

City of Crooks
City Council
Regular monthly meeting
Meeting agenda
Date: December 14, 2020
Time: 7:00 pm
Location: Crooks Community Center, 701 S West Ave, Crooks, SD

- 1) Call to order / Roll call
- 2) Pledge of allegiance
- 3) Invocation
- 4) Approve posted agenda
- 5) Correction to November 16, 2020 meeting minutes
- 6) Consent calendar items:
 - a. Approve meeting minutes
 - b. Approve financials
 - c. Approve claims
 - d. IT agreement security for additional laptop
 - e. 2021 Contracts:
 - i. Helpline for 2021
 - ii. Sheriff's Department
 - iii. Schoenfish - Engagement letter for audit of FY2020
 - iv. Sioux Falls Humane Society Contract for 2021
 - f. 2021 Garbage hauler license renewals
 - g. Approve additional radio purchase for Crooks Volunteer Fire Department
- 7) Open comments
 - a. Scott Wieman – Water & Sewer charge appeal
- 8) Reports / Other business
 - a. Crooks HRC
 - i. TIF Schoenfelder Land
 - b. Park report
 - c. Street report
 - d. Government buildings & IT report
 - i. Bids – shop expansion
 - ii. Touchless upgrade
 - e. Finance report
 - f. Utility report
 - i. Gas meter upgrade
 - g. Code enforcement / animal control
 - h. Other items:
 - i. End-Of-Year meeting date
 - ii. Volunteer acknowledgement
- 9) Ordinances, resolutions, policy, motions
 - a. Second reading of Ordinance # 270: An ordinance to establish water and sewer rates for the City of Crooks
 - b. Second reading of Ordinance # 271: An ordinance providing compensation for the mayor and aldermen
 - c. First reading of Ordinance # 272: A supplemental appropriations ordinance
 - d. Employee wage
- 10) Executive session pursuant to SDCL 1-25-2(1) – Personnel matters & SDCL 1-25-2(3) – consulting with legal counsel & SDCL 1-25-2(5) – pricing and marketing strategies
- 11) Adjourn

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

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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

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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

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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.

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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.

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

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

City of Crooks
Crooks City Council
Special/Joint meeting minutes
November 23, 2020

At 5:30 pm, Mayor Oseby called the meeting to order at the Crooks Community Center. Finance Officer Schantz took roll call:

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

Staff present: Finance Officer Schantz, PZ Director S. Richardson

Absent: Alderman Maras (w/ notice)

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

Discussion on Schoenfelder development w/ Crooks HRC. Council and Crooks HRC engaged in discussion on the proposed development, the ideas and concepts Council members would like incorporated and seen in the development, and the different options for the development. Potential issues revolving around zoning, traffic flow, park sizes and future development of land were discussed. Potential exist plans of the CHRC were discussed. Council and Crooks HRC discussed advantages of partnership with developer.

Adjournment. Motion by Henning to adjourn meeting at 6:16 pm, seconded by Maras. No discussion. All aye, motion carries.

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

Published: 12/04/2020

Published once at the approximate cost of: \$19.86

City of Crooks
Crooks City Council
Special meeting minutes
December 7, 2020

At 5:30 pm, Mayor Oseby called the meeting to order at the Crooks Community Center. Finance Officer Schantz took roll call:

Present: Alderman Henning, Alderman Beyer, Alderman J. Richardson, Alderman Maras (on phone), Mayor Oseby

Staff present: Finance Officer Schantz

Absent: ---

Approve agenda. Motion by Henning to approve agenda, seconded by Beyer. No discussion. Roll call vote: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries.

Fire Department COVID relief funds items. Council reviewed and discussed items eligible for COVID relief funds with Harstad, Crooks Fire Chief. The eligible items are a LUCAS compression device and 8 radios. Motion by Richardson to approve and proceed with the ordering of items, seconded by Henning. No further discussion. Roll call vote: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries.

Adjournment. Motion by Henning to adjourn meeting at 5:35 pm, seconded by Beyer. No discussion. Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries.

