

City of Crooks
City Council
Regular monthly meeting
Posted agenda
Date: February 8, 2021
Time: 7:00 pm

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) Consent calendar items:
 - a. Approve meeting minutes
 - b. Approve financials
 - c. Approve claims
 - d. 2021 Fire Services Contract
- 6) Open comments
- 7) Reports / Other business
 - a. Crooks HRC report
 - b. Park report
 - c. Street report
 - d. Planning and zoning report
 - e. Government buildings report & IT infrastructure
 - f. Finance report
 - g. Utility report
 - i. Partial payoff of SRF lagoon bond
 - h. Code enforcement / animal control
 - i. Other business:
 - i. Volunteer acknowledgement
 - ii. Interim building inspector
 - iii. Garbage Hauler license renewal – Sweeney Sanitation
 - iv. Special event liquor licenses
- 8) Ordinances, resolution, policy, motions
 - a. Resolution 2021-03: Amendment Crooks Personnel Policy for work-related travel
 - b. Board of Equalization meeting – set meeting date & combine with Township
- 9) Adjourn

The City of Crooks is an equal opportunity provider.

City of Crooks
City Council
Regular monthly meeting minutes
January 11, 2021

At 7:03 pm, Mayor Oseby called the meeting to order at the Crooks Community Center. Finance Officer Schantz took roll call:

Present: Alderman Henning, Alderman Maras, Alderman Richardson, Alderman Beyer, Mayor Oseby

Staff present: Finance Officer Schantz, Utility Superintendent Beck, City Engineers Jesse Morris and Jake Morris. (DGR), Building Inspector Pearson

Absent: Planning and Zoning Director S. Richardson (w/ notice)

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

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

Correction to December 14, 2020 meeting minutes. Oseby explained needed correction, stating Penning's wage was stated as \$20.54 instead of \$19.54. Motion by Beyer to correct December 14, 2020 meeting minutes, seconded by Richardson. No further discussion. All aye, motion carries.

Consent calendar items. Motion by Richardson to approve consent calendar items, seconded by Beyer. Special event liquor license was discussed. No further discussion. All aye, motion carries.

Approved claims.

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 Appera	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

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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

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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

Salaries/Wages for 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

Open comments. Jesse Fonkert, Executive Director of MCEDA, spoke on the economic development opportunities in area and future developments at MCEDA.

Reports / Other business.

Crooks HRC report was given by Harstad. The Crooks HRC's meeting is scheduled for next week. A lot along W 5th St has been closed on. The lot along West Ave sold to the Crooks Child Care Center is scheduled to close on Friday, January 15. Harstad expects the remaining lot inventory will be sold. Harstad met with Steve Van Buskirk and city officials to discuss initial designs for the Schoenfelder Development and potential adjustments to design. The opportunity to build a pond in new development

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was discussed by those present. Harstad also spoke as Fire Chief and thanked City for donating equipment through COVID funds.

Park report was given by Henning. No Park Board meeting was held in January. The next meeting is scheduled for February 2 at 7 pm at the Crooks Community Center.

Street report was given by Maras. The City plans on conducting micro-surfacing improvements this year in town.

Planning and Zoning report. No report.

Government buildings and IT report was given by Beyer. The old server has been removed from the municipal office. The City switched their internet providers and upgraded to fiber optic speeds.

Building Inspector's report was given by Pearson. The 2020 EoY building inspector's report was reviewed and discussed by those present. Pearson then presented on the insurance review he is currently preparing and spoke to council on items the City needed to implement to improve its insurance rating. Pearson also spoke on obtaining additional training.

Finance report. No report.

Utility report was given by Beck. Gas service line installations are being finished up. The lagoon is being discharged. The results of water samples were discussed. Radio reads have been delivered to pump house and are being installed first.

