

City of Crooks
 Regular meeting minutes
 February 11, 2019
 (The city of Crooks is an equal provider)

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, utility superintendent Beck, planning and zoning director Richardson, operations director Rezac, finance officer Schantz, city attorney Ramstad, city engineer Morris (DGR).

Pledge of allegiance was led by Maras. Invocation was led by Maras.

Consent calendar. Motion by Kringen to approve the consent calendar items, seconded by Maras. No discussion. All aye, motion carries. J. Richardson requested the monthly rent matter be reserved for discussion at the next meeting.

Approved claims:

Vendor	Date incur.	Description	Amount
A&B Business Solutions	2/4/2019	contract charge for printer	\$242.86
ABC Rentals	2/4/2019	fan rental for floor stripping	\$198.00
Aflac	1/30/2019	supplemental insurance payable	\$211.28
Alliance Communications	2/1/2019	utilities	\$288.50
American Engineering Testing	1/24/2019	geotechnical exploration Palmira	\$4,350.00
American Stamp	1/17/2019	self-inking stamp for claims processing	\$31.21
American Stamp	1/21/2019	self-inking date stamper	\$41.21
City of Crooks	2/1/2019	02-2019 rent buildings	\$1,200.00
Concrete Materials	1/21/2019	deicing sand	\$724.94
Crew & Crew	1/23/2019	legal expense	\$1,720.00
Crooks HRC	2/1/2019	monthly bond guarantee	\$13,655.17
Dan Habek	1/30/2019	ccc dmg deposit return	\$75.00
Delta Dental	1/22/2019	dental premium payable	\$195.20
Dennis Aker	1/31/2019	gas deposit return	\$100.00
Direct Automation	1/14/2019	01-2019 IT services invoice	\$517.23
DGR Engineering	1/16/2019	engineering services 12-18	\$5,622.12
Direct Automation	2/4/2019	02-2019 IT services	\$523.53
Direct Automation	2/6/2019	new computers & labor	\$2,567.62
Great Western Bank	1/16/2019	deposit ticket purchase	\$34.02
Great Western Bank	2/8/2019	purchase card payment	\$965.11
Gas Product Sales, Inc.	11/16/2018	materials border station repair	\$3,474.46
Heartland Paper	1/15/2019	materials stripping & finishing floor	\$319.21

Vendor	Date incur.	Description	Amount
Helpline Center, Inc.	1/31/2019	01-2019 monthly service fee	\$108.00
Health Pool of SD	2/1/2019	health + life insurance payable	\$1,973.91
Internal Revenue Service	2/5/2019	01-2019 fed with + fica	\$4,357.01
Matheson Tri-Gas, Inc.	1/31/2019	supplies	\$22.01
MedTox Laboratories	1/31/2019	program administration fee	\$50.00
Menards	1/17/2019	supplies for comm. Cen.	\$37.95
Katerin Barillas	1/17/2019	comm cen deposit	\$175.00
Minnehaha Comm. Water Corp.	2/4/2019	01-2019 water purchase	\$4,446.00
MTI Corporate	1/14/2019	gas class training fees	\$400.00
Nexben	1/17/2019	employee pd insurances	\$89.56
Payment Service Network	1/4/2019	01-2019 gateway fee	\$39.95
Kent Kraft	1/14/2019	return of hearing fee	\$50.00
SD Dept of Revenue	1/22/2019	excise tax payment	\$127.95
SD One Call	1/31/2019	01-2019 service fees	\$38.85
SD Retirement Systems	1/17/2019	01-2019 retirement contribution	\$1,732.92
Menards	2/4/2019	purchase new toilet for comm cen	\$209.00
SF Area Humane Society	2/5/2018	01-2019 animal control service	\$106.88
Shell	1/19/2019	fuel purchase	\$34.85
Sioux Valley Energy	1/26/2019	utilities	\$455.73
Minnehaha 4-Leep	1/30/2019	ccc dmg deposit return	\$75.00
U Drive Technology	2/1/2019	01-2019 texting service fee	\$58.84
Payment Service Network	2/3/2019	01-2019 gateway fee	\$39.95
Pfeifer Implement	2/7/2019	tire chains	\$191.17
Verizon Wireless	1/23/2019	utilities	\$94.43
SDRS Supplemental Retirement	1/22/2019	Roth payable	\$50.00
Tyler Soyer	2/4/2019	ccc dmg deposit return	\$75.00
USDA – Rural Development	2/20/2019	pay loader note payment	\$1,663.00
USDA – Rural Development	2/25/2019	water main bond payment	\$706.15
Vantek Communications	2/1/2019	utilities / pager	\$14.50
Verizon Wireless	1/17/2019	utilities	\$41.53
Waterbury	2/4/2019	replace inducer bushings comm cen.	\$152.04
Xcel Energy	1/30/2019	utilities	\$3,144.22
Totals claims			\$57,818.07

