

The City of Crooks is an equal opportunity provider.

City of Crooks
Crooks City Council
Regular monthly meeting minutes
September 9, 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, City Engineer Jake Morris (DGR)

Absent with notice: Planning and Zoning Director Richardson

Pledge was led by Oseby. Invocation led by Oseby.

Consent calendar. Motion by Kringen to approve consent calendar, seconded by Henning. No discussion. All aye, motion carries.

Approved claims:

Vendor	Date incur.	Description	Amount
A&B Business Solutions	9/4/2019	copier lease	\$ 252.37
ADAPCO	8/21/2019	mosquito chemical	\$ 452.50
Addy Disposal	9/2/2019	utilities	\$ 52.00
Aflac	8/26/2019	AFLAC payable	\$ 138.34
Aflac	8/15/2019	AFLAC payable	\$ 300.86
Alex Mader	8/14/2019	ut dep return	\$ 47.67
Alexis Estrada	9/5/2019	ccc dmg dep return	\$ 75.00
Alliance Communications	9/1/2019	utilities	\$ 285.02
Allie Thiesse	8/12/2019	ccc dmg dep return	\$ 475.00
American Engineering Testing	8/27/2019	wastewater analysis	\$ 237.00
American Engineering Testing	8/23/2019	Palmira utility project testing	\$ 1,610.00
Border States Electric	8/22/2019	supplies	\$ 158.85
Brandy Fiala	8/14/2019	ut dep return	\$ 28.64
Bryan Rock Products, Inc.	8/15/2019	supplies baseball diamonds	\$ 1,299.54
BSN Sports	8/8/2019	temporary fence	\$ 779.98
Byers Irrigation	8/10/2019	sprinkler repair	\$ 78.47
CenterPoint Energy Services	9/6/2019	08-2019 natural gas purchase	\$ 2,919.27
Cintas	8/13/2019	Comm. Cen. supplies	\$ 48.71
City of Crooks	9/1/2019	09-2019 rent buildings	\$ 1,200.00
Crooks Country Corner	8/28/2019	repair water truck	\$ 805.95
Crooks Municipal Utilities	9/6/2019	utilities	\$ 170.34
Dauby's Sports Center	8/29/2019	base and supplies for diamonds	\$ 143.00
DGR Engineering	7/16/2019	drainage concerns, 2019 slurry seal project	\$ 325.00
DGR Engineering	7/16/2019	map updates, Palmira parking lot, Parks, utility extension	\$ 1,208.00
DGR Engineering	7/16/2019	Palmira utility project. con. administration	\$ 24,746.38
DGR Engineering	8/16/2019	Palmira utility project. con. administration	\$ 31,947.98

