

The City of Crooks is an equal opportunity provider.

City of Crooks
City Council
Regular monthly meeting minutes
May 10, 2021

At 7:03 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 Richardson, Alderman Beyer

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

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

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

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

Consent calendar items. Motion by Beyer to approve consent calendar items, seconded by Henning. Schantz spoke on annual report included in packet. No further discussion. All aye, motion carries.

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	5/4/2021	copier lease	\$ 274.35
A&B Business Solutions	5/3/2021	05-21 IT service	\$ 670.94
Aflac	5/3/2021	AFLAC payable	\$ 138.34
Alliance Communications	5/1/2021	utilities office	\$ 188.09
Alliance Communications	5/1/2021	utilities sewer	\$ 151.58
American Stamp	4/14/2021	ink replacement pad notary stamp staff	\$ 14.13
Avera McKennan	3/31/2021	EAP program fee for 2021	\$ 1,050.00
Banyon Data Systems	4/13/2021	programming new billing form	\$ 150.00
Blue Otter Solutions	5/3/2021	federal gas survey	\$ 516.66
Border States Electric	4/23/2021	plex pipe purchase	\$ 337.40
Border States Electric	4/30/2021	supplies	\$ 153.35
Builders Electric	4/16/2021	suck out storm drain	\$ 255.00
City of Sioux Falls	4/7/2021	bacteria testing water	\$ 145.00
City of Sioux Falls	4/30/2021	landfill fees Spring Clean-Up	\$ 130.24
Clayton Energy	4/13/2021	03-2021 commodity purchase	\$ 21,038.25
Clayton Energy	5/3/2021	reservation + service fee	\$ 4,427.99
Crooks Municipal Utilities	4/12/2021	utilities Comm Cen	\$ 413.25
Crooks Municipal Utilities	4/12/2021	utilities W lift station	\$ 153.76
Crooks Municipal Utilities	4/12/2021	utilities n lift station	\$ 26.93
Crooks Municipal Utilities	4/12/2021	utilities Palmira bathroom	\$ 134.80
Crooks Municipal Utilities	4/12/2021	city shop	\$ 223.48
Dudley Laundry d/b/a Appeara	4/14/2021	mat, mop, towel service at Comm Cen/Off.	\$ 74.46

The City of Crooks is an equal opportunity provider.

Dudley Laundry d/b/a Appeara	4/28/2021	mat, mop, towel service at Comm Cen/Off.	\$ 74.46
Ecolab	4/22/2021	pest control services at Comm Cen & Off.	\$ 79.96
Ferguson Waterworks	4/20/2021	water supplies	\$ 1,828.20
Ferguson Waterworks	5/3/2021	supplies	\$ 1,235.27
Fred the Fixer	4/13/2021	repair Palmira Park door	\$ 98.00
Great Western Bank	5/8/2021	purchase card payment	\$ 1,618.54
Groeber	5/4/2021	meter purchase	\$ 724.47
Health Pool of SD	5/1/2021	health + life insurance payable	\$ 2,144.75
HydroKlean	4/20/2021	clean sanitary sewer line	\$ 10,272.79
Internal Revenue Service / EFTPS	4/19/2021	payroll taxes	\$ 2,561.35
Internal Revenue Service / EFTPS	5/6/2021	payroll taxes	\$ 3,097.06
John Kapaun	4/12/2021	ut refund	\$ 50.09
Karolyn Schildhauer	5/8/2021	ccc dmg deposit & key return	\$ 225.00
Lacey Rentals	4/20/2021	portable restroom New Hope Park	\$ 175.00
Lacey Rentals	5/4/2021	portable restroom rental	\$ 138.00
Matheson	2/28/2021	supplies	\$ 32.63
Matheson Tri-Gas	4/30/2021	supplies	\$ 34.25
MedTox Laboratories	4/30/2021	program admin fee	\$ 50.00
Meierhenry Sargent	4/5/2021	03-2021 legal expense	\$ 732.00
Melissa Beck	4/26/2021	ccc dmg deposit & key return	\$ 225.00
Menards	4/27/2021	supplies	\$ 65.82
Menards	4/19/2021	supplies	\$ 53.65
Mesirow Insurance Services	4/8/2021	bond for mayor	\$ 657.00
Mitchell Construction Inc	4/29/2021	haul asphalt	\$ 142.50
New Century Press	4/23/2021	temporary liquor license hearing notice	\$ 13.24
New Century Press	4/23/2021	hearing notice rezoning - council	\$ 19.86
New Century Press	4/23/2021	hearing notice preliminary plan - council	\$ 20.69
New Century Press	4/23/2021	04.12.21 mtg mins publication expense	\$ 206.05
New Century Press	4/23/2021	temporary liquor license hearing notice	\$ 14.07
New Century Press	4/23/2021	hearing notice rezoning - PZ	\$ 20.69
New Century Press	4/23/2021	hearing notice preliminary plan - PZ	\$ 22.34
New Century Press	4/16/2021	res. 2021-08 publication exp.	\$ 28.96
New Century Press	4/16/2021	04.08.21 meeting minutes pub exp	\$ 23.17
New Century Press	4/16/2021	res. 2021-11 pub. Exp.	\$ 27.31
New Century Press	4/16/2021	res. 2021-12 pub exp	\$ 20.69
New Century Press	4/16/2021	res. 2021-10 pub exp	\$ 54.61
New Century Press	4/16/2021	res. 2021-13 pub exp	\$ 27.31
New Century Press	4/16/2021	res. 2021-07 pub exp	\$ 40.55
New Century Press	4/2/2021	sports previews	\$ 67.50
New Century Press	4/23/2021	FFA ad	\$ 18.00

