

The City of Crooks is an equal opportunity provider.

City of Crooks  
City Council  
Regular monthly meeting minutes  
April 12, 2021

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 Richardson, Alderman Beyer, Mayor Oseby

Staff present: Finance Officer Schantz, City Engineers Jake Morris & Jesse Morris (DGR), Utility Superintendent Beck

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 amend agenda and table item “8a,” until SD DENR responds to application for funding request for sanitary sewer improvements, with item to be discussed at a special meeting or next regular meeting, seconded by Beyer. Council asked engineers when response is expected from SD DENR, a tentative date of June 25, 2021 was provided. No further discussion. All aye, motion carries. Agenda amended. Motion by Richardson to approve amended agenda, seconded by Henning. No discussion, All aye, motion carries.

**Consent calendar items.** The malt beverage license renewal and the financials were discussed. Motion by Richardson to approve consent calendar items, seconded by Maras. No further discussion. All aye, motion carries.

**Approved claims.**

Vendor	Date incur.	Description	Amount
A&B Business Solutions	4/1/2021	04-2021 IT services	\$ 670.94
A&B Business Solutions	4/6/2021	copier lease + excess print fee	\$ 492.15
Aflac	3/30/2021	AFLAC payable	\$ 138.34
Alliance Communications	4/1/2021	sewer utilities	\$ 151.58
Alliance Communications	4/1/2021	utilities office	\$ 189.97
Beacon Athletics	3/30/2021	foam whisker plugs	\$ 207.00
Black Hills Occupational Medicine	4/1/2021	drug admin. Fee	\$ 40.00
Clayton Energy Corporation	3/11/2021	natural gas purchase 02-2021	\$ 518,867.85
Clayton Energy Corporation	4/1/2021	03-2021 reservation & service fee	\$ 29,088.80
Crooks Volunteer Fire Department	4/9/2021	fireworks Crooks Flag Football	\$ 2,000.00
Dauby's Sports Center	3/23/2021	pitcher rubber, basketball nets	\$ 48.80
DGR Engineering	3/18/2021	Palmira construction admin / LD discussion	\$ 1,075.00
DGR Engineering	3/18/2021	School plan/plat review & annexation	\$ 822.00
Dudley Laundry d/b/a Appeara	3/31/2021	mat, mop, towel service	\$ 74.46
Dudley Laundry d/b/a Appeara	3/17/2021	mat, mop, towel service	\$ 74.46
Ecolab	3/24/2021	pest control services @ Comm Cen/Office	\$ 79.96

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EFTPS / Internal Revenue Service	3/18/2021	payroll tax payment	\$ 2,312.40
Ferguson Waterworks	4/7/2021	supplies	\$ 2,450.62
Ferguson Waterworks	3/16/2021	regulator seal pin	\$ 16.22
Fred the Fixer	4/1/2021	additional key sets	\$ 8.00
Garbage'N'More	4/1/2021	garbage services	\$ 210.00
Goebel Printing	3/31/2021	window envelopes	\$ 168.07
Goebel Printing	3/14/2021	#10 regular envelopes	\$ 242.48
Great Western Bank	3/8/2021	account analysis charge -0206	\$ 40.00
Great Western Bank	3/8/2021	account analysis charge -0916	\$ 24.79
Great Western Bank	4/8/2021	account analysis charge -0206	\$ 40.00
Great Western Bank	4/8/2021	account analysis charge -0916	\$ 27.70
Great Western Bank	4/9/2021	purchase card payment	\$ 1,170.16
Health Pool of SD	4/1/2021	health + life insurance payable	\$ 2,144.76
Helpline Center	3/31/2021	03-2021 monthly charge	\$ 108.10
Internal Revenue Service / EFTPS	4/2/2021	payroll taxes	\$ 2,954.02
Interstate All Battery Center	3/25/2021	supplies	\$ 138.25
KorManagement Services	3/18/2021	drug test	\$ 147.64
Lacey Rentals	3/9/2021	portable restroom rental	\$ 138.00
Lacey Rentals	3/26/2021	portable restroom rental New Hope Park	\$ 175.00
Lacey Rentals	4/6/2021	portable restroom rental	\$ 138.00
Lickide-Split Cleanup	3/8/2021	maintenance new city truck	\$ 250.00
Lisa Cummings	3/25/2021	refund overpayment ACH	\$ 573.06
Mac's/Blue Tarp Financial	3/24/2021	supplies	\$ 32.96
Matheson Tri-Gas	3/31/2021	supplies	\$ 35.06
Meierhenry Sargent	3/8/2021	legal services	\$ 1,404.00
Minnehaha Comm. Water Corp.	3/11/2021	additional water purchase 02-2021	\$ 27.00
Minnehaha Community Wtr Corp	4/1/2021	03-2021 water purchase	\$ 5,600.25
Minnehaha County Sheriff	4/7/2021	Q2-2021 law enforcement services	\$ 11,846.25
Mitchell Construction	3/16/2021	haul snow	\$ 550.00
New Century Press	3/26/2021	equalization minutes publication	\$ 115.85
New Century Press	3/5/2021	FFA advertisement	\$ 15.00
New Century Press	3/5/2021	State wrestling ad	\$ 20.00
New Century Press	3/19/2021	03.08.2021 mtg minutes	\$ 194.46
New Century Press	4/2/2021	Sunset Trails Ph 3 2nd bid	\$ 17.82
New Century Press	3/26/2021	Sunset Trails Ph 3 1st bid	\$ 22.34
New Century Press	4/2/2021	Ord 274 publication expense	\$ 141.50
New Century Press	3/12/2021	03.01.2021 mtg minutes	\$ 39.72
Nexben	4/11/2021	voluntary child life insurance	\$ 1.70
Nexben	4/11/2021	voluntary spouse life insurance	\$ 50.40
Nexben	4/11/2021	voluntary life insurance	\$ 45.00
Nexben	4/11/2021	vision insurance	\$ 18.66
Nexben	4/11/2021	dental insurance	\$ 161.10
Nexben	3/22/2021	voluntary life insurance	\$ 45.00
Nexben	3/22/2021	voluntary spouse life insurance	\$ 50.40
Nexben	3/22/2021	voluntary child life insurance	\$ 1.70

