

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

Mayor Oseby 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, and Mayor Oseby. City staff present were City engineer Jesse Morris (DGR), City administrator/Finance Officer Schantz, Planning and Zoning Director S. Richardson, Building Inspector Pearson, Utility Superintendent Beck, City attorney Glover (Meierhenry Sargent).

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

Approve agenda. Richardson stated agenda needed to be amended for executive session. Motion by Richardson to amend agenda, seconded by Harstad. No discussion. All aye, motion carries, agenda amended. Motion by Richardson 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	3/4/2022	copier lease	\$ 279.97
A&B Business Solutions	3/1/2022	managed IT	\$ 670.94
Alliance Communications	3/1/2022	utilities sewer	\$ 147.62
Alliance Communications	3/1/2022	utilities office	\$ 224.48
American Engineering Testing	2/25/2022	construction testing east side	\$ 694.00
City of Hartford	2/10/2022	telespar post & bolt kit	\$ 67.75
Clayton Energy Corporation	3/1/2022	reservation & service fee	\$ 29,088.80
Clayton Energy Corporation	3/11/2022	02-22 commodity purchase	\$ 73,983.69
Concrete Materials	3/7/2022	deicing sand & delivery	\$ 860.70
Concrete Materials	2/28/2022	deicing sand & delivery	\$ 877.15
Crooks Municipal Utilities	3/8/2022	north lift station utilities	\$ 27.28
Crooks Municipal Utilities	3/8/2022	west lift station utilities	\$ 29.57
Crooks Municipal Utilities	3/8/2022	Palmira bathroom utilities	\$ 175.15
Crooks Municipal Utilities	3/8/2022	city shop utilities	\$ 409.88
Crooks Municipal Utilities	3/8/2022	Crooks Community Center utilities	\$ 876.85
DGR Engineering	2/16/2022	2022 slurry seal	\$ 1,299.50
DGR Engineering	2/16/2022	01-22 engineering services	\$ 3,129.50
DGR Engineering	2/16/2022	Construction admin sanitary sewer exp.	\$ 29,721.45
Dudley Laundry d/b/a Appeara	2/16/2022	mat, mop, towel service	\$ 79.49
Dudley Laundry d/b/a Appeara	3/2/2022	mat, mop, towel service	\$ 79.49
Ecolab	2/25/2022	pest control	\$ 83.16
Ferguson Waterworks	2/16/2022	meter flanges	\$ 636.17
Ferguson Waterworks	2/17/2022	Neptune 360 remote training	\$ 700.00
Gas Training Specialties	12/30/2021	training & district regulator maint.	\$ 1,601.60

Gas Training Specialties	2/15/2022	training, install gas meter, materials	\$ 1,721.07
Gas Training Specialties	3/5/2022	school meter & install meter	\$ 7,713.57
Goebel Printing	2/9/2022	reflective clothing staff	\$ 364.60
Great Western Bank	3/8/2022	account analysis fee	\$ 85.24
Great Western Bank	3/8/2022	account analysis fee	\$ 40.00
Great Western Bank	2/15/2022	safe deposit annual rental fee	\$ 26.00
Great Western Bank	3/11/2022	purchase card payment	\$ 2,925.96
Groebner	2/15/2022	markers	\$ 375.51
Health Pool of SD	3/1/2022	health + life insurance payable	\$ 2,249.52
Heiman Fire Equipment	2/7/2022	flame retardant clothing Gas personnel	\$ 41.95
Heiman Fire Equipment	2/11/2022	flame retardant gloves	\$ 142.40
Internal Revenue Service	2/17/2022	payroll tax deposit	\$ 2,841.25
Internal Revenue Service	3/4/2022	payroll tax deposit	\$ 3,015.23
International Code Council	2/1/2022	2022 dues	\$ 145.00
Lacey Rentals	3/8/2022	portable restroom rental city shop	\$ 138.00
Lodes Tree Service	2/18/2022	ash tree removal	\$ 5,000.00
Matheson	2/28/2022	supplies	\$ 32.63
Meierhenry Sargent	2/10/2022	legal fees	\$ 3,285.00
Minnehaha Comm Water Corp	3/1/2022	02-22 water purchase	\$ 5,356.80
Mitchell Construction	3/7/2022	haul snow	\$ 302.50
New Century Press	2/25/2022	NoH special event license	\$ 21.51
New Century Press	2/18/2022	Res 2022-07 publication	\$ 22.34
New Century Press	2/25/2022	NoH special event license	\$ 23.17
New Century Press	2/25/2022	NoH special event license	\$ 23.17
New Century Press	2/25/2022	NoH sanitary sewer cost recovery	\$ 25.65
New Century Press	2/25/2022	NoH redrawing voting wards	\$ 27.31
New Century Press	2/11/2022	01/31/22 P&Z mtg mins pub.	\$ 45.51
New Century Press	2/11/2022	01/31/22 Council special mtg mins pub.	\$ 76.13
New Century Press	2/25/2022	02/14/22 mtg mins publication	\$ 292.11
Northern Natural Gas Company	3/2/2022	CIAC 2022 West Leg expansion	\$ 80,583.00
Nyberg's Ace Hardware	3/1/2022	tote latching & ballast	\$ 34.98
Nyberg's Ace Hardware	1/13/2022	gloves	\$ 43.46
Nyberg's Ace Hardware	12/29/2022	spade & deicer	\$ 61.97
Payment Service Network	3/2/2022	02-22 gateway fee	\$ 89.95
Pipeline Association for Public Awareness	3/3/2022	2022 dues	\$ 695.00
SD Assoc. of Rural Water	3/1/2022	2022 dues	\$ 590.00
SD DANR	3/1/2022	stormwater permit	\$ 250.00
SD Dept of Revenue	2/16/2022	01-22 sales tax payable	\$ 10,939.15
SD Municipal League	2/15/2022	District meeting registration fees	\$ 52.00
SD One Call	2/28/2022	02-22 message fees	\$ 29.40
SD Retirement System	2/17/2022	02-22 retirement contribution	\$ 2,568.50
SDRS Supplemental Retirement Plan	3/4/2022	ROTH contribution	\$ 150.00
SDRS Supplemental Retirement Plan	2/4/2022	ROTH contribution	\$ 150.00
SDRS Supplemental Retirement Plan	2/18/2022	ROTH contribution	\$ 150.00
SEAFOG	2/28/2022	2022 dues	\$ 40.00
Sign Solutions	3/8/2022	supplies	\$ 1,013.00

