

City of Crooks
City Council
Regular Monthly Meeting Minutes
November 8, 2021

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

Pledge was recited by those present. Invocation was led by J. Richardson.

Approve agenda. Schantz explained the City’s late fee suspension has ended in October as per discussion in the March 2021 meeting. The item was discussed. Motion by J. Richardson to amend agenda for item “Late fee suspension” under Utility report, seconded by Maras. No further discussion. All aye, motion carries, agenda amended. Motion by Harstad to approve amended agenda, seconded by Beyer. No discussion. All aye, motion carries.

Consent calendar items. Motion by Maras to approve consent calendar items, seconded by Beyer. Council discussed the Diesel Machinery claim for cleaning and transportation of a mini-excavator. No further discussion. All aye, motion carries.

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	11/1/2021	11-21 managed IT	\$ 670.94
A&B Business Solutions	11/4/2021	copier lease	\$ 279.97
Adapco	10/7/2021	mosquito chemical	\$ 1,725.80
Aflac	10/26/2021	Aflac premiums	\$ 138.34
Alliance Communications	11/1/2021	utilities at office	\$ 224.50
Alliance Communications	11/1/2021	utilities - Sewer	\$ 149.50
Big Al's Contracting	10/22/2021	concrete work Sunset Trails Ph. 3	\$ 82,379.72
Border States Electric	10/12/2021	supplies	\$ 141.60
Border States Electric	10/28/2021	supplies	\$ 1,740.80
Border States Electric	10/14/2021	supplies	\$ 476.68
Border States Electric	10/28/2021	supplies	\$ 870.35
Border States Electric	10/15/2021	supplies	\$ 210.08
City of Sioux Falls	10/15/2021	bacteria testing water	\$ 87.00
Clayton Energy Corporation	10/14/2021	commodity purchase	\$ 4,848.99
Clayton Energy Corporation	11/1/2021	reservation fee & monthly service fee	\$ 4,427.99
Concrete Materials	10/15/2021	plaster sand & delivery of rock	\$ 520.29
Crooks Country Corner	10/20/2021	oil plow truck	\$ 67.80
Crooks Municipal Utilities	10/7/2021	Crooks Comm Cen utilities	\$ 121.52
Crooks Municipal Utilities	10/7/2021	W lift station utilities	\$ 31.42
Crooks Municipal Utilities	10/7/2021	N lift station utilities	\$ 28.21
Crooks Municipal Utilities	10/7/2021	City shop utilities	\$ 25.00

Crooks Municipal Utilities	10/7/2021	Palmira bathroom utilities	\$ 115.10
Dakota Supply Group	10/11/2021	supplies	\$ 350.84
DGR Engineering	10/14/2021	09-21 engineering services	\$ 1,219.00
DGR Engineering	10/14/2021	Sunset Trails ph. 3 construction admin	\$ 7,455.26
Diesel Machinery	10/28/2021	cleaning mini-excavator	\$ 588.00
Diesel Machinery	10/12/2021	transportation mini-excavator	\$ 187.50
Dudley Laundry d/b/a Appeara	10/13/2021	mat, mop, towel service at Crooks Comm Cen	\$ 80.96
Dudley Laundry d/b/a Appeara	10/27/2021	mat, mop, towel service Comm Cen.	\$ 79.49
Ecolab	10/19/2021	pest control at Crooks Comm Cen	\$ 79.96
Ferguson Waterworks	10/19/2021	supplies	\$ 964.05
Ferguson Waterworks	10/19/2021	supplies	\$ 201.01
Ferguson Waterworks	10/28/2021	supplies	\$ 201.01
Ferguson Waterworks	10/22/2021	supplies	\$ 91.23
Flor Ramirez de Paz	10/18/2021	Crooks Comm Cen deposit	\$ 475.00
Great Western Bank	11/5/2021	purchase card payment	\$ 1,368.77
Groebner	11/2/2021	supplies	\$ 434.77
Health Pool of SD	11/1/2021	health + life insurance payable	\$ 2,144.76
Helpline Center	9/30/2021	09-21 service fee	\$ 108.24
Hydro Klean	10/28/2021	cleaning lift station	\$ 770.00
Internal Revenue Service / EFTPS	11/4/2021	payroll taxes	\$ 2,956.52
Internal Revenue Service / EFTPS	10/19/2021	payroll tax deposit	\$ 2,571.35
Lacey Rentals	10/19/2021	portable restroom city shop	\$ 138.00
Lacey Rentals	10/21/2021	portable ADA restroom	\$ 175.00
Lacey Rentals	11/2/2021	portable restroom rental Sunset Park	\$ 175.00
Martha Miranda	10/10/2021	Crooks Comm Cen dmg dep & key dep return	\$ 225.00
Matheson Tri-Gas	10/31/2021	supplies	\$ 35.06
Meierhenry Sargent LLP	10/7/2021	09-21 legal expense	\$ 2,730.00
Meierhenry Sargent LLP	10/15/2021	bond counsel fee Sanitary Sewer project	\$ 11,730.00
Menards	10/12/2021	supplies	\$ 86.79
Minnehaha Comm. Wtr. Corp	11/1/2021	10-21 water purchase	\$ 6,140.25
Mitchell Construction	10/12/2021	trucking & ballast	\$ 967.50
Mitchell Construction	10/8/2021	trucking & ballast	\$ 994.00
New Century Press	10/1/2021	Ord 284 publication	\$ 125.78
New Century Press	10/20/2021	Fall clean-up ad	\$ 72.00
New Century Press	10/27/2021	Fall clean-up ad	\$ 72.00
New Century Press	10/8/2021	10/01/21 mtg mins publication	\$ 16.55
New Century Press	10/22/2021	hearing notice conditional use	\$ 17.38
New Century Press	10/22/2021	10/11/21 mtg mins publication	\$ 218.46
New Century Press	10/29/2021	Ord 286 publication	\$ 42.20
New Century Press	10/22/2021	Ord 285 1st notice of adoption	\$ 11.58
New Century Press	10/29/2021	Ord 285 2nd notice of adoption	\$ 9.24
New Century Press	10/1/2021	Messenger subscription	\$ 32.00