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Nexben	3/22/2021	vision insurance	\$ 18.66
Nexben	3/22/2021	dental insurance	\$ 161.10
Novak Sanitary Service	4/1/2021	delivery roll off dumpster	\$ 90.00
Payment Service Network	4/2/2021	03-2021 gateway fee	\$ 39.95
Revize LLC	4/6/2021	annual hosting & maintenance	\$ 1,975.00
Rod Sonnenburg	3/22/2021	refund water/sewer utilities	\$ 754.19
SD One Call	3/31/2021	03-2021 monthly charge	\$ 61.95
SD Public Assurance Alliance	4/7/2021	2021 insurance premium	\$ 20,245.72
SD Retirement System	3/22/2021	03-2021 retirement contribution	\$ 1,954.56
SDRS Supplemental Retirement Plan	3/22/2021	ROTH contribution	\$ 100.00
SDRS Supplemental Retirement Plan	3/5/2021	ROTH contribution	\$ 100.00
SDRS Supplemental Retirement Plan	4/6/2021	ROTH contribution	\$ 100.00
Sioux Valley Energy	3/12/2021	street light utilities	\$ 254.00
Sioux Valley Energy	3/12/2021	utilities	\$ 235.47
TranSource	3/10/2021	repair street sweeper	\$ 1,013.10
U Drive Technology	4/1/2021	03-2021 txt msg service	\$ 147.12
U.S. Bank	4/15/2021	SRF lagoon bond payment	\$ 7,194.04
U.S. Bank	4/15/2021	SRF lagoon additional principal payment	\$ 70,000.00
US Postal Service	3/25/2021	mailing fee snow emergency routes	\$ 235.98
US Postal Service	3/23/2021	mailing fee drinking water report	\$ 242.42
USDA - Rural Development	4/20/2021	pay loader note payment	\$ 1,663.00
Vantek	4/1/2021	pager utilities	\$ 15.00
Verizon Wireless	3/23/2021	utilities	\$ 91.50
Verizon Wireless	3/10/2021	utilities	\$ 23.18
Yakelin Barillas	3/22/2021	ccc & key dep refund	\$ 225.00
		<b>Total claims</b>	<b>\$ 694,875.69</b>

**Purchase card payments.**

Vendor	Date incur.	Description	Amount
Amazon	3/18/2021	video encoder	\$ 258.00
Crooks Country Corner	3/23/2021	fuel purchase	\$ 76.49
Crooks Country Corner	3/8/2021	fuel purchase	\$ 44.39
Crooks Country Corner	3/26/2021	fuel purchase	\$ 51.68
Nyberg's Ace Hardware	3/10/2021	supplies	\$ 13.98
Office Depot	3/22/2021	printer paper	\$ 69.98
Office Depot	4/6/2021	supplies	\$ 54.36
Pump'N'Stuff / Shell	3/23/2021	fuel purchase	\$ 88.94
Pump'N'Stuff / Shell	3/18/2021	fuel purchase	\$ 42.30
Pump'N'Stuff / Shell	3/16/2021	fuel purchase	\$ 34.82
Pump'N'Stuff / Shell	3/15/2021	fuel purchase	\$ 101.68
Pump'N'Stuff / Shell	2/19/2021	fuel purchase	\$ 34.26

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Pump'N'Stuff / Shell	3/30/2021	fuel purchase	\$ 23.07
Pump'N'Stuff / Shell	3/29/2021	fuel purchase	\$ 82.72
Pump'N'Stuff / Shell	4/1/2021	fuel purchase	\$ 48.08
Pump'N'Stuff / Shell	3/31/2021	fuel purchase	\$ 17.50
Scooby's	3/4/2021	vehicle maintenance	\$ 11.75
Scooby's	3/4/2021	vehicle maintenance	\$ 11.75
The Wooden Nickel	3/11/2021	lunch gas class	\$ 104.41
		<b>Total purchase card claims</b>	<b>\$ 1,170.16</b>