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

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

CITY OF CROOKS BUDGET V. ACTUALS
As of November 30th, 2020

Appropriation and Accumulations:	2020 Budget	2020 YTD Actuals	Remaining Balance	% Budget spent
410 GENERAL GOVERNMENT				
411 Council	\$ 13,084.00	\$ 11,450.57	\$ 1,633.43	87.52%
411.3 Publications	\$ 5,535.00	\$ 4,885.13	\$ 649.87	88.26%
411.5 Contingency	\$ 2,779.00	\$ -	\$ 2,779.00	0.00%
412 Mayor	\$ 14,020.00	\$ 14,291.41	\$ (271.41)	101.94%
412.3 Planning & Zoning	\$ 12,624.00	\$ 9,324.07	\$ 3,299.93	73.86%
413 Elections	\$ 1,730.00	\$ 23.46	\$ 1,706.54	1.36%
414 Attorney	\$ 15,000.00	\$ 6,807.00	\$ 8,193.00	45.38%
414.2 Finance Office	\$ 34,935.00	\$ 29,530.86	\$ 5,404.14	84.53%
419.2 Government Buildings	\$ 45,429.00	\$ 29,473.15	\$ 15,955.85	64.88%
419.6 Engineer	\$ 4,000.00	\$ 4,000.00	\$ -	100.00%
TOTAL GENERAL GOVERNMENT	\$ 149,136.00	\$ 109,785.65	\$ 39,350.35	73.61%
420 PUBLIC SAFETY				
421 Police	\$ 46,500.00	\$ 46,150.00	\$ 350.00	99.25%
422 Fire	\$ 22,000.00	\$ 22,000.00	\$ -	100.00%
423.2 Protective Inspection	\$ 21,665.00	\$ 21,081.36	\$ 583.64	97.31%
TOTAL PUBLIC SAFETY	\$ 90,165.00	\$ 89,231.36	\$ 933.64	98.96%
430 PUBLIC WORKS				
431.1 Highway and Streets	\$ 60,170.00	\$ 52,761.72	\$ 7,408.28	87.69%
431.2 Front Footage	\$ 62,000.00	\$ 35,470.04	\$ 26,529.96	57.21%
431.6 Street Lighting	\$ 25,330.00	\$ 20,444.23	\$ 4,885.77	80.71%
431.7 Snow Removal	\$ 31,209.00	\$ 24,847.82	\$ 6,361.18	79.62%
TOTAL PUBLIC WORKS	\$ 178,709.00	\$ 133,523.81	\$ 38,824.01	74.72%
440 HEALTH AND WELFARE				
441 Code Enforcement	\$ 12,278.00	\$ 8,762.84	\$ 3,515.16	71.37%
441.1 City Cleanup	\$ 4,953.00	\$ 4,650.76	\$ 302.24	93.90%
441.2 Animal Control	\$ 1,308.00	\$ 1,237.63	\$ 70.37	94.62%
441.3 West Nile	\$ 8,855.00	\$ 4,077.99	\$ 4,777.01	46.05%
TOTAL HEALTH & WELFARE	\$ 27,394.00	\$ 18,729.22	\$ 8,664.78	68.37%
450 CULTURE AND RECREATION				
452 Parks	\$ 88,916.00	\$ 78,132.78	\$ 10,783.22	87.87%
TOTAL CULTURE & RECREATION	\$ 88,916.00	\$ 78,132.78	\$ 10,783.22	87.87%
465 ECONOMIC DEVELOPMENT & ASSIST.				
465.3 Promoting the City	\$ 16,459.00	\$ 16,287.92	\$ 171.08	98.96%
TOTAL ECONOMIC DEVELOPMENT & ASSIST.	\$ 16,459.00	\$ 16,287.92	\$ 171.08	98.96%
470 DEBT SERVICE				
470 Debt Service	\$ 21,426.00	\$ 18,293.00	\$ 3,133.00	85.38%
TOTAL DEBT SERVICE	\$ 21,426.00	\$ 18,293.00	\$ 3,133.00	85.38%
TOTAL GENERAL FUNDS	\$ 572,205.00	\$ 463,983.74	\$ 101,860.08	81.09%
211 - Gross Receipts	\$ 8,500.00	\$ 6,130.00	\$ 2,370.00	72.12%
617 - Natural Gas	\$ 722,230.00	\$ 446,136.15	\$ 276,093.85	61.77%
602 - Water	\$ 629,419.00	\$ 160,030.54	\$ 469,388.46	25.43%
604 - Sewer	\$ 922,702.00	\$ 154,895.97	\$ 767,806.03	16.79%