Code Enforcement/Animal control was given by Beck. A homeowner continues to park his recreational vehicle in the backyard and has been unresponsive to letters from city. Beck requested permission to start abatement procedures. Maras stated he would talk to owner and asked Beck hold off on initiating procedures. Snow removal of sidewalks was discussed.

Utility report – i) Lift station & main sewer line to service SE and SW Crooks & Letter of Intent. The need to install additional sewer infrastructure was discussed. The boundaries of the district were reviewed by Council. The cost recovery timeline and area encompassed in cost recovery district were discussed. Other necessary steps to realize project, such as amendment to the state water plan, installation timeline and utility rates were discussed.

Other items. Volunteer acknowledgment. No acknowledgments at the meeting.

Ordinances, resolutions, policy, motions.

- a. Second reading of Ordinance #273 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. Resolution 2021-01. Motion by Maras to approve resolution, seconded by Richardson. No discussion. All aye, motion carries.
- c. Resolution 2021-02. Resolution was discussed. Motion by Richardson to approve resolution, seconded by Henning. No further discussion. All aye, motion carries.

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- d. Auto-supplement COVID funds to 2020 budget. Motion by Beyer to auto-supplement \$14,752.94 to department 422 (Fire Department) object level 429 (Other Current Expense) to 2020 budget, seconded by Richardson. No discussion. All aye, motion carries.
- e. Amend Crooks Personnel Policy. Oseby explained the item. Motion by Richardson to approve suspension of use-it or lose-it provision until December 31, 2021 and amendment to Crooks Personnel Policy is presented, seconded by Maras. Council then discussed vacation policy. No further discussion. All aye, motion carries.
- f. Combine election with Tri-Valley School District & set election date. The election date of April 13, 2021 and open positions were discussed. Motion by Henning to combine election with the Tri-Valley School District and set election date for April 13, 2021, seconded by Richardson. No further discussion. All aye, motion carries.

The following positions will become vacant:

Mayor – 2-year term, presently held by F. Butch Oseby

Alderman – Ward 1 – 2-year term, presently held by Jana Richardson

Alderman – Ward 1 – 1-year term, presently held by Andrew Henning

Alderman – Ward 2 – 1-year term, presently held by Allan Beyer

Adjourn. Motion by Richardson to adjourn meeting at 8:34 pm, seconded by Maras. No discussion. All aye, motion carries.

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

Published: 01/22/2021

Published once at the approximate cost of: \$173.77

City of Crooks
Crooks City Council
Special meeting minutes
January 21, 2021

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 J. Richardson (on phone), Alderman Maras, Mayor Oseby

Staff present: Finance Officer Schantz

Absent: ---

Approve agenda. Motion by Henning to approve agenda, seconded by Beyer. No discussion. Roll call vote: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries.

Gas rates. Council and mayor discussed new proposed gas rates. Motion by Beyer to set gas rates at \$.90 per therm, seconded by Henning. No further discussion. Roll call vote: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries.

Housing Study. Council and mayor discussed the item. Motion by Henning to approve housing study at a cost of \$7,500 with SDHA’s responsibility being \$3,750 (50%), SECOG’s responsibility of \$1,875 (25%), and the City’s responsibility of \$1,875 (25%), seconded by Maras. No further discussion. Roll call vote: Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries.

Adjournment. Motion by Beyer to adjourn meeting at 5:41 pm, seconded by Maras. No discussion. Henning – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries, meeting adjourned.

