

The City of Crooks is an equal opportunity provider.

City of Crooks  
City Council  
Regular monthly meeting minutes  
September 14, 2020

At 7:00 pm, Council-President Richardson called the meeting to order at the Crooks Community Center. Finance Officer Schantz took roll call:

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

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

Absent: Mayor Oseby (with notice), Planning and Zoning Director Richardson (with notice)

Pledge of Allegiance was recited by those present. Invocation was led by J. Richardson.

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

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

**Approved claims.**

Vendor	Date incur.	Description	Amount
A&B Business Solutions	8/10/2020	desktop replacement	\$ 305.00
A&B Business Solutions	9/3/2020	copier lease	\$ 262.84
A&B Business Solutions	9/1/2020	09-2020 IT services	\$ 620.94
ADAPCO	8/14/2020	pesticide mosquitoes	\$ 410.50
Addy Disposal	8/31/2020	utilities - garbage	\$ 52.00
Aflac	8/19/2020	AFLAC payable	\$ 138.34
Alliance Communications	9/1/2020	utilities	\$ 148.26
Alliance Communications	9/1/2020	utilities - office	\$ 96.96
Angie Jones	8/10/2020	ccc dmg dep	\$ 75.00
Border States Electric	8/12/2020	plex pipe + tracer wire	\$ 619.10
Border States Electric	8/26/2020	marking flags	\$ 141.08
Border States Electric	9/3/2020	electric flow valves	\$ 300.96
Brooke Mork	8/10/2020	ccc dmg dep	\$ 100.00
Cal Stange	8/31/2020	ut dep rtn	\$ 84.32
Cameron Herlyn	8/20/2020	reimbursement load of gravel	\$ 78.11
Crooks Country Corner	8/21/2020	battery + tube for tires	\$ 279.95
Crooks Municipal Utilities	8/7/2020	utilities Palmira bathroom	\$ 94.45
Crooks Municipal Utilities	8/7/2020	n lift station utilities	\$ 26.50
Crooks Municipal Utilities	8/7/2020	city shop utilities	\$ 25.00
Crooks Municipal Utilities	8/7/2020	w lift station utilities	\$ 28.75
Crooks Municipal Utilities	8/7/2020	Crooks Comm Cen utilities	\$ 100.45
Crooks Municipal Utilities	9/8/2020	Comm cen utilities	\$ 97.46
Crooks Municipal Utilities	9/8/2020	Palmira bathroom utilities	\$ 94.45

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Crooks Municipal Utilities	9/8/2020	city shop utilities	\$ 25.00
Crooks Municipal Utilities	9/8/2020	n lift station utilities	\$ 27.25
Crooks Municipal Utilities	9/8/2020	w lift station utilities	\$ 27.25
Daktronics	8/28/2020	ad panel Sunset scoreboard	\$ 735.00
Darin Ewer	8/31/2020	ccc dmg dep	\$ 225.00
DGR Engineering	8/17/2020	engineering services	\$ 2,726.80
DGR Engineering	8/17/2020	Palmira utility project	\$ 5,938.88
Diesel Machinery Inc	8/20/2020	transport mini-excavator	\$ 212.50
Dihl Grohs	8/27/2020	ut dep rtn	\$ 66.72
Ecolab	8/18/2020	pest control services @ Comm. Cen.	\$ 77.63
Ferguson Waterworks	8/25/2020	replacement battery for blet clip	\$ 175.15
Gas Product Sales	8/31/2020	gas charts	\$ 320.59
Goebel Printing	8/13/2020	Crooks shirts	\$ 345.72
Goebel Printing	8/13/2020	pens	\$ 275.44
Great Western Bank	8/10/2020	account analysis charge -0206	\$ 60.00
Great Western Bank	8/10/2020	account analysis charge -0916	\$ 25.57
Great Western Bank	9/9/2020	account analysis - 0206	\$ 40.00
Great Western Bank	9/9/2020	account analysis - 0916	\$ 25.34
Great Western Bank	9/11/2020	purchase card payment	\$ 1,911.18
Groebner & Associates	8/12/2020	sensor	\$ 66.65
Health Pool of SD	9/1/2020	09-2020 health + life insurance payable	\$ 2,077.83
Helpline Center, Inc.	8/31/2020	08-2020 fees	\$ 108.00
Internal Revenue Service / EFTPS	8/11/2020	payroll taxes council + mayor PR	\$ 316.56
Internal Revenue Service / EFTPS	8/19/2020	payroll taxes employee wages	\$ 2,336.99
Internal Revenue Service / EFTPS	9/3/2020	payroll taxes employee	\$ 2,384.04
Internal Revenue Service / EFTPS	9/3/2020	payroll taxes mayor August pay	\$ 92.32
Internal Revenue Service / EFTPS	9/2/2020	payroll taxes PZ director pay	\$ 100.26
Interstate PowerSystems	8/4/2020	maintenance lift station	\$ 571.35
Jason Penning	8/18/2020	reimbursement testing fee	\$ 10.00
JCL Solutions	8/31/2020	desktop guards	\$ 780.00
Jill Rye	8/24/2020	ccc dmg dep	\$ 200.00
Katherine Johnson	8/17/2020	ut dep rtn	\$ 77.00
Kim Hanson	8/18/2020	ccc dmg dep	\$ 75.00
Lacey Rentals	8/24/2020	extra service of portable restroom rentals	\$ 560.00
Lacey Rentals	8/25/2020	portable restroom rental	\$ 135.00
Lacey Rentals	8/25/2020	ADA portable restroom rental	\$ 165.00
Lacey Rentals	9/1/2020	portable restroom rentals Sunset Park	\$ 435.00
Mac's / BlueTarp Inc	9/9/2020	supplies air compressor	\$ 3.79
Matheson Tri-Gas, Inc.	8/31/2020	supplies	\$ 35.06
MedTox Laboratories	7/31/2020	program administration fee	\$ 50.00
Meierhenry Sargent	8/18/2020	July legal fees	\$ 900.00
Melius Manufacturing	8/10/2020	box scraper rental for ball fields	\$ 750.00