New Century Press	10/8/2021	State golf ad	\$ 25.00
Nexben	11/5/2021	dental insurance	\$ 161.10
Nexben	11/5/2021	vision insurance	\$ 18.66
Nexben	11/5/2021	life insurance	\$ 45.00
Nexben	11/5/2021	supplemental life insurance spouse	\$ 50.40
Nexben	11/5/2021	supplemental life insurance child	\$ 1.70
Novak Sanitary Service	11/1/2021	dumpster delivery	\$ 360.00
Payment Service Network	11/2/2021	10-21 gateway fee	\$ 39.95
Pump'N'Stuff / Shell	10/14/2021	fuel	\$ 25.03
Pump'N'Stuff/Shell	10/29/2021	fuel	\$ 11.58
Pump'N'Stuff/Shell	5/13/2021	fuel	\$ 28.53
Pump'N'Stuff/Shell	10/25/2021	fuel	\$ 61.44
Pump'N'Stuff/Shell	10/21/2021	fuel	\$ 27.58
Q3 Contracting	10/13/2021	new gas services	\$ 2,785.34
Rudith Turcios	10/15/2021	Crooks Comm Cen dmg dep & key dep return	\$ 225.00
SD Department of Revenue	10/15/2021	09-21 sales tax payment	\$ 1,437.98
SD One Call	10/31/2021	10-21 service fee	\$ 96.60
SD Retirement System	10/19/2021	10-21 monthly contribution	\$ 2,036.72
SDML Workers' Compensation Fund	10/12/2021	2022 workman's comp insurance	\$ 6,893.00
SDRS Supplemental Retirement Plan	10/22/2021	ROTH contribution	\$ 100.00
Sign Solutions	10/26/2021	street signs	\$ 740.67
Sioux Falls Area Humane Society	10/5/2021	09-21 animal control services	\$ 69.22
Sioux Valley Electric	10/25/2021	CIAC electric to lift station	\$ 3,179.09
Sioux Valley Energy	10/14/2021	sewer utilities	\$ 136.36
Sioux Valley Energy	10/14/2021	street light utilities	\$ 254.00
Summit Supply Corporation	10/26/2021	seats swing sets	\$ 320.42
U Drive Technology	11/1/2021	10-21 msg fees	\$ 94.88
US Bank on behalf of SD DANR	11/15/2021	DW-02 bond payment	\$ 12,857.22
US Bank on behalf of SD DANR	11/15/2021	CW03 bond payment	\$ 25,164.53
US Specialty Coatings	9/21/2021	paint	\$ 120.55
USDA - Rural Development	11/15/2021	pay loader note payment	\$ 1,663.00
Vandersnick Excavating LLC	10/29/2021	water line for Sunset irrigation system	\$ 13,233.91
Vantek Communications	11/1/2021	pager utilities	\$ 15.00
Verizon Wireless	9/23/2021	utilities - building inspector	\$ 91.45
Verizon Wireless	10/10/2021	utilities	\$ 23.16
Verizon Wireless	10/23/2021	utilities - building inspector	\$ 91.41
Waterbury Heating & Cooling	10/7/2021	air purifiers Crooks Comm Cen	\$ 3,857.15
Waterbury Heating & Cooling	10/14/2021	repair water fountain	\$ 287.25
Xcel Energy	11/1/2021	electric utilities	\$ 2,857.01
		Total claims	\$ 225,110.00

