

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

Location: Crooks Community Center (701 S West Ave, Crooks, SD, 57020)

- 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
- 6) Public hearing:
  - a. Conditional Use – home-based business / 1004 Andrew Dr, Crooks, SD / Applicant: Tracy Vogt
- 7) Open comments
- 8) Reports / Other business
  - a. Crooks HRC
  - b. Parks
  - c. Street
  - d. Planning and Zoning
  - e. Building Inspector
    - i. iWorks software
  - f. Government buildings & IT infrastructure
    - i. Crooks Facility Use Policy
    - ii. Amendments to Resolution 2020-05-02
  - g. Finance
  - h. Utility
    - i. Infrastructure improvement projects update
    - ii. Purchase agreement land for sanitary sewer expansion
    - iii. Water study
  - i. Code enforcement / animal control
  - j. Other business:
    - i. Application form Cannabis Dispensary application
    - ii. Renew health insurance for 2022
- 9) Ordinances, resolution, policy, motions
  - a. First reading Ordinance #288: An ordinance amending ordinance #286
  - b. Second reading Ordinance #287: An ordinance amending Ordinance #283
  - c. Resolution 2021-26: Sewer Cost Recovery
  - d. Resolution 2021-27: A resolution to purchase real property
- 10) Adjourn



City of Crooks

City Council

Regular monthly meeting minutes

October 11, 2021

At 7pm, the meeting was called to order at the Crooks Community Center by Mayor Oseby. Answering roll call were Alderman Harstad, Alderman Richardson, Alderman Beyer, Mayor Oseby. Alderman Maras joined the meeting at 7:02pm. City staff present were Utility Superintendent Beck, Building Inspector Pearson, P&Z Director Richardson, Finance Officer Schantz.

Pledge was recited by those present. Oseby led invocation.

**Approve posted agenda.** Motion by Beyer to approve agenda, seconded by Harstad. No 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.

**Approved claims.**

Vendor	Date incur.	Description	Amount
A&B Business Solutions	10/1/2021	10-21 managed IT	\$ 670.94
A&B Business Solutions	10/4/2021	copier lease	\$ 279.97
Aflac	8/26/2021	Aflac premiums	\$ 138.34
Aflac	9/26/2021	Aflac premiums	\$ 138.34
Alliance Communications	10/1/2021	utilities at office	\$ 225.57
Alliance Communications	10/1/2021	utilities - Sewer	\$ 149.50
American Public Gas Association	9/27/2021	2022 membership dues	\$ 792.10
Builders Electric, LLC	9/21/2021	suck vac drain pits	\$ 306.00
Chad Rezac	9/27/2021	reimbursement supply purchase	\$ 3.51
Clayton Energy Corporation	9/14/2021	commodity purchase	\$ 3,611.70
Clayton Energy Corporation	10/1/2021	reservation fee	\$ 2,018.00
Concrete Materials	9/29/2021	asphalt for street patching	\$ 928.58
Control Equipment Sales	9/30/2021	new modem for metering station	\$ 3,401.30
Crooks Development Corporation	9/13/2021	annual contribution request	\$ 5,000.00
Crooks Volunteer Fire Department	10/6/2021	2022 calendar AD	\$ 125.00
Dakota Supply Group	9/23/2021	supplies	\$ 13.71
Dakota Supply Group	9/23/2021	supplies	\$ 40.48
DGR Engineering	9/16/2021	Slurry seal construction admin	\$ 2,294.00
DGR Engineering	9/16/2021	review of engineering issues w/ drainage	\$ 563.50
DGR Engineering	9/16/2021	2021 sanitary sewer expansion	\$ 145,000.00
Diesel Machinery Inc	9/29/2021	mini excavator rental & delivery fee	\$ 1,050.00
Doris Juarez	10/8/2021	key deposit return	\$ 25.00
Dudley Laundry d/b/a Appeara	9/15/2021	mat, mop, towel service at Crooks Comm Cen	\$ 79.49

Dudley Laundry d/b/a Appeara	9/29/2021	mat, mop, towel service at Crooks Comm Cen	\$ 78.26
Ecolab	9/21/2021	pest control at Crooks Comm Cen	\$ 79.96
Faith Jorgensen	10/4/2021	Crooks Comm Cen deposit & key dep. return	\$ 475.00
Garbage'N'More	10/1/2021	garbage utilities	\$ 640.00
Great Western Bank	10/8/2021	purchase card payment	\$ 1,507.42
Great Western Bank	10/8/2021	account analysis fee 0916	\$ 66.77
Great Western Bank	10/8/2021	account analysis fee 0206	\$ 150.00
Groebner	9/16/2021	rotary meter purchase	\$ 4,959.87
Gwen Heyd	10/7/2021	utility deposit return	\$ 25.34
Health Pool of SD	10/1/2021	health + life insurance payable	\$ 2,144.76
Helpline Center	8/31/2021	08-21 service fee	\$ 108.31
Internal Revenue Service / EFTPS	9/17/2021	payroll tax deposit	\$ 73.02
Internal Revenue Service / EFTPS	9/16/2021	payroll tax deposit	\$ 2,435.75
Internal Revenue Service / EFTPS	10/4/2021	payroll tax deposit	\$ 145.57
Internal Revenue Service / EFTPS	10/4/2021	payroll tax deposit	\$ 2,905.53
Jan Benson	9/20/2021	Crooks Comm Cen deposit return	\$ 200.00
Lacey Rentals	9/21/2021	portable restroom city shop	\$ 138.00
Lacey Rentals	9/23/2021	extra portable restroom Sunset Park	\$ 160.00
Lacey Rentals	10/5/2021	portable restroom rental Sunset Park	\$ 175.00
Lodes Tree Service	10/1/2021	removal of tree pile from storm	\$ 2,000.00
Mac's / Blue Tarp Inc	9/23/2021	supplies	\$ 88.56
Matheson Tri-Gas	9/30/2021	supplies	\$ 34.25
MedTox Laboratories	7/30/2021	07-21 program admin fee	\$ 50.00
Minnehaha Comm. Wtr. Corp	10/1/2021	09-21 water purchase	\$ 6,948.00
Minnehaha County Sheriff	10/6/2021	4th quarter law enforcement services	\$ 11,846.25
Mitchel Construction Inc	9/29/2021	hauling of asphalt	\$ 165.00
New Century Press	9/10/2021	09/02/21 mtg mins publication	\$ 19.03
New Century Press	9/10/2021	notice of hearing Ord #285	\$ 30.62
New Century Press	9/24/2021	hearing notice	\$ 18.21
New Century Press	9/24/2021	09/13/21 mtg mins publication	\$ 257.35
New Century Press	9/17/2021	Ordinance #283 publication	\$ 218.46
New Century Press	9/17/2021	Res 2021-25 publication	\$ 21.51
New Century Press	9/17/2021	Res 2021-24 publication	\$ 24.82
New Century Press	9/10/2021	09/11 tribute page	\$ 15.00
New Century Press	9/10/2021	Tri-Valley homecoming ad	\$ 30.00
New Century Press	10/1/2021	09/27/21 mtg mins	\$ 32.27
Nexben	10/1/2021	dental insurance	\$ 161.10
Nexben	10/1/2021	vision insurance	\$ 18.66
Nexben	10/1/2021	life insurance	\$ 45.00
Nexben	10/5/2021	supplemental life insurance spouse	\$ 50.40
Nexben	10/5/2021	supplemental life insurance child	\$ 1.70
Orlando Vasquez	10/8/2021	key deposit return	\$ 25.00
Payment Service Network	10/3/2021	09-21 gateway fee	\$ 39.95

