

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

At 7:03 pm the meeting was called to order by Council-President Richardson at the Crooks Community Center. Answering roll call were Alderman Maras, Alderman Richardson, and Alderman Harstad. Absent with notice Alderman Beyer and Mayor Oseby. City staff present were Utility Superintendent Beck, Building Inspector Pearson, City Engineer Morris, Planning and Zoning Director S. Richardson, Finance Officer Schantz.

Pledge was recited by those present. Richardson led invocation.

Approve agenda. Motion by Harstad to approve agenda, seconded by Maras. No discussion. All aye, motion carries.

Consent calendar. Motion by Harstad to correct meeting minutes of June 28, 2021, seconded by Maras. No discussion. All aye, motion carries.

Motion by Maras to approve consent calendar items, seconded by Harstad. No discussion. All aye, motion carries.

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	7/2/2021	copier lease	\$ 274.35
A&B Business Solutions	7/1/2021	07-2021 managed IT	\$ 670.94
Aflac	6/26/2021	AFLAC payable	\$ 138.34
Alex Lundgren	7/8/2021	utility deposit return	\$ 53.87
Alliance Communications	7/1/2021	utilities at office	\$ 233.50
Alliance Communications	7/1/2021	utilities - sewer	\$ 150.82
Augustana - Archeology Laboratory	6/23/2021	cultural resources survey Sanitary Sewer	\$ 2,037.00
Automatic Door Group	6/14/2021	repair automatic door opener	\$ 245.32
Automotive Services, Inc.	7/6/2021	repair blue truck - AC service & spark plugs	\$ 183.35
Banyon Data Systems	7/1/2021	software support	\$ 1,380.00
Border States Electric	6/15/2021	supplies	\$ 333.23
Border States Electric	7/1/2021	risers	\$ 511.19
CHS	6/16/2021	weed killer	\$ 138.90
CHS	6/23/2021	weed killer	\$ 138.90
City of Crooks	7/8/2021	n lift station utilities	\$ 26.85
City of Crooks	7/8/2021	Palmira bathroom utilities	\$ 109.75
City of Crooks	7/8/2021	w lift station utilities	\$ 28.69
City of Crooks	7/8/2021	Crooks Comm Cen. Utilities	\$ 117.33
City of Crooks	7/8/2021	city shop utilities	\$ 25.00
Clayton Energy Corporation	7/1/2021	06-2021 service fee & reservation	\$ 2,018.00
Dakota Supply Group	6/18/2021	supplies	\$ 1,208.13
Deyvis Reyes	7/1/2021	key depot + CCC dmg dep	\$ 225.00
Dudley Laundry d/b/a Appeara	6/23/2021	mat, mop, towel service	\$ 80.64