CITY OF CROOKS
Profit and Loss
General Fund
November 2020

General
Fund

Receipts (Source):	
311.01 Property Taxes	96,434.23
313 Sales Tax	18,651.29
319 Penalties and Interest on Tax	6.94
320 Licenses and Permits:	
332.01 City Liquor License	4,000.00
332.03 City Video Lottery License	900.00
332.04 City Building Permits	367.50
332.08 City Contractor Licenses	300.00
331 Federal Grants:	
331 Federal Grant	5,523.00
350 Fines and Forfeits:	
359 Other	50.00
360 Miscellaneous Revenue:	
361 Investment Earnings	3.83
362 Rentals	200.00
364 Maintenance Assessments	
364.01 Street Maintenance Assessment	24,963.25
369.01 Cable Television Franchise Fee	501.82
Total Revenue	151,901.86

Expenditures:

410 General Government

411.1 Council	738.97
411.3 Publishing	288.72
412.1 Mayor	909.55
412.3 Planning & Zoning	389.10
414.2 Finance Officer	3,023.22
419.2 Government Buildings	1,912.44

Total General Government 7,262.00

420 Public Safety

423.2 Protective Inspection	1,439.16
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Total Public Safety 1,439.16

430 Public Works:

431 Highways and Streets	11,616.46
431.6 Street Utilities	1,219.26
431.7 Snow Removal	5,118.59

Total Public Works 17,954.31

440 Health and Welfare

441.0 Code Inspection	113.47
441.1 City Clean-Up	2,087.22
441.2 Animal Control	56.75
441.3 West Nile	1,568.47

Total Health and Welfare 3,825.91

450 Culture and Recreation:

452 Parks	7,197.47
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470 Debt Service 1,663.00

Total Disbursements **39,341.85**

51659.31

Excess of Revenues Over (Under)

Expenditures	112,560.01
Net Change in Fund Balances	112,560.01
Fund Balance - Beginning	<u>186,167.03</u>
FUND BALANCE - ENDING	<u><u>298,727.04</u></u>

CITY OF CROOKS
Profit and Loss
Gross Receipts Fund
November 2020

	Gross Receipts
	Fund
Receipts (Source):	
313 Sales Tax	1,008.87
Total Revenue	1,008.87
Expenditures:	
Total Disbursements	
422 Services & Fees	0.00
	0.00
Excess of Revenues Over (Under)	
Expenditures	1,008.87
Net Change in Fund Balances	1,008.87
Change in Nonspendable	0.00
Fund Balance - Beginning	13,102.65
Prior Adjustments	
Adjusted Fund Balance - Beginning	13,102.65
FUND BALANCE - ENDING	14,111.52

MUNICIPALITY OF CROOKS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS

November 2020

	Enterprise Funds			Totals
	Water Fund	Sewer Fund	Gas Fund	
Operating Revenue:				
370/380 Charges for Goods and Services	18,569.32	23,234.32	76,756.00	118,559.64
Revenue Dedicated to Servicing Debt				0.00
381 Penalties	100.45	118.36	465.79	684.60
367 Contributions and Donations				0.00
369 Miscellaneous	190.11	0.00	0.00	190.11
Total Operating Revenue	18,859.88	23,352.68	77,221.79	119,434.35
Operating Expenses:				
410 Personal Services	3,939.78	4,274.48	5,880.23	14,094.49
420 Other Current Expense	9,450.46	3,630.49	63,754.77	76,835.72
430 Capital Assets	0.00	0.00	0.00	0.00
457 Depreciation				0.00
Total Operating Expenses	13,390.24	7,904.97	69,635.00	90,930.21
Operating Income (Loss)	5,469.64	15,447.71	7,586.79	28,504.14
Nonoperating Revenue (Expense):				
330 Operating Grants				0.00
361 Investment Earnings				0.00
362 Rental Revenue				0.00
442 Interest Expense	0.00	0.00	0.00	0.00
442 Interest Revenue	2.41	1.82	4.76	8.99
(492)366 Gain (Loss) on Disposition of Assets				0.00
(429)369.01 Other				0.00
Total Nonoperating Revenue (Expense)	2.41	1.82	4.76	8.99
Income (Loss) Before Contributions, Special Items, Extraordinary Items and Transfers	5,472.05	15,449.53	7,591.55	28,513.13
391.07 Capital Contributions				0.00
391.1 Transfers In				0.00
511 Transfers Out			0.00	0.00
391.06/(514) Special Items				
391.05/(515) Extraordinary Items				
Change in Net Position	5,472.05	15,449.53	7,591.55	28,513.13
Unrestricted Net Position - Beginning	268,502.96	343,342.02	810,581.78	1,422,426.76
Adjustments:				
GASB 68 Implementation				0.00
Adjustment Bonds issued to Bonds payable				0.00
Adjusted Net Position - Beginning	268,502.96	343,342.02	810,581.78	1,422,426.76
UNRESTRICTED NET POSITION - ENDING	273,975.01	358,791.55	818,173.33	1,450,939.89

