

City of Crooks  
City Council  
Regular Monthly Meeting Minutes  
June 13, 2022

Mayor Oseby called the meeting to order at 7:02pm at the Crooks Community Center. Answering roll call were Alderman Harstad, Alderman Richardson, Alderman Beyer, 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). Absent with notice P&Z Director Richardson.

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

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

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

**Approved claims.**

<b>City of Crooks claims listing</b>			
Vendor	Date incur.	Description	Amount
A&B Business Solutions	5/31/2022	new desktop	\$ 1,137.50
A&B Business Solutions	6/1/2022	monthly managed IT	\$ 670.94
A&B Business Solutions	6/3/2022	copier lease	\$ 279.97
ABC Rentals	5/25/2022	stage rental Crooks Comm. Days	\$ 1,104.79
Aflac	5/26/2022	Aflac payable	\$ 138.34
Alliance Communications	6/1/2022	utilities - sewer	\$ 146.90
Alliance Communications	6/1/2022	utilities - office & service call	\$ 444.15
Anjanette Kindlespire	6/7/2022	UT deposit refund	\$ 48.73
Appearra	6/8/2022	mat, mop, towel, and rag service	\$ 80.54
Appearra	5/11/2022	mat, mop, towel, and rag service	\$ 80.54
Appearra	5/25/2022	mat, mop, towel, and rag service	\$ 80.54
Automotive Services	5/17/2022	Tahoe maintenance	\$ 166.80
Avera McKennan	4/30/2022	annual EAP fee	\$ 1,050.00
Banyon Data Systems	6/1/2022	Annual support fees software	\$ 2,075.00
Beacon Athletics	5/26/2022	home plate + base plugs	\$ 244.00
Border States Electric	5/25/2022	risers	\$ 891.07
Border States Electric	6/9/2022	gas pipe	\$ 12,166.00
Border States Electric	6/2/2022	tracer wire & plier	\$ 588.34
Border States Electric	6/2/2022	meter brackets	\$ 280.68
Byers Irrigation	6/4/2022	sprinkler head repair	\$ 81.63
Clayton Energy Corporation	5/12/2022	04-22 commodity purchase	\$ 51,450.25
Clayton Energy Corporation	6/1/2022	reservation & service fee	\$ 2,018.00
Crooks Country Corner	5/31/2022	repair water truck	\$ 1,230.35
Crooks Municipal Utilities	6/7/2022	Palmira bathroom utilities	\$ 129.83
Crooks Municipal Utilities	6/7/2022	City shop utilities	\$ 42.79
Crooks Municipal Utilities	6/7/2022	Crooks Comm. Cen. utilities	\$ 290.83