The City of Crooks is an equal opportunity provider.

Nexben	5/3/2021	voluntary life child insurance	\$ 1.70
Nexben	5/3/2021	voluntary spouse life insurance	\$ 50.40
Nexben	5/3/2021	voluntary life insurance	\$ 45.00
Nexben	5/3/2021	vision insurance	\$ 18.66
Nexben	5/3/2021	dental insurance	\$ 161.10
Novak Sanitary	5/1/2021	fees roll off dumpsters Spring Clean-Up	\$ 3,325.38
Nyberg's Ace Hardware	4/26/2021	supplies	\$ 13.99
Nyberg's Ace Hardware	5/6/2021	supplies	\$ 32.94
Pump'N'Stuff / Shell	4/22/2021	fuel	\$ 26.56
Pump'N'Stuff / Shell	4/20/2021	fuel	\$ 26.65
Pump'N'Stuff / Shell	4/27/2021	fill gas cans	\$ 16.14
Pump'N'Stuff / Shell	4/29/2021	fuel	\$ 23.31
Pump'N'Stuff / Shell	5/3/2021	fuel	\$ 25.43
Q3 Contracting	4/17/2021	repair gas hit	\$ 902.32
Q3 Contracting	4/21/2021	2021 retainer	\$ 4,000.00
SD Dept. of Revenue	4/14/2021	03-2021 sales tax return	\$ 4,327.57
SD One Call	4/30/2021	04-21 fees	\$ 138.60
SD Retirement System	4/19/2021	04-2021 retirement contribution	\$ 2,069.28
SDRS Supplemental Retirement Plan	4/21/2021	ROTH contribution	\$ 100.00
Sioux Falls Area Humane Society	4/13/2021	03-2021 animal control services	\$ 111.76
Sioux Valley Energy	4/14/2021	electric utilities - sewer	\$ 189.00
Sioux Valley Energy	4/14/2021	electric utilities - street lights	\$ 254.00
Stan Houston	4/21/2021	equipment rental	\$ 159.00
U Drive Technology	5/1/2021	04-21 txt msg fees	\$ 118.68
United States Postal Service	4/20/2021	permit imprint fee	\$ 245.00
US Bank	5/15/2021	accrued interest Palmira project - sewer	\$ 82,724.70
US Bank	5/15/2021	accrued interest Palmira project - water	\$ 41,078.51
US Postal Service	4/12/2021	mailing fee utility bills	\$ 206.86
US Postal Service	5/1/2021	PO box fee	\$ 122.00
Vantek Communications	5/1/2021	pager utilities	\$ 15.00
Verizon Wireless	4/23/2021	utilities	\$ 91.54
Verizon Wireless	4/10/2021	utilities	\$ 23.16
Wanda Lewis	4/12/2021	ut refund	\$ 22.32
Waterbury	4/12/2021	repair leaky toilet at Comm Cen	\$ 168.62
Waterbury	4/15/2021	parts for toilet repair at Comm Cen	\$ 37.28
Wes Arvin	4/26/2021	reimbursement mailbox repair	\$ 35.13
Wes Arvin	4/26/2021	reimbursement mailbox repair	\$ 35.12
William J. Pearson	4/18/2021	reimbursement plan form purchase	\$ 31.50
Xcel Energy	4/30/2021	electric utilities	\$ 2,772.37
Xcel Energy	3/30/2021	electric utilities	\$ 2,741.37
		Total claims	\$ 204,096.78

The City of Crooks is an equal opportunity provider.

