

City of Crooks
City Council
Regular Monthly Meeting Minutes
December 13, 2021

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

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

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

Claims. Richardson asked claims be lifted from consent calendar and be discussed separately. Claim submitted by Groebner for radio reads had to be adjusted from \$32,752.72 to \$12,092.03 to reflect returned gas meters. Motion by Richardson to adjust claims and approve (?), seconded by Harstad. No further discussion. All aye, motion carries, claims approved.

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	12/1/2021	managed IT service	\$ 670.94
A&B Business Solutions	12/3/2021	copier lease	\$ 279.97
Aflac	11/30/2021	AFLAC payable	\$ 138.34
Alliance Communications	12/1/2021	utilities at office	\$ 225.80
Alliance Communications	12/1/2021	utilities sewer	\$ 149.50
Belen Ordaz Espinosa	11/7/2021	Crooks Comm. Cen. Deposit return	\$ 225.00
Border States Electric	11/17/2021	plex pipe	\$ 414.50
Border States Electric	11/22/2021	plex pipe purchase	\$ 347.30
Chad Rezac	11/8/2021	reimbursement for cash wash expense	\$ 8.25
City of Sioux Falls	12/8/2021	mosquito control 2021	\$ 2,024.21
Clayton Energy Corporation	11/12/2021	flame retardant clothing	\$ 426.99
Clayton Energy Corporation	11/12/2021	10-2021 natural gas purchase	\$ 16,720.14
Clayton Energy Corporation	12/1/2021	November service & reservation fees	\$ 29,088.80
Concrete Materials	11/9/2021	deicing sand & delivery	\$ 856.13
Crooks Country Corner	11/9/2021	oil filter	\$ 45.95
Crooks Municipal Utilities	11/9/2021	Crooks Comm. Cen. utilities	\$ 291.35
Crooks Municipal Utilities	11/9/2021	w lift station utilities	\$ 28.62
Crooks Municipal Utilities	11/9/2021	n lift station utilities	\$ 27.41
Crooks Municipal Utilities	11/9/2021	city shop utilities	\$ 43.09
Crooks Municipal Utilities	11/9/2021	Palmira bathroom utilities	\$ 126.42
Crooks Municipal Utilities	12/6/2021	Crooks Comm. Cen. utilities	\$ 1,096.34
Crooks Municipal Utilities	12/6/2021	w lift station utilities	\$ 27.10
Crooks Municipal Utilities	12/6/2021	n lift station utilities	\$ 28.15

