

City of Crooks
City Council
Regular monthly meeting
Posted agenda
Date: January 11, 2021
Time: 7:00 pm/CST
Location: Crooks Community Center, 701 S West Ave, Crooks, SD

- 1) Call to order / Roll call
- 2) Pledge of allegiance
- 3) Invocation
- 4) Approve posted agenda
- 5) Correction 12.14.2020 meeting minutes
- 6) Consent calendar items:
 - a. Approve meeting minutes
 - b. Approve financials
 - c. Approve claims
 - d. Special event liquor license approval
 - e. 2021 Garbage hauler license renewal
- 7) Open comments
 - a. Jesse Fonkert – MCEDA – Future strategy
- 8) Reports / Other business
 - a. Crooks HRC report
 - b. Park report
 - c. Street report
 - d. Planning and zoning report
 - e. Government buildings & IT infrastructure report
 - f. Building inspector's report
 - g. Finance report
 - h. Utility report
 - i. Lift station and main sewer line to service SE and SW Crooks & Letter of Intent
 - i. Code enforcement / animal control
 - j. Other items:
 - i. Volunteer acknowledgment
- 9) Ordinances, resolution, policy, motions
 - a. Second reading of ordinance #273 – Supplemental appropriations ordinance
 - b. Resolution 2021-01: Designating an official newspaper
 - c. Resolution 2021-02: Contingency transfer 2020 Budget
 - d. Auto-supplement for COVID grant funds to 2020 Budget
 - e. Amend Crooks Personnel Policy
 - f. Combine election with Tri-Valley School District & set election date
- 10) Adjourn

Staff initials: TS

Date: 01/10/2021

Item: 5) "Correction to 12.14.2020 meeting minutes"

Jason Penning's hourly wage was stated as \$20.54 in the meeting minutes of December 14, 2020 instead of \$19.54. This clerical error is my mistake and a motion to rectify the meeting minutes is necessary.

The City of Crooks is an equal opportunity provider.

City of Crooks
City Council
Regular monthly meeting minutes
December 14, 2020

At 7:00 pm, Mayor Oseby called the meeting to order at the Crooks Community Center. Finance Officer Schantz took roll call:

Present: Alderman Henning, Alderman J. Richardson, Alderman Beyer, Mayor Oseby

Staff present: Finance Officer Schantz, Planning and Zoning Director S. Richardson, Utility Superintendent Beck, City Engineer J. Morris (DGR)

Absent: Alderman Maras

Pledge of Allegiance was recited by those present. Invocation was led by Oseby, at which time Candace Ihnen, Bruce Fowlds, Barney Bernards, and Barb Meyers. Oseby spoke on Barney Bernards's contributions to the City of Crooks during his tenure as mayor.

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

Correction to November 16, 2020 meeting minutes. Two items had to be corrected on November 16, 2020 meeting minutes. They are the purchase card claim for Great Western Bank needed to be corrected from \$1,213.16 to \$1,204.58, and the A&B Business claim for the new server needed to be corrected from \$5,750 to \$5,570. Motion by Beyer to make corrections, seconded by Richardson. No further discussion. All aye, motion carries.

Consent calendar items. Motion by Richardson to approve consent calendar items, seconded by Beyer. No discussion. All aye, motion carries. Oseby explained the consent calendar items.

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	11/17/2020	docking station + laptop cases	\$ 375.00
A&B Business Solutions	12/4/2020	copier lease	\$ 262.84
A&B Business Solutions	12/1/2020	12-2020 IT service	\$ 620.94
ACD Concrete	11/30/2020	curb repair at Nicole Ave	\$ 252.00
ACD Concrete	11/30/2020	repair driveway	\$ 1,100.00
ACD Concrete	11/30/2020	sidewalk, ADA pads, approaches at parks	\$ 11,347.80
Addy Disposal	11/30/2020	utilities	\$ 52.00
Aflac	11/19/2020	AFLAC payable	\$ 138.34
Alliance Communications	12/1/2020	utilities	\$ 97.37
Alliance Communications	12/1/2020	utilities	\$ 148.50
American Stamp & Marking Products	12/4/2020	stamp, ink pad, name sign	\$ 107.89
Appeara - already pd	10/28/2020	map, towel, mat service @ Comm Cen + off.	\$ 74.46
Appeara - already pd	11/11/2020	map, towel, mat service @ Comm Cen + off.	\$ 74.46
Appeara - residual amount overpayment	11/25/2020	map, towel, mat service @ Comm Cen + off.	\$ 65.85

