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City of Crooks  
City Council  
Regular monthly meeting minutes  
December 09, 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

City staff present: Finance Officer Schantz, Utility Superintendent Beck

Staff absent: Planning and Zoning Director Richardson (with notice)

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

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

**Approved claims for December 2019**

| Vendor                       | Date incur. | Description                          | Amount       |
|------------------------------|-------------|--------------------------------------|--------------|
| 3D Security                  | 12/3/2019   | install camera software on computers | \$ 122.50    |
| A&B Solutions                | 12/4/2019   | copier lease                         | \$ 252.37    |
| Addy Disposal                | 11/29/2019  | garbage service                      | \$ 52.00     |
| Aflac                        | 11/22/2019  | Aflac payable                        | \$ 138.34    |
| Alliance Communications      | 12/1/2019   | utilities                            | \$ 147.50    |
| Alliance Communications      | 12/1/2019   | utilities                            | \$ 139.63    |
| American Engineering Testing | 11/25/2019  | Palmira project testing              | \$ 665.00    |
| American Engineering Testing | 11/25/2019  | wastewater analysis                  | \$ 378.00    |
| Bobbie Burggraff             | 11/15/2019  | ccc dmg dep rtn                      | \$ 175.00    |
| Border States Electric       | 11/12/2019  | supplies                             | \$ 144.45    |
| Border States Electric       | 11/21/2019  | marking flags                        | \$ 139.97    |
| Border States Electric       | 11/22/2019  | plex pipe purchase                   | \$ 1,186.30  |
| Brian Dalen                  | 11/26/2019  | ut dep rtn                           | \$ 29.41     |
| CenterPoint Energy           | 12/6/2019   | 11-2019 natural gas purchase         | \$ 40,884.15 |
| Chad Moller                  | 12/1/2019   | reimbursement for fuel purchase      | \$ 36.58     |
| Cintas                       | 11/6/2019   | Comm Cen mop, towel & mat service    | \$ 61.71     |
| Cintas                       | 11/26/2019  | Comm Cen mop, towel & mat service    | \$ 35.00     |
| Cintas                       | 11/20/2019  | Comm Cen mop, towel & mat service    | \$ 61.71     |
| Cintas                       | 11/13/2019  | Comm Cen mop, towel & mat service    | \$ 35.00     |
| Cintas                       | 12/4/2019   | Comm Cen mop, towel & mat service    | \$ 61.71     |
| City of Crooks               | 12/1/2019   | 12-2019 bldg rent                    | \$ 1,200.00  |
| City of Sioux Falls          | 11/25/2019  | mosquito trapping                    | \$ 1,653.07  |
| Concrete Materials           | 11/7/2019   | deicing sand + delivery charge       | \$ 1,456.64  |
| Concrete Materials           | 11/27/2019  | deicing sand + delivery charge       | \$ 766.90    |
| Crooks Municipal Utilities   | 11/7/2019   | 10-2019 utilities Comm. Cen.         | \$ 203.23    |
| Crooks Municipal Utilities   | 11/7/2019   | 10-2019 Palmira lift station         | \$ 26.11     |
| Crooks Municipal Utilities   | 11/7/2019   | 10-2019 city shop                    | \$ 30.57     |
| Crooks Municipal Utilities   | 11/7/2019   | 10-2019 Palmira bathroom             | \$ 99.17     |
| Crooks Municipal Utilities   | 11/7/2019   | 10-2019 Andrew lift station          | \$ 26.67     |

