

The City of Crooks is an equal opportunity provider

City of Crooks  
City Council  
Regular monthly meeting minutes  
October 14, 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: Utility superintendent Beck, Building Inspector Pearson, Planning and Zoning Director Richardson, Finance Officer Schantz.

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

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

**Approved claims.**

Vendor	Date incur.	Description	Amount
Amber Kirkvold	9/16/2019	ccc dmg dep return	\$ 350.00
Anderson Publications	8/31/2019	08-2019 publication expense	\$ 305.43
Ashley Reiser	9/13/2019	ut dep return	\$ 65.26
Border States Electric	7/16/2019	supplies	\$ 139.97
Bruce Wentzel	9/4/2019	pallet racking + concrete benches	\$ 355.00
Byers Irrigation	9/6/2019	capping of line in ditch on West Ave	\$ 61.20
Cintas	8/20/2019	Comm Cen towel, mat & rag service	\$ 35.00
Cintas	8/27/2019	Comm Cen towel, mat & rag service	\$ 61.71
Concrete Materials	9/9/2019	recycle asphalt for patch repair	\$ 773.39
Crooks Municipal Utilities	9/10/2019	utilities	\$ 88.81
Direct Automation	9/12/2019	laptop purchase employee + IT service	\$ 575.00
Fred the Fixer	8/22/2019	repairs locks pump house	\$ 93.00
Great Western Bank	9/10/2019	account analysis 206	\$ 60.00
Great Western Bank	9/10/2019	account analysis 916	\$ 49.78
Helpline Center, Inc.	8/31/2019	08-2019 monthly fee	\$ 108.65
Lacey Rentals	7/16/2019	portable restroom rental	\$ 165.00
Mac's Hardware / Blue Tarp Financial	9/13/2019	supplies	\$ 21.36
Mac's Hardware / Blue Tarp Financial	8/5/2019	wire brush + battery pack	\$ 32.36
Meierhenry Sargent	9/12/2019	legal fees 05-2019 to 08-2019	\$ 3,276.00
Mike Bannwarth Trucking	9/11/2019	hauling of loads of rock	\$ 250.00
Minnehaha Community Water Corp	9/3/2019	08-2019 water purchase	\$ 6,496.00
Mitchell Construction	9/13/2019	supplies + delivery charge	\$ 280.67
Mitchell Construction	9/14/2019	supplies + delivery charge	\$ 545.18
Pump'N'Stuff	9/10/2019	fuel	\$ 20.86
Pump'N'Stuff	9/15/2019	fuel	\$ 22.52
Pump'N'Stuff	9/5/2019	fuel	\$ 22.44
Pump'N'Stuff	8/30/2019	fuel	\$ 20.30
Q3 Contracting	9/11/2019	lower 2" main at Regal & Executive	\$ 1,637.25

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Q3 Contracting	7/8/2019	repair gas hit	\$ 740.46
SD Department of Transportation	9/6/2019	share for West Ave trails	\$ 67,431.19
SD Dept. of Revenue	9/13/2019	08-2019 sales tax payment	\$ 1,054.53
SD Retirement System	9/17/2019	09-2019 retirement contribution	\$ 1,833.78
SDRS Supplemental Retirement Plan	9/6/2019	supplemental retirement plan	\$ 75.00
Sioux Valley Energy	9/13/2019	Sewer utilities	\$ 199.17
Sioux Valley Energy	9/13/2019	streetlight utilities	\$ 238.00
US Postal Service	9/10/2019	mailing fee utility billing postcards	\$ 236.32
Verizon Wireless	9/10/2019	utilities	\$ 27.80
Hirshfield's	9/23/2019	paint for street crossings + pump house	\$ 124.98
Aflac	9/26/2019	Aflac payable	\$ 138.34
Cintas	9/3/2019	mop, towel, mat service Comm. Cen.	\$ 37.28
Cintas	9/10/2019	mop, towel, mat service Comm. Cen.	\$ 65.72
Cintas	9/17/2019	mop, towel, mat service Comm. Cen.	\$ 37.28
Cintas	9/24/2019	mop, towel, mat service Comm. Cen.	\$ 65.72
Hydro Klean	9/19/2019	sealing of manholes	\$ 5,580.00
American Public Gas Association	9/26/2019	2020 Dues	\$ 756.50
Builders Electric, LLC	8/14/2019	Comm. Cen. Light repair	\$ 189.72
Q3 Contracting	9/26/2019	new residential service, repair gas hit	\$ 1,636.68
Janco Specialized Surfaces	9/28/2019	color coat new pickleball court	\$ 3,500.00
Michaels Fence & Supply	9/25/2019	fence pickleball court	\$ 8,523.00
Lyle Signs	9/25/2019	street signs	\$ 153.90
DGR Engineering	9/17/2019	Palmira utility improvements	\$ 34,382.54
Verizon Wireless	9/23/2019	utilities	\$ 94.93
Menards	9/27/2019	supplies	\$ 26.88
Haug Steel Construction	9/26/2019	residing of pump house	\$ 9,229.58
Robert Livingston	9/30/2019	ccc dmg dep return	\$ 400.00
Kristen Martinson	9/30/2019	ccc dmg dep return	\$ 175.00
Schoeneman's	9/14/2019	field grime marker	\$ 24.58
SD Dept. of Health	9/22/2019	analysis	\$ 71.00
Riteway	6/27/2019	utility billing postcards	\$ 734.73
Reflective Apparel Company	9/27/2019	clothing staff	\$ 140.80
American Engineering Testing	9/25/2019	Palmira project testing	\$ 1,150.00
Great Western Bank	9/26/2019	purchase card payment	\$ 4,195.23
ADAPCO	9/16/2019	mosquito chemical	\$ 554.80
BSN Sports	9/12/2019	replacement poles	\$ 199.99
Ivette Cordell	9/23/2019	ccc dmg dep return	\$ 75.00
Pump'N'Stuff	9/24/2019	fuel	\$ 23.23
Pump'N'Stuff	9/25/2019	fuel	\$ 22.84
Minnehaha Community Water Corp	10/1/2019	09-2019 water purchase	\$ 5,238.00
SDRS Supplemental Retirement Plan	9/20/2019	ROTH contribution	\$ 75.00
Matheson Tri-Gas	9/30/2019	supplies	\$ 32.75
American Engineering Testing	9/25/2019	wastewater analysis	\$ 217.00
Addy Disposal	9/30/2019	garbage service	\$ 52.00
Garbage'N'More	10/1/2019	garbage service	\$ 370.00
Lacey Rentals	9/30/2019	portable restroom rental	\$ 350.00
Alliance Communications	10/1/2019	utilities	\$ 141.45
Katie Kopecky	10/1/2019	ut dept rtn	\$ 68.04

