

April 11, 2022 – Regular monthly meeting minutes.

City of Crooks
City Council
Regular Monthly Meeting Minutes
April 11, 2022

Mayor Oseby called the meeting to order at 7pm at the Crooks Community Center. Answering roll call were Alderman Harstad, Alderman Richardson, and Alderman Beyer, and Mayor Oseby. Alderman Maras joined at 7:04pm. City staff present were City engineer Jesse Morris (DGR), City Administrator/Finance Officer Schantz, Planning and Zoning Director S. Richardson, and Building Inspector Pearson.

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

Approve agenda. Motion by Richardson to approve agenda, seconded by Beyer. No discussion. All aye, motion carried.

Consent calendar items. Motion by Beyer to approve consent calendar items, seconded by Harstad. No discussion. All aye, motion carried.

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	4/4/2022	copier lease	\$ 279.97
A&B Business Solutions	4/1/2022	managed IT	\$ 670.94
Aflac	2/26/2022	Aflac payable	\$ 138.34
Aflac	3/26/2022	Aflac payable	\$ 138.34
Alliance Communications	4/1/2022	utilities - sewer	\$ 146.90
Alliance Communications	4/1/2022	utilities - office	\$ 224.11
American Engineering Testing	3/18/2022	geotechnical exploration	\$ 4,850.00
American Engineering Testing	3/28/2022	construction testing	\$ 1,382.00
Border States Electric	3/14/2022	supplies	\$ 651.84
Border States Electric	3/14/2022	risers	\$ 515.28
Border States Electric	3/18/2022	marking flags	\$ 166.13
Braeden Lightner	4/4/2022	gas deposit return	\$ 100.00
Builders Electric, LLC	3/10/2022	new lights Crooks Community Center	\$ 7,932.00
Clayton Energy Corporation	4/1/2022	reservation & monthly service fee	\$ 29,088.80
Code Works	3/25/2022	School addn. plan review fee	\$ 6,308.67
Craig Jones	3/21/2022	reimbursement damaged mailbox	\$ 100.00
Crooks Municipal Utilities	4/6/2022	Crooks Comm Cen utilities	\$ 750.79
Crooks Municipal Utilities	4/6/2022	W lift station utilities	\$ 27.13
Crooks Municipal Utilities	4/6/2022	N lift station utilities	\$ 28.20
Crooks Municipal Utilities	4/6/2022	Palmira bathroom utilities	\$ 167.17
Crooks Municipal Utilities	4/6/2022	City shop utilities	\$ 278.47
DocuSign	3/31/2022	2022 DocuSign fee	\$ 1,850.00
Ecolab	3/30/2022	pest control service	\$ 83.16

April 11, 2022 – Regular monthly meeting minutes.

Evan Schnaidt	3/21/2022	reimbursement damaged mailbox	\$ 100.00
Ferguson Waterworks	3/24/2022	battery pro reader handhelds	\$ 130.00
Ferguson Waterworks	3/24/2022	water meter registers	\$ 2,476.06
Flagshooter, Inc.	3/15/2022	flagshooter & marking flags	\$ 468.70
Frisbee	3/18/2022	repair mini-split office	\$ 209.18
Garbage'N'More	4/1/2022	quarterly garbage service bill	\$ 210.00
Gary or Judy Johnson	4/6/2022	utility deposit return	\$ 28.40
Geotek Engineering & Testing	3/31/2022	mold testing at Comm Cen	\$ 751.70
Goebel Printing	2/21/2022	business cards	\$ 267.00
Great Western Bank	4/8/2022	account analysis fee -206	\$ 40.00
Great Western Bank	4/8/2022	purchase card	\$ 3,247.16
Great Western Bank	4/8/2022	account analysis fee -916	\$ 53.09
Groebner	3/24/2022	completion VGB software	\$ 6,500.00
H&W Contracting	2/10/2022	payment PayApp #2 - approved	\$ 279,415.53
Haug Steel Construction	1/10/2022	repairs & snow guard	\$ 695.00
Health Pool of SD	4/1/2022	health + life insurance payable	\$ 2,249.52
Internal Revenue Service/EFTPS	3/18/2022	payroll tax deposit	\$ 2,959.29
Internal Revenue Service/EFTPS	4/4/2022	payroll tax deposit	\$ 3,518.66
Jason Penning	4/4/2022	reimbursement travel & per diem	\$ 313.14
Jeremy Gacke	3/21/2022	reimbursement damaged mailbox	\$ 100.00
Josh Larson	4/6/2022	refund hearing fee	\$ 50.00
Kendle's Auto	3/24/2022	repair plow truck grille	\$ 155.00
Koons Gas Measurement	3/22/2022	Gas risers	\$ 1,363.42
Lacey Rentals	4/5/2022	portable restroom City shop	\$ 138.00
Lacey Rentals	4/6/2022	portable restroom New Hope Park	\$ 185.00
Lacey Rentals	4/6/2022	portable restroom Sunset Park	\$ 185.00
Laura White	3/21/2022	reimbursement damaged mailbox	\$ 100.00
Matheson Tri-Gas	3/31/2022	gas supplies	\$ 35.06
Menards	4/4/2022	pot hole patch mix	\$ 89.80
Minnehaha Community Water Corp.	4/1/2022	water purchase	\$ 5,911.20
Minnehaha County Sheriff	4/4/2022	Q2-2022 law enforcement	\$ 12,008.75
New Century Press	3/11/2022	NoH equalization meeting	\$ 10.56
New Century Press	3/11/2022	NoH PZ Winter Acres prelim. Plan	\$ 25.65
New Century Press	3/11/2022	NoH amendment Walkways	\$ 21.51
New Century Press	3/4/2022	NoA Ord 293	\$ 9.90
New Century Press	3/4/2022	NoH equalization meeting	\$ 13.24
New Century Press	3/4/2022	02/28/2022 mtg minutes	\$ 16.55
New Century Press	3/1/2022	Notice of Adoption Ord #293	\$ 12.41
New Century Press	3/4/2022	state wrestling ad	\$ 20.00
New Century Press	3/4/2022	NoH Sanitary Sewer Cost Recovery	\$ 20.46