Pump'N'Stuff / Shell	9/22/2021	fuel	\$ 24.76
Pump'N'Stuff / Shell	9/14/2021	fuel	\$ 28.21
Pump'N'Stuff / Shell	9/11/2021	fuel	\$ 13.98
Pump'N'Stuff / Shell	9/9/2021	fuel	\$ 27.42
Pump'N'Stuff / Shell	9/16/2021	fuel	\$ 28.46
Pump'N'Stuff / Shell	9/24/2021	fuel	\$ 21.34
Pump'N'Stuff / Shell	10/4/2021	fuel	\$ 25.82
Pump'N'Stuff / Shell	6/25/2021	diesel purchase	\$ 9.89
Pump'N'Stuff / Shell	6/25/2021	diesel purchase	\$ 7.45
Pump'N'Stuff / Shell	10/8/2021	fuel	\$ 24.57
Rudith Turcious	9/27/2021	Crooks Comm Cen key deposit return	\$ 25.00
SD Department of Revenue	9/13/2021	08-21 sales tax payment	\$ 1,220.03
SD One Call	9/30/2021	09-21 message fees	\$ 106.05
SD Retirement System	9/16/2021	09-21 monthly contribution	\$ 2,070.06
SDRS Supplemental Retirement Plan	9/21/2021	ROTH contribution	\$ 100.00
SDRS Supplemental Retirement Plan	10/6/2021	ROTH contribution	\$ 100.00
Sioux Falls Area Humane Society	9/15/2021	08-21 animal control services	\$ 111.76
Sioux Valley Electric	9/27/2021	CIAC electric for sanitary sewer expansion	\$ 36,853.64
Sioux Valley Energy	9/14/2021	sewer utilities	\$ 116.87
Sioux Valley Energy	9/14/2021	street light utilities	\$ 254.00
Swiden Distributing	10/7/2021	utility deposit return	\$ 128.18
Tobias Schantz	9/30/2021	reimbursement for postage fee paid	\$ 34.82
U Drive Technology	10/1/2021	09-21 text msg service	\$ 175.48
US Postal Service	10/8/2021	mailing fee utility billing postcards	\$ 285.42
USDA - Rural Development	10/20/2021	pay loader note payment	\$ 1,663.00
Vantek Communications	10/1/2021	pager utilities	\$ 15.00
Verizon Wireless	9/10/2021	utilities	\$ 23.16
Xcel Energy	9/30/2021	utilities	\$ 3,250.93
		<b>Total claims</b>	<b>\$ 252,210.03</b>

**Approved purchase card claims.**

Vendor	Date incur.	Description	Amount
Amazon	9/15/2021	dog waste bags	\$ 68.13
Amazon	9/15/2021	snow stakes	\$ 64.99
C&R supply	9/27/2021	parts	\$ 50.03
Crooks Country Corner	9/28/2021	fuel	\$ 54.97
DocuSend/Mail Technologies	10/8/2021	fee emailing Crooks utility bills	\$ 9.46
DocuSend/Mail Technologies	10/8/2021	fee emailing Crooks utility bills	\$ 13.03
Grainger	9/20/2021	wire shelf & floor cleaner	\$ 175.76
Karl's TV & Appliance	10/7/2021	new microwave Crooks Comm. Center	\$ 209.99
Mac's	9/16/2021	supplies	\$ 17.07

Mac's	9/23/2021	supplies	\$ 49.54
Mac's	10/7/2021	supplies	\$ 57.98
Maximum Promotions	9/20/2021	US flags	\$ 81.00
Nyberg's Ace Hardware	9/20/2021	supplies	\$ 150.89
Nyberg's Ace Hardware	9/21/2021	supplies	\$ 37.74
Pump'N'Stuff / Shell	9/13/2021	fuel	\$ 20.71
Pump'N'Stuff / Shell	9/15/2021	fuel	\$ 20.93
Pump'N'Stuff / Shell	9/16/2021	fuel	\$ 20.61
Pump'N'Stuff / Shell	9/20/2021	fuel	\$ 40.30
Pump'N'Stuff / Shell	9/28/2021	fuel	\$ 44.83
Pump'N'Stuff / Shell	9/28/2021	fuel	\$ 82.12
Scooby's	9/2/2021	vehicle maintenance	\$ 10.50
Sturdevant's	9/30/2021	maintenance parts	\$ 36.34
US Postal Service	9/15/2021	postage delinquent letters	\$ 182.55
US Postal Service	9/21/2021	certified postage	\$ 7.95
		<b>Total purchase card claims</b>	<b>\$ 1,507.42</b>

**Approved wages/salaries for September.**

Council	\$ 700.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 265.00
Finance Office	\$ 1,500.00
Government Buildings	\$ 1,053.15
Building Inspector	\$ 776.25
Highway & Streets	\$ 764.37
Code Enforcement	\$ 90.40
Animal Control	\$ 45.20
West Nile	\$ 103.40
Parks	\$ 2,984.79
Economic Development	\$ 277.40
Gas	\$ 4,266.72
Water	\$ 3,665.21
Sewer	\$ 4,191.21
<b>Total wage claims</b>	<b>\$ 21,103.10</b>

**Public hearing.** Oseby opened public hearing on conditional use application for oversized accessory building at 412 Andrew Dr., Crooks, submitted by Tim Kuphal. Richardson provided P&Z Director's report on application. Oseby then opened floor for comments from public. Kuphal, applicant, spoke on his application. No further comment from public. Hearing was then closed. Motion by Beyer to approve conditional use, seconded by Maras. No discussion. All aye, motion carries.

**Open comments.** Debra Fleischhacker, resident, addressed Council and Mayor and spoke on summer sewer rates. Council, Mayor, and those present discussed the issue and ways to implement the discussed rate structure. Beck was asked to further investigate.

Jarret and Sheila Fox, residents, addressed Council and Mayor on ongoing drainage issues along the backyards of the homes at W 5<sup>th</sup> St. The issue was discussed with tentative steps towards a resolution outlined.

**Reports/Other Business.**

**CHRC report** was given by Harstad. Heritage Pond development is moving along with placement of infrastructure. Five of fourteen lots in the first phase have been spoken for.

**Parks report** was given by Harstad. The grass planted in Sunset Park is holding up well. New Hope Park will see some improvements undertaken this year.

**Street report** was given by Maras. Potholes in town have been repaired.

**P&Z report** was given by Richardson. The P&Z Commission and the City Council held a joint meeting on cannabis establishment zoning regulations, Richardson and DGR are reviewing on a preliminary subdivision plan submitted by developer for area south of town; Richardson noted the preliminary plan did not include designated park space.

**Building inspector's report.** No report.

**Government buildings & IT infrastructure report** was given by Beyer. The DSU cybersecurity assessment is scheduled for December. The Crooks Community Center rental policy is currently being reviewed.