Crooks Municipal Utilities	12/6/2021	city shop utilities	\$ 131.95
Crooks Municipal Utilities	12/6/2021	Palmira bathroom utilities	\$ 139.15
DGR Engineering	11/16/2021	Sunset Park trails ph. 3 improvements	\$ 1,045.10
DGR Engineering	11/16/2021	10-21 engineering services	\$ 1,689.50
Derry and Jan Benson Living Trust	11/9/2021	crop damage payment	\$ 4,404.00
Dudley Laundry d/b/a Appeara	11/10/2021	mat, mop, towel service at Crooks Comm.	\$ 77.09
Dudley Laundry d/b/a Appeara	11/24/2021	mat, mop, towel service at Crooks Comm.	\$ 77.09
Dudley Laundry d/b/a Appeara	12/8/2021	mat, mop, towel service at Crooks Comm.	\$ 79.49
Ecolab	11/16/2021	pest control at Crooks Comm. Cen	\$ 79.96
Empire HVAC	11/1/2021	repair fan at City shop	\$ 112.25
Energy Economics	11/17/2021	residential gas meter	\$ 1,271.88
Ferguson Waterworks	11/24/2021	meter purchase	\$ 1,315.06
Ferguson Waterworks	11/17/2021	meter couplings	\$ 286.83
Ferguson Waterworks	11/17/2021	device radio reads	\$ 1,600.84
Ferguson Waterworks	11/11/2021	supplies	\$ 979.19
Ferguson Waterworks	11/23/2021	water meter	\$ 1,230.18
Ferguson Waterworks	12/6/2021	water meters	\$ 2,434.04
Ferguson Waterworks	12/2/2021	supplies	\$ 2,448.76
Garbage'N'More	12/1/2021	garbage service	\$ 80.00
Gary & Machele Dierkson	12/6/2021	utility deposit return	\$ 61.68
Gas Training Specialties	10/11/2021	PUC inspection & modem install	\$ 1,131.80
General Corrosion Corporation	11/30/2021	annual cathodic protection survey	\$ 1,375.00
Goebel Printing	11/9/2021	reflective clothing staff	\$ 43.13
Great Western Bank	12/9/2021	purchase card payment	\$ 4,427.85
Great Western Bank	12/8/2021	analysis service charge -916	\$ 53.84
Great Western Bank	12/8/2021	analysis service charge -206	\$ 40.00
Groebner	11/11/2021	supplies	\$ 229.45
Groebner	12/7/2021	supplies gas	\$ 13.58
Groebner	12/7/2021	decals	\$ 287.11
Groebner	11/30/2021	new radio read meters	\$ 32,752.72
Groebner	12/9/2021	gas supplies	\$ 93.94
Health Pool of SD	12/1/2021	health & life insurance payable	\$ 2,144.76
Helpline Center, Inc	11/30/2021	11-2021 service fee	\$ 108.08
Helpline Center, Inc	10/31/2021	10-2021 service fee	\$ 108.09
Hubers Mowing & More	12/1/2021	rental X-Mark bagging mower	\$ 250.00
Internal Revenue Service / EFTPS	11/19/2021	payroll tax deposit	\$ 2,406.86
Internal Revenue Service / EFTPS	12/2/2021	payroll tax deposit	\$ 2,975.73
iWorQ	11/24/2021	code & building permit software	\$ 2,500.00
Koons Gas Measurement	11/23/2021	dresser roots meter oil	\$ 44.02
Koons Gas Measurement	11/23/2021	supplies	\$ 1,558.38
Koons Gas Measurement	11/15/2021	supplies	\$ 241.74
KorManagement Services	11/11/2021	drug testing	\$ 147.82

Lacey Rentals	11/16/2021	portable restroom rental at City shop	\$ 138.00
Lawn Crafters	11/30/2021	aerate & treat lawn New Hope diamonds	\$ 4,045.59
Lawn Crafters	11/30/2021	law treatment Sunset Park	\$ 675.00
Maria Medina	11/29/2021	Crooks Comm. Cen. Deposit return	\$ 225.00
Matheson Tri-Gas	11/30/2021	supplies	\$ 34.25
Meierhenry Sargent LLP	11/17/2021	10-2021 legal expense	\$ 1,005.00
Melius Manufacturing LLC	11/28/2021	material & labor for swing set	\$ 350.00
Melius Manufacturing LLC	11/28/2021	box scraper rental	\$ 250.00
Melius Manufacturing LLC	11/28/2021	new drop box at office	\$ 125.00
Menards	11/16/2021	supplies	\$ 47.96
Menards	11/15/2021	LED lights	\$ 209.62
Menards	11/22/2021	LED lights	\$ 19.99
Minnehaha Community Water Corp.	12/1/2021	11-2021 water purchase	\$ 5,384.25
Mireya Garcia	11/15/2021	Crooks Comm. Cen. Deposit return	\$ 225.00
Mitchell Bergman	12/6/2021	utility deposit return	\$ 195.28
New Century Press	11/26/2021	hearing notice preliminary sub. Plan Council	\$ 23.17
New Century Press	11/26/2021	hearing notice rezoning Council	\$ 25.65
New Century Press	11/26/2021	hearing notice amendment zoning regs.	\$ 21.51
New Century Press	11/5/2021	hearing notice amendment zoning regs.	\$ 22.34
New Century Press	11/5/2021	10/25/21 mtg mins publication	\$ 46.34
New Century Press	11/5/2021	hearing notice preliminary subdivision plan	\$ 24.00
New Century Press	11/5/2021	hearing notice rezoning petition	\$ 26.48
New Century Press	11/19/2021	Ord 287 publication	\$ 16.55
New Century Press	11/19/2021	11/08/21 mtg mins publication	\$ 220.94
New Century Press	11/5/2021	Veterans Day ad	\$ 50.00
Nexben	12/1/2021	supplemental life insurance child	\$ 1.70
Nexben	12/1/2021	supplemental life insurance spouse	\$ 50.40
Nexben	12/1/2021	supplemental life insurance employees	\$ 45.00
Nexben	12/1/2021	vision insurance	\$ 18.66
Nexben	12/1/2021	dental insurance	\$ 161.10
Osiris Mabel Perez Alvarez	11/22/2021	Crooks Comm. Cen. Deposit return	\$ 225.00
Payment Service Network	12/2/2021	monthly gateway fee & annual fee	\$ 128.95
Prairie Grass Irrigation, Inc	11/21/2021	portion irrigation system at Sunset Park	\$ 21,241.50
Q3 Contracting	11/18/2021	new gas service	\$ 3,264.43
Q3 Contracting	11/24/2021	gas main extension Cedar Ridge	\$ 13,359.50
Q3 Contracting	12/2/2021	new gas service	\$ 2,525.67
Q3 Contracting	12/8/2021	new gas services	\$ 4,577.54