April 11, 2022 – Regular monthly meeting minutes.

New Century Press	3/4/2022	NoH Ordinance #294	\$ 21.78
New Century Press	3/18/2022	Bid notice east side lift station	\$ 84.40
New Century Press	3/18/2022	Res. 2022-08 publication exp	\$ 336.79
New Century Press	3/18/2022	NoH Council Winter Acres prelim. Plan	\$ 22.34
New Century Press	3/25/2022	NoH amendment Walkways	\$ 20.69
New Century Press	3/25/2022	NoH Winter Acres prelim. Plan	\$ 21.51
New Century Press	3/25/2022	NoH Council rezoning	\$ 24.82
New Century Press	3/25/2022	03/14/2022 mtg mins	\$ 202.73
New Century Press	3/25/2022	Bid notice east side lift station	\$ 67.32
Nexben	4/1/2022	supplemental child life insurance	\$ 1.70
Nexben	4/1/2022	supplemental family life insurance	\$ 50.40
Nexben	4/1/2022	supplemental employee life insurance	\$ 59.00
Nexben	4/1/2022	vision insurance	\$ 20.42
Nexben	4/1/2022	dental insurance	\$ 169.02
Nexben	3/1/2022	dental insurance	\$ 169.02
Nexben	3/1/2022	vision insurance	\$ 20.42
Nexben	3/1/2022	supplemental life insurance	\$ 59.00
Nexben	3/1/2022	supplemental family life insurance	\$ 50.40
Nexben	3/1/2022	supplemental child life insurance	\$ 1.70
Payment Service Networks	4/3/2022	gateway fee	\$ 89.95
SD Building Officials' Assoc.	4/5/2022	ICC training Sioux Falls	\$ 85.00
SD DANR	12/1/2021	environmental fee	\$ 1,500.00
SD Dept. of Revenue	3/14/2022	02-22 sales tax payable	\$ 9,441.89
Dudley Laundry d/b/a Appeara	3/16/2022	mat, mop, towel service	\$ 79.49
Dudley Laundry d/b/a Appeara	3/30/2022	mat, mop, towel service	\$ 79.31
SD One Call	3/31/2022	monthly service fee	\$ 40.95
SD Retirement System	3/18/2022	03-2022 retirement contribution	\$ 2,211.02
SDRS Supplemental Retirement Plan	3/22/2022	ROTH contribution	\$ 150.00
Sioux Valley Energy	3/15/2022	street light utilities	\$ 254.00
Sioux Valley Energy	3/15/2022	sewer utilities	\$ 243.48
U Drive Technology	4/1/2022	monthly text msg service	\$ 87.48
US Postal Service	4/7/2022	mailing fee UB post cards	\$ 281.07
Vantek Communications	4/1/2022	pager utilities	\$ 15.00
Verizon Wireless	3/10/2022	utilities	\$ 84.76
Verizon Wireless	3/23/2022	utilities	\$ 91.37
Waterbury Heating & Cooling, Inc	2/15/2022	new furnace & AC at Crooks Comm Cen	\$ 8,836.75
Xcel Energy	3/30/2022	electric utilities	\$ 3,225.90
		Total claims	\$ 408,183.06

Approved purchase card claims.

