

Town of Keystone
Board of Trustees
December 6, 2023

The Board of Trustees met at 6:00 pm, Wednesday, December 6th, 2023, for a regularly scheduled board meeting in the Keystone Community Center meeting room. Present were President Sandra McLain, Trustees Nikki Ball, Matt Fullilove, Casey McNulty, and Will Parks. Also, present was Finance Officer Samantha Epler, Public Works Supervisor Jerry Przybylski, and City Attorney Mitch Johnson. Other interested citizens in attendance: Sherry Smith, Tim Patch, Richard Smith, Dennis Bell, Laurie Bell, Richard Fuga, and Leslie Silverman.

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

CALL FOR CHANGES TO THE AGENDA: BP12-6-23 Keystone Project replacing a roof at 234 Pankratz Loop was added to New Business item F. Kitchen cabinets estimate for the remodel was added to Old Business item A.

MINUTES: Motion by Trustee Fullilove to approve the November 15th, 2023, minutes and November 20th, 2023, special meeting minutes. Second by Trustee Parks. Vote – all aye.

CLAIMS: Motion by Trustee Fullilove to approve the December 6th, 2023, claims. Second by Trustee Ball. Vote – all aye. **General Fund:** Payroll, payroll 23/24, \$9368.30; IRS, payroll 23/24, \$2596.14; Delta Dental, \$217.90; Mastercard, services and supplies \$2141.76; Century Business Products, printing fees, \$43.73; HPSD, health insurance, \$2845.84; SDRS SRP, supplemental retirement \$85.00; SDRS, retirement, \$1410.50; Aflac, supplemental insurance, 38.76; First Interstate Bank, bank fees, \$61.25; Windstream, long distance, \$12.08; BH Energy, electric, \$2845.36; Employee Reimbursement, garnishment returned \$159.67; Coast to Coast Solutions, Library Magnets and pencils \$1266.00; Napa Auto Parts, PCV Valve \$18.98; Envisionware, software \$391.85; Interstate Engineering, professional services \$607.50; Carquest, Rotors and brake pads \$485.38; Johnson Law Office, Attorney Fees \$313.50; SD DOT, sand \$135.00; SD Finance Officers Association, annual dues \$40.00; SD Human Resource Association, Annual dues \$25.00; Krulls Market, turkeys and ham \$279.82; Runnings, planer knives \$100.97. **General Fund Total \$25490.29. 204 FUND: 204 Fund Total \$0.00. 211 FUND:** Mastercard, services and supplies \$525.68; Amick Sound, fire alarm monitoring, \$20.00. **211 FUND Total \$545.68. 300 Debt Service:** AE2S, Sediment Removal, \$8527.50. **300 Fund Total \$8527.50. Water Fund:** Payroll, payroll 23/24 \$3418.36; IRS, payroll 23/24 taxes \$1033.20; HPSD, health insurance, \$1138.33; Delta Dental, dental insurance, \$59.60; Aflac, supplemental insurance, \$76.08; SDRS SRP, supplemental retirement \$157.50; SDRS, retirement, \$553.72; BH Energy, electric, \$1424.48; Mastercard, return meter \$113.74; MDR Consulting, laptop setup \$195.00; Interstate Engineering, well, pump house and water main \$7757.06. **Water Fund Total \$15927.07. Sewer Fund:** Payroll, payroll 23/24 \$5577.13; IRS, payroll 23/24 taxes \$2040.43; HSPD, health insurance, \$2292.28; Delta Dental, dental insurance, \$128.50; SDRS SRP, supplemental retirement \$82.50; SDRS, retirement, \$1017.68; Aflac, supplemental insurance, \$170.56; BH Energy, electric, \$5976.92; Mastercard, soy beans \$880.00; USDA Forest Service, Sewage Transmission Line Permit \$175.18; USA Bluebook, supplies \$119.24; SDWWA, Membership dues \$10.00; Nelson's Oil & Gas, propane \$244.14. **Sewer Fund Total \$18714.56.**

VOLUNTEER/BUSINESS RECOGNITION: Trustee McLain thanked David and Dottie Cofoid for decorating the Keystone welcome sign. It looks wonderful.

PUBLIC WORKS REPORT: Jerry and the Public Works crew finished the Swanzy St restroom floors. They started taking the cabinets out of the kitchen and closed off the wall. They put up Christmas lights. The generators were serviced, and repairs were done. They sealed the shop floor, changed brakes and rotors on the F-150, and cleaned the shop. They plowed snow. Cut a few trees that were behind where the new pump house 6 will be located. They have the transducer in the Roy St well and started pumping water for 48 hours to test arsenic levels. Jerry thanked Trustee Fullilove for his help with the well. Trustees Fullilove and McLain will meet with the public works crew, Travis Sewell, Don Peterson, and Mike Moeller on December 8th, 2023, to discuss the wells.

FINANCE OFFICER REPORT: Finance Officer reported sales tax numbers for the month of November. She reported the Victorian Christmas and Turkey Bingo brought in a total of 5784.03. Trustee McLain stated that the funds collected going to the Holy Terror Association would be used to help 16 families in need. She reported that gWorks is going to the cloud and updating their software which will increase the cost to an additional \$1985 for the next year. Trustee McNulty motioned to approve the additional cost of \$1985. Second by Trustee Fullilove. Vote – all aye. She requested that the year-end meeting be scheduled for December 27th, 2023, at 6pm. The board said that was fine.

