

City of Crooks  
Crooks City Council  
Meeting Minutes  
July 13, 2020

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

Present: Alderman Henning, Alderman Maras, Alderman J. Richardson, Alderman Beyer, Mayor Oseby

Staff present: Utility Superintendent Beck, Planning and Zoning Director S. Richardson, Municipal Finance Officer Schantz

Pledge of Allegiance led by Oseby. Invocation led by Oseby.

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

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

**Approved claims.**

Vendor	Date incur.	Description	Amount
A&B Business Solutions	7/1/2020	IT service 07-2020	\$ 620.94
A&B Business Solutions	7/2/2020	copier lease	\$ 285.83
Aaron Spade	6/23/2020	ccc dmg dep	\$ 175.00
ADAPCO	6/30/2020	mosquito chemical	\$ 612.75
Addy Disposal & Recycling	6/30/2020	utilities - garbage service	\$ 52.00
Aflac	6/24/2020	AFLAC payable	\$ 138.34
Alliance Communications	7/1/2020	utilities - sewer	\$ 148.26
Alliance Communications	7/1/2020	utilities - office	\$ 98.45
Altisource Solutions	7/8/2020	ut dep rtn	\$ 33.86
American Engineering Testing	6/26/2020	Palmira project testing	\$ 215.00
American Engineering Testing	6/26/2020	wastewater analysis	\$ 868.00
Austin Larson	6/24/2020	ut dep rtn	\$ 100.00
Banyon Data Systems	7/1/2020	Software modules annual support	\$ 1,380.00
BSN Sports	6/25/2020	aluminum plan + players' bench	\$ 167.50
Chasady Frederickson	6/24/2020	ut dep rtn	\$ 100.00
Control Installations of Iowa	6/16/2020	automatic door maintenance	\$ 159.95
Crooks Country Corner	6/8/2020	tire repair	\$ 79.40
Crooks Country Corner	6/23/2020	tire repair	\$ 21.95
Crooks Municipal Utilities	6/9/2020	05-2020 shop utilities	\$ 46.75
Crooks Municipal Utilities	6/9/2020	05-2020 Comm Cen utilities	\$ 157.45
Crooks Municipal Utilities	6/9/2020	05-2020 n lift station utilities	\$ 26.50
Crooks Municipal Utilities	6/9/2020	05-2020 w lift station utilities	\$ 28.75
Crooks Municipal Utilities	6/9/2020	05-2020 Palmira bathroom	\$ 101.95