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Direct Automation	9/4/2019	09-2019 IT services	\$ 547.58
Fatima Benitez	8/26/2019	ccc dmg dep return	\$ 175.00
First Dakota Horticulture	8/12/2019	Emerald Ash border treatment	\$ 1,560.00
Goebel Printing	8/12/2019	safety vests + t-shirts for employees	\$ 101.66
Great Western Bank	8/15/2019	deluxe checking account charge	\$ 15.50
Great Western Bank	9/6/2019	purchase card payment	\$ 1,509.10
Groebner & Associates	8/20/2019	gas meters	\$ 670.77
Health Pool of SD	9/1/2019	health + life insurance payable	\$ 1,321.94
Hirshfield's	8/16/2019	paint purchase	\$ 89.97
Hirshfield's	8/30/2019	parts for sprayer repair	\$ 121.78
Hirshfield's	9/5/2019	kit sprayer drive	\$ 355.00
Hubers, LLC.	8/16/2019	repair electric receptacle park shed	\$ 100.09
Hydro Klean	8/19/2019	televise lines	\$ 1,240.00
Infra-Track	8/7/2019	jetting sewer lines	\$ 787.50
Infra-Track	8/12/2019	jetting at lagoon	\$ 900.00
Intermountain Slurry Seal	8/22/2019	slurry seal repair	\$ 56,698.82
Internal Revenue Service	9/6/2019	08-2019 FICA + fed with	\$ 6,119.27
Kendle's Auto	9/6/2019	ut refund	\$ 57.59
Lacey Rentals	8/26/2019	portable restroom rental Sunset Park	\$ 135.00
Lacey Rentals	8/13/2019	ADA portable bathroom rental Sunset Park	\$ 165.00
Landstar Ranger	8/14/2019	delivery fee for water truck	\$ 1,200.00
Lodes Tree Service	9/4/2019	stump grinding water tower	\$ 300.00
Matheson Tri-Gas	8/31/2019	supplies	\$ 23.56
Maximum Promotions	8/27/2019	flag purchase	\$ 324.00
Menards	8/11/2019	pothole patch	\$ 39.92
Michael Payton	7/15/2019	ut dep refund	\$ 312.45
Nexben	8/31/2019	supplemental insurance payables	\$ 217.26
Orrin Townswick	9/6/2019	ut refund	\$ 14.09
Property Cleaning Systems	8/20/2019	street sweeping before slurry seal	\$ 1,500.00
Pump'N'Stuff	8/25/2019	fuel	\$ 17.66
Pump'N'Stuff	8/20/2019	fuel	\$ 18.98
Pump'N'Stuff	8/29/2019	fuel	\$ 19.30
Pump'N'Stuff	8/13/2019	fuel	\$ 22.76
Pump'N'Stuff	8/15/2019	fuel	\$ 23.11
Pump'N'Stuff	8/22/2019	fuel	\$ 23.55
Pump'N'Stuff	8/7/2019	fuel	\$ 24.56
Q3 Contracting	8/14/2019	new residential service	\$ 1,269.70
Q3 Contracting	9/6/2019	new residential gas service	\$ 1,600.46
Rachel Walz	8/19/2019	ccc dmg dep return	\$ 100.00
SD Dept of Health	8/22/2019	wastewater analysis	\$ 110.00
SD Municipal League	9/4/2019	election school registration	\$ 25.00
SD One Call	8/31/2019	08-2019 service fee	\$ 91.35
SD Retirement System	8/19/2019	08-2019 retirement contribution	\$ 2,205.06
SDRS Supplemental Retirement Plan	8/22/2019	ROTH payable	\$ 75.00

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Sioux Falls Area Humane Society	8/9/2019	07-2019 animal control services	\$ 56.34
Sioux Valley Energy	8/14/2019	utilities	\$ 239.19
Sioux Valley Energy	8/14/2019	street light utilities	\$ 249.90
Sioux Valley Energy	8/8/2019	aid in construction for new street lights	\$ 592.12
Sioux Valley Energy	8/27/2019	aid in construction for new street lights	\$ 592.12
Sioux Valley Energy	8/27/2019	aid in construction for new street lights	\$ 2,426.57
Tara Ridgway	9/6/2019	ut refund	\$ 30.17
U Drive Technology	9/1/2019	08-2019 text messaging service fee	\$ 166.24
USDA - Rural Development	9/26/2019	water main bond payment	\$ 706.15
USDA - Rural Development	9/20/2019	pay loader note	\$ 1,663.00
Verizon Wireless	8/10/2019	utilities	\$ 27.84
Verizon Wireless	8/23/2019	utilities	\$ 94.93
Xcel Energy	8/30/2019	utilities	\$ 2,950.41
		Total claims	\$ 161,810.20

Great Western purchase card purchases			
Vendor	Date incur.	Description	Amount
Minnehaha County Treasurer	8/9/2019	Card use fee for property tax payment	\$ 5.20
Minnehaha County Treasurer	8/9/2019	Card use fee for property tax payment	\$ 1.50
Nyberg's Ace Hardware	8/27/2019	painting supplies	\$ 54.45
Pump'N'Stuff	8/21/2019	fuel	\$ 23.08
City of Sioux Falls - Landfill	8/12/2019	landfill fees	\$ 142.12
Crooks Country Corner	8/12/2019	fuel	\$ 97.82
Pump'N'Stuff	8/13/2019	fuel	\$ 2.29
Pump'N'Stuff	8/26/2019	fuel	\$ 14.11
Dakota Fluid Power	8/9/2019	supplies	\$ 51.86
JCL Solutions	8/21/2019	Comm. Cen. supplies	\$ 102.05
Pump'N'Stuff	8/29/2019	fuel	\$ 65.55
Pump'N'Stuff	8/23/2019	fuel	\$ 17.59
Great Western Bank	9/1/2019	late fee	\$ 50.00
Great Western Bank	9/1/2019	interest charge	\$ 59.32
Nyberg's Ace Hardware	9/5/2019	supplies	\$ 129.97
Pump'N'Stuff	9/2/2019	fuel	\$ 20.17
Pump'N'Stuff	9/4/2019	fuel	\$ 118.01
Robson's True Value Hardware	9/5/2019	grass seed	\$ 399.00
Amazon	8/1/2019	supplies	\$ 45.85
Scooby's Car Wash	8/2/2019	vehicle maintenance	\$ 15.00
Crooks Country Corner	8/16/2019	fuel	\$ 50.35
Crooks Country Corner	8/23/2019	fuel	\$ 43.81
		Total purchase card payments	\$ 1,509.10

