

City of Crooks
City Council
Regular monthly meeting minutes
August 9, 2021

At 7pm, the meeting was called to order by Mayor Oseby at the Crooks Community Center. Answering roll call were Alderman Harstad, Alderman Richardson, Alderman Maras, Alderman Beyer, and Mayor Oseby. City staff present were Utility Superintendent Beck, Building Inspector Pearson, City engineer Jesse Morris (DGR), and Finance Officer Schantz. Planning and Zoning Director Richardson was absent with notice.

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

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

Consent calendar. Motion by Beyer to approve consent calendar, seconded by Harstad. Maras then asked question on date of TIF #1 Developer agreement's date and if the date on the document was correct. Discussion ensued. Motion by Maras to strike date line in TIF #1 developer agreement and leave blank, to be filled out by party who signs agreement last, seconded by Harstad. No further discussion. All aye, motion carries, TIF #1 Developer agreement amended. Council then proceeded to vote on consent calendar items. No further discussion. All aye, motion carries, consent calendar items approved.

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	8/4/2021	copier lease	\$ 274.35
A&B Business Solutions	8/2/2021	07-21 managed IT	\$ 670.94
Affordable Geothermal LLC	8/2/2021	hydrant meter deposit return	\$ 855.31
Alliance Communications	8/1/2021	utilities at office	\$ 225.30
Alliance Communications	8/1/2021	utilities	\$ 150.82
American Public Gas Assoc.	7/26/2021	renewal fee program	\$ 19.00
Asphalt Surfacing Company	7/14/2021	tack oil	\$ 162.50
Border States Electric	7/16/2021	1/2" plex pipe	\$ 29.51
CHS	7/9/2021	chemical purchase	\$ 138.90
CHS	7/23/2021	chemical purchase	\$ 366.13
City of Sioux Falls	7/8/2021	bacteria testing water	\$ 87.00
Clayton Energy Corporation	7/14/2021	06-2021 commodity purchase	\$ 2,617.24
Clayton Energy Corporation	8/2/2021	service fee + reservation fee	\$ 2,018.00
Community Partners Research, Inc.	8/2/2021	Housing study update	\$ 3,750.00
Connie Hornbuckle	7/26/2021	Crooks Comm. Cen. Damage & key deposit	\$ 225.00
Crooks Country Corner	8/5/2021	vehicle maintenance	\$ 58.85
Crooks Country Corner	7/1/2021	brake fluid	\$ 17.85
Crooks Country Corner	7/23/2021	oil change	\$ 59.99
Daktronics	7/20/2021	baseball scoreboard	\$ 1,030.00
Dudley Laundry d/b/a Appeara	7/21/2021	mat mop and towel service	\$ 76.84
Dudley Laundry d/b/a Appeara	8/4/2021	mat, mop, towel service	\$ 76.84