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|---|------------|---------------------------------------|--------------|
| DGR Engineering                         | 11/15/2019 | Palmira utility improvements          | \$ 39,503.68 |
| Direct Automation                       | 11/8/2019  | IT services                           | \$ 125.00    |
| Direct Automation                       | 12/3/2019  | 12-2019 IT services                   | \$ 525.98    |
| Ecolab                                  | 11/14/2019 | pest control services Comm Cen        | \$ 75.00     |
| Goebel Printing                         | 11/21/2019 | envelopes                             | \$ 210.00    |
| Great Western                           | 12/6/2019  | Purchase card payment                 | \$ 2,707.58  |
| Groebner & Associates                   | 11/22/2019 | gas meter purchase                    | \$ 585.84    |
| Groebner & Associates                   | 12/5/2019  | regulator purchase                    | \$ 134.85    |
| Health Pool of SD                       | 12/1/2019  | health + life insurance payable       | \$ 1,973.91  |
| Helpline Center, Inc.                   | 11/30/2019 | 11-2019 service charge                | \$ 108.30    |
| HydroKlean                              | 11/20/2019 | manhole grouting                      | \$ 2,000.00  |
| HydroKlean                              | 11/15/2019 | lift station cleaning                 | \$ 1,145.00  |
| Internal Revenue Services               | 12/2/2019  | 11-2019 FICA + Fed With               | \$ 4,656.33  |
| Lora Black                              | 11/25/2019 | ut dep rtn                            | \$ 100.00    |
| Lyle Signs, Inc.                        | 12/3/2019  | street signs                          | \$ 480.23    |
| Mac's/Blue Tarp Financial               | 11/12/2019 | supplies                              | \$ 43.25     |
| Mac's/Blue Tarp Financial               | 11/19/2019 | supplies                              | \$ 8.69      |
| Matheson Tri-Gas                        | 11/30/2019 | supplies                              | \$ 32.75     |
| MedTox Laboratories                     | 10/31/2019 | drug testing administration fee       | \$ 50.00     |
| Menards                                 | 11/22/2019 | light decorations                     | \$ 294.85    |
| Minnehaha Community Water Corp          | 12/2/2019  | 11-2019 water purchase                | \$ 4,290.00  |
| Northern Natural Gas                    | 11/27/2019 | reservation fee                       | \$ 16,385.12 |
| Novak Sanitary                          | 12/1/2019  | disposal fees Fall Clean-Up           | \$ 1,510.00  |
| Payment Service Network                 | 12/3/2019  | 11-2019 gateway fee + card reader     | \$ 128.95    |
| Pfeifer Implement                       | 11/25/2019 | chains skid steer                     | \$ 193.08    |
| Pump'N'Stuff                            | 11/14/2019 | fuel                                  | \$ 7.12      |
| Pump'N'Stuff                            | 11/20/2019 | fuel                                  | \$ 71.40     |
| Pump'N'Stuff                            | 12/1/2019  | fuel                                  | \$ 80.17     |
| Pump'N'Stuff                            | 12/1/2019  | fuel                                  | \$ 16.02     |
| Q3 Contracting                          | 11/27/2019 | retirement service + new services     | \$ 3,791.35  |
| Q3 Contracting                          | 12/4/2019  | repair & installation of new services | \$ 5,770.38  |
| SD Association of Code Enforcement      | 11/25/2019 | 2020 dues                             | \$ 40.00     |
| SD Building Official's Assoc.           | 11/25/2019 | 2020 dues                             | \$ 50.00     |
| SD Dept. of Revenue                     | 11/11/2019 | 10-2019 sales tax payment             | \$ 2,560.43  |
| SD Governmental Finance Officers Assoc. | 11/25/2019 | 2020 dues                             | \$ 40.00     |
| SD Municipal Street Maint. Assoc.       | 11/25/2019 | 2020 dues                             | \$ 35.00     |
| SD One Call                             | 11/30/2019 | 11-2019 service fee                   | \$ 73.50     |
| SD Retirement System                    | 11/19/2019 | 11-2019 retirement contribution       | \$ 1,901.68  |
| SD Tri-News                             | 11/15/2019 | ccc dmg dep rtn                       | \$ 175.00    |
| SDRS Supplemental Retirement Plan       | 11/6/2019  | ROTH contribution                     | \$ 75.00     |
| SDRS Supplemental Retirement Plan       | 11/21/2019 | ROTH contribution                     | \$ 75.00     |
| Sheila Fritz                            | 11/25/2019 | ccc dmg dep rtn                       | \$ 175.00    |
| Sioux Falls Humane Society              | 11/8/2019  | October animal control services       | \$ 93.84     |
| Sioux Valley Energy                     | 11/14/2019 | utilities                             | \$ 185.99    |
| Sioux Valley Energy                     | 11/14/2019 | utilities streetlights                | \$ 238.00    |
| Stan Houston                            | 11/12/2019 | mini-excavator rental                 | \$ 781.10    |
| Transource                              | 11/5/2019  | repair street sweeper                 | \$ 6,555.73  |
| Transource                              | 11/11/2019 | parts                                 | \$ 13.20     |

