

The City of Crooks is an equal opportunity provider.

City of Crooks
City Council
Special monthly meeting minutes
November 16, 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, Mayor Oseby (on phone)

Staff present: Finance Officer Schantz

Absent: Planning and Zoning Director S. Richardson (w/ notice), Utility Superintendent Beck (w/ notice)

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

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

Consent calendar items. Liquor license applications status discussed. 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	11/2/2020	11-2020 IT services	\$ 620.94
A&B Business Solutions	11/3/2020	new server	\$ 5,750.00
A&B Business Solutions	11/4/2020	copier lease	\$ 262.84
A&B Business Solutions	10/21/2020	tablets for council	\$ 1,674.00
A&B Business Solutions	10/22/2020	laptops for city staff & mayor	\$ 6,975.00
Addy Disposal	10/30/2020	utilities	\$ 52.00
Aflac	10/21/2020	AFLAC payable	\$ 138.34
AgLab	10/25/2020	soil testing	\$ 180.00
Alliance Communications	11/1/2020	utilities	\$ 99.01
Alliance Communications	11/1/2020	utilities	\$ 148.50
American Engineering Testing	10/28/2020	wastewater analysis	\$ 202.00
Asphalt Surfacing Company	10/21/2020	tack oil	\$ 325.00
Bierschbach Equipment & Supply	11/4/2020	power rake rental	\$ 190.00
Bill Bruns Jr.	11/5/2020	ut dep rtn	\$ 86.59
Border States Electric	10/27/2020	supplies	\$ 249.52
Carl Murra	10/26/2020	ut dep rtn	\$ 10.39
City of Sioux Falls	10/6/2020	bacteria test water	\$ 87.00
Claudio Alfaro	10/19/2020	ccc dmg dep rtn + key dp rtn	\$ 225.00
Clayton Energy Corporation	11/2/2020	October service fee + October reservation	\$ 4,172.38
Clayton Energy Corporation	11/13/2020	10-2020 natural gas purchase	\$ 16,068.03
Crooks Country Corner	10/15/2020	propane tank	\$ 28.99
DGR Engineering	10/19/2020	Palmira utility improvements	\$ 2,243.35
DGR Engineering	10/19/2020	master planning & coordination	\$ 823.08
Diesel Machinery Inc	10/9/2020	mini excavator rental	\$ 1,112.50

The City of Crooks is an equal opportunity provider.

Diesel Machinery Inc	10/21/2020	freight fee mini excavator return	\$ 212.50
Dudley Laundry d/b/a Appeara	10/15/2020	mat, towel, map service	\$ 75.69
Ecolab	10/28/2020	pest service control at Comm Cen	\$ 77.63
Equipment Blades Inc	11/4/2020	snowplow blade	\$ 1,752.00
Ferguson	10/16/2020	repair belt clip	\$ 180.00
Ferguson	10/8/2020	meters	\$ 1,215.06
Ferguson Waterworks	11/6/2020	supplies	\$ 1,210.44
Fred the Fixer	9/22/2020	maintenance concession stand	\$ 75.00
Great Western Bank	11/9/2020	account analysis charge - 916	\$ 40.14
Great Western Bank	11/9/2020	account analysis charge - 206	\$ 60.00
Great Western Bank	11/6/2020	purchase card payment	\$ 1,204.58
Groebner & Associates	11/2/2020	radio read upgrade meters	\$ 80,722.48
Groebner & Associates	10/14/2020	meter purchase	\$ 680.46
Groebner & Associates	10/23/2020	gas meter purchase	\$ 303.64
Health Pool of SD	11/1/2020	11-2020 health + life insurance payable	\$ 2,077.83
Helpline Center	10/31/2020	10-2020 service charge	\$ 108.06
Internal Revenue / EFTPS	10/19/2020	payroll taxes employee payroll	\$ 2,378.83
Internal Revenue / EFTPS	10/13/2020	payroll taxes council + mayor PR	\$ 293.62
Internal Revenue / EFTPS	10/14/2020	payroll taxes mayor payroll	\$ 48.72
Internal Revenue / EFTPS	11/4/2020	payroll tax payment	\$ 2,443.72
Karen Storm	7/25/2019	ut dep rtn	\$ 36.80
Lacey Rentals	10/20/2020	portable restroom rental	\$ 165.00
Lacey Rentals	10/20/2020	portable restroom rental	\$ 135.00
Matheson Tri-Gas	10/31/2020	supplies	\$ 35.06
Meierhenry Sargent	10/6/2020	08-2020 + 09-2020 legal expense	\$ 1,680.00
Meierhenry Sargent	11/4/2020	10-2020 legal expense	\$ 816.00
Minnehaha Comm. Wtr. Corp.	11/3/2020	10-2020 water purchase	\$ 5,773.32
Mitchell Construction	10/15/2020	hot mix + trucking	\$ 2,693.20
Nelson Technologies	10/30/2020	supplies	\$ 1,302.92
New Century Press	10/9/2020	ord 269 publication expense	\$ 59.58
New Century Press	10/9/2020	ord 268 publication expense	\$ 143.98
New Century Press	10/9/2020	09/30/2020 mtg mins publication expense	\$ 21.51
New Century Press	10/23/2020	10.12.2020 mtg mins publication expense	\$ 349.21
New Century Press	10/16/2020	Res 2020-10-01 publication expense	\$ 14.90
New Century Press	10/21/2020	drop off ad	\$ 80.00
New Century Press	10/28/2020	drop off ad	\$ 80.00
New Century Press	11/6/2020	2nd bid notice shop expansion	\$ 37.62
New Century Press	10/30/2020	1st bid notice shop expansion	\$ 47.17
Nexben	11/4/2020	voluntary child life	\$ 1.70
Nexben	11/4/2020	voluntary spouse life	\$ 50.40
Nexben	11/4/2020	voluntary life	\$ 44.00
Nexben	11/4/2020	vision insurance	\$ 18.66
Nexben	11/4/2020	dental insurance	\$ 161.10
Novak Sanitary	11/1/2020	dumpster roll off fees	\$ 580.00
Nyberg's Ace	10/20/2020	supplies	\$ 52.97
Payment Service Network	11/3/2020	10-2020 gateway fee	\$ 39.95

