

City of Crooks
City Council
Regular monthly meeting minutes
May 11, 2020

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

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

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

Consent calendar items. Motion by Kringen to approve consent calendar items, seconded by Maras. No discussion. All aye, motion carries.

Approved claims.

Vendor	Date incur.	Description	Amount
USDA - Rural Development	5/20/2020	pay loader note payment	\$ 1,663.00
US Bank on behalf of SD DENR	4/15/2020	SRF lagoon bond payment	\$ 7,194.04
Summit Supply Corp.	4/15/2020	pet waste station	\$ 458.75
Bierschbach	4/16/2020	equipment rental	\$ 166.70
Christy Nicolaisen	4/20/2020	gas dep. rtn	\$ 100.00
Groebner & Associates	4/16/2020	gas meter purchase	\$ 1,803.75
Sioux Valley Energy	4/14/2020	utilities - sewer	\$ 194.68
Sioux Valley Energy	4/14/2020	street light utilities	\$ 238.00
Verizon Wireless	4/10/2020	utilities	\$ 27.84
SD Retirement System	4/17/2020	04-2020 retirement contribution	\$ 1,962.54
Internal Revenue Service/EFTPS	4/17/2020	FICA + fed with. employee payroll	\$ 2,283.91
Vantek Communications	2/1/2020	utilities	\$ 14.50
Vantek Communications	3/1/2020	utilities	\$ 14.50
Vantek Communications	4/1/2020	utilities	\$ 14.50
Vantek Communications	5/1/2020	utilities	\$ 14.50
Q3 Contracting	4/15/2020	new service, repair line, retirement line	\$ 2,559.74
Q3 Contracting	4/15/2020	2020 retainer fee	\$ 4,000.00
US Postal Service	4/14/2020	fee mailing utility billing post cards	\$ 241.68
New Century Press	4/10/2020	resolution 2020-04-01 publication exp.	\$ 86.89
New Century Press	4/10/2020	resolution 2020-04-02 publication exp.	\$ 19.86
New Century Press	4/10/2020	resolution 2020-04-03 publication exp.	\$ 23.17
New Century Press	4/10/2020	04.02.2020 mtg mins publication exp.	\$ 48.82
SD Dept. of Revenue	4/14/2020	03-2020 sales tax payment	\$ 4,037.79
Internal Revenue Service/EFTPS	4/14/2020	payroll taxes 04.13.2020 council mtg.	\$ 178.04
Border States Electric	4/7/2020	pipe purchase	\$ 288.90
Border States Electric	4/10/2020	supplies	\$ 424.07
Helpline Center	3/31/2020	03-2020 monthly charge	\$ 108.13

