

City of Crooks  
Regular monthly meeting minutes  
January 14, 2019

At 7:00 pm, Mayor Rounds called the meeting to order at the Crooks community center. Finance officer Schantz took roll call.

Present: Alderman Henning, Alderman Kringen, Alderman Maras, Alderman J. Richardson, Mayor Rounds

Staff present: Building inspector Pearson, Planning & Zoning director S. Richardson, utility superintendent Beck, finance officer Schantz, city attorney Ramstad, city engineer Morris (DGR)

Pledge of allegiance was recited by those present. Invocation was led by Rounds.

Consent calendar. Rounds explained the consent calendar to those present. Richardson asked claims to be removed from consent calendar and discussed separately. Motion by Kringen to approve consent calendar, seconded by Maras. No discussion. All aye, motion carries. Motion by Henning to move discussion and approval of claims after executive session, seconded by Richardson. No further discussion. All aye, motion carries.

Bids. No bids.

Public hearing. No public hearing.

Open comments. Brenda Miller, Crooks resident, thanked city's street department for their snow removal efforts.

Ordinances, resolution, policy, motions. **ELECTION.** MOTION to set election day and combine election with Tri-Valley School district. Motion by Kringen to set election day for April 9 and combine election with Tri-Valley school district, seconded by Henning. No further discussion. All aye, motion carries. The following positions will become vacant due to the expiration of the term of the present office holder:

Mayor – 2-year term, presently held by Jamison A. Rounds

Alderman-Ward I – 2-year term, presently held by Jana Richardson

Alderman-Ward II – 2-year term, presently held by Jacob Maras

Petitions can be circulated starting January 25, 2019 and have to be submitted by February 22 at 5:00pm or postmarked and stamped by said time and date. Petitions can be obtained from the finance office or the secretary of state's website.

**LEGAL PAPER.** Motion by Maras to designate the Minnehaha Messenger as legal paper for the city of Crooks, seconded by Kringen. No discussion. All aye, motion carries.

**CLOSE HEARING.** Motion by Henning to close hearing for 500 Superior Ave and refund hearing fee, seconded by Maras. No further discussion. All aye, motion carries.

Reports / Other business.

**PARK REPORT** was given by Henning. Items discussed: funding delay for pickleball court due to federal government shutdown, bids for Palmira Park bathroom will be let after plans were received from Jeff Nelson.

**STREET REPORT** was given by Maras. Items discussed: snow removal is going well, slurry seal project specs were sent to Sioux Falls for bids to be included in their bid, the contract for the crossing between Sunset Park and 7<sup>th</sup> St was awarded (the project will require the closure of a portion of Andrew Drive during the construction, the city will notify residents prior to the projects to minimize inconveniences.).

**PLANNING AND ZONING REPORT.** No report.

**GOVERNMENT BUILDINGS REPORT** was given by Kringen. Items discussed: Crooks coffee connection's intention to clean kitchen. Kringen thanked Crooks coffee connection for their efforts and volunteer work.

**BUILDING INSPECTOR'S REPORT** was given by Pearson. Items discussed: the total construction value for building permits under \$10,000 was \$104,420, for projects valued over \$10,000 was \$2,365,933, and the total value of for commercial projects was \$46,936. Pearson also talked about inspection he conducted for city of Baltic.

**FINANCE REPORT** was given by Richardson. No items to report on. Rounds explained why finance report was created.

**UTILITY REPORT** was given by Beck. Items discussed: preparing federal reports, 15 new services were added in 2018, the take-off point was repaired after it had been struck by lightning, and potential upgrades to main lift station. Rounds informed public of the increase of SRF funding for the Palmira utility project.

**CODE ENFORCEMENT/ANIMAL CONTROL** was given by Beck. Items discussed: litter permit recently sold, and importance of leash laws.

**RECREATIONAL CENTER PRESENTATION** was given by Rounds. Rounds presented the different options to the public and the funding opportunities for the project. The collaborative efforts between the various groups over the past year, working towards the finalizing of plans for the project, were described. Rounds stated public meetings will be held at local venues and the public will be informed well in advance through posts on the website, Facebook and other means.