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

Published: 01/29/2021

Published once at the approximate cost of: \$22.34

CITY OF CROOKS BUDGET V. ACTUALS
As of January 31st, 2021

Appropriation and Accumulations:	2021 Budget	2021 YTD Actuals	Remaining Balance	% Budget spent
410 GENERAL GOVERNMENT				
411 Council	\$ 12,230.00	\$ 774.50	\$ 11,455.50	6.33%
411.3 Publications	\$ 5,535.00	\$ 409.61	\$ 5,125.39	7.40%
411.5 Contingency	\$ 20,000.00	\$ -	\$ 20,000.00	0.00%
412 Mayor	\$ 13,345.00	\$ 472.13	\$ 12,872.87	3.54%
412.3 Planning & Zoning	\$ 11,624.00	\$ -	\$ 11,624.00	0.00%
413 Elections	\$ 1,770.00	\$ 32.21	\$ 1,737.79	1.82%
414 Attorney	\$ 15,000.00	\$ -	\$ 15,000.00	0.00%
414.2 Finance Office	\$ 26,696.00	\$ 2,071.38	\$ 24,624.62	7.76%
419.2 Government Buildings	\$ 46,035.00	\$ 1,422.44	\$ 44,612.56	3.09%
419.6 Engineer	\$ 4,000.00	\$ -	\$ 4,000.00	0.00%
TOTAL GENERAL GOVERNMENT	\$ 156,235.00	\$ 5,182.27	\$ 151,052.73	3.32%
420 PUBLIC SAFETY				
421 Police	\$ 47,385.00	\$ 11,846.25	\$ 35,538.75	25.00%
422 Fire	\$ 25,500.00	\$ -	\$ 25,500.00	0.00%
423.2 Protective Inspection	\$ 23,157.00	\$ 1,917.74	\$ 21,239.26	8.28%
TOTAL PUBLIC SAFETY	\$ 96,042.00	\$ 13,763.99	\$ 82,278.01	14.33%
430 PUBLIC WORKS				
431.1 Highway and Streets	\$ 206,945.00	\$ 1,333.13	\$ 205,611.87	0.64%
431.2 Front Footage	\$ 62,000.00	\$ -	\$ 62,000.00	0.00%
431.6 Street Lighting	\$ 29,000.00	\$ 1,119.88	\$ 27,880.12	3.86%
431.7 Snow Removal	\$ 31,307.00	\$ 7,492.51	\$ 23,814.49	23.93%
TOTAL PUBLIC WORKS	\$ 329,252.00	\$ 9,945.52	\$ 295,491.99	3.02%
440 HEALTH AND WELFARE				
441 Code Enforcement	\$ 5,391.00	\$ 113.92	\$ 5,277.08	2.11%
441.1 City Cleanup	\$ 7,433.00	\$ -	\$ 7,433.00	0.00%
441.2 Animal Control	\$ 1,316.00	\$ 56.97	\$ 1,259.03	4.33%
441.3 West Nile	\$ 7,486.00	\$ -	\$ 7,486.00	0.00%
446.0 Ambulance Services	\$ -	\$ 10,000.00	\$ (10,000.00)	#DIV/0!
TOTAL HEALTH & WELFARE	\$ 21,626.00	\$ 10,170.89	\$ 11,455.11	47.03%
450 CULTURE AND RECREATION				
452 Parks	\$ 182,645.00	\$ 619.52	\$ 182,025.48	0.34%
TOTAL CULTURE & RECREATION	\$ 182,645.00	\$ 619.52	\$ 182,025.48	0.34%
465 ECONOMIC DEVELOPMENT & ASSIST.				
465.3 Promoting the City	\$ 14,807.00	\$ -	\$ 14,807.00	0.00%
TOTAL ECONOMIC DEVELOPMENT & ASSIST.	\$ 14,807.00	\$ -	\$ 14,807.00	0.00%
470 DEBT SERVICE				
470 Debt Service	\$ 37,166.00	\$ 1,663.00	\$ 35,503.00	4.47%
TOTAL DEBT SERVICE	\$ 37,166.00	\$ 1,663.00	\$ 35,503.00	4.47%
TOTAL GENERAL FUNDS	\$ 837,773.00	\$ 41,345.19	\$ 772,613.32	4.94%
211 - Gross Receipts	\$ 9,000.00	\$ -	\$ 9,000.00	0.00%
617 - Natural Gas	\$ 992,123.00	\$ 120,402.88	\$ 871,720.12	12.14%
602 - Water	\$ 260,404.00	\$ 10,302.40	\$ 250,101.60	3.96%
604 - Sewer	\$ 298,158.00	\$ 14,893.28	\$ 283,264.72	5.00%