City of Crooks
December 2020 claims

Gross wages by department for month of November 2020

Council	\$ 550.00
Mayor	\$ 700.00
Planning and Zoning Commission	\$ 365.00
Finance Office	\$ 1,359.54
Government Buildings	\$ 523.26
Building Inspector	\$ 1,053.65
Highway & Streets	\$ 1,894.15
Highway & Streets - Snow Removal	\$ 636.04
Code Enforcement	\$ 87.76
Clean-Up	\$ 263.59
Animal Control	\$ 43.88
Parks	\$ 1,055.24
Gas	\$ 4,660.77
Water	\$ 3,178.33
Sewer	\$ 3,460.00
Total wage claims	\$ 19,831.21

City of Crooks claims listing

Vendor	Date incur.	Description	Amount
A&B Business Solutions	11/17/2020	docking station + laptop cases	\$ 375.00
A&B Business Solutions	12/4/2020	copier lease	\$ 262.84
A&B Business Solutions	12/1/2020	12-2020 IT service	\$ 620.94
ACD Concrete	11/30/2020	curb repair at Nicole Ave	\$ 252.00
ACD Concrete	11/30/2020	repair driveway	\$ 1,100.00
ACD Concrete	11/30/2020	sidewalk, ADA pads, approaches at parks	\$ 11,347.80
Addy Disposal	11/30/2020	utilities	\$ 52.00
Aflac	11/19/2020	AFLAC payable	\$ 138.34
Alliance Communications	12/1/2020	utilities	\$ 97.37
Alliance Communications	12/1/2020	utilities	\$ 148.50
American Stamp & Marking Products	12/4/2020	stamp, ink pad, name sign	\$ 107.89
Appearia - already pd	10/28/2020	map, towel, mat service @ Comm Cen + off.	\$ 74.46
Appearia - already pd	11/11/2020	map, towel, mat service @ Comm Cen + off.	\$ 74.46
Appearia - residual amount overpayment	11/25/2020	map, towel, mat service @ Comm Cen + off.	\$ 65.85
Border States Electric	11/24/2020	supplies	\$ 105.35
Border States Electric	11/19/2020	supplies	\$ 141.08
Border States Electric	11/9/2020	supplies	\$ 300.93
Border States Electric	10/30/2020	supplies	\$ 381.59
Border States Electric	11/23/2020	tracer wire & plex pipe	\$ 619.10
Clayton Energy	12/11/2020	11-2020 commodity purchase	\$ 27,997.02
Clayton Energy	12/1/2020	reservation fee + 11-2020 service fee	\$ 29,088.80
Concrete Materials	11/12/2020	deicing sand	\$ 1,689.40
Crooks Municipal Utilities	12/9/2020	utilities n lift station	\$ 26.50
Crooks Municipal Utilities	11/6/2020	N lift station utilities 10-2020	\$ 27.25
Crooks Municipal Utilities	11/6/2020	W lift station utilities 10-2020	\$ 27.25
Crooks Municipal Utilities	12/9/2020	utilities w lift station	\$ 28.00
Crooks Municipal Utilities	11/6/2020	City shop utilities 10-2020	\$ 91.00
Crooks Municipal Utilities	11/6/2020	Palmira bathroom utilities 10-2020	\$ 102.70
Crooks Municipal Utilities	12/9/2020	utilities Palmira bathroom	\$ 114.70
Crooks Municipal Utilities	12/9/2020	utilities city shop	\$ 146.50
Crooks Municipal Utilities	11/6/2020	Comm Cen utilities 10-2020	\$ 305.95
Crooks Municipal Utilities	12/9/2020	utilities Comm Cen	\$ 431.95