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Melius Manufacturing	8/10/2020	box scraper rental for park & lagoon	\$ 250.00
Melius Manufacturing	8/10/2020	replacement street sweeper tire	\$ 130.00
Melius Manufacturing	8/10/2020	plumbing water truck nozzles	\$ 750.00
Melius Manufacturing	8/10/2020	isntall backup alarm city truck	\$ 65.00
Menards	8/18/2020	supplies	\$ 56.64
Minnehaha Community Water Corp.	9/1/2020	08-2020 water purchase	\$ 9,979.48
New Century Press	8/14/2020	ord #266 publication expense	\$ 23.17
New Century Press	8/14/2020	res 2020-08-02 publication expense	\$ 28.13
New Century Press	8/14/2020	res 2020-08-01 publication expense	\$ 24.82
New Century Press	8/14/2020	ord #267 publication expense	\$ 16.55
New Century Press	8/14/2020	res 2020-08-03 publication expense	\$ 43.03
New Century Press	8/28/2020	notice of hearing publication	\$ 19.03
New Century Press	8/21/2020	Tri-Valley program ad	\$ 75.00
New Century Press	8/21/2020	Tri-Valley calendar ad	\$ 75.00
New Century Press	8/28/2020	sports previews ad	\$ 67.50
New Century Press	8/21/2020	08.10.2020 mtg mins pub. exp	\$ 223.42
Nexben	8/19/2020	child life insurance	\$ 1.70
Nexben	8/19/2020	spouse life insurance	\$ 50.40
Nexben	8/19/2020	life insurance	\$ 44.00
Nexben	8/19/2020	vision insurance	\$ 18.66
Nexben	8/19/2020	dental insurance	\$ 161.10
Nexben	9/4/2020	voluntary child life insurance	\$ 1.70
Nexben	9/4/2020	voluntary spouse life insurance	\$ 50.40
Nexben	9/4/2020	dental insurance	\$ 161.10
Nexben	9/4/2020	voluntary life insurance	\$ 44.00
Nexben	9/4/2020	vision insurance	\$ 18.66
Payment Service Network	9/2/2020	08-2020 gateway fee	\$ 39.95
Peter Biron	9/8/2020	ccc dmg dep	\$ 175.00
Pump'N'Stuff	8/17/2020	fuel	\$ 18.62
Pump'N'Stuff	8/12/2020	fuel	\$ 18.96
Pump'N'Stuff	8/19/2020	fuel	\$ 10.01
Q3 Contracting	9/2/2020	new gas services + retirement of service	\$ 4,424.35
Randy Kringen	8/19/2020	ccc dmg dep	\$ 475.00
RDO Equipment	8/24/2020	repair pay loader	\$ 151.30
RDO Equipment	9/8/2020	warranty copay	\$ 200.00
Runnings	9/8/2020	supplies	\$ 132.44
SD Dept of Revenue	8/10/2020	07-2020 sales tax payable	\$ 1,181.40
SD Dept of Revenue	9/9/2020	08-2020 sales tax payment	\$ 1,273.15
SD Dept. of Transportation	8/27/2020	1st portion West Ave Trail City share	\$ 96.79
SD One Call	8/31/2020	08-2020 fees	\$ 110.25