**Finance report** was given by Richardson. Mayor, Richardson, and Schantz held 20202 audit meeting with Schoenfish and company. Close account ending in -724. Schantz stated this was account used previously by City to account for water/sewer hookup funds maintained separately; however, software will enable segregating of balances and separate account is not needed anymore. Motion by Richardson to close account ending in -724, seconded by Beyer. No discussion. All aye, motion carries.

**Utility report** was given by Beck. Water loss was discussed and potential causes of the loss. Beck and the school are working on installing gas utility infrastructure and meter at site. Easement sanitary sewer project. Council and mayor reviewed an easement requiring approval, as it included compensation for crop damage during sanitary sewer expansion project. Maras stated permanent and temporary easement are needed. Motion by Richardson to approve easement, seconded by Harstad. No further discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye, Beyer – aye. All aye, motion carries.

**Code enforcement/Animal control report** was given by Beck. A nuisance property has received a letter on code matters. Beck and homeowner have discussed timeline for resolving code issues.

**Other business.**

**Volunteer acknowledgment.** None.

**Appointment PZ Commissioner.** Oseby recommends the reappointment of Kelly Gillespie as P&Z Commissioner. Motion by Richardson to approve appointment, seconded by Harstad. No discussion. All aye, motion carries.

**Ordinances, resolutions, policy, motions.**

- a. Second reading Ordinance #285. Oseby gave second reading of ordinance. Council, Mayor, and those present discussed the requirements in Section 21.04, point B, subpoint 2 and 4. Motion by Richardson to amend Section 21.04, point B, subpoint 2, to read as follows:  
“The Cannabis Dispensary shall be located not less than five hundred feet (500’) from primary structures of churches, residences, public parks, libraries, and day care facilities, and property lines of public parks existing before the date of the Cannabis Dispensary application” and subpoint 4, “Prescribed separation/setback distances from certain existing uses are to be measured from the primary structure where the Cannabis Dispensary is proposed”, seconded by Harstad. Discussion on the amendment then ensued. All aye, motion passes, ordinance amended. Motion by Richardson to approve amended ordinance, seconded by Harstad. No discussion. All aye, motion carries.
- b. First reading Ordinance #286 was given by Oseby.
- c. First reading Ordinance #287 was given by Oseby.

**Executive session.** Motion by Harstad to enter into executive session pursuant to SDCL 1-25-2(1) at 8:06pm, seconded by Richardson. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye, Beyer – aye. All aye, motion carries. Oseby called the meeting to order at 8:55pm. No action was taken.

**Adjourn.** Motion by Harstad to adjourn meeting at 8:55pm, seconded by Beyer. No discussion. All aye, motion carries.

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

Published:

Published once at the approximate cost:

City of Crooks  
Crooks City Council  
Special meeting minutes  
October 25, 2021

At 6:02pm the meeting was called to order at the Crooks Community Center by Council-President Richardson. Answering roll call were Alderman Harstad (on phone), Alderman Richardson, Alderman Beyer, and Alderman Maras (joined at 6:24pm). City staff present were P&Z Director Richardson, City engineer Jesse Morris (DGR) and Finance Officer Schantz.

**Approve agenda.** Motion by Beyer to amend agenda to include item on discussion for heating costs for cold season for customers and notification to be sent to customers, seconded by Richardson. No discussion. All aye, motion carries, agenda amended. Motion by Richardson to approve agenda, seconded by Beyer. No discussion. All aye, motion carries.

**Second reading Ordinance #286.** Richardson gave second reading. Motion by Beyer to approve ordinance, seconded by Richardson. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carries.

**Sunset Trails Ph. 3 pay application.** Council reviewed the pay application submitted for Sunset Trails Ph. 3. The contractor incurred liquidated damages due to late completion of the, which were discussed by Council. Motion by Beyer to reduce liquidated damages to \$2,000 with approval of the agreement and disbursement of payment contingent upon acceptance by contractor, seconded by Richardson. No further discussion Roll call vote: Harstad – nay, Richardson – aye, Beyer – aye. Majority ayes, motion carries.

**Liquor license renewal Pump’N’Stuff.** Motion by Richardson to approve renewal of liquor license for Pump’N’Stuff, seconded by Beyer. No discussion. All aye, motion carries.

**Sioux Valley member agreement.** Council reviewed and discussed document. The agreement ensures electric power is brought to lift station as part of sanitary sewer expansion project. Motion by Harstad to approve agreement, seconded by Beyer. No further discussion. All aye, motion carries.

**Establish address numbering plan.** Council discussed the need to develop address numbering plan for City to be prepared for future developments.

**Heating season cost & notification.** The City’s contractor for gas purchases communicated prices have increased for natural gas, which may have an impact on heating costs during cold season. Council instructed Schantz to notify customers of potential impact.

**Executive session pursuant to SDCL 1-25-2[1].** Motion by Richardson to enter into executive session at 6:25pm, seconded by Beyer. Roll call vote: Harstad – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries. Richardson called the meeting back to order at 6:45pm. Motion by Richardson to move building inspector to be under direct supervision of P&Z Director Richardson and retroactively hire Pearson with effective date of 10/11/2021 on an interim basis, seconded by Beyer. No discussion. Roll call vote: Harstad – aye, Maras – aye, Richardson – aye, Beyer – aye. All aye, motion carries.



**Adjourn.** Motion by Beyer to adjourn meeting at 6:48pm, seconded by Harstad. No discussion. All aye, meeting adjourned.

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

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**CITY OF CROOKS BUDGET V. ACTUALS**

