

City of Crooks  
City Council  
Regular Monthly Meeting Minutes  
February 14, 2022

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

Pledge of allegiance was recited by those present.

**Approve agenda.** Richardson stated agenda needed to be amended for sanitary sewer expansion change order item under utilities, and item for Crooks Volunteer Fire Department Contract under Other business section. Motion by Richardson to amend agenda for items, seconded by Harstad. No discussion. All aye, motion carries, agenda amended. Motion by Beyer to approve amended agenda, seconded by Maras. No discussion. All aye, motion carries.

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

**Approved claims.**

Vendor	Date incur.	Description	Amount
A&B Business Solutions	2/4/2022	copier lease + overage copies	\$ 554.14
A&B Business Solutions	2/1/2022	managed IT	\$ 670.94
Aflac	2/28/2022	AFLAC payable	\$ 138.34
Aflac	1/26/2022	AFLAC payable	\$ 138.34
Alliance Communications	2/1/2022	sewer utilities	\$ 147.62
Alliance Communications	2/1/2022	office utilities	\$ 225.40
American Engineering Testing	1/12/2022	construction testing service	\$ 1,464.00
Automotive Services	1/21/2022	repair Tahoe	\$ 2,579.99
Border States Electric	1/12/2022	electric flow valve	\$ 665.60
Border States Electric	1/11/2022	gas supplies	\$ 48.55
Border States Electric	1/20/2022	gas supplies	\$ 210.08
City of Sioux Falls	12/31/2021	bacteria testing water	\$ 87.00
City of Sioux Falls	1/31/2022	finance charge	\$ 0.09
Clayton Energy Corporation	2/11/2022	01-21 commodity purchase	\$ 81,866.95
Clayton Energy Corporation	1/13/2022	12-21 commodity purchase	\$ 57,446.25
Clayton Energy Corporation	2/1/2022	01-22 reservation & service fee	\$ 29,088.80
Concrete Materials	1/27/2022	deicing sand & delivery	\$ 916.75
Concrete Materials	1/31/2022	finance charge	\$ 7.61
Concrete Materials	12/14/2021	deicing sand & delivery	\$ 857.83
Crooks Country Corner	1/21/2022	oil change	\$ 46.95
Crooks Country Corner	1/6/2022	tire repair	\$ 25.95
Crooks Municipal Utilities	2/9/2022	utilities Crooks Community Center	\$ 1,005.04