Railroad Management Company III, LLC	10/28/2021	water & sewer pipeline crossings 2022 fee	\$ 626.60
Railroad Management Company III, LLC	10/28/2021	water pipeline crossing 2022 fee	\$ 313.34
Regan Ahlers	11/15/2021	Crooks Comm. Cen. Deposit return	\$ 225.00
Schoenfish & Co.	9/1/2021	2020 audit preparation fee	\$ 8,700.00
SD Association of Code Enforcement	12/1/2021	2022 dues	\$ 40.00
SD Building Officials' Association	12/1/2021	2022 dues	\$ 55.00
SD Dept. of Revenue	11/19/2021	10-2021 sales tax payable	\$ 2,528.74
SD Dept. of Revenue	12/6/2021	11-2021 sales tax payable	\$ 4,503.02
SD Gov't Finance Officers' Assoc.	12/1/2021	2022 dues	\$ 40.00
SD Gov't Human Resource Assoc.	12/1/2021	2022 dues	\$ 25.00
SD Municipal League	11/19/2021	2022 dues	\$ 1,385.40
SD Municipal Street Maint. Assoc.	12/1/2021	2022 dues	\$ 35.00
SD One Call	11/30/2021	11-2021 monthly service fee	\$ 100.80
SD Retirement System	11/19/2021	11-2021 retirement contribution	\$ 1,994.42
SDRS Supplemental Retirement	11/19/2021	ROTH contribution	\$ 100.00
SDRS Supplemental Retirement Plan	11/5/2021	ROTH contribution	\$ 100.00
SDRS Supplemental Retirement Plan	12/6/2021	ROTH contribution	\$ 100.00
SECOG	7/1/2021	2022 dues	\$ 2,133.00
Shawn Myhre	12/6/2021	utility deposit return	\$ 2.87
Sioux Falls Area Humane Society	11/11/2021	10-2021 animal control services	\$ 68.88
Sioux Metro Growth Alliance	7/13/2021	2022 dues	\$ 3,649.00
Sioux Valley Energy	11/12/2021	electric utilities	\$ 168.37
Sioux Valley Energy	11/12/2021	street light utilities	\$ 254.00
Tobias Schantz	11/16/2021	mileage reimbursement Pierre DOT trip	\$ 243.94
TranSource	11/3/2021	repair street sweeper	\$ 239.57
U Drive Technology	12/1/2021	monthly texting service	\$ 88.84
US Postal Service	11/9/2021	mailing fee post cards	\$ 278.05
US Postal Service	12/6/2021	mailing utility billing postcards	\$ 268.67
USDI	11/16/2021	odorant	\$ 920.20
Vandersnick Excavating	10/29/2021	water line irrigation system Sunset Park	\$ 12,633.91
Vantek Communications	12/1/2021	pager utilities	\$ 15.00
Verizon Wireless	11/10/2021	utilities	\$ 23.16
Verizon Wireless	11/23/2021	utilities	\$ 91.41
William J. Pearson	12/1/2021	per diem + mileage SDML conference	\$ 760.84
Xcel Energy	11/30/2021	utilities	\$ 2,641.89
Zachary Ely	11/9/2021	utility deposit return	\$ 52.28
		Total claims	\$ 230,180.81