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Crooks Municipal Utilities	6/7/2022	w lift station utilities	\$ 70.17
Crooks Municipal Utilities	6/7/2022	N lift station utilities	\$ 40.06
Crooks Municipal Utilities	5/8/2022	Palmira bathroom utilities	\$ 149.16
Crooks Municipal Utilities	5/8/2022	City shop utilities	\$ 188.92
Crooks Municipal Utilities	5/8/2022	Crooks Comm. Cen. utilities	\$ 641.46
Crooks Municipal Utilities	5/8/2022	w lift station utilities	\$ 28.84
Crooks Municipal Utilities	5/8/2022	N lift station utilities	\$ 27.56
DGR Engineering	5/16/2022	construction admin. Sanitary sewer	\$ 1,991.32
DGR Engineering	5/16/2022	engineering services 04-22	\$ 525.50
DGR Engineering	3/16/2022	construction admin. Sanitary sewer	\$ 13,112.92
DGR Engineering	3/16/2022	engineering services 02-22	\$ 2,171.90
Ecolab	5/18/2022	pest control services	\$ 89.41
Ferguson Waterworks	5/13/2022	meter for new school	\$ 986.96
Ferguson Waterworks	5/12/2022	procoders	\$ 105.00
Ferguson Waterworks	6/1/2022	water radio reads	\$ 3,432.18
First Interstate Bank	5/26/2022	returned item fee	\$ 3.00
Fred the Fixer	5/2/2022	repair Crooks Comm. Cen. Door	\$ 70.00
Goebel Printing	5/30/2022	PZ coroplast signs	\$ 440.00
Goebel Printing	5/9/2022	envelopes	\$ 796.94
Goebel Printing	5/23/2022	slurry seal door hangers	\$ 81.89
Great Western Bank	6/7/2022	re-issuance of purchase card pmt.	\$ 1,901.89
Great Western Bank	6/10/2022	purchase card payment	\$ 3,782.11
Great Western Bank	5/9/2022	account analysis fee - 0916	\$ 64.17
Great Western Bank	5/9/2022	account analysis fee - 0206	\$ 40.00
Groebner	5/12/2022	risers	\$ 157.13
Groebner	6/9/2022	combo gas	\$ 271.84
Groebner	6/2/2022	meter set	\$ 1,168.34
Groebner	6/1/2022	gaskets	\$ 21.28
Health Pool of SD	6/1/2022	health + life insurance payable	\$ 2,249.52
Heiman inc.	5/24/2022	fire extinguisher service & replacement	\$ 362.00
Hydro Kelan	4/14/2022	mobilization & televising line	\$ 950.00
Hydro Kelan	5/13/2022	clean culverts	\$ 1,600.00
Hydro Tech Service	5/28/2022	service call water main hit	\$ 816.00
Internal Revenue Service / EFTPS	6/2/2022	payroll tax deposit	\$ 4,055.77
Internal Revenue Service / EFTPS	5/19/2022	payroll tax deposit	\$ 2,781.48
Internal Revenue Service / EFTPS	5/19/2022	payroll tax deposit	\$ 3,301.36
Keith Carruthers	5/26/2022	Crooks Cen. Dep. Refund	\$ 200.00
Koons Gas Measurement	6/2/2022	gas supplies	\$ 344.04
Ko management Services	5/10/2022	drug testing	\$ 152.56
Lacey Rentals	5/23/2022	portable restrooms Comm. Days	\$ 605.00
Lacey Rentals	5/31/2022	portable restroom rental City shop	\$ 138.00
Lacey Rentals	6/1/2022	portable restroom rental	\$ 185.00

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Lodes Tree Service	5/27/2022	removal tree branch pile	\$ 2,000.00
Matheson Tri-Gas	5/31/2022	gas charts	\$ 35.06
Mike Ralston	6/7/2022	UT deposit refund	\$ 19.51
Minnehaha Comm. Water Corp.	6/1/2022	05-22 water purchase	\$ 7,034.40
New Century Press	5/6/2022	04/20/22 mtg mins publication	\$ 23.17
New Century Press	5/13/2022	sale notice	\$ 12.41
New Century Press	5/13/2022	graduation ad	\$ 50.00
New Century Press	5/27/2022	Crooks Comm Days ad	\$ 20.00
New Century Press	5/20/2022	PZ notice of hearing rezoning	\$ 23.17
New Century Press	5/20/2022	PZ notice of hearing variance	\$ 23.17
New Century Press	5/20/2022	Council notice of hearing rezoning	\$ 22.34
New Century Press	5/20/2022	Council notice of hearing variance	\$ 22.34
New Century Press	5/20/2022	sale notice	\$ 12.41
New Century Press	5/20/2022	Ord 295 publication	\$ 40.54
New Century Press	5/20/2022	annual report	\$ 190.32
New Century Press	5/20/2022	Res 2022-11 publication	\$ 291.28
New Century Press	5/27/2022	1st Notice of adoption Ord 296	\$ 9.90
New Century Press	5/20/2022	05/09/22 mtg mins publication	\$ 236.66
New Century Press	5/20/2022	2nd Notice of adoption Ord 296	\$ 12.41
Nexben	6/10/2022	supplemental life insurance - child	\$ 1.70
Nexben	6/10/2022	supplemental life insurance - spouse	\$ 50.40
Nexben	6/10/2022	supplemental life insurance	\$ 59.00
Nexben	6/10/2022	dental insurance	\$ 169.02
Nexben	6/10/2022	vision insurance	\$ 20.42
Novak Sanitary Service	6/1/2022	dumpsters & delivery fees	\$ 555.26
Novak Sanitary Service	6/1/2022	dumpster at City shop	\$ 259.47
Novak Sanitary Service	5/1/2022	dumpsters Spring Clean up	\$ 1,138.10
Nyberg's Ace Hardware	5/10/2022	supplies	\$ 20.97
Nyberg's Ace Hardware	6/9/2022	ballast & lever	\$ 46.98
Payment Service Network	6/2/2022	gateway fee	\$ 89.95
Prairie Irrigation	6/22/2022	retainer fee for irrigation system	\$ 3,748.50
Pump'N'Stuff / Shell	6/1/2022	fuel	\$ 47.71
Pump'N'Stuff / Shell	5/31/2022	fuel	\$ 48.03
Pump'N'Stuff / Shell	5/13/2022	fuel	\$ 53.18
Pump'N'Stuff / Shell	5/10/2022	fuel	\$ 54.77
Pump'N'Stuff / Shell	5/18/2022	fuel	\$ 44.33
Pump'N'Stuff / Shell	5/18/2022	fuel	\$ 53.28
Pump'N'Stuff / Shell	5/20/2022	fuel	\$ 36.03
Pump'N'Stuff / Shell	5/24/2022	fuel	\$ 45.82
Pump'N'Stuff / Shell	6/1/2022	fuel	\$ 47.71
R+S Construction	5/9/2022	office expansion	\$ 16,608.00
SD DANR	12/17/2022	drinking & surface water fee	\$ 390.00
SD Dept of Rev	5/19/2022	04-22 sales tax payable	\$ 5,732.48
SD Gov't Finance Officer Assoc.	6/1/2022	annual due & registration fee	\$ 105.00
SD Municipal League	6/7/2022	budget training registration fee	\$ 90.00

