

**Crooks City Council**  
**Regular monthly meeting minutes**  
**January 13, 2020**

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

Present: Alderman Henning, Alderman Kringen (joined at 8:11pm, left at 8:22 pm), Alderman Maras, Alderman J. Richardson, Mayor Oseby

City staff present: Planning and Zoning Director S. Richardson, Building Inspector Pearson, Finance Officer Schantz

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

**Approve posted agenda.** Motion by Richardson to approve posted agenda, seconded by Maras. Pearson asked if agenda could be amended to include item to officially authorize him to consult with city attorney on problematic properties in town. Richardson motions to amend agenda for item under Section 7) and add it as sub-item to e), seconded by Maras. No further discussion. All aye, motion carries, agenda mended. Council then proceeded to vote on approving amended agenda. No further discussion. All aye, motion carries, agenda approved.

**Consent calendar items.** Oseby asked if an item needed to be lifted off claims. Maras requested claims be lifted off consent calendar and discussed after approval of consent calendar. Motion by Richardson to approve consent calendar items and discuss claims after, seconded by Henning. No discussion. All aye, motion carries, consent calendar items approved.

**Discussion claims.** Maras asked about Leroy Zorr claim for reimbursement for parts needed to repair broken snow blower. Oseby explained item. Motion by Maras to approve claims, seconded by Henning. No further discussion. All aye, motion carries.

**Approved claims**

Vendor	Date incur.	Description	Amount
3D Security	1/3/2020	disable audio on video cameras @ office	\$ 100.00
A&B Business Solutions	1/3/2020	copier lease + quarterly copy overage	\$ 258.11
A&B Business Solutions	1/2/2020	01-2020 IT expense	\$ 620.94
Alliance Communications	1/1/2020	utilities - office	\$ 137.03
Alliance Communications	1/1/2020	utilities - phone lift station	\$ 145.66
Anderson Publications	12/31/2019	12-19 publication expense	\$ 473.12
Bierschbach Equipment & Supply	12/27/2019	mini-excavator rental	\$ 1,370.57
Border States Electric	12/12/2019	supplies	\$ 389.97
Caroline Halverson	1/2/2020	ccc prepaid rent return	\$ 75.00
CenterPoint Energy	1/2/2020	12-19 natural gas purchase	\$ 51,939.75
Cintas	12/31/2019	mop, towel and mat service Comm Cen	\$ 35.00
City of Sioux Falls	12/30/2019	bacteria testing	\$ 87.00
Concrete Materials	12/30/2019	deicing sand purchase	\$ 742.51

Crooks Municipal Utilities	1/9/2020	12-19 utilities W lift station	\$ 27.55
Crooks Municipal Utilities	1/9/2020	12-19 utilities N lift station	\$ 26.27
Crooks Municipal Utilities	1/9/2020	12-19 utilities City shop	\$ 219.77
Crooks Municipal Utilities	1/9/2020	12-19 Palmira Park bathroom utilities	\$ 118.89
Crooks Municipal Utilities	1/9/2020	12-19 utilities Comm Cen	\$ 551.71
DGR Engineering	1/10/2020	engineering services + map updates	\$ 987.80
DGR Engineering	1/10/2020	Palmira utility improvement services	\$ 3,181.10
Garbage'N'More	1/1/2020	garbage service/utilities	\$ 410.00
Gas Training Specialties	11/10/2019	regulator maintenance	\$ 1,477.00
Gas Training Specialties	8/27/2019	leak survey	\$ 652.00
Giliberto's	12/26/2019	ccc dmg dep rtn	\$ 370.00
Great Western Bank	12/9/2019	account analysis charge	\$ 30.00
Great Western Bank	12/20/2019	stop payment fee	\$ 35.00
Great Western Bank	12/9/2019	account analysis charge	\$ 25.80
Great Western Bank	12/31/2019	deposit ticket book order	\$ 15.50
Great Western Bank	1/10/2020	purchase card payment	\$ 1,353.44
Heartland Paper Company	1/7/2020	floor cleaner	\$ 119.16
Helpline Center, Inc.	12/31/2019	12-19 monthly fee	\$ 108.19
Internal Revenue Service	1/3/2020	FICA + Fed. With. 1st monthly payroll	\$ 2,331.11
Internal Revenue Service	1/2/2019	12-19 Fica + Fed. With.	\$ 4,259.91
Leroy Zorr	1/8/2020	reimbursement for damaged snow blower	\$ 23.71
Lynn Bruns	1/2/2020	ccc dmg dep rtn	\$ 75.00
Mac's/Blue Tarp	1/6/2020	supplies	\$ 39.99
Matheson Tri-Gas, Inc.	12/31/2019	supplies	\$ 33.51
Megan Mader	1/2/2020	utility refund	\$ 126.94
Minnehaha Comm. Wtr. Corp	1/3/2020	12-19 water purchase	\$ 5,346.00
Northern Natural Gas	1/2/2020	12-19 reservation fee	\$ 20,219.49
Payment Service Network	1/2/2020	12-19 gateway fee	\$ 39.95
Q3 Contracting	1/3/2020	new residential gas service	\$ 3,002.35
Riteway	12/31/2019	check blanks	\$ 171.77
SD DENR	1/3/2020	stormwater annual permit fee	\$ 100.00
SD Dept of Revenue	1/7/2019	excise tax return July '19 to Dec. '19	\$ 32.22
SD Dept. of Labor	1/8/2020	Q4 unemployment charges	\$ 2,807.00
SD Dept. of Revenue	1/10/2020	12-19 sales tax return	\$ 5,605.54
SD One Call	12/31/2019	12-19 monthly fee	\$ 45.15
SDRS Supplemental Retirement Plan	1/5/2020	ROTH contribution	\$ 75.00
SDRS Supplemental Retirement Plan	1/6/2020	ROTH contribution	\$ 75.00
U Drive Technology	1/1/2020	12-19 text messaging service	\$ 73.80
US Postal Service	1/8/2020	mailing fee billing postcards	\$ 237.72
USDA - Rural Development	1/20/2020	pay loader note payment	\$ 1,663.00
Verizon Wireless	12/23/2019	utilities	\$ 95.01
Xcel Energy	12/30/2019	utilities	\$ 2,779.56
Xcel Energy	1/9/2020	utilities	\$ 221.47
		Total claims	\$ 115,564.04