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Direct Automation	10/2/2019	10-2019 IT service	\$ 541.56
Alliance Communications	10/1/2019	utilities	\$ 232.50
Great Western Bank	9/30/2019	deposit adjustment	\$ 0.74
Payment Service Network	9/4/2019	08-2019 gateway fee	\$ 39.95
Payment Service Network	10/3/2019	09-2019 gateway fee	\$ 39.95
US Postal Service	10/9/2019	mailing fee utility billing postcards	\$ 237.44
Pump'N'Stuff	10/3/2019	fuel	\$ 22.42
USDA - Rural Development	10/20/2019	pay loader note payment	\$ 1,663.00
CHS Eastern Farmers	9/17/2019	chemical purchase	\$ 98.14
SD Dept. of Labor - Reemployment Division	10/4/2019	unemployment charges	\$ 1,480.00
Great Western Bank	10/11/2019	purchase card payment	\$ 1,479.30
CenterPoint Energy Services	10/4/2019	09-2019 natural gas purchase	\$ 3,077.09
Internal Revenue Service	10/4/2019	09-2019 FICA + fed withholding	\$ 4,722.18
Jason Penning	10/4/2019	reimbursement for CDL test fee	\$ 33.00
A&B Solutions	10/4/2019	copier lease	\$ 252.37
Anderson Publications	9/30/2019	09-2019 publication fee	\$ 366.57
Xcel Energy	9/30/2019	utilities	\$ 3,058.24
Bobcat of Brookings	9/27/2019	snowblower for Bobcat	\$ 4,753.80
Helpline Center, Inc.	9/30/2019	09-2019 monthly service charge	\$ 108.23
SD One Call	9/30/2019	09-2019 monthly service charge	\$ 65.10
Lacey Rentals	10/8/2019	ADA Rental	\$ 165.00
General Corrosion Corporation	10/8/2019	cathodic testing	\$ 1,375.00
Rhonda DeGroot	10/9/2019	return ccc dmg dep	\$ 475.00
SDRS Supplemental Retirement Plan	10/4/2019	ROTH contribution	\$ 75.00
Ace Signs	9/10/2019	sign rental for block party	\$ 170.00
Fred the Fixer	9/23/2019	Pump house service call	\$ 77.00
Fred the Fixer	9/27/2019	rekeying of Comm. Cen.	\$ 263.38
Butch Oseby	10/3/2019	reimbursement for supplies for flags	\$ 1.38
Pump'N'Stuff	9/13/2019	fuel	\$ 20.36
Pfeifer Implement	10/3/2019	air filter Kubota mower	\$ 36.84
SD Dept. of Revenue	10/9/2019	09-2019 sales tax return	\$ 1,086.86
US Bank on behalf of SD DENR	10/15/2019	clean water SRF bond payment	\$ 7,194.04
Crooks Municipal Utilities	10/7/2019	09-2019 utilities Comm Cen	\$ 98.23
Crooks Municipal Utilities	10/7/2019	09-2019 utilities Palmira bathroom	\$ 88.85
Crooks Municipal Utilities	10/7/2019	09-2019 utilities N lift station	\$ 27.79
Crooks Municipal Utilities	10/7/2019	09-2019 utilities W lift station	\$ 31.16
Crooks Municipal Utilities	10/7/2019	09-2019 utilities City shop	\$ 16.13
City of Sioux Falls	10/4/2019	bacteria testing water	\$ 87.00
City of Crooks	10/1/2019	10-2019 rent bldgs	\$ 1,200.00
Norma Marroquin	10/8/2019	ccc dmg dep return	\$ 175.00
U Drive Technology	10/1/2019	09-2019 text messaging service	\$ 109.56
		<b>Total claims</b>	<b>\$ 201,648.04</b>