CITY OF CROOKS

Profit and Loss

General Fund

January 2021

General

Fund

Receipts (Source):

313.1 Property Taxes PR YR	<u>575.86</u>
313 Sales Tax	<u>23,685.45</u>
319 Penalties and Interest on Tax	<u>4.86</u>
320 Licenses and Permits:	
332.04 City Building Permits	<u>1,393.50</u>
332.05 City Garbage License	<u>450.00</u>
335 State Shared Revenue:	
335.4 Motor Vehicle Licenses (5%)	<u>1,759.95</u>
335.8 Local Government Highway and Bridge Fund	<u>2,169.46</u>
338.3 County Wheel Tax	<u>317.67</u>
350 Fines and Forfeits:	
359 Other	<u>100.00</u>
360 Miscellaneous Revenue:	
361 Investment Earnings	<u>4.86</u>
362 Rentals	<u>200.00</u>
364 Maintenance Assessments	
364.01 Street Maintenance Assessment	<u>262.70</u>
369.01 Cable Television Franchise Fee	<u>304.16</u>
369 Other Revenues	<u>25.00</u>

Total Revenue	31,253.47
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Expenditures:

410 General Government	
411.1 Council	<u>774.50</u>
411.3 Publishing	<u>409.61</u>
412.1 Mayor	<u>472.13</u>
412.3 Planning & Zoning	<u>0.00</u>
413.0 Elections	<u>32.21</u>
414.2 Finance Officer	<u>2,071.38</u>
419.2 Government Buildings	<u>1,422.44</u>
Total General Government	<u>5,182.27</u>
420 Public Safety	
421 Police	<u>11,846.25</u>
423.2 Protective Inspection	<u>1,917.74</u>
Total Public Safety	<u>13,763.99</u>
430 Public Works:	
431 Highways and Streets	<u>1,333.13</u>
431.6 Street Utilities	<u>1,119.88</u>
431.7 Snow Removal	<u>7,492.51</u>
Total Public Works	<u>9,945.52</u>
440 Health and Welfare	
441.0 Code Inspection	<u>113.92</u>
441.2 Animal Control	<u>56.97</u>
Total Health and Welfare	<u>170.89</u>
446.0 Ambulance Service	<u>10000</u>
450 Culture and Recreation:	
452 Parks	<u>619.52</u>
	<u>619.52</u>
470 Debt Service	<u>1,663.00</u>
Total Disbursements	<u>41,345.19</u>

Excess of Revenues Over (Under)

Expenditures	(10,091.72)
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Fund Balance - Beginning 281,217.87

FUND BALANCE - ENDING 271,126.15

CITY OF CROOKS
Profit and Loss
Gross Receipts Fund
January 2021

	Gross Receipts
	Fund
Receipts (Source):	
313 Sales Tax	1,026.22
Total Revenue	1,026.22
Expenditures:	
Total Disbursements	
422 Services & Fees	
423 Publishing	
426 Supplies/Materials	
429 Other Current Expense	
	0.00
Excess of Revenues Over (Under)	
Expenditures	1,026.22
Net Change in Fund Balances	1,026.22
Change in Nonspendable	0.00
Fund Balance - Beginning	13,787.92
Prior Adjustments	
Adjusted Fund Balance - Beginning	13,787.92
FUND BALANCE - ENDING	14,814.14

