

City of Crooks  
City Council  
Regular Monthly Meeting Minutes  
January 10, 2022

Mayor Oseby called the meeting to order at 7pm at the Crooks Community Center. Answering roll call were Mayor Oseby (left at 7:10pm), Alderman Harstad, Alderman Richardson, Alderman Maras, and Alderman Beyer. Mayor Oseby was absent with notice. City staff present were Utility superintendent Beck, City engineer Jake (DGR), and Finance Officer Schantz.

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

**Approve posted agenda.** Motion by Richardson to approve agenda, seconded by Maras. No discussion. All aye, motion carries.

**Consent calendar items.** Motion by Maras to approve consent calendar, seconded by Beyer. No discussion. All aye, motion carries.

**Approved claims.**

Vendor	Date incur.	Description	Amount
A&B Business Solutions	1/3/2022	monthly managed IT	\$ 670.94
A&B Business Solutions	1/4/2022	copier lease	\$ 279.97
Alliance Communications	1/1/2022	utilities - office	\$ 223.30
Alliance Communications	1/1/2022	utilities - sewer	\$ 147.62
Clayton Energy Corporation	1/3/2022	12-2021 reservation & service fee	\$ 29,088.80
Crooks Country Corner	12/29/2021	fuel & windshield wipers	\$ 99.54
Dudley Laundry d/b/a Appeara	1/5/2022	rug & towel service	\$ 80.13
Fred the Fixer	12/17/2021	rekeying Crooks Comm Cen	\$ 269.00
Garbage'N'More	1/1/2022	garbage service	\$ 210.00
Great Western Bank	12/28/2021	blank deposit tickets	\$ 15.50
Great Western Bank	1/7/2022	purchase card payment	\$ 718.21
Groebner & Associates	12/28/2021	Smart Point meter	\$ 1,118.36
Health Pool of SD	1/1/2022	health + life insurance premium	\$ 2,249.52
Helpline Center	12/31/2021	12-2021 dedicated line	\$ 108.00
Internal Revenue / EFTPS	1/5/2022	payroll tax deposit	\$ 3,341.23
Minnehaha Comm. Wtr. Corp.	1/3/2022	12-2021 water purchase	\$ 5,681.25
New Century Press	12/24/2021	Christmas/Holiday ad	\$ 25.00
New Century Press	12/31/2021	Res 2021-30 publication expense	\$ 64.54
New Century Press	12/31/2021	Res 2021-29 publication expense	\$ 28.96
New Century Press	12/31/2021	Ord 292 publication expense	\$ 37.24
New Century Press	12/31/2021	Ord 291 publication expense	\$ 188.67
New Century Press	12/31/2021	12/13/2021 mtg mins publication	\$ 332.66
New Century Press	12/31/2021	Ord 289 publication expense	\$ 20.69
New Century Press	12/31/2021	Ord 289 notice of adoption publications	\$ 11.58
New Century Press	12/1/2021	Christmas parade ad	\$ 66.00
New Century Press	12/3/2021	Christmas parade ad	\$ 66.00

New Century Press	12/3/2021	Sports preview ad	\$ 67.50
New Century Press	12/8/2021	Christmas parade ad	\$ 66.00
New Century Press	12/8/2021	Santa Day ad	\$ 66.00
New Century Press	12/10/2021	Christmas parade ad	\$ 66.00
New Century Press	12/24/2021	Res. 2021-28 publication expense	\$ 59.58
New Century Press	12/24/2021	12/09/21 mtg mins publication expense	\$ 22.34
New Century Press	12/24/2021	Ord. 288 publication expense	\$ 39.72
New Century Press	12/24/2021	Res. 2021-26 publication expense	\$ 20.69
New Century Press	12/24/2021	Res. 2021-27 publication expense	\$ 143.98
Nexben	1/5/2022	dental insurance	\$ 161.10
Nexben	1/5/2022	supplemental life insurance	\$ 1.70
Nexben	1/5/2022	supplemental life insurance	\$ 45.00
Nexben	1/5/2022	supplemental life insurance	\$ 50.40
Nexben	1/5/2022	vision insurance	\$ 18.66
Payment Service Network	1/2/2022	12-2021 gateway fee	\$ 89.95
Q3 Contracting	12/30/2021	tie-in gas service	\$ 194.37
Q3 Contracting	12/29/2021	new gas service & main install	\$ 7,785.43
SDRS Supplemental Retirement Plan	12/22/2021	ROTH contribution	\$ 100.00
USDA - Rural Development	1/20/2022	pay loader note payment	\$ 1,663.00
Vantek Communications	1/1/2022	pager expense	\$ 15.00
Xcel Energy	12/30/2021	electric utilities	\$ 2,951.43
		<b>Total claims</b>	<b>\$ 58,770.56</b>