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SD Retirement System	8/19/2020	08-2020 retirement payable	\$ 1,942.40
SDRS Supplemental Retirement Plan	8/6/2020	ROTH contribution	\$ 75.00
SDRS Supplemental Retirement Plan	8/21/2020	ROTH contribution	\$ 75.00
SDRS Supplemental Retirement Plan	9/4/2020	ROTH contribution	\$ 75.00
SF Area Humane Society	8/17/2020	July animal control services	\$ 56.23
Sioux Valley Energy	8/14/2020	street light utilities	\$ 238.00
Sioux Valley Energy	8/14/2020	sewer utilities	\$ 110.36
Sorlien Electric	8/25/2020	repair Palmira restroom repair	\$ 2,399.31
Symmetry Energy Solutions	8/14/2020	07-2020 natural gas purchase	\$ 2,392.80
Symmetry Energy Solutions	9/11/2020	08-2020 natural gas purchase	\$ 2,729.04
Tim Fisher	8/11/2020	ut dep rtn	\$ 78.57
TranSource	8/6/2020	repair street sweeper	\$ 731.59
Troy Alan Johnson	8/27/2020	ut dep rtn	\$ 64.32
U Drive Technology	9/1/2020	08-2020 text messaging fees	\$ 97.72
US Postal Service	9/8/2020	mailing fee for 09-2020 billing	\$ 247.38
USDA - Rural Development	9/20/2020	pay loader note payment	\$ 1,663.00
Vantek Communications	9/1/2020	utilities	\$ 15.00
Verizon	8/10/2020	utilities	\$ 23.57
Verizon	8/23/2020	utilities	\$ 91.43
Wanda Chaney	9/1/2020	ut dep rtn	\$ 68.64
Xcel Energy	8/31/2020	utilities	\$ 2,998.82
		Total claims	\$ 66,510.18

**Approved purchase card payments.**

Vendor	Date incur.	Description	Amount
AGPA Security and Integrity Foundation	8/13/2020	online access fee payment	\$ 19.00
Bargain Barn	9/8/2020	tire repair	\$ 21.30
Crooks Country Corner	8/20/2020	fuel	\$ 35.50
Crooks Country Corner	8/27/2020	fuel	\$ 39.53
Nyberg's Ace Hardware	9/10/2020	supplies	\$ 24.99
Crooks Country Corner	8/13/2020	fuel	\$ 74.30
Interstate All Battery Center	8/27/2020	batteries	\$ 23.90
Nyberg's Ace Hardware	8/19/2020	supplies	\$ 81.53
Office Depot	8/12/2020	supplies	\$ 128.22
Pump'N'Stuff	8/11/2020	fuel	\$ 12.58
Pump'N'Stuff	8/12/2020	fuel	\$ 11.13
Pump'N'Stuff	8/12/2020	fuel	\$ 91.74
Pump'N'Stuff	8/14/2020	fuel	\$ 35.44
Pump'N'Stuff	8/18/2020	fuel	\$ 106.65
Pump'N'Stuff	8/24/2020	fuel	\$ 18.02
Pump'N'Stuff	8/24/2020	shop supplies	\$ 13.88
Pump'N'Stuff	8/20/2020	fuel	\$ 55.79
Pump'N'Stuff	8/25/2020	fuel	\$ 11.50
Pump'N'Stuff	8/26/2020	fuel	\$ 135.97

