

City of Crooks
 Regular monthly meeting minutes
 06.10.2019

At 7:00 pm, Mayor Oseby called the meeting to order at the Crooks Community Center. Finance Officer Schantz took roll call.

Present: Alderman Henning, Alderman Kringen, Alderman Maras, Alderman Richardson, Mayor Oseby
Staff present: Finance Officer Schantz, Utility Superintendent Beck, Jake Morris (DGR city engineer)
 Pledge of allegiance was led by Oseby. Invocation was led by Oseby.

Consent calendar. Motion by Kringen to approve the consent calendar, seconded by Maras. No discussion on items. All aye, motion carries.

Approved claims:

Vendor	Date incur.	Description	Amount
A&B Business Solutions	6/4/2019	printer lease	\$252.37
Addy Disposal	5/31/2019	garbage service	\$52.00
Aflac	5/24/2019	Aflac payable	\$300.86
Alexis Estrada	5/21/2019	ccc dmg dep. return	\$175.00
Alliance Communications	6/1/2019	utilities	\$290.34
American Engineering Testing	5/22/2019	wastewater analysis	\$327.00
Anderson Publications	5/31/2019	05-2019 publication expense	\$2,574.85
Avera Mc Kennan	4/30/2019	EAP contract fee	\$1,050.00
Banyon Data System	6/1/2019	software support annual	\$1,060.00
CenterPoint Energy Services	6/7/2019	05-2019 gas purchase	\$8,572.67
CHS Eastern Farmers	5/31/2019	chemical	\$160.00
City of Crooks	6/1/2019	06-2019 rent bldgs	\$1,200.00
Concrete Materials	5/24/2019	gravel	\$279.46
Concrete Materials	5/20/2019	recycle asphalt	\$390.22
Crew & Crew	5/22/2019	legal expense	\$600.00
Crooks Municipal Utilities	5/31/2019	05-2019 utilities	\$262.06
DGR Engineering	5/15/2019	Drainage concerns + slurry seal project	\$1,596.86
DGR Engineering	5/15/2019	Map updates, TIF maps, Parks	\$2,054.50
DGR Engineering	5/15/2019	Palmira utility engineering + construction admin	\$17,506.88
Direct Automation	6/4/2019	06-2019 IT services	\$534.30
Double H Paving	5/31/2019	equipment rental	\$800.00
Double H Paving	5/31/2019	street repairs	\$42,076.55
Dzuka Bogdanovic	5/29/2019	ccc dmg dep. return	\$175.00
Ecolab	5/9/2019	pest control services	\$75.00
Eddie Clark	5/29/2019	return ut. Dep.	\$133.91
Friessen Construction	5/31/2019	1" base course	\$490.41
Friessen Construction	5/29/2019	gravel for Sunset Parking lot	\$1,138.30
Gas Products Sales	4/22/2019	supplies (gas)	\$297.73
Gas Products Sales	5/7/2019	supplies (gas)	\$363.34
Gas Training Specialties	5/23/2019	gas class/operator training	\$250.06
Great Western Bank	6/7/2019	Purchase card payment	\$2,072.67
Groebner & Associates	5/22/2019	supplies (gas)	\$337.11
Health Pool of SD	6/1/2019	health + life payable	\$1,973.91

