

AGENDA

DATE/TIME: Wednesday, November 1st, 2023 at 6:00 PM

LOCATION: Keystone Community Center Meeting Room

BOARD: President Sandra McLain; Trustees: Nikki Ball, Matthew Fullilove, Casey McNulty, and Will Parks

6:00 P.M. Call meeting to order

1. Call for changes to the agenda
2. Approval of minutes of the Regular Meeting held October 18th, 2023
3. Claims – November 1st, 2023
4. Volunteer/ Business Recognition
5. Public Works
6. Finance Officer Report
 - A: Sales Tax
 - B: Request Office Closed Nov 24th
7. City Officials
8. Items from Citizens – No action to be taken

OLD BUSINESS:

- A: Pankratz Well
- B: Arsenic Removal

NEW BUSINESS:

- A: First Reading: Chapter 95 – Regulation of Burning small slash piles in Keystone
- B: On Sale Retail Liquor Renewals
 - a. BaRLees
 - b. Keystone Convenience
 - c. Red Garter Inc
- C: Convention Center On Sale Liquor Renewals
 - a. Front Porch Restaurant
 - b. K Bar S Lodge
- D: Off Sale Package Liquor Renewals
 - a. Keystone Convenience
 - b. Red Garter
- E: Retail On-Off Sale Wine and Cider Renewals
 - a. Big Thunder Inc
 - b. K Bar S Lodge
 - c. Keystone Country Store
 - d. Keystone Pub Grub
 - e. One Stop Convenience Shop
 - f. Recreational Adventures
- F: Building Permit BP11-01-23 Leann Ray, 719 Madill St, replacing rotted porch and roof
- G: Hill City School Supply Donation
- H: Add Nikki Ball to Bank Accounts

EXECUTIVE SESSION – SDCL 1-25-2.1-5 Personnel, Student, Legal, Contract Negotiation, Security

Town of Keystone
Board of Trustees
October 18th, 2023

The Board of Trustees met at 6:00 pm, Wednesday, October 18th, 2023, for a regularly scheduled board meeting in the Keystone Community Center meeting room. Present were President Sandra McLain, Trustees Matt Fullilove, Casey McNulty, and Will Parks. Also present was Finance Officer Samantha Epler, Public Works Supervisor Jerry Przyblyski, and City Attorney Mitch Johnson. Other interested citizens in attendance: Nikki Ball, Candace Lorimor, Sherry and Richard Smith, Joe Forgey, Shayleigh Forgey, Nathan Phelps, Robin Pladson, Sid and Lynette Tyon, Linda Skogen, Karen Boland, Leslie Silverman, Deputy Lindquist, Bernard Cordes, and Robin Scott.

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

Appoint Trustee: Motion by Trustee McNulty to appoint Nikki Ball as Town Trustee. Seconded by Trustee Parks. Vote – all aye. Finance Officer administered the Oath of Office for Nikki Ball.

CALL FOR CHANGES TO THE AGENDA: BP3-15-23-1 was added to old business and BP10-18-2023 was added to new business.

MINUTES: Motion by Trustee McNulty to approve the minutes for the regular meeting on October 4th, 2023. Seconded by Trustee Parks. Vote – Trustees Fullilove, McLain, McNulty, and Parks vote aye. Trustee Ball abstained. Motion carried.