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Approved salaries and wages	
Council	\$ 600.00
Mayor	\$ 1,240.00
Planning and Zoning Commission	\$ 194.00
Finance Office	\$ 1,232.19
Government Buildings	\$ 609.32
Building Inspector	\$ 1,294.00
Highway & Streets	\$ 1,722.64
West Nile	\$ 81.05
Parks	\$ 2,010.16
Economic Development	\$ 90.75
Gas	\$ 5,504.02
Water	\$ 3,606.07
Sewer	\$ 4,068.36
Total wage claims	\$ 22,252.56

Open comments. Oseby opened floor for open comments. Bruce Wentzel, Main St. business association representative, spoke on forming Chamber of Commerce and September 29 block party. Wentzel requested \$500 in support for the event advertising expense. Motion by Henning to approve \$500 request, seconded by Maras. Maras asked if gross receipts money could be used for this. Schantz stated it could. No further discussion. All aye, motion carries.

Reports/Other business.

Parks report was given by Henning. The next parks board meeting will be held on September 23 at 7 pm at the Crooks Community Center. The Tri-Valley JV girls softball games scheduled for September 8 were called off after an inning and rescheduled for September 14 at New Hope Park. The pickleball court and the Palmira bathroom are close to completion.

Street report was given by Maras. The West Ave trails are about to be completed.

Palmira utility project discussion. The project contractor is behind schedule. The temporary access requirements of residences, contractual stipulations/requirements and resident concerns were discussed and addressed.

Residents spoke on tree removal, tree replacement options and supplemental information on replacement trees, completion date of project, text messaging service, accessibility of residences and safety concerns over emergency vehicles' access, defraying of expenses of tree treatments and yard rehabilitation, contractor's working on schedule, and drainage issues along highway.

The drainage issue at Willie Drive has been fixed and the area needs seeding. Street patching has been completed in front of fire hall on 4th St. Snow meetings for winter are scheduled.

No outlet sign for Winterberry Cir cul-de-sac. A resident requested a no outlet be placed at Winterberry Circle, due to high traffic in area. Motion by Richardson to place outlet sign at Winterberry Circle, seconded by Maras. No further discussion. All aye, motion carries.

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Discussion Palmira driveways/sidewalks. Maras explained no sidewalks are placed during Palmira utility project; however, driveways are being poured to permit for eventual future placement of sidewalk. Council, mayor and those present then discussed potential future sidewalks.

Planning and Zoning report. No report.

Government Buildings report was given by Kringen. Bids are currently obtained for the light bulb replacement of Community Center parking lot lights. The old shop and pump house have been resided.

Building Inspector's report. First basement was dug in phase 2 of new CHRC development. Three more basements are expected this year.

Finance report was given by Richardson. The budget forum for the 2020 FY were discussed and resident participation. Oseby briefly spoke on budget, SRF requirements and grants.

Utility report was given by Beck. The rehabilitation of manholes and issues with sewer lines were discussed.

Palmira pay application. Motion by Maras to approve Palmira pay application in the amount of \$387,889.75, seconded by Kringen. No discussion. All aye, motion carries.

Retirement of Water Fund debt. Motion by Henning to retire water fund debt of \$8,033.05 held with the USDA, \$18,277.63 held with Minnehaha Community Water Corp, and \$51,088.23 for SRF drinking water bond held with the SD Department of Environment and Natural Resources, seconded by Maras. Oseby stated the retirement of debt will have a positive effect for the water fund for 2020. No further discussion. All aye, motion carries.