Heath Consultants	6/3/2019	gas equipment repair	\$429.90
Heiman Fire Equipment	5/29/2019	servicing/maintenance of fire extinguisher	\$198.16
Helpline Center, Inc.	5/31/2019	05-2019 monthly charge	\$108.08
Internal Revenue Service	5/31/2019	05-2019 Fica + Fed Withholding	\$4,883.97
Jackie Benson	5/13/2019	ccc dmg dep. return	\$75.00
Jamie Kruse	5/13/2019	ccc dmg dep. return	\$75.00
Jessica Binkerd	5/29/2019	ccc dmg dep. return	\$175.00
Kerri Snow	6/7/2019	ccc dmg dep rent	\$400.00
Lacey Rentals	6/3/2019	portable restroom rental Sunset Park	\$135.00
Lacey Rentals	5/21/2019	portable restroom rental	\$165.00
Lacey Rentals	5/21/2019	portable restroom rental	\$165.00
Lacey Rentals	6/3/2019	portable restroom rental New Hope Park	\$200.00
Lacey Rentals	6/3/2019	portable restroom rental for Sunset/Community Days	\$770.00
Larry Haug	5/15/2019	ccc dmg dep. return	\$75.00
Leslie Heiberger	5/21/2019	ccc dmg dep. return	\$75.00
Matheson Tri-Gas	5/31/2019	supplies (gas)	\$23.56
Menard's	5/29/2019	supplies (parks)	\$76.14
Mike Bannwarth Trucking	5/23/2019	tracking load of rock	\$125.00
Minnehaha Community Water Corp	6/3/2019	05-2019 water purchase	\$5,064.00
Minnehaha County Auditor	5/28/2019	In-person absentee envelopes	\$27.00
Novak Sanitary Service	6/1/2019	dumpsters for branch drop-off after storm	\$1,004.88
Novak Sanitary Service	6/1/2019	dumpsters for Spring Clean-Up	\$2,936.00
Payment Service Network	6/4/2019	05-19 gateway fee	\$39.95
Pipeline Associations for Public Awareness	2/25/2019	2019 dues	\$710.00
Property Cleaning Systems	5/13/2019	street sweeping invoice	\$6,850.00
Pump'N'Stuff	5/28/2019	fuel	\$3.36
Pump'N'Stuff	6/5/2019	fuel	\$20.92
Pump'N'Stuff	5/23/2019	fuel	\$21.46
Pump'N'Stuff	5/14/2019	fuel	\$23.51
Pump'N'Stuff	5/30/2019	fuel	\$23.84
Pump'N'Stuff	5/13/2019	fuel	\$25.34
Pump'N'Stuff	5/17/2019	fuel	\$26.03
Pump'N'Stuff	5/30/2019	fuel	\$77.89
Purple Wave Auctions	6/6/2019	crack seal trailer	\$5,610.00
Q3 Contracting	5/22/2019	repair regulator station	\$1,563.44
Q3 Contracting	5/16/2019	repair regulator station	\$2,737.01
Schoeneman's	6/5/2019	field grime marker	\$73.74
Schoeneman's	5/16/2019	field grime marker	\$122.90
SD DENR	6/5/2019	wastewater & drinking water fee	\$390.00
SD Municipal League	6/6/2019	registration fee elected officials' school	\$50.00
SD One Call	5/31/2019	05-2019 fees	\$129.15
SD Public Utilities Comm.	5/31/2019	pipeline safety assessment	\$787.84
SD Retirement System	5/21/2019	05-2019 retirement contribution	\$1,794.58
SDRS Supplemental Retirement	5/22/2019	ROTH contribution	\$50.00
Shopping News	5/29/2019	citywide rummage sale ad	\$38.00
Sioux Valley Energy	5/14/2019	utilities	\$501.60
Synthia Wiseman	5/13/2019	ccc dmg dep. return	\$75.00
U Drive Technology	6/1/2019	monthly texting service	\$58.64

US Postal Service	5/23/2019	mailing fee for drinking water report	\$228.58
US Specialty Coatings	5/20/2019	supplies (gas)	\$114.22
USDA - Rural Development	6/25/2019	water main bond payment	\$706.15
USDA - Rural Development	6/20/2019	pay loader note payment	\$1,663.00
Verizon Wireless	5/10/2019	utilities (gas)	\$27.76
Verizon Wireless	5/23/2019	utilities (building inspector)	\$94.32
Xcel Energy	5/30/2019	utilities	\$3,384.99

Salaries & wages approved:

Council	\$ 900.00
Mayor	\$ 2,250.00
Planning and Zoning Commission	\$ 405.00
Finance Office	\$ 1,492.05
Government Buildings	\$ 410.55
Building Inspector	\$ 1,398.76
Highway & Streets	\$ 1,529.68
West Nile	\$ 175.00
Parks	\$ 2,377.49
Economic Development	\$ 240.45
Gas	\$ 4,554.18
Water	\$ 3,450.88
Sewer	\$ 3,450.85

Bids. No bids.

Public hearings. No hearings.

Open comments. Bryon Farmer, co-manager of Critter’s, presented on the establishment’s plan to hold small events every Thursday and donate the proceeds towards charitable causes. William Papke, resident, asked about the option the city held on the property north of the Crooks Community Center next to S. West Ave. Brenda Miller, resident, asked who owned the land north of the twin homes located on S. West Ave, where the house was burned down. Clyde Glanzer, resident, asked if 4th St. will be paved.

Ordinances, resolutions, policy, motion.

Second readings of ordinance 242, 243, 244. Oseby asked if second readings could be tabled to allow new city attorney to review ordinances. Motion by Henning to table second reading of ordinances 242, 243, 244, seconded by Kringen. No further discussion. All aye, motion carries.

First reading of ordinance 245 (“Supplemental appropriations ordinance”) was given by Oseby. Oseby explained ordinance.