**Salaries/Wages for February 2021.**

Council	\$ 700.00
Mayor	\$ 830.00
Planning and Zoning Commission	\$ 275.00
Finance Office	\$ 2,154.17
Government Buildings	\$ 1,078.44
Building Inspector	\$ 392.12
Highway & Streets	\$ 910.86
Highway & Streets - Snow Removal	\$ 1,387.48
Code Enforcement	\$ 90.40
Animal Control	\$ 45.20
Parks	\$ 314.54
Gas	\$ 1,499.91
Water	\$ 4,819.00
Sewer	\$ 4,676.52
<b>Total wage claims</b>	<b>\$ 19,173.64</b>

**Open comments.** Andrew Henning addresses those present and read gubernatorial proclamation for Mayor Oseby. Oseby spoke on the issue of speeding and in town and asked council to think about options to address the problem.

**Reports / Other business.**

Crooks HRC report was given by Harstad. Three lots are scheduled for closing leaving eight remaining lots in the development. The interest in residential lots in Crooks remains high. The new development, Harvest Acres, was discussed. Oseby spoke on other development south of school.

Park report was given by Henning. The park clean-up is scheduled for April 25 at 2 pm.

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Award bid Sunset Trails Phase 3.

Engineer Jesse Morris presented council and mayor with the bids received for the Sunset Trails Ph. 3 project. The following bids were received.

Bidder name	Bid amount
Big Al's	\$82,810.02
Milder	\$93,742.70
Dirt Specialties	\$93,753.37
Katzer	\$113,768.00
DK Concrete	\$148,841.25

Morris recommended bid be awarded to low bidder Big Al's. Motion by Henning to award bid to Big Al's, seconded by Beyer. Resident asked question on the project. No further discussion. All aye, motion carries.

Street report was given by Maras. The valley gutter at Main Street needs repair and the City is currently obtaining estimates for the project. The road repair on 7<sup>th</sup> St by gas station was discussed.

Planning and Zoning report. No report.

Building Inspector's report. Oseby spoke on the updated insurance rating the City received after Pearson submitted requested information. The 2018 codes and needed changes were reviewed. The City is exploring options to determine suitable party to conduct commercial inspections in town.

Government buildings and IT report was given by Beyer. A webcaster has been ordered to resume the streaming of meetings; the webcaster has to be programmed. The quote for an updated phone system was discussed. The men's bathroom in the Community Center is currently undergoing repairs.

Finance report was given to Richardson. Schantz is working on annual report for 2020.

Utility report was given by Beck. Crooks Municipal Utilities will conduct a federally mandated gas awareness survey during the week starting on April 12, 2021. DGR Task Order – Sanitary Sewer Project. The task order was discussed by council and mayor. Engineers informed council and mayor that application for SRF funding has been submitted. Motion by Beyer to approve DGR Task Order and amend master agreement for work, seconded by Maras. No discussion. All aye, motion carries.

Code Enforcement/Animal control was given by Beck. A property with code violations and the need for abatement were discussed. A letter will be sent to owner concerning the violations.

Other items.

Volunteer acknowledgment. Oseby acknowledged CAWT members. Community Days are scheduled starting the Thursday of Memorial Day week.

Fire Department Funding Request. Harstad, fire chief, explained the funding request from the Crooks Fire Department is for fiscal year 2020.

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**Ordinances, resolutions, policy, motions.**

Resolution 2021-10. The resolution was reviewed. Motion by Richardson to approve resolution and assign mayor as representative for the City of Crooks, seconded by Maras. No further discussion. All aye, motion carries.

Resolution 2021-11. Oseby explained this was the farmstead next to the CDC's industrial park land. Maras asked about service district status of the parcel, Oseby explained it will be a rural service parcel until City services are provided to the premises. Motion by Richardson to approve resolution, seconded by Henning. No further discussion. All aye, motion carries.

Resolution 2021-12. Oseby explained the resolution stating this would assign an address to the property. Motion by Henning to approve resolution, seconded by Beyer. No further discussion. All aye, motion carries.

Resolution 2021-13. The resolution's project were discussed by council. Oseby explained this was for the infrastructure cost in the new industrial park at the north end of town. The local development corp. submitted a letter stating the commitment of the \$325,000. The need for a legally binding document was discussed. Motion by Maras to approve resolution, seconded by Beyer. No further discussion. All aye, motion carries.

Hire employee. Motion by Richardson to hire Caleb Dietrich and set hourly wage at \$16.00/hr., seconded Henning. No discussion. All aye, motion carries.

Employee wage. Motion by Beyer to raise Larry Rezac's hourly wage to \$17.48, seconded by Maras. No discussion. All aye, motion carries.

**Executive session.** Motion by Richardson to enter into executive session to discuss items pursuant to SDCL 1-25-2(1) and SDCL 1-25-2(3) at 7:52pm, seconded by Henning. Roll call vote: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. No discussion. All aye, motion carries. Oseby called the meeting back to order at 8:21 pm. No action taken.

**Adjourn.** Motion by Richardson to adjourn meeting at 8:21 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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