CLAIMS: Motion by Trustee McNulty, to approve the October 18th, 2023 claims. Second by Trustee Fullilove. Vote – all aye. **General Fund:** Payroll, payroll 20, \$4811.01; IRS, payroll 20, \$1382.42; SD 811 \$6.72; Mastercard, services and supplies \$2107.69; CCB, wage assignment \$159.67; Nelsons Oil and Gas, fuel \$1344.17; Keystone Utility, water/sewer \$169.90; Johnson Law Office, attorney fees \$665.00; Mountain States Security, security for KCC \$238.32; Employee Reimbursement, mileage/cell \$735.62; SDRS SRP, supplemental retirement \$42.50; Mt. Rushmore Telephone, phone/internet \$555.47; SD Reemployment, unemployment insurance \$55.48; gWorks, annual fees 2024 \$6930.00; SHP Holdings, publishing \$275.17; MDR Consulting, Network service \$499.50; Miller Construction, 8 loads of millings \$4849.08; Envisionware, library software \$391.85; Pennington County Sheriff, 4th quarter payment \$21983.75 SD 811, 10 calls \$11.20; Tom Pitlick, deposit refund \$2011.68. **General Fund Total \$49,219.48.** **204 FUND: 204 Fund Total \$0.00.** **211 FUND:** Town of Keystone Utility, water and sewer \$384.95; Water Tree, water \$26.00; Black Hills Chemical, strategic cleaner \$14.99; Mastercard, supplies/services \$645.71. **211 FUND Total \$645.71.** **300 Debt Service: 300 Fund Total \$0.00.** **Water Fund:** Payroll, payroll 20 \$1825.23; IRS, payroll taxes \$555.61; Employee Reimbursement, cell phone \$40.00; SDRS SRP, supplemental retirement \$78.75; BTD Enterprises, LLC, Watson & Bullion water project \$144023.40; Mid Continent, testing \$245.50; Mueller, software \$596.82; US Bank, CWF Loan \$3175.75; EPCO, RSP5-10 5M sediment \$1645.60. **Water Fund Total \$152,182.66.** **Sewer Fund:** Payroll, payroll 20 \$2369.94; IRS, payroll taxes \$869.95; Mueller, software \$596.82; Mt Rushmore Telephone, phone/internet \$227.98; Employee reimbursement \$40.00; MC2, SDRS SRP, supplemental retirement \$41.25; Mid Continent, Testing \$568.50; Nelsons Oil & Gas, propane \$579.35. **Sewer Fund Total \$5293.79.**

Volunteer/Business Recognition:

SHERIFFS REPORT: Deputy Lindquist reported that Sargent Swanson will be able to attend the November 15th meeting to introduce herself. He reported that September was a pretty quiet month based on the report as he was on paternity leave for most of the month.

LIBRARY REPORT: Robin announced that the Trunk or Treat and roller skating will take place on October 28, 2023, from 2 -5pm. November 4th the library is hosting writing class from 11 – 1. Robin reported that the Victorian Christmas will be November 18 from 8 – 2:30 and Turkey Bingo from 5 – 8. She had 23 participants in the Summer Reading Program reading a total of 49000 minutes. In the community garden they grew quite a few pumpkins and have placed them outside of the library. The One Book chosen is, “The Seed Keeper” and participants will be meeting December 2 from 11-1. Robin attended the SDLA conference September 27th – 29th and if anyone wants details, they are welcome to stop in at the library.

HISTORICAL SOCIETY REPORT: None.

KEYSTONE CHAMBER REPORT: Robin Pladson presented her director report. Robin said they have the posters ready for Victorian Christmas. The dinner lasts until around 4:30 and 4:45 and then Turkey Bingo at 5:00.

KEYSTONE SENIOR CENTER REPORT: Linda Skogen reported things are going well with their new accountant. Their Social Committee is meeting on October 19th at 9:30am at the Senior Center for activity planning. Linda requested that the seniors only report to the Town Board quarterly. Trustee McLain said since the seniors have a budget from the town they need to continue to report monthly. The Senior Center has replaced their refrigerator as well.

PUBLIC WORKS REPORT: Jerry and the maintenance crew made repairs to manholes. They got the snowplows ready for winter and got sand for the roads. They changed the oil in the trucks, replaced the thermostat in one truck, put a new fuel pump in the Chevy, and had to take the other truck in for repairs of electrical issues. They got the urinal installed at the park restrooms. They disposed of a refrigerator for Robin. Got the heaters going in all the well houses and PRV stations. They put the picnic tables away. They marked quite a few graves. They worked on fixing a leak in the sewer plant roof. Jerry said they just need a meter to test the well on Pankratz property. They have 5 windows ready for the museum to install and Mike from the fire department will help them do that on Monday. Jerry called Mike from Rural Water to come check the town’s wells static pressure and camera them. Jerry said they fixed the road where the bridge from highway 16A meets Roy St that Laura Pankratz brought to the town’s attention at the last meeting.

FINANCE OFFICER REPORT: The Finance Officer presented the financial reports. She announced Senator Rounds’ Staff visit in Keystone will be October 26th, 2023, from 1 p.m. to 2 p.m. in the meeting room of the Keystone Community Center.