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Pump'N'Stuff	8/27/2020	fuel	\$ 9.98
Pump'N'Stuff	8/26/2020	fuel	\$ 5.89
Pump'N'Stuff	9/1/2020	fuel	\$ 14.10
Pump'N'Stuff	9/2/2020	fuel	\$ 14.33
US Postal Service	8/13/2020	stamp purchase	\$ 385.00
US Postal Service	8/17/2020	postage	\$ 7.75
US Postal Service	8/25/2020	postage certified letter	\$ 4.10
US Specialty Coatings	8/20/2020	marking paint	\$ 109.86
Verizon	8/12/2020	payment phone bills	\$ 189.92
US Postal Service	8/31/2020	certified letter	\$ 4.10
Scooby's Car Wash	8/7/2020	car wash	\$ 3.50
Scooby's Car Wash	8/7/2020	car wash	\$ 17.00
Scooby's Car Wash	8/10/2020	car wash	\$ 9.75
Dakota Supply Group	8/5/2020	valve wrench	\$ 92.76
Pump'N'Stuff	8/5/2020	fuel	\$ 15.46
Nyberg's Ace Hardware	9/9/2020	shop supplies	\$ 86.71
		Total purchase card claims	\$ 1,911.18

**Approved salaries/wages.**

Council	\$ 600.00
Mayor	\$ 1,068.52
Planning and Zoning Commission	\$ 528.50
Finance Office	\$ 1,413.92
Government Buildings	\$ 595.31
Building Inspector	\$ 1,695.53
Highway & Streets	\$ 1,083.17
Code Enforcement	\$ 87.76
Animal Control	\$ 43.88
West Nile	\$ 51.26
Parks	\$ 2,717.24
Economic Development	\$ 404.72
Gas	\$ 4,391.25
Water	\$ 3,753.81
Sewer	\$ 3,641.70
<b>Total wage claims</b>	<b>\$ 22,076.57</b>

**Public hearings.** J. Richardson opened hearing on conditional use petition submitted by J. Richter at 501 S. Ashgrove Ln. for the placement of an oversized shed. No comments from council or public in favor or opposition to shed. J. Richardson then closed the hearing. Motion by Maras to approve conditional use application, seconded by Beyer. All aye, motion carries.

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**Open comments.** Pam Janssen, resident, spoke on her sewer back-up issue at her house in Crooks. Beck provided explanation of causes for sewer back-up but stated City was not responsible in Janssen instance. Council and those present then discussed issue.

J. Richardson informed public of recent cases of vandalism and theft of signs. Please report cases of vandalism to proper authorities.

**Reports / Other Business.**

Parks report was given by Henning. The last parks board meeting and the future of the parks board and its composition were discussed. The next Parks board meeting is scheduled for September 29 at 7 pm. The parks board reviewed the 2021 fiscal year budget at their meeting. Repairs and maintenance of parks items was discussed at last parks board meeting.

Streets report was given by Maras. The city is preparing for upcoming snow removal. Repair items are being identified by City staff.

PZ report was given by J. Richardson. The Planning and Zoning Commission met in August and reviewed the conditional use application, recommending approval at their meeting.

Government buildings report was given by Beyer. The next phase of the website are initiated. A site plan has been submitted for shop expansion.

Finance report was given by J. Richardson. The third budget meeting prior for final review of numbers for fiscal year 2021 was discussed.

Utility report was given by Beck. New services have been scheduled for installation. The potential of the developing trailer court in Renner and its potential fiscal impact was discussed. The bid letting for the meter upgrade was discussed. Apply USDA for meter upgrade. Motion by Henning to proceed with applying for USDA funding for meter upgrade, seconded by Beyer. No discussion. All aye, motion carries.

Code Enforcement / Animal Control report was given by Beck. The property recently abated has new nuisance conditions occurring. Tammy Ramstad, resident, voiced her grievance of the continued code enforcement concerns about the property. Council and those present discussed options to resolve nuisances.

**Other items.**

- i. Volunteer acknowledgement. No action taken.
- ii. Fall Clean-Up dates. The suggested dates for the Fall Clean-Up were discussed. Motion by Henning to set Fall Clean-Up for October 31 and November 1, seconded by Richardson. No further discussion. All aye, motion carries.

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

First reading of ordinance #268 was given by J. Richardson.

Second reading of ordinance #269 was given by J. Richardson.

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Assign note repayment to general fund. Council discussed item. Motion by Henning to receipt note repayment of CHRC into general fund, seconded by Beyer. No further discussion. All aye, motion carries.

Resolution 2020-09-01 (Contingency resolution). Schantz explained item. Motion by Henning to approve resolution, seconded by Maras. No further discussion. All aye, motion carries.

Resolution 2020-09-02 (Assign addresses). Item was discussed. Motion by Henning to approve resolution, seconded by J. Richardson. No further discussion. All aye, motion carries.

**Adjourn.** Motion by Henning to adjourn meeting at 8:00 pm, seconded by Maras. No discussion. All aye, motion carries.

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

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