Crooks Municipal Utilities	4/10/2020	city shop utilities	\$ 134.77
Crooks Municipal Utilities	4/10/2020	Palmira bathroom utilities	\$ 105.05
Crooks Municipal Utilities	4/10/2020	w. lift station utilities	\$ 26.87
Crooks Municipal Utilities	4/10/2020	n. lift station utilities	\$ 26.25
Crooks Municipal Utilities	4/10/2020	Comm. Cen. utilities	\$ 316.49
Pump'N'Stuff	4/16/2020	fuel	\$ 67.59
Cindy Shatzer	4/22/2020	ut dep rtn	\$ 100.00
Melius Mfg	4/21/2020	trailer for portable sign	\$ 800.00
Pump'N'Stuff	4/22/2020	fuel	\$ 12.38
US Postal Service	4/20/2020	annual imprint fee	\$ 240.00
Joel Richter	4/24/2020	ut dep rtn	\$ 0.07
Robert Skinner	4/24/2020	ut dep rtn	\$ 18.40
Patty Jensen	4/24/2020	ut dep rtn	\$ 2.00
CC Storage	4/24/2020	storage unit rent expense	\$ 276.00
Pump'N'Stuff	4/26/2020	fuel	\$ 11.68
Nyberg's Ace Hardware	4/23/2020	fertilizer	\$ 59.97
Goebel Printing	4/22/2020	signs	\$ 140.80
Goebel Printing	4/22/2020	safety shirts staff	\$ 76.54
SDRS Supplemental Retirement	4/21/2020	ROTH contribution	\$ 75.00
Health Pool of SD	5/1/2020	health + life insurance payable	\$ 2,077.83
New Century Press	4/10/2020	advertising	\$ 15.00
New Century Press	4/17/2020	advertising	\$ 15.00
New Century Press	4/24/2020	advertising	\$ 15.00
Mitchell Construction Inc.	4/25/2020	dump truck & asphalt	\$ 353.66
Mitchell Construction Inc.	4/28/2020	dump truck & asphalt & sand	\$ 1,387.26
New Century Press	4/24/2020	Res. 2020-04-05 pub. expense	\$ 11.58
New Century Press	4/24/2020	Res. 2020-04-04 pub. expense	\$ 16.55
New Century Press	4/24/2020	04.13.2020 min pub. expense	\$ 244.11
New Century Press	4/24/2020	Res. 2020-04-06 pub. expense	\$ 35.58
New Century Press	4/24/2020	Hearing notice pub. expense	\$ 19.86
Menards	4/29/2020	supplies	\$ 38.85
Mac's/Blue Tarp Financial, Inc.	4/6/2020	supplies	\$ 30.00
Pump'N'Stuff	4/29/2020	fuel	\$ 17.71
SD Public Utilities Commission	4/29/2020	pipeline safety assessment	\$ 592.33
Q3 Contracting	4/29/2020	gas hit repair	\$ 925.60
Q3 Contracting	4/29/2020	gas line repair, new service	\$ 2,558.59
American Engineering Testing	4/28/2020	Palmira project testing	\$ 100.00
Matheson Tri-Gas, Inc.	4/30/2020	supplies	\$ 34.25
Border States Electric	4/30/2020	tracer wire	\$ 290.48
Bierschbach	4/27/2020	mini-excavator rental	\$ 1,040.00
Verizon Wireless	4/23/2020	utilities	\$ 94.50
U Drive Technology	5/1/2020	04-2020 msg fees	\$ 132.48
A&B Business Solutions	5/1/2020	monthly IT service	\$ 620.94
Alliance Communications	5/1/2020	utilities office	\$ 102.16
Alliance Communications	5/1/2020	utilities sewer	\$ 144.86
Payment Service Network	5/3/2020	gateway fee	\$ 39.95
Border States Electric	5/1/2020	supplies - 2" pipe	\$ 1,782.00
SD One Call	4/30/2020	monthly service fee	\$ 140.70

Xcel Energy	4/30/2020	utilities	\$ 1,629.79
Internal Revenue Service/EFTPS	5/4/2020	FICA PZ payroll	\$ 46.66
Internal Revenue Service/EFTPS	5/4/2020	FICA + fed with. employee payroll	\$ 2,364.31
Internal Revenue Service/EFTPS	5/4/2020	FICA + fed with. mayor payroll	\$ 134.40
A&B Business Solutions	5/4/2020	copier lease	\$ 262.84
SD Dept. of Transportation	4/15/2020	last portion West Ave trails Ph. 1	\$ 23,244.11
SD Dept. of Transportation	4/15/2020	City portion West Ave trails Ph. 2 design	\$ 6,242.27
Nyberg's Ace Hardware	5/5/2020	supplies	\$ 7.17
Minnehaha Comm. Wtr. Corp.	5/5/2020	04-2020 water purchase	\$ 5,168.38
US Postal Service	5/6/2020	annual PO box fee	\$ 120.00
Oscar Vanegas	5/6/2020	ccc dep rtn	\$ 175.00
Willado Sierra-Lopez	5/6/2020	ccc dep rtn	\$ 200.00
Celina Rojas-Sanchez	5/6/2020	ccc dep rtn	\$ 200.00
Internal Revenue Service/EFTPS	5/7/2020	FICA council special mtg	\$ 15.28
Ferguson Waterworks	5/6/2020	water meters	\$ 1,392.05
DGR Engineering	4/17/2020	03-2020 Palmira utility improvements	\$ 4,313.00
DGR Engineering	4/17/2020	CDC development & cert. industrial sites	\$ 984.50
Novak Sanitary	5/1/2020	delivery fee dumpster	\$ 80.00
Novak Sanitary	5/1/2020	dumpster rental	\$ 474.81
Pump'N'Stuff	5/6/2020	fuel	\$ 19.12
Q3 Contracting	5/6/2020	main extension, new service, repair	\$ 9,361.98
Helpline Center	4/30/2020	04-2020 service fee	\$ 108.40
Great Western Bank	4/14/2020	deposit ticket booklet purchase	\$ 15.50
Great Western Bank	5/8/2020	purchase card payment	\$ 791.48
Pump'N'Stuff	4/27/2020	fuel	\$ 16.67
		Total claims	\$ 100,902.71

