

City of Crooks  
Crooks City Council  
Regular monthly meeting minutes  
July 8, 2019

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

Present: Alderman Henning, Alderman Kringen, Alderman Maras, Alderman J. Richardson, Mayor Oseby  
Staff present: Planning and Zoning Director S. Richardson, Utility Superintendent Beck, Finance Officer Schantz, city engineers Jake Morris and Jesse Morris (DGR)

**Pledge of allegiance** was led by Oseby. **Invocation** was led by Oseby.

**Consent calendar.** Motion by Kringen to approve consent calendar items, seconded by Maras. Henning asked about Stockwell bill. No further discussion. All aye, motion carries.

Approved claims for July 2019:

Vendor	Date incur.	Description	Amount
A&B Business Solutions	7/2/2019	copier lease + billable copies	\$ 436.61
A-1 Septic Tank & Excavating	6/19/2019	pumping N. lift station	\$ 990.00
Ace Signs	6/21/2019	portable sign rental	\$ 70.00
ADAPCO	6/3/2019	mosquito chemical	\$ 417.50
ADAPCO	6/27/2019	mosquito chemical	\$ 417.50
Addy Disposal	6/28/2019	utilities	\$ 52.00
AFLAC	6/26/2019	AFLAC payable	\$ 300.86
Alliance Communications	7/1/2019	utilities office	\$ 141.43
Alliance Communications	7/1/2019	utilities	\$ 147.18
Alliant/Mesirow	6/13/2019	bond for mayor	\$ 656.00
Allie Thiesse	6/27/2019	ccc dmg dep return	\$ 75.00
ALT Carriers	6/20/2019	transportation of asphalt patch trailer	\$ 700.00
American Engineering Testing	6/26/2019	Palmira project testing	\$ 987.50
Anderson Publications	4/30/2019	CATEX publication document	\$ 41.24
Automotive Services, Inc.	4/8/2019	service blue truck	\$ 202.99
Banyon Data Systems	7/1/2019	software support fees	\$ 1,380.00
Border States Electric	6/12/2019	plex pipe supplies	\$ 157.35
Claims Associates	6/24/2019	deductible injunctive relief coverage	\$ 5,000.00
Crew & Crew	6/21/2019	legal expense	\$ 80.00
Crooks Development Corporation	7/2/2019	contribution economic development	\$ 10,000.00
Dakota Hardscape Supply	6/19/2019	supplies for flower beds	\$ 793.55
Dauby's Sports Center	6/21/2019	baseball nets	\$ 14.00
DGR Engineering	6/17/2019	drainage concerns + 2019 slurry seal project	\$ 876.50
DGR Engineering	6/17/2019	map updates, park work + utility extension work	\$ 1,230.60
DGR Engineering	6/17/2019	Palmira utility improvement services	\$ 11,302.22
Direct Automation	7/2/2019	07-2019 IT services	\$ 543.53
Ecolab	6/14/2019	pest control services	\$ 75.00