**Approved purchase card payments.**

<b>Vendor</b>	<b>Date incur.</b>	<b>Description</b>	<b>Amount</b>
Amazon	12/27/2021	supplies Crooks Comm. Cen.	\$ 80.44
International Code Council	1/7/2022	Region III conference classes	\$ 450.00
Great Western Bank	12/3/2021	annual card fees	\$ 30.00
Nyberg's Ace Hardware	12/29/2021	spade & deicer	\$ 61.97
Nyberg's Ace Hardware	12/30/2021	air filter	\$ 22.47
Pump'N'Stuff	12/29/2021	fuel	\$ 39.14
Scooby's	12/9/2021	vehicle wash	\$ 11.25
Walmart	1/5/2022	headlights for black pickup	\$ 22.94
		Total purchase card claims	\$ 718.21

**Approved wages/salaries for December 2021.**

Council	\$ 700.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 845.00
Finance Office	\$ 1,000.00
Government Buildings	\$ 726.60
Building Inspector	\$ 3,767.00

Highway & Streets	\$ 1,235.57
Highway & Streets - Snow Removal	\$ 1,000.40
Code Enforcement	\$ 90.40
Clean-Up	\$ 274.70
Animal Control	\$ 45.20
West Nile	\$ 20.19
Parks	\$ 1,118.94
Gas	\$ 4,110.62
Water	\$ 3,708.83
Sewer	\$ 3,789.52
<b>Total wage claims</b>	<b>\$ 22,852.97</b>

**Open comments.** Rhea Lease, resident, informed Council and Mayor of unsatisfactory condition of the stoves in the Crooks Community Center and the need to clean them. Oseby, Mayor, thanked Richardson for filling in during his absence, and thanked Council for engagement in City affairs.

**Reports/Other business.**

- a. Crooks HRC. Harstad stated four lots are scheduled for closing in the Sunset Addition.
- b. Parks. No report.
- c. Streets. Maras spoke on the impact of winter and snow removal, which has been uneventful. The slurry seal project of 2022 is scheduled for bid letting. Signs are purchase for the end of Hanna Trail to prevent it from being a through street until it officially becomes one. The second phase of the West Ave Trails is on the bid letting schedule of the DOT with anticipated completion this year. The 3<sup>rd</sup> phase of the West Ave trails, running from 7<sup>th</sup> St. through to Dianne St. is currently being reviewed for grant funding by the SD DOT, an answer on whether a grant will be awarded will not be known until March.
- d. Planning and Zoning. No report.
- e. Government buildings & IT infrastructure. Beyer informed those present that the light poles at the Crooks Community Center will be replaced in the near future. The project to build a new shop and city offices was discussed by Council. The potential reorganization of the office was discussed by Council.
- f. Finance. Richardson spoke on the financials for 2021 and associated revenue numbers. Richardson plans on having regular meetings with City staff to discuss matters involving finances of the municipality.
- g. Utility. Beck informed those present supply chain issues have forced her to procure supplies from a multitude of different suppliers to avoid shortages. The meter set for the school is in the assembly process. 2022 town border station modifications. Schantz and Beck explained the upgrade was budgeted for and will happen this year. The cost sharing numbers for the upgrade was discussed. Motion by Maras to approve 2022 modification contract, seconded by Beyer. No further discussion. All aye, motion carries. Sanitary sewer pay application #2. Morris (DGR) stated the pay application was for work completed through December 31, 2021 and submitted by H&W Contracting for \$285,981.30. Motion by Harstad to approve pay application, seconded by Maras. Status of payment for pay application #1 and draw forms was discussed. No further discussion. All aye, motion carries. Utility late fee adjustment. The current utility late fee was

discussed and reviewed. Motion by Maras to set utility late fee at 1%, seconded by Beyer. No further discussion. All aye, motion carries.