Dudley Laundry d/b/a Appeara	7/7/2021	mat, mop, towel service	\$ 76.84
Ecolab	6/15/2021	pest control services @ Comm. Cen/office	\$ 79.96
First Dakota Horticulture	6/28/2021	installation of dogwoods	\$ 630.00
First Dakota Horticulture	6/9/2021	emerald ash border treatment	\$ 1,683.00
Garbage'N'More	7/1/2021	garbage service at Comm Cen	\$ 250.00
Gas Training Specialties	2/28/2021	OQ testing	\$ 235.66
Gas Training Specialties	3/31/2021	OQ testing	\$ 241.27
Goebel Printing	6/13/2021	envelopes	\$ 141.30
Goebel Printing	6/24/2021	coroplast zoning signs	\$ 317.50
Great Western Bank	7/9/2021	purchase card payment	\$ 1,860.79
Great Western Bank	6/29/2021	deposit tickets	\$ 15.50
Health Pool of SD	7/1/2021	health + life insurance payable	\$ 2,144.76
Heath Consultants Inc.	6/30/2021	calibrated equipment	\$ 407.69
Hydro Tech Service	6/19/2021	repair fire hydrant	\$ 2,262.40
Hydro Tech Service	6/19/2021	repair maintenance main lift	\$ 3,210.00
Internal Revenue Service / EFTPS	6/18/2021	payroll taxes	\$ 116.47
Internal Revenue Service / EFTPS	6/17/2021	payroll taxes	\$ 2,583.01
Internal Revenue Service / EFTPS	7/2/2021	payroll tax payment	\$ 3,118.65
Jose Barrera	7/6/2021	Crooks Comm Days dmg dep rtn	\$ 475.00
Lacey Rentals	6/15/2021	portable restroom rental at Sunset Park	\$ 175.00
Lacey Rentals	6/29/2021	portable restroom rental at city shop	\$ 138.00
Matheson Tri-Gas, Inc.	6/30/2021	supplies	\$ 34.25
Meierhenry Sargent	6/2/2021	05-21 legal expense	\$ 495.00
Menards	6/28/2021	supplies	\$ 72.44
Minnehaha Comm. Water Corp.	7/6/2021	06-2021 water purchase	\$ 15,732.00
Minnehaha Sheriff	7/1/2021	Q3-2021 law enforcement service	\$ 11,846.25
Mr. Appliance of Sioux Falls	6/9/2021	fridge repair concession stan New Hope	\$ 98.00
New Century Press	6/18/2021	publication exp Res. 2021-15	\$ 18.21
New Century Press	6/28/2021	Community Day ad publication expense	\$ 625.00
New Century Press	6/18/2021	publication exp Res. 2021-16	\$ 28.96
New Century Press	6/18/2021	publication exp Res. 2021-17	\$ 30.62
New Century Press	6/18/2021	publication exp Ord. 275	\$ 26.48
New Century Press	6/18/2021	publication exp Res. 2021-18	\$ 28.13
New Century Press	6/18/2021	publication exp Res. 2021-19	\$ 23.17
New Century Press	6/18/2021	publication exp Ord. 276	\$ 16.55
New Century Press	6/11/2021	sports preview ad	\$ 67.50
New Century Press	6/18/2021	notice of adoption	\$ 10.76
New Century Press	6/25/2021	06.14.21 mtg mins pub exp	\$ 364.10
New Century Press	6/25/2021	hearing notice conditional use	\$ 17.38
New Century Press	6/25/2021	notice of adoption	\$ 8.58
New Century Press	6/25/2021	Independence Day ad	\$ 18.00
New Century Press	6/11/2021	hearing notice - temporary ordinance	\$ 22.34
New Century Press	6/30/2021	Crooks Comm Days - Shopping News	\$ 75.00
New Century Press	7/2/2021	notice of hearing conditional use	\$ 18.21
New Century Press	7/2/2021	pub expense Res 21-20	\$ 76.96
New Century Press	7/2/2021	notice of hearing conditional use	\$ 17.38