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SD One Call	5/31/2022	monthly msg fees	\$ 123.90
SD Public Utilities Commission	5/4/2022	pipeline safety assessment fee	\$ 774.88
SD Retirement System	5/19/2022	05-22 retirement contribution	\$ 2,246.20
SDRS Supplemental Retirement Plan	5/20/2022	ROTH contribution	\$ 150.00
SDRS Supplemental Retirement Plan	5/6/2022	ROTH contribution	\$ 150.00
SDRS Supplemental Retirement Plan	6/6/2022	ROTH contribution	\$ 150.00
SEAFOG	6/1/2022	additional annual due	\$ 40.00
SF Area Humane Society	5/14/2022	04-22 animal control services	\$ 116.68
Sioux Valley Energy	5/12/2022	street light utilities	\$ 254.00
Sioux Valley Energy	5/12/2022	sewer utilities	\$ 198.02
Susan Simon	5/26/2022	Crooks Cen. Dep. Refund	\$ 550.00
Troy Daggett	5/26/2022	Crooks Cen. Dep. Refund	\$ 250.00
U Drive Technology	6/1/2022	monthly text msg fees	\$ 203.24
US Postal Service	6/7/2022	mailing fee utility bills	\$ 281.74
US Postal Service	5/9/2022	mailing fee utility bills	\$ 280.06
USDA - Rural Development	6/20/2022	pay loader note payment	\$ 1,663.00
Vantek Communications	6/1/2022	pager utilities	\$ 15.00
Verizon	5/23/2022	utilities	\$ 91.37
Verizon	5/10/2022	utilities metering station	\$ 38.24
Xcel Energy	5/31/2022	utilities	\$ 3,321.04
		<b>Total claims</b>	<b>\$ 177,511.76</b>

**Approved purchase card payments.**

Vendor	Date incur.	Description	Amount
Amazon	5/20/2022	monitors + cables	\$ 361.38
Amazon	6/2/2022	prong paper fasteners	\$ 15.99
Amazon	6/7/2022	air gun for shop	\$ 18.11
Brock White	6/7/2022	straw waddle	\$ 106.05
Crooks Country Corner	5/13/2022	fuel	\$ 63.98
Fred the Fixer	5/31/2022	keys concession stand	\$ 21.60
Great Western Bank	5/4/2022	annual card fee	\$ 10.00
JCL Solutions	5/12/2022	supplies	\$ 114.09
JCL Solutions	5/31/2022	supplies	\$ 84.93
John's Shoe Repair	6/9/2022	repair equipment case	\$ 12.00
Kelo land Employment	6/6/2022	advertisement maintenance position	\$ 99.00
Mac's	5/18/2022	supplies	\$ 33.97
Mail Technologies/DocuSend	5/8/2022	non-Crooks eBills	\$ 10.16
Mail Technologies/DocuSend	5/8/2022	Crooks eBills	\$ 14.15
Mail Technologies/DocuSend	6/7/2022	non-Crooks eBills	\$ 10.09
Mail Technologies/DocuSend	6/7/2022	Crooks eBills	\$ 14.15
Nyberg's Ace Hardware	5/12/2022	striping paint	\$ 71.88

