

Town of Keystone  
Board of Trustees  
May 3, 2023

The Board of Trustees met at 6:00 pm, Wednesday, May 3, 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. Other interested citizens in attendance were: Deputy Plawman, Candace Lorimor, Susan Alumbaugh, Vanessa Row, Patty Parks, Will Parks, Sid Tyon, Lynette Gohsman, Kolbi, Lisa Schaeffer, Julie Babcock, Rick and Sherry Smith, Kristi Nemetz, Bernard Cordes, Tammy Hunsaker, Natan, Leslie Silverman, Robin Scott, Nikki Ball, Bob Nelson.

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

CALL FOR CHANGES TO THE AGENDA: Request to add Dottie Cofoid Welcome Sign request to new business.

MINUTES: Motion by Trustee McNulty to approve the minutes for the regular meeting on April 19<sup>th</sup>, 2023 and the special meeting on April 28<sup>th</sup>, 2023. Second by Trustee Babcock. Vote – all aye.

CLAIMS: Motion by Trustee McLain, to approve the May 3, 2023 claims. Second by Trustee McNulty. Vote – all aye. **General Fund:** Payroll, payroll 8, \$5,388.82; Payroll, election, \$454.84; Aflac, supplemental retirement, \$154.30; BH Energy, power utility, \$2,665.43; Black Hills Library Consortium, library fee, \$2.99; Century Business Products, Kyocera rent, \$139.76; Delta Dental, dental insurance, \$286.80; Employee Reimbursement, phones/mileage, \$663.50; First Interstate Bank, bank fees, \$50.00; HPSD, health insurance, \$2,845.84; IRS, payroll 8, \$1,590.68; Mastercard, services/supplies, \$2,028.31 (Adobe Inc, yearly subscription, \$510.94; BAM, books, \$602.94; Menards, supplies, \$645.39; Ruby House, clean up week, \$157.23; Sams Club, supplies, \$111.81); Nelsons Oil and Gas, propane/diesel, \$1,627.30; SD Retirement, retirement, \$1,515.78; SDRS SRP, supplemental retirement, \$59.00; SHP Holdings, publishing, \$887.09; Windstream, long distance phone, \$14.92. **General Fund Total \$20,375.36. 204 FUND: 204 Fund Total \$0.00. 211 FUND:** Amick Sound, fire alarm monitoring, \$20.00; Keystone Senior Citizens, reimbursement Jan/Feb, \$1,925.61; Mastercard, services/supplies, \$114.54 (Sams club, supplies, \$34.68; Target, kcc supply, \$79.86); Nelson's Oil and Gas, propane, \$990.99. **Total 211 FUND: \$3,051.14. 300 Debt Service:** AE2S, bridge 317 phase 1 FEMA, \$6,650.00. **Total 300 Fund: \$6,650.00. WATER FUND:** Payroll, payroll 8, \$1,775.14; Aflac, supplemental insurance, \$76.08; BH Energy, power utility, \$1,615.77; Delta Dental, dental insurance, \$59.60; Employee Reimbursement, phones/mileage, \$40.00; HPSD, health insurance, \$1,138.33; IRS, Payroll 8, \$538.65; Mastercard, services/supplies, \$158.96 (Menards, supplies, \$158.96); SD Retirement, retirement, \$575.26; SDRS SRP, supplemental retirement, \$70.50; Stephanie Lende, credit on utility, \$260.50. **Total Water Fund \$6,308.79. SEWER FUND:** Payroll, payroll 8, \$2,581.39; Aflac, supplemental retirement, \$170.56; BH Energy, power utility, \$6,499.05; Delta Dental, dental insurance, \$128.50; Employee Reimbursement, phones/mileage, \$40.00; HPSD, health insurance, \$2,292.28; IRS, payroll 8, \$945.53; Mastercard, supplies, \$3.00 (Keystone country store, ice, \$3.00); Nelsons Oil and Gas, propane, \$439.47; SD Retirement, retirement, \$950.66; SDRS SRP, supplemental reitirement, \$33.00; Stephanie Lende, credit on utility, \$4.00; US Bank, Clean Water Loan, \$7,155.72. **Total Sewer Fund \$21,243.16.**

