

The City of Crooks is an equal opportunity provider.

City of Crooks  
City Council  
Regular monthly meeting minutes  
October 12, 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 J. Richardson, Alderman Beyer, Mayor Oseby  
Staff present: Planning and Zoning Director S. Richardson, Utility Superintendent Beck, Finance Officer Schantz, Building Inspector Pearson, City Engineer Jesse Morris (DGR)

Absent:

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

**Approve agenda.** Motion by Richardson to approve amended agenda, seconded by Henning. No discussion. Oseby took vote: Beyer – aye, Henning – nay, Maras – nay, Richardson - nay. Majority nay, motion fails. Motion by Richardson to amend agenda to add special liquor license to consent calendar, seconded by Henning. No discussion. All aye, motion carries, agenda amended. Motion by Richardson to approve amended agenda, seconded by Henning. No discussion. All aye, motion carries, agenda approved.

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

**Approved claims.**

Vendor	Date incur.	Description	Amount
A&B Business Solutions	10/1/2020	10-2020 IT services	\$ 620.94
A&B Business Solutions	10/5/2020	copier lease	\$ 262.84
ABC Rentals	9/15/2020	over seeder rental	\$ 68.43
Adapco	9/14/2020	mosquito chemical	\$ 601.65
Addy Disposal	9/30/2020	utilities - garbage service	\$ 52.00
Aflac	9/23/2020	AFLAC payable	\$ 138.34
Alliance Communications	10/1/2020	utilities	\$ 148.50
Alliance Communications	10/1/2020	utilities	\$ 99.03
Automotive Services	6/29/2020	maintenance truck	\$ 71.36
Backhaus Construction	9/7/2020	abatement of nuisance property	\$ 6,785.20
Border States Electric	10/6/2020	supplies	\$ 123.00
Border States Electric	9/22/2020	end caps	\$ 46.23
Brittney Gunn	10/5/2020	ccc dmg dep	\$ 400.00
Builders Electric	9/28/2020	new light at Sunset Park	\$ 79.05
Burbach Aquatics	8/24/2020	Phase I, Step #2 compensation	\$ 2,475.00
Christopher Rieff	9/30/2020	ccc dmg dep + key deposit	\$ 225.00
Crooks Country Corner	9/29/2020	supplies crack sealer repair	\$ 21.90
Crooks Municipal Utilities	10/7/2020	utilities - Palmira bathroom	\$ 95.95
Crooks Municipal Utilities	10/7/2020	utilities - city shop	\$ 25.00
Crooks Municipal Utilities	10/7/2020	utilities - Comm Cen	\$ 101.20

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Crooks Municipal Utilities	10/7/2020	utilities - w lift station	\$ 27.25
Crooks Municipal Utilities	10/7/2020	utilities - n lift station	\$ 26.50
Crooks Volunteer Fire Department	9/20/2020	2021 calendar ad	\$ 125.00
DGR Engineering	9/17/2020	shop expansion + master planning	\$ 1,219.50
DGR Engineering	9/17/2020	Palmira utility improvement const. admin.	\$ 2,821.83
Dudley Laundry d/b/a Appeara	8/25/2020	mop, towel, mat service	\$ 162.62
Dudley Laundry d/b/a Appeara	8/25/2020	mop, towel, mat service	\$ 82.25
Dudley Laundry d/b/a Appeara	9/8/2020	mop, towel, mat service	\$ 78.23
Dudley Laundry d/b/a Appeara	9/16/2020	mops, towels, and mats at Comm Cen	\$ 79.30
Dudley Laundry d/b/a Appeara	9/30/2020	map, towel, mat service @ Comm Cen	\$ 57.61
Ecolab	9/25/2020	pest control @ Comm Cen	\$ 77.63
Falls Architecture	10/8/2020	invoice for shop expansion services	\$ 750.00
Falls Architecture	9/8/2019	invoice for Palmira comfort station	\$ 450.00
Ferguson Waterworks	9/14/2020	registers	\$ 3,044.34
Ferguson Waterworks	9/29/2020	gaskets	\$ 129.12
Ferguson Waterworks	9/28/2020	water meters	\$ 803.27
Ferguson Waterworks	9/24/2020	couplings	\$ 125.81
Garbage'N'More	10/1/2020	utilities - garbage service	\$ 410.00
General Corrosion Corporation	9/14/2020	cathodic protection survey	\$ 1,375.00
Great Western Bank	10/9/2020	purchase card payment	\$ 1,511.43
Great Western Bank	10/8/2020	account analysis charge -206	\$ 80.00
Great Western Bank	10/8/2020	account analysis charge -916	\$ 40.77
Groebner & Associates	9/4/2020	meter + supply purchase	\$ 2,845.94
Health Pool of SD	10/1/2020	health + life insurance payable	\$ 2,077.83
Helpline Center	9/30/2020	09-2020 service charge	\$ 108.00
Hydraulic Worlds	9/24/2020	hose + hose sleeve	\$ 195.60
HydroKlean	9/24/2020	clean lift stations	\$ 670.00
Internal Revenue / EFTPS	9/17/2020	payroll taxes employee wages	\$ 2,331.67
Internal Revenue / EFTPS	9/16/2020	FICA council + mayor PR 09-2020	\$ 316.56
Internal Revenue / EFTPS	9/24/2020	payroll taxes council + mayor 09.24.20 mtg	\$ 42.19
Internal Revenue / EFTPS	9/29/2020	payroll taxes PZ Commission 09.28.20 mtg	\$ 38.30
Internal Revenue / EFTPS	10/2/2020	payroll taxes employee wages	\$ 2,270.31
Internal Revenue / EFTPS	10/2/2020	payroll taxes mayor wage	\$ 68.60
Internal Revenue / EFTPS	10/1/2020	payroll taxes council + mayor 09.30.20 mtg	\$ 42.19
Internal Revenue / EFTPS	10/2/2020	payroll taxes PZ Director payroll	\$ 39.02
Jacob Dibbert	10/9/2020	ccc dmg dep rtn + prepaid rent	\$ 262.50
Lacey Rentals	9/21/2020	portable restroom service	\$ 140.00
Lacey Rentals	9/22/2020	portable restroom rental Sunset Park	\$ 165.00
Lacey Rentals	9/22/2020	portable restroom rental city shop	\$ 135.00