CITY OFFICIALS: Attorney Johnson – none. Trustee Parks stated the AE2S reported to him that FEMA still has 60 days to respond about the CLOMR. Trustee Fullilove – none. Trustee McNulty – none. Trustee Ball – none. Trustee McLain reported on the need for a comprehensive plan on water and sewer needs and the need for Facility and Infrastructure plans. Jerry presented a graph of the towns wells gallons per minute from 2019 – 2023 for the month of July showing the water decrease in all wells. Jerry is concerned about the decrease and wants citizens to be aware that there might be a water

shortage in the future if the town doesn't have a plan in place. Trustee Parks and Fullilove requested more data. Motion by Trustee Fullilove for Jerry to graph the town wells GPM for each month of the years 2018 – 2023 and include precipitation rates in the graph. Seconded by Trustee Parks. Vote – all aye. Trustee McLain reported that the town was not selected to host the SDSU Energize Conference. Trustee McLain reported the Haunting has 4200 reservations for the weekend which is up from last year.

ITEMS FROM CITIZENS: None

OLD BUSINESS:

Bulk Water Request: Add switch to bypass coin box. Trustee Fullilove reported operations have stalled for the lithium mining company who originally made the request. Trustee Fullilove still feels like there is a need for the bypass switch. Trustee McNulty was concerned about funds being spent that were not budgeted. Motion by Trustee McNulty to deny. Substituted Motion by Trustee Fullilove to install bypass switch. Seconded by Trustee McLain. Vote Trustees Fullilove, McLain, and Parks – aye. Trustees Ball and McNulty – nay. Motion carried.

Sign Permit: SP10-04-2023 Presidential Perks LLC, Drive up Espresso, HWY 16A Hornet Lode. Motion by Trustee Fullilove to approve. Seconded by Trustee Ball. Trustees Ball, Fullilove, and Parks vote – aye. Trustees McLain and McNulty abstained. Motion carried.

Pay Application for Watson & Bullion Water Project: Motion by Trustee McNulty to approve. Seconded by Trustee Fullilove. Vote – all aye.

Building Permit: BP3-15-23-1 changed contractor and updated plan to include a lift station for sewer line. Motion by Trustee McNulty to approve. Seconded by Trustee Fullilove. Vote – all aye.

NEW BUSINESS:

First Reading: Chapter 95 – Regulation of Burning small slash piles in Keystone. Attorney Johnson read the ordinance. Discussion was had and it was decided that some lines in the ordinance needed changed. Motion by Trustee McNulty to table. Seconded by Trustee Fullilove. Vote – all aye.

Community Bingo Request to waive KCC Deposit: Motion by Trustee McNulty to approve. Seconded by Trustee Parks. Vote – all aye.

Hill City Schools Sponsorship: The request was for \$1500 for the banner in the gym. Trustee Fullilove also brought up donating school supplies which will be added to the November 1st, 2023 agenda. Motion by Trustee Ball to approve the sponsorship paid in three \$500 dollar payments over 3 years. Seconded by Trustee Parks. Trustees Ball, Fullilove, McLain, and Parks vote - aye. Trustee McNulty vote - nay. Motion carried.

Building Permit: BP10-18-2023-1 Keystone Properties LLC 410 1st St. exterior stairs emergency repair. Motion by Trustee Ball to approve. Seconded by Trustee Parks. Vote – all aye.

Building Permit: BP10-18-2023-2 Sherry Smith 721 Madill St, Replacing two windows with doors. Motion by Trustee Ball to approve. Seconded by Trustee Parks. Vote – all aye.

Building Permit: BP10-23-2023-3 Dagoberto Escobar 1102 Madill St lot 9 adding a deck with a roof. Motion by Trustee McNulty to approve. Seconded by Trustee Fullilove. Vote – all aye.

Business License: Keystone Properties, LLC. Motion by Trustee McNulty to approve. Seconded by Trustee Ball. Vote – all aye.

Building Permit: BP10-18-2023-4 Matt Reed 905 Bullion St. privacy divider. Motion by Trustee McNulty to approve. Seconded by Trustee Fullilove. Vote – all aye.

