

May 9, 2022 – Regular monthly meeting minutes.

City of Crooks  
City Council  
Regular Monthly Meeting Minutes  
May 9, 2022

Mayor Oseby called the meeting to order at 7pm at the Crooks Community Center. Answering roll call were Alderman Harstad, Alderman Richardson, Alderman Beyer, Alderman Maras, and Mayor Oseby. City staff present were City engineer Jesse Morris (DGR), City Administrator/Finance Officer Schantz, Building Inspector Pearson, Superintendent Beck (joined at 7:30pm).

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

**Approve agenda.** Motion by Harstad 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 to Z Languages	5/2/2022	document translations	\$ 300.00
A&B Business Solutions	5/2/2022	monthly managed IT	\$ 670.94
A&B Business Solutions	5/4/2022	copier lease	\$ 279.97
A&B Business Solutions	4/18/2022	managed IT - reissued invoice ACH	\$ 670.94
ABC Rentals	4/27/2022	chairs & tables rental	\$ 432.45
Adiel Elvires	5/2/2022	Crooks Comm. Cen. Deposit refund	\$ 550.00
Aflac	4/27/2022	Aflac payable	\$ 138.34
Alliance Communications	5/1/2022	utilities at office	\$ 244.65
Alliance Communications	5/1/2022	utilities sewer	\$ 146.90
American Engineering Testing	4/28/2022	construction testing	\$ 366.00
Border States Electric	5/4/2022	gas supplies	\$ 148.00
Carlos Ramirez	4/11/2022	Crooks Comm Cen deposit refund	\$ 550.00
Carmen Vega	4/25/2022	Crooks Comm Cen deposit refund	\$ 450.00
City of Sioux Falls	4/12/2022	bacteria test water	\$ 87.00
Clayton Energy Corporation	5/2/2022	reservation & service fee	\$ 4,427.99
Clayton Energy Corporation	4/13/2022	03-22 commodity purchase	\$ 48,410.61
DGR Engineering	4/18/2022	construction administration	\$ 12,462.33
DGR Engineering	4/18/2022	engineering services	\$ 2,243.50
Dudley Laundry d/b/a Appeara	4/27/2022	mat, mop, towel, rag, & rug service	\$ 80.54
Dudley Laundry d/b/a Appeara	4/13/2022	mat, mop, towel, and rug service	\$ 78.14
Ecolab	4/27/2022	pest control	\$ 89.41

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Energy Economics	4/12/2022	residential meter sets	\$ 1,139.42
Ferguson Waterworks	4/25/2022	registers for meters	\$ 1,448.20
Ferguson Waterworks	4/21/2022	water meters	\$ 2,872.41
Ferguson Waterworks	4/8/2022	water registers	\$ 1,449.01
Flooring America of Sioux Falls	5/4/2022	partial flooring office	\$ 1,243.56
Flooring America of Sioux Falls	5/5/2022	flooring remainder office	\$ 3,368.48
Gas Training Specialties	4/3/2022	fusion testing	\$ 268.44
Great Western Bank	5/6/2022	purchase card payment	\$ 1,901.89
Glenda Lima	5/2/2022	Crooks Comm. Cen. Deposit refund	\$ 550.00
Groebner & Associates	5/3/2022	meters	\$ 377.09
Groebner & Associates	4/26/2022	meter set & supplies	\$ 1,078.12
Health Pool of SD	5/1/2022	health & life insurance payable	\$ 2,249.52
Internal Revenue Service / EFTPS	4/19/2022	payroll tax deposit	\$ 2,949.48
Judi Person	5/3/2022	reimbursement flowers	\$ 72.40
Lacey Rentals	5/4/2022	ADA portable restroom at Sunset Park	\$ 185.00
Lacey Rentals	5/3/2022	portable restroom at City shop	\$ 138.00
Matheson Tri-Gas	4/30/2022	supplies	\$ 34.25
Matthew Thomas	xx/07/2021	excavator rental	\$ 500.00
Meierhenry Sargent	4/18/2022	legal expense	\$ 2,055.00
Melius Manufacturing	3/8/2022	repair grate sander & bearing sander	\$ 375.00
Menard's (East)	5/2/2022	supply cabinet	\$ 199.99
Mesirow Insurance Services	4/28/2022	bond for mayor	\$ 657.00
Minnehaha Comm. Water Corp.	5/2/2022	04-22 water purchase	\$ 6,189.60
New Century Press	4/22/2022	NoH conditional use	\$ 19.86
New Century Press	4/22/2022	04/11/22 mtg mins	\$ 239.97
New Century Press	4/15/2022	Res. 2022-10 publication	\$ 23.52
New Century Press	4/15/2022	Res. 2022-09 publication	\$ 22.40
New Century Press	4/15/2022	Ord 294 publication	\$ 49.28
New Century Press	4/1/2022	ad - sports previews	\$ 67.50
New Century Press	4/13/2022	ad - Spring clean-up	\$ 67.50
New Century Press	4/20/2022	ad - Spring clean-up	\$ 67.50
New Century Press	4/27/2022	ad - Park clean-up	\$ 42.00
New Century Press	4/1/2022	Board of Equalization mtg mins	\$ 129.92
New Century Press	4/1/2022	Board of Equalization mtg min	\$ 129.92
Nexben	4/5/2022	accidental insurance withdrawal	\$ 169.02
Nexben	4/5/2022	accidental insurance withdrawal	\$ 169.02
Nexben	5/5/2022	dental insurance	\$ 169.02
Nexben	5/5/2022	vision insurance	\$ 20.42
Nexben	5/5/2022	supplemental life insurance	\$ 59.00
Nexben	5/5/2022	supplemental life coverage spouse	\$ 50.40
Nexben	5/5/2022	supplemental life coverage child	\$ 1.70
Nyberg's Ace	4/13/2022	light switches	\$ 15.98