Sioux Valley Energy	2/15/2022	street light utilities	\$ 254.00
Sioux Valley Energy	2/15/2022	sewer utilities	\$ 273.95
U Drive Technology	3/1/2022	02-22 text msg fees	\$ 92.32
US Postal Service	3/9/2022	ub postcards mailing fee	\$ 281.07
Vantek Communications	3/1/2022	pager fee	\$ 15.00
Verizon	2/10/2022	utilities	\$ 73.43
Verizon	2/23/2022	utilities	\$ 91.37
Waterbury	3/3/2022	replacement toilets Palmira bathroom	\$ 510.21
Waterbury Heating & Cooling	2/22/2022	Palmira bathroom repair	\$ 146.94
William J. Pearson	2/22/2022	reimbursement Code books + materials	\$ 436.38
William J. Pearson	2/22/2022	Per diem + travel expense	\$ 696.98
Xcel Energy	3/2/2022	electric utilities	\$ 2,873.11
		Total claims	\$ 285,288.49

Approved purchase card claims.

Vendor	Date incur.	Description	Amount
Crooks Country Corner	3/9/2022	fuel	\$ 104.20
Crooks Country Corner	3/4/2022	fuel	\$ 69.00
DocuSend/Mail Technologies	3/8/2022	ebills Crooks customers	\$ 14.15
DocuSend/Mail Technologies	3/8/2022	ebills non-Crooks customers	\$ 9.74
International Code Council	3/3/2022	2021 code summaries	\$ 396.50
Interstate All Battery Center	2/15/2022	battery sander	\$ 125.95
Keloland	2/23/2022	job advertisement	\$ 99.00
Mac's	3/2/2022	supplies & PZ board name signs	\$ 34.42
Malloy	3/8/2022	supplies & PZ board name signs	\$ 153.94
Office Depot	2/15/2022	gas contracts	\$ 90.00
Office Depot	2/16/2022	supplies & PZ board name signs	\$ 176.92
Office Depot	2/17/2022	Micro cut shredder + marker pens	\$ 199.47
Office Depot	2/28/2022	rubber bands & stamps	\$ 293.24
Pump'N'Stuff/Shell	2/17/2022	fuel	\$ 52.25
Pump'N'Stuff/Shell	2/16/2022	fuel	\$ 64.19
Pump'N'Stuff/Shell	2/23/2022	fuel	\$ 29.19
Pump'N'Stuff/Shell	3/1/2022	fuel	\$ 51.86
Pump'N'Stuff/Shell	2/28/2022	fuel	\$ 66.30
Pump'N'Stuff/Shell	3/10/2022	fuel	\$ 143.28
Pump'N'Stuff/Shell	3/10/2022	fuel	\$ 67.86
Pump'N'Stuff/Shell	3/9/2022	fuel	\$ 48.40
Pump'N'Stuff/Shell	2/22/2022	fuel	\$ 70.58
Pump'N'Stuff/Shell	3/7/2022	fuel	\$ 62.75
The Wooden Nickel	2/22/2022	gas class lunch	\$ 100.02
US Postal Service	2/25/2022	sanitary sewer cost recovery letters	\$ 241.65
US Postal Service	2/23/2022	delinquency letters	\$ 161.10
		Total purchase card claims	\$ 2,925.96

Approved salaries/wages.