Crooks Municipal Utilities	2/9/2022	utilities w lift station	\$ 28.33
Crooks Municipal Utilities	2/9/2022	utilities n lift station	\$ 27.22
Crooks Municipal Utilities	2/9/2022	utilities city shop	\$ 374.84
Crooks Municipal Utilities	2/9/2022	utilities Palmira bathroom	\$ 154.32
Crooks Municipal Utilities	1/12/2022	utilities Palmira bathroom 12-21	\$ 153.91
Crooks Municipal Utilities	1/12/2022	City shop utilities 12-21	\$ 254.19
Crooks Municipal Utilities	1/12/2022	N lift station utilities 12-21	\$ 27.16
Crooks Municipal Utilities	1/12/2022	W lift station 12-21	\$ 28.24
Crooks Municipal Utilities	1/12/2022	Crooks Comm. Cen. Utilities 12-21	\$ 727.64
DGR Engineering	12/14/2021	11-21 engineering services	\$ 1,454.50
DGR Engineering	12/14/2021	11-21 sanitary sewer expansion con. Admin	\$ 48,820.62
DGR Engineering	1/12/2022	12-21 engineering services	\$ 542.50
Dudley Laundry d/b/a Appeara	1/19/2022	mat, mop, towel service	\$ 88.55
Dudley Laundry d/b/a Appeara	2/2/2022	mat, mop, towel service	\$ 79.49
Ecolab	1/25/2022	pest control services	\$ 79.96
Ferguson Waterworks	12/31/2021	12-21 service charge	\$ 36.53
Ferguson Waterworks	1/6/2022	radio read setup fee one-time	\$ 1,800.00
Ferguson Waterworks	1/7/2022	meter couplings	\$ 166.89
Ferguson Waterworks	1/11/2022	Neptune260 SaaS	\$ 1,350.00
Ferguson Waterworks	12/16/2021	water meter registers	\$ 2,420.88
Ferguson Waterworks	11/2/2021	water meter registers	\$ 2,435.53
Gas Product Sales	12/31/2021	gas supplies	\$ 1,524.46
Gene Hanson	1/17/2022	CCC deposit refund - cancellations	\$ 200.00
Gilibertos No 1 LLC	12/27/2021	CCC dmg dep	\$ 225.00
Goebel Printing	1/28/2022	"No Construction" traffic signs	\$ 150.00
Great Western Bank	2/8/2022	account analysis charge -0206	\$ 50.00
Great Western Bank	2/8/2022	account analysis charge -0916	\$ 83.35
Great Western Bank	1/10/2022	account analysis charge -206	\$ 40.00
Great Western Bank	1/10/2022	account analysis charge -916	\$ 61.94
Great Western Bank	2/11/2022	purchase card payment	\$ 4,022.14
Groebner	1/13/2022	relief valves	\$ 314.28
Groebner	1/31/2022	gas meters	\$ 1,453.06
H&W Contracting	12/7/2021	Pay App #1 sanitary sewer expansion	\$ 269,244.36
H&W Contracting	1/5/2022	Pay App #2 sanitary sewer expansion	\$ 285,981.30
Health Pool of SD	2/1/2022	health + life insurance payable	\$ 2,249.52
Internal Revenue Service	1/20/2022	payroll tax deposit	\$ 2,417.91
Internal Revenue Service	2/3/2022	payroll tax deposit	\$ 4,145.97
Koons Gas Measurement	1/26/2022	gas supplies	\$ 229.74
Lacey Rentals	12/14/2021	portable restroom rental	\$ 138.00
Lacey Rentals	1/11/2022	portable restroom rental	\$ 173.00
Lacey Rentals	2/8/2022	portable restroom rental	\$ 138.00
Land Title Guaranty	1/27/2022	closing check lift station land	\$ 235.55
Land Title Guaranty	1/27/2022	closing check lift station land	\$ 11,529.45

Matheson	12/31/2021	gas supplies	\$ 35.06
Matheson	1/31/2022	gas supplies	\$ 35.06
Minnehaha Community Water Corp	2/2/2022	01-22 water purchase	\$ 6,009.60
Minnehaha County Sheriff's Department	1/18/2022	Q1-2022 law enforcement service	\$ 12,008.75
New Century Press	12/31/2021	Notice of adoption - 1st pub.	\$ 11.58
New Century Press	1/7/2022	Notice of adoption - 2nd pub.	\$ 9.24
New Century Press	1/7/2022	Notice of hearing - amendment sub. Plan	\$ 16.24
New Century Press	1/7/2022	12/27/2021 mtg mins	\$ 70.56
New Century Press	1/14/2022	Res 2022-03 publication expense	\$ 30.62
New Century Press	1/14/2022	Res 2022-01 publication expense	\$ 17.38
New Century Press	1/14/2022	Ord 290 publication expense	\$ 55.44
New Century Press	1/14/2022	Res 2022-04 publication expense	\$ 30.62
New Century Press	1/21/2022	audit 2nd notice	\$ 19.14
New Century Press	1/14/2022	audit 1st notice	\$ 23.99
New Century Press	1/14/2022	Res 2022-02 publication expense	\$ 21.51
New Century Press	1/14/2022	NoH TIF hearing - 1st notice	\$ 20.90
New Century Press	1/7/2022	NoH TIF hearing - 2nd notice	\$ 23.52
New Century Press	1/14/2022	Res 2022-05 publication expense	\$ 17.38
New Century Press	1/14/2022	NoH Temp. liquor license	\$ 21.51
New Century Press	1/21/2022	01/10/22 mtg mins publication	\$ 167.98
New Century Press	1/14/2022	NoH joint hearing	\$ 24.82
New Century Press	1/21/2022	election vacancy 1st notice	\$ 12.41
New Century Press	1/28/2022	election vacancy 2nd notice	\$ 9.90
Nexben	2/3/2022	dental insurance	\$ 161.10
Nexben	2/3/2022	vision insurance	\$ 18.66
Nexben	2/3/2022	life insurance	\$ 45.00
Nexben	2/3/2022	supplemental life insurance	\$ 50.40
Nexben	2/3/2022	supplemental life insurance	\$ 1.70
Northern Natural Gas Company	2/11/2022	CIAC TBS upgrade	\$ 159,112.00
Novak Sanitary	1/1/2022	dumpster & disposal service	\$ 368.76
Payment Service Network	2/1/2022	01-22 gateway fee	\$ 89.95
Pump'N'Stuff	12/31/2021	fuel	\$ 2.65
Q3 Contracting	12/22/2021	main extension & new gas services	\$ 18,960.55
Q3 Contracting	1/18/2022	hanging meter sets	\$ 875.40
SD DANR	2/11/2022	exam fee	\$ 60.00
SD Dept of Revenue	1/14/2022	07/21-12/21 excise tax payment	\$ 606.12
SD Dept of Revenue	1/14/2022	12-21 sales tax payment	\$ 6,928.30
SD One Call	1/31/2022	01-22 service fee	\$ 23.10
SD One Call	12/31/2022	12-21 service fee	\$ 39.90
SD Public Assurance Alliance	1/24/2022	2022 insurance premium	\$ 23,371.65
SD Retirement System	1/21/2022	01-21 retirement contribution	\$ 2,015.10
SDRS Supplemental Retirement Plan	1/21/2022	ROTH contribution	\$ 150.00

