

Crooks City Council

Regular monthly meeting minutes

June 8, 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 Maras, Alderman Richardson, Alderman Beyer, Mayor Oseby

Staff present: Utility Superintendent Beck, Finance Officer Schantz

Absent: Planning and Zoning Director Richardson (w/ notice)

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

Approve agenda. Motion by Henning to approve posted agenda, seconded by Maras. Schantz asked agenda be amended to permit approval of pay application for Palmira utility project. Motion by Richardson to amend agenda under “Utility Report – i. Palmira Pay application”, seconded by Beyer. No discussion. All aye, agenda amended. Council then proceeded to vote on approval of agenda. All aye, motion carries, agenda approved.

Consent calendar items. Motion by Richardson to approve consent calendar items, seconded by Beyer. Oseby spoke on 2020 budget. AED claim was discussed. No further discussion. All aye, motion carries.

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	6/4/2020	copier lease	\$ 262.84
A&B Business Solutions	6/1/2020	monthly IT service charge	\$ 620.94
Aflac	4/27/2020	supplemental insurance	\$ 138.34
Aflac	5/26/2020	supplemental insurance	\$ 138.34
Alliance Communications	6/1/2020	office utilities	\$ 97.60
Alliance Communications	6/1/2020	utilities	\$ 144.86
American Engineering Testing	5/27/2020	wastewater analysis	\$ 217.00
Avera	6/3/2020	AEDs	\$ 2,798.00
Avera	4/30/2020	2020 EAP program fee	\$ 1,050.00
Banyon Data System	6/1/2020	software support	\$ 2,650.00
Bierschbach	5/12/2020	equipment rental	\$ 225.00
Border States Electric	5/15/2020	marking flags	\$ 141.08
Byers Irrigation	5/27/2020	sprinkler repair	\$ 237.47
CC Storage	4/24/2020	storage unit rental	\$ 276.00
CenterPoint Energy	5/15/2020	04-2020 natural gas purchase	\$ 15,111.69
CHS	5/31/2020	chemical purchase	\$ 93.36
Crooks Country Corner	5/14/2020	battery vehicle	\$ 169.99
Crooks Municipal Utilities	5/18/2020	N lift station utilities	\$ 27.25
Crooks Municipal Utilities	5/18/2020	w lift station utilities	\$ 27.25
Crooks Municipal Utilities	5/18/2020	Palmira bathroom utilities	\$ 112.45
Crooks Municipal Utilities	5/18/2020	city shop utilities	\$ 115.00