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Payment Service Network	5/6/2022	gateway fee	\$ 89.95
Q3 Contracting	5/2/2022	2022 retainer fee	\$ 4,000.00
Q3 Contracting	5/5/2022	retirements of gas services	\$ 6,317.60
Revize LLC	4/12/2022	2022 website hosting	\$ 1,975.00
SD Dept. of Revenue	4/13/2022	03-22 sales tax payable	\$ 7,112.65
SD Dept. of Transportation	4/25/2022	West Ave Trails ph. 2 progress billing	\$ 75.66
SD Gov't Finance Officers Assoc.	4/13/2022	2022 FO school conference	\$ 75.00
SD One Call	4/30/2022	message fees	\$ 103.95
SD Retirement System	4/19/2022	04-22 retirement contribution	\$ 2,341.62
SD. Gov't Human Resource Assoc.	4/13/2022	2022 conference	\$ 50.00
SDRS Supplemental Retirement Plan	4/21/2022	ROTH contribution	\$ 150.00
SDRS Supplemental Retirement Plan	4/6/2022	ROTH contribution	\$ 150.00
SF Humane Area Society	4/7/2022	03-22 animal control service	\$ 71.34
Shell / Pump'N'Stuff	5/3/2022	fuel	\$ 71.49
Shell / Pump'N'Stuff	4/20/2022	fuel	\$ 12.60
Shell / Pump'N'Stuff	4/20/2022	fuel	\$ 12.60
Shell / Pump'N'Stuff	4/26/2022	fuel	\$ 18.83
Shell / Pump'N'Stuff	4/21/2022	fuel	\$ 44.03
Sioux Valley Energy	4/12/2022	street light utilities	\$ 254.00
Sioux Valley Energy	4/12/2022	sewer utilities	\$ 234.34
Taskr LLC	5/5/2022	cleaning Crooks Comm. Cen	\$ 120.00
U Drive Technology	5/1/2022	monthly text msg service	\$ 130.92
US Bank	5/15/2022	Crooks #2 DW bond payment	\$ 13,205.98
US Bank	5/15/2022	Crooks #3 CW bond payment	\$ 26,178.45
US Postal Service	4/20/2022	annual imprint permit fee	\$ 265.00
US Postal Service	5/5/2022	PO Box renewal fee	\$ 130.00
USDA - Rural Development	4/20/2022	payloader note payment	\$ 1,663.00
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Vantek Communications	5/1/2022	pager utilities	\$ 15.00
Verizon Wireless	4/23/2022	utilities - Building Inspector	\$ 91.35
Verizon Wireless	4/10/2022	utilities	\$ 72.80
Wigham Trucking	5/1/2022	street sweeping	\$ 2,960.00
Xcel Energy	5/2/2022	utilities	\$ 3,126.45
		<b>Total claims</b>	<b>\$ 178,426.11</b>