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Border States Electric	11/24/2020	supplies	\$ 105.35
Border States Electric	11/19/2020	supplies	\$ 141.08
Border States Electric	11/9/2020	supplies	\$ 300.93
Border States Electric	10/30/2020	supplies	\$ 381.59
Border States Electric	11/23/2020	tracer wire & plex pipe	\$ 619.10
Clayton Energy	12/11/2020	11-2020 commodity purchase	\$ 27,997.02
Clayton Energy	12/1/2020	reservation fee + 11-2020 service fee	\$ 29,088.80
Concrete Materials	11/12/2020	deicing sand	\$ 1,689.40
Crooks Municipal Utilities	12/9/2020	utilities n lift station	\$ 26.50
Crooks Municipal Utilities	11/6/2020	N lift station utilities 10-2020	\$ 27.25
Crooks Municipal Utilities	11/6/2020	W lift station utilities 10-2020	\$ 27.25
Crooks Municipal Utilities	12/9/2020	utilities w lift station	\$ 28.00
Crooks Municipal Utilities	11/6/2020	City shop utilities 10-2020	\$ 91.00
Crooks Municipal Utilities	11/6/2020	Palmira bathroom utilities 10-2020	\$ 102.70
Crooks Municipal Utilities	12/9/2020	utilities Palmira bathroom	\$ 114.70
Crooks Municipal Utilities	12/9/2020	utilities city shop	\$ 146.50
Crooks Municipal Utilities	11/6/2020	Comm Cen utilities 10-2020	\$ 305.95
Crooks Municipal Utilities	12/9/2020	utilities Comm Cen	\$ 431.95
DGR Engineering	11/19/2020	Palmira project construction admin	\$ 1,772.50
Dudley Laundry d/b/a Appeara	11/25/2020	map, towel, mat service @ Comm Cen + off.	\$ 74.46
Dudley Laundry d/b/a Appeara	12/9/2020	mat, mop, towel service @ Comm. Cen	\$ 74.46
Ecolab	11/23/2020	pest control services	\$ 77.63
Gas Training Specialties	12/4/2020	TBS relief valve repair	\$ 815.00
Great Western Bank	12/8/2020	account analysis charge -0916	\$ 25.48
Great Western Bank	12/8/2020	account analysis charge -0206	\$ 60.00
Great Western Bank	12/11/2020	purchase card payment	\$ 3,321.28
Groebner & Associates	12/9/2020	supplies	\$ 41.00
Groebner & Associates	11/17/2020	meter purchase	\$ 680.46
Groebner & Associates	11/17/2020	meter purchase	\$ 901.42
Groebner & Associates	12/4/2020	gas meters	\$ 4,518.52
Health Pool of SD	12/1/2020	health + life insurance payable	\$ 2,077.83
Helpline Center, Inc.	11/30/2020	11-2020 service charge	\$ 108.19
Holly Mathieu	11/28/2020	ut dep rtn	\$ 100.00
Intek	12/3/2020	disinfecting office	\$ 475.00
Internal Revenue Service / EFTPS	11/24/2020	payroll tax payment	\$ 38.37
Internal Revenue Service / EFTPS	12/8/2020	payroll tax payment	\$ 42.19
Internal Revenue Service / EFTPS	11/17/2020	payroll tax payment	\$ 259.00
Internal Revenue Service / EFTPS	11/19/2020	payroll tax payment	\$ 2,092.93
Internal Revenue Service / EFTPS	12/2/2020	payroll tax payment	\$ 2,159.81
Lacey Rentals	11/17/2020	portable restroom rentals	\$ 135.00
Loren Dyskhorn	12/1/2020	ccc dmg dep	\$ 175.00
Lorri Bohm	12/2/2020	ccc dmg dep	\$ 75.00
Mac's / Blue Trap Financial	12/7/2020	supplies	\$ 15.73
Mac's / Blue Trap Financial	12/2/2020	supplies	\$ 33.45
Mac's / Blue Trap Financial	12/7/2020	supplies	\$ 150.00
Matheson Tri-Gas	11/30/2020	supplies	\$ 34.25
MedTox Laboratories	10/31/2020	program admin fee	\$ 50.00

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MedTox Laboratories	10/31/2020	program admin fee	\$ 50.00
Menards	11/19/2020	supplies	\$ 316.87
Minnehaha Community Water Corp.	12/2/2020	11-2020 water purchase	\$ 5,468.82
Mitchell Construction	11/12/2020	haul snow	\$ 202.50
Myrna Hotchkiss	11/23/2020	ccc dmg dep	\$ 200.00
New Century Press	12/4/2020	11.23.2020 mtg mins pub exp	\$ 19.86
New Century Press	11/20/2020	res. 2020-11-02 pub. exp.	\$ 28.89
New Century Press	11/20/2020	res. 2020-11-01 pub. exp.	\$ 48.75
New Century Press	11/6/2020	Veteran's Day ad	\$ 50.00
New Century Press	11/27/2020	11.16.2020 mtg minutes pub. exp.	\$ 247.35
Nexben	12/1/2020	supplemental insurance - child life	\$ 1.70
Nexben	12/1/2020	supplemental insurance - vision	\$ 18.66
Nexben	12/1/2020	supplemental insurance - voluntary life	\$ 44.00
Nexben	12/1/2020	supplemental insurance - spouse life	\$ 50.40
Nexben	12/1/2020	supplemental insurance - dental	\$ 161.10
Novak Sanitary	12/1/2020	roll off dumpster	\$ 1,800.00
Pfeifer Implement	12/10/2020	oil filter	\$ 22.94
Pfeifer Implement	12/2/2020	snow tires skid steer	\$ 1,751.50
Q3 Contracting	12/9/2020	new gas services	\$ 2,654.65
Q3 Contracting	12/2/2020	new gas services	\$ 3,638.30
Schoenfish & Co.	10/6/2020	2019 audit preparation fee	\$ 8,400.00
Scott Drenth Construction	12/3/2020	helper hinge	\$ 55.00
SD Assoc. of Code Enforcement	11/20/2020	2021 dues	\$ 40.00
SD Building Officials' Assoc.	11/20/2020	2021 dues	\$ 50.00
SD Dept. of Revenue	11/20/2020	10-2020 sales tax payable	\$ 2,898.91
SD Dept. of Revenue	12/10/2020	11-2020 sales tax payable	\$ 3,930.25
SD Gov't Humane Resource Assoc.	11/20/2020	2021 dues	\$ 25.00
SD Gov't. Finance Officer. Assoc.	11/20/2020	2021 dues	\$ 40.00
SD Municipal Street Maint. Assoc.	11/20/2020	2021 dues	\$ 35.00
SD One Call	11/30/2020	11-2020 service fee	\$ 108.15
SD Retirement System	11/19/2020	11-2020 retirement payable	\$ 1,901.04
SDRS Supplemental Retirement Plan	11/20/2020	ROTH contribution	\$ 75.00
SDRS Supplemental Retirement Plan	12/4/2020	ROTH contribution	\$ 75.00
SECOG	12/1/2020	2021 dues	\$ 2,108.00
SF Area Humane Society	11/7/2020	10-2020 animal control services	\$ 45.00
Sioux Valley Energy	11/13/2020	utilities	\$ 177.91
Sioux Valley Energy	11/13/2020	street light utilities	\$ 254.00
U Drive Technology	12/1/2020	11-2020 text msg service fe	\$ 86.20
US Postal Service	12/10/2020	mailing fee UB post cards	\$ 248.81
USDA - Rural Development	12/20/2020	pay loader note payment	\$ 1,663.00
Utility Safety Design, Inc.	10/31/2020	odorant delivery + refilling	\$ 911.25
Vantek Communications	12/1/2020	utilities - pager	\$ 15.00
Verizon Wireless	11/10/2020	utilities	\$ 23.18
Verizon Wireless	11/23/2020	utilities	\$ 91.45
Xcel Energy	11/18/2020	electric utilities	\$ 26.52
Xcel Energy	11/30/2020	utilities	\$ 2,726.06
		Total claims	\$ 139,512.50

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Purchase card payments.