Purchase card payments			
Vendor	Date incur.	Description	Amount
Amazon	5/6/2020	garage lights	\$ 40.95
Campbell's/Runnings	4/15/2020	supplies	\$ 21.96
Crooks Country Corner	4/13/2020	fuel	\$ 28.63
Crooks Country Corner	4/27/2020	fuel	\$ 49.24
Crooks Country Corner	4/28/2020	fuel	\$ 31.03
Fred the Fixer	4/28/2020	extra keys	\$ 6.00
Mac's/Blue Tarp Financial	4/22/2020	supplies	\$ 19.96
Nyberg's Ace Hardware	4/14/2020	supplies	\$ 96.94
Nyberg's Ace Hardware	4/28/2020	supplies	\$ 13.98
Pump'N'Stuff	4/15/2020	fuel	\$ 14.19
Pump'N'Stuff	4/15/2020	fuel	\$ 89.09
Pump'N'Stuff	4/6/2020	fuel	\$ 13.52
Pump'N'Stuff	4/22/2020	fuel	\$ 45.35
Pump'N'Stuff	4/23/2020	fuel	\$ 27.87
Pump'N'Stuff	4/23/2020	fuel	\$ 10.70
Pump'N'Stuff	4/29/2020	fuel	\$ 105.43
US Postal Service	4/22/2020	roll of stamps	\$ 55.00
US Postal Service	4/22/2020	roll of stamps for additional ounce	\$ 15.00
US Postal Service	4/23/2020	postage certified letters	\$ 41.70

US Postal Service	4/24/2020	postage	\$ 7.75
Walmart	4/22/2020	chalk	\$ 2.91
Walmart	4/23/2020	supplies	\$ 13.98
Pump'N'Stuff	5/5/2020	fuel	\$ 24.34
Nyberg's Ace Hardware	5/8/2020	supplies	\$ 15.96
Purchase card payments already made			
Walmart	3/12/2020	supplies	\$ 17.96
		Total purchase card claims	\$ 809.44

Approved salaries for May 2020.

Council - \$700.00
Mayor - \$1,345.00
Planning and Zoning Commission - \$325.00
Finance Office - \$1,651.05
Government Buildings - \$766.37
Building Inspector - \$1,599.57
Highway & Streets - \$1,830.31
Highway & Streets - Snow Removal - \$699.53
Code Enforcement - \$87.76
Animal Control - \$43.88
Parks - \$1,451.69
Gas - \$6,184.66
Water - \$2,269.70
Sewer - \$2,252.95

Public hearing – petition to rezone. Oseby opened hearing for a petition to rezone for property in town upon submission of an application by the Crooks Housing and Redevelopment Commission. The property to be rezone lies along S West Ave and the request for the rezoning is in preparation for the sale of the land to the Crooks Community Child Care Center. Oseby invited those in favor or opposed to speak. No comment. Oseby closed hearing. Motion by Kringen to approve request, seconded by Richardson. No discussion. All aye, motion carries.

Open comments. No open comments from public.

Reports & Other business.

Park report was given by Henning. The use of parks for baseball and softball leagues and games going forward was discussed and the steps taken to ensure that no COVID-19 spread occurs during the games. Henning recommended no team sports be allowed for team activities until more is known about COVID019.

Street report was given by Maras. The construction in the Palmira neighborhood is going forward with paving anticipated for early next week (of Monday, May 20). Sandy Dumke, resident, spoke on the issue of road congestion due to vehicles parked on both sides of the street. 3-way stop at Oak Ave and W 6th St. was discussed by those present. City will staff will place a stop sign on Oak Ave.

PZ report was given by Richardson. Elements of ordinance #260 were discussed and the changes brought about by the ordinance.

Government buildings report was given by Kringen. The opening of the municipal offices was discussed. The municipal office will be open to the public but steps to ensure social distancing and safety will be in place. The use of the Crooks Community Center for rental was discussed. Council will make a decision on the resumption of bookings at the Crooks Community Center at the first June meeting.

Utility report was given by Beck. The storm sewer in the Palmira neighborhood was camera and city staff and the engineer reviewed the footage. Council, mayor, and those present discussed the review. The water main on the east end of Main St. was found in anticipating of a potential extending of the main. Staff is currently investigating the cost associated with the extension of the water main. Oseby stated there could be development at the old elevator and rodeo grounds. A conference call has been scheduled with Northern Natural Gas regarding the upgrading of the town border station. The gas line has been extended along Oak Ave as a new residence is currently under construction.

Code Enforcement/Animal Control report was given by Beck. A property has been sent letters regarding numerous code violations and requests to resolve the violations.

Other business. Oseby asked Harstad about update on Crooks HRC development. Harstad stated five lots are about to be closed on.

Ordinances, resolutions, policy, motions.