Approved purchase card payments.

Vendor	Date incur.	Description	Amount
Adobe, Inc.	11/19/2021	Acrobat Pro licenses	\$ 359.76
Amazon	11/29/2021	annual prime fee	\$ 179.00
Bargain Barn Tire Center	11/17/2021	new tires & maintenance black truck	\$ 998.75
Crooks Country Corner	10/26/2021	fuel	\$ 54.14
Crooks Country Corner	11/5/2021	fuel	\$ 59.16
Crooks Country Corner	12/9/2021	fuel	\$ 59.11
Crooks Country Corner	11/29/2021	fuel	\$ 59.39
DocuSend	11/12/2021	eBill mailing fee - Crooks	\$ 13.31
DocuSend	11/12/2021	eBill mailing fee - Renner & Sioux Falls	\$ 9.32
DocuSend	12/7/2021	eBill mailing fee - Crooks	\$ 13.80
DocuSend	12/7/2021	eBill mailing fee - Renner & Sioux Falls	\$ 9.67
Fred the Fixer	11/17/2021	spare keys	\$ 29.20
JCL Solutions	11/16/2021	paper towel rolls	\$ 78.86
Northern Tool & Equipment	11/22/2021	spreader	\$ 179.99
Nyberg's Ace Hardware	12/6/2021	shop supplies	\$ 47.94
Office Depot	12/1/2021	supplies & stamps	\$ 693.46
Pump'N'Stuff / Shell	12/1/2021	fuel	\$ 107.59
Pump'N'Stuff / Shell	12/2/2021	fuel cans	\$ 26.38
Pump'N'Stuff / Shell	12/2/2021	fuel	\$ 51.83
Pump'N'Stuff / Shell	11/30/2021	fuel	\$ 11.31
Pump'N'Stuff / Shell	11/15/2021	fuel	\$ 89.34
Pump'N'Stuff / Shell	11/10/2021	fuel	\$ 22.78
Pump'N'Stuff / Shell	11/10/2021	fuel	\$ 43.85
Pump'N'Stuff / Shell	11/22/2021	fuel	\$ 51.01
Pump'N'Stuff/Shell	12/6/2021	fuel	\$ 84.62
Reflective Apparel Factory	11/10/2021	staff clothing - windbreaker	\$ 58.46
Safari Bar & Grill	12/3/2021	staff lunch	\$ 35.76
Sam's Club	12/8/2021	candy for Parade of Lights	\$ 68.88
Sam's Club	11/23/2021	replacement banquet tables	\$ 224.94
Scooby's	10/14/2021	vehicle wash	\$ 9.25
Scooby's	11/16/2021	vehicle wash	\$ 10.75
Sturdevants	11/22/2021	supplies	\$ 95.98
US Postal Service	10/26/2021	postage	\$ 10.26
US Postal Service	11/10/2021	stamps for mailing gas cost letter	\$ 580.00
		Total purchase card claims	\$ 4,427.85

Approved wages/salaries for November.

