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City of Crooks  
City Council  
Regular monthly meeting minutes  
November 11, 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, Finance Officer Schantz

Absent: Planning and Zoning Director Richardson

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

**Consent Calendar.** Motion by Henning to approve consent calendar, seconded by Maras. Oseby asked if claims could be lifted. Motion by Kringen to lift claims off consent calendar, seconded by Richardson. No discussion. All aye, motion carries, claims lifted of consent calendar. Council then proceeded to vote on approval of consent calendar items. No further discussion. All aye, motion carries.

Discussion claims. The Crooks Volunteer Fire Department claim was discussed by Council. Motion by Richardson to pay \$5,000 for fireworks expense incurred for 2019 and not prepay amount for 2020, seconded by Maras. No further discussion. All aye, motion carries. Motion by Kringen to approve November claims, seconded Henning. No further discussion. All aye, motion carries.

**Approved claims for November 2019**

Vendor	Date incur.	Description	Amount
A&B Business Solutions	11/4/2019	copier lease	\$ 252.37
Addy Disposal	10/31/2019	garbage service	\$ 52.00
Aflac	10/29/2019	AFLAC payable	\$ 138.34
Alliance Communications	11/1/2019	utilities office	\$ 142.19
Alliance Communications	11/1/2019	utilities water & sewer	\$ 147.50
American Engineering Testing	11/23/2019	wastewater analysis	\$ 756.00
American Engineering Testing	10/24/2019	Palmira utility project testing	\$ 3,089.50
Anderson Publications	10/31/2019	10-2019 publication expense	\$ 448.97
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Augustana Laboratory	10/4/2019	archeological survey Sunset Trails Ph. 3	\$ 1,385.50
B&X Civil & Construction	7/27/2019	pedestrian crossing	\$ 14,633.75
Border States Electric	11/7/2019	supplies	\$ 301.78
Brianna Svatos	10/30/2019	ccc dmg dep rtn	\$ 400.00
Builders Electric	11/7/2019	locate lines Sunset Park	\$ 108.89
Byers Irrigation	10/19/2019	winterization of sprinkler system	\$ 70.00
Byers Irrigation	10/15/2019	sprinkler repair Palmira project	\$ 692.64
CenterPoint Energy Services	11/7/2019	10-2019 natural gas purchase	\$ 15,362.08
Cintas	8/20/2019	pay sales tax on invoice	\$ 2.28
Cintas	8/13/2019	pay sales tax on invoice	\$ 3.17
Cintas	8/27/2019	pay sales tax on invoice	\$ 4.01
Cintas	10/29/2019	towel, mop & mat service Comm Cen.	\$ 35.00
Cintas	10/1/2019	towel, mop & mat service Comm Cen.	\$ 37.28

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Cintas	10/15/2019	towel, mop & mat service Comm Cen.	\$ 37.28
Cintas	10/8/2019	towel, mop & mat service Comm Cen.	\$ 65.72
Cintas	10/22/2019	towel, mop & mat service Comm Cen.	\$ 65.72
City of Crooks	11/1/2019	11-2019 rent bldgs	\$ 1,200.00
Concrete Materials	10/21/2019	quartz for drain tile	\$ 380.67
Concrete Materials	10/28/2019	washed chips for drain tile	\$ 449.21
Crooks Development Corp.	10/30/2019	block party contribution	\$ 250.00
Crooks Fire Dept.	10/1/2019	2020 calendar ad	\$ 125.00
Crooks Fire Dept.	10/15/2019	2019 fireworks & prepay 2020 fireworks	\$ 10,000.00
Dakota Striping and Sealant	10/22/2019	striping cross walks	\$ 148.00
DGR Engineering	10/15/2019	parks & map updates	\$ 763.50
DGR Engineering	10/15/2019	Palmira utility project construction admin	\$ 29,270.70
Diesel Machinery, Inc.	10/30/2019	equipment parts	\$ 925.57
Direct Automation	11/4/2019	11-2019 monthly IT services	\$ 550.54
Donnie Joseph Welker	10/30/2019	ut dep rtn	\$ 41.01
Fred the Fixer	10/14/2019	open restroom at New Hope Park	\$ 70.00
Great Western Bank	10/8/2019	account analysis charge	\$ 25.31
Great Western Bank	10/8/2019	account analysis charge	\$ 30.00
Great Western Bank	11/8/2019	account analysis charge	\$ 39.52
Great Western Bank	11/8/2019	account analysis charge	\$ 50.00
Great Western Bank	11/8/2019	purchase card payment	\$ 869.84
Greg Philips	10/14/2019	ccc dmg dep rtn	\$ 175.00
Groebner & Associates	10/17/2019	supplies gas	\$ 271.30
Groebner & Associates	10/29/2019	supplies	\$ 294.20
Health Pool of SD	11/1/2019	health + life insurance payable	\$ 3,277.85
Helpline Center	10/31/2019	10-2019 service fees	\$ 108.00
Hubers Electric	10/25/2019	repair at pump house	\$ 164.96
Hubers Electric	10/25/2019	repair hand dryer at Comm Cen	\$ 424.07
Hubers Electric	10/25/2019	Led parking lots lights at Comm Cen	\$ 1,607.15
Internal Revenue Service	11/8/2019	10-2019 FICA + fed with	\$ 4,907.13
Jim & Ron's Service	10/18/2019	towing vehicle for road preparation	\$ 70.00
KorManagement Services, LLC	10/31/2019	drug testing	\$ 170.50
Lacey Rentals	11/5/2019	portable restroom rental	\$ 165.00
Mac's Inc.	10/23/2019	shop supplies	\$ 21.52
Matheson Tri-Gas, Inc.	10/31/2019	supplies	\$ 33.51
Meierhenry Sargent	11/6/2019	legal expense	\$ 1,932.00
Melius Manufacturing LLC	11/7/2019	repair Kubota tractor	\$ 65.00
Melius Manufacturing LLC	11/7/2019	repair street sweeper	\$ 585.00
Melius Manufacturing LLC	11/7/2019	repair roller	\$ 1,150.00
Melius Manufacturing LLC	11/7/2019	safety basket payloader	\$ 1,500.00
Midwest Land Surveying, Inc.	10/29/2019	plat & survey property	\$ 1,400.00
Mike Bannwarth Trucking	10/21/2019	haul charge	\$ 125.00
Mike Bannwarth Trucking	10/28/2019	haul charge	\$ 125.00
Minnehaha Comm. Wtr. Corp	11/1/2019	10-2019 water purchase	\$ 4,540.00
Minnehaha County Sheriff's Dept.	10/18/2019	quarterly sheriff's bill	\$ 11,284.00
National Fire Protection Assoc.	10/29/2019	2020 membership	\$ 175.00
Nexben	10/14/2019	supplemental insurance	\$ 217.26
Novak Sanitary	11/1/2019	dumpsters Fall drop-off	\$ 650.00