Purchase card payments.

Vendor	Date incur.	Description	Amount
Crooks Country Corner	4/15/2021	fuel	\$ 44.09
Crooks Country Corner	4/23/2021	fuel	\$ 48.31
Crooks Country Corner	3/26/2021	fuel	\$ 51.68
Dakota Supply Group	4/26/2021	supplies	\$ 29.60
Menards	4/12/2021	supplies toilet repair at Comm Cen	\$ 49.05
Nyberg's Ace Hardware	4/30/2021	supplies	\$ 23.96
Nyberg's Ace Hardware	5/4/2021	supplies	\$ 34.93
Nyberg's Ace Hardware	4/21/2021	supplies	\$ 46.97
Nyberg's Ace Hardware	4/13/2021	supplies	\$ 136.96
Office Depot	4/29/2021	supplies	\$ 77.63
Pump'N'Stuff / Shell	4/26/2021	water for park clean-up	\$ 6.99
Pump'N'Stuff / Shell	5/7/2021	fuel	\$ 14.50
Pump'N'Stuff / Shell	4/9/2021	fuel	\$ 38.40
Pump'N'Stuff / Shell	4/26/2021	fuel	\$ 43.78
Pump'N'Stuff / Shell	4/13/2021	fuel	\$ 47.53
Pump'N'Stuff / Shell	5/5/2021	fuel	\$ 49.90
Pump'N'Stuff / Shell	4/27/2021	fuel	\$ 63.22
Pump'N'Stuff / Shell	5/5/2021	fuel	\$ 91.77
Pump'N'Stuff / Shell	4/20/2021	fuel	\$ 110.04
Pump'N'Stuff / Shell	4/29/2021	fuel	\$ 156.99
Sam's Club	4/23/2021	buns for park clean-up	\$ 17.36
Sam's Club	4/23/2021	provisions for park clean-up	\$ 129.43
Scooby's	4/13/2021	vehicle maintenance	\$ 3.50
Scooby's	4/6/2021	vehicle maintenance	\$ 6.25
Scooby's	4/9/2021	vehicle maintenance	\$ 12.75
US Postal Service	4/13/2021	postage	\$ 7.95
US Postal Service	4/22/2021	stamp purchase	\$ 275.00
		Total purchase card claims	\$ 1,618.54

Salaries/Wages for February 2021.

Council	\$ 700.00
Mayor	\$ 830.00
Planning and Zoning Commission	\$ 295.00
Finance Office	\$ 1,832.07
Government Buildings	\$ 1,107.86
Building Inspector	\$ 957.86
Highway & Streets	\$ 1,737.03
Highway & Streets - Snow Removal	\$ 587.76
Code Enforcement	\$ 90.40
Clean-Up	\$ 462.68
Animal Control	\$ 45.20
Parks	\$ 1,765.05

The City of Crooks is an equal opportunity provider.

Gas	\$ 5,143.23
Water	\$ 3,206.11
Sewer	\$ 3,643.49
Total wage claims	\$ 22,403.74

Public hearing.

Preliminary subdivision plan hearing for Heritage Pond Development. Richardson opened the hearing on subdivision plan of development. Richardson then opened the floor for comments. Papke, PZ Commissioner, spoke on the planning commission’s amendment to the preliminary subdivision plan to designate lot 14 as additional area for parking for the park. No further comments from public. Motion by Henning to approve preliminary subdivision plan, seconded by Beyer. No further discussion. All aye, motion carries.

Petition to rezone. Richardson opened hearing on the petition to rezone property in the city of Crooks (legal description Johnson’s Tract 4 & NW ¼ 11 102 50). Petition was reviewed and discussed by council. Motion by Harstad to approve petition to rezone, seconded by Maras. No further discussion. All aye, motion carries.

Open comments. Myron Scharkey, resident, addressed council of his concerns of the impact of the development on his property and voiced his displeasure he was not contact about the development plans.

Reports / Other business.

Crooks HRC report was given by Harstad. Two more closings are scheduled, leaving a remaining seven unreserved lots in the Sunset development. The Heritage Pond development ground will be used for the antique tractor pull event during Community Days. Progress is made on the Heritage Pond development.

Park report was given by Henning. The park clean-up was well attended, and results of the event were good. The last five years have seen good progress made in Crooks parks. More volunteer engagement is needed moving forward, as parks are critical infrastructure in town and as such need to be preserved and maintained. The need to repair the chain link fence in New Hope Park was discussed. Sunset Park needs to be watered to ensure that the recently planted grass grows; options for watering the grass were discussed.

