

Town of Keystone
Board of Trustees
June 7, 2023

The Board of Trustees met at 6:00 pm, Wednesday, June 7th, 2023, for a regularly scheduled board meeting in the Keystone Community Center meeting room. Present were President Sandra McLain, Trustees Bill Babcock, Matthew Fullilove (arrived at 6:15pm), Casey McNulty, and Will Parks. Also present was Acting Finance Officer Cassandra Ott, Public Works representative Devin Lorimor, City Attorney Mitch Johnson. Town Engineer Zach Grapentine, Public Works Supervisor Jerry Przybylski, and Finance Officer Samantha Epler were absent. Other interested citizens in attendance were: Nathan Phelps, Dennis and Lisa Cole, Rick and Sherry Smith, Lisa Schaeffer, Bernard Cordes, Leslie Silverman, Bob Nelson, David Cofoid, Yakov Kohlbi, Natan Levy, Robin Scott, Laura and Duane Pankratz.

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

CALL FOR CHANGES TO THE AGENDA: none.

MINUTES: Motion by Trustee Babcock to approve the minutes for May 17th and May 24th, 2023 with the correction to change Robin Scott to Robin Pladson in the May 24th minutes. Second by Trustee McNulty. Vote – all aye.

CLAIMS: Motion by Trustee Babcock to approve the June 7th 2023, claims. Second by Trustee Parks. Vote– all aye. Motion carried. **General Fund:** Payroll, payroll 10 and 11, \$13,512.73; Black Hills Energy, power utility, \$2,813.68; Windstream Enterprise, long distance phone, \$11.83; Delta Dental, dental insurance, \$286.80; IRS, payroll taxes, \$4,175.29; Aflac, supplemental insurance, \$154.30; Gopher, volleyball on-court system, \$1,999.99; Black Hills Library Consortium, content café fee, \$11.84; Mastercard, supplies, \$846.36 (Walmart, supplies, \$59.88; SD Library Association, membership fee, \$58.00; USPS, stamps, \$315.00; Office Depot, ink, \$227.34; Powerhouse, belt 60 deck, \$186.24); Nelson’s Oil and Gas, gas/dsl, \$1,121.60; First Interstate Bank, fees, \$69.00; First Impressions Unlimited, name badges, \$34.00; SD Retirement, retirement, \$2,710.40; SDRS SRP, supplemental retirement, \$118.00; Summit Structural Engineering, review museum report, \$1,011.75; S&L Logging, cemetery tree removal, \$5,200.00; Century Business Products, Kyocera rent, \$125.34; Johnson Law Office, attorney fees, \$627.00; Mt Rushmore Telephone, phone/internet, \$552.27; Watertree, water, \$26.00; HPSD, health insurance, \$2,845.84. **General Fund Total \$38,254.02. 204 FUND: 204 Fund Total \$0.00. 211 FUND:** Royal Flush Portables, donated for benefit, \$250.00; Mastercard, kcc and youth, \$262.62 (Walmart/Sams Club, supplies, \$262.52); Amick Sound, fire alarm monitoring, \$20.00. **Total 211 FUND: \$532.62. 300 Debt Service: Total 300 Fund: \$0.00. WATER FUND:** Payroll, payroll 10 and 11; \$3,358.37; Delta Dental, dental insurance, \$94.05; Mastercard, supplies, \$124.50 (Harvey’s Lock and Key, keys, \$5.60; Menards, supplies, \$118.45); Black Hills Energy, power utility, \$1,579.20; IRS, payroll taxes, \$1,009.70; Aflac, supplemental insurance, \$76.08; Alexander Drilling, well 1, \$8,867.08; HPSD, health insurance, \$1,138.33; SD Retirement, retirement, \$821.48; SDRS SRP, supplemental retirement, \$141.00. **Total Water Fund \$17,209.34. SEWER FUND:** Payroll, payroll 10 and 11; \$4,864.31; BH Energy, power utility, \$6,459.21; SDARWS, sewer camera setup, \$2,000.00; Black Hills Chemical, bleach, \$141.69; IRS, payroll taxes, \$1,785.83; Mastercard, supplies, \$9.21 (Menards, supplies, \$9.21); Aflac, supplemental insurance, \$170.56; Delta Dental, dental insurance, \$94.05; HPSD, health insurance, \$2,292.28; SD

Retirement, retirement, \$1,365.26; Mt Rushmore Telephone, phone/internet, \$225.83; SDRS SRP, supplemental retirement, \$66.00. **Total Sewer Fund \$19,474.23.**

VOLUNTEER/BUSINESS RECOGNITION: President McLain wanted to thank Lisa Schaeffer and Kohlbi for purchasing and taking care of flowers downtown. It looks very nice. Devin Loimor thanked Mike Helgersen with the Battle Creek Fire Department on his help fixing the cemetery flag pole.

PUBLIC WORKS REPORT: Jerry met with the Town engineer on the Watson park pedestrian bridge and discussed the poorly constructed sidewalks. The engineer agrees that they were not done properly, which is why they are cracking. The attorney requested a letter from the engineer stating why the sidewalks are cracking. Jerry met with the engineer about Well 6 as well. Jerry is working with Black Hills Energy to get power to well 6. The public works have been mowing and weed whacking. Jerry met with Trustee Parks about cleaning up the storage yard. They cleaned Winter St with a sweeper. They did maintenance on the blowers at the sewer plant.

FINANCE OFFICER REPORT: Acting Finance Officer presented financials. She stated that the financials for May will be available in the office. State Parking lot report was also included.