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Ecolab	7/20/2021	pest control services at office & Comm. Ctr.	\$ 79.96
Great Western Bank	7/9/2021	account analysis charge - 206	\$ 26.53
Great Western Bank	7/9/2021	account analysis charge -916	\$ 50.00
Great Western Bank	8/8/2021	purchase card payment	\$ 1,088.62
Health Pool of SD	8/1/2021	health + life insurance payable	\$ 2,144.76
Helpline Center	6/30/2021	06-21 monthly charge	\$ 108.36
Helpline Center	7/31/2021	07-21 monthly fee	\$ 108.00
Independent Living Choices	7/26/2021	ADA assessment Crooks Comm. Cen.	\$ 202.06
Internal Revenue Service / EFTPS	7/14/2021	balance due on return	\$ 358.39
Internal Revenue Service / EFTPS	7/19/2021	payroll tax deposit	\$ 2,546.16
Internal Revenue Service / EFTPS	8/4/2021	payroll taxes	\$ 2,962.24
Interstate All Battery Center	7/30/2021	new battery autoscrubber	\$ 335.90
Lacey Rentals	7/13/2021	portable restroom rental at Sunset Park	\$ 175.00
Lacey Rentals	7/27/2021	portable restroom rental	\$ 138.00
Lilian Giron	7/26/2021	Crooks Comm. Cen. damage deposit	\$ 400.00
Mac's / Blue Tarp Financial	7/20/2021	supplies	\$ 30.02
Matheson Tri-Gas	7/31/2021	supplies	\$ 35.06
Minnehaha Community Water Corp	8/3/2021	07-2021 water purchase	\$ 12,024.00
National Fire Protection Association	7/21/2021	annual dues	\$ 175.00
New Century Press	7/16/2021	Ord. 279 publication	\$ 18.21
New Century Press	7/16/2021	Ord. 278 publication	\$ 18.21
New Century Press	7/16/2021	Res 2021-22 publication	\$ 19.86
New Century Press	7/9/2021	PZ mtg minutes 06/28/21 publication	\$ 28.13
New Century Press	7/16/2021	06/28/2021 correct mt mins publication	\$ 29.79
New Century Press	7/9/2021	Council mtg minutes 06/28/21 publication	\$ 32.27
New Century Press	7/16/2021	Ord. 280 publication	\$ 32.27
New Century Press	7/30/2021	impact statement sanitary sewer project	\$ 52.96
New Century Press	7/16/2021	Ord. 277 publication	\$ 63.72
New Century Press	7/9/2021	Sanitary Sewer bid 1st run	\$ 68.64
New Century Press	7/9/2021	PZ resolution 21-01 publication	\$ 68.68
New Century Press	7/1/2021	fireworks FAQ publication	\$ 80.00
New Century Press	4/2/2021	Sunset Trails ads for bids	\$ 17.82
New Century Press	7/2/2021	Sanitary Sewer bid 2nd run	\$ 86.06
New Century Press	7/30/2021	07/19/21 mtg mins publication	\$ 35.58
New Century Press	7/23/2021	07/12/21 mtg mins publication	\$ 225.91
New Century Press	7/23/2021	Res 2021-23 publication	\$ 290.45
Nexben	8/2/2021	voluntary dental insurance	\$ 161.10

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Nexben	8/2/2021	voluntary vision insurance	\$ 18.66
Nexben	8/2/2021	voluntary life insurance	\$ 45.00
Nexben	8/2/2021	voluntary spouse life insurance	\$ 50.40
Nexben	8/2/2021	voluntary child life insurance	\$ 1.70
Q3 Contracting	7/29/2021	retirement gas services	\$ 6,949.36
Payment Service Network	8/2/2021	gateway fee	\$ 39.95
Pump'N'Stuff / Shell	7/13/2021	fuel	\$ 23.55
Pump'N'Stuff / Shell	7/20/2021	fuel	\$ 30.01
Pump'N'Stuff / Shell	7/17/2021	fuel	\$ 25.08
Pump'N'Stuff / Shell	8/2/2021	fuel	\$ 29.35
Pump'N'Stuff / Shell	8/4/2021	fuel	\$ 25.65
Pump'N'Stuff / Shell	8/4/2021	fuel	\$ 19.66
Pump'N'Stuff / Shell	8/5/2021	fuel	\$ 3.82
Ramkota Hotel	7/16/2021	hotel room staff conference attendance	\$ 98.35
SD One Call	7/31/2021	07-21 fee	\$ 65.10
SDRS Supplemental Retirement Plan	7/6/2021	ROTH contribution	\$ 100.00
SDRS Supplemental Retirement Plan	7/22/2021	ROTH contribution	\$ 100.00
Sioux Falls Area Humane Society	7/16/2021	06-21 animal control services	\$ 55.88
Sioux Valley Energy	7/15/2021	street light utilities	\$ 254.00
Sioux Valley Energy	7/15/2021	sewer utilities	\$ 101.68
Tobias Schantz	7/20/2021	mileage reimbursement work travel	\$ 29.29
Tobias Schantz	7/27/2021	reimbursement conference registration fee	\$ 50.00
Todd Myhre	7/19/2021	Crooks Comm. Cen. damage deposit	\$ 450.00
TranSource	7/16/2021	street sweeper repair	\$ 2,326.61
U Drive Technology	8/1/2021	07-21 txt msg service	\$ 51.92
US Bank on behalf of SD DENR	8/15/2021	Palmira bond payment - sewer	\$ 25,164.53
US Bank on behalf of SD DENR	8/15/2021	Palmira bond payment - water	\$ 12,857.22
USDA - Rural Development	8/20/2021	pay loader note payment	\$ 1,663.00
Vantek Communications	8/1/2021	pager utilities	\$ 15.00
Verizon Wireless	7/10/2021	utilities	\$ 31.24
Winter Enterprises	7/16/2021	excavator rental	\$ 1,577.50
Xcel Energy	7/30/2021	electric utilities	\$ 3,204.68
		Total claims	\$ 92,686.28

