

Town of Keystone
Board of Trustees
September 6, 2023

The Board of Trustees met at 6:00 pm, Wednesday, September 6th, 2023, for a regularly scheduled board meeting in the Keystone Community Center meeting room. Present were President Sandra McLain, Trustees Bill Babcock, Matt Fullilove (by phone), 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: Robin Pladson, Sherri Smith, Richard Smith, Leslie Silverman, Robin Scott, Tammy Hunsaker, and Duane Pankratz.

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

CALL FOR CHANGES TO THE AGENDA: Item B: Senior Center Alley was removed to be addressed in the meeting on September 20, 2023.

MINUTES: Motion by Trustee McNulty to approve the August 16th, 2023, August 23rd, 2023, and August 30th, minutes. Seconded by Trustee Babcock. Vote – all aye.

CLAIMS: Motion by Trustee McNulty to approve the September 6th, 2023, claims. Second by Trustee Babcock. Vote – all aye. **General Fund:** Payroll, payroll 17, \$4830.59; IRS, payroll 17, \$1317; Delta Dental, \$217.90; Mastercard, services and supplies \$596.62; Century Business Products, printing fees, \$124.36; HPSD, health insurance, \$2845.84; SDRS SRP, supplemental retirement \$42.50; SDRS, retirement, \$1379.68; Aflac, supplemental insurance, 38.76; First Interstate Bank, bank fees, \$80.25; Windstream, long distance, \$10.21; SDML, Annual Conference, \$250.00; BH Energy, electric, \$2657.67; Pumpkin People and Produce, book, \$14.09; SD Reemployment, insurance, \$189.96, SDLA, Conference fee, \$195.00. **General Fund Total \$14790.43.** **204 FUND:** Uline, Coin Envelopes, \$195.31. **204 Fund Total \$195.31.** **211 FUND:** Mastercard, services and supplies \$268.53; Royal Flush, toilet rentals for SMR, \$3900.00; Amick Sound, fire alarm/batteries, \$261.93; ULINE, shipping fees from signs, \$70.40. **211 FUND Total \$4500.86.** **300 Debt Service:** AE2S, 317 CLOMR submittal, \$6066.25. **300 Fund Total \$6066.25.** **Water Fund:** Payroll, payroll 17 \$1765.01; IRS, payroll 17 taxes \$535.88; HPSD, health insurance, \$1138.33; Delta Dental, dental insurance, \$59.60; Aflac, supplemental insurance, \$76.08; SDRS SRP, supplemental retirement \$78.75; Precision Grading, Well 6 project, \$14,375.74; SDRS, retirement, \$563.20; BH Energy, electric, \$2406.28. **Water Fund Total \$20998.87.** **Sewer Fund:** Payroll, payroll 17 \$2274.30; IRS, payroll 17 taxes \$837.60; Mastercard, services and supplies \$700.93; HSPD, health insurance, \$2292.28; Delta Dental, dental insurance, \$128.50; SDRS SRP, supplemental retirement \$41.25; SDRS, retirement, \$945.52; Aflac, supplemental insurance, \$170.56; BH Energy, electric, \$6147.00; Black Hills Chemical, bleach, \$276.39; USA Bluebook, supplies, \$194.70. **Sewer Fund Total \$14009.03.**

Volunteer/ Business Recognition: Trustee Babcock recognized citizen Mitch McQuay for picking up garbage from ditches on Old Hill City Rd.

PUBLIC WORKS REPORT: Jerry and the maintenance crew sealed the Museum foundation. Painted the curb red as directed. Marked graves. Fixed the issue at the sewer plant. They continued their work for the EPA on water connections and worked on water meter issues. They fixed the broken handle on the truck. They returned leftover fence panels and got back \$203.00. They mowed and weed trimmed and

completed one calls. They watered the trees and had to fence them due to deer. They cleaned out the trailers and have enough wood to frame well house 6.

FINANCE OFFICER REPORT: Finance Officer reported on the sales tax numbers for July and the State Parking Lot revenue as well. Finance Officer requested that Jerry attend the Annual Safety & Loss Control Training Conference in Pierre on November 1 & 2, 2023. Trustee Babcock motion to approve Jerry attending conference. Trustee McNulty seconded. Vote – all aye.

CITY OFFICIALS: Trustee Babcock – none. Trustee McNulty – none. Trustee Fullilove – none. Trustee Parks reported that the CLOMR for bridge 317 was submitted to FEMA and the process will take at least three months. Attorney Johnson – none. Trustee McLain – Discussed the need to have a slash pile ordinance by the first of November. The Finance Officer was directed to get information from the Battle Creek Fire District on their permitting process and forward it to Attorney Johnson. The board will send all changes they have for the draft ordinance to the Finance Officer.

ITEMS FROM CITIZENS: Jerry requested that the board schedule a meeting with Duane Pankratz regarding a well he owns. The board and Duane Pankratz agreed to meet on September 20, 2023, at 5pm. The next regular board meeting will be September 20th, 2023, at 5pm and meeting with Duane Pankratz will be first item on the agenda and open to the public.

OLD BUSINESS:

Butler CVA for Generators: Motion by McNulty to approve. Seconded by Trustee Babcock. Vote – all aye.

NEW BUSINESS:

First Reading: Budget Appropriation Ordinance 72-2024. Finance Officer read the appropriation ordinance. Motion by Trustee McNulty to approve. Seconded by Trustee Fullilove. Vote – all aye.

Donation Request to raise funds to bring Missoula Children’s Theater to Hill City Schools. Motion to approve by Trustee Babcock. Seconded by Trustee Fullilove. Vote – all aye.

Keystone Community Center Rental/Use Contract update. Motion to approve by Trustee McNulty. Seconded by Trustee Babcock. Vote – all aye.

Motion by Trustee McNulty to adjourn. Seconded by Trustee Babcock. Vote – all aye.

Meeting adjourned 6:54 pm.

Town of Keystone, Board of Trustees

By _____
Sandra McLain, President

ATTEST:

Samantha Epler, Finance Officer
(SEAL)