Dakota Supply Group	6/15/2020	curb wrench box	\$ 131.99
Daktronics	6/29/2020	sign panel scoreboard	\$ 735.00
Daubys Sport Center	6/9/2020	supplies	\$ 80.00
DGR Engineering	6/16/2020	Palmira utility improvement engineering	\$ 23,911.25
Duane Verhey	6/15/2020	ut dep return	\$ 67.07
Ecolab	7/7/2020	pest control services @ Comm. Cen.	\$ 77.63
Ecolab	6/9/2020	pest control services @ Comm. Cen.	\$ 77.63
Garbage'N'More	7/1/2020	utilities - garbage service	\$ 330.00
Goebel Printing	6/27/2020	business cards	\$ 87.00
Great Western Bank	6/8/2020	account analysis charge -206	\$ 60.00
Great Western Bank	6/8/2020	account analysis charge -916	\$ 39.75
Great Western Bank	6/30/2020	deposit booklet order	\$ 31.00
Great Western Bank	7/10/2020	purchase card payment	\$ 2,632.33
Great Western Bank	7/8/2020	return of extra credit for deposit	\$ 0.07
Great Western Bank	7/8/2020	account analysis charge-916	\$ 39.94
Great Western Bank	7/8/2020	account analysis charge -206	\$ 75.00
Groebner & Associate	6/9/2020	supplies	\$ 215.88
Health Pool of SD	7/1/2020	07-2020 health + life insurance premiums	\$ 2,077.83
Helpline Center	5/31/2020	05-2020 service fee	\$ 108.12
Hydraulic World	6/11/2020	supplies	\$ 12.87
Hydraulic World	6/10/2020	supplies	\$ 43.92
Hydro Klean	6/19/2020	televising lines	\$ 19,141.66
Internal Revenue Service	6/10/2020	payroll taxes council & mayor PR	\$ 316.56
Internal Revenue Service	6/16/2020	payroll taxes PZ Commission special mtg	\$ 19.10
Internal Revenue Service	6/18/2020	payroll taxes employee payroll	\$ 2,316.04
Internal Revenue Service	6/29/2020	Payroll taxes PZ Commission reg. mtg.	\$ 45.96
Internal Revenue Service	7/8/2020	payroll taxes council & mayor special mtg	\$ 42.19
Internal Revenue Service	7/1/2020	payroll taxes mayor pay	\$ 109.61
Internal Revenue Service	7/1/2020	payroll taxes PZ director pay	\$ 45.90
Internal Revenue Service	7/1/2020	payroll taxes employee pay	\$ 2,308.52
Internal Revenue Service	7/3/2020	payroll taxes mayor pay for June 2020	\$ 109.16
Internal Revenue Service	7/3/2020	payroll taxes PZ director pay for June 2020	\$ 45.90
Janet Constantino	6/29/2020	ccc dmg dep	\$ 175.00
Jennifer VanPeursem	6/19/2020	ut dep return	\$ 30.49
Judi Person	6/12/2020	plant expense reimbursement	\$ 83.98
Lacey Rentals	6/30/2020	portable restroom Sunset Park	\$ 165.00
Lacey Rentals	6/30/2020	portable restroom City shop	\$ 135.00
Lodes Tree Service	7/7/2020	trim trees around pickleball court	\$ 300.00
Lodes Tree Service	6/16/2020	stump grinding	\$ 300.00
Luis Castro	7/8/2020	ccc dmg dep rtn	\$ 175.00
Mac's / Blue Tarp Financial	6/11/2020	supplies	\$ 28.97
Mac's / Blue Tarp Financial	6/5/2020	supplies	\$ 31.99
Matheson Tri-Gas, Inc.	6/30/2020	supplies	\$ 34.25
Meierhenry Sargent	6/9/2020	05-2020 legal expense	\$ 480.00