Meeting adjourned at 7:50 PM

Town of Keystone, Board of Trustees

By _____
Sandra McLain, President

ATTEST:

Samantha Epler, Finance Officer
(SEAL)

CLAIMS REPORT 11/01/2023

VENDOR REFERENCE AMOUNT CHECK # CHECK DATE

GENERAL FUND

Payroll	Payroll 21	\$ 4,468.70	DD	
IRS	Payroll taxes	\$ 1,263.21	SS payroll	
SDRS SRP	supplemental retirement	\$ 42.50	SS payroll	
CCB	Wage Assignment	\$ 159.67	Check	
Mastercard	supplies/parts/repairs	\$ 3,964.62	911	
Aflac	supplemental insurance	\$ 38.76	909	
Mother Earth News	magazine	\$ 18.00	Check	
Windstream	long distance	\$ 12.85	Check	
Delta Dental	dental insurance	\$ 217.90	908	
City of Rapid City	landfill charge	\$ 68.67	Check	
Century Business Products	Rental fees	\$ 109.04	Check	
HPSD	health insurance	\$ 2,845.84	907	
Envisionware	software	\$ 391.85	Check	
Pennington CO EM	Metwarn System	\$ 1,200.49	Check	
Carquest	Fuel Pump	\$ 376.54	Check	
SDML	Workers Comp Renewal	\$ 6,983.00	Check	
BH Energy	electric	\$ 2,627.08	914	
SDRS	retirement	\$ 1,398.34	SS payroll	
Summit Signs	signs	\$ 198.00	Check	
First Interstate Bank	ACH fees	\$ 57.25	BTE	
		\$ 26,442.31		

204 Parking Fund

		\$ -		
--	--	------	--	--

211 BBB

Keystone Chamber	reimbursement	\$ 15,308.66	912	
Mastercard	supplies	\$ 36.86	911	
Hill City School	sponsorship	\$ 500.00	Check	
Amick Sound	fire alarm monitoring	\$ 20.00	Check	
		\$ 15,865.52		

300 Debt Service

AE2S	Sediment Removal Project	\$ 10,233.00	913	
		\$ 10,233.00		

WATER

Payroll	Payrolls 21	\$ 1,751.46	DD	
Aflac	supplemental insurance	\$ 76.08	909	
IRS	payroll taxes	\$ 531.75	ss payroll	
Delta Dental	dental insurance	\$ 59.60	908	
HPSD	health insurance	\$ 1,138.33	907	
BH Energy	electric	\$ 1,972.19	914	
Mastercard	laptop	\$ 514.54	911	
BTD	Watson & Bullion Water	\$ 28,572.86	Check	
AET	Density Testing	\$ 345.00	Check	
Hawkins	chemical supplies	\$ 1,222.46	910	
SDRS	retirement	\$ 577.24	ss payroll	
SDRS SRP	supplemental retirement	\$ 78.75	ss payroll	
		\$ 36,840.26		

SEWER

Payroll	Payrolls 21	\$ 2,289.24	DD	
Delta Dental	dental insurance	\$ 128.50	908	
HPSD	health insurance	\$ 2,292.28	907	
Mastercard	laptop/supplies	\$ 549.40	911	
BH Energy	electric	\$ 5,962.21	914	
IRS	payroll taxes	\$ 843.60	ss payroll	
SDRS	retirement	\$ 914.50	ss payroll	
Aflac	supplemental insurance	\$ 170.56	909	
SDRS SRP	supplemental retirement	\$ 41.25	ss payroll	
		\$ 13,191.54		

Accounts Payable Total	\$ 102,572.63
GENERAL Fund	\$ 26,442.31
Parking	\$ -
BBB	\$ 15,865.52
DEBT SERVICE	\$ 10,233.00
WATER	\$ 36,840.26
SEWER	\$ 13,191.54

Mastercard

Carquest	parts	MC551	46.24
Sam's/Walmart	supplies	MC552	373.29
Office Depot	supplies/ink	MC553	229.06
Menards	supplies	MC554	170.23
Dell	laptop for meter reads	MC555	1,029.07
Apex Electrical	Emergency call/museum lights	MC556	3,150.56
Hardware Hank	brooms for restroom	MC557	41.97
SD Humanities Council	writing class	MC558	25.00