SDRS Supplemental Retirement Plan	1/6/2022	ROTH contribution	\$ 100.00
Sioux Falls Area Humane Society	1/1/2022	12-21 animal control service	\$ 68.88
Sioux Valley Energy	1/13/2022	street light utilities	\$ 254.00
Sioux Valley Energy	1/13/2022	sewer electric utilities	\$ 244.40
Sweeney Sanitation	2/10/2022	refund overpayment license fee	\$ 100.00
Taskr LLC	1/4/2022	cleaning Crooks Community Center	\$ 300.00
U Drive Technology	2/1/2022	01-22 txt msg fees	\$ 112.72
U Drive Technology	1/1/2022	12-21 txt msg service	\$ 164.32
US Bank	2/15/2022	DW#2 bond payment - Palmira	\$ 12,857.22
US Bank	2/15/2022	CW#3 bond payment - Palmira	\$ 25,164.53
US Postal Service	2/9/2022	mailing fee ub postcards	\$ 278.72
US Postal Service	1/11/2022	mailing fee ub postcards	\$ 280.06
USDA - Rural Development	2/20/2022	pay loader note payment	\$ 1,663.00
Vantek Equipment	2/1/2022	02-22 pager expense	\$ 15.00
Verizon	1/23/2022	utilities	\$ 91.37
Verizon	1/10/2022	utilities	\$ 83.30
Verizon	12/23/2021	utilities	\$ 91.41
Waterbury Heating & Cooling, Inc	1/25/2022	Palmira bathroom repair & service	\$ 311.23
Xcel Energy	1/31/2022	utilities	\$ 3,144.60
		<b>Total claims</b>	<b>\$ 1,100,748.86</b>

**Approved purchase card claims.**

Vendor	Date incur.	Description	Amount
DocuSend / Mail Technologies	2/9/2022	eBills - Crooks customers	\$ 14.15
DocuSend / Mail Technologies	2/11/2022	eBills - Non-Crooks customers	\$ 9.53
DocuSend / Mail Technologies	1/12/2022	eBills - Crooks customers	\$ 14.01
DocuSend / Mail Technologies	1/12/2022	eBills - Non-Crooks customers	\$ 9.46
GoDaddy	1/12/2022	auction service enrollment	\$ 5.31
GoDaddy	1/12/2022	reacquisition domain	\$ 293.06
Grainger	2/8/2022	floor cleaner	\$ 101.02
Grainger	2/7/2022	pallet racking	\$ 394.11
Interstate All Battery Center	1/31/2022	batteries	\$ 14.10
John's Shoe Repair	1/28/2022	repair staff clothing	\$ 44.95
Mac's	2/2/2022	pallet racking	\$ 1,240.00
Mac's	1/25/2022	bolts	\$ 7.21
Marriott - Minneapolis Northwest	2/10/2022	hotel room ICC conference	\$ 427.74
Marriott - Minneapolis Northwest	2/7/2022	hotel room ICC conference	\$ 164.68
Nyberg's Ace Hardware	2/9/2022	tote for shop	\$ 69.98
Nyberg's Ace Hardware	1/25/2022	chain/cab lube & utility heater	\$ 46.97
Nyberg's Ace Hardware	1/18/2022	mailbox	\$ 21.99
Nyberg's Ace Hardware	1/13/2022	work gloves	\$ 43.46

