

City of Crooks  
City Council  
Regular monthly meeting minutes  
September 13, 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 City engineer Jesse Morris and Jake Morris (DGR) and Finance Officer Schantz.

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

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

**Consent calendar.** Motion by Beyer to approve meeting minutes. Motion dies for lack of second. Motion by Harstad to approve consent calendar items, seconded by Maras. No discussion. All aye, motion carries.

**Approved claims.**

Vendor	Date incur.	Description	Amount
3D Security	9/3/2021	additional cameras at Comm Cen	\$ 3,526.86
A&B Business Solutions	8/16/2021	copier lease	\$ 314.97
A&B Business Solutions	8/13/2021	copier lease	\$ 27.43
A&B Business Solutions	9/3/2021	copier lease	\$ 279.97
A&B Business Solutions	9/1/2021	09-21 managed IT	\$ 670.94
ABC Rentals	8/17/2021	rental overseeder	\$ 169.00
Adapco	8/18/2021	mosquito chemical	\$ 758.00
Aflac	7/26/2021	AFLAC premiums	\$ 138.34
Alba Umana	9/7/2021	Crooks Comm Cen damage & key deposit	\$ 475.00
Alliance Communications	9/1/2021	utilities	\$ 150.82
Alliance Communications	9/1/2021	utilities	\$ 223.95
Appeara	9/1/2021	mat, mop, towel service	\$ 78.26
Automotive Services, Inc.	9/2/2021	repair City truck	\$ 298.46
Automotive Services, Inc.	9/7/2021	repair City truck	\$ 256.93
Banyon Data Systems	8/26/2021	direct eBill module + annual fee	\$ 790.00
Border State Electric	8/27/2021	plex pipe & tracer wire	\$ 1,407.68
Border State Electric	8/30/2021	marking flags	\$ 157.55
BX Civil & Construction Inc.	8/11/2021	dust control at Sunset Park	\$ 2,488.05
Christina Lopez-Reyes	8/9/2021	Crooks Comm. Cen. damage & key deposit	\$ 225.00
CHS	8/31/2021	weed chemical	\$ 96.40
Clayton Energy	8/12/2021	commodity purchase 07-21	\$ 2,431.64
Clayton Energy	9/1/2021	monthly reservation & service fee	\$ 2,018.00
Crooks Municipal Utilities	8/11/2021	Andrew lift station utilities	\$ 27.96
Crooks Municipal Utilities	8/11/2021	n lift station utilities	\$ 26.97
Crooks Municipal Utilities	8/11/2021	city shop utilities	\$ 25.00

September 13, 2021, regular monthly meeting minutes

Crooks Municipal Utilities	8/11/2021	Palmira bathroom utilities	\$ 110.74
Crooks Municipal Utilities	8/11/2021	Crooks Comm. Cen. Utilities	\$ 109.41
Crooks Municipal Utilities	9/10/2021	utilities w. lift station	\$ 29.11
Crooks Municipal Utilities	9/10/2021	utilities n. lift station	\$ 28.09
Crooks Municipal Utilities	9/10/2021	utilities city shop	\$ 25.00
Crooks Municipal Utilities	9/10/2021	utilities Palmira bathroom	\$ 216.00
Crooks Municipal Utilities	9/10/2021	utilities Crooks Community Center	\$ 109.67
Dakota Supply Group	8/17/2021	supplies	\$ 110.44
DGR Engineering	8/18/2021	engineering services	\$ 1,562.00
Dreams In Detail	8/30/2021	key deposit return	\$ 25.00
Dudley Laundry d/b/a Appeara	8/18/2021	mat, mop, towel service	\$ 75.62
Ecolab	8/24/2021	pest control at Crooks Comm. Cen.	\$ 79.96
Ferguson Waterworks	8/10/2021	registers	\$ 2,435.53
Gary Jensen	9/10/2021	utility deposit return	\$ 78.92
Geri Arens	8/24/2021	utility deposit return	\$ 72.91
Goebel Printing	8/22/2021	envelopes	\$ 437.92
Great Western Bank	8/12/2021	scanner purchase	\$ 585.20
Great Western Bank	8/9/2021	account analysis fee -0206	\$ 40.00
Great Western Bank	8/9/2021	account analysis fee -916	\$ 51.02
Great Western Bank	9/10/2021	purchase card payment	\$ 3,035.51
Great Western Bank	9/9/2021	account analysis charge	\$ 53.76
Great Western Bank	9/9/2021	account analysis charge	\$ 20.00
Health Pool of SD	9/1/2021	health + life insurance payable	\$ 2,144.76
Heiman, Inc	8/12/2021	parts for water truck repair	\$ 191.70
Internal Revenue Service / EFTPS	8/19/2021	payroll taxes	\$ 2,551.33
Internal Revenue Service / EFTPS	9/1/2021	payroll taxes	\$ 3,051.77
Interstate PowerSystems	8/24/2021	maintenance main lift	\$ 330.00
Interstate PowerSystems	8/24/2021	maintenance north lift	\$ 513.55
Lacey Rentals	8/10/2021	portable restroom rental Sunset Park	\$ 671.00
Lacey Rentals	8/24/2021	portable restroom rental City shop	\$ 138.00
Lacey Rentals	9/7/2021	portable restroom rentals Sunset Park	\$ 626.00
Lawrence Vander Esch	7/26/2021	utility deposit return	\$ 79.97
Lodes Tree Service	8/27/2021	Ash tree removal	\$ 4,000.00
Mac's / Blue Tarp Inc	8/20/2021	supplies	\$ 20.89
Matheson Tri-Gas	8/31/2021	supplies	\$ 35.06
Meierhenry Sargent	8/11/2021	legal expense June & July	\$ 2,205.00
Menards	9/9/2021	supplies	\$ 24.04
Minnehaha Comm. Water Corp	9/2/2021	08-21 water purchase	\$ 9,137.25
New Century Press	8/13/2021	07/26/21 mtg mins publication	\$ 28.13
New Century Press	8/13/2021	Ord 282 publication	\$ 19.03
New Century Press	8/13/2021	Ord 281 publication	\$ 16.55
New Century Press	7/30/2021	impact statement	\$ 52.96
New Century Press	7/30/2021	07/19/2021 mtg mins publication	\$ 35.58
New Century Press	8/20/2021	08/09/2021 mtg min publication	\$ 211.01
New Century Press	9/3/2021	08/30/21 mtg mins publication	\$ 13.24
New Century Press	8/6/2021	Tri-Valley calendar ad	\$ 75.00
New Century Press	8/6/2021	Back to school list	\$ 18.00
New Century Press	8/13/2021	Sports previews ad	\$ 67.50