**Approved purchase card claims.**

Vendor	Date incur.	Description	Amount
Bargain Barn	4/20/2022	spare tire crack seal trailer	\$ 53.00
Crooks Country Corner	4/27/2022	fuel	\$ 68.87
Dauby's	4/13/2022	supplies baseball diamonds	\$ 75.60
Fred the Fixer	4/19/2022	L handler & cans	\$ 77.83
Fred the Fixer	4/28/2022	office keys	\$ 21.75

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Grainger	3/10/2022	air filters Palmira bathroom	\$ 13.64
Interstate All Battery Center	5/2/2022	battery for mosquito sprayer	\$ 136.95
Mac's	4/26/2022	tractor fluid for crack sealer	\$ 57.99
Mac's	4/28/2022	yellow marking paint	\$ 43.45
Nyberg's Ace	4/13/2022	air filters & light switches	\$ 36.95
Nyberg's Ace Hardware	5/5/2022	striping paint	\$ 23.96
Office Depot	3/14/2022	label makers	\$ 397.10
Renner Corner	3/17/2022	fuel	\$ 76.40
Renner Corner	4/6/2022	fuel	\$ 68.28
Sam's Club	4/29/2022	supplies for Park Clean-Up	\$ 13.82
Sam's Club	4/29/2022	supplies for Park Clean-Up & annual fee	\$ 183.85
Scooby's	3/16/2022	vehicle wash	\$ 9.75
Shell / Pump'N'Stuff	5/4/2022	fuel	\$ 65.41
Shell / Pump'N'Stuff	4/13/2022	fuel	\$ 100.45
Shell / Pump'N'Stuff	4/13/2022	fuel	\$ 61.00
Shell / Pump'N'Stuff	4/25/2022	fuel	\$ 58.43
Shell / Pump'N'Stuff	5/3/2022	fuel	\$ 100.61
US Postal Service	3/22/2022	priority mailings	\$ 14.76
US Postal Service	4/27/2022	delinquent letters & certified postage	\$ 142.04
		<b>Total purchase card claims</b>	<b>\$ 1,901.89</b>

**Approved salaries/wage claims.**

Council	\$ 700.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 1,053.36
Elections	\$ -
Finance Office	\$ 1,950.00
Government Buildings	\$ 817.43
Building Inspector	\$ 2,214.00
Highway & Streets	\$ 1,224.75
Highway & Streets - Snow Removal	\$ 911.98
Code Enforcement	\$ 95.82
Clean-Up	\$ 135.16
Animal Control	\$ 47.90
West Nile	\$ 85.81
Parks	\$ 1,610.49
Economic Development	\$ 136.20
Gas	\$ 3,965.99
Water	\$ 4,464.46
Sewer	\$ 4,561.03
Total wage claims	\$ 24,394.38

**Swearing in of candidate.** Mike Harstad was elected as Alderman for Ward I for a two-year term and took his oath of office.

**Public Hearings.**

- a. **Conditional Use Permit hearing.** Oseby opened hearing at 7:08pm for a conditional use application for a home-based business, submitted by Clint Potter, for 600 E 4<sup>th</sup> St., Crooks. Potter explained the nature of the business and explained the use of the home would be for clerical and administrative tasks. Floor was then opened for input from public. Richardson stated Planning and Zoning Director Scott Richardson recommend approval of the application. No comment from public was received. Hearing was closed at 7:10pm. Motion by Richardson to approve conditional use permit, seconded by Beyer. No discussion. All aye, motion carries.

**Opens comments.**

Jim Van Hunnicks, resident, asked about replacement of light by his residence and speed sign.

Jackie Johnson, resident, voiced her concerns over potentially allowing chickens in town.

Darla Lambertz, resident, addressed Council and Mayor over a barking dog issue.