As of October 31, 2021

Appropriation and Accumulations:	2021 Budget	2021 YTD Actuals	Remaining Balance	% Budget spent
<b>410 GENERAL GOVERNMENT</b>				
411 Council	\$ 12,230.00	\$ 8,457.79	\$ 3,772.21	69.16%
411.3 Publications	\$ 5,535.00	\$ 5,056.44	\$ 478.56	91.35%
411.5 Contingency	\$ 20,000.00	\$ -	\$ 20,000.00	0.00%
412 Mayor	\$ 13,345.00	\$ 7,831.33	\$ 5,513.67	58.68%
412.3 Planning & Zoning	\$ 11,624.00	\$ 11,215.24	\$ 408.76	96.48%
413 Elections	\$ 1,770.00	\$ 32.21	\$ 1,737.79	1.82%
414 Attorney	\$ 15,000.00	\$ 8,502.00	\$ 6,498.00	56.68%
414.2 Finance Office	\$ 26,696.00	\$ 26,625.22	\$ 70.78	99.73%
419.2 Government Buildings	\$ 46,035.00	\$ 44,617.76	\$ 1,417.24	96.92%
419.6 Engineer	\$ 4,000.00	\$ 3,824.50	\$ 175.50	95.61%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 156,235.00</b>	<b>\$ 116,162.49</b>	<b>\$ 40,072.51</b>	<b>74.35%</b>
<b>420 PUBLIC SAFETY</b>				
421 Police	\$ 47,385.00	\$ 47,385.00	\$ -	100.00%
422 Fire	\$ 25,500.00	\$ 25,000.00	\$ 500.00	98.04%
423.2 Protective Inspection	\$ 23,157.00	\$ 20,347.60	\$ 2,809.40	87.87%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 96,042.00</b>	<b>\$ 92,732.60</b>	<b>\$ 3,309.40</b>	<b>96.55%</b>
<b>430 PUBLIC WORKS</b>				
431.1 Highway and Streets	\$ 206,945.00	\$ 39,087.86	\$ 167,857.14	18.89%
431.2 Front Footage	\$ 91,879.30	\$ 91,879.30	\$ -	100.00%
431.6 Street Lighting	\$ 29,000.00	\$ 20,218.24	\$ 8,781.76	69.72%
431.7 Snow Removal	\$ 31,307.00	\$ 15,345.98	\$ 15,961.02	49.02%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 359,131.30</b>	<b>\$ 166,531.38</b>	<b>\$ 176,638.90</b>	<b>46.37%</b>
<b>440 HEALTH AND WELFARE</b>				
441 Code Enforcement	\$ 5,391.00	\$ 1,891.60	\$ 3,499.40	35.09%
441.1 City Cleanup	\$ 7,433.00	\$ 7,321.91	\$ 111.09	98.51%
441.2 Animal Control	\$ 1,316.00	\$ 1,275.82	\$ 40.18	96.95%
441.3 West Nile	\$ 8,986.00	\$ 3,274.33	\$ 5,711.67	36.44%
446.0 Ambulance Services	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
<b>TOTAL HEALTH &amp; WELFARE</b>	<b>\$ 33,126.00</b>	<b>\$ 23,763.66</b>	<b>\$ 9,362.34</b>	<b>71.74%</b>
<b>450 CULTURE AND RECREATION</b>				
452 Parks	\$ 182,645.00	\$ 162,818.38	\$ 19,826.62	89.14%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 182,645.00</b>	<b>\$ 162,818.38</b>	<b>\$ 19,826.62</b>	<b>89.14%</b>
<b>465 ECONOMIC DEVELOPMENT &amp; ASSIST.</b>				
465.3 Promoting the City	\$ 14,807.00	\$ 11,818.50	\$ 2,988.50	79.82%
<b>TOTAL ECONOMIC DEVELOPMENT &amp; ASSIST.</b>	<b>\$ 14,807.00</b>	<b>\$ 11,818.50</b>	<b>\$ 2,988.50</b>	<b>79.82%</b>
<b>470 DEBT SERVICE</b>				
470 Debt Service	\$ 37,166.00	\$ 16,630.00	\$ 20,536.00	44.75%
<b>TOTAL DEBT SERVICE</b>	<b>\$ 37,166.00</b>	<b>\$ 16,630.00</b>	<b>\$ 20,536.00</b>	<b>44.75%</b>
<b>510 other uses</b>				
511 Transfers out	\$ 15,834.14	\$ 15,834.14	\$ -	100.00%
<b>TOTAL OTHER USES</b>	<b>\$ 15,834.14</b>	<b>\$ 15,834.14</b>	<b>\$ -</b>	<b>100.00%</b>
<b>TOTAL GENERAL FUNDS</b>	<b>\$ 894,986.44</b>	<b>\$ 606,291.15</b>	<b>\$ 272,734.27</b>	<b>67.74%</b>
<b>211 - Gross Receipts</b>	<b>\$ 9,000.00</b>	<b>\$ 9,000.00</b>	<b>\$ -</b>	<b>100.00%</b>
<b>617 - Natural Gas</b>	<b>\$ 992,123.00</b>	<b>\$ 923,495.97</b>	<b>\$ 68,627.03</b>	<b>93.08%</b>
<b>602 - Water</b>	<b>\$ 260,404.00</b>	<b>\$ 183,581.96</b>	<b>\$ 76,822.04</b>	<b>70.50%</b>
<b>604 - Sewer</b>	<b>\$ 298,158.00</b>	<b>\$ 506,261.20</b>	<b>\$ (208,103.20)</b>	<b>169.80%</b>

**General Fund (101)**

	2021 Budget	2021 Y-T-D	MTD Amount	% of Budget
R 101-31110 GEN PROP TAXES CURRENT YEAR	\$256,715.00	\$142,634.34	\$3,687.54	55.56%
R 101-31130 GEN PROP TAXES PRIOR YR	\$0.00	\$1,858.03	\$0.00	0.00%
R 101-31300 GEN SALES AND USE TAXES	\$180,000.00	\$210,359.70	\$24,936.43	116.87%
R 101-31500 AMUSEMENT TAXES	\$108.00	\$0.00	\$0.00	0.00%
R 101-31900 PENALTIES & INTEREST DELINQ.	\$0.00	\$184.69	\$11.48	0.00%
R 101-32001 CITY LIQUOR LICENSE	\$4,000.00	\$4,000.00	\$4,000.00	100.00%
R 101-32002 CITY MALT BEVERAGE LICENSE	\$300.00	\$300.00	\$0.00	100.00%
R 101-32003 CITY VIDEO LOTTERY FEE	\$900.00	\$900.00	\$900.00	100.00%
R 101-32004 BUILDING PERMITS	\$12,000.00	\$38,460.50	\$1,726.50	320.50%
R 101-32005 GARBAGE LICENSES	\$600.00	\$600.00	\$0.00	100.00%
R 101-32006 PET LICENSES	\$50.00	\$16.00	\$0.00	32.00%
R 101-32007 PEDDLERS LICENSE	\$0.00	\$60.00	\$0.00	0.00%
R 101-32008 CONTRACTORS LICENSE	\$0.00	\$1,500.00	\$450.00	0.00%
R 101-33401 STATE GRANT - PARKS	\$57,750.00	\$0.00	\$0.00	0.00%
R 101-33510 BANK FRANCHISE TAX	\$6,750.00	\$11,150.28	\$0.00	165.19%
R 101-33530 LIQUOR TAX REVERSION	\$7,800.00	\$9,476.78	\$2,610.80	121.50%
R 101-33540 MOTOR VEHICLE TAX 5%	\$7,650.00	\$9,498.12	\$2,529.05	124.16%
R 101-33550 PRORATE LICENSE FEES	\$750.00	\$981.20	\$0.00	130.83%
R 101-33580 LOCAL GOV HWY AND BRIDGE FUND	\$9,650.00	\$10,687.25	\$2,918.01	110.75%
R 101-33830 COUNTY WHEEL TAX	\$1,450.00	\$1,731.56	\$464.42	119.42%
R 101-34103 HEARING FEES	\$0.00	\$400.00	\$50.00	0.00%
R 101-35000 FINES AND FORFEITS	\$0.00	\$250.00	\$0.00	0.00%
R 101-36000 MISCELLANEOUS REVENUE	\$0.00	\$18.30	\$0.00	0.00%
R 101-36100 INVESTMENT EARNINGS	\$50.00	\$73.70	\$28.09	147.40%
R 101-36201 RENTALS	\$3,500.00	\$8,335.00	\$0.00	238.14%
R 101-36300 SPECIAL ASSESSMENTS	\$0.00	\$3,889.53	\$0.00	0.00%
R 101-36401 SPECIAL MAINTENANCE FEE	\$62,000.00	\$37,963.65	\$1,175.42	61.23%
R 101-36900 OTHER MISCELLANEOUS REVENUE	\$1,500.00	\$1,118.91	\$0.84	74.59%
R 101-36901 CABLE TELEVISION FRANCHISE FEE	\$6,500.00	\$4,484.58	\$324.24	68.99%
R 101-36903 RECOVERY PR YR EXPENDITURES	\$0.00	\$1,520.00	\$0.00	0.00%
R 101-36904 DIVIDEND INCOME	\$1,500.00	\$3,872.64	\$0.00	258.18%
R 101-39130 SALES OF MUNICIPAL PROPERTY	\$0.00	\$69.40	\$25.65	0.00%
	<b>\$621,523.00</b>	<b>\$506,394.16</b>	<b>\$45,838.47</b>	

