

The City of Crooks is an equal opportunity provider.

City of Crooks  
City Council  
Regular monthly meeting minutes  
January 11, 2021

At 7:03 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 Richardson, Alderman Beyer, Mayor Oseby

Staff present: Finance Officer Schantz, Utility Superintendent Beck, City Engineers Jesse Morris and Jake Morris. (DGR), Building Inspector Pearson

Absent: Planning and Zoning Director S. Richardson (w/ notice)

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

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

**Correction to December 14, 2020 meeting minutes.** Oseby explained needed correction, stating Penning's wage was stated as \$20.54 instead of \$19.54. Motion by Beyer to correct December 14, 2020 meeting minutes, seconded by Richardson. No further discussion. All aye, motion carries.

**Consent calendar items.** Motion by Richardson to approve consent calendar items, seconded by Beyer. Special event liquor license was discussed. No further discussion. All aye, motion carries.

**Approved claims.**

Vendor	Date incur.	Description	Amount
A&B Business Solutions	1/4/2021	copier lease + Q4-2020 overage print fee	\$ 282.47
A&B Business Solutions	1/4/2021	01-2021 IT service fee	\$ 670.94
Alliance Communications	1/1/2021	utilities - office	\$ 100.57
Alliance Communications	1/1/2021	utilities - sewer	\$ 150.82
American Engineering Testing	12/31/2020	wastewater analysis	\$ 189.00
Clayton Energy	1/4/2021	reservation fees + 12-2020 service fee	\$ 29,088.80
Concrete Materials	12/28/2020	deicing sand	\$ 759.37
Crooks Municipal Utilities	1/8/2021	utilities - n lift station	\$ 26.50
Crooks Municipal Utilities	1/8/2021	utilities - w lift station	\$ 26.50
Crooks Municipal Utilities	1/8/2021	utilities - Palmira bathroom	\$ 124.45
Crooks Municipal Utilities	1/8/2021	utilities - city shop	\$ 250.00
Crooks Municipal Utilities	1/8/2021	utilities - comm cen	\$ 584.20
DGR Engineering	12/17/2020	Palmira utility improvements	\$ 975.00
DGR Engineering	12/17/2020	12-2020 eng. services & master planning	\$ 1,087.00
DGR Engineering	12/17/2020	Sunset Trail Improvements Ph. 3	\$ 5,000.00
Diesel Machinery Inc	12/31/2020	cleaning fee mini excavator	\$ 277.20
Diesel Machinery Inc	12/31/2020	freight charge mini excavator	\$ 337.50
Diesel Machinery Inc	12/31/2020	mini excavator rental	\$ 2,600.00
Dudley Laundry d/b/a Appeara	1/6/2020	mat, mop, towel service	\$ 74.46
Garbage'N'More	1/1/2021	Q4-2020 garbage utilities	\$ 250.00
Great Western Bank	1/5/2021	deposit ticket blanks	\$ 31.00