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| U Drive Technology     | 12/1/2019  | 11-2019 monthly text messaging fee | \$ 79.80             |
| US Postal Service      | 11/11/2019 | mailing fee billing post cards     | \$ 238.28            |
| USDA-Rural Development | 12/20/2019 | pay loader note payment            | \$ 1,663.00          |
| Verizon Wireless       | 11/10/2019 | utilities                          | \$ 27.76             |
| Verizon Wireless       | 11/23/2019 | utilities                          | \$ 95.01             |
| Xcel Energy            | 12/2/2019  | utilities                          | \$ 2,574.65          |
|                        |            | <b>Total claims</b>                | <b>\$ 154,960.49</b> |

| Purchase card payments                                |             |                                 |                    |
|---|-------------|---------------------------------|--------------------|
| Vendor  | Date incur. | Description                     | Amount             |
| Amazon  | 12/2/2019   | supplies                        | \$ 18.99           |
| Amazon  | 11/21/2019  | snow stakes                     | \$ 59.99           |
| Amazon  | 11/14/2019  | snow stakes                     | \$ 64.94           |
| Brock White   | 11/19/2019  | straw wattle                    | \$ 35.00           |
| Campbell Supply                                       | 11/14/2019  | supplies                        | \$ 10.87           |
| Campbell Supply                                       | 11/25/2019  | supplies                        | \$ 60.85           |
| Crooks Country Corner                                 | 10/21/2019  | fuel                            | \$ 40.45           |
| Crooks Country Corner                                 | 11/6/2019   | fuel                            | \$ 43.25           |
| Crooks Country Corner                                 | 10/4/2019   | fuel                            | \$ 44.51           |
| Crooks Country Corner                                 | 11/25/2019  | fuel                            | \$ 46.36           |
| Crooks Country Corner                                 | 11/25/2019  | fuel                            | \$ 43.21           |
| Crooks Country Corner                                 | 12/5/2019   | fuel                            | \$ 52.06           |
| Great Western Bank                                    | 12/4/2019   | annual card fees                | \$ 30.00           |
| JCL Solutions   | 12/5/2019   | Comm. Cen. Supplies             | \$ 289.77          |
| Mac's/Blue Tarp Financial                             | 11/21/2019  | supplies                        | \$ 12.99           |
| Nyberg's Ace Hardware                                 | 12/5/2019   | Comm. Cen. Maintenance supplies | \$ 34.96           |
| Nyberg's Ace Hardware                                 | 12/6/2019   | Comm. Cen. Supplies             | \$ 34.97           |
| Nyberg's Ace Hardware                                 | 11/21/2019  | supplies                        | \$ 37.91           |
| Office Depot  | 11/21/2019  | supplies                        | \$ 143.75          |
| Pfeifer Implement                                     | 12/2/2019   | tire chains                     | \$ 193.08          |
| Pump'N'Stuff  | 11/12/2019  | fuel                            | \$ 6.67            |
| Pump'N'Stuff  | 11/19/2019  | batteries                       | \$ 11.18           |
| Pump'N'Stuff  | 12/4/2019   | fuel                            | \$ 11.79           |
| Pump'N'Stuff  | 11/6/2019   | fuel                            | \$ 24.60           |
| Pump'N'Stuff  | 11/25/2019  | fuel                            | \$ 42.25           |
| Pump'N'Stuff  | 11/14/2019  | fuel                            | \$ 88.43           |
| RDO Equipment   | 12/6/2019   | snow cutting edges              | \$ 720.00          |
| Reflective Apparel Factory                            | 11/21/2019  | safety clothing staff           | \$ 55.37           |
| Sam's Club  | 11/21/2019  | new tables Comm. Cen.           | \$ 419.88          |
| Scooby's Car Wash                                     | 11/3/2019   | car wash                        | \$ 7.50            |
| Scooby's Car Wash                                     | 11/1/2019   | car wash                        | \$ 11.00           |
| Scooby's Car Wash                                     | 11/3/2019   | car wash                        | \$ 11.00           |
|   |             | <b>Total due</b>                | <b>\$ 2,707.58</b> |
|   |             |                                 |                    |
|   |             |                                 |                    |
| Purchase card payments already paid in September 2019 |             |                                 |                    |
| Crooks Country Corner                                 | 8/16/2019   | fuel                            | \$ 50.35           |

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**Wages paid for November 2019**

|                                |                     |
|--------------------------------|---------------------|
| Council                        | \$ 600.00           |
| Mayor                          | \$ 400.00           |
| Planning and Zoning Commission | \$ 525.00           |
| Finance Office                 | \$ 1,357.04         |
| Government Buildings           | \$ 446.48           |
| Building Inspector             | \$ 1,031.06         |
| Highway & Streets              | \$ 2,159.11         |
| Clean-Up                       | \$ 167.99           |
| Parks                          | \$ 2,043.35         |
| Economic Development           | \$ 574.99           |
| Gas                            | \$ 4,991.88         |
| Water                          | \$ 2,492.69         |
| Sewer                          | \$ 2,645.15         |
| <b>Total wage claims</b>       | <b>\$ 19,434.74</b> |