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Mac's / Blue Tarp Financial	10/7/2020	supplies	\$ 28.94
Matheson Tri-Gas	9/30/2020	supplies	\$ 34.25
Menards	9/11/2020	supplies	\$ 57.14
MidAmerican Technology	8/20/2020	direct connection lead	\$ 70.00
Minnehaha Comm. Wtr. Corp.	8/2/2020	09-2020 water purchase	\$ 7,795.20
Minnehaha County Sheriff	10/7/2020	Q4 services	\$ 11,537.50
Mitchell Construction, Inc.	9/16/2020	hot mix + trucking	\$ 1,101.10
New Century Press	9/4/2020	bid notice - meters	\$ 67.86
New Century Press	9/11/2020	bid notice 2 - meters	\$ 54.12
New Century Press	9/18/2020	publication exp resolution 2020-09-02	\$ 29.79
New Century Press	9/18/2020	publication exp resolution 2020-09-01	\$ 19.03
New Century Press	10/2/2020	09.14.20 mtg mins pub	\$ 313.62
New Century Press	10/2/2020	09.23.20 mtg mins pub	\$ 31.44
New Century Press	9/18/2020	homecoming ad	\$ 30.00
Nexben	10/7/2020	voluntary child life	\$ 1.70
Nexben	10/7/2020	voluntary spouse life	\$ 50.40
Nexben	10/7/2020	voluntary life	\$ 44.00
Nexben	10/7/2020	vision insurance	\$ 18.66
Nexben	10/7/2020	dental insurance	\$ 161.10
Payment Service Network	10/4/2020	09-2020 gateway fee	\$ 39.95
Pump'N'Stuff	9/15/2020	fuel	\$ 16.62
Pump'N'Stuff	9/15/2020	fuel	\$ 11.13
Pump'N'Stuff	10/5/2020	fuel	\$ 7.07
Pump'N'Stuff	9/29/2020	fuel	\$ 20.74
Q3 Contracting	10/8/2020	new gas services	\$ 3,081.15
SD DENR	9/9/2020	stormwater fee Palmira project	\$ 250.00
SD Dept of Health - Public Health Laboratory	9/22/2020	wastewater analysis	\$ 181.00
SD Dept of Revenue	10/8/2020	09-2020 sales tax payable	\$ 1,277.19
SD Grasslands Coalition	9/25/2020	ccc dmg dep + key deposit rtn	\$ 225.00
SD One Call	9/30/2020	09-2020 service charge	\$ 115.50
SD Retirement System	9/17/2020	09-2020 retirement contribution	\$ 1,941.48
SDRS Supplemental Retirement	9/21/2020	ROTH contribution	\$ 75.00
SDRS Supplemental Retirement	10/6/2020	ROTH contribution	\$ 75.00
Sioux Falls Humane Society	9/10/2020	animal control services 08-2020	\$ 181.68
Sioux Valley	9/15/2020	utilities - sewer	\$ 118.61
Sioux Valley	9/15/2020	utilities - street lights	\$ 254.00
Symmetry Energy Solutions	9/11/2020	08-2020 natural gas purchase	\$ 2,729.04
Symmetry Energy Solutions	10/7/2020	09-2020 natural gas purchase	\$ 3,893.60
U Drive Technologies	10/1/2020	09-2020 text msg services	\$ 50.00
US Bank	10/15/2020	SRF lagoon bond payment	\$ 7,194.04
US Postal Service	8/10/2020	08-2020 ub billing	\$ 243.96
US Postal Service	10/8/2020	mailing fee UB postcards	\$ 226.81
US Postal Service	10/8/2020	additional mailing fee postcards	\$ 20.00