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Office Depot/Office Max	5/16/2022	office supplies	\$ 353.56
Office Depot/Office Max	5/12/2022	office supplies	\$ 90.44
Office Depot/Office Max	5/12/2022	office supplies	\$ 15.79
Pfeifer Implement	5/20/2022	parts mower repair	\$ 361.08
Pfeifer Implement	5/17/2022	spring plate + blade	\$ 117.27
Pfeifer Implement	5/20/2022	parts for mower	\$ 61.92
Pfeifer Implement	5/26/2022	parts for mower	\$ 94.14
Pump'N'Stuff / Shell	5/23/2022	fuel	\$ 109.82
Pump'N'Stuff / Shell	6/9/2022	fuel	\$ 34.35
Pump'N'Stuff / Shell	6/7/2022	fuel	\$ 27.51
Pump'N'Stuff / Shell	6/7/2022	fuel	\$ 31.15
Pump'N'Stuff / Shell	6/2/2022	fuel	\$ 98.96
Pump'N'Stuff / Shell	6/3/2022	fuel	\$ 65.84
Pump'N'Stuff / Shell	5/24/2022	fuel	\$ 6.35
Pump'N'Stuff / Shell	5/23/2022	fuel	\$ 56.67
Pump'N'Stuff / Shell	5/10/2022	fuel	\$ 30.25
Quality Inn - Huron	6/9/2022	hotel room conference	\$ 298.32
R&L Supply, Ltd.	6/8/2022	supplies for gas meter set	\$ 132.05
Reflective Apparel	5/17/2022	staff clothing	\$ 100.80
Renner Corner	5/10/2022	fuel	\$ 81.03
Schoeneman's	5/23/2022	field marker grid lime	\$ 270.00
Scooby's	5/4/2022	equipment wash	\$ 6.75
Scooby's	5/24/2022	equipment wash	\$ 6.25
US Postal Service	5/25/2022	delinquent letters	\$ 233.00
US Postal Service	5/10/2022	postage	\$ 16.33
US Postal Service	5/17/2022	mailing gas equipment	\$ 20.95
		Total purchase card claims	\$ 3,782.11

**Approved salaries/wage claims.**

Gross wages by department for month of May 2022	
Council	\$ 700.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 293.00
Finance Office	\$ 2,082.50
Government Buildings	\$ 828.68
Building Inspector	\$ 1,734.75
Highway & Streets	\$ 1,152.91
Highway & Streets - Snow Removal	\$ 810.47
Code Enforcement	\$ 95.82
Clean-Up	\$ 176.47
Animal Control	\$ 47.90
West Nile	\$ 74.62
Parks	\$ 1,641.58
Economic Development	\$ 183.03
Gas	\$ 3,877.54

Water	\$ 4,365.67
Sewer	\$ 4,449.58
Total wage claims	\$ 22,934.52

**Opens comments.**

Tammy Ramstad, resident, spoke on continued code violations on neighbor’s property. Steps to address the issue were discussed.

Sheila Fox, resident, spoke on the drainage issue in her backyard.

