

City of Crooks
Crooks City Council
Special meeting / End-Of-Year meeting
Special meeting agenda
Date: December 29, 2020
Time: 5:30 pm/C.S.T.
Location: Crooks Community Center (701 S West Ave, Crooks, SD)

- 1) Call to order / Roll call
- 2) Approve posted agenda
- 3) Consent calendar items:
 - a. End-Of-Year claims
 - b. Contracts 2021
 - i. Med-Star - Ambulance Services
 - ii. A&B Business Solutions - IT Services
 - iii. Northern Natural - West Leg Expansion 2022
 - iv. Verizon NASPO Migration contract
- 4) Second reading of ordinance #272
- 5) First reading of ordinance #273
- 6) Resolution 2020-12-01 – 2020 compensation
- 7) Motion to auto-supplement budget for COVID grant funds
- 8) Motion to set term price
- 9) Adjourn



**City of Crooks
2020 End-Of-Year claims**

City of Crooks claims listing

Vendor	Date incur.	Description	Amount
Aflac	12/26/2020	AFLAC payable	\$ 138.34
Avera Heart Hospital	12/16/2020	AED + battery pack	\$ 1,474.00
Border States Electric	12/18/2020	supplies	\$ 156.00
Diesel Machinery, Inc.	12/21/2020	mini excavator rental + transport charge	\$ 4,050.00
Dudley Laundry d/b/a Appeara	12/23/2020	mat, mop, towel service	\$ 74.46
Ecolab	12/22/2020	pest control services @ Comm. Cen.	\$ 77.63
Ferguson Waterworks	12/18/2020	meters + supplies	\$ 2,792.81
Goebel Printing	12/13/2020	envelopes for gas awareness mailing	\$ 125.50
Great Western Bank	12/28/2020	purchase card payment	\$ 1,627.30
Groebner & Associates	10/28/2020	handheld meter reading device	\$ 2,711.22
Groebner & Associates	12/23/2020	radio read upgrade	\$ 9,904.88
Internal Revenue Service / EFTPS	12/15/2020	payroll taxes	\$ 308.90
Internal Revenue Service / EFTPS	12/18/2020	payroll taxes	\$ 2,406.44
Lacey Rentals	12/15/2020	portable restroom rental @ shop	\$ 135.00
Med-Star	12/14/2020	2021 911 coverage	\$ 10,000.00
Meierhenry Sargent	12/9/2020	November legal services	\$ 828.00
Menards	12/22/2020	supplies	\$ 33.70
Menards	12/14/2020	supplies	\$ 73.95
Mitchell Construction	12/16/2020	haul dirt from park to lagoons	\$ 131.25
Motorola Solutions	12/16/2020	4x radios Crooks Fire Department	\$ 14,439.92
Motorola Solutions	12/16/2020	5x radios Crooks Fire Department	\$ 18,049.90
New Century Press	12/18/2020	pub exp ordinance 271	\$ 18.21
New Century Press	12/18/2020	pub exp ordinance 270	\$ 19.03
New Century Press	12/18/2020	12.07.2020 mtg minutes pub exp	\$ 19.86
Nyberg's Ace Hardware	12/20/2020	toilet seat replacement	\$ 27.99
Q3 Contracting	12/23/2020	surface restoration	\$ 155.80
Q3 Contracting	12/16/2020	new gas service	\$ 1,032.70
Q3 Contracting	12/23/2020	new residential service	\$ 2,735.80
SD Retirement System	12/18/2020	12-2020 retirement contribution	\$ 1,954.64
SECOG	12/16/2020	GIS mapping assistance	\$ 105.00
Sioux Valley Energy	12/15/2020	utilities - street lights	\$ 126.39
Sioux Valley Energy	12/15/2020	utilities - sewer	\$ 180.31
Steve Drenth Construction	12/18/2020	labor for Comm Cen north door	\$ 125.00
Stryker	12/9/2020	LUCAS device	\$ 14,752.94
Tri-State Garage Door, Inc.	12/21/2020	shop door repair	\$ 1,226.00
Two Way Solutions	12/15/2020	programming radios Fire Department	\$ 1,350.00
Verizon Wireless	12/10/2020	utilities	\$ 79.58
Xcel Energy	12/21/2020	utilities - path West Ave	\$ 32.15
Total claims			\$ 93,480.60

Purchase card payments			
Vendor	Date incur.	Description	Amount
Amazon	12/16/2020	lights for snow plow	\$ 812.87
Crooks Country Corner	12/22/2020	fuel	\$ 31.07
Crooks Country Corner	12/2/2020	fuel	\$ 37.97
Crooks Country Corner	8/28/2020	fuel	\$ 35.24
Nyberg's Ace Hardware	12/21/2020	supplies	\$ 33.97
Office Depot	12/28/2020	office supplies	\$ 154.61
Pump'N'Stuff	12/16/2020	fuel	\$ 11.90
Pump'N'Stuff	12/28/2020	fuel	\$ 96.52
US Postal Service	12/18/2020	stamp purchase + certified postage	\$ 406.75
US Postal Service	10/9/2020	postage	\$ 6.40
Total purchase card claims			\$ 1,627.30

2021 Contracts					
Vendor	Description	Attorney reviewed	Attorney approved	Attorney reply	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
Med-Star	911 ambulance services	x	x	12/14/2020	Yes
Northern Natural	2022 West leg expansion	x	x	12/23/2020	Yes
Verizon	NASPO merging	n/a	n/a	n/a	Yes
A&B Business	2021 IT services	x	x	12/8/2020	Yes

Already approved

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.