Minnehaha Comm Wtr. Corp	7/6/2020	06-2020 water purchase	\$ 8,414.35
Minnehaha County Sheriff	7/8/2020	3rd quarter Sheriff bill	\$ 11,537.50
Mitchell Construction	6/9/2020	trucking + quartzite	\$ 1,549.37
Mitchell Construction	6/4/2020	trucking, riprap & erosion stone	\$ 2,097.54
Mitchell Construction	6/16/2020	trucking + quartzite	\$ 558.01
Mitchell Construction	6/22/2020	trucking + plaster sand	\$ 615.16
Mitchell Construction	7/2/2020	dump truck + materials	\$ 598.64
Nathan & Marissa Wills	6/20/2020	ut dep rtn	\$ 100.00
New Century Press	6/5/2020	preliminary sub. Plan notice	\$ 20.69
New Century Press	6/5/2020	rezoning notice of hearing	\$ 19.86
New Century Press	6/12/2020	correction notice	\$ 18.21
New Century Press	6/12/2020	Res. 2020-06-04 publication exp.	\$ 13.24
New Century Press	6/12/2020	Res. 2020-06-01 publication exp.	\$ 19.86
New Century Press	6/12/2020	Ordinance 261 publication exp.	\$ 14.90
New Century Press	6/12/2020	Res. 2020-06-02 publication exp.	\$ 12.41
New Century Press	6/19/2020	06.08.2020 meeting minutes pub. exp.	\$ 220.94
New Century Press	6/12/2020	Ordinance 262 publication exp.	\$ 14.90
New Century Press	6/12/2020	Res. 2020-05-02 publication exp.	\$ 104.27
New Century Press	6/26/2020	hearing notice council rezoning	\$ 18.21
New Century Press	6/26/2020	hearing notice council preliminary plan	\$ 15.72
New Century Press	6/26/2020	Independence Day ad	\$ 15.00
New Century Press	6/30/2020	service charge	\$ 1.00
New Century Press	5/13/2020	Spring clean-up ad	\$ 80.00
Nexben	6/18/2020	supplemental life insurance child	\$ 1.70
Nexben	6/18/2020	supplemental spousal life insurance	\$ 50.40
Nexben	6/18/2020	voluntary life insurance	\$ 44.00
Nexben	6/18/2020	vision insurance	\$ 18.66
Nexben	6/18/2020	dental insurance	\$ 161.10
Northern Natural Gas	6/29/2020	true-up for CIAC	\$ 34,000.00
Orlando Vasquez	6/24/2020	ccc dmg dep rtn	\$ 400.00
Payment Service Network	7/3/2020	gateway fee 06-2020	\$ 39.95
Pump'N'Stuff	6/5/2020	fuel	\$ 16.77
Pump'N'Stuff	6/11/2020	fuel	\$ 19.96
Pump'N'Stuff	6/22/2020	fuel	\$ 18.37
Pump'N'Stuff	6/24/2020	fuel	\$ 17.85
Pump'N'Stuff	6/29/2020	fuel	\$ 17.77
Pump'N'Stuff	7/2/2020	fuel	\$ 17.00
Pump'N'Stuff	7/3/2020	fuel	\$ 21.48
Pump'N'Stuff	6/30/2020	fuel	\$ 19.22
Pump'N'Stuff	7/8/2020	fuel	\$ 18.33
Q3 Contracting	6/17/2020	raise gas meters	\$ 925.10
Riteway	6/18/2020	blank utility billing postcards	\$ 737.07
Sandra Dumke	6/15/2020	tree allowance Palmira	\$ 349.31
Schoeneman's	6/17/2020	field marker	\$ 122.90
SD Dept. of NR	6/17/2020	testing fee	\$ 10.00
SD Dept. of Revenue	6/11/2020	sales tax payment for 05-2020	\$ 1,854.26
SD Dept. of Transportation	6/23/2020	West Ave Trails Ph II highway work	\$ 852.18
SD One Call	5/31/2020	05-2020 service fee	\$ 139.65

SD One Call	6/30/2020	06-2020 service fee	\$ 144.45
SD Retirement System	6/18/2020	06-2020 retirement contribution	\$ 1,884.80
SDRS Supplemental Retirement	6/5/2020	ROTH contribution	\$ 75.00
SDRS Supplemental Retirement	6/19/2020	ROTH contribution	\$ 75.00
SDRS Supplemental Retirement	7/6/2020	ROTH contribution	\$ 75.00
Sioux Equipment	6/10/2020	supplies	\$ 108.00
Sioux Valley Energy	6/12/2020	utilities	\$ 140.25
Sioux Valley Energy	6/12/2020	street light utilities	\$ 238.00
Symmetry Energy Solutions	6/9/2020	05-2020 natural gas purchase	\$ 7,311.78
Todd Myhre	7/6/2020	reimbursement damaged mailbox	\$ 69.73
TranSource	6/25/2020	repair street sweeper	\$ 1,665.86
U Drive Technology	7/1/2020	monthly txt messaging fee	\$ 83.04
US Bank on behalf of SD DENR	7/15/2020	lagoon SRF payment	\$ 7,194.04
US Postal Service	6/9/2020	mailing fee utility billing postcards	\$ 244.25
US Postal Service	6/17/2020	gas awareness mailing fee	\$ 430.56
US Postal Service	7/9/2020	mailing fee utility billing postcards	\$ 244.82
USDA - Rural Development	7/20/2020	pay loader note payment	\$ 1,663.00
Vantek Communications	6/1/2020	utilities	\$ 14.50
Vantek Communications	7/1/2020	utilities	\$ 15.00
Verizon	6/10/2020	utilities	\$ 24.58
Verizon	6/23/2020	utilities	\$ 94.50
Xcel Energy	6/30/2020	utilities	\$ 2,789.93
		<b>Total claims</b>	<b>\$ 153,412.09</b>

