

City of Crooks
Crooks City Council
Regular monthly meeting minutes
March 9, 2020

At 7:01 pm, Mayor Oseby called the meeting to order at the Crooks Community Center. Finance Officer Schantz took roll call vote:

Present: Alderman Henning, Alderman Kringen, Alderman Maras, Alderman J. Richardson, Mayor Oseby
Staff present: Utility superintendent Beck, Planning and Zoning Director S. Richardson, Finance Officer Schantz

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

Approve posted agenda. Motion by Kringen to approve posted agenda, seconded by J. Richardson. No discussion. All aye, motion carries.

Consent calendar. Motion by Maras to approve consent calendar items, seconded by Kringen. Kringen asked if March was last month for which City will be charged reservation fee for gas capacity. No further discussion. All aye, motion carries.

Approved March claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	3/4/2020	copier lease	\$ 252.37
A&B Business Solutions	3/2/2020	03-2020 IT service charge	\$ 620.94
Aflac	2/24/2020	Aflac payable	\$ 138.34
Alliance Communications	3/1/2020	utilities	\$ 51.66
Alliance Communications	3/1/2020	utilities	\$ 145.66
CenterPoint Energy Services	3/6/2020	02-2020 natural gas purchase	\$ 48,603.88
Chad Struss	2/26/2020	ut dep rtn	\$ 24.30
Cintas	1/29/2020	mop, towel & mat service	\$ 64.28
Cintas	2/26/2020	mop, towel & mat service	\$ 65.45
Clayton energy Corporation	3/2/2020	reservation deliverability	\$ 20,219.49
Crooks Municipal Utilities	2/10/2020	N lift station utilities	\$ 26.92
Crooks Municipal Utilities	2/10/2020	W lift station utilities	\$ 26.92
Crooks Municipal Utilities	2/10/2020	Palmira park bathroom utilities	\$ 122.59
Crooks Municipal Utilities	2/10/2020	City shop utilities	\$ 275.72
Crooks Municipal Utilities	2/10/2020	Comm Cen utilities	\$ 482.69
Ecolab	2/19/2020	pest control services at Comm. Cen.	\$ 77.63
Great Western Bank	2/18/2020	safe deposit box rental fee	\$ 26.00
Great Western Bank	2/10/2020	account analysis charge - 0916	\$ 34.75
Great Western Bank	2/10/2020	account analysis charge -0206	\$ 50.00
Great Western Bank	3/6/2020	purchase card payment	\$ 952.19
Health Pool of SD	3/1/2020	health + life insurance payable	\$ 2,077.83
Helpline Center	2/29/2020	02-2020 service fee	\$ 108.13
Infra-Track	2/14/2020	cleaning lift stations	\$ 1,500.00