Falls Architecture	7/3/2019	Palmira bathroom architectural services	\$ 225.00
Falls Architecture	6/7/2019	architectural services for Palmira comfort station	\$ 450.00
Frisbee Plumbing, Heating & Electrical	6/29/2019	urinal repair Comm. Cen.	\$ 158.78
Garbage'N'More	7/2/2019	utilities	\$ 820.00
Glenda Lima	7/2/2019	ccc dmg dep. Event	\$ 325.00
Goebel Printing	6/28/2019	business cards mayor	\$ 29.95
Great Western Bank	7/5/2019	purchase card payment	\$ 683.86
Great Western Bank	6/10/2019	account analysis charge	\$ 42.69
Great Western Bank	6/10/2019	account analysis charge	\$ 40.00
Gregory Karpe	6/19/2019	rtm utility overpayment	\$ 64.61
Groebner & Associates	6/24/2019	meter purchase	\$ 350.97
Groebner & Associates	6/10/2019	diaphragm meter set	\$ 1,325.00
Groebner & Associates	6/20/2019	meter sets (gas)	\$ 2,326.84
Health Pool of SD	7/1/2019	health + life payable	\$ 1,973.91
Hydro Klean	6/14/2019	cleaning and televising of sewer lines	\$ 14,644.80
Hydro Tech Service	6/8/2019	maintenance service lift stations	\$ 2,040.00
Hydro Tech Service	6/8/2019	repair Main lift station	\$ 2,904.00
Internal Revenue Service	6/27/2019	06-2019 Fica + Fed. With.	\$ 5,494.21
Jenny Cervantes	6/11/2019	ccc dmg dep	\$ 175.00
Judi Person	6/17/2019	reimbursement supplies for Comm Cen flower bed	\$ 111.43
Lacey Rentals	7/1/2019	portable restroom rental	\$ 135.00
Lacey Rentals	6/18/2019	portable restroom rental Sunset Park	\$ 165.00
Lacey Rentals	6/18/2019	portable restroom rental Palmira Park	\$ 165.00
Matheson Tri-Gas	6/30/2019	supplies	\$ 22.80
Maximum Promotions	6/21/2019	flag purchase for Flag Day	\$ 405.00
Maximum Promotions	7/3/2019	flag purchase	\$ 202.50
Meierhenry Sargent LLP	6/18/2019	bond counsel fee drinking water	\$ 12,140.00
Meierhenry Sargent LLP	6/18/2019	bond counsel fee clean water	\$ 24,000.00
Minnehaha Comm Water Corp	7/15/2019	water twr loan payment	\$ 1,043.97
Minnehaha Comm Wtr Corp	7/1/2019	06-2019 water purchase	\$ 7,274.00
Nathan Nagel	7/3/2019	ut dep return	\$ 67.82
Nexben	6/19/2019	suppl. Insurance payable	\$ 219.92
Pamela Herman	6/19/2019	ccc dmg dep	\$ 175.00
Payment Service Network	7/3/2019	06-2019 gateway fee	\$ 39.95
Pump'N'Stuff	6/5/2019	fuel	\$ 21.31
Pump'N'Stuff	6/11/2019	fuel	\$ 21.84
Pump'N'Stuff	6/28/2019	fuel	\$ 21.90
Pump'N'Stuff	7/2/2019	fuel	\$ 24.16
Pump'N'Stuff	6/3/2019	fuel	\$ 25.51
Pump'N'Stuff	6/24/2019	fuel	\$ 25.93
Pump'N'Stuff	7/1/2019	fuel	\$ 27.03
Pump'N'Stuff	6/17/2019	fuel	\$ 28.59
Pump'N'Stuff	6/7/2019	fuel	\$ 28.84
Pump'N'Stuff	6/11/2019	fuel	\$ 29.85
Purple Wave Auction	6/20/2019	paver + roller purchase	\$ 11,330.00
Q3 Contracting	6/13/2019	repair + lower gas line	\$ 1,209.20
Q3 Contracting	6/19/2019	new gas service + repair regulator station	\$ 4,474.58

Ramkota Hotel (Pierre)	6/14/2019	hotel stay municipal street conference + finance officer school	\$ 304.00
Ron Svatos, Jr.	6/19/2019	ccc dmg dep	\$ 75.00
Schoeneman's	6/18/2019	field marker grid lime	\$ 122.90
SD DENR	6/20/2019	Stormwater annual permit fee - West Ave project	\$ 100.00
SD Dept. of Revenue	6/11/2019	05-2019 sales tax payable	\$ 1,799.04
SD One Call	6/30/2019	06-2019 service fee	\$ 110.25
SD Retirement System	6/21/2019	06-2019 retirement payable	\$ 1,833.86
SDRS Supplemental Retirement	6/21/2019	ROTH contribution	\$ 50.00
SDRS Supplemental Retirement	6/6/2019	ROTH contribution	\$ 50.00
Sioux Valley Energy	6/14/2019	utilities	\$ 487.75
Stockwell Engineers	6/20/2019	residual amount due for Sunset Trails Phase 2	\$ 6,750.00
Sulma Mendoza	6/10/2019	ccc dmg dep	\$ 400.00
Tri-Valley Student Body Council	7/5/2019	donation for volunteer efforts	\$ 50.00
U Drive Technology	7/1/2019	06-2019 text messaging fee	\$ 55.96
US Bank	7/15/2019	DW improvement bond payment	\$ 2,351.58
US Bank	7/15/2019	CW improvement bond payment	\$ 7,194.04
US Postal Service	6/10/2019	postage for utility billing postcards	\$ 235.20
USDA - Rural Development	7/26/2019	water main bond payment	\$ 706.15
USDA - Rural Development	7/20/2019	pay loader note	\$ 1,663.00
Verizon Wireless	6/10/2019	utilities	\$ 27.76
Verizon Wireless	6/23/2019	06-2019 portion utility bill	\$ 94.33
		<b>Total claims</b>	<b>\$ 159,060.13</b>