DGR Engineering	11/19/2020	Palmira project construction admin	\$	1,772.50
Dudley Laundry d/b/a Appeara	11/25/2020	map, towel, mat service @ Comm Cen + off.	\$	74.46
Dudley Laundry d/b/a Appeara	12/9/2020	mat, mop, towel service @ Comm. Cen	\$	74.46
Ecolab	11/23/2020	pest control services	\$	77.63
Gas Training Specialties	12/4/2020	TBS relief valve repair	\$	815.00
Great Western Bank	12/8/2020	account analysis charge -0916	\$	25.48
Great Western Bank	12/8/2020	account analysis charge -0206	\$	60.00
Great Western Bank	12/11/2020	purchase card payment	\$	3,321.28
Groebner & Associates	12/9/2020	supplies	\$	41.00
Groebner & Associates	11/17/2020	meter purchase	\$	680.46
Groebner & Associates	11/17/2020	meter purchase	\$	901.42
Groebner & Associates	12/4/2020	gas meters	\$	4,518.52
Health Pool of SD	12/1/2020	health + life insurance payable	\$	2,077.83
Helpline Center , Inc.	11/30/2020	11-2020 service charge	\$	108.19
Holly Mathieu	11/28/2020	ut dep rtn	\$	100.00
Intek	12/3/2020	disinfecting office	\$	475.00
Internal Revenue Service / EFTPS	11/24/2020	payroll tax payment	\$	38.37
Internal Revenue Service / EFTPS	12/8/2020	payroll tax payment	\$	42.19
Internal Revenue Service / EFTPS	11/17/2020	payroll tax payment	\$	259.00
Internal Revenue Service / EFTPS	11/19/2020	payroll tax payment	\$	2,092.93
Internal Revenue Service / EFTPS	12/2/2020	payroll tax payment	\$	2,159.81
Lacey Rentals	11/17/2020	portable restroom rentals	\$	135.00
Loren Dyskhorn	12/1/2020	ccc dmg dep	\$	175.00
Lorri Bohm	12/2/2020	ccc dmg dep	\$	75.00
Mac's / Blue Trap Financial	12/7/2020	supplies	\$	15.73
Mac's / Blue Trap Financial	12/2/2020	supplies	\$	33.45
Mac's / Blue Trap Financial	12/7/2020	supplies	\$	150.00
Matheson Tri-Gas	11/30/2020	supplies	\$	34.25
MedTox Laboratories	10/31/2020	program admin fee	\$	50.00
MedTox Laboratories	10/31/2020	program admin fee	\$	50.00
Menards	11/19/2020	supplies	\$	316.87
Minnehaha Community Water Corp.	12/2/2020	11-2020 water purchase	\$	5,468.82
Mitchell Construction	11/12/2020	haul snow	\$	202.50
Myrna Hotchkiss	11/23/2020	ccc dmg dep	\$	200.00
New Century Press	12/4/2020	11.23.2020 mtg mins pub exp	\$	19.86
New Century Press	11/20/2020	res. 2020-11-02 pub. exp.	\$	28.89
New Century Press	11/20/2020	res. 2020-11-01 pub. exp.	\$	48.75
New Century Press	11/6/2020	Veteran's Day ad	\$	50.00
New Century Press	11/27/2020	11.16.2020 mtg minutes pub. exp.	\$	247.35
Nexben	12/1/2020	supplemental insurance - child life	\$	1.70
Nexben	12/1/2020	supplemental insurance - vision	\$	18.66
Nexben	12/1/2020	supplemental insurance - voluntary life	\$	44.00
Nexben	12/1/2020	supplemental insurance - spouse life	\$	50.40
Nexben	12/1/2020	supplemental insurance - dental	\$	161.10
Novak Sanitary	12/1/2020	roll off dumpster	\$	1,800.00
Pfeifer Implement	12/10/2020	oil filter	\$	22.94
Pfeifer Implement	12/2/2020	snow tires skid steer	\$	1,751.50
Q3 Contracting	12/9/2020	new gas services	\$	2,654.65
Q3 Contracting	12/2/2020	new gas services	\$	3,638.30
Schoenfish & Co.	10/6/2020	2019 audit preparation fee	\$	8,400.00
Scott Drenth Construction	12/3/2020	helper hinge	\$	55.00
SD Assoc. of Code Enforcement	11/20/2020	2021 dues	\$	40.00
SD Building Officials' Assoc.	11/20/2020	2021 dues	\$	50.00
SD Dept. of Revenue	11/20/2020	10-2020 sales tax payable	\$	2,898.91
SD Dept. of Revenue	12/10/2020	11-2020 sales tax payable	\$	3,930.25