Crooks Municipal Utilities	5/18/2020	Comm. Cen. Utilities	\$ 355.45
Dakota Supply Group	5/8/2020	supplies	\$ 140.51
DGR Engineering	5/15/2020	engineering services, school coordination	\$ 782.00
DGR Engineering	5/15/2020	Palmira project engineering expenses	\$ 13,965.86
Double H Paving	5/11/2020	additional overlay end of 257th St /W 4th St	\$ 10,795.82
Double H Paving	5/11/2020	4th St. overlay city portion	\$ 17,278.55
First Rate Excavate	5/12/2020	locating curb stop	\$ 1,020.41
First Rate Excavate	5/12/2020	water repair	\$ 4,081.64
Goebel Printing	5/29/2020	envelopes for gas awareness ltr	\$ 115.44
Goebel Printing	5/7/2020	safety shirts for personnel	\$ 361.57
Great Western Bank	5/8/2020	account analysis charge	\$ 55.10
Great Western Bank	5/8/2020	account analysis charge	\$ 60.00
Great Western Bank	6/5/2020	purchase card payment	\$ 608.54
Groebner & Associates	5/19/2020	supplies	\$ 231.38
Groebner & Associates	5/19/2020	supplies	\$ 252.71
Health Pool of SD	6/1/2020	health + life insurance payable	\$ 2,077.83
Heath Consultants	5/27/2020	equipment maintenance	\$ 410.64
Heiman, Inc.	5/20/2020	fire extinguisher fees	\$ 357.46
Hydro Klean	4/30/2020	televise lines	\$ 3,257.47
Internal Revenue Service / EFTPS	6/1/2020	payroll taxes	\$ 46.66
Internal Revenue Service / EFTPS	6/1/2020	payroll taxes	\$ 89.26
Internal Revenue Service / EFTPS	5/13/2020	payroll taxes council & mayor May 2020	\$ 201.00
Internal Revenue Service / EFTPS	6/4/2020	payroll taxes employees	\$ 2,350.76
Internal Revenue Service / EFTPS	5/21/2020	payroll taxes employees	\$ 2,419.92
Lacey Rentals	6/3/2020	portable restroom rental City shop	\$ 135.00
Lacey Rentals	6/3/2020	portable restroom rental Sunset	\$ 165.00
Lila Weatherford	5/29/2020	ut dep rtn	\$ 53.49
Lyle Signs	5/12/2020	street signs	\$ 137.56
Lyle Signs, Inc.	5/27/2020	street signs	\$ 162.92
Mac's/Blue Tarp Financial	6/2/2020	supplies	\$ 15.32
Mac's/Blue Tarp Financial	6/2/2020	supplies	\$ 16.86
Mac's/Blue Tarp Financial	5/21/2020	supplies	\$ 35.55
Matheson Tri-Gas, Inc.	5/31/2020	supplies	\$ 35.06
MedTox Laboratories	4/30/2020	program admin fee	\$ 50.00
Meierhenry Sargent LLP	5/6/2020	04-2020 legal expense	\$ 948.00
Minnehaha Community Water Corp.	6/2/2020	05-2020 water purchase	\$ 5,775.35
Mitchell Construction	5/14/2020	base course + dump truck	\$ 252.52
New Century Press	5/22/2020	ordinance #260 notice of adoption exp.	\$ 7.92
New Century Press	5/15/2020	ordinance #260 notice of adoption exp.	\$ 9.93

The City of Crooks is an equal opportunity provider.

New Century Press	5/1/2020	advertising - stress awareness month	\$ 15.00
New Century Press	5/22/2020	advertising - EMS appreciation	\$ 15.00
New Century Press	5/15/2020	ordinance #259 publication	\$ 16.55
New Century Press	5/8/2020	advertising - nurse appreciation ad	\$ 20.00
New Century Press	5/15/2020	05.06.2020 mtg min publication	\$ 22.34
New Century Press	5/20/2020	Minnehaha Messenger subscription	\$ 32.00
New Century Press	5/15/2020	advertising - graduation ads	\$ 50.00
New Century Press	5/22/2020	2019 annual report publication expense	\$ 67.03
New Century Press	5/15/2020	Res 2020-05-01 publication	\$ 91.02
New Century Press	5/22/2020	drinking water report publication	\$ 228.39
New Century Press	5/22/2020	05.11.2020 mtg minutes publication	\$ 263.97
Nexben	5/26/2020	voluntary life insurance	\$ 1.70
Nexben	5/26/2020	voluntary vision insurance	\$ 18.66
Nexben	5/26/2020	voluntary supplemental life insurance	\$ 44.00
Nexben	5/26/2020	voluntary supplemental life insurance	\$ 50.40
Nexben	5/26/2020	dental insurance	\$ 161.10
Novak Sanitary	6/1/2020	utilities - City spring clean up dumpster	\$ 1,493.76
Payment Service Network	6/4/2020	05-2020 gateway fee	\$ 39.95
Pump'N'Stuff	5/11/2020	fuel	\$ 11.31
Pump'N'Stuff	5/28/2020	fuel	\$ 14.10
Pump'N'Stuff	5/26/2020	fuel	\$ 16.45
Pump'N'Stuff	6/1/2020	fuel	\$ 16.63
Pump'N'Stuff	5/11/2020	fuel	\$ 18.28
Pump'N'Stuff	5/19/2020	fuel	\$ 18.83
Pump'N'Stuff	5/20/2020	fuel	\$ 20.24
Q3 Contracting	5/13/2020	repair gas hit	\$ 740.46
Q3 Contracting	5/20/2020	main extension	\$ 5,315.40
SD DENR	5/15/2020	environmental fees	\$ 390.00
SD Dept. of Revenue	5/18/2020	04-2020 sales tax payment	\$ 3,276.72
SD Retirement System	5/19/2020	05-2020 retirement contribution	\$ 1,910.88
SDRS Supplemental Retirement	5/6/2020	ROTH contribution	\$ 75.00
SDRS Supplemental Retirement	5/22/2020	ROTH contribution	\$ 75.00
Septic Plus LLC	5/25/2020	storm sewer ends	\$ 2,500.00
Sioux Falls Area Humane Society	5/15/2020	04-2020 animal control services	\$ 56.34
Sioux Valley Energy	5/14/2020	sewer utilities	\$ 166.41
Sioux Valley Energy	5/14/2020	street light utilities	\$ 238.00
SoDak Striping	4/27/2020	cross walks	\$ 362.10
Spielman Excavating LLC	5/27/2020	find water main & expose manhole	\$ 1,285.20
Stephanie Asche	5/20/2020	ccc dmg dep return	\$ 175.00
TranSource	5/28/2020	street sweeper repairs	\$ 237.33
U Drive Technology	6/1/2020	05-2020 txt msg fees	\$ 85.12