5,065.42

PUBLIC WORKS REPORT

- 1) Put storm windows in Museum.
Thanks to the Fire Dept AND
SANDI FOR DONATION to give
them.
- 2) TRIMMED TREES in the
ALLEY BEHIND the museum.
- 3) Got cement Poured FOR
Well # 6.
- 4) Devin & Joe went to classes.
- 5) Winterized well # 5.
- 6) Put top soil ALONG PARTS OF SWANZEE
ST AND SEEDED it.
- 7) REFURBISHED BENCH & PICNIC
TABLE.
- 8) CLEANED GREASE out OF LIFT
STATION
- 9) PICKED UP CROSSWALK SIGNS.
- 10) CLEANED AUGER out AT LIFT
STATION

Sales Tax 2023

Date	Amount	Bed/Booze	2nd Cent	General Fund	BB Total	Total	% BB	% Total
		211-313	300-313	101-313				
1/5/2023	\$668.25	\$39.55	\$314.35	\$314.35	\$39.55	\$668.25	-80.05%	-80.14%
1/26/2023	\$16,625.30	\$2,008.12	\$7,308.59	\$7,308.59	\$2,047.67	\$17,293.55	158.21%	11.83%
2/3/2023	\$1,312.50	\$46.57	\$632.97	\$632.97	\$2,094.24	\$18,606.05	164.95%	-5.05%
2/23/2023	\$13,434.21	\$1,011.34	\$6,211.44	\$6,211.44	\$3,105.58	\$32,040.26	-327.83%	58.91%
3/2/2023	\$1,098.33	\$9.65	\$544.34	\$544.34	\$3,115.23	\$33,138.59	-418.87%	33.79%
3/30/2023	\$12,614.74	\$923.80	\$5,845.47	\$5,845.47	\$4,039.03	\$45,753.33	2099.31%	22.54%
4/5/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$4,039.03	\$45,753.33	2008.60%	17.98%
4/27/2023	\$17,558.82	\$3,110.63	\$7,224.10	\$7,224.10	\$7,149.66	\$63,312.15	96.28%	0.05%
5/2/2023	\$1,956.90	\$366.73	\$795.09	\$795.09	\$7,516.39	\$65,269.05	100.01%	1.24%
5/26/2023	\$33,536.61	\$3,949.69	\$14,793.46	\$14,793.46	\$11,466.08	\$98,805.66	52.97%	9.98%
6/2/2023	\$5,663.71	\$373.23	\$2,645.24	\$2,645.24	\$11,839.31	\$104,469.37	40.38%	10.00%
6/25/2023	\$83,256.33	\$19,831.95	\$31,712.19	\$31,712.19	\$31,671.26	\$187,725.70	-1.70%	-2.18%
7/1/2023	\$32,830.85	\$7,385.49	\$12,722.68	\$12,722.68	\$39,056.75	\$220,556.55	10.15%	5.60%
7/27/2023	\$256,580.56	\$64,446.33	\$96,067.12	\$96,067.11	\$103,503.08	\$477,137.11	8.92%	4.45%
8/2/2023	\$17,574.06	\$3,020.93	\$7,276.57	\$7,276.57	\$106,524.01	\$494,711.17	6.92%	2.32%
8/25/2023	\$295,145.07	\$77,679.88	\$108,732.60	\$108,732.60	\$184,203.89	\$789,856.24	5.79%	2.68%
9/6/2023	\$36,769.45	\$7,836.70	\$14,466.38	\$14,466.38	\$192,040.59	\$826,625.70	5.85%	2.77%
9/27/2023	\$228,314.07	\$58,677.02	\$84,818.53	\$84,818.53	\$250,717.61	\$1,054,939.77	5.46%	2.57%
10/5/2023	\$14,020.05	\$2,707.40	\$5,656.33	\$5,656.33	\$253,425.01	\$1,068,959.82	5.65%	2.60%
10/26/2023	\$141,487.91	\$34,971.92	\$53,258.00	\$53,258.00	\$288,396.93	\$1,210,447.73	4.70%	1.91%
			\$0.00	\$0.00	\$288,396.93	\$1,210,447.73	2.88%	0.37%
			\$0.00	\$0.00	\$288,396.93	\$1,210,447.73	-1.45%	-3.91%
			\$0.00	\$0.00	\$288,396.93	\$1,210,447.73	-2.80%	-5.11%
			\$0.00	\$0.00	\$288,396.93	\$1,210,447.73	-3.82%	-6.70%
	\$1,210,447.72	\$288,396.93	\$461,025.41	\$461,025.39				