Swearing in of candidates. Successful candidates, Jacob Maras, and Allan Beyer, were sworn in.

Appointments.

Oseby recommends the appointment of Jana Richardson as Council President. Motion by Henning to approve recommendation, seconded by Maras. All aye. Motion carried.

Oseby recommends the appointment of Andy Henning as Alderman Ward-I for a 1-year term. Motion by Maras to appoint Henning, seconded by Richardson. No discussion. All aye, motion carries.

Oseby recommends the appointment of Henning as Council Vice-President. Motion by Richardson to approve recommendation, seconded by Maras. No discussion. All aye, motion carries.

Oseby recommends the appointment of Virginia Beck as Public Safety Director. Motion by Henning to approve recommendation, seconded by Richardson. No discussion. All aye, motion carries.

Oseby recommends the appointment of Scott Richardson as Planning and Zoning director. Motion by Henning to approve recommendation, seconded by Maras. No discussion. All aye, motion carries. Alderman Richardson abstained from voting on motion.

Oseby recommends the appointment of Henning as Parks and Recreation Chairman. Motion by Richardson to approve recommendation, seconded by Maras. Henning stated he would like to see the Parks and Recreation board be led by residents. No further discussion. All aye, motion carries.

Oseby recommends the appointment of Allan Beyer as Public Facilities chairman. Oseby stated he would also like to draw on Beyer's experience in IT to assist the city. Motion by Henning to approve recommendation, seconded by Richardson. No further discussion. All aye, motion carries.

Oseby recommends the appointment of Richardson as Finance Chairman. Motion by Henning to approve recommendation, seconded by Beyer. No discussion. All aye, motion carries.

Oseby recommends the appointment of Maras as Street Chairman. Motion by Richardson to approve recommendation, seconded by Henning. No discussion. All aye, motion carries.

Oseby recommends the appointment of Meierhenry and Sargent as City attorney. Motion by Henning to approve recommendation, seconded by Richardson. No discussion. All aye, motion carries.

Oseby recommends the appointment of Tobias Schantz as Finance Officer. Motion by Richardson to approve recommendation, seconded by Maras. No discussion. All aye, motion carries.

Oseby recommends the appointment of DGR as City engineer. Motion by Richardson to approve recommendation, seconded by Maras. No discussion. All aye, motion carries.

Oseby recommends the appointment of Great Western Bank as City financial institution. Motion by Henning to approve recommendation, seconded by Richardson. No discussion. All aye, motion carries.

Oseby recommends the appointment of Chad Moller as Crooks Housing and Redevelopment Commissioner. Motion by Richardson to approve term, seconded by Henning. No discussion. All aye, motion carries.

Oseby recommends the appointment of Martha Masgai as Planning and Zoning Commissioner. Motion by Henning to approve recommendation, seconded by Richardson. No discussion. All aye, motion carries.

Oseby recommends the appointment of Trevor Krcil as Planning and Zoning Commissioner. Motion by Henning to approve recommendation, seconded by Maras. No discussion. All aye, motion carries.

Schantz stated motion to appoint Richardson as Council President will have to be made due to procedurally error. Motion by Henning to appoint Jana Richardson as Council President, seconded by Beyer. No discussion. All aye, motion carries.

Parks discussion. Oseby invited representative of Tri-Valley Baseball Association to briefly speak on status of baseball league and plans. Richardson stated Crooks Community Days have been cancelled but might take place later in the year. Henning stated chalk has been donated to the City for residents to use on sidewalks and driveways for coloring. Chalk can be obtained from the City office upon request, free of charge.

Signatory at financial institutions. Motion by Henning to remove Randy Kringen as authorized signer on city accounts and financial institutions and authorize Jana Richardson as signer, seconded by Maras. No discussion. All aye, motion carries.

Second reading of ordinance #259 was given by Oseby. The ordinance was discussed by those present. Motion by Richardson to approve passage of ordinance, seconded by Maras. No further discussion. Roll call vote was taken: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries.

Second reading of ordinance #260 was given by Oseby. The changes introduced by the ordinance were discussed by those present. Motion by Henning to approve passage of ordinance, seconded by Maras. No further discussion. Roll call vote was taken: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries.

First reading of ordinance #261 was given by Oseby. First reading of ordinance #262 was given by Oseby.

Resolution 2020-05-02 was discussed by those present. Motion by Henning to table motion on resolution until next meeting, seconded by Maras. No further discussion. All aye, motion carries.

Adjourn. Motion by Henning to adjourn meeting at 8:05 pm, seconded by Maras. No discussion. All aye, motion carries.

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

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