**Reports/Other business.**

- a. **Crooks HRC.** Harstad gave the report. The remaining five lots in the Sunset Development are scheduled for closing. i. Land purchase pond Heritage Park & Heritage Park pond construction costs. Harstad spoke on the CHRC's intention to use available funds to the purchase of land for the pond at Heritage Park and construction costs associated with the pond. The CHRC requests the Council approve the plan. The CHRC is waiting on a response from the bond counsel prior to proceeding with the expenditure of funds.
- b. **Parks.** Harstad gave the report. The irrigation system at Sunset Park has been connected to the water meter. A protective device for the value of the irrigation system will be needed, as well as at the controls of the irrigation system. Park activity is increasing with baseball leagues underway.
- c. **Economic development.** Harstad gave the report. Harstad, Richardson, and Oseby attended the SMGA conference. A meeting was held with the local day care to discuss options to accommodate demand for day care need. SMGA updates were provided. A Crooks Development Corporation update was provided by Oseby.
- d. **Streets.** i. Culvert replacement at Winterberry & W 4<sup>th</sup> St. The drainage issue and culvert problem at the intersections was discussed by Council and Mayor and those present. Oseby asked Morris to look into solutions.
- e. **Planning and Zoning.** No report, as no meeting happened last month.
- f. **Government buildings & IT infrastructure.** Beyer gave the report. The office remodel is underway. Schantz was asked to contact IT over
- g. **Finance.** Richardson gave the report. The 2022 annual report was reviewed and discussed by those present. The planning for the budget for FY2023 will begin soon. A CPI list is currently being prepared for planning purposes.
- h. **Utility.** Beck gave the report. Water tower painting. Beck presented a quote for the repair of the water, which came to approximately \$88,000 per the contractor's statement. Motion by Harstad

to proceed with water tower repair, seconded by Beyer. No discussion. All aye, motion carried. In connection with the water tower discussion, the mapping of the water and sewer utility infrastructure was discussed. A quote from SD Rural Water was presented. Motion by Harstad to proceed with work, seconded by Beyer. No discussion. All aye, motion carried.

Council members and mayor then instructed staff to inform them of emergency situations in town affecting residents, to be able to respond to questions.

- i. **Code enforcement/Animal control.** Beck gave the report. The issue of barking dogs was discussed. Beck provided an update on the nuisance property. A recent instance of open burning in town and responsibility for enforcement of burn ban ordinance was discussed.
- j. **Other business.**
  - i. Rent Christmas Lights. City was approached by a local business owner regarding renting the Christmas lights. Rental was discussed by Council and Mayor. Motion by Harstad to refrain from renting Christmas lights and instead declaring it surplus property, seconded by Richardson. No discussion. All aye, motion carried.

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

- a. Mayor Oseby recommended the following appointments to City positions: Jana Richardson as Council-President, Allan Beyer as Council Vice-President, Ginny Beck as Public Safety Director, Scott Richardson as Planning and Zoning Director, Mike Harstad as Parks and Recreation Chairperson, Allan Beyer as Public Facilities Chairperson, Jana Richardson as Finance Chairperson, Patrick Glover (Meierhenry Sargent) as City attorney, Tobias Schantz as City Administrator/Finance Officer, DGR Engineering as City Engineer, to designate Great Western Bank and its successor First Interstate Bank as City depository institution, Robert Carlson as Crooks Housing and Redevelopment Commissioner, Gary Jongewaard, William Papke, Todd Hemme, and Pat Glasford as Planning and Zoning Commissioners. Motion by Beyer to approve appointments, seconded by Richardson. No discussion. All aye, motion carried.
- b. Oseby gave first reading of Ordinance #297.
- c. Oseby gave first reading of Ordinance #298.
- d. Oseby gave first reading of Ordinance #299.
- e. Oseby gave first reading of Ordinance #300.
- f. Oseby gave second reading of Ordinance #295. Motion by Richardson to approve ordinance, seconded by Beyer. Property was discussed. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carried.
- g. Oseby gave second reading of Ordinance #296. Motion by Harstad to approve ordinance, seconded by Richardson. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carried.
- h. Oseby gave first reading of Resolution 2022-11 (SRF funding authorization resolution). Motion by Richardson to approve resolution, seconded by Beyer. No discussion. All aye, motion carried.
- i. Hire Staff. Schantz informed Council and Mayor the position as Assistant Finance Officer/Utility Billing Clerk had been extended to Sara Smith at \$22/hr. with participation in SDRS if the 20 hour a week minimum is met. Motion by Harstad to hire Sara Smith with an effective date of May 11<sup>th</sup> at \$22/hr., seconded by Richardson. No discussion. Schantz stated Jeff Nelson would be engaged to conduct commercial plan reviews and inspections for the City. Motion Beyer to engage Jeff

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Nelson as inspector for commercial inspections and plan reviews, seconded by Richardson. No discussion. All aye, motion carried.

**Adjourn.** Motion by Richardson to adjourn meeting at 8:30pm, seconded by Beyer. No discussion. All aye, motion carried.

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

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