September 13, 2021, regular monthly meeting minutes

Nexben	9/1/2021	vision insurance	\$ 18.66
Nexben	9/1/2021	dental insurance	\$ 161.10
Nexben	9/1/2021	supplemental life insurance	\$ 45.00
Nexben	9/1/2021	child life insurance	\$ 1.70
Nexben	9/1/2021	spouse life insurance	\$ 50.40
Nicole Soriano Bravo	8/30/2021	Crooks Comm Cen dmg deposit	\$ 225.00
Payment Service Network	9/2/2021	08-21 gateway fee	\$ 39.95
Pfeifer Implement	8/24/2021	angle broom street sweeper	\$ 1,406.12
Pump'N'Stuff / Shell	8/10/2021	fuel	\$ 25.45
Pump'N'Stuff / Shell	8/13/2021	fuel	\$ 24.04
Pump'N'Stuff / Shell	8/18/2021	fuel	\$ 24.61
Pump'N'Stuff / Shell	9/6/2021	fuel	\$ 28.03
Pump'N'Stuff / Shell	8/31/2021	fuel	\$ 27.76
Q3 Contracting	9/1/2021	retirements, new gas service, main	\$ 11,199.48
Ralston Halcomb	8/17/2021	utility deposit return	\$ 90.07
Riteway	8/25/2021	check blanks	\$ 181.49
Riteway	8/30/2021	blank utility billing postcards	\$ 794.39
Roger Bertram	9/10/2021	utility deposit return	\$ 79.44
Sherry Nesheim	8/9/2021	utility deposit return	\$ 16.14
Schoeneman's	9/1/2021	field marker grid lime	\$ 146.00
Scott & Tanya Mohnen	8/9/2021	utility deposit return	\$ 17.53
SD Dept. of Health	8/22/2021	water testing	\$ 481.00
SD Dept. of Revenue	8/18/2021	07-21 sales tax payable	\$ 1,235.59
SD Municipal League	9/9/2021	annual conference registration fee	\$100
SD One Call	8/31/2021	08-21 message fees	\$ 123.90
SD Retirement System	8/19/2021	08-21 retirement contribution	\$ 1,982.30
SDRS Supplemental Retirement Plan	8/6/2021	ROTH contribution	\$ 100.00
SDRS Supplemental Retirement Plan	8/20/2021	ROTH contribution	100
SDRS Supplemental Retirement Plan	9/7/2021	ROTH contribution	\$ 100.00
Sioux Falls Area Humane Society	8/15/2021	07-21 animal control services	\$ 43.00
Sioux Valley Energy	8/13/2021	utilities street lights	\$ 254.00
Sioux Valley Energy	8/13/2021	utilities	\$ 100.76
SoDak Striping	9/7/2021	crosswalk and stop bar paint	\$ 153.00
U Drive Technology	9/1/2021	08-21 message fees	\$ 118.40
US Bank	8/20/2021	SRF lagoon bond retirement	\$ 75,969.47
US Postal Service	9/10/2021	mailing fee UB postcards	\$ 242.90
USDA - Rural Development	9/20/2021	pay loader note payment	\$ 1,663.00
Vandersnick Excavating LLC	8/26/2021	replace curb stops	\$ 413.36
Vantek Communications	9/1/2021	pager utilities	\$ 15.00
Verizon	7/23/2021	utilities	\$ 91.51
Verizon	8/10/2021	utilities	\$ 23.18
Verizon	8/23/2021	utilities	\$ 91.51
Viktoria Jaskot	8/10/2021	utility deposit return	\$ 21.77
Waterbury Plumbing	8/16/2021	installation drinking fountain	\$ 1,117.35
Xcel Energy	8/30/2021	electric utilities	\$ 3,257.93
Zacharias Construction Inc	8/16/2021	crushed gravel	\$ 618.86
		<b>Total claims</b>	<b>\$ 155,632.46</b>