h. Code enforcement/animal control. No report.

i. Other business.

i. 2022 ambulance contract. Harstad spoke on the ambulance service received by the City by the current provider and stated it was no satisfactory, as the ambulance might not have a paramedic on board when answering service calls. Council then discussed the 2022 ambulance contract and asked City staff to contact the City attorney to review document.

ii. Work/helping non-profits. Maras spoke on the matter, stating certain procedures need to be in place if the City provides services to local non-profits in connection with labor. The item was then discussed. Motion by Maras to establish requirement for an agreement between City and local non-profits prior to any services being rendered for work, and ensure City tracks costs and expenses, seconded by Richardson. No further discussion. All aye, motion carries.

iii. CFFL – fundraiser insurance waiver. The Crooks Flag Football League approached the City and requested a waiver for a fundraiser event scheduled for January 22, 2022, at the Crooks Community Center to permit a bring-your-own-bottle event. Council discussed the item. Motion by Richardson to grant waiver request, seconded by Maras. No further discussion. Richardson – aye, Maras – aye, Harstad – abstain, Beyer – nay. Majority ayes, motion carries.

iv. City Administrator position. Richardson explained City has determined the need for a City Administrator to make day-to-day decisions and other operational items. Schantz was extended offer and he accepted. Motion by Richardson to appoint Schantz as City Administrator/Finance Officer, seconded by Beyer. No discussion. All aye, motion carries.

v. Hire personnel – Administrative Assistant/Deputy FO. Council and staff present discussed the position and where to advertise for job.

#### **Ordinances, resolution, policy, motions.**

a. Second reading Ordinance #290. Richardson gave second reading. Motion by Harstad to approve, seconded by Richardson. Maras stated City will have to create decibel criteria at future point. Roll call vote: Harstad -aye, Richardson – aye, Maras -aye, Beyer – aye. All aye, motion carries.

b. Resolution 2022-01. Richardson gave first reading. Motion by Richardson to approve resolution, seconded by Harstad. No discussion. All aye, motion carries.

c. Resolution 2022-02. Richardson gave first reading. Motion by Harstad to approve resolution, seconded by Beyer. No discussion. Harstad – aye, Maras – aye, Beyer – aye, Richardson – abstain. Majority aye, motion carries.

d. Resolution 2022-03. Richardson gave first reading. Motion by Harstad to approve resolution, seconded by Beyer. No discussion. All aye, motion carries.

e. Resolution 2022-04. Richardson gave first reading. Motion by Richardson to amend resolution and insert Mike Harstad as primary representative and Jacob Maras as alternative in resolution, seconded by Beyer. No discussion. All aye, motion carries, resolution amended. Motion by

Harstad to approve amended resolution, seconded by Beyer. No discussion. All aye, motion carries.

f. Resolution 2022-05. Motion by Harstad to approve resolution, seconded by Richardson. No discussion. All aye, motion carries.

g. Set election date & combine elections with Tri-Valley. Schantz stated Tri-Valley would like to combine elections for April 12 date and share costs. The seats up for election are Alderman (Ward I) presently held by Mike Harstad and Alderman (Ward II) presently held by Jacob Maras. Motion by Beyer to combine elections, seconded by Richardson. No further discussion. All aye, motion carries.

**Adjourn**. Motion by Harstad to adjourn meeting at 8:10pm, seconded by Maras. No discussion. All aye, motion carries, meeting adjourned.

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

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