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

January 2021

	Enterprise Funds			Totals
	Water Fund	Sewer Fund	Gas Fund	
Operating Revenue:				
370/380 Charges for Goods and Services	23,938.10	27,476.70	139,883.10	191,297.90
Revenue Dedicated to Servicing Debt				0.00
381 Penalties	130.93	143.70	704.89	979.52
367 Contributions and Donations				0.00
369 Miscellaneous	0.00	0.00	0.00	0.00
Total Operating Revenue	24,069.03	27,620.40	140,587.99	192,277.42
Operating Expenses:				
410 Personal Services	5,911.67	6,083.95	9,500.61	21,496.23
420 Other Current Expense	6,240.04	3,505.21	76,576.74	86,321.99
430 Capital Assets	0.00	0.00	37,298.80	37,298.80
457 Depreciation				0.00
Total Operating Expenses	12,151.71	9,589.16	123,376.15	145,117.02
Operating Income (Loss)	11,917.32	18,031.24	17,211.84	47,160.40
Nonoperating Revenue (Expense):				
330 Operating Grants				0.00
331 Federal Grants				0.00
361 Investment Earnings	2.63	2.01	3,082.21	3,086.85
362 Rental Revenue	190.11			190.11
441 Principal	0.00	(5,861.35)	0.00	(5,861.35)
442 Interest Expense	0.00	(1,332.69)	0.00	(1,332.69)
(492)366 Gain (Loss) on Disposition of Assets				0.00
(429)369.01 Other	3,760.00	3,750.00		7,510.00
Total Nonoperating Revenue (Expense)	3,952.74	(3,442.03)	3,082.21	3,592.92
Income (Loss) Before Contributions, Special Items, Extraordinary Items and Transfers	15,870.06	14,589.21	20,294.05	50,753.32
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	15,870.06	14,589.21	20,294.05	50,753.32
Unrestricted Net Position - Beginning	291,788.67	384,313.17	849,093.34	1,525,195.18
Adjustments:				
GASB 68 Implementation				0.00
Adjustment for EoY wages + benefits	1,849.31	1,889.92	2,973.27	6,712.50
Adjusted Net Position - Beginning	293,637.98	386,203.09	852,066.61	1,518,482.68
UNRESTRICTED NET POSITION - ENDING	309,508.04	400,792.30	872,360.66	1,569,236.00

CITY OF CROOKS
MONTHLY FUND CASH BALANCE REPORT
For the month of January 2021

Fund Accounting FUND DESCRIPTION	1/31/2021 Cash Balance
101 General	\$ 369,969.66
Water/Sewer HokUp	\$ 15,834.14
211 Gross Receipts	\$ 14,775.75
600 Gas	\$ 584,492.40
602 Water	\$ 281,603.00
Water HookUp	\$ 10,005.66
604 Sewer	\$ 328,017.44
Sewer HookUp	\$ 10,002.29
101 SD Fit	\$ 1,075.20
600 SD Fit	\$ 105,192.61
Totals	<u>\$ 1,720,968.15</u>

Bank Accounts	Cash Balance
38	\$ 45,216.36
206	\$ 157,570.80
916	\$ 1,369,598.67
724	\$ 35,842.09
SD Fit	\$ 106,267.81
Totals	<u>\$ 1,714,495.73</u>

Deposits in transit	\$ 9,299.34
Outstanding checks	\$ (2,826.92)
+/- difference	\$ 6,472.42

City of Crooks
February 2021 claims

Gross wages by department for month of January 2021

Council	\$ 700.00
Mayor	\$ 420.00
Finance Office	\$ 1,339.99
Government Buildings	\$ 661.96
Building Inspector	\$ 1,209.32
Highway & Streets	\$ 754.94
Highway & Streets - Snow Removal	\$ 2,601.54
Code Enforcement	\$ 87.76
Clean-Up	\$ 43.88
Parks	\$ 505.81
Gas	\$ 5,051.98
Water	\$ 3,204.02
Sewer	\$ 3,337.70
Total wage claims	\$ 19,918.90

