

August 8, 2022 – Regular monthly meeting minutes.

City of Crooks
City Council
Regular Monthly Meeting Minutes
August 8, 2022

Mayor Oseby called the meeting to order at 7:01pm 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, Superintendent Beck, and PZ Director S. Richardson.

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

Approve agenda. Motion by Beyer to approve agenda. Motion died for lack of second. Motion by Richardson to approve agenda and add item for “Executive Session pursuant to SDCL 1-25-2(1)”, seconded by Harstad. No discussion. All aye, motion carried.

Approve meeting minutes. Schantz stated clerical error had been made on July 11, 2022, meeting minutes with Brendan Newman’s wage being stated as \$16/hr. instead of \$15/hr. Motion by Harstad to approve July 11, 2022 meeting minutes with correction, seconded by Richardson. No discussion. All aye, motion carried. Motion by Harstad to approve August 3, 2022 meeting minutes, seconded by Richardson. No discussion. All aye, motion carried.

Consent calendar items. Motion by Richardson to approve consent calendar items, seconded by Beyer. Assurance agreement and Dell Rapids Ambulance FY2022 request were discussed. No further discussion. All aye, motion carried.

Approved consent calendar items:

- a) Financials
- b) Claims (full listing following below)
- c) Recurring rental agreement for Kix for Kids
- d) Assurance agreement for Heritage Pond Ph. 1
- e) Dell Rapids Ambulance – FY 2022 budget request

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	8/1/2022	monthly managed IT	\$ 841.97
A&B Business Solutions	8/4/2022	copier lease	\$ 290.99
Aflac	7/26/2022	Aflac payable	\$ 138.34
AG United for South Dakota	8/4/2022	CCC deposit return	\$ 250.00
Alliance Communications	8/1/2022	utilities - sewer & office	\$ 376.47
American Engineering Testing	7/27/2022	analytical chemistry testing	\$ 410.00
Appear	8/3/2022	mat, mop, towel, rag service	\$ 81.36
Appear	7/20/2022	mat, mop, towel, rag service	\$ 81.36
Banyon Data Systems	8/1/2022	UB email bills support	\$ 195.00
Brenda Centes	7/18/2022	CCC deposit & rent refund	\$ 850.00
Builders Electric	7/15/2022	replacement of siren batteries	\$ 2,908.00
CHS	7/31/2022	chemical purchase	\$ 551.50
CHS	8/4/2022	chemical purchase	\$ 557.20

August 8, 2022 – Regular monthly meeting minutes.

City of Sioux Falls	7/18/2022	bacteria testing water	\$ 87.00
Clayton Energy	8/1/2022	reservation fee & monthly service fee	\$ 2,018.00
Clayton Energy	7/14/2022	commodity purchase	\$ 8,555.11
Country Corner	8/3/2022	portella oil	\$ 125.65
Country Corner	8/1/2022	storage unit rental fee	\$ 69.00
DGR Engineering	7/18/2022	06-022 engineering services	\$ 1,742.00
Display Sales	7/22/2022	replacement banners	\$ 2,015.53
Ecolab	7/27/2022	pest control services	\$ 89.41
Ferguson Waterworks	7/25/2022	registers	\$ 1,479.41
First Interstate Bank	8/5/2022	purchase card payment	\$ 3,469.62
First Interstate Bank	7/29/2022	service charge	\$ 16.50
First Interstate Bank	7/28/2022	returned item fee	\$ 3.00
First Interstate Bank	7/20/2022	deposit ticket book	\$ 20.00
Fred the Fixer	7/13/2022	re-key door	\$ 125.00
Goebel Printing	7/14/2022	business cards	\$ 44.50
Health Pool of SD	8/1/2022	health + life insurance payable	\$ 2,249.52
Internal Revenue Service / EFTPS	7/20/2022	payroll tax deposit	\$ 3,296.65
Internal Revenue Service / EFTPS	8/2/2022	payroll tax deposit	\$ 3,495.59
Interstate Power Systems	8/2/2022	maintenance main lift station	\$ 350.00
Interstate Power Systems	8/2/2022	maintenance north lift station	\$ 380.00
Lacey Rentals	7/27/2022	portable restroom rental at Sunset Park	\$ 185.00
Lacey Rentals	7/26/2022	portable restroom rental at shop	\$ 185.00
Lodes Tree Service	7/22/2022	storm damage tree removal	\$ 5,600.00
Mac's	7/21/2022	supplies	\$ 54.94
Maria Christensen	7/25/2022	CCC deposit refund	\$ 450.00
Matheson Tri-Gas, Inc.	7/31/2022	gas charts	\$ 35.06
Melius Manufacturing	7/22/2022	wheels on table racks	\$ 675.00
Minnehaha Comm. Water Corp.	8/1/2022	monthly water purchase	\$ 12,940.80
National Fire Protection Assoc.	7/4/2022	annual dues	\$ 175.00
New Century Press	7/1/2022	Fireworks FAQ	\$ 80.00
New Century Press	7/1/2022	Independence Day ad	\$ 18.00
New Century Press	6/17/2022	06/10/22 mtg mins	\$ 10.64
New Century Press	6/17/2022	05/31/22 mtg mins	\$ 39.76
New Century Press	6/17/2022	Res. 2022-13	\$ 29.12
New Century Press	7/22/2022	07/11/22 mtg mins	\$ 216.72
New Century Press	7/22/2022	Ord 303 publication	\$ 30.24
Nexben	8/1/2022	supplemental life insurance - child	\$ 1.70
Nexben	8/1/2022	supplemental life insurance - spouse	\$ 50.40
Nexben	8/1/2022	supplemental life insurance	\$ 59.00
Nexben	8/1/2022	dental insurance	\$ 169.02
Nexben	8/1/2022	vision insurance	\$ 20.42
Northern Truck Equipment	7/8/2022	repair liftgate	\$ 192.79