Code enforcement/Animal Control report. No report.

Crooks HRC report was given by Harstad. The first basement has been dug. A lot has been closed and with more closings in the near future. Streets will be paved soon. Positive impact of new residences for Crooks community was discussed.

Other business. Rent payments from Crooks Municipal Utilities to City of Crooks. Oseby explained the origin of rent payments. Motion by Richardson to end rent payments from Crooks Municipal Utilities to City of Crooks starting in 2020, seconded by Kringen. No further discussion. All aye, motion carries.

Abatement request. Schantz explained request. Motion by Richardson to approve abatement request for parcel #60143, seconded by Henning. No further discussion. All aye, motion carries.

Ordinances, resolutions, motions, policy.

Second reading of ordinance #247 (Ordinance amending Ordinance #235 "Trees in right-of-way") was given by Oseby. Motion by Maras to approve ordinance, seconded by Kringen. No discussion. All aye, motion carries.

Second reading of ordinance #248 (Supplementing the 2019 appropriations) was given by Oseby. Motion by Henning to approve ordinance, seconded by Kringen. Oseby instructed Schantz to take roll call vote: Henning - aye, Kringen - aye, Maras - aye, Richardson - aye. All aye, motion carries.

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Second reading of ordinance #249 (Ordinance regulating dynamic braking) was given by Oseby. Motion by Kringen to approve ordinance, seconded by Maras. Council, mayor and those present then discussed placement of signs regarding regulation and who is responsible for enforcing ordinance provision. No further discussion. All aye, motion carries.

Second reading of ordinance #250 (An ordinance regulating the clearing of snow off sidewalks) was given by Oseby. Motion by Kringen to approve ordinance, seconded by Maras. Discussion ensued about which sidewalks were to be cleared and whose responsibility the clearing of sidewalks is. No further discussion. All aye, motion carries.

Second reading of ordinance #251 (2020 Appropriations ordinance) was given by Oseby. Motion by Henning to approve ordinance, seconded by Richardson. Richardson asked a set or printed copy of budget will be kept in office. No further discussion. All aye, motion carries.

Second reading of ordinance #252 (2020 Liquor, Lodging, and Dining appropriations) was given by Oseby. Motion by Richardson to approve ordinance, seconded by Henning. No discussion. All aye, motion carries.

First reading of ordinance #253 (An ordinance amending Ordinance #70, section 9, point d) was given by Oseby.

Resolution 2019-09-01 (Resolution to transfer contingency spending authority to the mayor line item). Motion by Richardson to approve resolution, seconded by Kringen. No further discussion. All aye, motion carries.

Richardson asked what ordinance #253 was. Schantz stated this was to increase garbage hauler fees.

Resolution 2019-09-02 (A TAP grant resolution). Oseby explained resolution. Motion by Henning to approve resolution, seconded by Kringen. Maras asked if the sidewalk will go to New Hope Park. Oseby stated it would. No further discussion. All aye, motion carries.

Motion to establish depreciation amounts for Water & Sewer SRF bond requirements. The reason for the depreciation amounts, the levels of the sufficient depreciation reserves, and potential review of amounts were discussed. Motion by Maras to establish depreciation amount of \$1000 for water to be set aside monthly, and an amount of \$1000 for sewer to be set aside monthly, with the amount to be reviewed in August of 2020, seconded by Kringen. Council, mayor and those present then spoke on the depreciation amounts impact on future loan application. No further discussion. All aye, motion carries.

Motion to declare items surplus. Motion by Henning to declare Power Flite auto-scrubber, 2016 Hoover wind tunnel vacuum, six rolls of varying chain link fence, 25 telespar street posts, pieces of non-matching cubicle panels, four 8-foot rectangular tables, Toshiba typewriter, 2 drawer filing cabinet, two Casio adding machines, and Traffic Solutions Solar Speed sign as surplus, seconded by Kringen. No discussion. All aye, motion carries.

Adjourn. Motion by Henning to adjourn meeting at 8:18 pm, seconded by Maras. Mike Harstad, Fire Chief, spoke on the discharge of fireworks during event at Crooks Community Center. Council, mayor, and those present then discussed on options to address the violation. No further discussion. All aye, motion carries, meeting adjourned.

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Respectfully submitted,
Tobias Schantz
Municipal Finance Officer

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