**Liquor, Lodging, Dining (211)**

	2021 Budget	2021 Y-T-D	MTD Amount	% of Budget
R 211-31300 GEN SALES AND USE TAXES	\$9,000.00	\$10,923.46	\$1,202.92	121.37%
	<b>\$9,000.00</b>	<b>\$10,923.46</b>	<b>\$1,202.92</b>	

**Federal Grant Funds (272 - CFDA 21.027)**

	2021 Budget	2021 Y-T-D	MTD Amount	% of Budget
R 272-33100 FEDERAL GRANTS	\$0.00	\$118,651.47	\$0.00	0.00%
	<b>\$0.00</b>	<b>\$118,651.47</b>	<b>\$0.00</b>	

**Gas Fund (600)**

	2021 Budget	2021 Y-T-D	MTD Amount	% of Budget
R 600-36025 CAPACITY FEE	\$16,000.00	\$0.00	\$0.00	0.00%
R 600-36100 INVESTMENT EARNINGS	\$0.00	\$44.74	\$0.00	0.00%
R 600-36900 OTHER MISCELLANEOUS REVENUE	\$0.00	\$18,314.95	\$0.00	0.00%
R 600-36904 DIVIDEND INCOME	\$0.00	\$304.79	\$0.00	0.00%
R 600-38200 GAS METERED REVENUE	\$520,000.00	\$849,087.69	(\$11.21)	163.29%
R 600-38210 GAS CUSTOMER CHARGE	\$160,000.00	\$127,525.00	\$0.00	79.70%
R 600-38220 GAS PENALTY	\$4,000.00	\$701.43	\$0.00	17.54%
R 600-38310 RECONNECT FEES	\$0.00	\$150.00	\$0.00	0.00%
	<b>\$700,000.00</b>	<b>\$996,128.60</b>	<b>-\$11.21</b>	

**Water Fund (602)**

	2021 Budget	2021 Y-T-D	MTD Amount	% of Budget
R 602-36100 INVESTMENT EARNINGS	\$0.00	\$19.92	\$0.00	0.00%
R 602-36201 RENTALS	\$2,280.00	\$1,901.10	\$190.11	83.38%
R 602-36900 OTHER MISCELLANEOUS REVENUE	\$0.00	\$110.00	\$0.00	0.00%
R 602-36904 DIVIDEND INCOME	\$0.00	\$321.28	\$0.00	0.00%
R 602-37200 MONTHLY BASE CHARGE	\$0.00	\$16,073.50	\$0.00	0.00%
R 602-37902 BULK SALES	\$0.00	\$23.00	\$0.00	0.00%
R 602-38100 WATER METERED REVENUE	\$230,000.00	\$255,465.34	\$0.00	111.07%
R 602-38104 TAP FEE	\$0.00	\$11,250.00	\$0.00	0.00%
R 602-38105 HYDRANT HOOKUP	\$0.00	\$93.50	\$0.00	0.00%
R 602-38120 WATER PENALTY REVENUE	\$1,425.00	\$130.93	\$0.00	9.19%
R 602-38190 WATER OTHER REVENUE	\$9,239.00	\$0.00	\$0.00	0.00%
R 602-38310 RECONNECT FEES	\$0.00	\$250.00	\$0.00	0.00%
R 602-39101 TRANSFERS IN (SDCL 9-21-26.1)	\$0.00	\$15,834.14	\$0.00	0.00%
R 602-39124 OTHER BONDS ISSUED	\$0.00	\$28,883.00	\$0.00	0.00%
	<b>\$242,944.00</b>	<b>\$330,355.71</b>	<b>\$190.11</b>	

**Sewer Fund (604)**

	2021 Budget	2021 Y-T-D	MTD Amount	% of Budget
R 604-36100 INVESTMENT EARNINGS	\$0.00	\$16.10	\$0.44	0.00%
R 604-36900 OTHER MISCELLANEOUS REVENUE	\$0.00	\$250.00	\$0.00	0.00%
R 604-36904 DIVIDEND INCOME	\$0.00	\$321.29	\$0.00	0.00%
R 604-37100 SURCHARGE AS SECURITY OF DEBT	\$0.00	\$4,664.40	(\$9.20)	0.00%
R 604-37200 MONTHLY BASE CHARGE	\$0.00	\$20,253.60	(\$38.80)	0.00%
R 604-38040 OTHER SALES	\$0.00	\$0.00	\$0.00	0.00%
R 604-38300 SEWER METERED REVENUE	\$279,500.00	\$244,282.05	\$0.00	0.00%
R 604-38304 TAP FEE	\$0.00	\$11,250.00	\$0.00	0.00%
R 604-38320 SEWER PENALTY REVENUE	\$1,500.00	\$143.70	\$0.00	0.00%
R 604-39124 OTHER BONDS ISSUED	\$0.00	\$83,969.00	\$0.00	0.00%
	<b>\$281,000.00</b>	<b>\$365,150.14</b>	<b>-\$47.56</b>	

CITY OF CROOKS  
MONTHLY FUND CASH BALANCE REPORT  
As of October 31, 2021

Fund Accounting FUND DESCRIPTION	Cash Balance
101 General	\$ 492,063.67
Water/Sewer HookUp	\$ -
211 Gross Receipts	\$ 15,711.38
272 Federal Grant Fund (21.027)	\$ 118,651.47
600 Gas	\$ 782,783.17
602 Water	\$ 351,760.92
Water HookUp	\$ 33,340.96
604 Sewer	\$ 190,400.63
Sewer HookUp	\$ 17,504.28
101 SD Fit	\$ 1,075.20
600 SD Fit	\$ 193.54
Totals	<u>\$ 2,003,485.22</u>

Bank Accounts	Cash Balance
38	\$ 47,892.72
206	\$ 188,148.94
916	\$ 1,693,736.99
724	\$ 50,845.24
SD Fit	\$ 1,268.74
Totals	<u>\$ 1,981,892.63</u>

	Deposits in transit	\$ 26,350.67
	Outstanding checks	\$ (4,758.08)
Book versus Bank	+/- difference	\$ 21,592.59
		<u>\$ 21,592.59</u>