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USDA - Rural Development	10/20/2020	pay loader note payment	\$ 1,663.00
Verizon	9/10/2020	utilities	\$ 23.16
Verizon Wireless	9/23/2020	utilities	\$ 87.44
Winnafred Senkle	9/17/2020	ut dep rtn	\$ 0.95
Xcel Energy	9/28/2020	utilities	\$ 3,185.31
		<b>Total claims</b>	<b>\$ 86,301.07</b>

Purchase card payments			
Vendor	Date incur.	Description	Amount
Crooks Country Corner	9/14/2020	vehicle maintenance + fuel	\$ 132.85
Crooks Country Corner	9/16/2020	fuel for paver	\$ 23.38
Crooks Country Corner	9/25/2020	fuel	\$ 38.03
Dakota Supply Group	9/28/2020	supplies	\$ 51.23
JCL Solutions	9/22/2020	cleaning supplies	\$ 128.79
Nyberg's Ace Hardware	9/14/2020	lawn starter	\$ 73.98
Nyberg's Ace Hardware	9/28/2020	supplies	\$ 0.97
Office Depot	10/7/2020	new office chair + plastic mat floor	\$ 153.33
Pfeifer Implement	9/14/2020	parts for mower	\$ 55.69
Pump'N'Stuff	9/15/2020	fuel	\$ 11.47
Pump'N'Stuff	9/15/2020	fuel	\$ 11.29
Pump'N'Stuff	9/11/2020	fuel	\$ 4.19
Pump'N'Stuff	9/11/2020	fuel	\$ 55.08
Pump'N'Stuff	9/14/2020	fuel	\$ 10.56
Pump'N'Stuff	9/23/2020	fuel	\$ 11.47
Pump'N'Stuff	9/23/2020	fuel	\$ 11.37
Pump'N'Stuff	9/23/2020	fuel	\$ 11.50
Pump'N'Stuff	9/24/2020	fuel	\$ 35.03
Pump'N'Stuff	9/24/2020	fuel	\$ 11.51
Pump'N'Stuff	10/1/2020	fuel	\$ 32.28
Pump'N'Stuff	9/30/2020	fuel	\$ 11.67
Pump'N'Stuff	9/28/2020	jumper cables	\$ 22.49
Pump'N'Stuff	10/7/2020	fuel	\$ 134.01
Reflective Apparel	9/30/2020	reflective apparel	\$ 152.31
Scooby's	10/5/2020	car wash	\$ 8.25
Stan Houston	9/23/2020	street supplies	\$ 200.35
Tractor Supply	10/7/2020	supplies	\$ 30.46
US Postal Service	9/11/2020	postage	\$ 11.00
US Postal Service	9/4/2020	postage	\$ 9.70
US Postal Service	9/25/2020	certified postage	\$ 3.55
Walmart	9/24/2020	face masks	\$ 63.64
		<b>Total purchase card claims</b>	<b>\$ 1,511.43</b>
Purchase card claims already paid			
Nyberg's Ace	9/9/2020	supplies	\$ 86.71
		<b>Total purchase card claims pd</b>	<b>\$ 86.71</b>

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**Approved wages/salaries.**

Council	\$ 700.00
Mayor	\$ 965.00
Planning and Zoning Commission	\$ 1,221.50
Finance Office	\$ 1,983.17
Government Buildings	\$ 744.83
Building Inspector	\$ 1,517.08
Highway & Streets	\$ 1,212.18
Code Enforcement	\$ 87.76
Animal Control	\$ 43.88
West Nile	\$ 112.78
Parks	\$ 2,209.41
Gas	\$ 3,871.99
Water	\$ 3,605.88
Sewer	\$ 4,338.96
<b>Total wage claims</b>	<b>\$ 22,614.42</b>

**Public hearings.** None.

**Open comments.** Shannon Skovlund asked his residence’s address to be reassigned. Austin McKinney asked addresses at his property be reassigned and assigned. Process of assigning addresses was discussed by those present.

**Reports / Other business.**

Park report was given by Henning. At the last Park Board meeting, the board members reviewed the proposed park in the Schoenfelder development and identified concerns over its size. The Park Board will meet on October 20 to discuss the proposed park with the Crooks HRC. The Park Board is in the process of being restructured from a Council member-led board to a citizen-led board. The process of designating park land was discussed by those present. Grading work at Sunset Park was discussed. The waterline leading to Sunset Park and options for watering the park were discussed.