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US Postal Service	5/18/2020	mailing fee UB post cards	\$ 241.68
USDA - Rural Development	5/20/2020	pay loader note payment	\$ 1,663.00
USDA - Rural Development	6/20/2020	pay loader note payment	\$ 1,663.00
Verizon Wireless	5/10/2020	utilities	\$ 27.80
Verizon Wireless	5/23/2020	utilities	\$ 94.50
Xcel Energy	4/30/2020	utilities	\$ 870.48
Xcel Energy	6/1/2020	utilities	\$ 2,461.09
		Total claims	\$ 120,428.14

Approved salaries/wages for May 2020.

Council	\$ 825.00
Mayor	\$ 1,140.00
Planning and Zoning Commission	\$ 305.00
Finance Office	\$ 1,411.77
Government Buildings	\$ 308.57
Building Inspector	\$ 1,794.94
Highway & Streets	\$ 1,872.33
Highway & Streets - Snow Removal	\$ 24.00
Code Enforcement	\$ 87.76
Clean-Up	\$ 210.93
Animal Control	\$ 59.54
Parks	\$ 2,698.83
Economic Development	\$ 28.89
Gas	\$ 4,411.31
Water	\$ 3,350.84
Sewer	\$ 3,177.20
Total wage claims	\$ 21,706.91

Purchase card payments			
Vendor	Date incur.	Description	Amount
Crooks Country Corner	5/4/2020	fuel	\$ 29.36
Crooks Country Corner	5/18/2020	fuel	\$ 27.95
Great Western Bank	6/3/2020	annual card fee	\$ 10.00
Johns Shoe Repair	5/11/2020	mending of torn coat city staff	\$ 14.00
Nyberg's Ace Hardware	5/14/2020	supplies	\$ 57.98
Nyberg's Ace Hardware	5/13/2020	supplies	\$ 51.95
Nyberg's Ace Hardware	5/19/2020	supplies	\$ 72.95
Pump'N'Stuff/Shell	5/18/2020	fuel	\$ 50.03
Pump'N'Stuff/Shell	5/12/2020	fuel	\$ 13.17
Pump'N'Stuff/Shell	6/3/2020	fuel	\$ 50.00
Pump'N'Stuff/Shell	5/26/2020	fuel	\$ 93.07
Pump'N'Stuff/Shell	5/20/2020	fuel	\$ 6.96
Pump'N'Stuff/Shell	6/2/2020	fuel	\$ 10.61
Pump'N'Stuff/Shell	5/28/2020	fuel	\$ 8.31

Pump'N'Stuff/Shell	6/5/2020	fuel	\$ 9.35
Pump'N'Stuff/Shell	6/4/2020	fuel	\$ 11.05
Renner Corner	5/29/2020	fuel	\$ 33.24
Scooby's Car wash	5/28/2020	vehicle maintenance	\$ 12.25
USPS	5/12/2020	postage	\$ 22.55
Walmart	5/18/2020	supplies	\$ 23.76
		Total purchase card claims	\$ 608.54

Public Hearings. No public hearings.