**VOLUNTEER/BUSINESS RECOGNITION:** Volunteers for clean up day: Bill and Julie Babcock, Casey McNulty, Karen Boland, Robin Scott, Sherry and Rick Smith, Brandi Hunsaker, Ken Jaques, Jose Pedraza Vega, Arnulfo Lopez Aguilar, Daniel Zarate Preciad. Volunteers for Rollerskating were: Lori and Leon Rongstad, Sandi McLain, Vanessa Row, Sara Digmann, Gabby and Andy Allen, Joe Forgey, Cassandra Ott, Robin Scott, Bob Batterman, Nikki Burke, Patty Songstad, Kierra Babcock, Mason Olson, Brittany Hanson, Amber Fullilove, Mia Rapp, Mike Genaro, Casey McNulty.

**PUBLIC WORKS REPORT:** Jerry and his crew have finished the Watson Park Sign. They met with KLJ about lake Oahe water pipeline. They put out more garbage cans and wanted to remind businesses to put out their own cans as well. They started up the UV Site at the Sewer Plant. They cleaned up Swanzey St. They got samples from Roy St Well. They worked on switching the pump for Well 1. They met Cody to discuss the cemetery tree cutting.

**FINANCE OFFICER REPORT:** Finance Officer presented her report. The sales tax report was presented, but it isn't very useful this time of year with the audits that happened last year and this year affecting percentages significantly. The roller skating report was presented. Finance Officer wanted to recognize the public works staff for receiving an award for quality drinking water from the State of South Dakota.

**CITY OFFICIALS:** Trustee Babcock – none. Trustee McNulty – none. Trustee McLain – Is planning on attending the Energize Conference in Wessington Springs. President Greene – presented a parting letter as he was ending his term. Trustee Fullilove – none. Attorney Johnson - wanted to correct his statement at the last meeting the wildlife ordinance was not killed, it could be readdressed within a year. He also wanted to amend his statement that an ordinance could not be changed for a year if passed, that was incorrect.

**ITEMS FROM CITIZENS:** Julie Babcock, thanked Cassandra for her work for the past 7 years.

**OLD BUSINESS:** none.

**NEW BUSINESS:**

**SWEARING IN OF NEW TRUSTEES:** Finance Officer administered the Oath of Office for Will Parks and Casey McNulty for three year terms. Board signed form approving all current Board members and Finance Officer to be added to bank accounts and removing Rick Greene from the Bank accounts.

**BOARD PRESIDENT IS CHOSEN:** Motion by Trustee Babcock to nominate Trustee McNulty as President. Substitute motion by Trustee Fullilove to nominate Trustee McLain for President. Second by Trustee Parks. Vote – all aye.

**APPOINT OFFICIALS:** Motion by Trustee Fullilove to appoint Mitch Johnson as Town Attorney. Second by Trustee McNulty. Vote – all aye. Motion by Trustee McNulty to appoint Zach Grapentine of Interstate Engineering as Town Engineer. Second by Trustee Babcock. Vote – all aye. Motion by Trustee McNulty to appoint Cassandra Ott as Finance Officer pending a replacement. Second by Trustee Babcock. Vote – all aye.

**SIGNING CODE OF CONDUCT:** All Board members and appointed officials signed the code of conduct.

**APPOINT LIBRARY BOARD:** Motion by Trustee McNulty to appoint Linda Halley, Nikki Ball, Julie Babcock, Amy Fullilove, and Gaby Allen as library board members. Second by Trustee Babcock. Vote – all aye.

Oath administered to Nikki Ball, and Julie Babcock. Motion by Trustee Fullilove to allow Finance Officer to administer the oath of office in her office to the remaining members. Second by Trustee Parks. Vote – all aye.