### **Approved salaries.**

Council	\$ 600.00
Mayor	\$ 820.00
Planning and Zoning Commission	\$ 730.00
Finance Office	\$ 1,292.13
Government Buildings	\$ 626.23
Building Inspector	\$ 1,753.31
Highway & Streets	\$ 1,199.10
Code Enforcement	\$ 87.76
Animal Control	\$ 43.88
West Nile	\$ 18.36
Parks	\$ 2,200.97
Economic Development	\$ 185.16
Gas	\$ 3,997.13
Water	\$ 3,479.09
Sewer	\$ 3,987.88
<b>Total wage claims</b>	<b>\$ 21,021.00</b>

### **Public hearings.**

Subdivision plan hearing. Oseby opened floor for subdivision plan hearing for plan submitted by Tri-Valley School District. S. Richardson stated a comprehensive review of the plan was

conducted and the preliminary plan complies with the Crooks Subdivision Ordinance, and it was approved at Crooks Planning and Zoning Commission's meeting on June 29. Oseby opened floor for comments from public. Julia Althoff, resident, spoke on concerns over potential increase in traffic on Hanna Trail. Council, mayor, and those present discussed the concern. Motion by J. Richardson to approve preliminary subdivision plan, seconded by Maras. No discussion. All aye, motion carries.

Rezoning hearing. Oseby opened hearing. S. Richardson explained rezoning petition with a request to rezone the property (Lot 1, Tri-Valley Addition to the City of Crooks, SD) from agriculture to single-family residential. S. Richardson explained request complied with City's future use plan. Motion by Beyer to approve recommendation to rezone property, seconded by J. Richardson. No discussion. All aye, motion carries.

Open comments. Jesse Fonkert, MCEDA Director, presented on MCEDA and MCEDA's purpose. Fonkert stated he met with Oseby to explore ways to support economic growth in Crooks. Council, mayor and those present discussed ways to stimulate economic growth.

Mike Harstad, Chairman Crooks HRC, gave update on Crooks HRC development and lot sales, Schoenfelder land concept plan is currently developed. Henning asked if Crooks HRC had designated park area in concept plan.

Mike Harstad, Fire Chief Crooks Volunteer Fire Department, stated prepaid fireworks will need to be used and asked council and mayor to think appropriate moment for use.

Sandy Dumke, resident, asked if her reimbursement request for the tree was approved. Oseby stated the claim had been approved.

Stacy Blow, owner of The Wooden Nickel, spoke on potential cruise night event in August and which documents will be needed by City for event.

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

Park report was given by Henning. Last parks board meeting was held on June 24 at which discussions were held about planting flowers in Sunset Park. The condition of the roof of the New Hope dugouts was discussed. Crooks Subdivision requirements for park donation were discussed. Henning suggested the Parks Board be a citizen-led board with a council liaison. The next Parks Board meeting is scheduled for July 21 at 7 pm at the Crooks Community Center.

Street report was given by Maras. The County's road leading to Crooks will be paved soon. Maras stated micro-surfacing of the highway through town needs to be considered for fiscal year 2021. Maras estimates the cost to be \$60,000. Oseby stated street patching will start soon and work on storm drainage by Sunset will commence. Maras suggested advertising for summer help to assist City with completing projects.

Planning and Zoning report was given by S. Richardson. The last planning and zoning meetings were discussed. At the June 29 meeting, the Crooks Planning and Zoning Commission reviewed

a concept plan for the old rodeo grounds submitted by the current owner; in addition, the Crooks Planning and Zoning Commission discussed ways for the developer to proceed with plan at the meeting. Council, mayor, and those present discussed non-compliance issues in town. The need for economic development and ways to finance the infrastructure fostering economic growth was discussed.

Government buildings report was given by Beyer. An update on the progress of the website redoing was given. The City shop expansion project and financing of the project was discussed. Schantz spoke on opportunity to financing through USDA. Council, mayor, and those present discussed option to finance through USDA. Motion by J. Richardson to apply for USDA funding for the shop expansion, seconded by Beyer. S. Richardson stated he requested site plan of shop. Access to shop was discussed. No further discussion. All aye, motion carries.