Purchase card payments			
Vendor	Date incur.	Description	Amount
Critter's	12/30/2019	pizza purchase for holiday party	\$ 193.00

Crooks Country Corner	12/27/2020	fuel	\$ 38.65
Northstar Pub & Grill	12/30/2019	French dip sandwiches holiday party	\$ 199.95
Office Depot	12/31/2019	supplies	\$ 82.46
Office Depot	1/9/2020	computer mouse	\$ 29.99
Pump'N'Stuff	12/30/2019	chips for holiday party	\$ 6.58
Pump'N'Stuff	12/29/2019	fuel	\$ 89.41
Pump'N'Stuff	12/30/2019	fuel	\$ 31.17
Pump'N'Stuff	12/31/2019	fuel	\$ 103.39
Pump'N'Stuff	1/9/2020	fuel	\$ 26.10
Renner Corner	1/2/2020	fuel	\$ 45.45
The Wooden Nickel	12/30/2019	fried chicken for holiday party	\$ 200.00
US Postal Service	12/13/2019	stamp purchase	\$ 275.00
US Postal Service	1/8/2020	postage	\$ 6.80
Walmart	12/30/2019	supplies for holiday party	\$ 25.49
		Total due	\$ 1,353.44

### **Approved salaries/wages for December 2019**

Council - \$700.00

Mayor - \$425.00

Planning and Zoning Commission - \$625.00

Finance Office - \$1,326.18

Government Buildings - \$525.29

Building Inspector - \$549.57

Highway & Streets - \$3,618.59

Parks - \$64.80

Economic Development - \$48.60

Gas - \$4,518.03

Water - \$2,506.26

Sewer - \$2,810.49

**Total wage claims \$ 17,717.81**

**Open comments.** Oseby opened floor for open comments and acknowledged visitors. Corey Williams, public information specialist with US Small Business Administration, spoke on resources available for individuals, who experienced damage from inclement weather. Jeff and Julie Schreur, owners of Garbage'N'More, introduce Nick Sweeney, who will take over residential route from Garbage'N'More, while Garbage'N'More will continue to serve commercial clients. Marc Deinert, resident, voiced frustrations on recent support for Crooks Development Corp and support it received for land acquisitions. Jo Ellen Deschamp, resident, stated she wished for more transparency and information on the land deal; in addition, she requested more information on Crooks Development Corp and to have their information included on website. Brenda Miller, resident, asked for more detail in meeting minutes. Mike Harstad, Crooks fire chief, invited elected officials and their spouses to an appreciation dinner scheduled for February 1. Harstad suggested City should establish a way to show appreciation

for volunteers in the community and when individuals have demonstrated exemplary citizenship.

### **Reports/Other business.**

Park report was given by Henning. The last meeting was cancelled. The Park and Recreation Board is currently exploring opportunities for matching grants that permit monetary and in-kind matching as contribution. A Parks and Recreation Board meeting will be scheduled for near in the future.

Street report was given by Maras. Recent snow removal efforts were discussed. Maras asked residents are mindful of emergency snow routes. Harstad, Crooks Fire Chief, asked if highway portion running through town can be included in emergency snow route. Maras stated it could be included. Sandy Dumke, resident, complained about reckless driving in Executive Circle, leading to a rutting of the road.