CITY OF CROOKS
 ORDINANCE NO. 273
 SUPPLEMENTAL APPROPRIATIONS ORDINANCE

Be it ordained by the Governing Body of Crooks, South Dakota that the following sums are appropriated to supplement the 2021 appropriations, Ordinance No. 268, to meet the obligations of the municipality for the fiscal year of 2021.

	Total Funds
Section 1.	
General Fund (101)	
446.0 Ambulance Services	
422.0 Professional Services	\$ 10,000.00
TOTAL APPROPRIATIONS	\$ 10,000.00
Section 2.	
SOURCE OF FUNDING	
Fund Description	
General Fund (101) 267.00 Unassigned fund balance	\$ 10,000.00
TOTAL MEANS OF FINANCE	\$ 10,000.00

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:
 To provide for spending authority to defray the ambulance expense for 2021.

RESOLUTION 2020-12-01

WHEREAS, SDCL 9-14-28 requires that the governing body of every municipality shall fix and determine by ordinance or resolution, the amount of salaries and compensation of all municipal officers and the time at which the same shall be paid; and

WHEREAS, the Crooks City Council shall publish the salaries for compliance with the provision of SDCL,

WHEREAS, the Crooks City Council wishes to establish the following wages for the year 2021;

NOW, THEREFORE, BE IT RESOLVED by the Crooks City Council that the following resolution, repealing all prior salary and wage resolutions or motions, be passed, approved and effective pursuant to SDCL. The Mayor, Council members, Planning and Zoning Commissioners, Crooks HRC Commissioners, and the Planning and Zoning Director shall be paid monthly. Employees shall be paid pursuant to the pay schedule established in the Crooks Personnel Policy.

BE IT FURTHERMORE RESOLVED, THAT, the Crooks City Council wishes to adopt the following compensation:

PZ Director – \$125 per month, \$50 per regular city council meeting and planning and zoning meeting attended, \$25 per special city council meeting and special planning and zoning meeting attended, and \$20 per hour for worked on behalf of the City.

PZ Board member – \$50 per regular meeting attended, \$25 per special meeting attended

CHRC Commissioner – \$50 per regular meeting attended, \$25 per special meeting attended

Election workers – \$15.50 per hr.

Election superintendent – \$15.50 per hr.

Thomas Beck – \$18.00 per hr.

Virginia Beck – \$54,234.00/annually

Dan Larson – \$20.00 per hr.

Chad Moller – \$16.00 per hr.

William Pearson – \$23.00per hr.

Jason Penning – \$20.13 per hr.

Trevor Ramstad – \$19.00 per hr.

Chad Rezac – \$22.00 per hr.

Larry Rezac – \$16.48 per hr.

Tobias Schantz – \$60,000.00/annually

Dustin Wochnick – \$17.00 per hr.

Ayes:

Nays:

Abstains:

(SEAL)

F. Butch Oseby, Mayor

Attest:

Tobias Schantz, Municipal Finance Officer

Adopted:

Published:

Published once at the approximate cost of: \$

Effective:

Auto-supplement motion:

- 101-41920-429 -- \$1,049.55 – sanitizing station
- 101-41420-426 -- \$195.00 – desk guards
- 600-43800-426 – \$195.00 – desk guards
- 602-43300-426 – \$195.00 – desk guards
- 604-43200-426 – \$195.00 – desk guards
- 101-41110-426 - \$1,116.00 - tablets
- 101-41210-426 - \$279.00 - tablet
- 101-41230-426 - \$279.00 – tablet
- 101-42320-434 - \$1,105.00 - laptop
- 101-41210-434 - \$1,105.00 – laptop
- 101-41420-434 - \$1,105.00 - laptop
- 600-43800-434 - \$2,208.00 - laptops
- 101-42200-429 - \$14,439.92 – 4 radios for fire department
- 101-42200-429 - \$18,049.90 – 5 radios for fire department
- 101-42200-429 - \$1,350.00 – programming fire department radios

		41420	41920	4311	4137	44115	4520	600	602	604
Gross Wag	4111	\$ 276.10	\$ 65.36	\$ 392.17	\$ 250.55	\$ 10.89	\$ 383.73	\$ 427.92	\$ 338.84	\$ 344.84
Soc Sec	4121	\$ 17.12	\$ 4.05	\$ 24.31	\$ 15.53	\$ 0.68	\$ 23.79	\$ 26.53	\$ 21.01	\$ 21.38
Med Care	4122	\$ 4.01	\$ 0.95	\$ 5.69	\$ 3.63	\$ 0.16	\$ 5.56	\$ 6.20	\$ 4.91	\$ 5.00
Retiremer	413	\$ 16.57	\$ 3.92	\$ 23.53	\$ 15.03	\$ 0.65	\$ 23.01	\$ 25.68	\$ 20.33	\$ 20.70
Health + li	415	\$ 42.93	\$ 0.20	\$ 1.20	\$ 0.77	\$ 0.03	\$ 4.23	\$ 78.06	\$ 57.44	\$ 58.80