City of Crooks claims listing

Vendor	Date incur.	Description	Amount
A&B Business Solutions	2/4/2021	copier lease	\$ 262.84
A&B Business Solutions	2/1/2021	02-2021 managed IT	\$ 670.94
Adiel Elvires	1/25/2021	ccc dmg dep return	\$ 200.00
Aflac	1/27/2021	Aflac payable	\$ 138.34
Alliance Communications	2/1/2021	utilities - sewer	\$ 150.82
Alliance Communications	2/1/2021	utilities - office	\$ 323.13
Allisa Richter	1/18/2021	ccc dmg dep & key return	\$ 225.00
American Engineering Testing	1/21/2021	wastewater analysis	\$ 567.00
American Public Gas Association	2/1/2021	dues	\$ 792.10
Banyon Data Systems	1/20/2021	AMR module	\$ 2,890.00
Belen Ordaz	1/18/2021	return CCC dmg dep	\$ 200.00
Border States Electric	1/21/2021	supplies	\$ 123.00
Carol Buchmann	1/19/2021	reimbursement new mail box	\$ 26.59
Carol Buchmann	1/19/2021	reimbursement for mailbox post	\$ 28.74
Christianson Crop Insurance	1/26/2021	ccc dmg dep + key dep return	\$ 225.00
City of Sioux Falls	12/31/2020	bacteria testing water	\$ 87.00
Clayton Energy Corporation	2/1/2021	01-2021 reservation fees + service fee	\$ 29,088.80
Clayton Energy Corporation	1/14/2021	12-2020 commodity purchase	\$ 40,912.96
Concrete Materials	1/14/2021	deicing sand	\$ 808.20
Concrete Materials	1/21/2021	deicing sand	\$ 839.82
Crooks Volunteer Fire Department	1/22/2021	2021 fire & ems services	\$ 25,000.00
Dudley Laundry d/b/a Appeara	2/3/2021	mat, mop, towel service @ Comm Cen	\$ 74.46
Dudley Laundry d/b/a Appeara	1/20/2021	mat, mop, towel service @ Comm Cen	\$ 74.46
Ecolab	1/28/2021	pest control @ comm cen	\$ 77.63
Gas Product Sales	12/21/2020	supplies	\$ 1,451.16
Gillespie Outdoor Power Equipment	6/20/2020	supplies	\$ 57.99
Goebel Printing	1/25/2021	work request tickets	\$ 89.25
Great Western Bank	1/11/2021	-916 account analysis fee	\$ 24.40
Great Western Bank	1/11/2021	-206 account analysis fee	\$ 154.00
Great Western Bank	2/6/2021	purchase card payment	\$ 1,791.21
Groebner & Associates	1/20/2021	gaskets	\$ 12.23
Groebner & Associates	2/2/2021	supplies	\$ 137.86
Groebner & Associates	2/2/2021	VGB auto read + 4 year software support	\$ 14,387.55
Groebner & Associates	1/21/2021	software + programming AMR	\$ 34,408.80