The City of Crooks is an equal opportunity provider.

Pfeifer Implement	11/4/2020	tire purchase	\$ 275.12
Pump'N'Stuff	10/23/2020	fuel	\$ 8.58
Pump'N'Stuff	11/10/2020	fuel	\$ 31.89
Q3 Contracting	10/21/2020	new gas services	\$ 2,634.28
Q3 Contracting	11/4/2020	new gas services	\$ 2,798.60
Q3 Contracting	11/4/2020	restoration	\$ 687.60
Q3 Contracting	11/11/2020	new gas services + raise meter set	\$ 5,416.48
Railroad Management LLC	10/29/2020	water pipeline crossing fee	\$ 284.85
Railroad Management LLC	10/29/2020	water + sewer pipeline crossing fee	\$ 569.64
RDO Equipment	9/8/2020	loader repair	\$ 151.30
SD Dept. of Labor - Reemployment	10/20/2020	benefit charges	\$ 888.50
SD Municipal League	11/3/2020	2021 annual dues	\$ 1,299.61
SD One Call	10/31/2020	10-2020 service charge	\$ 151.20
SD Retirement System	10/22/2020	10-2020 retirement contribution	\$ 1,941.84
SDML Workman's Comp Fund	10/14/2020	2021 workman's comps insurance	\$ 7,176.00
SDRS Supplemental Retirement	10/22/2020	ROTH contribution	\$ 75.00
SDRS Supplemental Retirement	11/6/2020	ROTH contribution	\$ 75.00
SF Humane Society	10/9/2020	09-2020 animal control services	\$ 168.68
Sioux Valley	10/14/2020	utilities - sewer	\$ 143.65
Sioux Valley	10/14/2020	utilities - street lights	\$ 254.00
Stan Houston	10/17/2020	rental plate packer	\$ 70.00
Stan Houston	10/14/2020	supplies	\$ 258.99
Trace Switzenberg	10/28/2020	ut dep rtn	\$ 26.59
U Drive Technologies	11/1/2020	10-2020 text msg services	\$ 50.00
USDA - Rural Development	11/20/2020	pay loader note payment	\$ 1,663.00
Vantek Communications	10/1/2020	utilities	\$ 15.00
Vantek Communications	11/1/2020	utilities	\$ 15.00
Verizon	10/23/2020	utilities	\$ 91.45
Verizon Wireless	10/10/2020	utilities	\$ 41.32
Western Housing	10/21/2020	ut dep rtn	\$ 73.35
Xcel Energy	10/30/2020	utilities	\$ 2,796.48
		Total claims	\$ 181,437.91

Purchase card payments.

Vendor	Date incur.	Description	Amount
Amazon	10/23/2020	driveway markers	\$ 51.99
Nyberg's Ace	11/12/2020	supplies	\$ 20.95
Nyberg's Ace	10/20/2020	supplies	\$ 20.45
Nyberg's Ace	10/21/2020	supplies	\$ 14.97
Nyberg's Ace	10/27/2020	supplies	\$ 111.26
Office Depot	10/12/2020	supplies	\$ 215.98
Pump'N'Stuff	10/20/2020	fuel	\$ 42.89
Pump'N'Stuff	10/15/2020	fuel	\$ 11.07
Pump'N'Stuff	10/13/2020	fuel	\$ 39.25
Pump'N'Stuff	10/15/2020	fuel	\$ 11.45
Pump'N'Stuff	10/16/2020	fuel	\$ 38.18
Pump'N'Stuff	11/10/2020	fuel	\$ 126.47
Pump'N'Stuff	10/16/2020	fuel	\$ 53.76

The City of Crooks is an equal opportunity provider.