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Great Western Bank	1/8/2021	purchase card payment	\$ 854.37
Groebner & Associates	12/30/2020	supplies	\$ 21.05
Groebner & Associates	12/29/2020	supplies	\$ 47.48
Health Pool of SD	1/1/2021	health + life insurance payable	\$ 2,144.76
Helpline Center, Inc.	1/1/2021	12-2020 monthly service	\$ 108.14
Internal Revenue Service / EFTPS	1/9/2021	payroll taxes	\$ 357.99
Internal Revenue Service / EFTPS	12/31/2020	payroll taxes	\$ 29.84
Internal Revenue Service / EFTPS	12/30/2020	payroll taxes	\$ 42.19
Internal Revenue Service / EFTPS	1/4/2021	payroll taxes	\$ 2,399.75
Matheson Tri-Gas	12/31/2020	supplies	\$ 35.06
Meierhenry Sargent	1/4/2021	12-2020 legal expense	\$ 744.00
Minnehaha Comm. Wtr. Corp	1/4/2021	12-2020 water purchase	\$ 5,099.36
Mitchell Construction	12/28/2020	haul snow	\$ 525.00
New Century Press	12/25/2020	12.14.2020 mtg mins pub	\$ 231.70
New Century Press	12/25/2020	New Year's Greeting	\$ 20.00
New Century Press	12/18/2020	Christmas ad	\$ 25.00
New Century Press	12/11/2020	Christmas parade ad	\$ 57.75
New Century Press	12/16/2020	Christmas parade ad	\$ 57.75
New Century Press	12/18/2020	Christmas parade ad	\$ 57.75
New Century Press	12/4/2020	ad - sports previews	\$ 67.50
Nexben	1/9/2021	voluntary child life insurance	\$ 1.70
Nexben	1/9/2021	supplemental life insurance	\$ 50.40
Nexben	1/9/2021	supplemental life insurance employees	\$ 44.00
Nexben	1/9/2021	vision insurance	\$ 18.66
Nexben	1/9/2021	dental insurance	\$ 161.10
Payment Service Network	1/3/2021	12-2020 gateway fee	\$ 39.95
Payment Service Network	12/3/2020	11-2020 gateway fee + annual security fee	\$ 128.95
SD DENR	12/10/2020	2021 permission to discharge permit	\$ 1,500.00
SD Dept. of Revenue	1/7/2021	12-2020 Excise tax payment	\$ 15.11
SD One Call	12/31/2020	12-2020 message fees	\$ 53.55
SD State Treasurer	12/31/2020	2020 unclaimed property	\$ 41.01
SDRS Supplemental Retirement	12/22/2020	ROTH contribution	\$ 100.00
SDRS Supplemental Retirement	1/6/2021	ROTH contribution	\$ 100.00
U Drive Technology	1/1/2021	12-2020 txt msg fee	\$ 85.36
US Bank	1/15/2021	SRF lagoon bond payment	\$ 7,194.04
US Postal Service	1/9/2021	mailing fee December 2020 billing	\$ 249.09
US Postal Service	12/30/2020	gas awareness letter mailing fee	\$ 445.74
USDA - Rural Development	1/20/2021	pay loader note payment	\$ 1,663.00
Vantek Communications	1/1/2021	utilities - pager	\$ 15.00
Verizon Wireless	12/23/2020	utilities	\$ 91.45
Xcel Energy	12/23/2020	utilities - West Ave trail lights	\$ 1.31
		<b>Total claims</b>	<b>\$ 67,811.64</b>

**Purchase card payments.**

Vendor	Date incur.	Description	Amount
Pump'N'Stuff/Shell	1/5/2021	fuel	\$ 101.72
Crooks Country Corner	1/5/2021	fuel	\$ 74.44

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Great Western Bank	12/3/2020	card fee	\$ 10.00
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Amazon	12/21/2020	Prime fee	\$ 179.00
Office Depot	12/15/2020	office supplies - parent order	\$ 69.35
Office Depot	12/15/2020	office supplies - child order	\$ 129.07
Crooks Country Corner	12/18/2020	fuel	\$ 37.30
Crooks Country Corner	12/29/2020	fuel	\$ 29.59
Scooby's	12/3/2020	vehicle maintenance	\$ 15.00
Scooby's	12/8/2020	vehicle maintenance	\$ 3.75
Shell	12/28/2020	fuel	\$ 17.74
Office Depot	1/7/2021	supplies	\$ 90.81
Pump'N'Stuff/Shell	1/5/2021	fuel	\$ 28.00
US Postal Service	1/8/2021	certified postage	\$ 7.65
Nyberg's Ace Hardware	1/8/2021	supplies	\$ 40.95
		<b>Total purchase card claims</b>	<b>\$ 854.37</b>

**Salaries/Wages for December 2020.**

Council	\$ 750.00
Mayor	\$ 500.00
Planning and Zoning Commission	\$ 560.00
Finance Office	\$ 1,363.94
Government Buildings	\$ 990.56
Building Inspector	\$ 1,310.90
Highway & Streets	\$ 1,489.05
Highway & Streets - Snow Removal	\$ 855.44
Code Enforcement	\$ 87.76
Animal Control	\$ 43.88
Parks	\$ 1,054.81
Economic Development	\$ 183.31
Gas	\$ 3,874.91
Water	\$ 3,850.39
Sewer	\$ 3,486.88
<b>Total wage claims</b>	<b>\$ 20,401.83</b>

**Open comments.** Jesse Fonkert, Executive Director of MCEDA, spoke on the economic development opportunities in area and future developments at MCEDA.