Internal Revenue Service/EFTPS	2/28/2020	FICA for 02.27.20 special mtg	\$ 15.28
Internal Revenue Service/EFTPS	2/25/2020	FICA PZ mtg pay	\$ 45.96
Internal Revenue Service/EFTPS	3/4/2020	FICA PZ pay for 02-2020	\$ 59.68
Internal Revenue Service/EFTPS	3/4/2020	FICA + Fed with mayor pay for 02-2020	\$ 161.18
Internal Revenue Service/EFTPS	2/11/2020	FICA + fed with council 02-2020 PR	\$ 178.04
Internal Revenue Service/EFTPS	3/4/2020	FICA + Fed with 1st employee PR 03-2020	\$ 2,244.85
Internal Revenue Service/EFTPS	2/20/2020	FICA + Fed with. payroll employees	\$ 2,382.20
Jeanne Wagner	2/17/2020	ccc dmg dep rtn	\$ 400.00
Matheson Tri-Gas	2/29/2020	supplies	\$ 31.99
MedTox Laboratories	1/31/2020	program administration fee	\$ 50.00
Menards	2/26/2020	supplies	\$ 33.82
Menards	2/28/2020	Sealbest pothole patch	\$ 79.90
Minnehaha Comm. Wtr. Corp.	3/3/2020	02-2020 water purchase	\$ 6,085.94
New Century Press	2/28/2020	Equalization Board notice	\$ 13.24
New Century Press	2/28/2020	Variance hearing notice for 04.13.2020	\$ 14.90
New Century Press	2/19/2020	02.03.2020 mtg mins publication	\$ 21.51
New Century Press	2/7/2020	01.31.2020 mtg mins publication	\$ 22.34
New Century Press	3/2/2020	Hearing notice - variance CHRC	\$ 23.17
New Century Press	2/21/2020	02.10.2020 mtg min publication	\$ 186.19
Nexben	2/4/2020	Voluntary child life insurance prem.	\$ 1.70
Nexben	2/4/2020	Vision insurance premium	\$ 17.66
Nexben	2/4/2020	Voluntary spousal life insurance prem.	\$ 33.60
Nexben	2/4/2020	extra Dental insurance premium	\$ 40.20
Nexben	2/4/2020	Voluntary life insurance premium	\$ 44.00
Nexben	1/12/2020	supplemental insurance	\$ 217.26
Northern Truck Equipment	2/8/2020	sander repair	\$ 916.19
Payment Service Network	3/2/2020	gateway fee 02-2020	\$ 39.95
Pipeline Conference - SD PUC	2/10/2020	registration fee conference	\$ 100.00
Pump'N'Stuff	2/10/2020	fuel	\$ 30.46
SD Association of Rural Water Systems	3/5/2020	2020 dues	\$ 575.00
SD DENR	2/19/2020	basic wastewater treatment exam fee	\$ 10.00
SD Dept. of Revenue	2/13/2020	sales tax return 01-2020	\$ 5,720.02
SD One Call	1/31/2020	01-2020 service fees	\$ 9.45
SD Retirement System	2/20/2020	02-2020 retirement contribution	\$ 2,008.98
SDRS Supplemental Retirement Plan	2/6/2020	ROTH contribution	\$ 75.00
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Sioux Valley Energy	2/14/2020	utilities	\$ 231.64
Sioux Valley Energy	2/14/2020	streetlight utilities	\$ 238.00
Southeast Area Finance Officers' Group	3/3/2020	2020 dues	\$ 30.00
U Drive Technology	3/1/2020	monthly text messaging service	\$ 86.08
US Postal Service	2/11/2020	mailing fee billing postcards	\$ 243.39
USDA - Rural Development	3/20/2020	pay loader	\$ 1,663.00
Verizon	2/10/2020	utilities	\$ 27.80
Verizon Wireless	2/23/2020	utilities	\$ 94.68
Xcel Energy	2/24/2020	utilities	\$ 12.64
Xcel Energy	2/23/2020	utilities	\$ 12.69
Xcel Energy	3/2/2020	utilities	\$ 3,001.24
		Total claims	\$ 103,553.56

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Xcel Energy	3/2/2020	utilities	\$ 3,001.24
		Total claims	\$ 103,553.56
Purchase card payments			
Vendor	Date incur.	Description	Amount
Office Depot	2/11/2020	envelopes for checks	\$ 49.49
Pump'N'Stuff	2/11/2020	diesel + supplies	\$ 90.07
Pump'N'Stuff	2/20/2020	fuel	\$ 16.00
Pump'N'Stuff	2/11/2020	fuel	\$ 38.84
Gillespie Outdoor Power Equipment	2/6/2020	chain loop	\$ 14.95
Sccoby's Car Wash	1/7/2020	car wash	\$ 7.00
USPS	2/7/2020	postage	\$ 2.60
Renner Corner	2/7/2020	fuel	\$ 42.00
Pump'N'Stuff	3/5/2020	fuel	\$ 30.38
Pump'N'Stuff	3/5/2020	fuel	\$ 126.87
Get'N'Go	3/2/2020	car wash	\$ 13.85
Maximum Promotions	3/4/2020	flag purchase	\$ 79.00
Sccoby's Car Wash	1/23/2020	car wash	\$ 14.50
Sam's Club	2/13/2020	supplies Comm Cen, PC screen	\$ 172.28
Pump'N'Stuff	1/17/2020	fuel	\$ 67.36
Pump'N'Stuff	2/10/2020	fuel	\$ 30.46
USPS	2/14/2020	postage	\$ 2.40

Crooks Country Corner	2/20/2020	fuel	\$ 49.61
Office Depot	2/19/2020	batteries	\$ 17.29
Office Depot	2/19/2020	supplies	\$ 16.50
		Total due	\$ 881.45
Purchase Card claims already paid			
Pump'N'Stuff	1/23/2020	fuel	\$ 42.36
Pump'N'Stuff	1/24/2020	fuel	\$ 28.38
		Total paid	\$ 70.74

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Pump'N'Stuff	1/24/2020	fuel	\$ 28.38
		Total paid	\$ 70.74

Salaries & wages for February 2020.