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Payment Service Network	11/3/2019	monthly gateway fee	\$ 39.95
Pump'N'Stuff	10/24/2019	fuel	\$ 18.12
Pump'N'Stuff	10/22/2019	fuel	\$ 18.53
Pump'N'Stuff	10/15/2019	fuel	\$ 22.41
Pump'N'Stuff	11/8/2019	fuel	\$ 23.63
Pump'N'Stuff	10/25/2019	fuel	\$ 66.81
Q3 Contracting	11/7/2019	repair 2" main hit	\$ 1,872.52
Railroad Management	10/30/2019	license fees	\$ 258.95
Railroad Management	10/30/2019	license fees	\$ 517.85
Schoenfish & Co.	9/19/2019	2018 audit preparation	\$ 8,100.00
SD Municipal League	11/7/2019	2020 dues	\$ 1,261.16
SD One Call	10/31/2019	10-2019 service fees	\$ 93.45
SD Workman's Comp Fund	10/15/2019	2020 contribution	\$ 7,879.00
SDRS Supplemental Retirement	10/29/2019	ROTH contribution	\$ 75.00
Sioux Valley Energy	10/16/2019	lift station utilities	\$ 206.33
Sioux Valley Energy	10/16/2019	street light utilities	\$ 238.00
Sioux Valley Energy	10/11/2019	aid in construction street lights	\$ 734.56
Stan Houston	10/26/2019	equipment rental	\$ 160.00
U Drive Technology	11/1/2019	10-2019 text messaging service	\$ 225.04
US Specialty Coatings	8/19/2019	gas paint	\$ 106.54
US Specialty Coatings	9/25/2019	gas paint	\$ 107.90
USDA	11/20/2019	pay loader note payment	\$ 1,663.00
Verizon Wireless	10/10/2019	utilities	\$ 27.71
Verizon Wireless	10/23/2019	utilities	\$ 95.01
Xcel Energy	10/30/2019	utilities	\$ 2,794.81
		<b>Total claims</b>	<b>\$ 145,914.54</b>

Purchase card payments			
Vendor	Date incur.	Description	Amount
Diesel Machinery Inc.	10/15/2019	parts manual purchase	\$ 148.72
JCL Solutions	11/8/2019	ice melt	\$ 26.30
Pump'N'Stuff	10/16/2019	fuel	\$ 17.40
Pfeifer Implement	10/18/2019	parts Kubota mower	\$ 5.24
The Wooden Nickel	10/18/2019	staff meal during safety training	\$ 59.00
Pump'N'Stuff	10/28/2019	fuel	\$ 38.05
Dakota Riggers & Tool Supply	10/23/2019	shop supplies	\$ 166.46
Wheelco Brake Supply	10/29/2019	back-up alarm	\$ 58.13
Campbell's Supply	10/29/2019	supplies	\$ 164.18
Pump'N'Stuff	11/4/2019	supplies	\$ 11.78
Pump'N'Stuff	11/4/2019	fuel	\$ 150.59
Pfeifer Implement	10/31/2019	parts for Kubota repair	\$ 50.29
		<b>Total due</b>	<b>\$ 896.14</b>
Claim already paid			
Crooks Country Corner	7/12/2019	fuel	\$ 46.36
		<b>Total already paid</b>	<b>\$ 46.36</b>