Approved purchase card payments.

Vendor	Date incur.	Description	Amount
Crooks Country Corner	7/27/2021	fuel	\$ 54.88
Crooks Country Corner	7/1/2021	fuel	\$ 51.25
Crooks Country Corner	8/3/2021	fuel	\$ 51.52
Pfeifer Implement	8/5/2021	maintenance supplies	\$ 174.28
Pump'N'Stuff / Shell	7/13/2021	fuel	\$ 62.48

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Pump'N'Stuff / Shell	7/14/2021	fuel	\$ 81.77
Pump'N'Stuff / Shell	7/20/2021	fuel	\$ 20.36
Pump'N'Stuff / Shell	7/15/2021	fuel	\$ 38.38
Pump'N'Stuff / Shell	7/15/2021	fuel	\$ 78.34
Pump'N'Stuff / Shell	7/22/2021	fuel	\$ 18.40
Pump'N'Stuff / Shell	7/27/2021	fuel	\$ 15.76
Pump'N'Stuff / Shell	7/29/2021	fuel	\$ 10.20
Pump'N'Stuff / Shell	7/27/2021	fuel	\$ 46.16
Pump'N'Stuff / Shell	7/30/2021	fuel	\$ 20.43
Pump'N'Stuff / Shell	8/2/2021	fuel	\$ 18.53
Stan Houston	8/5/2021	supplies	\$ 65.25
Tractor Supply	7/14/2021	supplies	\$ 27.98
US Postal Service	7/21/2021	certified postage delinquency letters	\$ 151.05
US Postal Service	7/23/2021	certified postage non-current delinquents	\$ 68.00
US Postal Service	8/2/2021	certified postage invoice	\$ 7.00
Wheelco	7/9/2021	backup alarm	\$ 26.60
		Total purchase card claims	\$ 1,088.62

Approved wages/salaries for July.

Council	\$ 700.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 815.00
Finance Office	\$ 1,500.00
Government Buildings	\$ 1,236.63
Building Inspector	\$ 901.69
Highway & Streets	\$ 1,076.43
Code Enforcement	\$ 90.40
Animal Control	\$ 45.20
West Nile	\$ 193.60
Parks	\$ 2,949.20
Economic Development	\$ 160.47
Gas	\$ 4,592.62
Water	\$ 3,722.28
Sewer	\$ 3,424.11
Total wage claims	\$ 21,827.63

Public hearings. None.

Open comments. No open comments.

Reports/Other business.

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Crooks HRC report was given by Harstad. All lots in Sunset Development have been sold or are under contract. Utilities will have to be moved along the twin home lots on W 5th St. The first portion of the new Heritage Pond development is scheduled for closing. The developer will reimburse Crooks HRC for \$15,000 per lot as they are sold. The developer for the Heritage Pond development has dirt moving crew ready. Discussion then ensued about Crooks HRC's continuance after developments have been completed, the profitability of the Heritage Pond area, and force main installation in development.