CITY OFFICIALS: Trustee Babcock – spoke about walking downtown with President McLain checking on garbage cans and t-shirts in the right of way. He was concerned about the sidewalk that is cracked on Winter St. Trustee McNulty – informed the board that the museum roof is completed and does not need to be on the list. Trustee Parks – has a meeting with FEMA next week. He thinks that the CLOMR should be ready to submit to FEMA in 2 weeks. He also checked on the BIG Grant for Bridge 317 and it will still be usable as it expires in 2025. Trustee Fullilove arrived. He stated that the Roy St well will just need a filter system and they are checking around for a good cost-effective filter system. He talked about the Well 6 pump house and how they are working with the park board to make sure it will look good. He also discussed where they plan on tying in the Well 6 to the main. He also brought up the Bridge to Somewhere sidewalk. The Town requested that the attorney send a letter to Heavy Constructors to repair the sidewalks. Attorney Johnson will once he receives a letter from the engineer as discussed earlier in the meeting. Bernard Cordes wants the town to do something about the dust in the Town storage lot.

ITEMS FROM CITIZENS: Bob Nelson requested information from the helicopters concerning sales tax.

OLD BUSINESS:

TREE PLANTING ON HARNEY ST LOT: Motion by Trustee McNulty to table as Trustee Parks is working on a Harney St lot plan. Second by Trustee Parks. Vote – all aye.

DISCUSSION ON T-SHIRTS ON THE WALKWAYS: President McLain was concerned that t-shirts are starting to block the free flow of pedestrian traffic on the sidewalks. She wanted to request a special meeting to discuss a possible ordinance disallowing merchandise in the sidewalks. Motion by Trustee Fullilove to have a special meeting on June 14th at 6:00 pm. Second by Trustee Babcock. Vote – all aye.

BRIDGE SEDIMENT REMOVAL: Trustee Parks will call AE2S to discuss the proposal for permitting for one bridge clean up vs two bridges. There is currently a proposal for two bridges that is ~\$34k.

WELL 6 WATSON & BULLION ST LOOP SUBMIT TO BID: Trustee Fullilove stated that the Town has not received the documents yet, so there was not vote. Hopefully the documents will arrive before the next Board meeting.

NEW BUSINESS:

PUBLIC HEARING: MALT BEVERAGE AND SD FARM WINE FOR BOTH BOSS' PIZZA AND BOSS' BURGERS
Motion by Trustee Babcock to go into public hearing. Second by Trustee Parks. Vote – all aye. Entered public hearing. No discussion. Motion by Trustee Babcock to exit public hearing. Second by Trustee Parks. Vote – all aye. Exit public hearing. Motion by Trustee Fullilove to approve a new Malt Beverage License for Boss' Pizza. Second by Trustee Babcock. Vote – Trustees Babcock, McLain, Fullilove, Parks – aye. Trustee McNulty abstained. Motion Carried. Motion by Trustee Fullilove to approve a new Malt Beverage License for Boss' Burgers. Second by Trustee Babcock. Vote – Trustees Babcock, McLain, Fullilove, Parks – aye. Trustee McNulty abstained. Motion Carried.

BUSINESS LICENSES: Motion by Trustee Babcock to approve the following business licenses: Boss' Burgers, Boss' Pizza and Chicken, JL Knives (Swanzy St), RP Concessions/Lemonade Stand (Transient), Peggy's Place, The SoDak Shack. Second by Trustee Parks. Vote – Trustees Babcock, McLain, Fullilove, Parks – aye. Trustee McNulty abstained. Motion Carried.

Motion by Trustee McNulty to approve the following contractors licenses: Johnson Controls Fire Protection, Sales Solutions, Talley Construction. Vote – all aye.

Building Permit: BP6-7-23 Nathan Phelps, 803 ½ Madill St. 19ft x 12ft roof over deck. Motion by Trustee Fullilove to approve. Second by Trustee Babcock. Vote – all aye. Fee: \$120.00

Sign Permit: SP6-7-23-1 David Holmgren 804 Hwy 16A shop #4. Holy Terror Coffee Grill and Pub. Motion by Trustee McNulty to approve. Second by Trustee Babcock. Vote – all aye. Fee \$20.00.

Sign Permit: SP6-7-23-2 David Holmgren 804 Hwy 16A shop # 8. Eno's Pizza and Pub. Motion by Trustee McNulty to approve. Second by Trustee Babcock. Vote – all aye. Fee \$20.00.

Grading Permit: GP6-7-23-1 Lori Lanpher 410 First Street. Level off driveway that slopes. Motion to approve by Trustee McNulty. Second by Trustee Babcock. Vote – all aye.

Grading Permit: GP6-7-23-2 Sarah Digmann 408 First Street. Making gravel drive into grass yard. Motion to approve by Trustee McNulty. Second by Trustee Fullilove. Vote – all aye.

DISCUSSION REMOVE 10 EMPLOYEE PARKING SPOTS TO PUBLIC PARKING/3 HR PARKING: Discussion with audience. Motion by Trustee McNulty to approve removing 2 employee parking signs and make 20 employee parking spots into general parking. Second by Trustee Babcock. Vote – all aye. 3 hr parking discussion moved to the special meeting on June 14th.

Meeting adjourned 7:07 pm.

Town of Keystone, Board of Trustees

By _____

Sandra McLain, President

ATTEST: _____

Cassandra Ott, Finance Officer (SEAL)