Council	\$ 700.00
Mayor	\$ 420.00

Planning and Zoning Commission	\$ 420.00
Finance Office	\$ 1,500.00
Government Buildings	\$ 914.01
Building Inspector	\$ 1,305.25
Highway & Streets	\$ 1,460.14
Code Enforcement	\$ 90.40
Clean-Up	\$ 519.24
Animal Control	\$ 45.20
Parks	\$ 1,764.01
Gas	\$ 4,148.97
Water	\$ 3,569.73
Sewer	\$ 3,569.69
Total wage claims	\$ 20,426.64

Consent calendar. Motion by Beyer to approve consent calendar, seconded by Harstad. Maras asked about DGR agreement for design standards; the timeline for the completion of the project was discussed. No further discussion. All aye, motion carries.

Public hearing.

Preliminary subdivision plan hearing for Willow Creek Ridge. Richardson opened hearing at 7:05pm. Julia Althoff, resident, spoke on a concern about a drop off and grading in the area. Viereck, partner of developer in applicant, and developer’s engineer. Developer then introduced himself to public. Julia Althoff, resident, asked about the closure signs of the road at the end of Hanan Tr. and if they’d be replaced as it currently appears it became a through street. Julia Althoff, resident, stated City needs to improve communication with residents to avoid erosion of trust. Jessie Graney, resident, had a question of multi-family residential portion of the plan. Richardson spoke on the preliminary plan and stated the current plan submitted is solely for single-family residential and does not include the other portions. Jessie Graney, resident, asked about plans for multi-family residential area. Viereck, developer, spoke on the plan for the multi-family residential area. S. Richardson spoke on plan and application; he stated plan was reviewed for compliance. S. Richardson stated Planning and Zoning Commission unanimously recommended approval of preliminary subdivision plan at its meeting in November. Maras asked about flow rates and potential impact development might have on them. Jacob Maras asked Morris about traffic study to evaluation if modifications need to be made to plans to accommodate future development. No further comment from public. Richardson then closed the hearing at 7:26pm. Motion by Harstad to approve preliminary subdivision plan, seconded by Maras. No further discussion. All aye, motion carries.

Petition to rezone hearing. Richardson opened the hearing at 7:26pm. Richardson asked for public comment on the application. Application was briefly discussed. No comment from public. Hearing was closed at 7:26pm. Motion by Beyer to approve petition to rezone, seconded by Richardson. No further discussion. All aye, motion carries.

Amendment Crooks Zoning Regulations hearing. Richardson opened the hearing at 7:26pm. S. Richardson explained the amendment to those present. Richardson opened floor for public from

hearing. No comment from public. Richardson then closed hearing. No motion was made, as a first reading was scheduled for meeting.

Open comments.

Ned Horsted, director of CIASD, addressed Council on add additional license types to City ordinances for medical marijuana such as cultivation.

Lynn Thomas, resident, addressed council and spoke on recently passed ordinance concerning the regulation of medical marijuana. Thomas stated permitting additional types will provide business opportunities in town.

Doug Washburn, visitor/former resident, addressed council on potential project involving cultivation facility and locating other businesses to town.

Mike Washburn, visitor/former resident, addressed council on opportunities for permitting additional license types.

Jesse Fonkert, Sioux Metro Growth Alliance, addressed council on work the group does and provided update on past progress.

Reports/Other business.

CHRC report was given by Harstad. The road for the first portion of the Heritage Pond Development has been paved. Three lots are under contract in the Heritage Pond Development. In January additional lots will be closed out in Sunset Development with remainder scheduled for closing in March.

Reports report was given by Harstad. The Sunset Park irrigation has been billed for with the remainder scheduled for completion in 2022. Staff rented a bagger mower to clean up New Hope Parl.

i. Heritage Pond fishing pond construction. Harstad spoke to council about the project and its nuances. Council then discussed the timeline, commitments made by the City, the GFP commitment towards stocking of pond, and future steps to be taken on project.

Streets report was given by Maras. City conducted snow removal operations. Maras asked residents make sure to familiarize themselves with snow emergency route map (accessible on City website) and move vehicles off street during snow fall to permit clearing of roads. Harstad stated his appreciation for residents clearing fire hydrants.

Planning and Zoning. No report, items were discussed during public hearings.