APPOINT ELDERLY HOUSING COMMISSION: Motion by Trustee Fullilove to appoint Vanessa Row, Tim Patsch, Casey McNulty, Arlette Schweitzer, Bill Babcock. Second by Trustee Parks. Vote - all aye. Oath administered to Vanessa Row, Bill Babcock, and Casey McNulty. Motion by Trustee Fullilove to allow Finance Officer to administer the oath of office in her office to the remaining members. Second by Trustee Parks. Vote – all aye.

APPOINT CEMETERY COMMITTEE: Motion by Trustee McNulty to appoint Vanessa Row, Teri Tedford, Jon Veltman, Carolyn Clifford, Bill Babcock to the Cemetery Committee. Second by Trustee Fullilove. Vote – all aye. Oath of Office administered to Vanessa Row and Bill Babcock. Motion by Trustee McNulty to have the Finance Officer administer the oath in her office for the remaining members. Second by Trustee Fullilove. Vote – all aye.

BUSINESS LICENSES: Motion by Trustee Babcock to approve the following business licenses: Back Roads Inn and Cabins, Black Hills Helicopter, Black Hills Premier Vacation Rentals (1927 Lodge), Black Hills Outfitters, Blanco, Buffalo Old Time Photo, Dahl's Chainsaw Art, Daisy Chain Inc, Grandma Goodnights, Keystone Fashion, Mountain Eagle Outpost, One Stop Convenience Store, Rock Lodge, Rock Lodge Storage, Rushmore Express Inn and Family Suites, Sugar Rush-more, Svenmar Nightly Rentals, The Front Porch Restaurant and Bar. Second by Trustee Fullilove. Vote – Trustees Babcock, McLain, Fullilove, Parks – Aye. Trustee McNulty abstained.

CONTRACTOR LICENSES: Motion by Trustee Babcock to approve the contractors license for Sabo Electric. Second by Trustee McNulty. Vote – all aye.

MALT BEVERAGE LICENSE RENEWALS: Motion by Trustee Babcock to approve a Malt Beverage and South Dakota farm wine on/off sale license for . Second by Trustee McNulty. Vote – all aye. Motion by Trustee McNulty to approve a Malt Beverage and South Dakota farm wine on/off sale for BDK Catering. Second by Trustee Babcock. Vote – all aye. Motion by Trustee McNulty to approve a Malt Beverage and South Dakota farm wine on/off sale for Battlecreek Lodge. Second by Trustee Babcock. Vote – all aye. Motion by Trustee Fullilove to approve a Malt Beverage and South Dakota farm wine on/off sale for Big Thunder Inc. Second by Trustee Babcock. Vote – Trustees Babcock, McNulty, Fullilove, Parks – aye. President McLain abstained. Motion carried. Motion by Trustee McNulty to approve a Malt Beverage and South Dakota farm wine on/off sale for CNC Tramway. Second by Trustee Babcock. Vote – all aye. Motion by Trustee McNulty to approve a Malt Beverage and South Dakota farm wine on/off sale for Cruizzers. Second by Trustee Babcock. Vote – all aye. Motion by Trustee Fullilove to approve a Malt Beverage and South Dakota farm wine on/off sale for Halley's Store. Second by Trustee Babcock. Vote – all aye. Motion by Trustee Fullilove to approve a Malt Beverage and South Dakota farm wine on/off sale for Halley's West. Second by Trustee Babcock. Vote – all aye. Motion by Trustee McNulty to approve a Malt Beverage and South Dakota farm wine on/off sale for Holy Terror Coffee. Second by Trustee Babcock. Vote – all aye. Motion by Trustee McNulty to approve a Malt Beverage and South Dakota farm wine on/off sale for Jane's Pizza. Second by Trustee Babcock. Vote – all aye. Motion by Trustee Fullilove to approve a Malt Beverage and South Dakota farm wine on/off sale for K Bar S Lodge. Second by Trustee McNulty. Vote – all aye. Motion by Trustee McNulty to approve a Malt Beverage and South Dakota farm wine on/off sale for Keystone Country Store. Second by Trustee Babcock. Vote – all aye.