**City of Crooks**  
**November 2021 claims**

**Gross wages by department for month of October 2021**

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

**City of Crooks claims listing**

Vendor	Date incur.	Description	Amount
A&B Business Solutions	11/1/2021	11-21 managed IT	\$ 670.94
A&B Business Solutions	11/4/2021	copier lease	\$ 279.97
Adapco	10/7/2021	mosquito chemical	\$ 1,725.80
Aflac	10/26/2021	Aflac premiums	\$ 138.34
Alliance Communications	11/1/2021	utilities at office	\$ 224.50
Alliance Communications	11/1/2021	utilities - Sewer	\$ 149.50
Big Al's Contracting	10/22/2021	concrete work Sunset Trails Ph. 3	\$ 82,379.72
Border States Electric	10/12/2021	supplies	\$ 141.60
Border States Electric	10/28/2021	supplies	\$ 1,740.80
Border States Electric	10/14/2021	supplies	\$ 476.68
Border States Electric	10/28/2021	supplies	\$ 870.35
Border States Electric	10/15/2021	supplies	\$ 210.08
City of Sioux Falls	10/15/2021	bacteria testing water	\$ 87.00
Clayton Energy Corporation	10/14/2021	commodity purchase	\$ 4,848.99
Clayton Energy Corporation	11/1/2021	reservation fee & monthly service fee	\$ 4,427.99
Concrete Materials	10/15/2021	plaster sand & delivery of rock	\$ 520.29
Crooks Country Corner	10/20/2021	oil plow truck	\$ 67.80
Crooks Municipal Utilities	10/7/2021	Crooks Comm Cen utilities	\$ 121.52
Crooks Municipal Utilities	10/7/2021	W lift station utilities	\$ 31.42
Crooks Municipal Utilities	10/7/2021	N lift station utilities	\$ 28.21
Crooks Municipal Utilities	10/7/2021	City shop utilities	\$ 25.00
Crooks Municipal Utilities	10/7/2021	Palmira bathroom utilities	\$ 115.10
Dakota Supply Group	10/11/2021	supplies	\$ 350.84
DGR Engineering	10/14/2021	09-21 engineering services	\$ 1,219.00
DGR Engineering	10/14/2021	Sunset Trails ph. 3 construction admin	\$ 7,455.26
Diesel Machinery	10/28/2021	cleaning mini-excavator	\$ 588.00
Diesel Machinery	10/12/2021	transporation mini-excavator	\$ 187.50
Dudley Laundry d/b/a Appeara	10/13/2021	mat, mop, towel service at Crooks Comm Ce	\$ 80.96
Dudley Laundry d/b/a Appeara	10/27/2021	mat, mop, towel service Comm Cen.	\$ 79.49
Ecolab	10/19/2021	pest control at Crooks Comm Cen	\$ 79.96
Ferguson Waterworks	10/19/2021	supplies	\$ 964.05
Ferguson Waterworks	10/19/2021	supplies	\$ 201.01

Claims November 2021

Ferguson Waterworks	10/28/2021	supplies	\$	201.01
Ferguson Waterworks	10/22/2021	supplies	\$	91.23
Flor Ramirez de Paz	10/18/2021	Crooks Comm Cen deposit	\$	475.00
Great Western Bank	11/5/2021	purchase card payment	\$	1,368.77
Groebner	11/2/2021	supplies	\$	434.77
Health Pool of SD	11/1/2021	health + life insurance payable	\$	2,144.76
Helpline Center	9/30/2021	09-21 service fee	\$	108.24
Hydro Klean	10/28/2021	cleaning lift station	\$	770.00
Internal Revenue Service / EFTPS	11/4/2021	payroll taxes	\$	2,956.52
Internal Revenue Service / EFTPS	10/19/2021	payroll tax deposit	\$	2,571.35
Lacey Rentals	10/19/2021	portable restroom city shop	\$	138.00
Lacey Rentals	10/21/2021	portable ADA restroom	\$	175.00
Lacey Rentals	11/2/2021	portable restroom rental Sunset Park	\$	175.00
Martha Miranda	10/10/2021	Crooks Comm Cen dmg dep & key dep return	\$	225.00
Matheson Tri-Gas	10/31/2021	supplies	\$	35.06
Meierhenry Sargent LLP	10/7/2021	09-21 legal expense	\$	2,730.00
Meierhenry Sargent LLP	10/15/2021	bond counsel fee Sanitary Sewer project	\$	11,730.00
Menards	10/12/2021	supplies	\$	86.79
Minnehaha Comm. Wtr. Corp	11/1/2021	10-21 water purchase	\$	6,140.25
Mitchell Construction	10/12/2021	trucking & ballast	\$	967.50
Mitchell Construction	10/8/2021	trucking & ballast	\$	994.00
New Century Press	10/1/2021	Ord 284 publication	\$	125.78
New Century Press	10/20/2021	Fall clean-up ad	\$	72.00
New Century Press	10/27/2021	Fall clean-up ad	\$	72.00
New Century Press	10/8/2021	10/01/21 mtg mins publication	\$	16.55
New Century Press	10/22/2021	hearing notice conditional use	\$	17.38
New Century Press	10/22/2021	10/11/21 mtg mins publication	\$	218.46
New Century Press	10/29/2021	Ord 286 publication	\$	42.20
New Century Press	10/22/2021	Ord 285 1st notice of adoption	\$	11.58
New Century Press	10/29/2021	Ord 285 2nd notice of adoption	\$	9.24
New Century Press	10/1/2021	Messenger subscription	\$	32.00
New Century Press	10/8/2021	State golf ad	\$	25.00
Nexben	11/5/2021	dental insurance	\$	161.10
Nexben	11/5/2021	vision insurance	\$	18.66
Nexben	11/5/2021	life insurance	\$	45.00
Nexben	11/5/2021	supplemental life insurance spouse	\$	50.40
Nexben	11/5/2021	supplemental life insurance child	\$	1.70
Novak Sanitary Service	11/1/2021	dumpster delivery	\$	360.00
Payment Service Network	11/2/2021	10-21 gateway fee	\$	39.95
Pump'N'Stuff / Shell	10/14/2021	fuel	\$	25.03
Pump'N'Stuff/Shell	10/29/2021	fuel	\$	11.58
Pump'N'Stuff/Shell	5/13/2021	fuel	\$	28.53
Pump'N'Stuff/Shell	10/25/2021	fuel	\$	61.44
Pump'N'Stuff/Shell	10/21/2021	fuel	\$	27.58
Q3 Contracting	10/13/2021	new gas services	\$	2,785.34
Rudith Turcios	10/15/2021	Crooks Comm Cen dmg dep & key dep return	\$	225.00
SD Department of Revenue	10/15/2021	09-21 sales tax payment	\$	1,437.98
SD One Call	10/31/2021	10-21 service fee	\$	96.60
SD Retirement System	10/19/2021	10-21 monthly contribution	\$	2,036.72
SDMI Workers' Compensation Fund	10/12/2021	2022 workmans' comp insurance	\$	6,893.00
SDRS Supplemental Retirement Plan	10/22/2021	ROTH contribution	\$	100.00
Sign Solutions	10/26/2021	street signs	\$	740.67
Sioux Falls Area Humane Society	10/5/2021	09-21 animal control services	\$	69.22
Sioux Valley Electric	10/25/2021	CIAC electric to lift station	\$	3,179.09
Sioux Valley Energy	10/14/2021	sewer utilities	\$	136.36