Office Depot	1/10/2022	office supplies	\$ 331.21
Pump'N'Stuff/Shell	1/10/2022	fuel	\$ 58.99
Pump'N'Stuff/Shell	2/3/2022	fuel	\$ 67.69
Pump'N'Stuff/Shell	1/10/2022	fuel	\$ 44.38
Pump'N'Stuff/Shell	1/13/2022	fuel	\$ 19.26
Pump'N'Stuff/Shell	1/13/2022	fuel	\$ 73.56
Pump'N'Stuff/Shell	1/18/2022	fuel	\$ 33.13
Pump'N'Stuff/Shell	1/20/2022	fuel	\$ 47.50
Pump'N'Stuff/Shell	2/7/2022	fuel	\$ 89.05
Pump'N'Stuff/Shell	2/7/2022	fuel	\$ 49.49
Pump'N'Stuff/Shell	1/27/2022	fuel	\$ 65.63
Pump'N'Stuff/Shell	1/28/2022	fuel	\$ 46.07
Renner Corner	1/26/2022	fuel	\$ 61.70
Scooby's	1/27/2022	wash skid steer & broom	\$ 10.25
Scooby's	1/26/2022	wash pay loader	\$ 11.25
Scooby's	1/11/2022	wash black pick up	\$ 9.50
US Postal Service	1/26/2022	postage delinquent letters	\$ 71.60
US Postal Service	1/26/2022	postage delinquent letters	\$ 8.95
Walmart	1/31/2022	envelopes mailing tax documents	\$ 1.20
		<b>Total purchase card claims</b>	<b>\$ 4,022.14</b>

**Approved salaries/wages.**

Council	\$ 700.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ -
Elections	\$ -
Finance Office	\$ 1,000.00
Government Buildings	\$ 783.88
Building Inspector	\$ 2,228.05
Highway & Streets	\$ 1,129.00
Highway & Streets - Snow Removal	\$ 1,453.44
Code Enforcement	\$ 90.40
Clean-Up	\$ 122.69
Animal Control	\$ 45.20
West Nile	\$ 218.85
Parks	\$ 1,018.16
Economic Development	\$ 33.65
Gas	\$ 3,924.67
Water	\$ 3,917.68
Sewer	\$ 3,998.05
<b>Total wage claims</b>	<b>\$ 21,083.72</b>

**Opens comments.** Travis Zenk and Adam Smith, representatives of Tri-Valley Baseball Association, spoke to Council about activities of association and future plans with potential upgrades to existing parks for facilities and acquisition of new land for future ballfields.