Street report was given by Maras. The repair at 7th St and Andrew Dr will start in the coming week. The continued issue of speeding in town and options to address it were discussed. On June 1st, a public meeting will be held at the Crooks Community Center on the traffic corridor study conducted by Minnehaha County on 258th St. Maras provided information on the project.

PZ report was given by Papke. At the last PZ meeting at which a hearing for a preliminary subdivision plan and a petition to rezone were held.

The City of Crooks is an equal opportunity provider.

Building inspector's report was given by Pearson. The plan review of the Tri-Valley school will be completed in the near future. The option to implement a grading requirement/permit is currently developed and under review.

Finance report was given by Richardson. The 2020 annual report has been submitted to the DLA. Schantz spoke on setting aside depreciation portion for Palmira utility improvement project into investment. Pearson spoke on ARPA act funds and release of rules. Council instructed Schantz to obtain rules.

Utility report was given by Beck. Sewer lines were jetted. Lift stations were radio. Radio reads are installed. The option to automate water reads and quotes for the option are currently obtained by Beck. The potential moving of steel line in case of highway expansion along 258th were discussed.

Code Enforcement/Animal Control report was given by Beck. An abatement letter will be sent to a property owner in violation of city ordinances. Tamara Ramstad, resident, spoke on nuisance property in town, the continuing issues associated with property and asked council to explore options to resolve issue. Council instructed Schantz to contact attorney to obtain guidance on options City has to remedy issue. The recommended increase for animal running at large fee was discussed.

Other business:

- i. Volunteer acknowledgment. No acknowledgments.
- ii. Funding requests for Community Days. Richardson read the two funding requests submitted by CAWT and the CDC for Community Days, which were \$3,700 and \$1,300 respectively. Motion by Henning to pay requests on or prior to May 21st, 2021, seconded by Maras. No further discussion. All aye, motion carries.
- iii.

Ordinances, resolutions, policy, motions.

- a. Appointments & swearing in of candidates. Richardson read appointment recommendations made by Mayor Oseby. Oseby made the following recommendations: Mike Harstad for Alderman – Ward 1, Jana Richardson as council president, Jacob Maras as council vice-president, Ginny Beck as public safety director, Scott Richardson as PZ Director, Mike Harstad as parks & rec chairman, Allan Beyer as public facilities chairman, Jana Richardson as finance chairperson, Jacob Maras as street chairman, Meierhenry Sargent LLP as city attorney, Tobias Schantz as finance officer, DGR Engineering as city engineer, Great Western Bank as city financial institution/depository, Jeffrey Nelson as Crooks HRC commissioner for a 5-year term, and Kelly Gillespie as PZ Commissioner for a 5-year term. Motion by Henning to approve recommendations, seconded by Beyer. No further discussion. All aye, motion carries. Candidates were sworn in.
- b. Second reading of ordinance #242 (Adopting 2018 IBC) was given by Richardson. Motion by Beyer to approve ordinance, seconded by Maras. Maras asked if amendments were included in ordinance. Schantz stated they were not but will be worked on soon. No further discussion. All aye, motion carries.
- c. Second reading of ordinance #243 (Adoption 2018 Property Maintenance Code) was given by Richardson. Council, staff, and those present discussed the code and adoption of the regulations it contains. Motion by Maras to table approval of ordinance, seconded by Beyer. No further discussion. All aye, motion carries.

The City of Crooks is an equal opportunity provider.

- d. Second reading of ordinance #244 (Adopting 2018 IEBC) was given by Richardson. Pearson explained function of the code, stating this applies to older structures. Motion by Maras to approve ordinance, seconded by Beyer. No further discussion. All aye, motion.
- e. First reading of ordinance #275 (Connection to municipal water/sewer system) was given by Richardson.
- f. Resolution 2014-14 (Establishing a profit margin adjustment). Schantz explained resolution and what it does. Motion by Beyer to approve resolution, seconded by Henning. No further discussion. All aye, motion carries. Harstad asked about billing of contractors for services during construction. Council and those present briefly discussed issue.
- g. Abatement request property tax. City was forwarded qualified property tax abatement request. Motion by Harstad to approve abatement request, seconded by Beyer. No further discussion. All aye, motion carries.

Adjourn. Motion by Richardson to adjourn meeting at 8:16 pm, seconded by Maras. No discussion. All aye, motion carries.

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

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