New Century Press	7/2/2021	pub expense Res 21-21	\$ 42.20
Nexben	7/1/2021	dental insurance	\$ 161.10
Nexben	7/1/2021	vision insurance	\$ 18.66
Nexben	7/1/2021	voluntary life insurance	\$ 45.00
Nexben	7/1/2021	voluntary spouse life	\$ 50.40
Nexben	7/1/2021	voluntary child life	\$ 1.70
Novak Sanitation	7/1/2021	disposal temp & remove roll off	\$ 257.52
Nyberg's Ace Hardware	6/30/2021	supplies	\$ 35.55
Payment Service Network	7/2/2021	06-2021 gateway fee	\$ 39.95
Pfeifer Implement	6/30/2021	repair Kubota mower	\$ 1,877.78
Pipeline Association for Public Awareness	2/22/2021	annual dues	\$ 690.00
Pump'N'Stuff / Shell	6/22/2021	fuel	\$ 17.48
Pump'N'Stuff / Shell	6/17/2021	fuel	\$ 29.65
Pump'N'Stuff / Shell	6/11/2021	fuel	\$ 27.25
Pump'N'Stuff / Shell	6/24/2021	fuel	\$ 24.46
Pump'N'Stuff / Shell	7/6/2021	fuel	\$ 23.15
SD DANR	7/30/2021	drinking water & surface water fee	\$ 390.00
SD Dept of Revenue	7/8/2021	excise tax return	\$ 31.31
SD Dept of Revenue	7/8/2021	06-2021 sales tax return	\$ 1,303.23
SD One Call	6/30/2021	06-2021 service fee	\$ 74.55
SD Retirement System	6/17/2021	06-21 retirement contribution	\$ 2,032.34
SDRS Supplemental Retirement Plan	6/21/2021	ROTH contribution	\$ 100.00
Sioux Falls Area Humane Society	6/14/2021	May animal control services	\$ 68.88
Sioux Valley Energy	6/15/2021	electric utilities	\$ 119.43
Sioux Valley Energy	6/15/2021	streetlight utilities	\$ 254.00
Tobias Schantz	6/16/2021	reimbursement ROD filing fee	\$ 30.00
Tobias Schantz	7/1/2021	mileage reimbursement	\$ 35.17
Tobias Schantz	6/29/2021	reimbursement scrivener's affidavits	\$ 60.00
U Drive Technology	7/1/2021	06-2021 text msg services	\$ 142.08
US Bank on behalf of SD DANR	7/15/2021	SRF lagoon bond payment	\$ 7,194.04
US Postal Service	6/25/2021	mailing fee gas awareness letters	\$ 408.48
USDA - Rural Development	7/20/2021	pay loader note payment	\$ 1,663.00
Vantek Communications	7/1/2021	utilities - pager	\$ 15.00
Verizon Wireless	6/10/2021	utilities	\$ 23.16
Verizon Wireless	6/23/2021	utilities - building inspector	\$ 91.52
Wheelco	7/9/2021	backup alarm for Tahoe	\$ 26.60
Xcel Energy	6/30/2021	electric utilities	\$ 3,373.40
		Total claims	\$ 81,041.21

Approved purchase card payments.

Vendor	Date incur.	Description	Amount
Bargain Barn	6/29/2021	repair tire	\$ 15.00
Crooks Country Corner	7/2/2021	fuel	\$ 76.49
Crooks Country Corner	7/9/2021	fuel	\$ 31.56
Crooks Country Corner	6/21/2021	fuel	\$ 53.76
JCL Solutions	6/23/2021	janitorial supplies	\$ 100.33

JCL Solutions	7/8/2021	supplies	\$ 63.56
Nyberg's Ace Hardware	6/17/2021	supplies	\$ 38.94
Nyberg's Ace Hardware	6/23/2021	supplies	\$ 8.51
Office Depot	6/24/2021	labels and copier paper	\$ 82.72
Office Depot	6/24/2021	labels gas awareness mailing	\$ 39.07
Office Depot	6/25/2021	office supplies	\$ 52.45
Pfeifer Implement	6/16/2021	parts for repair	\$ 83.18
Pfeifer Implement	6/30/2021	supplies	\$ 4.29
Pump'N'Stuff / Shell	6/14/2021	fuel	\$ 40.71
Pump'N'Stuff / Shell	6/15/2021	fuel	\$ 19.76
Pump'N'Stuff / Shell	6/15/2021	fuel	\$ 21.04
Pump'N'Stuff / Shell	6/17/2021	fuel	\$ 20.36
Pump'N'Stuff / Shell	6/18/2021	fuel	\$ 73.44
Pump'N'Stuff / Shell	6/28/2021	fuel	\$ 41.44
Pump'N'Stuff / Shell	7/8/2021	fuel	\$ 46.16
Pump'N'Stuff / Shell	6/30/2021	fuel	\$ 20.94
US Specialty Coatings	6/17/2021	marking paint	\$ 120.13
USPS	7/9/2021	stamp purchase for mailing utility bills	\$ 550.00
USPS	6/1/2021	certified postage	\$ 7.95
USPS	6/7/2021	postage	\$ 29.00
USPS	6/9/2021	stamp rolls	\$ 220.00
		Total purchase card claims	\$ 1,860.79

Approved wage claims for June 2021.

Council	\$ 700.00
Mayor	\$ 730.00
Planning and Zoning Commission	\$ 705.00
Finance Office	\$ 1,500.00
Government Buildings	\$ 1,251.31
Building Inspector	\$ 1,097.80
Highway & Streets	\$ 1,733.03
Code Enforcement	\$ 109.76
Animal Control	\$ 45.20
West Nile	\$ 38.50
Parks	\$ 3,002.31
Gas	\$ 5,189.07
Water	\$ 3,158.26
Sewer	\$ 3,572.73
Total wage claims	\$ 22,832.97

Public hearings.