Finance report was given by J. Richardson. The 2019 audit is currently conducted. Budget discussions for 2021 will be held soon.

Utility report was given by Beck. i. Clayton Energy switch to 5-year contract. Beck explained initial contract term and change to five-year term will result in better rate for City's natural gas purchases. Council, mayor, and those present discussed the benefits of longer contract term. J. Richardson asked if both Garretson and Humboldt signed 5-year contractors. Henning asked if the new contract would extend it by five years or if it was a switch to 5-year contract. Motion by Henning to switch to 5-year contract period with Clayton Energy, seconded by J. Richardson. No discussion. All aye, motion carries. ii. Automated meter reading system. Beck stated she had met with vendors on the possibility of switching gas meters from manual reads to automated reading system with the estimated expense to be at \$170,000. Council, mayor, and those present discussed the benefits of automated meter reading system. Beyer requested more information on system before proceeding with automated meter reading system.

Code enforcement/animal control report was given by Beck. Condition of nuisance property in town was discussed with additional nuisances being noted. Beck explained the company contacted to conduct abatement requires an official letter. Council, mayor, and those present discussed the abatement process. Motion by Henning to proceed with abatement and remove vehicles identified as inoperable, seconded by Maras. Beyer asked about nuisance condition of old church in town. No further discussion. All aye, motion carries.

Other items. Volunteer acknowledgment. Oseby recognized Tri-Valley FFA, Sara Vanderfliet, Ron and Judi Person, and Dalton Foster as volunteers.

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

a) Second reading of ordinance #263 was given by Oseby. Motion by Henning to approve ordinance, seconded by Maras. No discussion. Roll call vote was taken: Henning – aye, Maras – aye, J. Richardson – aye, Beyer – aye. All aye, motion carries.

b) Second reading of ordinance #264 was given by Oseby. Motion by J. Richardson to approve ordinances, seconded by Beyer. Maras offered an amendment to ordinance. Motion by J. Richardson to amend ordinance to include point under Section A, point 4) stating “Fireworks in accordance with City of Crooks ordinances 205 and 72 are exempted from missile regulation in point 2”, seconded by Maras. No further discussion. All aye, ordinance amendment. Council then proceeded to vote on approving ordinance. Roll call vote was taken: Henning – aye, Maras – aye, J. Richardson – aye, Beyer – aye. All aye, motion carries, ordinance approved.

c) Second reading of ordinance #265 was given by Oseby. Motion by Henning to approve ordinance, seconded by Maras. No discussion. Henning – aye, Maras – aye, J. Richardson – aye, Beyer – aye. All aye, motion carries.

d) First reading of ordinance #266 was given by Oseby.

e) First reading of ordinance #267 was given by Oseby.

f) Resolution 2020-07-01. Motion by Henning to approve resolution, seconded by J. Richardson. Maras stated 257<sup>th</sup> will need future upgrades, which need to be considered. No further discussion. All aye, motion carries.

g) Motion to auto-supplement West Nile Grant funds. Motion by Maras to auto-supplement West Nile Grant funds of \$1,368 to West Nile function level, seconded by Henning. No discussion. All aye, motion carries.

**Executive session.** Motion by Henning to enter into executive session at 8:24 pm pursuant to SDCL 1-25-(2)[1] (Discussion qualifications, competence, performance, character or fitness of any public officer or employee or prospective officer or employee), seconded by Maras. Roll call vote was taken: Henning – aye, Maras – aye, J. Richardson – aye, Beyer – aye. All aye, motion carries. Oseby called the meeting back to order at 8:50 pm. Motion by J. Richardson to raise Jason Penning’s hourly pay by 3% to \$18.54 with retroactive application of increase to his hiring anniversary and increase Penning’s hourly rate by \$0.50/hr. to \$19.04 upon successful completion of certificate, and raise Chad Rezac’s hourly wage by \$0.50 to \$21.36 per hr. with the stipulation that he maintain his certificate, seconded by Henning. No discussion. All aye, motion carries.

**Adjourn.** Motion by Henning to adjourn meeting at 8:54 pm, seconded by Maras. No discussion. All aye, motion carries.

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

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