**Approved purchase card payments.**

Vendor	Date incur.	Description	Amount
Amazon	8/23/2021	grease	\$ 46.99
Border States Electric	9/1/2021	light bulbs	\$ 91.20
Border States Electric	8/20/2021	plex pipe	\$ 47.20
Crooks Country Corner	8/25/2021	fuel	\$ 61.93
Fleet Farm	8/10/2021	supplies	\$ 107.95
Fred the Fixer	8/23/2021	keys for padlocks	\$ 42.00
JCL Solutions	8/31/2021	supplies	\$ 89.30
JCL Solutions	8/24/2021	supplies	\$ 83.72
Marso's Outdoor Equipment	8/18/2021	water truck parts	\$ 67.12
Nyberg's Ace Hardware	8/31/2021	supplies	\$ 92.40
Nyberg's Ace Hardware	8/16/2021	grass seed	\$ 129.98
Nyberg's Ace Hardware	8/24/2021	wasp spray	\$ 29.95
Office Depot	8/13/2021	office supplies	\$ 109.52
Office Depot	8/13/2021	trash cans	\$ 23.38
Office Depot	8/13/2021	name plates elected officials	\$ 99.95
Pfeifer Implement	8/13/2021	supplies mower maintenance	\$ 34.72
Pump'N'Stuff / Shell	9/10/2021	fuel	\$ 42.59
Pump'N'Stuff / Shell	8/13/2021	fuel	\$ 82.52
Pump'N'Stuff / Shell	8/16/2021	fuel	\$ 45.16
Pump'N'Stuff / Shell	8/12/2021	fuel	\$ 43.37
Pump'N'Stuff / Shell	8/5/2021	fuel	\$ 48.51
Pump'N'Stuff / Shell	8/24/2021	fuel	\$ 177.99
Pump'N'Stuff / Shell	8/31/2021	fuel & supplies	\$ 99.65
Pump'N'Stuff / Shell	8/20/2021	fuel	\$ 20.67
Pump'N'Stuff / Shell	8/24/2021	fuel	\$ 46.67
Pump'N'Stuff / Shell	9/8/2021	fuel	\$ 18.15
Pump'N'Stuff / Shell	9/9/2021	fuel	\$ 141.62
Pump'N'Stuff / Shell	9/1/2021	fuel	\$ 43.98
Reflective Apparel	8/30/2021	staff clothing order	\$ 172.79
Renner Corner	9/7/2021	fuel	\$ 56.04
Renner Corner	8/16/2021	fuel	\$ 64.74
Scooby's	8/5/2021	wash mower	\$ 5.50
Scooby's	8/10/2021	wash mower	\$ 5.00
Scooby's	8/18/2021	wash tractor	\$ 6.75
Scooby's	8/18/2021	wash skid steer	\$ 7.75
US Postal Service	8/13/2021	postage delinquency letters	\$ 198.75
US Postal Service	8/12/2021	stamps	\$ 550.00
		<b>Total purchase card claims</b>	<b>\$ 3,035.51</b>

**Approved wages/salaries for July.**

<b>Gross wages by department for month of August 2021</b>	
Council	\$ 700.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 320.00

Finance Office	\$ 1,500.00
Government Buildings	\$ 469.92
Building Inspector	\$ 1,523.75
Highway & Streets	\$ 699.74
Code Enforcement	\$ 90.40
Animal Control	\$ 45.20
West Nile	\$ 88.00
Parks	\$ 2,415.43
Economic Development	\$ 994.96
Gas	\$ 5,071.30
Water	\$ 3,130.67
Sewer	\$ 3,554.13
<b>Total wage claims</b>	<b>\$ 21,023.50</b>

**Open comments.** Bryon Farmer, manager of Critter’s, asked if city shop could be used for bean bag tournament on Saturday in case of inclement weather.