Vendor	Date incur.	Description	Amount
US Postal Service	11/17/2020	postcard stamps	\$ 210.00
Adobe	11/19/2020	Adobe Acrobat licenses	\$ 359.76
Amazon	11/18/2020	infrared thermometers	\$ 79.50
Amazon	12/8/2020	grease cartridge	\$ 45.05
City of Sioux Falls	11/20/2020	mosquito trapping	\$ 1,568.47
Crooks Country Corner	11/13/2020	fuel	\$ 60.43
Crooks Country Corner	11/23/2020	fuel	\$ 35.08
Crooks Country Corner	10/29/2020	fuel	\$ 36.68
Crooks Country Corner	10/19/2020	fuel	\$ 36.41
Crooks Country Corner	12/9/2020	fuel	\$ 33.68
JCL Solutions	12/10/2020	supplies	\$ 260.90
Pfeifer Implement	11/16/2020	oil filter	\$ 11.80
Pump'N'Stuff	11/19/2020	fuel	\$ 51.85
Pump'N'Stuff	11/24/2020	fuel	\$ 18.24
Pump'N'Stuff	11/23/2020	fuel	\$ 11.99
Pump'N'Stuff	12/1/2020	fuel	\$ 39.02
Pump'N'Stuff	12/8/2020	fuel	\$ 40.88
Pump'N'Stuff	12/8/2020	fuel	\$ 31.68
Pump'N'Stuff	12/9/2020	fuel	\$ 12.61
Renner Corner	11/9/2020	fuel	\$ 38.69
Scooby's	11/17/2020	vehicle maintenance	\$ 6.25
Scooby's	11/24/2020	vehicle maintenance	\$ 7.00
Sturdevant's Auto Parts	12/8/2020	supplies	\$ 22.95
US Postal Service	11/17/2020	certified postage letters	\$ 87.50
US Postal Service	11/16/2020	postcard stamps	\$ 105.00
US Special Coatings	11/16/2020	marking paint	\$ 109.86
		Total purchase card claims	\$ 3,321.28

Salaries/Wages for November 2020.

Council	\$ 550.00
Mayor	\$ 700.00
Planning and Zoning Commission	\$ 365.00
Finance Office	\$ 1,359.54
Government Buildings	\$ 523.26
Building Inspector	\$ 1,053.65
Highway & Streets	\$ 1,894.15
Highway & Streets - Snow Removal	\$ 636.04
Code Enforcement	\$ 87.76
Clean-Up	\$ 263.59
Animal Control	\$ 43.88
Parks	\$ 1,055.24
Gas	\$ 4,660.77
Water	\$ 3,178.33
Sewer	\$ 3,460.00
Total wage claims	\$ 19,831.21

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Open comments. Sheriff's Deputy introduced himself to those at meeting. Dumke, resident, spoke on need to clarify political sign ordinance. Scott Wieman – water/sewer charge dispute. Council, mayor and staff discussed the appeal. No action was taken on the item.

Reports / Other business.

Crookrs HRC. TIF Schoenfelder Land. Oseby spoke on the TIF project and the ability to sewer area and potentially needed infrastructure to service it were discussed.

Park report was given by Oseby. The potential to have a fishing pond in the recently acquired Schoenfelder land was discussed.

Street report was given by Oseby. The slurry seal project for 2021 along West Ave was reviewed and discussed.

Government buildings and IT report was given by Beyer.

i. Bids – shop expansion. Council reviewed the bids submitted for city shop addition. Motion by Beyer to reject all bids, seconded by Henning. No further discussion. All aye, motion carries.

The need to upgrade the internet speeds at the office were discussed.

ii. Touchless upgrades. An update was given on the proposed touchless upgrades at the Community Center and their eligibility.

Finance report was given by Richardson. Sales tax receipts for FY2020 have exceeded the budgeted amount by 14% at the end of November. Year-end entries will be prepared in the upcoming weeks. Administrative procedures for per diem reimbursement are currently underway.

Utility report was given by Beck. Issues with manholes were discovered. The radio reads are to be installed in the near future. Gas meter upgrade. The status of the financing of the meters through the USDA and alternative ways to defray outlay.

Other items. i. End-Of-Year meeting date. A tentative date of December 30th at 5:30 pm at the Crooks Community Center was discussed by council and mayor. ii. Volunteer acknowledgment. None.

Code Enforcement/Animal control was given by Beck. Vehicles have been parked on grass in community counter to ordinance. A semi-rig has been parked downtown in violation of City ordinance.

Ordinances, resolutions, policy, motions.

- a. Second reading of Ordinance #270 was given by Oseby. Motion by Henning to approve ordinance, seconded by Beyer. No discussion. Roll call vote: Henning – aye, Richardson – aye, Beyer – aye. All aye, motion carries.
- b. Second reading of Ordinance #271 was given by Oseby. Richardson explained the thought behind ordinance. No further discussion. Roll call vote: Henning – aye, Richardson – aye, Beyer – aye. All aye, motion carries
- c. First reading of Ordinance #272 was given by Oseby.

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- d. Employee wages/salaries. Wages of employee Jason Penning had to be increased for the successful completion of examinations for operator certification with a new hourly wage of \$20.54/hr. Motion by Richardson to increase Jason Penning's wage to \$20.54/hr., seconded by Henning. No further discussion. All aye, motion carries.

Executive session pursuant to SDCL 1-25-2(1), 1-25-2(3), 1-25-2(5). Motion by Henning to enter into executive session at 7:56 pm, seconded by Richardson. No discussion. Roll call vote: Henning – aye, Richardson – aye, Beyer – aye. All aye, motion carries Oseby called the meeting to order at 8:56 pm. Motion by Henning to set price of dekatherm of gas at \$11.50, seconded by Richardson. No discussion. All aye, motion carries.

Adjourn. Motion by Richardson to adjourn meeting at 8:57 pm, seconded by Henning. No discussion. All aye, motion carries.