Approved purchase card claims

Vendor	Date incur.	Description	Amount
Amazon	11/1/2021	snow stakes	\$ 71.99
Amazon	10/14/2021	air-compressor connection plug	\$ 33.98
Crooks Country Corner	10/8/2021	fuel	\$ 54.80
Fleet Farm	10/18/2021	Air compressor + hose	\$ 194.98
Global Industrial	10/27/2021	replacement push button water fountain	\$ 125.55
JCL Solutions	10/28/2021	supplies	\$ 166.89
Mac's	10/12/2021	yellow marking paint	\$ 22.33
Mac's	11/1/2021	supplies	\$ 35.96
Nyberg's Ace Hardware	11/3/2021	supplies	\$ 32.96
Pump'N'Stuff/Shell	10/19/2021	fuel	\$ 77.64
Pump'N'Stuff/Shell	10/14/2021	fuel	\$ 40.85
Pump'N'Stuff/Shell	10/19/2021	fuel	\$ 17.46
Pump'N'Stuff/Shell	10/25/2021	fuel	\$ 52.18
Pump'N'Stuff/Shell	10/29/2021	fuel	\$ 110.89
Pump'N'Stuff/Shell	11/2/2021	fuel	\$ 49.12
Sturdevants	10/22/2021	supplies	\$ 26.50
Tractor Supply	10/20/2021	supplies	\$ 60.14
US Postal Service	10/15/2021	shipping belt clip water reading device	\$ 11.85
US Postal Service	10/15/2021	postage delinquency letters	\$ 182.70
		Total purchase card claims	\$ 1,368.77

Approved salaries/wages for October 2021

Council	\$ 700.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 595.00
Finance Office	\$ 1,500.00
Government Buildings	\$ 967.32
Building Inspector	\$ 1,334.00
Highway & Streets	\$ 1,362.05
Code Enforcement	\$ 90.40
Animal Control	\$ 168.90
West Nile	\$ 45.20
Parks	\$ 38.72
Economic Development	\$ 2,776.43
Gas	\$ 4,126.98
Water	\$ 3,583.27
Sewer	\$ 3,854.29
Total wage claims	\$ 21,562.56

Public hearing. J. Richardson opened the hearing for a conditional use permit for Tracy Vogt at 1004 Andrew Dr. for a home-based business. Vogt explained the home-based businesses' nature and stated the conditional use would enable her to hold a sale out of her garage. S. Richardson spoke on of the

application and the attached conditions. J. Richardson then invited public to speak on application. No comments in favor or opposed to the application. Hearing was then closed. Motion by Beyer to approve conditional use, seconded by Harstad. No further discussion. All aye, motion carries.

Open comments. No comments from the public.

Reports/Other business.

Crooks HRC report was given by Harstad. The work in the Heritage Pond development is moving along. The addressing of lots in the Heritage Pond has been resolved.

Parks report was given by Harstad. The irrigation system at Sunset Park is coming along. The concession stand at Sunset Park is closed for the season.

Streets report was given by Maras. The City is preparing for the snow season. Maras encouraged public to familiarize itself with snow emergency route map (accessible on the website & in the office).

Planning and Zoning report was given by S. Richardson. No meeting was held in October. The Commission will have a meeting in November at which it will hold hearings on a preliminary subdivision plan, a rezoning petition, and an amendment to the Crooks Zoning Ordinance.

Building Inspector report was given by Pearson. iWorQs software. Pearson presented on the iWorQs software proposal and demonstrated the software. The software will enable City staff to work remotely and collaboratively. The software and presently used software by staff was discussed. Motion by J. Richardson to proceed with purchase of iWorQs software, seconded by Harstad. No further discussion. All aye, motion carries.

Government buildings and IT infrastructure report was given by Beyer. Crooks facility use policy & amendments to Resolution 2020-05-02 are under review by City staff and a new resolution will be introduced to at the next regular City Council meeting.

Finance report was given by J. Richardson. The audit for 2020 is being finalized.

Utility report was given by Beck. The water tower has been cleaned, and the contractor communicated to City staff that it might need to be repainted. The issue of a water shortage in the region and its effect on Crooks was discussed; the City's water supplier requested City share information on any developments and potentially large water users in new developments. Infrastructure improvement projects update. Morris provided council with an update on potential future infrastructure projects in Crooks of which a new lift station, a new water tower, and utility line replacements have been tentatively identified and discussed. Purchase agreement land for sanitary sewer expansion. Land has to be purchased for the placement of the lift station that is part of the current sanitary sewer expansion, which is currently underway. Council tasked Morris to arrange meeting with landowner and negotiate a price for the land purchase. Water study. Council and those present discussed the need for an updated water study to assist in the long-term planning for infrastructure of the municipality. Late penalty suspension. No action or discussion.

Code enforcement/Animal control report was given by Beck. An owner of a recently abated property contacted the City and questioned special assessment amounts; Glover (City attorney) will handle the issue according to Beck.

Other business. Application form Cannabis Dispensary application. The application was reviewed by Council with further action to be considered at next month's meeting. 2022 renewal health insurance. Schantz spoke on renewal of health insurance for 2022 and presented information on plan D (current plan provided through SD Health Pool). Motion by Beyer to renew insurance for 2022, seconded by Harstad. No discussion. All aye, motion carries.

Ordinances, resolution, policy, motions. First reading of Ordinance #288 was given by Richardson. The item was briefly discussed. Second of reading Ordinance #287 was given by Richardson. 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. Resolution 2021-26. No action taken as item was not available. Resolution 2021-27. No action taken as item was not available.

Adjourn. Motion by Maras to adjourn meeting at 7:58pm, seconded by Beyers. No discussion. All aye, motion carries, meeting adjourned.

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

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