HEART OF THE HILS PROM DONATION REQUEST: Motion by Trustee Fullilove to approve \$200.00. Second by Trustee McLain. Vote – all aye.

HARNEY ST LOT – FENCE: Jerry doesn't think we need a fence. He thinks trees would be a better option for that location. Motion by Trustee Babcock to have finance officer collect proposals to plant trees. Second by Trustee Fullilove. Vote – all aye.

BUILDING PERMIT:BP3-15-23-1 Andre Plante, 851 Bullion St. Small Cabin. Motion by Trustee Babcock to approve the building permit. Second by Trustee Fullilove. Vote – all aye. Fee in the amount of \$360.00.

WATER AND SEWER TAP, Andre Plante, 851 Bullion St. Motion by Trustee Babcock to approve. Second by Trustee Fullilove. Vote – all aye. Fee in the amount of \$2,265.00.

AE2S PROPOSAL FOR WORK ON BRIDGE 317 NO-RISE DESIGN: Motion by Trustee McLain to approve. Second by Trustee Babcock. Vote -Trustees Babcock, McLain, Greene, Fullilove – aye. Trustee McNulty – nay. Motion Carried.

Meeting adjourned 7:30 pm.

Town of Keystone, Board of Trustees

By \_\_\_\_\_

Richard Greene, President

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

Cassandra Ott, Finance Officer (SEAL)