August 8, 2022 – Regular monthly meeting minutes.

Northern Truck Equipment	7/26/2022	refund overread meter	\$ 797.75
Nyberg's Ace Hardware	7/29/2022	supplies	\$ 17.78
Payment Service Network	8/2/2022	gateway fee	\$ 89.95
Q3 Contracting	7/13/2022	lowering gas line	\$ 2,473.92
Q3 Contracting	8/3/2022	installation of gas service	\$ 860.78
R&S Construction	7/27/2022	wall municipal office	\$ 11,016.00
Riteway	7/28/2022	blank utility bills	\$ 856.25
SD Dept of Revenue	7/11/2022	sales tax payable	\$ 2,059.84
SD Dept of Revenue	7/11/2022	excise tax payable	\$ 193.40
SD One Call	7/31/2022	07-22 message fees	\$ 115.50
SD Retirement System	7/20/2022	07-22 retirement contribution	\$ 2,564.94
SD Secretary of State	7/11/2022	UCC continuation statement	\$ 25.00
SDRS Supplemental Retirement Plan	7/22/2022	ROTH contribution	\$ 150.00
Shell / Pump'N'Stuff	7/15/2022	fuel	\$ 30.56
Shell / Pump'N'Stuff	7/19/2022	fuel	\$ 28.38
Shell / Pump'N'Stuff	7/11/2022	fuel	\$ 33.49
Shell / Pump'N'Stuff	7/19/2022	fuel	\$ 52.14
Shell / Pump'N'Stuff	7/27/2022	fuel	\$ 42.97
Shell / Pump'N'Stuff	7/27/2022	fuel	\$ 47.10
Shell / Pump'N'Stuff	7/26/2022	fuel	\$ 30.67
Shell / Pump'N'Stuff	7/6/2022	fuel	\$ 54.53
Shell / Pump'N'Stuff	7/12/2022	fuel	\$ 52.27
Shell / Pump'N'Stuff	6/17/2022	fuel	\$ 46.08
Shell / Pump'N'Stuff	8/2/2022	batteries	\$ 7.34
Shell / Pump'N'Stuff	8/3/2022	fuel	\$ 31.59
Sioux Falls Humane Society	7/11/2022	06-22 animal control services	\$ 8.60
Sioux Metro Growth Alliance	8/3/2022	2023 dues	\$ 3,745.50
Sioux Valley Energy	7/14/2022	street light utilities	\$ 254.00
Sioux Valley Energy	7/14/2022	sewer utilities	\$ 133.39
SoDak Striping	8/3/2022	striping services	\$ 617.75
Tricia Gomulinski	7/25/2022	CCC deposit refund	\$ 550.00
U Drive Technology	8/1/2022	06-22 message fees	\$ 270.06
USDA - Rural Development	8/20/2022	pay loader note payment	\$ 1,663.00
Vantek Communications	8/1/2022	pager utilities	\$ 15.00
Verizon	8/2/2022	utilities metering station	\$ 27.87
Verizon	7/23/2022	utilities	\$ 91.52
Xcel Energy	7/18/2022	electric east side lift station	\$ 55,479.63
Xcel Energy	8/1/2022	electric utilities	\$ 3,878.53
		Total claims	\$ 146,795.37

Approved purchase card payments.