SD Gov't Humane Resource Assoc.	11/20/2020 2021 dues	\$	25.00
SD Gov't. Finance Officer. Assoc.	11/20/2020 2021 dues	\$	40.00
SD Municipal Street Maint. Assoc.	11/20/2020 2021 dues	\$	35.00
SD One Call	11/30/2020 11-2020 service fee	\$	108.15
SD Retirement System	11/19/2020 11-2020 retirement payable	\$	1,901.04
SDRS Supplemental Retirement Plan	11/20/2020 ROTH contribution	\$	75.00
SDRS Supplemental Retirement Plan	12/4/2020 ROTH contribution	\$	75.00
SECOG	12/1/2020 2021 dues	\$	2,108.00
SF Area Humane Society	11/7/2020 10-2020 animal control services	\$	45.00
Sioux Valley Energy	11/13/2020 utilities	\$	177.91
Sioux Valley Energy	11/13/2020 street light utilities	\$	254.00
U Drive Technology	12/1/2020 11-2020 text msg service fe	\$	86.20
US Postal Service	12/10/2020 mailing fee UB post cards	\$	248.81
USDA - Rural Development	12/20/2020 pay loader note payment	\$	1,663.00
Utility Safety Design, Inc.	10/31/2020 odorant delivery + refilling	\$	911.25
Vantek Communications	12/1/2020 utilities - pager	\$	15.00
Verizon Wireless	11/10/2020 utilities	\$	23.18
Verizon Wireless	11/23/2020 utilities	\$	91.45
Xcel Energy	11/18/2020 electric utilities	\$	26.52
Xcel Energy	11/30/2020 utilities	\$	2,726.06
		Total claims	\$ 139,512.50

Purchase card payments			
Vendor	Date incur.	Description	Amount
US Postal Service	11/17/2020	postcard stamps	\$ 210.00
Adobe	11/19/2020	Adobe Acrobat licenses	\$ 359.76
Amazon	11/18/2020	infrared thermometers	\$ 79.50
Amazon	12/8/2020	grease cartridge	\$ 45.05
City of Sioux Falls	11/20/2020	mosquito trapping	\$ 1,568.47
Crooks Country Corner	11/13/2020	fuel	\$ 60.43
Crooks Country Corner	11/23/2020	fuel	\$ 35.08
Crooks Country Corner	10/29/2020	fuel	\$ 36.68
Crooks Country Corner	10/19/2020	fuel	\$ 36.41
Crooks Country Corner	12/9/2020	fuel	\$ 33.68
JCL Solutions	12/10/2020	supplies	\$ 260.90
Pfeifer Implement	11/16/2020	oil filter	\$ 11.80
Pump'N'Stuff	11/19/2020	fuel	\$ 51.85
Pump'N'Stuff	11/24/2020	fuel	\$ 18.24
Pump'N'Stuff	11/23/2020	fuel	\$ 11.99
Pump'N'Stuff	12/1/2020	fuel	\$ 39.02
Pump'N'Stuff	12/8/2020	fuel	\$ 40.88
Pump'N'Stuff	12/8/2020	fuel	\$ 31.68
Pump'N'Stuff	12/9/2020	fuel	\$ 12.61
Renner Corner	11/9/2020	fuel	\$ 38.69
Scooby's	11/17/2020	vehicle maintenance	\$ 6.25
Scooby's	11/24/2020	vehicle maintenance	\$ 7.00
Sturdevant's Auto Parts	12/8/2020	supplies	\$ 22.95
US Postal Service	11/17/2020	certified postage letters	\$ 87.50
US Postal Service	11/16/2020	postcard stamps	\$ 105.00
US Special Coatings	11/16/2020	marking paint	\$ 109.86
Total purchase card claims			\$ 3,321.28

2021 Contracts					
Vendor	Description	Attorney Reviewed	Attorney approved	Attorney Attorney	Staff Review
Helpline Center, Inc.	211 service provider	x	x	11/10/2020	Yes
Schoenfish	Audit for FY 2020	x	x	12/3/2020	Yes
SF Humane Society	animal control services	n/a	n/a	n/a	Yes
Minnehaha Co. Sheriff	law enforcement services	x	x w/ comments	11/25/2020	Yes