**Open comments.** Oseby opened floor for comments from people. Jane Glasford, property owner in Palmira, spoke on the unsatisfactory progress of the construction and expenses incurred with the delay of the construction. Shane Craft, Palmira resident, asked Council who will reimburse him for damages incurred in connection with construction in Palmira. Jane Glasford stated liquidated damages should be used to improve Palmira neighborhood. Jeanne Hisek, Palmira resident, asked for project update, which Oseby provided. Sandy Dumke, Palmira resident, asked about the metal pipe in her yard. Brief discussion then ensued about contract between City and Contractor and the remedies the municipality has with enforcing provisions of contract.

**Reports/Other business.**

**Parks report** was given by Henning. Items discussed: No Parks meeting in December, the proposed park improvements in New Hope park of the baseball diamonds, and parks are closed for winter.

**Street report** was given by Maras. Items discussed: recent snow removal efforts during inclement weather events, and snow removal in Palmira addition, particularly those roads not surfaced yet.

**Planning and Zoning report.** No report.

**Government Buildings report** was given by Kringen. Item discussed: the frequency of the mop and towel service has been changed to bi-weekly as it was discovered the towels, mops, and mats did not need to be changed weekly.

**Building Inspector's report.** No report.

**Finance report** was given. Richardson stated the item falling under the Finance Report, the ordinance #255, will be discussed under "Ordinances, Resolutions, Motions, Policy."

**Utility report** was given by Beck. Prior to Utility report, Council voted on Palmira Utility Improvement Project pay application. Motion by Maras to approve pay application in the amount of \$56,171.51,

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seconded by Kringen. No discussion. All aye, motion carries. Utility report then was given by Beck. Items discussed: four new gas services were installed in new development, and three services have been scheduled for retirement in Renner area due to flooding.

**Code Enforcement/Animal control** was given by Beck. Item discussed: five tickets were written after snow events due to obstruction during snow removal operations.

**Crooks HRC report** was given by Harstad. Item discussed: Xcel is completing the installation of electric services lives in the development, which concludes the 2<sup>nd</sup> phase development efforts in the area.

**Other business.**

i.) Adopt Crooks Personnel Policy. Oseby explained this was the updated personnel policy for the City of Crooks and an item that was on the to-do list. Schantz stated policy had been ok'd by City attorney, Council and mayor briefly Motion by Henning to table approval of personnel policy until next meeting, seconded by Richardson. No further discussion. All aye, motion carries.

ii.) End-of-Year meeting. Motion by Henning to set end-of-year meeting date for December 30<sup>th</sup> at 5:30pm at the Crooks Community Center, seconded by Maras. No further discussion. All aye, motion carries.

iii.) 2020 Contracts. 1) Minnehaha County Sheriff contract for law enforcement services. Schantz stated City attorney approved contract and stated Council should make motion to include activity report, which is to be provided every month. Motion by Henning to approve 2020 law enforcement contract with activity report to be provided monthly. Council, Mayor and those present then discussed the number of hours the Sheriff's Department provides weekly and the potential to increase hours. Maras then seconded Henning's motion. No further discussion. All aye, motion carries. 2) Animal control services for 2020. Schantz stated City attorney approved contract. Motion by Kringen to approve 2020 animal control services contract, seconded by Richardson. No discussion. All aye, motion carries.

**Ordinances, Resolutions, Motions, Policy.**

a.) Oseby gave second reading of ordinance #254 (Supplemental appropriations ordinance). Motion by Kringen to approve ordinance #254, seconded by Henning. No discussion. Oseby instructed Schantz to take roll call vote: Henning – aye, Kringen – aye, Maras – aye, Richardson – aye. All aye, motion carries.

b.) First reading of ordinance #255 was given by Oseby. The item was discussed by Council, Mayor and those present.

c.) Resolution 2019-12-01 (Conflict of interest resolution). Motion by Maras to approve resolution, seconded by Henning. Resolution was then discussed by those present. No further discussion. All aye, motion carries.

**Executive session pursuant to SDCL 1-25-2(1).** Motion by Henning to enter into executive session pursuant to SDCL 1-25-2(1) to discuss employee matters at 7:53pm, seconded by Maras. No discussion. All aye, motion carries. Oseby called the meeting back to order at 8:33pm. No action was taken by Council.

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**Adjournment.** Motion by Henning to adjourn meeting at 8:33pm, seconded by Maras. No further discussion. All aye, meeting adjourned.

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

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