Salaries & Wages	
Council	\$700.00
Mayor	\$925.00
Planning & Zoning Commission	\$370.00
Finance Office	\$2,135.50
Government Buildings	\$763.54

Building Inspector	\$974.41
Highway & Streets	\$2,166.26
Gas	\$4,604.24
Water	\$3,364.17
Sewer	\$3,364.17
	\$19,367.29

Palmira park comfort station bids. The following bids were received during the bid opening on February 7, 2019. Tellinghuisen Construction -- \$1786,800.00, Ron Anderson construction - \$147,000.00, Dakotaland Sod -- \$139,000.00, and Ronning Commercial Construction -- \$133,600.00. The low bidder was Ronning Construction. Motion by Henning to award bid to Ronning Commercial Construction, seconded by Maras. Rezac stated the cost for the comfort station may be lowered through change orders to the bid. No further discussion. All aye, motion carries.

Public hearings. No public hearings.

Open Comments.

Rounds (mayor) stated he had conversation with Hartford meals-on-wheels program and asked if volunteers in Crooks were willing to do program.

Henning (alderman) informed public that girl scouts were out selling cookies and asked residents to be cautious when driving; furthermore, he reported a meeting with Hartford softball team organizers is scheduled for February 24 at 6 pm at the Crooks community center to gauge interest.

Butch Oseby (resident) said he had received complaints from citizens that two of the town halls on the recreational center options were being held in bars in the community and that the bars were not handicapped accessible. Mayor Responded that the locations are actually restaurants where all are welcome. He stated that we wanted to go out to where people were and to patronize local businesses and offer as many chances for input as possible. He also noted that the final town hall is at the Community center for those who do not wish to go to the restaurants, and the community center is handicapped accessible. Oseby asked questions about budget.

Brenda Miller (resident) asked about the length of the presentations and how the information and input from residents will be used in the process.

Ordinances, resolution, policy, motions.

Second reading of Ordinance #238 was given by Rounds. Motion by Kringen to approve ordinance #238, seconded by Maras. No further discussion. All aye, motion carries.

Second reading of Ordinance #239 was given by Rounds. Motion by J. Richardson to approve ordinance #239, seconded by Henning. No further discussion. All aye, motion carries.

Resolution 2019-02-01 (“Clean water improvement finance authorization resolution”). Motion by Kringen to approve resolution, seconded by Maras. No discussion. All aye, motion carries.

Resolution 2019-02-02 (“Drinking water improvement financing authorization resolution”). Motion by J. Richardson to approve resolution, seconded by Kringen. No discussion. All aye, motion carries.

Reports.

Parks report was given by Henning. Items discussed: The last parks board meeting and the upcoming parks board meeting. The plans for the Palmira park bathroom and drainage improvements. Emerald ash borer tree treatment options and city plans for infested trees. The issue of the use of the Palmira park ballfield for baseball during the Palmira utility improvements was discussed by council, mayor, and representatives of the Tri-Valley Baseball Association and potential options on how to accommodate the baseball association to ensure games can still be held.

Street report was given by Maras. Items discussed: pre-con meeting for the West Ave Trail attended, recent snow removal efforts.

Planning and zoning report was given by S. Richardson. Items discussed: work is done on amendment to the Crooks zoning regulations and amendment to the Comprehensive plan's future use map.