Health Pool of SD	2/1/2021	health + life insurance payable	\$	2,144.76
HydroKlean	12/30/2021	raise manhole	\$	6,900.00
Internal Revenue Service / EFTPS	2/4/2021	payroll taxes	\$	186.61
Internal Revenue Service / EFTPS	1/19/2021	payroll taxes	\$	2,208.96
Internal Revenue Service / EFTPS	2/4/2021	payroll taxes	\$	2,688.83
International Code Council	1/28/2021	2021 dues	\$	145.00
Jason Penning	12/29/2020	ut dep return	\$	100.00
Lacey Rentals	1/12/2021	portable restroom rental city shop	\$	138.00
Larsen, Jonathan	2/6/2021	ccc dmg dep + key dep return	\$	225.00
Matheson	1/31/2021	supplies	\$	35.06
MCEDA	1/21/2021	2021 MCEDA dues	\$	3,200.00
Melius Manufacturing	1/29/2021	plow repair	\$	1,755.00
Minnehaha County Sheriff	1/15/2021	Q1-2021 law enforcement services	\$	11,846.25
Minnehaha County Wtr Corp	2/2/2021	01-2021 water purchase	\$	5,724.00
Mitchell Construction Inc	1/24/2021	haul mud	\$	341.25
Mitchell Construction Inc	1/24/2021	haul snow	\$	341.25
New Century Press	1/22/2021	2nd publication notice of vacancy	\$	9.90
New Century Press	1/29/2021	3rd publication notice of vacancy	\$	9.90
New Century Press	1/15/2021	1st publication notice of vacancy	\$	12.41
New Century Press	1/8/2021	Ord 272 pub ex	\$	17.38
New Century Press	1/15/2021	Ord 273 publication expense	\$	17.38
New Century Press	1/15/2021	2021-03 publication expense	\$	17.38
New Century Press	1/15/2021	2021-02 publication expense	\$	19.03
New Century Press	1/29/2021	01.21.21 mtg min	\$	24.00
New Century Press	1/8/2021	Res 2020-12-01 pub ex	\$	33.10
New Century Press	1/8/2021	2020 EoY mtg mins pub	\$	107.57
New Century Press	1/22/2021	01.11.2021	\$	173.77
Nexben	2/1/2021	voluntary child life insurance	\$	1.70
Nexben	2/1/2021	vision insurance	\$	18.66
Nexben	2/1/2021	voluntary life insurance	\$	44.00
Nexben	2/1/2021	voluntary spouse life insurance	\$	50.40
Nexben	2/1/2021	dental insurance	\$	161.10
Payment Service Network	2/3/2021	gateway fee 01-2021	\$	39.95
Q3 Contracting	1/20/2021	gas service	\$	2,440.25
SD Building Officials	2/6/2021	ICC Code Officials Institute Program in SF	\$	82.00
SD Dept. of Revenue	1/18/2021	12-2020 sales tax payment	\$	5,654.40
SD Federal Property Agency	2/3/2021	pickup purchase	\$	16,700.00
SD One Call	1/31/2021	01-2021 fee	\$	18.90
SD Retirement System	1/19/2021	01-2021 retirement contribution	\$	2,010.64
SDRS Supplemental Retirement Plan	1/22/2021	ROTH contribution	\$	100.00
Sioux Valley Energy	1/14/2021	utilities	\$	227.06
Sioux Valley Energy	1/14/2021	utilities	\$	254.00
Taylor Vaughn	2/6/2021	ut dep return	\$	100.00
Tobias Schantz	2/3/2021	reimbursement windshield wiper fluid	\$	1.90
Tri-State Garage Door	1/8/2021	city shop door repair	\$	169.50
U Drive Technology	2/1/2021	01-2021 txt msg fees	\$	98.52
USDA - Rural Development	2/20/2021	pay loader note payment	\$	1,663.00
Vantek Communications	2/1/2021	utilities	\$	15.00
Verizon Wireless	1/10/2021	utilities	\$	23.16
Verizon Wireless	1/23/2021	utilities	\$	91.54
Xcel Energy	2/1/2021	utilities	\$	2,813.23
			Total claims	\$ 227,501.98