First reading of ordinance 246 (“Ordinance establishing water system and sewer system connection fees”) was given by Oseby. Oseby explained ordinance.

Resolution 2019-06-01: A resolution to adopt fees and fines for the City of Crooks. Henning stated the city should charge for notary services as those notaries and use charged fees to reimburse notaries for their expenses. Richardson asked if city could reimburse notaries on staff for expenses. Discussion then

ensued about fee for temporary event liquor license. Maras then asked about temporary fireworks license, as it appeared residents had to get license for display of fireworks. Schantz then stated this was intended for public displays of fireworks. Motion by Maras to modify temporary license for fireworks outside of the dates is required if the discharging of the fireworks does not meet requirements specified by ordinance. The motion died for lack of second. Motion by Henning to have legal counsel review resolution 2019-06-01, seconded by Maras. No further discussion. All aye, motion carries.

Resolution 2019-06-02: A resolution to transfer monies from the contingency fund. Motion by Henning to approve resolution, seconded by Kringen. No further discussion. All aye, motion carries.

Resolutions 2019-06-03: A resolutions to adopt building permits fees. Oseby stated the last time building permit fees were updated was about two years ago. Motion by Kringen to approve resolution, seconded by Henning. No further discussion. All aye, motion carries.

Reports / other business.

Park report was given Henning. Due to the busy schedules of everyone involved on the Park boards, there will be no meeting in June. The bathroom at Palmira Park is close to being completed, finally ending the need for portable restrooms at the park. The next Parks Board meeting is scheduled for July 2. The parking lot at Sunset had gravel put down and on June 11 dust control application is scheduled. Oseby stated a goal is to get New Hope Park's baseball fields drain tiled by this fall. Oseby stated the light pole at Palmira Park will be removed. Oseby talked about his recent attendance at Recreational Facilities Committee meeting. Oseby stated he would like to combine the Parks Board and the Recreational Facilities Committee and have it serve as an advisory board.

Street report was given Oseby. Double H Paving did street repairs. Oseby called attention to the bill and presented a comparison sheet if the city did repairs in-house. The condition of 8th Street was discussed and the need to repair it prior to July's scheduled slurry sealing. Oseby stated an investment between \$20,000 to \$30,000 in equipment could permit city to do its own street repairs.

Government buildings report was given by Kringen. The need for an on-call person for the Crooks Community Center on weekends was discussed.

Building inspectors' report. No report.

Finance report was given by Oseby. The potential litigation regarding the payment to Stockwell for engineering services for the 2nd phase of the Sunset Trails is holding up completion of 2018 audit.

Utility report was given by Beck. The heavy infiltration of water into the city's sewer system was discussed. The inflow appears to come from the north end of town. Once the Palmira utility improvements are completed, the infiltration issue should subside. Maras asked if city could ask residents for permission to enter homes and determine where sump pump hoses are connected to. Oseby talked about water/sewer hookup money and its designated uses per ordinance. The potential hire of Jason Penning on a full-time basis as back-up for Ginny Beck was discussed. The first pay application submitted by the contractor for the Palmira utility improvement project was discussed. Motion by Richardson to approve pay application in the amount of \$89,869.05, seconded by Maras. Maras asked Morris about the retainage amount and if that was permitted. Morris stated he would ask Laber, engineer with DGR, and follow up on question. No further discussion. All aye, motion carries.

Planning and Zoning report was given by Oseby. The Planning and Zoning Commission is making progress to move along the 2nd phase of the CHRC development and has scheduled a hearing for the approval of the preliminary subdivision plan.

Code enforcement / animal control report was given by Beck. The recent lawn mowing letters mailed to property owners in violation of grass height were discussed and the general process of enforcement of mowing in town were discussed. Beck also talked about incidences of dogs being walked without a leash and stated that city ordinance requires leash.

Crooks HRC report was given by Harstad. The hearings to get the necessary approvals for the preliminary subdivision plan have been scheduled by the Crooks Planning and Zoning Commission and by the Crooks City Council. Quotes/estimates are gathered for the 2nd phase of the development. The potential expansion of the parking lot at Sunset Park and the designation of two lots as additional parking was discussed. The process of pricing the lots for sale was discussed.

Other discussion.

The tree removal in Palmira for the utility improvement project was discussed by those present. The projected speed bump installation at the intersection of 7th Street and Andrew Drive was discussed.

Adjournment. Motion by Henning to adjourn meeting at 8:20 pm, seconded by Maras. No discussion. All aye, motion carries.

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

Published: 06/20/2019

Published once at the approximate cost of: \$205.77