Approved salaries by department:

Council	\$ 700.00
Mayor	\$ 2,210.00
Planning and Zoning Commission	\$ 540.00
Finance Office	\$ 1,449.56
Government Buildings	\$ 685.02
Building Inspector	\$ 936.00
Highway & Streets	\$ 734.39
West Nile	\$ 279.62
Parks	\$ 2,749.35
Economic Development	\$ 258.87
Gas	\$ 4,435.28
Water	\$ 3,353.60
Sewer	\$ 3,353.57

**Bids.** None. **Public Hearings.** None.

**Open comments.** Bryon Farmer, manager of Critter's Bar, spoke on first Thursday night event and informed those present that over \$1,000 in donations had been collected for the Crooks Community Child Care. Oseby spoke to those present about future need to prevent closing of intersection and awareness of utility lines before staking canopies during Thursday events at Critters.

### Reports/Other Business.

- a. Park report was given by Henning and Oseby. The recent Parks and Recreation Board meeting was discussed. At the meeting the removing of ash trees, moving of baseball fields at New Hope Park, and wish list items were talked about. The next meeting is scheduled for August 6 at 6:00 pm at the Crooks Community Center. New Hope Park will be the primary park for updates in the coming year. The cement contractor visited the location of the future pickle ball court. The completion of the Palmira Comfort Station is on hold due to the ongoing construction in the area.
- b. Street report was given by Maras and Oseby. The need to remove additional trees in the right-of-way during the utility improvement was discussed. Maras suggested the City consider removing all ash trees in right-of-way to avoid issues in connection with emerald ash borer infestation. Slurry sealing of roads is planned for the last week of July. The patchwork on 8<sup>th</sup> St., 4<sup>th</sup> St. and some alligatored spots and their repairs were discussed.
- c. Planning and Zoning report was given by Richardson. The last Planning and Zoning meeting was discussed. Richardson expressed the hope that more people will participate at Planning and Zoning meetings in future.
- d. Government buildings report was given by Kringen and Oseby. The search for an after-hours call service is underway. The repair of the roof and underlying supporting structure at the old City shop was discussed.
- e. Building Inspector's report. None.
- f. Finance's report was given by Richardson and Oseby. The need to compensate for projected sales tax decreases for 2020 was discussed. Richardson and Schantz will attend budget training in Sioux Falls on July 12. Oseby stated that completion of audit is on hold due to potential litigation of Stockwell matter but should be resolve with payment of claim. The Sioux Falls surplus auction and the City of Crook's participation in it was discussed. Motion by Richardson to participate in City of Sioux Falls' surplus auction, seconded by Maras. Auction was then briefly discussed. No further discussion. All aye, motion carries.
- g. Utility report was given by Beck. Sewer lines were televised and cleaned over past month. During the televising, the water levels in pipes was high and manholes have been identified as potential cause. The contractor will perform additional services according to Beck. Representative of contractor, Clyde Glanzer, talked about potential solutions to prevent infiltration. The performance of Palmira utility improvement project contractor was discussed, some of the issues that occurred were the damaging of Crooks Municipal Utilities' infrastructure and the draining of the water tower. Pay request #2. Motion by Henning to approve pay request #2 as submitted by Duinck for \$340,789.70, seconded by Maras. No discussion. All aye, motion carries. CenterPoint invoice could not be paid as it had not been received according to Oseby. Sump pump connections in Palmira addition were discussed. If a resident of addition is interested in connecting to a right-of-way point, the connection has to be made by November 2. The homeowner will be responsible for connection of the sump pump hose and burying it. A deadline of July 26, at which date the homeowners will have to respond and declare whether or not they want a right-of-way connection point or not. Utility extension to Johnson property was discussed. Per Jake Morris there are two options to extend utilities. The first one would be to bore underneath the highway and stub the lines through. The second one involves cutting up highway and putting lines through. The matter will be discussed further at the next City Council meeting.
- h. Code Enforcement / Animal Control report was given by Beck. The lack of mowing at property on 7<sup>th</sup> St. was discussed. Beck stated she will compose abatement letter as several