Pump'N'Stuff	10/14/2020	fuel	\$ 19.31
Pump'N'Stuff	10/23/2020	fuel	\$ 75.14
Scooby's Car Wash	10/19/2020	car wash	\$ 7.75
Sturdevant's Auto Parts	10/20/2020	supplies	\$ 170.91
US Postal Service	10/13/2020	postage - utility delinquent letters	\$ 172.80
		Total purchase card claims	\$ 1,204.58

Salaries/Wages for October 2020.

Council	\$ 675.00
Mayor	\$ 765.00
Finance Office	\$ 1,483.55
Government Buildings	\$ 479.97
Building Inspector	\$ 1,523.45
Highway & Streets	\$ 2,459.57
Code Enforcement	\$ 87.76
Clean-Up	\$ 19.01
Animal Control	\$ 43.88
West Nile	\$ 37.49
Parks	\$ 1,808.90
Economic Development	\$ 103.20
Gas	\$ 4,210.44
Water	\$ 3,473.36
Sewer	\$ 3,477.30
Total wage claims	\$ 20,647.88

Public hearings. None.

Open comments. Mike Harstad, Chief Crooks Fire Department, spoke on the potential to received local COVID funds for the purchase new radios for fire department. Harstad spoke on fundraising shortfall the fire department experienced this year, which amounted to an estimated \$30,000. The fire department responded to 24 calls in November. Mike Harstad, Crooks HRC chairman, spoke on upcoming meeting to determine suitable development partner for Schoenfelder land. Council and those present then discussed ambulance services in Crooks.

Reports / Other business.

Park report was given by Henning. The Parks Board meeting was held during the Crooks HRC's last monthly meeting and discussion focused on the new park area in new development. Discussion then turned on transitioning efforts of board to citizen-led group.

Street report was given by Maras. The recent snow event was discussed. The sewer protection inlets in the Palmira addition were removed. Schantz provided update on the status of West Ave trails phase II.

Planning and Zoning. No report.

The City of Crooks is an equal opportunity provider.

Government buildings and IT report was given by Beyer. The bid opening for the shop expansion will happen on Thursday (11/19). The tablets for officials and laptops for staff were received. The new server was installed at the city office.

Finance report was given by Richardson. The auditors mailed the final version of the 2019 report to the City and it was distributed.

Utility report was given by Schantz. New gas services were installed, a gas hit was repaired, and a meter set raised.

Code Enforcement/Animal control was given by Schantz. Court date for dog violation was cancelled.

Other items.

- i. Volunteer acknowledgment. No acknowledgments.
- ii. Establish fee for portable sign. A fee for the portable sign was discussed. Motion by Richardson to set portable sign rental fee at \$45.00 per week, seconded by Henning. Discussion then ensued about lettering of signs and appropriate uses. Motion by Richardson to amend previous motion to restrict use of sign only within city-limits and bar the use of the sign for political messages, seconded by Maras. No further discussion. All aye, motion amended. Council then proceeded to vote on amended motion. All aye, motion carries.
- iii. Surplus property. Motion by Richardson to surplus property (2 x Viewscreen monitors, 22"; 1 x Planar monitor, 22"; 2 HP Elite Desktop towers, no hard drives, I5 process; 2 HP Probooks 650, ca. 2015 or 2016; 1 HP Probook 6570) and determine them of being no further use to the use, seconded by Beyer. No further discussion. All aye, motion carries.
- iv. Appoint surplus property evaluation board. Use of board was discussed. Motion by Henning to appoint Allan Beyer, Jacob Maras, and Andrew Henning as appraisal board for surplus property all being property owners in the municipality, seconded by Richardson. No further discussion. All aye, motion carries.
- v. Ambulance services. Oseby spoke on the letter received from ambulance company servicing Crooks area. Past experiences with ambulance services company of Crooks area were discussed.

Ordinances, resolutions, policy, motions.

- a. First reading of Ordinance #270 was given by Richardson.
- b. First reading of Ordinance #271 was given by Richardson.
- c. Resolution 2020-11-01. Resolution was discussed. Motion by Henning to approve resolution, seconded by Maras. Council discussed future responsibility of assigning addresses. All aye, motion carries.
- d. Resolution 2020-11-02. Resolution was discussed. Motion by Beyer to approve resolution, seconded by Maras. No further discussion. All aye, motion carries.
- e. Employee wages/salaries. Schantz explained increases for hourly personnel were due. Motion by Henning to increase hourly wages of Chad Moller to \$16.00/hr and Dustin Wochnick to \$17.00/hr, seconded by Maras. No further discussion. All aye, motion carries.

Adjourn. Motion by Henning to adjourn meeting at 7:58 pm, seconded by Maras. No discussion. All aye, motion carries.

The City of Crooks is an equal opportunity provider.

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

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