Dan Schlueter, representative of Crooks Flag Football League, spoke to council and mayor on CFFL’s contribution towards Sunset Park and submitted official request for support for irrigation system at Sunset Park. Council and mayor then discussed requests. Motion by Richardson to approve funding request for water line and irrigation system at Sunset Park in the amount of \$37,000, seconded by Maras. No further discussion. All aye, motion carries.

**Reports/Other business.**

Crooks HRC report was given by Harstad. The last few lots in Sunset are scheduled to be closed. Dirt moving has begun at Heritage Pond Development. Amendment to MVB Developer Agreement. Agreement was reviewed and discussed. Motion by Harstad to approve amendment, seconded by Maras. No further discussion. All aye, motion carries.

Parks report was given by Harstad. FY2022 budget and Parks projects were discussed. The dugouts at New Hope Park need work and Harstad is looking for volunteers to assist with the project.

Streets report was given by Maras. FY2022 budget and Street maintenance/projects were discussed. The slurry seal has been completed. The City will conduct patching of roads soon. Plans to hire street crew for 2022 to assist staff with repairs was discussed. Slurry seal pay application. Application was reviewed. Jake Morris stated contractor still needs to supply documents and recommends payment only be issued upon receipt of all necessary documents. Motion by Maras to assign contract and disburse amount upon receipt of requisite documents, seconded by Richardson. The need to crack seal slurry seal spots was discussed. No further discussion. All aye, motion carries.

Planning and Zoning report was given by Schantz. A hearing for an amendment to the Zoning Regulations has been scheduled for September 27 at 7pm at the Crooks Community Center.

Building Inspector. No report.

Government Buildings & IT Infrastructure report was given by Beyer. City is participating in program for cybersecurity assessment conducted by DSU. DSU cybersecurity agreement. Motion by Richardson to approve agreement, seconded by Beyer. No discussion. All aye, motion carries.

Finance report was given by Richardson. The budget for 2022 has been completed. A meeting has been scheduled with the City's auditors to discuss the 2020. Tractor financing & proceed with order. Council and mayor then spoke on procurement of new tractor and current use of tractor. Options for financing the tractor versus outright purchase was discussed. Motion by Harstad to proceed with financing of utility tractor, seconded by Richardson. No further discussion. All aye, motion carries.

Utility report was given by Schantz. Radio read software for water meters. Automatic read importing software was discussed. Motion by Richardson to proceed with purchase or radio read software, seconded by Beyer. No further discussion. All aye, motion carries.

Code Enforcement/Animal Control report. Jeremy Papke, resident, addressed council and stated he will clean up property. A residence with potential nuisance conditions was discussed.

Utility report, con't. Oseby opened discussion on potential ARPA funding and state water plan opportunities. Jesse Morris addressed council on the funding and potential to conduct water and sewer improvements. Council and mayor then discussed various items about water and sewer system and needed improvements thereof in town. Motion by Maras to proceed with state water plan application, seconded by Richardson. No further discussion. All aye, motion carries.

Other business. i. Volunteer acknowledgment. Lynda Rise, Rhea Lease, Maria Kendle, Dennis Machacek were recognized. Employee wage. Call on wages for cleaning up Crooks Community Center between renters was discussed. Motion by Harstad to compensate Larry Rezac at 1.5 times hourly rate for clean-up of Crooks Community Center in-between 2:00 am through 6:00am including weekends between rentals. seconded by Maras. No further discussion. All aye, motion carries. Motion by Richardson, seconded by Maras to establish on-call compensation for Jason Penning when answering gas emergency calls at 1.5 times of hourly rate. No further discussion. All aye, motion carries.

**Ordinances, resolution, policy, motions.**

- a. Second reading of ordinance #283 was given by Oseby. Motion by Harstad to approve ordinance, seconded by Beyer. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye, Beyer – aye. All aye, motion carries.
- b. First reading of ordinance #284 was given by Oseby.
- c. First reading of resolution 2021-24 was given by Oseby. Resolution was then discussed by council. Motion by Maras to approve resolution, seconded by Richardson. No further discussion. All aye, motion carries.
- d. First reading of resolution 2021-25 was given by Oseby. Motion by Maras to approve resolution, seconded by Beyer. No discussion. All aye, motion carries.

Adjourn. Motion by Maras to adjourn at 8:22pm, seconded by Beyer. Jim Van Hunnick addressed council and mayor over noise caused by renters of the Crooks Community Center and requested City explore options to ensure noise levels are acceptable. Item was then discussion. No further discussion. All aye, motion carries.

September 13, 2021, regular monthly meeting minutes

Respectfully submitted,

Tobias Schantz

Municipal Finance Officer

City of Crooks, SD

Published:

Published once at the approximate cost of: \$