**Reports/Other business.**

- a. **Crooks HRC report** was given by Harstad: Four lots have been closed in Sunset Development with the remaining five lots scheduled for closing in Spring. Two foundations have been poured in the Heritage Pond development with an additional foundation scheduled to be started this week. The upcoming CHRC meeting was discussed. The lot proceeds were discussed. Council then discussed the Crooks HRC's role going forward and the plans for the use of funds generated by the CHRC.
- b. **Parks report** was given by Harstad: The New Hope Park backstop project is underway with additional quotes being obtained from vendors, as the original submitter of a bid was unable to provide a definitive timeline. Council discussed the backstop project. The bathroom at Palmira park is undergoing repairs due to the furnace malfunctioning causing damage to the facility.
- c. **Streets report** was given by Maras: The City of Crooks' slurry seal bid for 2022 was discussed and will be awarded in March.
- d. **Planning and Zoning report** was given by S. Richardson: The recent joint meeting between the P&Z Commission and the Crooks City Council was discussed. At the meeting hearings were held on TIF #2 in Crooks, amendments to the open space requirement in the subdivision regulations, and the amendment to the CDC's preliminary plan. A preliminary plan has been submitted to PZ for review for development of property in the CDC land. i. Motion to authorize staff to sign building permits. The City's attorney has advised to authorize additional staff to execute building permits in case of absence of an employee. Motion by Richardson to authorize P&Z Director Richardson and City Administrator/Finance Officer Schantz to sign building permits, seconded by Maras. No further discussion. All aye, motion carries.
- e. **Gov't. Buildings & IT Infrastructure report** was given by Beyer. A furnace has been replaced at the Crooks Community Center.
- f. **Finance report** was given by Richardson. i. Depreciation reserves. Staff recommended cash for depreciation reserves be placed in an investment. Council discussed the item. Motion by Harstad to move depreciation reserves established for Palmira bond project to SD FIT, seconded by Richardson. No further discussion. All aye, motion carries.
- g. **Utility report** was given by Schantz. i. Pay Application #3 & Change Order #2. Council and Morris discussed Pay Application #3 for the sanitary sewer expansion project. The project is scheduled to be completed at the end of April. The change order to extend infrastructure was reviewed and discussed by Council and Morris. Some of the items noted were price increases for materials. Motion by Harstad to approve Pay Application #3, as submitted by H&W Contracting, in the amount of \$279,415.53, seconded by Maras. No further discussion. All aye, motion carries. Motion by Richardson to approve Change Order #2 in the amount of \$68,307, seconded by Beyer. No discussion. All aye, motion carries. ii. Policy snowbirds. Council reviewed the City's informal policy on snowbirds and reviewed staff comments. Motion by Beyer to discontinue utility customers to go on snowbird arrangements effective immediately, seconded by Harstad. No further discussion. All aye, motion carries.

- h. **Code enforcement/Animal Control report** was given by Schantz. City staff sent code letters to individuals parking items on non-hardened surface on properties. The issue of dust being kicked up from developments was discussed and Council asked Morris to talk to developers and ameliorate the conditions causing it.
- i. **Other business:**
  - i. SMGA appointment. Council discussed last month's resolution and resulting SMGA appointment. Motion by Maras to table action on item, seconded by Beyer. No further discussion. All aye, motion carries.
  - ii. Organizational chart. Council reviewed the document and noted corrections to be made, which involved inclusion and moving of appointed boards and addition of items under public safety for fire protection and EMS. Motion by Harstad to approve organizational chart with condition that corrections/additions be made, seconded by Beyer. No discussion. All aye, motion carries.
  - iii. Fire & EMS contract for 2022. Council discussed the 2022 cost and contract for fire protection and EMS for Crooks. The cost for the service and capital contribution to the Crooks Fire Department at \$40,000 per year. Motion by Richardson to approve payment for 2022 service and capital contribution upon receipt of invoice, seconded by Beyer. No discussion. All aye, motion carries.
  - iv. Equalization meeting. Schantz stated Council will have to convene as local board of equalization in third week of March. Council reviewed dates. Richardson then called special meeting for March 21 at 6pm at the Crooks Community Center.

**Ordinances, resolution, policy, motion.**

- a. Second reading of Ordinance #293. Richardson gave second reading. Motion by Beyer to approve ordinance, seconded by Harstad. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye, Beyer – aye. All aye, motion carries.
- b. Resolution 2022-07. Richardson gave first reading. Council then discussed resolution and reimbursement amount. Motion by Harstad to amend resolution and increase reimbursement amount to \$100, seconded by Maras. No further discussion. All aye, motion carries, resolution amended. Motion by Harstad to approve amended resolution, seconded by Beyer. No discussion. All aye, motion carries.

**Adjourn.** Motion by Beyer to adjourn meeting at 8:18pm, seconded by Maras. No discussion. All aye, motion carries, meeting adjourned.

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

Published: 01/21/22  
Published once at the approximate cost of \$167.98