Council	\$ 775.00
Mayor	\$ 1,680.00
Planning and Zoning Commission	\$ 985.00
Finance Office	\$ 1,604.34
Government Buildings	\$ 378.36
Building Inspector	\$ 1,269.75
Highway & Streets	\$ 257.48
Highway & Streets - Snow Removal	\$ 4,205.25
Code Enforcement	\$ 90.31
Animal Control	\$ 45.16
Parks	\$ 189.18
Gas	\$ 5,518.80
Water	\$ 2,232.40
Sewer	\$ 2,283.06
Total wage claims	\$ 21,514.09

Public hearing on variance application. Oseby opened floor for hearing on variance for lots 9, 10, 11, 12 in block 9 of Sunset Addition. S. Richardson explained the variance is to permit deviations from the minimum lot size requirements for single-family residential for the construction villa-style residences by builder on lots. Oseby then opened floor for public to speak in favor or against variance. No comment from public. Motion by Kringen to approve variance petition, seconded by Henning. No discussion. All aye, motion carries.

Open comments. Oseby opened floor for open comments. Representatives of the Tri-Valley Baseball Association asked about state of ballfields and if fields can be used for upcoming practices/activity. The condition of the fields at Palmira Park and New Hope Park were discussed by those present and solutions to get fields ready for upcoming practice.

Reports/Other business.

Parks report was given by Henning. The Parks board meeting scheduled for March 11 was cancelled. The status of the ballfields was discussed under open comments. Oseby talked about grant opportunities for park projects. J. Richardson informed public of CAWT Easter Egg hunt scheduled for April 4 at 10:00 am at Sunset Park.

Street report was given by Maras. Maras stated a letter will have to be sent to Palmira contractor to ensure that roadways in neighborhood are cleared, and that equipment and other materials are removed from Palmira ballfield to allow for use in spring. Dumke, resident, asked if her driveway will be returned to acceptable slope during project.

Minnehaha County Sheriff's deputy joined the meeting, and Oseby introduced him to those present. Deputy encouraged residents to report non-emergencies to 605-367-7000.

Planning and Zoning report was given by S. Richardson. Upcoming variance application for the recently moved in, off-site built home in the CHRC development was discussed. The rezoning petition for the CHRC-held property along West Ave was discussed and the future use of land by the Crooks Community Child Care Center. Richardson also reported on amendment he is working on for Zoning Regulations relating to storage units. Council, mayor and those present then discussed the future use of the land (located at 105 S West Ave, Crooks) the Crooks Community Child Care made deposit on. Discussion then centered on the recently moved-in house, covenants versus zoning ordinances, and future steps to prevent misunderstandings.

Government Buildings report was given by Kringen. Quotes for updating HVAC units at the Crooks Community Center are obtained. Sign discussion. Oseby stated it is important to ensure that City officially acknowledges and accepts when signs and other structures are placed in right-of-way and advocated for an official process to do so. Council, Mayor and those present then discussed various signs around town, certain parcels of land and their history, and ways to ensure the responsibility for these. Discussion then ensued on proper steps to ensure correct recording and providing opportunities to easily access documents to verify process of their placement.

Building Inspector's report was given by Maras. According to Maras building Inspector is working on document that will assist residents to easily determine if a building permit is needed for a project.

Finance report was given by Richardson. Schantz is currently working on Annual Report for 2019.

Utility report was given by Beck. The pipe lining project has been completed. Maras asked if lined pipe will be televised. Maras suggested Beck recently installed storm sewer in Palmira addition televised. Beck informed council she tested water flowing in storm sewer in Palmira for chlorine to see if drinking water is leaking into storm sewer. Maras asked that test to be conducted again at a later stage of project to confirm no drinking water infiltration. BTU-factor. Schantz requested Council consider applying the BTU factor used by City's natural gas supplier to City's billing for natural gas. Discussion on BTU factor by those present then ensued. Motion by J. Richardson to apply the same BTU factor that is applied to City by supplier, seconded by Maras. No further discussion. All aye, motion carries.

Other business/reports.

City clean-up. The proposed Spring clean-up dates were discussed with a tentatively scheduled Spring Clean-up for April 25 and April 26 with rain dates of May 2 and May 3.

Ordinances, resolutions, policy, motions.

Second reading of Ordinance #256 was given by Oseby. Motion by Maras to approve ordinance, seconded by Henning. Oseby explained that the ordinance was passed to ensure Palmira utility project were allocated for project-related expenditures. No further discussion. Oseby instructed Schantz to take roll call vote: Henning – aye, Kringen – aye, Maras – aye, J. Richardson – aye. All aye, motion carries.

Adjournment. Motion by Henning to adjourn meeting at 7:51 pm, seconded by Maras. No discussion. All aye, motion carries.

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

Published:
Published once at the approximate cost of: \$ _____