Motion by Trustee McNulty to approve a Malt Beverage and South Dakota farm wine on/off sale for National Presidential Wax Museum. Second by Trustee Babcock. Vote – all aye. Motion by Trustee McNulty to approve a Malt Beverage and South Dakota farm wine on/off sale for Red Garter. Second by Trustee Babcock. Vote – all aye. Motion by Trustee Fullilove to approve a Malt Beverage and South Dakota farm wine on/off sale for Reds Chicken House. Second by Trustee Babcock. Vote – all aye. Motion by Trustee McNulty to approve a Malt Beverage and South Dakota farm wine on/off sale for Sprockets. Second by Trustee Babcock. Vote – all aye.

FIRST READING ORDINANCE SECTION 152.03 BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD: Motion by Trustee McNulty to approve the first reading. Second by Trustee Babcock. Vote – all aye.

FIRST READING: ORDINANCE SECTION 152.08 SEVERABILITY: Motion by Trustee McNulty to approve the first reading. Second by Trustee Fullilove. Vote – all aye.

FIRST READING ORDINANCE SECTION 152.44 REDACTED IN ENTIRETY: Motion by Trustee McNulty to approve the first reading. Second by Trustee Babcock. Vote – all aye.

FIRST READING ORDINANCE SECTION 152.67 F MINIMIZE FLOOD DAMAGE IN SUBDIVISIONS: Motion by Trustee McNulty to approve the first reading. Second by Trustee Babcock. Vote – all aye.

FIRST READING ORDINANCE SECTION 152.69 B ENCROACHMENTS CANNOT CAUSE RISE OVER 0.00 FT: Motion by Trustee Fullilove to approve the first reading. Second by Trustee McNulty. Vote – all aye.

SECOND STREET DRAINAGE: The alley behind the senior center building drainage has not been addressed. Three quotes were received. Motion by Trustee McNulty to table until there were quotes that matched each other for the same work. Second by Trustee Fullilove. Substitute motion by Trustee McNulty to have the engineer draft a set of specifications, but the Town needs a quote for the cost of doing that first. Second by Trustee Babcock. Vote – all aye.

BERNARD CORDES LETTER: President McLain spoke about how there were 8 points brought up and herself and Rick Greene responded to those points in a separate letter. She wanted to highlight that these items were still up for discussion, but maybe in a different format not a board meeting. HARNEY STREET LOT: Trustee McNulty made a motion to table the Harney Street lot discussion until other locations can be identified. Second by Trustee Babcock. Vote – all aye. CHAMBER OF COMMERCE: Trustee McNulty made a motion to remove this item from the agenda as it would be discussed during budget hearings. Second by Trustee Babcock. Vote – all aye. MAINTENANCE PERSONNEL: Motion by Trustee McNulty to remove from the agenda. Second by Trustee Babcock. Discussion on the need for qualified staff to run the sewer plant. Vote – all aye. STREET TO WATSON PARK PLAYGROUND: Motion by Trustee McNulty to remove from the agenda as the Park Board would be dealing with this and it would need to go through budget hearings. Second by Trustee Babcock. Vote – all aye.

DOTTIE COFOID WELCOME SIGN: Motion by Trustee McNulty to deny paying Dottie for her work on the welcome sign, because he was going to pay her to do the work. He proceeded to write a check to Dottie Cofoid. He complimented her on her excellent work keeping the welcome sign looking good. Second by Trustee Babcock. Vote – all aye.

Meeting adjourned at 7:40 pm.

Town of Keystone, Board of Trustees

By \_\_\_\_\_

Richard Greene, President

ATTEST:

\_\_\_\_\_

Cassandra Ott, Finance Officer

(SEAL)