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

Published:
Published once at the approximate cost of: \$

City of Crooks
Crooks City Council
Special meeting minutes
December 29, 2020

At 5:30 pm, Mayor Oseby called the meeting to order at the Crooks Community Center. Finance Officer Schantz took roll call:

Present: Alderman Henning, Alderman Beyer, Alderman Richardson, Alderman Maras (joined at 5:34 pm), Mayor Oseby

Staff present: Finance Officer Schantz

Absent: ---

Approve agenda. Motion by Beyer to approve agenda, seconded by Richardson. Oseby noted clerical error in item 6), it should state 2021 compensation. Henning requested open comments be inserted as item to agenda. Motion by Henning to amend agenda for item, seconded by Richardson. No further discussion. All aye, motion carries, agenda amended. Council then voted on approval for amended agenda. All aye, motion carries, amended agenda approved.

Consent calendar items. Motion by Richardson to approve consent calendar items, seconded by Beyer. The ambulance services contract and ambulance service claim were discussed by those present. No further discussion. All aye, motion carries.

Approved End-Of-Year claims.

Vendor	Date incur.	Description	Amount
Aflac	12/26/2020	AFLAC payable	\$ 138.34
Avera Heart Hospital	12/16/2020	AED + battery pack	\$ 1,474.00
Border States Electric	12/18/2020	supplies	\$ 156.00
Diesel Machinery, Inc.	12/21/2020	mini excavator rental + transport charge	\$ 4,050.00
Dudley Laundry d/b/a Appeara	12/23/2020	mat, mop, towel service	\$ 74.46
Ecolab	12/22/2020	pest control services @ Comm. Cen.	\$ 77.63
Ferguson Waterworks	12/18/2020	meters + supplies	\$ 2,792.81
Goebel Printing	12/13/2020	envelopes for gas awareness mailing	\$ 125.50
Great Western Bank	12/28/2020	purchase card payment	\$ 1,627.30
Groebner & Associates	10/28/2020	handheld meter reading device	\$ 2,711.22
Groebner & Associates	12/23/2020	radio read upgrade	\$ 9,904.88
Internal Revenue Service / EFTPS	12/15/2020	payroll taxes	\$ 308.90
Internal Revenue Service / EFTPS	12/18/2020	payroll taxes	\$ 2,406.44
Lacey Rentals	12/15/2020	portable restroom rental @ shop	\$ 135.00
Med-Star	12/14/2020	2021 911 coverage	\$ 10,000.00
Meierhenry Sargent	12/9/2020	November legal services	\$ 828.00
Menards	12/22/2020	supplies	\$ 33.70
Menards	12/14/2020	supplies	\$ 73.95
Mitchell Construction	12/16/2020	haul dirt from park to lagoons	\$ 131.25
Motorola Solutions	12/16/2020	4x radios Crooks Fire Department	\$ 14,439.92
Motorola Solutions	12/16/2020	5x radios Crooks Fire Department	\$ 18,049.90

New Century Press	12/18/2020	pub exp ordinance 271	\$ 18.21
New Century Press	12/18/2020	pub exp ordinance 270	\$ 19.03
New Century Press	12/18/2020	12.07.2020 mtg minutes pub exp	\$ 19.86
Nyberg's Ace Hardware	12/20/2020	toilet seat replacement	\$ 27.99
Q3 Contracting	12/23/2020	surface restoration	\$ 155.80
Q3 Contracting	12/16/2020	new gas service	\$ 1,032.70
Q3 Contracting	12/23/2020	new residential service	\$ 2,735.80
SD Retirement System	12/18/2020	12-2020 retirement contribution	\$ 1,954.64
SECOG	12/16/2020	GIS mapping assistance	\$ 105.00
Sioux Valley Energy	12/15/2020	utilities - street lights	\$ 126.39
Sioux Valley Energy	12/15/2020	utilities - sewer	\$ 180.31
Steve Drenth Construction	12/18/2020	labor for Comm Cen north door	\$ 125.00
Stryker	12/9/2020	LUCAS device	\$ 14,752.94
Tri-State Garage Door, Inc.	12/21/2020	shop door repair	\$ 1,226.00
Two Way Solutions	12/15/2020	programming radios Fire Department	\$ 1,350.00
Verizon Wireless	12/10/2020	utilities	\$ 79.58
Xcel Energy	12/21/2020	utilities - path West Ave	\$ 32.15
		Total claims	\$ 93,480.60

Approved purchase card claims.

Vendor	Date incur.	Description	Amount
Amazon	12/16/2020	lights for snow plow	\$ 812.87
Crooks Country Corner	12/22/2020	fuel	\$ 31.07
Crooks Country Corner	12/2/2020	fuel	\$ 37.97
Crooks Country Corner	8/28/2020	fuel	\$ 35.24
Nyberg's Ace Hardware	12/21/2020	supplies	\$ 33.97
Office Depot	12/28/2020	office supplies	\$ 154.61
Pump'N'Stuff	12/16/2020	fuel	\$ 11.90
Pump'N'Stuff	12/28/2020	fuel	\$ 96.52
US Postal Service	12/18/2020	stamp purchase + certified postage	\$ 406.75
US Postal Service	10/9/2020	postage	\$ 6.40
		Total purchase card claims	\$ 1,627.30

Open comments. Henning asks public to ensure that fire hydrants and sidewalks are cleared pursuant to ordinance #250. The issue of uncleared areas in town was discussed. Maras encouraged public to be mindful of emergency snow routes and remove vehicles during snow events.

Second reading of ordinance #272 was given by Oseby. Motion by Richardson to approve ordinance, seconded by Henning. No discussion. Roll call vote: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries.

First reading of ordinance #273 was given by Oseby.

Resolution 2020-12-01 (2021 compensation). Motion by Henning to approve resolution, seconded by Maras. Richardson stated she will abstain. No further discussion. Majority aye, motion carries.

Motion to auto-supplement budget for COVID grant funds. Motion by Richardson to amend budget for COVID relief funds according to the listing presented (listing below), seconded by Henning. No discussion. All aye, motion carries.