**Reports/Other business.**

- a. **Crooks HRC.** Harstad gave the report. The remaining Sunset Addition lots have been sold. The developer is ready to proceed with the second phase in the Heritage Pond Development. A utility company in the Sunset Addition has been delaying the moving of utilities, as the utility company insists the Crooks HRC pay for the moving.
- b. **Parks.** Harstad gave the report. Crooks Community Days made use of the parks. The backstop at New Hope will be completed after July. A meeting was held with the Tri-Valley Baseball Association and Tri-Valley representative to discuss scheduling of baseball/softball in the upcoming season and use of parks. A protection box for the irrigation system is in the process of being procured. A neighboring municipality has applied for funding for a storm shelter project, in addition, the applicant intends to add a concession stand; Harstad would like the City to consider pursuing a similar option. The local baseball association has come to an agreement with a local farmer to procure land for a baseball complex.
- c. **Economic development.** Harstad gave the report. Harstad participated in a recent SMGA bus tour. Oseby spoke on the CDC’s development’s progress.
- d. **Streets.** Oseby gave report. The slurry seal is scheduled for July. Street sweeping was discussed. The intersection at Executive Ave and West Ave will be closed due to water/sewer work conducted in area. i. West Ave Trails phase 2. The SD Dept. of Transportation has reached out to the City to see if the project would like to proceed with the project, as there has been a cost increase with the project. The issue was discussed. ii. Drainage along W 4<sup>th</sup> St. The drainage issue from Winterberry Circle to Andrew Drive was reviewed and discussed; additionally, other areas in town with drainage issues were discussed.
- e. **Planning and Zoning.** The last meeting was discussed.
- f. **Government buildings & IT infrastructure.** Beyer gave report. The office remodel is currently underway, with furniture scheduled for pick up. Office plans are reworked by consultant. i. Crooks Community Center deposit & rent collection. The current booking procedure was reviewed. Motion by Beyer to amend Crooks Community Center deposit and rent policy to require payment of deposit and rent upon booking, seconded by Harstad. No further discussion. All aye, motion carried. ii. Rentals to groups/organizations for recurring rentals. Motion by Richardson to authorize agreements between City and groups/organizations for recurring rentals and set rental fee at \$60, seconded by Beyer. No further discussion. All aye, motion carried.
- g. **Finance.** Richardson gave report. The 2021 audit is presently conducted. Current financials were discussed. Upcoming budget season was discussed.
- h. **Utility.** Beck gave the report. The district regulator station will have to be moved as part of the County installing turning lanes at the intersection of 137<sup>th</sup> Ave. and 258<sup>th</sup> St. Beck has been in contact with gas engineers and contractors to organize the relocation of the regulator station. i.

Utility deposit. City staff had discussions on removing the gas deposit waive and removal of gas return policy. Motion by Richardson to rescind policy of refunding gas deposit after twelve months of good payment history, seconded by Beyer. No further discussion. All aye, motion carried. Policy of waiving of initial gas deposit was reviewed. Motion by Harstad to rescind policy of waiving gas deposit upon initial signing up for utility services with Crooks Municipal Utilities, seconded by Richardson. No further discussion. Majority ayes: - Harstad -aye, Richardson – aye, Beyer – nay. Motion carried.

- i. **Code enforcement/Animal control.** Beck gave the report. A former resident of Crooks was cited for a dog running at large.
- j. **Other business.**
  - i. Crooks Community Days tractor pull bill. Bill submitted for the tractor pull was reviewed and discussed. Motion by Harstad to approve payment of bill to Brian Raml in the amount of \$1,600, seconded by Beyer. No further discussion. All aye, motion carried.
  - ii. Disposition Christmas Lights. Schantz stated Christmas lights could be disposed of in a private sale if the appraisals are below limit of \$500; however, the motion from the 05/31/22 meeting require sealed bids. Motion by Harstad to dispose of property in statutory compliant way if appraisal is below \$500, seconded by Richardson. No discussion. All aye, motion carried.
  - iii. Capital improvement projects discussion. Oseby spoke on the need to identify capital projects and appropriately plan for them.
  - iv. FMLA amendment personnel policy. Schantz spoke on the proposed amendment. Amendment was then discussed. Motion by Beyer to reject amendment and keep current policy in place, seconded by Richardson. No further discussion. All aye, motion carried.

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

- a) Second reading of Ordinance #301 (“Rezoning real property in the City of Crooks”) was given by Oseby. Motion by Harstad to approve ordinance, seconded by Beyer. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carried.
- b) First reading of Ordinance #302 (“Amendment of Ordinance #282”) was given by Oseby. The ordinance was discussed.
- c) First reading of Ordinance #303 (“Supplemental appropriations”) was given by Oseby.
- d) Resolution 2022-14 (“Contingency transfer”). First reading was given by Oseby. Motion by Richardson to approve resolution, seconded by Beyer. No discussion. All aye, motion carried.

**Executive session pursuant to SDCL 1-25-2(1): Personnel matters.** Motion by Harstad to enter into executive session at 9:19pm, seconded by Richardson. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carried. Motion by Beyer to reconvene meeting at 9:37pm, seconded by Harstad. All aye, motion carried. No action was taken.

**Adjourn.** Motion by Harstad to adjourn meeting at 9:38pm, seconded by Richardson. No discussion. All aye, motion carried.

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

Published: \_\_\_\_\_

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