**EXECUTIVE SESSION.** Motion by Henning to enter into executive session at 8:32 pm pursuant to SDCL 1-25-2[1] "Discussing employee performance," SDCL 1-25-2[3] "Consulting with legal counsel," and SDCL 1-25-2[3] "Discussing marketing and pricing strategies," seconded by Maras. No further discussion. All aye, motion carries. Rounds called the meeting back to order at 9:07 pm.

**SALARIES AND WAGES FOR 2019.** Motion by Kringen to approve 2019 salary schedule as provided, seconded by Maras. Council, mayor and those present discussed the schedule. No further discussion. All aye, motion carries.

City of Crooks 2019 compensation schedule for appointed/elected officials:

Description position	Per month	Per meeting	Per special meeting	Per hour worked on behalf of city during regular business hrs.
PZ commission member		\$50	\$25	
PZ Director	\$125	\$50	\$25	
Alderman	\$100	\$50	\$25	\$20
Mayor	\$300	\$100	\$25	\$20
Election worker				\$15
Election superintendent				\$15
CHRC commissioner		\$50	\$25	

City of Crooks 2019 compensation table for city staff

Name	Compensation	
Beck, Thomas	\$12.45/hr.	\$17.00/hr. for snow removal
Beck, Virginia	\$51,120/annually	
Brown, Cheryl	\$14.90/hr.	
Erickson, Tristen	\$12.00/hr.	
Farmer, Dave	\$17.30/hr.	
Feerick, John	\$19.57/hr.	
Langloss, Christopher	\$14.00/hr.	\$15.00/hr. for snow removal work
Larson, Dan	\$19.00/hr.	
Larson, Randy	\$16.00/hr.	
Middagh, Fred	\$13.31/hr.	
Moller, Chad	\$14.00/hr.	
Newman, Gary	\$12.30/hr.	\$17.00/hr. for snow removal work
Pearson, William	\$21.75/hr.	\$30.00 per inspection
Penning, Jason	\$17.00/hr.	
Ramstad, Trevor	\$19.00/hr.	
Rezac, Chad	\$42,000/annually	
Rezac, Larry	\$14.00/hr.	\$15.00/hr. for snow removal work
Schantz, Tobias	\$54,693.12/annually	
Wohnick, Dustin	\$14.00/hr.	

**FIRST READING OF ORDINANCE #238** was given by Rounds. Rounds stated ordinance will have to be amended at next meeting.

**RESOLUTION 2019-01-01** was not passed, as no motion was made by an alderman.

**CLAIMS FOR JANUARY 2019.** Motion by Kringen to approve January 2019 claims, seconded by Henning. Butch Oseby, Crooks resident, asked about the land purchase option claim on the listing. Rounds and Kringen explained the claim and why the option was necessary and the land, which was to be purchased. Oseby asked about CIAC (“contribution-in-aid of construction”) claim. Rounds explained municipal gas company had to buy additional capacity to stay competitive. No further discussion. All aye, motion carries.

Approved claims for January 2019:

AB Business Solutions, 1/4/2019, contract charge + charge for prints, \$314.02  
AFLAC, 12/29/2018, employee pd insurances, \$211.28  
Alliance Communications, 1/1/2019, utilities, \$288.75  
Anderson Publications, 12/31/2018, 12-2018 publication, expense\$335.07  
Andrew Oberg, 1/2/2019, ut deposit return, \$100.00  
Bryon Farmer, 12/28/2018, return of gas deposit, \$100.00  
CenterPoint Energy Services, 1/4/2019, 12-2018 natural gas purchase, \$60,965.30  
City of Crooks, 1/1/2019, 01-2019 rent buildings, \$1,200.00  
City of Sioux Falls, 12/31/2018, bacteria testing water, \$87.00  
Commerce Ventures, LLC1/11/2019, land purchase option, \$10,000.00  
Concrete Materials, 12/28/2018, deicing sand, \$716.84  
Crooks Country Corner, 12/18/2019, vehicle maintenance, \$73.90  
Crooks HRC, 1/1/2019, monthly bond guarantee contribution, \$13,655.17  
Crooks Municipal Utilities, 1/8/2019, 12-2018 utilities, \$714.00  
Dakota Riggers, 1/3/2019, tire chains, \$442.95  
Ecolab, 1/10/2019, pest control, \$159.75  
First Rate Excavate, 12/27/2018, retirement water/sewer service old elevator, \$6,071.45  
First Rate Excavate, 12/27/2018, retirement water/sewer service 105 S West Ave, \$2,040.82  
Francisco Carranza, 1/4/2019, comm cen deposit return, \$400.00  
Garbage N More, 1/1/2019, utilities, \$120.00  
Ginny Beck, 12/18/2018, reimbursement for gas purchase, \$30.76  
Great Western Bank, 1/9/2019, account analysis charges, \$142.41  
Great Western Bank, 1/11/2019, purchase card payment, \$1,792.24  
Helpline Center, Inc., 12/31/2018, monthly service fees, \$108.00  
Hubers, LLC., 12/31/2018, repair town border station, \$75.72  
Internal Revenue Service, 1/3/2019, 12-2018 FICA + fed. With., \$4,274.54  
Matheson Tri-Gas, Inc., 12/31/2018, supplies, \$22.01  
Meylin Carranza, 1/4/2019, comm cen. deposit return, \$400.00  
Minnehaha Community Water Corp., 12/31/2018, 12-2018 water purchase, \$4,293.92  
Minnehaha Community Water Corp., 1/15/2019, water tower loan payment, \$1,043.97  
Minnehaha County Sheriff, 1/11/2019, quarterly payment law enforcement services, \$11,284.00  
NFPA, 1/9/2019, annual membership fee, \$175.00  
Northern Natural Gas, 1/11/2019, contribution-in-aid of construction, \$200,000.00  
Randy Kringen, 1/9/2019, comm cen. deposit return, \$75.00  
RDO Equipment1/7/2019, parts for vehicle repair, \$44.38  
SD Dept of Revenue, 1/9/2019, 12-2018 s-tax payable, \$5,606.62

SD One Call, 12/31/2018, monthly service fees, \$26.25  
SDRS Supplemental retirement plan, 1/4/2019, Roth retirement contribution, \$50.00  
SDRS Supplemental retirement plan, 12/21/2018, Roth retirement contribution, \$50.00  
U Drive Technology, 1/1/2019, 12-2018 message fees, \$58.88  
US Bank, 1/15/2019, SRF lagoon payment, \$7,194.04  
US Bank, 1/15/2019, SRF drinking water bond payment, \$2,351.58  
US Postal Service, 1/8/2019, postage for utility billing, \$235.70  
USDA - Rural Development, 1/20/2019, pay loader note payment, \$1,663.00  
USDA - Rural Development, 1/26/2019, water main bond payment, \$706.15  
Verizon Wireless, 12/23/2018, utilities, \$94.37  
Xcel Energy, 12/31/2018, utilities, \$3,177.09

Wages & salaries for January 2019:

Council	\$675.00
Mayor	\$425.00
Planning & Zoning Commission	\$150.00
Finance Office	\$1,370.52
Government Buildings	\$687.49
Building Inspector	\$734.94
Highway & Streets	\$2,038.13
Parks	\$959.19
Gas	\$4,435.50
Water	\$3,243.46
Sewer	\$3,243.48

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION** was represented by Chairman Harstad. Harstad distributed 2018 CHRC expenditure listing to council and those present.

**CROOKS VOLUNTEER FIRE DEPARTMENT REQUEST** was made by Chief Harstad. Harstad presented the annual invoice for fire services for 2019 and contract that needed to be executed by the city for fire services. The items could not be added to the agenda as the agenda had already been approved. Harstad informed council and those present that the fire department responded to 135 calls in 2018, about 45 of those calls were in Crooks. The fire department already responded to 14 calls in 2019.

**ADJOURNMENT.** Motion by Kringen to adjourn meeting at 9:21 pm, seconded by Richardson. All aye, motion carries, meeting adjourned.

Respectfully submitted,  
Tobias Schantz,  
Finance Officer,  
City of Crooks, SD

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