Auto-supplement listing for COVID grant funds:

<u>Department</u>	<u>Amount</u>	<u>Description item</u>
101-41920-429	\$1,049.55	sanitizing station
101-41420-426	\$195.00	desk guards
600-43800-426	\$195.00	desk guards
602-43300-426	\$195.00	desk guards
604-43200-426	\$195.00	desk guards
101-41110-426	\$1,116.00	Tablet
101-41210-426	\$279.00	Tablet
101-41230-426	\$279.00	Tablet
101-42320-434	\$1,105.00	Laptop
101-41210-434	\$1,105.00	Laptop
101-41420-434	\$1,105.00	Laptop
600-43800-434	\$2,208.00	Laptops
101-42200-429	\$14,439.92	4 radios for fire department
101-42200-429	\$18,049.90	5 radios for fire department
101-42200-429	\$1,350.00	Programming fire department radios

		41420	41920	4311	4137	44115	4520	600	602	604
Gross Wages	4111	\$ 276.10	\$ 65.36	\$ 392.17	\$ 250.55	\$ 10.89	\$ 383.73	\$ 427.92	\$ 338.84	\$ 344.84
Soc Sec	4121	\$ 17.12	\$ 4.05	\$ 24.31	\$ 15.53	\$ 0.68	\$ 23.79	\$ 26.53	\$ 21.01	\$ 21.38
Med Care	4122	\$ 4.01	\$ 0.95	\$ 5.69	\$ 3.63	\$ 0.16	\$ 5.56	\$ 6.20	\$ 4.91	\$ 5.00
Retirement	413	\$ 16.57	\$ 3.92	\$ 23.53	\$ 15.03	\$ 0.65	\$ 23.01	\$ 25.68	\$ 20.33	\$ 20.70
Health + life	415	\$ 42.93	\$ 0.20	\$ 1.20	\$ 0.77	\$ 0.03	\$ 4.23	\$ 78.06	\$ 57.44	\$ 58.80

Therm price. Council and mayor discussed the natural gas therm price. Motion by Henning to set therm price at \$0.96. Motion dies for lack of second. Motion by Beyer to set therm price at \$0.93, seconded by Maras. Council and mayor stated therm price will be reviewed regularly and adjusted if warranted. All aye, motion carries.

Adjournment. Motion by Richardson to adjourn meeting at 5:57 pm, seconded by Henning. No discussion. All aye, motion carries.

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

Published:

Published once at the approximate cost of: \$

CITY OF CROOKS BUDGET V. ACTUALS
As of December 31st, 2020

Appropriation and Accumulations:	2020 Budget	2020 YTD Actuals	Remaining Balance	% Budget spent
410 GENERAL GOVERNMENT				
411 Council	\$ 14,200.00	\$ 12,277.94	\$ 1,922.06	86.46%
411.3 Publications	\$ 5,535.00	\$ 5,250.89	\$ 284.11	94.87%
411.5 Contingency	\$ 2,779.00	\$ -	\$ 2,779.00	0.00%
412 Mayor	\$ 15,404.00	\$ 14,845.83	\$ 558.17	96.38%
412.3 Planning & Zoning	\$ 12,903.00	\$ 10,138.25	\$ 2,764.75	78.57%
413 Elections	\$ 1,730.00	\$ 23.46	\$ 1,706.54	1.36%
414 Attorney	\$ 15,000.00	\$ 8,223.00	\$ 6,777.00	54.82%
414.2 Finance Office	\$ 36,591.73	\$ 31,509.17	\$ 5,082.56	86.11%
419.2 Government Buildings	\$ 46,553.03	\$ 31,751.22	\$ 14,801.81	68.20%
419.6 Engineer	\$ 4,000.00	\$ 4,000.00	\$ -	100.00%
TOTAL GENERAL GOVERNMENT	\$ 154,695.76	\$ 118,019.76	\$ 36,676.00	76.29%
420 PUBLIC SAFETY				
421 Police	\$ 46,500.00	\$ 46,150.00	\$ 350.00	99.25%
422 Fire	\$ 55,839.82	\$ 70,592.76	\$ (14,752.94)	126.42%
423.2 Protective Inspection	\$ 22,770.00	\$ 22,692.53	\$ 77.47	99.66%
TOTAL PUBLIC SAFETY	\$ 125,109.82	\$ 139,435.29	\$ (14,325.47)	111.45%
430 PUBLIC WORKS				
431.1 Highway and Streets	\$ 60,616.90	\$ 54,327.19	\$ 6,289.71	89.62%
431.2 Front Footage	\$ 62,000.00	\$ 35,470.04	\$ 26,529.96	57.21%
431.6 Street Lighting	\$ 25,330.00	\$ 20,604.08	\$ 4,725.92	81.34%
431.7 Snow Removal	\$ 31,494.51	\$ 30,741.08	\$ 753.43	97.61%
TOTAL PUBLIC WORKS	\$ 179,441.41	\$ 141,142.39	\$ 37,545.59	78.66%
440 HEALTH AND WELFARE				
441 Code Enforcement	\$ 12,278.00	\$ 8,966.18	\$ 3,311.82	73.03%
441.1 City Cleanup	\$ 4,965.41	\$ 4,650.76	\$ 314.65	93.66%
441.2 Animal Control	\$ 1,308.00	\$ 1,332.03	\$ (24.03)	101.84%
441.3 West Nile	\$ 8,855.00	\$ 4,077.99	\$ 4,777.01	46.05%
TOTAL HEALTH & WELFARE	\$ 27,406.41	\$ 19,026.96	\$ 8,379.45	69.43%
450 CULTURE AND RECREATION				
452 Parks	\$ 90,591.32	\$ 86,896.09	\$ 3,695.23	95.92%
TOTAL CULTURE & RECREATION	\$ 90,591.32	\$ 86,896.09	\$ 3,695.23	95.92%
465 ECONOMIC DEVELOPMENT & ASSIST.				
465.3 Promoting the City	\$ 16,459.00	\$ 16,496.25	\$ (37.25)	100.23%
TOTAL ECONOMIC DEVELOPMENT & ASSIST.	\$ 16,459.00	\$ 16,496.25	\$ (37.25)	100.23%
470 DEBT SERVICE				
470 Debt Service	\$ 21,426.00	\$ 19,956.00	\$ 1,470.00	93.14%
TOTAL DEBT SERVICE	\$ 21,426.00	\$ 19,956.00	\$ 1,470.00	93.14%
TOTAL GENERAL FUNDS	\$ 615,129.72	\$ 540,972.74	\$ 73,403.55	87.94%
211 - Gross Receipts	\$ 8,500.00	\$ 7,333.62	\$ 1,166.38	86.28%
617 - Natural Gas	\$ 725,197.39	\$ 526,750.31	\$ 198,447.08	72.64%
602 - Water	\$ 630,056.53	\$ 174,392.11	\$ 455,664.42	27.68%
604 - Sewer	\$ 923,347.73	\$ 164,608.66	\$ 758,739.07	17.83%