Purchase card payments			
Vendor	Date incur.	Description	Amount
Crooks Country Corner	1/12/2021	fuel	\$ 38.80
Crooks Country Corner	1/25/2021	fuel	\$ 45.95
Crooks Country Corner	1/21/2021	fuel	\$ 39.68
Crooks Country Corner	1/4/2021	fuel	\$ 40.55
Fred the Fixer	2/3/2021	additional keys new pickup	\$ 105.00
International Code Council	1/18/2021	registration ICC conference courses	\$ 500.00
Maximum Promotions	2/1/2021	flag purchase	\$ 81.00
Northern Tool + Equipment	1/27/2021	tools	\$ 298.00
Nyberg's Ace Hardware	1/28/2021	supplies	\$ 127.35
Pump'N'Stuff/Shell	1/11/2021	fuel	\$ 15.38
Pump'N'Stuff/Shell	1/13/2021	fuel	\$ 51.48
Pump'N'Stuff/Shell	1/14/2021	fuel	\$ 5.63
Pump'N'Stuff/Shell	1/22/2021	fuel	\$ 102.05
Pump'N'Stuff/Shell	1/22/2021	fuel	\$ 22.68
Pump'N'Stuff/Shell	1/25/2021	fuel	\$ 16.29
Pump'N'Stuff/Shell	1/28/2021	fuel	\$ 44.24
Renner Corner	1/28/2021	fuel	\$ 48.46
Scooby's Car Wash	1/19/2021	vehicle maintenance	\$ 7.00
Tractor Supply	1/13/2021	supplies	\$ 38.92
US Postal Service	1/13/2021	certified postage	\$ 7.75
US Postal Service	1/13/2021	certified postage delinquent letters	\$ 155.00
Total purchase card claims			\$ 1,791.21

City of Crooks
Resolution 2021-03

A resolution by the Crooks City Council amending the Crooks Personnel Policy for a work-related travel policy.

Whereas, City of Crooks officials and City of Crooks employees, at times, are required to travel due to employment-related tasks, to attend meetings, conferences, meetings, seminars and other meetings on behalf of the City of Crooks; and,

Whereas, the City of Crooks wishes to adopt an official work-related travel policy and proper procedures; and,

Now, therefore be it resolved, by the Crooks City Council; that, the Crooks Personnel Policy is amended to include the policy in Exhibit A to this resolution.

Be it furthermore resolved that, the resolution shall be published without the exhibit, and a copy of the exhibit shall be kept on file at the municipal office open for public inspection during regular business hours.

Ayes:

Nays:

Abstain:

Absent:

F. Butch Oseby, Mayor, City of Crooks

Attest:

Tobias Schantz, Municipal Finance Officer,
City of Crooks

Published:

Effective:

Published once at the approximate cost of:

EXHIBIT A:

4.9 Work-related travel

4.9.1 General policy

It is the policy of the municipality that employees be fully reimbursed for necessary and reasonable job-related travel expenses. Every effort will be made to treat employees fairly and equally when granting travel expenditures.

4.9.2 Travel approval required

All travel must be approved by the mayor, department head, or council prior to the date of travel except in incidences when travel is incidental to the execution of regular duties of personnel and in emergency instances.

4.9.3 Lodging

The City's finance officer, in coordination with the official or employee, shall arrange for lodging during the employee's travel. If lodging arrangements cannot be made by the City, the official or employee is required to submit receipts for reimbursement.

4.9.4 Meals and Incidental allowance

The City will disburse a per diem allowance pursuant to the current General Services Administration's per diem schedule, as is established for the applicable fiscal year, to the employee. The per diem rate disbursed to the employee is contingent on the location and the location-specific amount set by the General Services Administration. The per diem rate shall only be dispersed if travel occurs of at least 40 miles one-way. Same day travel, first and last day travel, shall be prorated at 75% of the applicable per diem rate.

4.9.5 Mileage Rate

When employees are required to use their private vehicles for travel, the employee shall be reimbursed at the current mileage rate established by the Internal Revenue Service. Employees are required to make every effort to use a City-owned vehicle for travel.

4.9.6 Expense report required

Except for mileage incurred through the use of a private vehicle for incidental travel to regular work-related activities, which shall be indicated on the employee's timesheet in the provided section, all employees are required to complete an expense report. The expense report will be furnished to employee. The expense report shall be returned within thirty days to the finance officer to obtain per diem and mileage reimbursement. Failure to submit an expense report will result in denial of per diem disbursement and mileage reimbursement.

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	1/11/2021
Sweeney Sanitation	x	x	x, written down	x	x	x	TS	2/4/2021		