**Approved salaries.**

Council	\$ 600.00
Mayor	\$ 862.30

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Planning and Zoning Commission	\$ 699.00
Finance Office	\$ 1,686.37
Government Buildings	\$ 1,301.63
Building Inspector	\$ 1,659.19
Highway & Streets	\$ 1,384.24
Clean-Up	\$ 17.87
West Nile	\$ 150.81
Parks	\$ 2,371.23
Economic Development	\$ 168.56
Gas	\$ 4,512.63
Water	\$ 2,869.35
Sewer	\$ 2,839.92
<b>Total wage claims</b>	<b>\$ 21,123.10</b>

**Bids.** Bid for the paving of W 4<sup>th</sup> St was discussed. The only bid submitted was for \$80,382.50 by Double H Paving with an anticipated completion date of Jun 1, 2020. The condition of the existing road, longevity of the proposed pavement, questions on ownership of road and subdivision regulations was discussed. Motion by Kringen to award bid for paving of W 4<sup>th</sup> St and have Crooks HRC pay for road, seconded by Richardson. Width requirements of road and technical aspects of road were discussed. Motion by Maras to amend previous motion being that the bid will be approved if the bid meets current Zoning Regulations for width of an arterial street, seconded by Henning. No further discussion. All aye, motion carries to amend motion. Council then proceeded to vote on approving the amended motion. All aye, motion carries, amended motion approved.

**Public hearing.** Oseby opened floor for variance request submitted by Cody Vostad, resident of 820 Executive Ave, for a steel roof. Vostad talked about his request. S. Richardson stated Planning and Zoning Commission recommended variance request. Council, mayor and those present engaged in discussion on variance request. Motion by Henning to approve variance with the condition that a ribbed steel roof be used with hidden fasteners, and the roof has to be of neutral color, seconded by Kringen. No further discussion. All aye, motion carries.

**Open comments.** Oseby opened floor for comments from public. Discussion ensued about Palmira utility improvement project. Some of the items discussed by Council, Mayor and those present were the anticipated completion date, meetings with the prime contractor of the project, preparation of the roads for the winter months, safe access, and future actions to be taken to ensure that the project will be completed. Henning spoke on recent CAWT scavenger hunt. Resident complimented the new pickleball court at New Hope Park.

### **Reports.**

**Parks report** was given by Henning. Items discussed: two recent meetings and their focus on potential park improvements at New Hope Park. Grant options are being explored to fund the park improvement projects. Few items need to be completed around pickleball court and a bit of grading in parking lot. The Burbach Aquatics invoice and the Recreational Facilities process was discussed.

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Streets report was given by Maras. Items discussed: potential partial paving of Palmira project, liquidated damages that the contractor might incur for not completing project on time. Proposed snow emergency routes were discussed. Efforts to ensure compliance with non-parking on emergency routes.

Planning and Zoning report. No report.

Government Buildings report was given by Kringen. Items discussed: light repairs in Crooks Community Center parking lot and inside of facility.

Building Inspector report was given by Pearson. Items discussed: efforts to resolve issues with various homeowners.

Finance report was given by Richardson. Item discussed: meeting with auditors on 2018 audit. The Crooks HRC will have an audit conducted for the year of 2019.

Utility report was given by Beck. Items discussed: lagoons are being discharged, upcoming Public Utilities inspection, and the need to add more natural gas services. Pay request for Palmira utility improvements. Motion by Maras to approve pay application in the amount of \$586,826.97, seconded by Kringen. No discussion. All aye, motion carries. Reimbursement request tree treatment. Motion by Richardson to deny reimbursement request, seconded by Maras. A brief discussion on the request occurred. All aye, motion carries.

Code Enforcement/Animal Control report was given by Beck. Items discussed: homeowners received tree trimming letters and recurring issue of residents walking dogs without a leash.

Other business. CDC update. Oseby spoke on the status of the land purchase and future movements on the project.

**Ordinances, resolutions, policies, motions.**

Second reading of ordinance #253 (An Ordinance amending Ordinance #70) was given by Oseby. Motion by Henning to approve ordinance #253, seconded by Kringen. No discussion. Oseby instructed Schantz to take roll call vote: Henning – aye, Kringen – aye, Maras – are, Richardson – aye. All aye, motion carries.

Resolution 2019-10-01 (Assigning addresses in 2<sup>nd</sup> phase of CHRC development). Motion by Henning to approve resolution, seconded by Kringen. The numbering of the neighborhood was discussed. No further discussion. All aye, motion carries.

Amendment to Resolution 2019-06-03. The minimum threshold triggering the requirement for a building permit was discussed by council, mayor and those present. No action was taken on the item.

**Adjournment**. Motion by Henning to adjourn meeting at 8:45pm, seconded by Maras. All aye, motion carries, meeting adjourned.

Respectfully submitted,  
Tobias Schantz  
Municipal finance Officer  
City of Crooks, South Dakota

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