Richardson opened hearing for conditional use for oversized accessory building. Richardson opened hearing. S. Richardson spoke on application. Richardson then opened floor for comments from

public. No comments. Richardson then closed hearing. Motion by Harstad to approve conditional use, seconded by Maras. No further discussion. All aye, motion carries.

Open comments. Theresa Mathews and Chad Flier addressed council about water being discharged onto their property due to placement of culvert at lot across from their property. The issue was then discussed, with Morris being asked to review situation and provide assessment to council.

Todd Myhre, representative of Crooks Flag Football, addressed Council about recent improvements and potential future improvements at Sunset Park. A request was made to have the City install a 2" water line to the park for an irrigation system and other future improvements. The potential for a City contribution towards the irrigation system was reviewed. Motion by Richardson to proceed with installation of 2" line upon receipt of quote, seconded by Harstad. No discussion. All aye, motion carries.

Reports/Other business.

- a. Crooks HRC report was given by Harstad. One more lot is scheduled to be closed. The CHRC is working on selling remaining lots to interested builders.
- b. Park report was given by Harstad. A Park Board meeting is scheduled for July 19 at 7pm at the Crooks Community Center.
- c. Street report was given by Maras. Micro-surfacing project is scheduled for the last week of July. The scope of project and impact on traffic were discussed. West Ave trails Ph 2. Addendum. Council reviewed the addendum and discussed it.
- d. Planning and Zoning report was given by S. Richardson. The recent Planning and Zoning meetings were discussed, and the actions taken by the commission.
- e. Building Inspector's report was given by Pearson. Phone calls have been received about R-3 and R-4 zoning in town. Zoning classifications were then discussed.
- f. Government buildings & IT infrastructure report was given by Schantz. Consultant conducted ADA inspection of Crooks Community Center.
- g. Finance report was given by Richardson. The payoff of the remainder of the SRF lagoon loan was reviewed, and the payoff amount discussed. Motion by Harstad to request payoff of SRF lagoon loan from SD DANR, seconded by Maras. No further discussion. All aye, motion carries.
- h. Utility report was given by Beck. The SD DANR conducted an inspection of the water system recently.
- i. Code Enforcement/Animal Control report was given by Beck. The property scheduled to be abated is in the process of being cleaned up, resulting in suspension of abatement to review if need continues after current clean-up efforts. S. Richardson then discussed status of zoning regulation violations in town. Pearson then discussed code provision permitting inspection of rental property in town to ensure it is suitable for living.
- j. Other business.
 - I. Volunteer acknowledgment. No acknowledgment.
 - II. Voting wards. Process cannot begin until Census numbers are released.

Ordinances, resolution, policy, motions.

- a. Second reading of ordinance #277 was given by Richardson. Ordinance was then explained. Motion by Harstad to approve ordinance, seconded by Maras. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye. All aye, motion carries.

- b. Second reading of ordinance #278 was given by Richardson. Ordinance will rezone CDC property on north end of town. Motion by Harstad to approve ordinance, seconded by Maras. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye. All aye, motion carries.
- c. Second reading of ordinance #279 was given by Richardson. Ordinance will supplement funds for street repairs. Motion by Maras to approve ordinance, seconded by Harstad. No further discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye. All aye, motion carries.
- d. Second reading of ordinance #280 was given by Richardson. Ordinance will amend ordinance #174's fee schedule and permit the setting of fees/fines by resolution. Motion by Harstad to approve ordinance, seconded by Maras. No further discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye. All aye, motion carries.
- e. First reading of ordinance #281 was given by Richardson.
- f. Resolution 2021-22. Council reviewed and discussed resolution. Motion by Harstad to approve resolution, seconded by Maras. No further discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye. All aye, motion carries.

Adjourn. Motion by Maras to adjourn meeting at 7:59pm, seconded by Harstad. No discussion. All aye, meeting adjourned.

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

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