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**Wage/Salary claims**

Council	\$ 675.00
Mayor	\$ 184.00
Planning and Zoning Commission	\$ 657.80
Elections	\$ 275.00
Finance Office	\$ 1,367.33
Government Buildings	\$ 637.45
Building Inspector	\$ 1,115.25
Highway & Streets	\$ 2,647.65
Clean-Up	\$ 168.09
West Nile	\$ 17.87
Parks	\$ 1,867.97
Economic Development	\$ 521.88
Gas	\$ 5,468.88
Water	\$ 2,596.56
Sewer	\$ 2,725.43
Total wage claims	\$ 20,926.16

**Public hearing.** Oseby opened floor for public hearing for temporary liquor license application submitted Crooks Volunteer Fire Department. The application for the license is for an event scheduled for November 27 event hosted at the Crooks Community Center. No comments from public. Motion by Richardson to approve temporary event license for Crooks Volunteer Fire Department, seconded by Kringen. No further discussion. All aye, motion carries.

**Open comments.** Oseby opened floor for open comments. Resident spoke on the concerns on Palmira Utility Improvement concerns.

**Reports/Other business.**

**Parks report** was given by Henning. Items discussed: recent parks and recreation board meeting. Grant opportunities for park improvements at New Hope Park.

**Street report** was given by Maras. Items discussed: the need for a speed sign on W 6<sup>th</sup>. St as traffic is moving at high speeds in area. Upcoming snow removals efforts were discussed.

**Planning and Zoning.** No report.

**Government Buildings report** was given by Kringen. Items discussed: Lights in parking lot were changed to LED. The need to improve the rate structure for Crooks Community Center was discussed.

**Finance report** was given by Richardson. Item discussed: City's 2018 audit has been received.

**Utility report** was given by Beck. Items discussed: trash was deposited into manholes in Palmira addition, leading to contacting law enforcement to investigate. North lift station had trash in pump. North lift station was recently grouted, preventing water in-flow. Maras asked that storm sewer in Palmira be televised. Palmira pay application was then reviewed by council and mayor. Maras asked the

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application not be approved until end of meeting, so he could review document. Trees to be planted in right-of-way in Palmira neighborhood were discussed. Maras voiced concerns of planting same tree variety in entire neighborhood, leaving it exposed to potential issues as was recently experienced with Ash trees. Motion by Maras to limit tree varieties to be planted for remainder of neighborhood, excluding the already planted trees, to no more than 30% of the same tree variety to be planted, seconded by Kringen. No further discussion. All aye, motion carries.

**Code enforcement/animal control.** No report.

**Crooks HRC report** was given by Oseby. Items discussed: recent engagement of realtor to sell lots in CHRC development. One more lot has been reserved.

**Other business.**

I) Motion to renew liquor license. Renewal applications were discussed. Motion by Richardson to approve liquor licenses for The Wooden Nickel for on-sale license and off-sale license, for Pump'N'Stuff for the package off-sale license, and for Critter's on-sale liquor license, seconded by Kringen. No discussion. All aye, motion carries.

II) Motion to renew health insurance plan. Health insurance plan was discussed. Motion by Henning to approve continuation with current health care plan option for 2020, seconded by Kringen. No further discussion. All aye, motion carries.

**Ordinances, resolutions, motions, policy.** First reading of ordinance #254 was given by Oseby. Resolution 2019-11-01 (Supporting school in Crooks). Motion by Kringen to approve resolution, seconded by Maras. Richardson stated she supported resolution, but also stated some of her constituents were opposed to school built in Crooks. No further discussion. All aye, motion carries. Resolution 2019-11-02 (Contingency resolution). Motion by Kringen to approve resolution, seconded by Richardson. No discussion. All aye, motion carries. Resolution 2019-11-03 (Generator grant resolution). Oseby explained item. Motion by Henning to approve resolution, seconded by Kringen. No discussion. All aye, motion carries. Motion to adopt rates for equipment use. Oseby asked explained this will be used to charge when cities do work and used towards grants. Council, mayor and those present then discussed item. Oseby then asked item be tabled as no list was presented. Motion by Richardson to table item, seconded by Henning. No further discussion. All aye, motion carries. Motion to amend Resolution 2019-06-03. Council, mayor and those present discussed current building permit resolution and need to clarify certain language. Motion by Henning to have Planning and Zoning Commission and Pearson revise and review building permit fee scheduled, seconded by Maras. Maras also asked a minimum threshold triggering need for a building permit be brought to attention of Planning and Zoning Commission. No further discussion. All aye, motion carries.

**Palmira pay application** discussion then ensued by council, mayor and those present. Motion by Maras to approve pay application in the amount of \$602,811.08, seconded Henning. No discussion. All aye, motion carries.

**Adjourn.** Motion by Richardson to adjourn meeting at 8:15 pm, seconded by Maras. No discussion. All aye, motion carries.

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

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