Parks report was given by Harstad. Flag Football season has started, and Sunset Park is used frequently; no adverse impact has been noted on the recently seeded fields in Sunset Park. The concession stand at New Hope Park has been updated thanks to the volunteer efforts. Oseby spoke on Park Boards and invited interested parties to see if they'd like to serve on the board. Discussion then ensued about watering of the football field at Sunset Park and when the City would assume responsibility for the maintenance of the grass. A new drinking fountain has been installed at Sunset Park.

Streets report was given by Maras. The highway through town was microsurfaced recently and the project turned out satisfactorily.

Planning and Zoning report. No report.

Building Inspector report was given by Pearson. The apartments on N West Avenue were inspected; the apartments are in good condition with a few infractions noted. The drainage issue at the corner of Winterberry and West 4th St was discussed; it was noted the pipe used was not in compliance with Subdivision Regulations. Other long-term options to resolve the drainage issue need to be developed.

Government Buildings & IT Infrastructure report was given by Beyer. The USDA's compliance review and ADA inspection of the Crooks Community Center were reviewed and discussed. Additional cameras will be installed at the facility. A cybersecurity assessment with DSU will be conducted. The broadcaster will be made operational soon to resume the streaming of meetings.

Finance report was given by Richardson. The first FY2022 budget meeting was held with a first reading anticipated in August. Oseby spoke on growing operating reserves.

Utility report was given by Beck. The metering station in the Renner area was struck by lightning resulting in damage to the equipment. Beck is meeting with contractor to obtain estimate for the repair and options to submit a claim to insurance are being reviewed. The scope of the repair and technical aspects were then discussed. Sanitary Sewer Cost Recovery District update was provided by Oseby. A meeting has been scheduled with Hartford to discuss the opportunity of sending sewer to future wastewater facility there.

Code Enforcement/Animal Control report was given by Beck. The recent incidents of the use of motorized vehicles (electric kids' cars and etc.) in town and in City parks was talked about. Mark Jastrom, Minnehaha County Sheriff's Deputy, spoke on the use of motorized electric vehicles and requirements to operate them. Discussion then ensued on how to address the issue appropriately. Trailers and campers parked on City streets have become a recurring issue in town, Beck encouraged to refrain from parking campers/trailers on City streets. Beck and Penning (City's utility technician) have caught twelve stray cats in town, residents should refrain from feeding stray cats. Beck also asked pet owners buy the tag from the City.

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Other business. i. Volunteer acknowledgment. None.

Ordinances, resolution, policy, motions.

- a. Second reading of ordinance #281 was given by Oseby. Motion by Richardson to amend ordinance for staff recommended amendment, seconded by Harstad. No discussion. All aye, motion carries, ordinance amended. Motion by Harstad to approve ordinance, seconded by Richardson. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye, Beyer – aye. All aye, motion carries.
- b. Second reading of ordinance #282 was given by Oseby. Ordinance was briefly discussed. Motion by Harstad to approve ordinance, seconded by Maras. No further discussion. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye, Maras – aye. All aye, motion carries.
- c. Motion to transfer funds as authorized by Ordinance #281. Motion by Beyer to transfer water/sewer hookup funds presently held under General Fund to Water Fund, seconded by Richardson. No discussion. All aye, motion carries.
- d. Auto-supplement West Nile Grant funds. Motion by Richardson to auto-supplement 2021 budget, West Nile (4413) department’s object level of Services & Fees (422) for \$1,500 grant award, seconded by Harstad. No discussion. All aye, motion carries.

Adjourn. Motion by Richardson to adjourn at 7:56pm, seconded by Maras. No discussion. All aye, motion carries.

Respectfully submitted,

Tobias Schantz

Municipal Finance Officer

City of Crooks, SD

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