AN ORDINANCE OF THE TOWN OF KEYSTONE ORDINANCES TO ADD A NEW CHAPTER 95 THERETO TO REGULATE BURNING OF SLASH PILES WITHIN THE TOWN OF KEYSTONE

BE IT ORDAINED BY THE BOARD OF TRUSTEES THAT THE TOWN OF KEYSTONE HEREBY ADDS A NEW CHAPTER 95 OF THE TOWN OF KEYSTONE ORDINANCES TO REGULATE BURNING OF SLASH PILES WITHIN THE JURISDICTION OF TOWN OF KEYSTONE.

DEFINITIONS:

§ 95.00

- A. **Slash:** The accumulation of vegetative materials such as tops, limbs, branches, brush, and miscellaneous residue resulting from forest management activities such as thinning, pruning, timber harvesting, and wildfire hazard mitigation.
- B. **Small Slash Pile:** A small slash pile is a brush pile constructed by hand, no larger than 5 feet in height and 6 foot in diameter.
- C. **Larger Slash Piles:** After the effective date of this ordinance a special permit can be obtained for slash piles that exceed the height and diameter limitations described under paragraph B above so long as the same is approved by the Battle Creek Fire Department.

MATERIALS ALLOWED IN PILES:

§ 95.01 Materials allowed in small slash piles include limbs, tree tops, brush, grass and miscellaneous materials recently cut in the area.

PERMIT REQUIRED BEFORE BURNING SMALL SLASH PILE:

§ 95.02 (A.) The burning of a small slash pile within the jurisdiction of the Town of Keystone by a person or a group of persons is prohibited unless a permit to do so is first obtained from the Battle Creek Fire Department upon such forms as are provided from the Battle Creek Fire Department.

(B.) Every applicant for a permit shall provide verification that the applicant has viewed the Slash Pile Burning Instruction Video referenced in the application before the application will be approved.

(C.) Every applicant shall sign a waiver of liability and indemnity agreement holding the Town of Keystone and the Battle Creek Fire Department harmless from any liability resulting from the intentional or negligent act of the applicant and the person the applicant has designated as the person whom will be involved in the burning process.

REGULATIONS GOVERNING SMALL SLASH PILES

§ 95.03 Burning of a slash pile is not permitted during periods of high winds, low humidity or drying conditions are forecasted to develop after starting. Permits are only valid when there is continuous snow cover with the depth of snow being at least 2 inches and the Fire Index danger category is Moderate or Low. Fire danger in the High, Very High, and Extreme categories shall suspend the permit until the Fire Index danger returns to Moderate or Low for three (3) days. The Permittee shall be responsible for checking the Fire Index for the day of the small slash burn using the website set forth in the permit.

§ 95.04 Burning of slash piles shall not be conducted within 50 feet of any structure or combustible material. Conditions that could cause the fire to spread shall be eliminated prior to ignition.

§ 95.05 Burning of slash piles shall not be left unattended while there is a visible flame. The small slash piles shall be monitored until all embers are completely extinguished and cold.

§ 95.06 A minimum of one portable fire extinguisher with a minimum 4-A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water-barrel, garden hose or water truck shall be available for immediate utilization.

§ 95.07 Burning of rubbish or garbage is strictly prohibited

PENALTY FOR VIOLATION:

§ 95.99 A violation of this Chapter subject the person who violates any provision of the Chapter to a fine of \$500.00 for each day of violation. In addition, any person who violates this section is liable for civil damages for all injuries caused by the fire.

EFFECTIVE DATE OF THIS CHAPTER:

§ 95.100 In accordance with SDCL § 9-19-13, it is necessary for the immediate public health, welfare and safety, that this Chapter 95 of the Town of Keystone Ordinances shall become effective upon its passage and publication.