The City of Crooks is an equal opportunity provider

Claims November 2021

Sioux Valley Energy	10/14/2021	street light utilities	\$	254.00
Summit Supply Corporation	10/26/2021	seats swing sets	\$	320.42
U Drive Technology	11/1/2021	10-21 msg fees	\$	94.88
US Bank on behalf of SD DANR	11/15/2021	DW-02 bond payment	\$	12,857.22
US Bank on behalf of SD DANR	11/15/2021	CW03 bond payment	\$	25,164.53
US Specialty Coatings	9/21/2021	paint	\$	120.55
USDA - Rural Development	11/15/2021	pay loader note payment	\$	1,663.00
Vandersnick Excavating LLC	10/29/2021	water line for Sunset irrigation system	\$	13,233.91
Vantek Communications	11/1/2021	pager utilities	\$	15.00
Verizon Wireless	9/23/2021	utilities - building inspector	\$	91.45
Verizon Wireless	10/10/2021	utilities	\$	23.16
Verizon Wireless	10/23/2021	utilities - building inspector	\$	91.41
Waterbury Heating & Cooling	10/7/2021	air purifiers Crooks Comm Cen	\$	3,857.15
Waterbury Heating & Cooling	10/14/2021	repair water fountain	\$	287.25
Xcel Energy	11/1/2021	electric utilities	\$	2,857.01
			<b>Total claims</b>	<b>\$ 225,110.00</b>

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



CITY OF CROOKS (“City”)  
CROOKS COMMUNITY CENTER (“Center”)  
Rental & Facility Use Policy (“Policy”)

1. Use of the Center is subject to the full and complete compliance with the following conditions:
  - a. The Center and its contents shall be cleared and cleaned by Renter following the event (*SEE CLOSING LIST, provided upon booking*). *It is the responsibility of the renter to set up for event and clean up the center after event. Renter will be responsible for cleaning chairs and tables and restoring them in a clean and acceptable condition following the event. Renter is also responsible for racking chairs and tables after event.*
  - b. Renter shall be responsible for leaving the Center in the same condition as immediately before the Renter’s use of the Center.
  - c. Renter shall have the use of the contents of the Center during duration of event.
  - d. Renter will not permit roller-skating or the use of any mechanical devices on the floor of the Center, except cleaning equipment provided for use to Renter by City. Renters are not permitted use the City’s auto-scrubber.
  - e. Renter shall not use nails, staples, tacks, or similar devices to attach items or decorations to any part of the Center, nor shall Renter use any tape or adhesive. Cork Bulletin Bars have been installed on the walls for the purpose of decorating with banners, balloons, or signage.
  - f. Renter shall not cover windows so as to permit heat build-up as this may cause fracturing of the glass.
  - g. Renter shall not skid heavy or sharp objects across the Center’s floor(.
  - h. All minor age groups must have adult supervision on the premises at all times, provided by the Renter.
  - i. Exits/Entrances to the Center cannot be blocked at any time.
  - j. Exits/Entrances may not be left propped open during event.
  - k. Center’s cameras may not be blocked, nor covered at any time.
  - l. Center’s contents may not be removed from the building, except for the moving of racks into the shed located by the Center. Racks have to be returned to the Center upon conclusion of event. If racks are left in the shed, a fee will be assessed for moving the racks into the Center.
  - m. The City reserves the right to refuse permission for the use of the Center to any person or group.
  - n. Only service animals are permitted inside the Center.
  - o. No alcoholic beverages may be consumed in the parking lot, or sidewalk areas of the Center, or anywhere outside Center’s premises. If City discovers evidence of unpermitted consumption of alcohol premises. All consumption

and serving of alcoholic beverages must be properly licensed and approved by the City.

- p. The Center is a non-smoking public building. No smoking is allowed inside the Center. Designated smoking areas are located on the south side and east side of the building.
2. In the event the Renter violates any of the conditions of the Policy, Renter forfeits the deposit (either entirely, or on prorated basis); in addition, Renter shall be responsible to the City for the payment of any additional costs, expenses, or damages incurred
3. Renter shall defend, hold harmless, and indemnify the City against any and all claims, liabilities, damages, or judgments asserted against, imposed upon, or incurred by the City, which may arise out of rental of the Center by the Renter, or by the negligence and/or failure to discharge responsibilities by any agent, employee, representative, guest or invitee of the Renter in the rental or use of the Center.
4. Renter must pay to the City the rental sum prior to the date of use. Cancellation of the request for use of the Center will entitle the Renter to a partial return of the fees remitted, provided the cancellation is made fourteen (14) days prior to the date of the use. Any cancellation less than fourteen (14) days in advance shall result in the forfeiture of the entire rental sum (if remitted) and entire damage deposit.
5. For the use of the Center, Renter shall pay the City per rate (as established periodically by the City). In addition, Renter shall pay the sum of the damage deposit per appropriate schedule, which must be paid to secure the rental date. This payment will be deposited immediately. City requires payment for each, damage deposit and rental fee. No damage deposit checks will be held nor applied as rental fee. The City will issue a refund check contingent upon inspection of Center and other applicable processes at the next regular City Council meeting. Damage deposit refund check will be issued in name of Renter on rental agreement and mailed to address on file; no checks will be held for pickup. No deposit refunds will be disbursed in cash.
6. A NSF check will be regarded as non-payment and will forfeit the Renter's reservation. A NSF instance might prevent Renter from renting premises for future events.
7. All events shall end by 12 AM and premises cleaned and vacated at 2am. A city employee will check the center after the rental. Any cleaning/tear down not

completed at that time will be conducted by City personnel. Any non-City owned items will be removed from premises and may be discarded.

Renter's and their guests of legal age to consume alcohol shall be allowed to purchase/be served alcoholic beverages *if requisite licenses/requirements are obtained prior to the event*. It is the Renter's responsibility to contact the City to make arrangements concerning the serving of alcoholic beverages *at least eight (8) weeks prior to the event*. Renter is not allowed to sell or provide liquor to their guests without proper licenses and insurance (see Finance Office for details). Guests will not be allowed to bring alcoholic beverages onto the premises of the Center.

Please contact the City of Crooks Finance Office at 543-5238 at least seven (7) days in advance to coordinate key pick-up.



## Application for a Cannabis Dispensary License

This application must be typewritten or printed in ink. In order to process the application, it must be submitted with the required documents and application fee. Original signatures are required on this document. The application fee of \$5,000 is due when submitting the application (\$2,500 refunded if the SD Dept. of Health does not authorize). Incomplete applications will not be processed or accepted by City of Crooks.

### Section 1. Information about the Applicant

Applicant entity name/Individual name(s): \_\_\_\_\_

Applicant phone number(s): \_\_\_\_\_

Applicant driver's license number(s): \_\_\_\_\_ State of issue: \_\_\_\_\_

### Section 2. Information about the Cannabis Dispensary

Cannabis dispensary name: \_\_\_\_\_

Address cannabis dispensary in Crooks: \_\_\_\_\_

Legal description of property: \_\_\_\_\_

Provide state sales tax number (please provide copy): \_\_\_\_\_

Has applicant completed State of South Dakota's approval process? (If yes, attached authorization & other documentation)

Yes                      No

Cannabis dispensary is not within 1,000 feet of private or public school, existing before the date of this application

Yes                      No

Cannabis dispensary is not less than 500 feet from primary structures of churches, residences, libraries, and day care facilities, and property lines of public parks existing before the date of the Cannabis Dispensary application?

Yes                      No

If Cannabis dispensary's distance is less than required 1,000 or 500 feet, has Applicant obtained documentation from adjacent title holders of the land benefitting from the separation?

Yes                      No

Does the entity operating the Cannabis Dispensary lease or own the premises (Check applicable)

Lease                      Own

If premise is leased, has current property owner provided authority to use location for Cannabis dispensary? (Check applicable. If yes, please attach authorization by property owner and contact information of property owner)

Yes                      No

Will the Cannabis Dispensary be operated out of currently existing structure?