complaints have been received about condition of property by residents. Oseby thanked residents for cleaning up debris left from fireworks after 4<sup>th</sup> of July celebrations.

- i. Crooks HRC report was given by Harstad. The sale of lots will start on July 9 at 8:00 am at the Crooks City office. The engineers are working on finalizing the engineering development and construction plans.
- j. Other business.
  - a. Appointments. Oseby stated the terms of Planning and Zoning Commissioners Hemme and Glasford expired and need to be renewed. Motion by Henning to reappoint Hemme and Glasford, seconded by Kringen. No discussion. All aye, motion carries.
  - b. Hire personnel. Oseby explained only one application for the position had been received, which was submitted by Jason Penning. Oseby asked for a motion to hire Jason Penning on an hourly, full-time basis. Motion by Henning to hire Penning, seconded by Richardson. No further discussion. All aye, motion carries.
  - c. Salaries/Wages. Oseby explained to those present that Chad Rezac should be classified as hourly employee rather than in the current salary non-exempt classification. The job duties and responsibilities of Rezac will not change. Motion by Henning to reclassify Chad Rezac as hourly employee and set hourly pay at \$20.25, seconded by Kringen. No further discussion. All aye, motion carries. Schantz stated hourly rate pay rate for Penning had to be set. Oseby recommended \$18 per hour. Motion by Henning to set hourly pay at \$18 for Jason Penning, seconded by Kringen. No further discussion. All aye, motion carries.
  - d. Personnel handbook. Oseby informed those present that the personnel handbook is currently being reworked and should be ready by the August meeting.

**Ordinances, resolutions, policy, motions**

- a) Second reading of ordinance #245 (Supplemental appropriations ordinance) was given by Oseby. Motion by Kringen to approve ordinance, seconded by Maras. Oseby explained this ordinance supplements SRF loan money for Palmira utility improvements. No further discussion. Schantz took roll call vote: Henning – aye, Kringen – aye, Maras – aye, Richardson – aye. All aye, motion carries.
- b) Second reading of ordinance #246 (Water-Sewer hookup fee ordinance) was given by Oseby. Motion by Kringen to approve ordinance, seconded by Richardson. Ordinance was discussed by those present. No further discussion. All aye, motion carries.
- c) Resolution 2019-07-01 (Fee & Fine resolution). Council, mayor and staff discussed resolution. Motion by Henning to approve resolution, seconded by Kringen. No further discussion. All aye, motion carries.
- d) Resolution 2019-07-02 (Contingency resolution). Schantz explained the item to council, mayor and those present. Motion by Kringen to approve resolution, seconded by Maras. No further discussion. All aye, motion carries.

**Other items discussed.** Oseby thanked Tri-Valley Student Council for their volunteer efforts. Kringen asked Harstad on status of West Ave property.

**Adjournment.** Motion by Richardson to adjourn meeting at 7:58 pm, seconded by Maras. All aye, motion carries.

Respectfully submitted,  
Tobias Schantz

Finance Officer  
City of Crooks, SD

Published: 07/08/2019

Published once at the approximate cost of: \$231.91