CITY OF CROOKS

Profit and Loss

General Fund

December 2020

General

Fund

Receipts (Source):

311.01 Property Taxes	11,822.91
313 Sales Tax	20,579.84
319 Penalties and Interest on Tax	14.08
320 Licenses and Permits:	
332.04 City Building Permits	195.00
332.08 City Contractor Licenses	200.00
331 Federal Grants:	
331 Federal Grant	17,649.56
334 State Grants:	
334.03 Public Health	1,368.00
335 State Shared Revenue:	
335.3 Liquor Tax Reversion	2,432.83
350 Fines and Forfeits:	
359 Other	25.00
360 Miscellaneous Revenue:	
361 Investment Earnings	4.23
362 Rentals	390.11
364 Maintenance Assessments	
364.01 Street Maintenance Assessment	2,994.32
369.01 Cable Television Franchise Fee	301.55
369 Other Revenues	972.90
Total Revenue	58,950.33

Expenditures:

410 General Government	
411.1 Council	<u>827.37</u>
411.3 Publishing	<u>365.76</u>
412.1 Mayor	<u>554.42</u>
412.3 Planning & Zoning	<u>1,079.86</u>
414.1 Legal	<u>1,416.00</u>
414.2 Finance Officer	<u>2,858.89</u>
419.2 Government Buildings	<u>2,621.87</u>
Total General Government	<u>9,724.17</u>
420 Public Safety	
422 Fire	<u>48,592.76</u>
423.2 Protective Inspection	<u>2,044.73</u>
Total Public Safety	<u>50,637.49</u>
430 Public Works:	
431 Highways and Streets	<u>5,122.81</u>
431.6 Street Utilities	<u>159.85</u>
431.7 Snow Removal	<u>5,893.26</u>
Total Public Works	<u>11,175.92</u>
440 Health and Welfare	
441.0 Code Inspection	<u>203.34</u>
441.2 Animal Control	<u>94.40</u>
Total Health and Welfare	<u>297.74</u>
450 Culture and Recreation:	
452 Parks	<u>8,763.31</u>
	<u>8,763.31</u>
466 Economic Opportunity	<u> </u>
Total Conservation and Development	<u>208.33</u>
470 Debt Service	<u>1,663.00</u>
Total Disbursements	<u>82,469.96</u>

Excess of Revenues Over (Under)

Expenditures	(23,519.63)
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Net Change in Fund Balances	(23,519.63)
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Fund Balance - Beginning	<u>319,083.51</u>
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FUND BALANCE - ENDING	<u><u>295,563.88</u></u>
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CITY OF CROOKS
Profit and Loss
Gross Receipts Fund
December 2020

	Gross Receipts
	Fund
Receipts (Source):	
313 Sales Tax	880.02
Total Revenue	880.02
Expenditures:	
Total Disbursements	
422 Services & Fees	105.00
423 Publishing	285.75
426 Supplies/Materials	812.87
429 Other Current Expense	
	(1,203.62)
Excess of Revenues Over (Under)	
Expenditures	(323.60)
Net Change in Fund Balances	(323.60)
Change in Nonspendable	0.00
Fund Balance - Beginning	14,111.52
Prior Adjustments	
Adjusted Fund Balance - Beginning	14,111.52
FUND BALANCE - ENDING	13,787.92

MUNICIPALITY OF CROOKS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS

December 2020

	Enterprise Funds			Totals
	Water Fund	Sewer Fund	Gas Fund	
Operating Revenue:				
370/380 Charges for Goods and Services	20,366.69	23,343.28	109,618.00	153,327.97
Revenue Dedicated to Servicing Debt				0.00
381 Penalties	114.06	133.62	607.04	854.72
367 Contributions and Donations				0.00
369 Miscellaneous	11,250.00	11,305.43	740.46	23,295.89
Total Operating Revenue	31,730.75	34,782.33	110,965.50	177,478.58
Operating Expenses:				
410 Personal Services	6,693.82	6,186.77	7,891.90	20,772.49
420 Other Current Expense	9,105.01	5,006.25	75,450.55	89,561.81
430 Capital Assets	0.00	0.00	0.00	0.00
457 Depreciation				0.00
Total Operating Expenses	15,798.83	11,193.02	83,342.45	110,334.30
Operating Income (Loss)	15,931.92	23,589.31	27,623.05	67,144.28
Nonoperating Revenue (Expense):				
330 Operating Grants				0.00
331 Federal Grants	441.92	450.03	563.65	
361 Investment Earnings				0.00
362 Rental Revenue				0.00
442 Interest Expense	0.00	0.00	0.00	0.00
442 Interest Revenue	2.56	1.95	5.02	9.53
(492)366 Gain (Loss) on Disposition of Assets				0.00
(429)369.01 Other				0.00
Total Nonoperating Revenue (Expense)	444.48	451.98	568.67	1,465.13
Income (Loss) Before Contributions, Special Items, Extraordinary Items and Transfers	16,376.40	24,041.29	28,191.72	68,609.41
391.07 Capital Contributions				0.00
391.1 Transfers In				0.00
511 Transfers Out			0.00	0.00
391.06/(514) Special Items				
391.05/(515) Extraordinary Items				
Change in Net Position	16,376.40	24,041.29	28,191.72	68,609.41
Unrestricted Net Position - Beginning	275,412.27	360,271.88	820,901.62	1,456,585.77
Adjustments:				
GASB 68 Implementation				0.00
Adjustment Bonds issued to Bonds payable				0.00
Adjusted Net Position - Beginning	275,412.27	360,271.88	820,901.62	1,456,585.77
UNRESTRICTED NET POSITION - ENDING	291,788.67	384,313.17	849,093.34	1,525,195.18