Council	\$ 700.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 698.00
Elections	\$ -
Finance Office	\$ 2,400.00
Government Buildings	\$ 762.42
Building Inspector	\$ 2,207.25
Highway & Streets	\$ 1,239.73
Highway & Streets - Snow Removal	\$ 911.52
Code Enforcement	\$ 101.24
Clean-Up	\$ 105.03
Animal Control	\$ 50.62
West Nile	\$ 86.65
Parks	\$ 1,497.45
Economic Development	\$ 103.07
Gas	\$ 4,374.41
Water	\$ 4,954.15
Sewer	\$ 5,051.60
Total wage claims	\$ 25,663.14

Public Hearings:

- A. Special event licenses for Crooks Volunteer Fire Department. Oseby opened hearing for special event licenses for Crooks Volunteer Fire Department at 7:07pm. No public input comment was received. Oseby then closed hearing at 7:08pm. Motion by Beyer to approve special event licenses, seconded by Richardson. No discussion. All aye, motion carries.
- B. Redrawing voting wards. Oseby opened hearing at 7:08pm. Oseby explained the reason for the hearing. No public input was received. Oseby closed hearing at 7:09pm.
- C. Sanitary sewer cost recovery district. Oseby opened hearing at 7:09pm. Oseby explained the reason for hearing and the concept of sanitary sewer cost recovery district. Floor was then opened for public comment. Jeremy Papke, resident, asked about the costs associated with the connection to sewer system under district. Jan Larson, land owner in cost recovery district, asked why sanitary sewer cost recovery district was considered. Discussion then ensued about City's capacity to sewer municipality, accommodate future growth, and future lagoon expansion. Resident then asked about ability to sewer his parcels. Hearing was closed at 7:25pm.

Opens comments.

- A. Critter's – Request to use shop. Bryon Farmer, manager of Critter's, requested use of City's shop for bean bag tournament scheduled for March 19. Motion by Richardson to approve use of shop, seconded by Beyer. No discussion. All aye, motion carries.

- B. CAWT – Crooks Community Days funding request. Item was tabled for discussion under Finance report.

Crooks HRC report was then given by Harstad. Meetings were held with developer.

Open comments. Floor was then opened again for open comments. Representatives from Tri-Valley Baseball association presented on their plan for baseball complex in town. Plan was then discussed by those present.

Jim Van Hunnick, resident, asked about reason for moving of street light in front of his residence.

Reports/Other business.

- a. **Crooks HRC.** Report was already given.
- b. **Parks.** Harstad stated new mower was acquired.
- c. **Streets.** Maras gave report. Street sweeping contract was executed and is scheduled for Spring. Slurry seal bid award. Motion by Maras to award slurry seal bid to ASCO for the bid in the amount of \$79,537.80, seconded by Richardson. No discussion. All aye, motion carries. Benton Township refund tax dollars out of rural service district. Oseby explained recent annexations led to township losing mill levy needed for road maintenance. Item was then discussed.
- d. **Planning and Zoning.** Richardson gave report. Recent joint meeting was discussed. Nuisance properties. Pearson presented letters he will send to nuisance properties in town.
- e. **Government buildings & IT infrastructure.** Report was given by Beyer. New lights have been installed in the Community Center parking lot. Office remodel proposals are under review. Quotes for cloud storage are being obtained.
- f. **Finance.** Report was given by Richardson. CAWT funding request for this year’s Community Days and accommodating future funding requests were discussed.
- g. **Utility.** Beck gave report. Supplies are procured to avoid any shortages for anticipated projects.
- h. **Code enforcement/Animal control.** Beck gave report. Code issue with parked pontoon boat was discussed.
- i. **Other business.**
 - i. Approve property tax abatements. Schantz explained request. Motion by Maras to approve property tax abatement requests, seconded by Beyer. No discussion. All aye, motion carries.
 - ii. Increase maximum carryover of vacation leave. The item was discussed. Motion by Beyer to increase carryover balance to 240 hours, seconded by Maras. No discussion. All aye, motion carries.

Ordinances, resolution, policy, motion.

- a. First reading of Ordinance #294 was given by Oseby.
- b. Reading of Resolution 2022-08 was given by Oseby. Motion by Richardson to approve resolution, seconded by Harstad. Resolution was then discussed. All aye, motion carries.

Executive sessions pursuant to SDCL 1-25-2(3). Motion by Beyer to enter into executive session at 8:50pm, seconded by Maras. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye, Beyer – aye. All aye, motion carries. At 9:50pm the meeting was called back to order by Oseby. Motion

by Beyer to enter out of executive session, seconded by Richardson. No discussion. All aye, motion carries. Council took no action.

Adjourn. Motion by Richardson to adjourn meeting at 9:50pm, seconded by Beyer. No discussion. All aye, motion carries, meeting adjourned.

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

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