Open comments. Sandy Dumke, resident, asked why City had not located her right-of-way after she requested it. Dumke asked if City would reimburse her for expense for tree replacement, since her tree was removed as part of Palmira project. She will submit invoice for tree at next meeting. Dumke asked council to give preference to local contractor for next major project. Jackie Johnson, resident, asked about community access grant resolution.

Reports/Other Business.

Park report was given by Henning. Waivers were obtained from local leagues participating organizing activities in the parks. The need to charge a use fee for non-local teams wishing to use the parks was discussed. The Crooks Flag Football League has received funds for the sale of an advertising panel on the Sunset Park scoreboard.

Street report was given by Maras. Streets in Palmira have been paved. Palmira contractor was asked to install sprinkler system at Palmira Park to precipitate growth of grass. Patchwork of roads will start in two weeks. Street sweeping will resume in near future after repair on sweeper has been completed.

Planning and Zoning report. No report. The Crooks Planning and Zoning Commission will meet in special session on June 15 at 5:30 pm at the Crooks Community Center.

Government buildings report was given by Beyer. The Crooks Community Center is reopened for use by public and for rentals. Estimates for the City shop improvements were reviewed and discussed. Motion by Henning to bid let for shop expansion of 60 ft, seconded by Beyer. Maras asked about source of funding for expansion. No further discussion. All aye, motion carries.

Finance report was given by Richardson. Oseby, Richardson and Schantz will meet for tentative budget discussion as soon as property tax revenue numbers have been received.

Utility report was given by Beck. 39 services could be retired soon, as the trailer court in Renner will turned into residential development. Utility will see loss in revenue and incur expense for retirement of services. The cost for the reconfiguration of the town border station has been estimated at \$172,000. Only five new gas services have been installed in 2020, one in Crooks and four in Renner. The south end of town was jettied. Palmira pay application. Motion by Maras to approve pay application in the amount of \$391,793.49, seconded by Richardson. The cost overruns of the project due to it extending into 2020 were discussed and how to offset additional expense. No further discussion. All aye, motion carries.

Code Enforcement/Animal Control report was given by Beck. A recurring nuisance property and its condition were discussed. Tammy Ramstad, resident, spoke on the condition of the property. Beck was asked to consult with City attorney on abating the nuisance.

Ordinance, resolutions, policy, motions.

First reading of Ordinance #263 was given by Oseby.

First reading of Ordinance #264 was given by Oseby. Maras explained why ordinance was introduced.

First reading of Ordinance #265 was given by Oseby. Reason for ordinance was discussed.

Second reading of Ordinance #261 was given Oseby. Motion by Henning to approve ordinance, seconded by Maras. No discussion. Roll call vote was taken: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye.

Second reading of Ordinance #262 was given by Oseby. Motion by Henning to approve ordinance, seconded by Richardson. No discussion. Roll call vote was taken: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye.

Resolution 2020-05-02 was discussed by those present. Motion by Richardson to approve resolution, seconded by Henning. No further discussion. All aye, motion carries.

Resolution 2020-06-01 was discussed by those present. Motion by Henning to approve resolution, seconded by Maras. No further discussion. All aye, motion carries.

Resolution 2020-06-02 was discussed by those present. Motion by Richardson to approve resolution, seconded by Henning. No further discussion. All aye, motion carries.

Resolution 2020-06-03 was discussed by those present. Jackie Johnson, resident, spoke on the resolution and voiced her concern that Crooks taxpayers will pay for development for school project. Maras asked if financing agreement had been in placed with Tri-Valley School District to defray expenses. No further discussion. Motion by Henning to table Resolution 2020-06-03, seconded by Beyer. No discussion. All aye, motion carries.

Resolution 2020-06-04 was discussed by those present. Motion by Maras to approve resolution, seconded by Henning. No discussion. All aye, motion carries.

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

Respectfully submitted,

Tobias Schantz

Municipal Finance Officer

City of Crooks, SD

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