CITY OF CROOKS
MONTHLY FUND CASH BALANCE REPORT
For the month of December 2020

Fund Accounting FUND DESCRIPTION	12/31/2020 Cash Balance
101 General	\$ 304,835.12
Water/Sewer HokUp	\$ 15,834.14
211 Gross Receipts	\$ 13,706.41
600 Gas	\$ 518,782.02
602 Water	\$ 266,743.24
Water HookUp	\$ 10,005.51
604 Sewer	\$ 320,868.86
Sewer HookUp	\$ 10,002.14
101 SD Fit	\$ 1,074.27
600 SD Fit	\$ 105,192.61
Totals	<u>\$ 1,567,044.32</u>

Bank Accounts	Cash Balance
38	\$ 13,101.89
206	\$ 276,735.57
916	\$ 1,217,682.94
724	\$ 35,841.79
SD Fit	\$ 106,266.88
Totals	<u>\$ 1,649,629.07</u>

Deposits in transit	\$ 3,934.34
Outstanding checks	\$ (86,519.09)
+/- difference	\$ (82,584.75)

**City of Crooks
January 2021 claims**

Gross wages by department for month of December 2020

Council	\$ 750.00
Mayor	\$ 500.00
Planning and Zoning Commission	\$ 560.00
Finance Office	\$ 1,363.94
Government Buildings	\$ 990.56
Building Inspector	\$ 1,310.90
Highway & Streets	\$ 1,489.05
Highway & Streets - Snow Removal	\$ 855.44
Code Enforcement	\$ 87.76
Animal Control	\$ 43.88
Parks	\$ 1,054.81
Economic Development	\$ 183.31
Gas	\$ 3,874.91
Water	\$ 3,850.39
Sewer	\$ 3,486.88
Total wage claims	\$ 20,401.83

City of Crooks claims listing

Vendor	Date incur.	Description	Amount
A&B Business Solutions	1/4/2021	copier lease + Q4-2020 overage print fee	\$ 282.47
A&B Business Solutions	1/4/2021	01-2021 IT service fee	\$ 670.94
Alliance Communications	1/1/2021	utilities - office	\$ 100.57
Alliance Communications	1/1/2021	utilities - sewer	\$ 150.82
American Engineering Testing	12/31/2020	wastewater analysis	\$ 189.00
Clayton Energy	1/4/2021	reservation fees + 12-2020 service fee	\$ 29,088.80
Concrete Materials	12/28/2020	deicing sand	\$ 759.37
Crooks Municipal Utilities	1/8/2021	utilities - n lift station	\$ 26.50
Crooks Municipal Utilities	1/8/2021	utilities - w lift station	\$ 26.50
Crooks Municipal Utilities	1/8/2021	utilities - Palmira bathroom	\$ 124.45
Crooks Municipal Utilities	1/8/2021	utilities - city shop	\$ 250.00
Crooks Municipal Utilities	1/8/2021	utilities - comm cen	\$ 584.20
DGR Engineering	12/17/2020	Palmira utility improvements	\$ 975.00
DGR Engineering	12/17/2020	12-2020 eng. services & master planning	\$ 1,087.00
DGR Engineering	12/17/2020	Sunset Trail Improvements Ph. 3	\$ 5,000.00
Diesel Machinery Inc	12/31/2020	cleaning fee mini excavator	\$ 277.20
Diesel Machinery Inc	12/31/2020	freight charge mini excavator	\$ 337.50
Diesel Machinery Inc	12/31/2020	mini excavator rental	\$ 2,600.00
Dudley Laundry d/b/a Appeara	1/6/2020	mat, mop, towel service	\$ 74.46
Garbage'N'More	1/1/2021	Q4-2020 garbage utilities	\$ 250.00
Great Western Bank	1/5/2021	deposit ticket blanks	\$ 31.00
Great Western Bank	1/8/2021	purchase card payment	\$ 854.37
Groebner & Associates	12/30/2020	supplies	\$ 21.05
Groebner & Associates	12/29/2020	supplies	\$ 47.48
Health Pool of SD	1/1/2021	health + life insurance payable	\$ 2,144.76
Helpline Center, Inc.	1/1/2021	12-2020 monthly service	\$ 108.14
Internal Revenue Service / EFTPS	1/9/2021	payroll taxes	\$ 357.99
Internal Revenue Service / EFTPS	12/31/2020	payroll taxes	\$ 29.84
Internal Revenue Service / EFTPS	12/30/2020	payroll taxes	\$ 42.19
Internal Revenue Service / EFTPS	1/4/2021	payroll taxes	\$ 2,399.75
Matheson Tri-Gas	12/31/2020	supplies	\$ 35.06
Meierhenry Sargent	1/4/2021	12-2020 legal expense	\$ 744.00

Minnehaha Comm. Wtr. Corp	1/4/2021	12-2020 water purchase	\$	5,099.36
Mitchell Construction	12/28/2020	haul snow	\$	525.00
New Century Press	12/25/2020	12.14.2020 mtg mins pub	\$	231.70
New Century Press	12/25/2020	New Year's Greeting	\$	20.00
New Century Press	12/18/2020	Christmas ad	\$	25.00
New Century Press	12/11/2020	Christmas parade ad	\$	57.75
New Century Press	12/16/2020	Christmas parade ad	\$	57.75
New Century Press	12/18/2020	Christmas parade ad	\$	57.75
New Century Press	12/4/2020	ad - sports previews	\$	67.50
Nexben	1/9/2021	voluntary child life insurance	\$	1.70
Nexben	1/9/2021	supplemental life insurance	\$	50.40
Nexben	1/9/2021	supplemental life insurance employees	\$	44.00
Nexben	1/9/2021	vision insurance	\$	18.66
Nexben	1/9/2021	dental insurance	\$	161.10
Payment Service Network	1/3/2021	12-2020 gateway fee	\$	39.95
Payment Service Network	12/3/2020	11-2020 gateway fee + annual security fee	\$	128.95
SD DENR	12/10/2020	2021 permission to discharge permit	\$	1,500.00
SD Dept. of Revenue	1/7/2021	12-2020 Excise tax payment	\$	15.11
SD One Call	12/31/2020	12-2020 message fees	\$	53.55
SD State Treasurer	12/31/2020	2020 unclaimed property	\$	41.01
SDRS Supplemental Retirement	12/22/2020	ROTH contribution	\$	100.00
SDRS Supplemental Retirement	1/6/2021	ROTH contribution	\$	100.00
U Drive Technology	1/1/2021	12-2020 txt msg fee	\$	85.36
US Bank	1/15/2021	SRF lagoon bond payment	\$	7,194.04
US Postal Service	1/9/2021	mailing fee December 2020 billing	\$	249.09
US Postal Service	12/30/2020	gas awareness letter mailing fee	\$	445.74
USDA - Rural Development	1/20/2021	pay loader note payment	\$	1,663.00
Vantek Communications	1/1/2021	utilities - pager	\$	15.00
Verizon Wireless	12/23/2020	utilities	\$	91.45
Xcel Energy	12/23/2020	utilities - West Ave trail lights	\$	1.31
			Total claims	\$ 67,811.64