Yes No

Will the Cannabis Dispensary be operated out of structure to be built?

Yes No

Is the proposed property currently used as mixed-use property?

Yes No

Has applicant submitted site plan for Cannabis Dispensary? (A site plan is required, City will furnish list with elements required in site plan)

Yes No

Are property taxes/special assessments/other penalties, fines & fees imposed upon applicant(s) or owner, principal owner, or board member thereof in relation to any Cannabis Establishment satisfied (Check applicable)

Yes No

Applicant hereby certifies that all employees of the prospective cannabis establishment are over the age of 21 years or will have reached the age of 21 upon commencement of employment.

Yes No

**Section 3. Information about Business Ownership**

Name of entity operating Cannabis Dispensary:

\_\_\_\_\_

This entity is a:  Corporation  LLC  Sole proprietor

Please provide incorporation documents if other than sole proprietor.

Date of incorporation: \_\_\_\_\_ State of incorporation: \_\_\_\_\_

If entity is conducting business under a D/B/A, please provide D/B/A \_\_\_\_\_

Entity physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Entity mailing address (if different than physical): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Entity phone number(s): \_\_\_\_\_ Entity cell phone number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Name of owner/principal officer/board member of establishment	Office/Title	Addendum & background release form completed (Separate forms for each owner/principal officer/board member required)?	
		Yes	No
		Yes	No
		Yes	No

		Yes	No
		Yes	No
		Yes	No
		Yes	No

Add additional sheets if more space is needed.

Are all managing officers of this establishment, corporation, partnership, LP, LLC, of good moral character having not been convicted of a disqualifying felony in the previous ten (10) years in any jurisdiction?

Yes                      No

Have you or any owner/principal/board member ever legally changed their name?

Yes                      No

Have you or any owner/principal/ of board member had a Cannabis Establishment license revoked by the City or a registration certificate revoked by the State?

Yes                      No

Do you, any owner, principal owner, or board member thereof currently hold a cannabis dispensary license in another locality in South Dakota or the United States? If yes, please list where:

---

The undersigned applicant certifies under the penalties of perjury that all statements herein are true and correct; that the said applicant complies with all the statutory requirements for the class of license being applied for and in addition agrees to permit agents of the City of Crooks and/or State of South Dakota access to the licensed premises and records as provided in City Ordinance and State Law. The undersigned applicant also swears under penalty of perjury under the laws of the State of South Dakota that no principal officer, owner, or board member has been convicted of a violent felony offense in the pervious ten (10) years in any jurisdiction.

---

Signature applicant

Date

Printed name:

ACKNOWLEDGEMENT CERTIFICATE: On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, who proved to me through satisfactory evidence of identification, to be the person whose name is signed above as the applicant and acknowledged to me that he/she signed it voluntarily for its stated purpose.

(NOTARY SEAL)

---

Notary Public

Date

Commission expiration date: \_\_\_\_\_

---

**For office use only!**

Date application received: \_\_\_\_\_ Requisite documents received: Y / N

License type (circle):	Initial license:	Renewal:	
Copy of incorporation documents attached:	Yes	No	
Copy of sales tax license attached:	Yes	No	
Copy of driver's license(s) attached?	Yes	No	
Addendums received for each owner/owner principal/board member?	Yes	No	
Application fee submitted?	Check #	Cash	Receipt #
Background check conducted?	Yes	No	
Disqualifying felonies discovered?	Yes	No	
Assessment/fines/penalties outstanding?	Yes	No	
Attorney review of background check?	Yes	No	

**Planning and Zoning requirements**

Complies with Article 21 of Crooks Zoning Regulations & 2009 Crooks Zoning Ordinance	Yes	No	
Site plan submitted & complies with all measures established by Article 21?	Yes	No?	
Applicable 1,000 ft/ 500ft distance requirement met?	Yes	No	
Dispensary zoning district (circle)	GB	LI	CB (with conditional use)
Building permit applied for?	Yes	No	
Building code requirements met?	Yes	No	

**Governing board action:**

Application:                      Approved                      Denied

Reason for denial: \_\_\_\_\_

City of Crooks  
701 S West Ave / PO Box 785  
Crooks, SD 57020  
Tel 605-543-5238 Fax 605-543-6438  
www.crookssd.org



### Addendum & Background release form

Please complete this form and attached requisite information. Pursuant to SDCL 1-27-1.5 this document is not subject to public disclosure. An original signature is required on this form.

Full Legal Name:

\_\_\_\_\_

Former Name(s) and Dates Used:

\_\_\_\_\_

Address, State, and Zip Code:

\_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Driver's License Number (if applicable) \*Attach a copy\* \_\_\_\_\_

State of Issue Date of Issue: \_\_\_\_\_

Date of Birth (month/date/year ex: 01/01/0000): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

I authorize the City of Crooks to conduct a background check for felony convictions on record in any jurisdiction.

\_\_\_\_\_

Signature of Applicant

Date



City of Crooks  
Ordinance #288

An ordinance amending Ordinance #286, Section 1 to correct a clerical error

Whereas the City of Crooks has duly adopted Ordinance #286 on October 25, 2021, with an effective date of November 19, 2021; and,

Whereas a clerical error had been made on Ordinance #286, not indicating the department level for the General Fund supplemental expenditures in the appropriations;

Now, therefore, be it ordained by the Crooks City Council that Ordinance #286, Section 1 be amended to read as follows:

**Section 1. Amendment.**

			101	602	604
			General	Water	Sewer
			Fund	Fund	Fund
Section 1.					
452 -433	Improvements other than buildings		\$ 37,000.00		
511	Transfers Out			\$ 33,340.96	\$ 3,659.04
Total Appropriations			<b>\$ 37,000.00</b>	<b>\$ 33,340.96</b>	<b>\$ 3,659.04</b>

**Section 2. Ordinances in conflict.**

Any ordinances or part of ordinances in conflict herewith are hereby repealed.

\_\_\_\_\_  
F. Butch Oseby, Mayor

(SEAL)

Attest:

\_\_\_\_\_  
Tobias Schantz, Finance Officer

First reading:  
Second reading  
Published:  
Effective:  
Published once at the approximate cost of: \$

City of Crooks  
Ordinance #287

An ordinance amending Ordinance #283, Section 4, point b), subpoint 1)

Be it ordained by the Crooks City Council that Ordinance #283, Section 4, point b), subpoint 1), be amended to read as follows:

**Section 1. Amendment.**

**Section 4. License Application.**

a) The applicant must submit the following:

- 1) Application fee of ~~Five Thousand Dollars (\$5,000)~~ **Twelve Thousand Dollars (\$12,000.00)**. The City will reimburse ~~Two Thousand Five Hundred Dollars (\$2,500)~~ **Six Thousand Dollars (\$6,000)** for applicants who fail to obtain a registration certificate from the Department.

**Section 2. Ordinances in conflict.**

Any ordinances or part of ordinances in conflict herewith are hereby repealed.

\_\_\_\_\_  
F. Butch Oseby, Mayor

(SEAL)

Attest:

\_\_\_\_\_  
Tobias Schantz, Finance Officer

First reading:

Second reading

Published:

Effective:

Published once at the approximate cost of: \$