CITY OFFICIALS: Trustee McNulty – none. Trustee Ball – none. Attorney Johnson – none. Trustee Parks – none. Trustee Fullilove – none. Trustee McLain reported that she and Trustee Ball will get with the Black Hills Area Council for help with federal and state grants. Trustee McLain stated that the Battle Creek Fire Department is getting the permitting process in place for slash piles. Individuals wanting a permit will have to go in person to pick up the permit and turn it in. The Battle Creek Fire Department will make the decision on if it will issue the permit. Depending on the size of the slash pile the Battle Creek Fire Department may monitor the burn. Trustee McLain said that the town received a complaint form from Perri Brown regarding a neighboring property that operates a vacation rental. The renters have been littering on Perri's property and she contacted the owner Chelsea Collins and the only response she received was thank you. Attorney Johnson stated that Perri Brown needs to have a record of when the littering occurs including pictures so he can send a letter to the owner. Dennis Bell asked the board if the town was going to plow the road to his house. Jerry explained that years ago when they tried to plow that area, the plow truck got stuck and broke an axel due to the steep incline. Attorney Johnson asked Dennis who had been maintaining the drive. Dennis stated that he had been plowing the road by hand or with his four-wheeler. Dennis also stated that he gaveled that area as well. Jerry stated that he had put gravel down in the past as well as chipped asphalt. Dennis stated the reason he was bringing this to the town now was due to his age and he didn't know how long he was going to be able to continue maintaining it. Attorney Johnson said a plat was needed to determine if the land was a dedicated right of way. Motion by Trustee Parks to have the town pay the fee and get a copy of the plat from Pennington County. Second by Trustee Ball. Vote – all aye. Trustee McNulty and Finance Officer Samantha Epler will go to Pennington County and pick up the plat.

ITEMS FROM CITIZENS: None.

OLD BUSINESS: The town received an estimate from Precision at Work Contractor for \$14457.22 for kitchen cabinets in the community center. The board discussed that spending the money now will have that fund go over budget but the price will increase 22% if they wait until January to order. Trustees Fullilove and Parks asked Attorney Johnson if this could be done. Attorney Johnson said they could if a supplemental budget was passed before the end of the year. Motion by Trustee Fullilove to approve the

estimate for \$14457.22 if a supplemental budget is passed. Second by Trustee Ball. Vote – Trustees Ball, Fullilove, McLain, and Parks vote aye. Trustee McNulty abstained. Motion carried.

NEW BUSINESS:

GROUND LEASE FOR KEYSTONE CHAMBER OF COMMERCE: This is for the 2024 ground lease of the VIC. Motion by Trustee McNulty to approve. Second by Trustee Fullilove. Vote – all aye.

RESOLUTION NO. 12-06-2023 FEE FOR A BUSINESS LICENSE: Trustee McNulty motioned to approve Resolution No. 12-06-2023 Fee for a Business License. Second by Trustee Fullilove. Vote – all aye.

**RESOLUTION NO. 12-06-2023
TOWN OF KEYSTONE
FEE FOR A BUSINESS LICENSE**

WHEREAS, the Town of Keystone Ordinance Section 110.04 requires the Keystone Board of Trustees to annually establish the fee for a business license on or before the 31st day of December for the ensuing calendar year;

NOW THEREFORE BE IT RESOLVED that the Keystone Board of Trustees sets the fee for a business license under Town of Keystone Ordinance Chapter 110 for the year 2024 to be \$75.00.

Keystone Board of Trustees:

President

ATTEST:

Finance Officer

COMMUNITY CENTER MARQUEE SIGN: Motion by Trustee McNulty to table until next meeting as he just received information on the sign. Second by Trustee Fullilove. Vote – all aye.

CONTRACTOR LICENSES: Motion by Trustee Fullilove to approve the Contractor Licenses for Premier Systems Inc, Roofing, TK Elevator Corporation, and Wolff’s Plumbing & Heating Inc. Second by Trustee Parks. Vote – all aye.

KEYSTONE ELDER HOUSING COMMISSION APPOINTMENTS: Trustee McNulty explained that due to the resignation of Vanessa Row the board needs to appoint new members to the Town of Keystone Commission for Elderly Housing. Motion by Trustee Fullilove to appoint Casey McNulty, Richard Smith, William Babcock, Richard Fuga, and Timothy Patch. Second by Trustee Ball. Vote – Trustees Ball, Fullilove, McLain, and Parks aye. Trustee McNulty abstained. Motion carried.

BP12-6-23 KEYSTONE PROJECT 234 PANKRATZ LOOP ROOF REPLACEMENT: Motion by Trustee Fullilove to approve. Second by Trustee McNulty. Vote – Trustees Ball, Fullilove, McLain, and McNulty aye. Trustee Parks abstained. Motion carried.

Meeting adjourned at 7:07 pm.

Town of Keystone, Board of Trustees

By _____
Sandra McLain, President

ATTEST:

Samantha Epler, Finance Officer
(SEAL)