April 11, 2022 – Regular monthly meeting minutes.

Purchase card payments			
Vendor	Date incur.	Description	Amount
DocuSend/Mail Technologies	4/6/2022	eBills Crooks	\$ 14.15
DocuSend/Mail Technologies	4/6/2022	eBills non-Crooks	\$ 9.74
Equipment Blades	4/5/2022	cutting edge snow plow	\$ 2,057.52
Grainger	3/15/2022	bulbs + toilet paper holder	\$ 92.95
Grainger	3/23/2022	key blank & epoxy putty for paver	\$ 12.34
Nyberg's Ace Hardware	3/17/2022	blowoff duster	\$ 39.98
Nyberg's Ace Hardware	4/6/2022	supplies	\$ 48.97
Office Depot	4/4/2022	office supplies	\$ 70.14
Pump'N'Stuff / Shell	3/22/2022	fuel	\$ 55.13
Pump'N'Stuff / Shell	4/4/2022	fuel	\$ 54.97
Pump'N'Stuff / Shell	4/4/2022	starter fluid	\$ 5.69
Renner Corner	3/17/2022	fuel	\$ 76.40
Sioux Metro Growth Alliance	3/25/2022	SMGA conference registration fees	\$ 375.00
The Wooden Nickel	4/5/2022	gas class lunch	\$ 141.58
US Postal Service	3/22/2022	postage code letters	\$ 14.76
US Postal Service	3/23/2022	delinquent letters	\$ 143.20
US Postal Service	3/30/2022	postage	\$ 34.64
		Total purchase card claims	\$ 3,247.16

Approved salaries/wages.

Council	\$ 700.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 803.86
Elections	\$ -
Finance Office	\$ 1,950.00
Government Buildings	\$ 723.75
Building Inspector	\$ 1,667.25
Highway & Streets	\$ 1,074.33
Highway & Streets - Snow Removal	\$ 857.13
Code Enforcement	\$ 95.82
Clean-Up	\$ 124.39
Animal Control	\$ 47.90
West Nile	\$ 74.51
Parks	\$ 1,427.53
Economic Development	\$ 126.20
Gas	\$ 3,807.85
Water	\$ 4,296.82
Sewer	\$ 4,380.64
Total wage claims	\$ 22,577.98

Public Hearings:

- A. Rezoning – CDC North / Winter Acres. Oseby opened hearing for a petition to rezone at 7:03pm. No public comment was received. Oseby closed hearing at 7:04pm.
- B. Amendment Subdivision Regulations Section 705 “Walkways”. Oseby opened hearing at 7:04pm. No public comment was received. Oseby closed hearing at 7:05pm.

Opens comments.

- A. Ryan Winter – Winter Acres development. Ryan Winter, developer of Winter-Acres, addressed Council and Mayor on potential problem with snow removal due to sidewalks at certain location in development and if sidewalk could be moved to one side and keep other side open for plowing snow. The item was discussed by Council, Mayor, and those present.

Kelly Gillespie, resident, spoke on concern over Winter Acres development preliminary plan’s portion indicating City will pay for installation and maintenance of sidewalk. Gillespie stated City should pay for sidewalks and maintenance. The item was discussed by Council, Mayor, and those present.

Reports/Other business.

- a. **Crooks HRC.** Harstad gave report. A patch along W 5th St. during the utility moving has been sinking and will need to be repaired. Five lots are left to close in Sunset with a scheduling in May. Van Buskirk will submit more plats for Heritage Pond Development. The lots by the railroad in eastern portion of will need to be rezoned in the future to accommodate workforce housing objective for TIF in area.
- b. **Parks.** Harstad gave report.
 - i. Comfort station at Sunset Park. Harstad spoke on need for comfort station, combined with storage and concession stand, at Sunset Park to accommodate need for facilities at Sunset. The comfort station was then discussed.
 - ii. Accept Heritage Pond open space. Harstad stated open space needed to be accepted by City. Motion by Harstad to accept open space, seconded by Maras. Discussion on name for park was held. No further discussion. All aye, motion carried.
 - iii. Public input LWCF application. Floor was opened for public comment on City’s LWCF application. Scott Richardson, resident, spoke in favor of applying for playground equipment. Kelly Gillespie, resident, spoke in favor of applying for application, as need for playground is present and key for a park.