Purchase card payments			
Vendor	Date incur.	Description	Amount
Pump'N'Stuff/Shell	1/5/2021	fuel	\$ 101.72
Crooks Country Corner	1/5/2021	fuel	\$ 74.44
Great Western Bank	12/3/2020	card fee	\$ 10.00
Great Western Bank	12/3/2020	card fee	\$ 10.00
Great Western Bank	12/3/2020	card fee	\$ 10.00
Amazon	12/21/2020	Prime fee	\$ 179.00
Office Depot	12/15/2020	office supplies - parent order	\$ 69.35
Office Depot	12/15/2020	office supplies - child order	\$ 129.07
Crooks Country Corner	12/18/2020	fuel	\$ 37.30
Crooks Country Corner	12/29/2020	fuel	\$ 29.59
Scooby's	12/3/2020	vehicle maintenance	\$ 15.00
Scooby's	12/8/2020	vehicle maintenance	\$ 3.75
Shell	12/28/2020	fuel	\$ 17.74
Office Depot	1/7/2021	supplies	\$ 90.81
Pump'N'Stuff/Shell	1/5/2021	fuel	\$ 28.00
US Postal Service	1/8/2021	certified postage	\$ 7.65
Nyberg's Ace Hardware	1/8/2021	supplies	\$ 40.95
Total purchase card claims			\$ 854.37

2021 Garbage License Renewal Sheet

Name	Application	Certification	Sales Tax	Proof of insurance	Rate structure	Payment	Initials	Date rec.	Approval recommended	Approved
Garbage'N'More	x	x	x, written down	x		x	TS	12/11/2020	Y	12/14/2020
Addy Disposal	x	x	x	x	x	x	TS	12/11/2020	Y	12/14/2020
Novak Sanitary	x	x	x	x	x	x	TS	12/16/2020	Y	

CITY OF CROOKS
ORDINANCE NO. 273
SUPPLEMENTAL APPROPRIATIONS ORDINANCE

Be it ordained by the Governing Body of Crooks, South Dakota that the following sums are appropriated to supplement the 2021 appropriations, Ordinance No. 268, to meet the obligations of the municipality for the fiscal year of 2021.

Section 1.		<u>Total Funds</u>
General Fund (101)		
446.0 Ambulance Services		
422.0 Professional Services		\$ 10,000.00
TOTAL APPROPRIATIONS		<u>\$ 10,000.00</u>
Section 2.		
SOURCE OF FUNDING		
Fund	Description	
General Fund (101)	267.00 Unassigned fund balance	\$ 10,000.00
TOTAL MEANS OF FINANCE		<u>\$ 10,000.00</u>

The Finance Officer is hereby directed to transfer the said amount and to show such action on the proper records of the City.

F. Butch Oseby, Mayor

(SEAL)

Attest:

Tobias Schantz, Municipal Finance Officer

First Reading:
Second Reading & Adoption:
Publication:
Effective Date:
Published once at the approximate cost of: \$

Staff comments:
To provide for spending authority to defray the ambulance expense for 2021 expenses.

Initials: TS
Date: 12/28/2020

RESOLUTION 2021-01
A resolution to designate an official newspaper

WHEREAS, South Dakota Codified Law 9-12-6 authorizes municipalities to designate an official newspaper; and,

WHEREAS, South Dakota Codified Law requires that the newspaper be published in the municipality; and,

WHEREAS, South Dakota Codified Law requires municipalities designate a newspaper for twelve months; and,

WHEREAS, The Minnehaha Messenger serves the Municipality of Crooks,

NOW, THEREFORE, BE IT RESOLVED BY THE CROOKS CITY COUNCIL, THAT:

The Minnehaha Messenger, published by New Century Press Publications, is designated as official newspaper for the City of Crooks for a period of twelve months.

Ayes:

Nays:

Abstains:

F. Butch Oseby, Mayor

(SEAL)

Attest:

Tobias Schantz, Municipal Finance Officer

Adopted:

Published:

Published once at the approximate cost of: \$

Effective:

RESOLUTION 2021-02

A RESOLUTION OF THE CITY OF CROOKS, SOUTH DAKOTA, TRANSFERRING SPENDING AUTHORITY FROM THE CONTINGENCY FUND TO MEET THE OBLIGATIONS OF THE CITY FOR 2020.

WHEREAS, the City of Crooks did approve a line for contingency transfers in the 2020 annual budget; and,

WHEREAS, the City of Crooks finds it necessary to transfer from said contingency line;

NOW THEREFORE IT IS HEREBY RESOLVED BY THE CROOKS CITY COUNCIL, that the following sums are transferred from the contingency fund to the following departments to meet the obligations of the City:

Dept. – 441.2 – Animal Control – Obj. 4110 – Wages	\$22.00
Dept. – 441.2 – Animal Control – Obj. 4121 – Social Security	\$16.00
Dept. – 465.0 – Economic Development – Obj. 426 – Supplies & Materials	\$50.00
Total transfer from Contingency (411.5) function:	<u>\$88.00</u>

Yays:

Nays:

F. Butch Oseby, Mayor of Crooks, SD

ATTEST:

(SEAL)

Tobias Schantz, Finance Officer

Legislative History

Adopted:

Effective:

Published:

Published once at the approximate cost of: \$

Auto-supplement motion:

101-42200-429 - \$14,752.94 – Stryker Lucas Device