Government buildings and IT infrastructure report was given by Beyer. The cybersecurity assessment is scheduled for the week of December 20. Beyer mention that a shop expansion is needed in the future.

Finance report was given by Richardson. 2020 audit. The audit for 2020 has been completed and was presented to council.

Utility report was given by Beck. Procurement of supplies has become difficult to ongoing supply chain issues, and have to be sources from multiple vendors. The new meter for the school constructed south of town is currently purchased.

- i. Town border station modifications 2022. Beck spoke on the item, stating Northern Natural Gas will need an agreement by the end of the year to proceed with the project.
- ii. Pay application 1 for sanitary sewer expansion. Council reviewed the pay application and change order. Morris spoke on the item. Motion by Beyer to approve pay application for \$269,244.36 as submitted by H&W Contracting, seconded by Maras. No further discussion. All aye, motion carries.
- iii. Easement land sanitary sewer land. An easement for the sanitary sewer project, south of town, has been obtained from the developer Marvin Hofer (DWBP).

Code enforcement/animal control was given by Beck. Individuals operating snowmobiles in the City encroaching on private property and operating them on streets. Individuals operating snowmobiles are advised it not permissible to operate them on City streets.

Other business:

- i. Application form medical cannabis license dispensary. Council reviewed the application form draft. Motion by Richardson, seconded by Harstad to approve form. Schantz stated only change on application will be updating of application fee. No further discussion. All aye, motion carries.

Ordinances, resolution, policy, motions.

- a. Second reading Ordinance #286 was given by Richardson. Richardson briefly explained ordinance. Motion by Harstad to approve ordinance, seconded by Beyer. No further discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye, Beyer – aye. All aye, motion carries.
- b. First reading of Ordinance #289 was given by Richardson.
- c. First reading of Ordinance #290 was given by Richardson.
- d. First reading of Ordinance #291 was given by Richardson.
- e. First reading of Ordinance #292 was given by Richardson.
- f. Resolution 2021-26. First reading was given by Richardson. Resolution approves contract for land purchase for lift station, which is needed for sanitary sewer expansion. Motion by Harstad to approve resolution, seconded by Beyer. No further discussion. All aye, motion carries.
- g. Resolution 2021-27. First reading was given by Richardson. Schantz stated a correction is needed to section 2's deposit amount for large events; it should state \$550 instead of \$450. Motion by Maras to amend schedule and approve resolution, seconded by Richardson. Council then reviewed exhibits to resolutions. Harstad stated agreement needs to be updated to reflect new fees. No further discussion. All aye, motion carries.
- h. Resolution 2021-28. First reading was given by Richardson. Resolution was discussed by council. Motion by Harstad to approve resolution, seconded by Beyer. No further discussion. All aye, motion carries.
- i. Auto-supplement CFDA funds to Government Buildings for air purifiers. Schantz stated air purifiers constitute an eligible expense and grant funds in the amount of \$3,857.15 to Government Buildings (101-4192-429) to defray expense. Motion by Richardson to auto-supplement funds, seconded by Maras. No further discussion. All aye, motion carries.
- j. Transfer Water/Sewer Hookup funds to General Funds. Schantz stated water/sewer hookup funds needed to be transferred to the General Fund to defray the cost associated with irrigation project at Sunset Park, the amount budgeted for were \$37,000. Motion by Harstad, seconded by

Beyer to transfer water/sewer hookup funds to the General Fund. No further discussion. All aye, motion carries.

- k. Hire employee. Employment offer had been extended to Michael Jacobs to be hired as part-time snow plow driver at \$18/hr. Motion by Maras to hire Jacobs with a retroactive hire date of December 9, seconded by Richardson. No further discussion. All aye, motion carries.

Adjourn. Prior to adjournment Richardson thanked the organizers of the Parade of Lights and the volunteers helping at Santa Day for their efforts to make it a memorable occasion. Motion by Harstad to adjourn meeting at 8:23pm, seconded by Beyer. No further discussion. All aye, motion carries.

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

Published: _____

Published once at the approximate cost of: \$ _____