Street report was given by Maras. The City will conduct patchwork in town. The City crew is cleaning the drainage at Sunset Park is currently being cleared. The snow removal crew is preparing for the upcoming season.

Planning and Zoning report was given by S. Richardson. The Crooks Planning and Zoning Commission reviewed the pre-concept plan for the Schoenfelder development at their September meeting. The current zoning regulations’ requirements for a park were discussed. The setbacks for the suggested multi-family residential housing near the railroad tracks were reviewed. A homeowner’s shed is non-compliant, exceeding the height limitation. Oseby asked S. Richardson about parking requirements at proposed park identified in Schoenfelder development concept.

Building inspector’s report was given by Pearson. Pearson provided council and mayor with tentative concept plan for school. Pearson stated City does not have a fee for grading and excavating permit. Dirt moving fee was explained by Pearson and he requested a fee be adopted. Discussion ensued about

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dirt moving fee, permit fees and other City fees. Motion by Richardson to add dirt moving/ grading fee to City's fee and fine resolution in the amount of \$50.00 for non-residential construction, seconded by Maras. No further discussion. All aye, motion carries. Pearson then reported on building permit issued in FY 2020. Pearson spoke on need to adopt 2018 IBC code for City and asked council to review provided ordinance. Pearson discussed the insurance audit he is currently responding too and its implications.

Government buildings and IT report was given by Beyer. Beyer spoke on meeting with IT providers and soliciting offers for new IT infrastructure/products for City. i. Technology upgrades. Council, mayor, and those present reviewed the quotes for technology upgrades. The server in the office needs upgrading as it is expired. Motion by Richardson to approve server upgrade, seconded by Beyer. No discussion. All aye, motion carries. The status of the laptop order for City staff was discussed and the need for software assisting City with archiving documents. ii. Tablet purchase. Quote was reviewed. Motion by Richardson to approve Samsung tablets, seconded by Henning. No further discussion. All aye, motion carries. iii. Facility upgrade. The quotes for touchless toilets and sinks are City facilities were reviewed. Council and mayor discussed the discrepancies between the quotes. Oseby stated he asked staff to get additional information to get comparable quotes.

Finance report was given by Richardson. Auditors met with Oseby and Schantz to review 2019 audit and responses are prepared to Audit comments. Deposits Crooks Sanitary District. Records have been discovered of a deposit liability of the City of Crooks not added to accounting records. The history of Crooks Sanitary District was discussed. Deposit policy of Crooks Municipal Utilities was discussed. The USDA applications for equipment upgrade and city shop will be submitted this week.

Utility report was given by Beck. The request for new gas services has increased for fall. Lagoon samples were taken. Ponds at lagoon look good.

Code Enforcement/Animal control was given by Beck. Nuisance property with barking dogs had recurring visits from auditors with citations issued to violator. Violator has been taken to court for animal ordinance violations.

#### Other items.

- i. Volunteer acknowledgment. Oseby acknowledged the following volunteers: Justin and Derek Zacharias, Adam brown, Nate Stoltenburg, Travis Zenk, John Reiser, Nick Nielson, Chris and Sara Rokeh, Aimee VanderMey, Nicki Jones, and Denny Beck.
- ii. Palmira pay application #9 for Palmira parking lot. The submitted pay application was reviewed. Motion by Maras to pay for pay application #9 in the amount of \$14,517.71 to Duinick (contractor), seconded by Richardson. Maras asked Morris about amount of liquidated damages incurred to-date. No further discussion. All aye, motion carries.
- iii. Establish fee for portable sign rental. Council, mayor, and those present discussed establishing a fee for the rental of the portable sign (former CAWT sign) and regulations. Interested parties have contacted City about renting the portable sign. Staff was instructed to provide suggestion for sign fee.

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

- a. Resolution 2020-10-01. Resolution was discussed. Motion by Richardson to approve resolution, seconded by Henning. No further discussion. All aye, motion carries.

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- b. Grant permission to use City shop. The submitted request was discussed. Motion by Henning to grant permission to use shop to Bryon Farmer if needed for October 23, seconded by Maras. No discussion. All aye, motion carries.

Executive session. Motion by Richardson to enter into executive session pursuant to SDCL 1-25-2[1] & SDCL 1-25-2[3] at 8:10 pm, seconded by Henning. Roll call vote: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries. Oseby called meeting back to order at 8:46 pm. Motion by Maras to have DGR prepare final pay application for Palmira project for work completed to date minus the liquidated damages assessed against the contractor and have DGR Engineering compose a letter explaining the pay application, seconded by Richardson. No discussion. All aye, motion carries.

Adjourn. Motion by Richardson to adjourn meeting at 8:46 pm, seconded by Henning. No discussion. All aye, motion carries.

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

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