Planning and Zoning report was given by S. Richardson. The last PZ meeting was discussed, at which a hearing was held rezoning of a parcel (Tract 1A of L.K.W. Addition to the City of Crooks, South Dakota) as per application submitted by the Crooks Development Corporation. At the meeting, the PZ Commission unanimously recommended the rezoning of the land.

Government Buildings report was given by Oseby and Schantz. The Crooks Community Center rental agreement, facility use policy and rates are currently reviewed and will be reworked.

Finance report was given by Richardson. No report.

Utilities report was given by Oseby. The lining of the old clay sewer line from Andrew Dr. up to Nicole Ave was discussed.

Code Enforcement/Animal Control report was given. Code Enforcement Officer Beck sent a letter to a homeowner exceeding the number of dogs permitted.

Building Inspector's report was given by Pearson. The 2019 End-of-Year report compiled by Pearson was discussed. Oseby stated Crooks Municipal Utilities ran 17 services in 2019. Authorization to consult with city attorney. Discussion then ensued on the legal actions that might need to be taken to make properties compliant, hence the reason Pearson asked for the agenda to be amended to receive official authorization to consult with attorney. Richardson stated she had no issue with Pearson consulting with legal; however, she stated prior to any official action being taken, Pearson should consult with City Council. Motion by Maras to permit Pearson to consult with city attorney on the three outstanding residences, seconded by Henning. No discussion. All aye, motion carries. Draft fee resolution was then reviewed by Council, Mayor and those present. Pearson stated that these fees will provide administrative tools to defray the expenses with some of the property owners and contractors, who fail to call for an inspection. Richardson asked if this resolution will be on February's agenda. Maras asked

if this included items previously discussed and clarified them. The IRC, IBC and other codes and their requirements and their influence on the resolution were then discussed.

Code Enforcement/Animal Control report (cont'd). Henning asked if letters had been sent to property owners failing to clear snow and ice of the sidewalk. Bill Papke, resident, asked if City had cleared walking path of ice and snow. Oseby said the issue will be resolved.

Crooks HRC report was given by Harstad. A few houses are currently under construction in new development. A house has been moved into the development earlier this year. Audit FY0291. Oseby reiterated his opinion that the CHRC should have an audit conducted, bringing the financials up to speed and having a clear slate. Oseby asked City Council to consider the item. Discussion then ensued about the audit and auditing requirements of CHRC. Reserved lots. Henning asked Harstad on status of reserved lots and asked if other parties were interested in the reserved lots. Harstad explained the reservation process and informed council, mayor and those present that the CHRC is working with the builder on closing of the lots; furthermore, Harstad explained the situation of the builder.

#### **Ordinances, resolutions, motions, policy.**

a) Resolution 2020-01-01 (Resolution repealing Resolution 2019-04-01). Oseby explained this resolution will repeal the TIF resolution passed in 2019. Henning asked if TIF was still explored as an option. Harstad stated TIF is considered as an option for the land on which the CHRC made a deposit on. Motion by Henning to approve Resolution 2020-01-01, seconded by Richardson. No discussion. Oseby asked Schantz to take roll call vote (this was done because Kringen was on the phone). Roll call vote: Henning – aye, Kringen – aye, Maras -aye, Richardson – aye. All aye, motion carries.

b) Resolution 2020-01-02 (2020 compensation resolution). Motion by Henning to approve Resolution 2020-01-02, seconded by Kringen. Oseby asked Schantz to take roll call vote. Roll call vote: Henning – aye, Kringen – aye, Maras – aye. Richardson – abstain. Majority ayes, motion carries.

c) Resolution 2020-01-03 (Newspaper designation resolution). Schantz explained item. Henning asked if other newspaper serving the area could be used. Schantz elaborated on the requirements of the newspaper and explained Argus Leader could serve as legal paper. Motion by Richardson to approve resolution 2020-01-03, seconded Maras. No further discussion. Oseby asked Schantz to take roll call vote. Roll call vote: Henning – aye, Kringen – aye, Maras – aye, Richardson – aye. All aye, motion carries.

d) Set election date and combine elections with Tri-Valley School District. Schantz stated Tri-Valley expressed interest to combined elections on April 14. Motion by Richardson to set election date for April 14 and combined elections with Tri-Valley School District, seconded by Maras. No further discussion. All aye, motion carries. The following positions will become vacant due to the expiration of the present office holder:

Alderman-Ward I, 2 year term, presently held by Andrew Henning. Alderman-Ward II, 2 year term presently held by Randy Kringen. Alderman Ward II, 1 year term presently held by Jacob Maras. Petitions can be circulated starting January 31 and have to be submitted by February 28

at 5:00pm central time or postmarked and stamped by said time. Petitions can be obtained at the Municipal Office (701 S West Ave, Crooks, SD, 57020) or at the SD Secretary of State's website.

**Adjourn.** Motion by Henning to adjourn meeting at 8:23pm, seconded by Maras. All aye, motion carries.

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

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