Vendor	Description	Attorney Reviewed	Attorney approved	Attorney Attorney	Staff Review
Helpline Center, Inc.	211 service provider	x	x	11/10/2020	Yes
Schoenfish	Audit for FY 2020	x	x	12/3/2020	Yes
SF Humane Society	animal control services	n/a	n/a	n/a	Yes
Minnehaha Co. Sheriff	law enforcement services	x	x w/ comments	11/25/2020	Yes

Name	Application	Certification	Sales Tax	Proof of insurance	Rate structure	Payment	Initials	Date rec.	Approval recommended
Garbage'N'More	x	x	x, written down	x		x	TS	12/11/2020	Y
Addy Disposal	x	x	x	x	x	x	TS	12/11/2020	Y

**City of Crooks, SD
Ordinance #270**

An Ordinance of the City of Crooks, South Dakota, providing for a change of the water and sewer rates for customers connected to the City of Crooks’s water and sewer system, effective January 2021. Be it ordained by the City Council of the City of Crooks, South Dakota, that:

Section 1 – Rates. The following rates are hereby established for the water consumers and sewer users connected to the municipal water and sewer systems of the City.

<u>Service type</u>	<u>Water</u>	<u>Sewer</u>
<u>Base charge</u>	\$30.50	\$48.00
<u>Per 1,000 metered gallons</u>	\$4.60	\$1.65

Section 2 – Base rate charged. The base rate shall be charged regardless of metered gallons.

Section 3 – CPI increases. The water and sewer rates shall be adjusted annually in conjunction with the State of South Dakota consumer price index (CPI).

Section 4 – Ordinances in conflict. That all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed. Ordinance 255 is specifically repealed.

F. Butch Oseby, Mayor

(SEAL)

Attest:

Tobias Schantz, Finance Officer

First Reading: 11/16/2020
Second Reading:
Publication:
Published once at the approximate cost of: \$
Effective:

**City of Crooks
Ordinance No. 271**

AN ORDINANCE OF THE CITY OF CROOKS, SOUTH DAKOTA, PROVIDING
COMPENSATION FOR THE MAYOR AND ALDERMEN.

BE IT ORDAINED BY THE CROOKS CITY COUNCIL OF THE CITY OF CROOKS,
SOUTH DAKOTA:

Section 1. That the Mayor shall be compensated at the rate of \$420 to be paid
monthly.

Section 2. That each Council member shall be compensated at the rate of \$175 to be paid
monthly.

Section 3. That, in addition, the Mayor or Council member may be compensated at a rate
of \$20 per hour for services rendered to the City, not to exceed the statutory amount
established by SDCL 9-14-16.1.

Section 4. This ordinance shall be in full force and effect for the compensation beginning
in January of 2021.

Section 5. That all ordinances hereby in conflict shall be repealed. Ordinance 215 is
specifically repealed.

Ayes:

Nays:

Abstain:

Adopted this ___ day of _____, 2020

F. Butch Oseby, Mayor

ATTEST:

(MUNICIPAL SEAL)

Tobias Schantz,
Municipal Finance Officer

Legislative History

First Reading: 11/16/2020

Second Reading:

Passage & Adoption:

Publication Date:

Effective Date:

Published once at the approximate cost of: \$

CITY OF CROOKS
ORDINANCE NO. 272
SUPPLEMENTAL APPROPRIATIONS ORDINANCE

Be it ordained by the Governing Body of Crooks, South Dakota that the following sums are appropriated to supplement the 2020 appropriations, Ordinance No. 251, to meet the obligations of the municipality for the fiscal year of 2020.

Section 1.		<u>Total Funds</u>
General Fund (101)		
452.0 Parks		
426 Supplies/Materials		\$ 1,235.00
	TOTAL APPROPRIATIONS	<u>\$ 1,235.00</u>
Section 2.		
SOURCE OF FUNDING		
Fund	Description	
General Fund (101)	367.00 Private Contributions	\$ 1,235.00
	TOTAL MEANS OF FINANCE	<u>\$ 1,235.00</u>

The Finance Officer is hereby directed to transfer the said amount and to show such action on the proper records of the City.

F. Butch Oseby, Mayor

(SEAL)

Attest:

Tobias Schantz, Municipal Finance Officer

First Reading:
Second Reading & Adoption:
Publication:
Effective Date:
Published once at the approximate cost of: \$

Staff comments:

Previously unappropriated contributions towards the AED and other donor-specific purposes have not been supplemented to the budget and this ordinance will create the requisite spending authority.