Government buildings report was given by Kringen. Items discussed: community center floor was stripped and waxed, potential window treatments for community center, hire service to clean mats in community center and implementation of Safety Benefits recommendations.

Building inspector's report was given by Pearson. Item discussed: recent attendance at conference hosted by International Code Council in Chaska, work on 2018 code updates to be adopted by June of this year.

Finance report was given by J. Richardson. Items discussed: end-of-year entries are complete, auditors are working on annual report, need to plan future transfers out of enterprise funds, sales tax revenue for January is about \$17,000. Utility revenues for January could not be calculated as no rates had been received to run billing.

Utility report was given by Beck. Item discussed: potential need to upgrade line in Cottonwood Ave area to accommodate new users. City engineer Morris discussed the stages of the Palmira utility improvement project. Morris also reported on discussions between DGR, city staff and mayor Rounds on some of the issues that could potential come up during Palmira utility infrastructure improvements.

The first issue was trees located in the right-of-way may have to be removed during the construction, and the engineer's recommendation is to preserve as many trees as possible and replant trees for those homeowners, whose trees may have to be removed.

The second item topic focused on landscaping and fencing in the right-of-way. The engineer's recommendation is that the contractor move all items out of right-of-way onto the property; however, prior to moving items, the city should talk to homeowners first and ask if they could move items.

The last concern involved retaining walls. The engineer's do not believe any retaining walls will be affected, if they are, the recommendation would be to replace them.

Motion on trees in right-of-way. Motion by J. Richardson to remove trees in right-of-way, if necessary, for construction and replace tree, based on a list recommended by the engineer, from which the homeowner may choose tree for replanting, seconded by Henning. No further discussion. All aye, motion carries.

Motion on landscaping and fencing in the right-of-way during the construction. Motion by J. Richardson to have contractor remove items in right-of-way, if the homeowner has not removed them after the city requested them to do so, seconded by Kringen. No further discussion. All aye, motion carries.

Motion on retaining walls in the right-of-way of. Motion by Henning to have contractor restore any retaining walls that may be affected during the construction phase at the expense of the city, seconded by Kringen. No further discussion. All aye, motion carries.

CenterPoint invoice. No action taken as invoice had not been received.

Code enforcement/Animal control report was given by Beck. Items discussed: recent complain about snow removal on sidewalks. Beck noted no ordinance specifically addressed snow removal of sidewalks, only ordinance #52, which requires sidewalks be clear of obstructions. J. Richardson recommended a separate ordinance be written and presented at the next meeting. Council, staff, mayor and residents had discussion on clearing of sidewalks in town, city parks during winter months to permit for walking, and clearing of snow of path.

Other business:

- i. Equalization date. Motion by Henning to set board of equalization date for March 18 at 6:30 in conjunction with Benton Township, seconded by Kringen. No further discussion. All aye, motion carries.
- ii. Hanson Home Improvement claim. Pearson explained the restocking fee commitment was made, because he was informed by the contractor a permit had been issued for the work, when this had not been the case. Motion by J. Richardson to deny Hanson Home Improvement claim, seconded by Kringen. No further discussion. All aye, motion carries.
- iii. 2019 fire services contract and fire services invoice. Motion by Henning to approve contract and approve invoice for 2019 fire services, seconded by Kringen. No discussion. All aye, motion carries.
- iv. Med-Star contribution request for 2019. Harstad (resident) spoke on subject. Motion by Henning to deny contribution claim by Med-Star, seconded by Maras. No further discussion. All aye, motion carries.

Executive session.

Motion by Henning to enter into executive session pursuant to SDCL 1-25-2[3] (Consulting with legal & contractual matters, seconded Kringen. No further discussion. Schantz took roll call vote: Henning – aye, Kringen – aye, Richardson – aye, Maras – abstained. Majority ayes, motion carries. Council enters into executive session at 8:34 PM. Rounds called the meeting back to order at 8:56 PM.

Adjournment.

Motion by Maras to adjourn the meeting at 8:57 pm, seconded by J. Richardson. All aye, motion carries.

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

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