**Reports / Other business.**

Crooks HRC report was given by Harstad. The Crooks HRC's meeting is scheduled for next week. A lot along W 5<sup>th</sup> St has been closed on. The lot along West Ave sold to the Crooks Child Care Center is scheduled to close on Friday, January 15. Harstad expects the remaining lot inventory will be sold. Harstad met with Steve Van Buskirk and city officials to discuss initial designs for the Schoenfelder Development and potential adjustments to design. The opportunity to build a pond in new development

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was discussed by those present. Harstad also spoke as Fire Chief and thanked City for donating equipment through COVID funds.

Park report was given by Henning. No Park Board meeting was held in January. The next meeting is scheduled for February 2 at 7 pm at the Crooks Community Center.

Street report was given by Maras. The City plans on conducting micro-surfacing improvements this year in town.

Planning and Zoning report. No report.

Government buildings and IT report was given by Beyer. The old server has been removed from the municipal office. The City switched their internet providers and upgraded to fiber optic speeds.

Building Inspector's report was given by Pearson. The 2020 EoY building inspector's report was reviewed and discussed by those present. Pearson then presented on the insurance review he is currently preparing and spoke to council on items the City needed to implement to improve its insurance rating. Pearson also spoke on obtaining additional training.

Finance report. No report.

Utility report was given by Beck. Gas service line installations are being finished up. The lagoon is being discharged. The results of water samples were discussed. Radio reads have been delivered to pump house and are being installed first.

Code Enforcement/Animal control was given by Beck. A homeowner continues to park his recreational vehicle in the backyard and has been unresponsive to letters from city. Beck requested permission to start abatement procedures. Maras stated he would talk to owner and asked Beck hold off on initiating procedures. Snow removal of sidewalks was discussed.

Utility report – i) Lift station & main sewer line to service SE and SW Crooks & Letter of Intent. The need to install additional sewer infrastructure was discussed. The boundaries of the district were reviewed by Council. The cost recovery timeline and area encompassed in cost recovery district were discussed. Other necessary steps to realize project, such as amendment to the state water plan, installation timeline and utility rates were discussed.

Other items. Volunteer acknowledgment. No acknowledgments at the meeting.

Ordinances, resolutions, policy, motions.

- a. Second reading of Ordinance #273 was given by Oseby. Motion by Henning to approve ordinance, seconded by Beyer. No discussion. Roll call vote: Henning – aye, Richardson – aye, Beyer – aye. All aye, motion carries
- b. Resolution 2021-01. Motion by Maras to approve resolution, seconded by Richardson. No discussion. All aye, motion carries.
- c. Resolution 2021-02. Resolution was discussed. Motion by Richardson to approve resolution, seconded by Henning. No further discussion. All aye, motion carries.

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- d. Auto-supplement COVID funds to 2020 budget. Motion by Beyer to auto-supplement \$14,752.94 to department 422 (Fire Department) object level 429 (Other Current Expense) to 2020 budget, seconded by Richardson. No discussion. All aye, motion carries.
- e. Amend Crooks Personnel Policy. Oseby explained the item. Motion by Richardson to approve suspension of use-it or lose-it provision until December 31, 2021 and amendment to Crooks Personnel Policy is presented, seconded by Maras. Council then discussed vacation policy. No further discussion. All aye, motion carries.
- f. Combine election with Tri-Valley School District & set election date. The election date of April 13, 2021 and open positions were discussed. Motion by Henning to combine election with the Tri-Valley School District and set election date for April 13, 2021, seconded by Richardson. No further discussion. All aye, motion carries.

The following positions will become vacant:

Mayor – 2-year term, presently held by F. Butch Oseby

Alderman – Ward 1 – 2-year term, presently held by Jana Richardson

Alderman – Ward 1 – 1-year term, presently held by Andrew Henning

Alderman – Ward 2 – 1-year term, presently held by Allan Beyer

**Adjourn.** Motion by Richardson to adjourn meeting at 8:34 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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