The backstops at New Hope Park were discussed and the need to be repaired to make them suitable for use.

- c. **Economic development.** Harstad asked the item to be added to agenda to keep current on economic development and growth in Crooks and area. Richardson reported on last meeting. Oseby spoke on Crooks Development Corp’s activities. Harstad voiced hope that representative
- d. **Streets.** Maras gave report. A street patch by the entrance to Sunset Park has been sinking and needs to be reviewed for potential repairs. Oseby will instruct city staff to televise storm sewer. Street sweeping will be scheduled once the upcoming expected inclement weather passes.

- i. Installation and maintenance of sidewalks at intersection – Winter Acres. Oseby explained the item. Discussion then ensued on the item with issues such maintenance of sidewalks at intersections, liability of City if it installed infrastructure, costs for installation, safety concerns, and sidewalk requirements in developments. Motion by Harstad to authorize Planning and Zoning Director Scott Richardson to approve amendments modifications on matter, seconded by Beyer. No discussion. All aye, motion carried.
- e. **Planning and Zoning.** Richardson gave report. Recently annexed area will see development in future. Servicing of annexed areas outside of City’s utility service area was discussed. Drainage issue along the backyards of north side of W 6th St. and actions to remedy issue were discussed.
- f. **Government buildings & IT infrastructure.** Beyer gave report. Quotes for office remodel were obtained.
 - i. Office remodel. Council, Mayor, and those present reviewed plan and discussed the remodel plan. Funding sources for office remodel were reviewed. Motion by Harstad to use reserve funds for office remodel, seconded by Maras. No discussion further discussion. All aye, motion carried.
- g. **Finance.** Richardson gave report. The City’s annual report will be compiled in April.
- h. **Utility.** Maras stated City needs to use GIS data for City valves. Pay Application #4 – Sanitary Sewer expansion. Application was reviewed. Motion by Richardson to approve Pay Application #4 as submitted in the amount of \$250,597.35 payable to H&W Contracting, seconded by Beyer. No discussion. All aye, motion carried.
- i. **Code enforcement/Animal control.** Abate nuisances. Existing nuisances were discussed. Motion by Richardson to authorize Ginny Beck to proceed with abatement of nuisance property located at S West Ave if no progress has been made, seconded by Harstad. No further discussion. All aye, motion carries. Pearson spoke on nuisances he is currently addressing: the old church in town, a garage with structural concerns, and construction debris left by builder in Sunset Development. Per Pearson parties causing the nuisances have received correspondence on the issues and are encouraged to remedy nuisances. Council, Mayor, and those present then discussed the nuisances. Motion by Harstad to proceed with fining of builder until nuisance is remedied, seconded by Maras. No further discussion. All aye, motion carries. Pearson also spoke on need to establish a fee for commercial plan reviews.
- j. **Other business.**
 - i. Volunteer acknowledgment. Betsy Sprenkle was acknowledged as volunteer.
 - ii. Ambulance contract. Schantz informed Council that the owner of MedStar Ambulance contacted City to see how City would like to proceed with 2022 contract. Council did not take any action on item.
 - iii. Spring Clean-Up. The City’s Spring clean-up has been scheduled for April 23rd and April 24th. More information will be forthcoming in the Shopping Guide, on the City’s website, and on the City’s Facebook page.

Ordinances, resolution, policy, motion.

- a. Second reading of Ordinance #294 was given by Oseby. Motion by Richardson to approve ordinance, seconded by Harstad. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Maras – aye, Beyer- aye. All aye, motion carried

April 11, 2022 – Regular monthly meeting minutes.

- b. First reading of Ordinance #295 was given by Oseby.
- c. First reading of Ordinance #296 was given by Oseby.
- d. Reading of Resolution 2022-09 was given by Oseby. Motion by Harstad to approve resolution, seconded by Maras. No discussion. All aye, motion carries.
- e. Reading of Resolution 2022-10 was given Oseby. Motion by Beyer to amend Resolution and remove Pond from “Heritage Pond Park,” seconded by Maras. Funding level and future use of pond at Heritage Park were discussed. No further discussion. All aye, motion carried, resolution amended. Motion by Harstad to approve amended resolution, seconded by Beyer. No discussion. All aye, motion carried.

Adjourn. Motion by Richardson to adjourn meeting at 8:48pm, 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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