Vendor	Date incur.	Description	Amount
Amazon	7/12/2022	wireless doorbell & office signs	\$ 38.96
Amazon	7/18/2022	locks for Crooks Comm. Cen.	\$ 119.97

August 8, 2022 – Regular monthly meeting minutes.

Amazon	7/21/2022	gopher poison	\$ 45.89
Amazon	7/28/2022	display case	\$ 47.99
Amazon	8/4/2022	office supplies	\$ 24.51
Automotive Services	7/22/2022	repair Tahoe	\$ 289.80
C&R Supply, Inc.	7/28/2022	supplies	\$ 480.46
Crooks Country Corner	7/21/2022	oil change & wiper blade replacement	\$ 80.85
Crooks Country Corner	7/19/2022	fuel	\$ 93.31
Fred the Fixer	8/3/2022	keys for shed by Community Center	\$ 8.00
JCL Solutions	8/2/2022	buff pad	\$ 37.25
Maximum Promotions	7/20/2022	replacement US flags	\$ 220.50
Nyberg's Ace Hardware	7/21/2022	supplies	\$ 70.13
Nyberg's Ace Hardware	7/13/2022	pest repellent	\$ 29.95
ODP Business Solutions	7/8/2022	rolls of stamps	\$ 580.00
ODP Business Solutions	8/4/2022	office supplies	\$ 57.24
Office Depot/OfficeMax	7/28/2022	office chair & chair mat	\$ 251.98
Pfeifer Implement	8/2/2022	oil & filter	\$ 44.95
Shell / Pump'N'Stuff	7/28/2022	fuel	\$ 95.10
Shell / Pump'N'Stuff	7/25/2022	fuel	\$ 63.76
Shell / Pump'N'Stuff	7/19/2022	fuel	\$ 17.47
Shell / Pump'N'Stuff	7/20/2022	fuel	\$ 24.36
Shell / Pump'N'Stuff	7/8/2022	fuel	\$ 72.77
Shell / Pump'N'Stuff	7/11/2022	fuel	\$ 27.50
Shell / Pump'N'Stuff	7/19/2022	fuel	\$ 31.67
Shell / Pump'N'Stuff	7/15/2022	fuel	\$ 62.38
Shell / Pump'N'Stuff	7/13/2022	fuel	\$ 12.28
Shell / Pump'N'Stuff	7/14/2022	fuel	\$ 32.35
Shell / Pump'N'Stuff	8/1/2022	fuel	\$ 34.69
Shell / Pump'N'Stuff	8/3/2022	fuel	\$ 56.21
US Postal Service	7/21/2022	delinquency letters	\$ 92.00
US Postal Service	7/22/2022	certified letter landlord delinquent utilities tenant	\$ 7.25
US Postal Service	7/19/2022	postage code enforcement letter	\$ 25.75
US Postal Service	8/4/2022	certified letters	\$ 15.70
US Specialty Coatings	4/21/2022	marking paint	\$ 276.64
		Total purchase card claims	\$ 3,469.62

Approved salaries/wage claims.

Council	\$ 525.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 690.00
Finance Office	\$ 2,490.38
Government Buildings	\$ 1,157.23

Building Inspector	\$ 1,721.25
Highway & Streets	\$ 1,473.09
Highway & Streets - Snow Removal	\$ 913.20
Code Enforcement	\$ 95.82
Clean-Up	\$ 276.93
Animal Control	\$ 47.90
West Nile	\$ 81.62
Parks	\$ 3,380.54
Economic Development	\$ 294.05
Gas	\$ 4,477.87
Water	\$ 4,975.48
Sewer	\$ 5,067.28
Total wage claims	\$ 28,087.64

Opens comments.

Jim Van Hunnicks, resident, asked about the replacement of street light in front of his residence and if the City will place speed limit sign at entrance to town. Concern was discussed by those present.

Reports/Other business.

- a. **Capital improvement projects.** Oseby spoke on the CIP list presented to council; Oseby requested aldermen consider list and provide input.
- b. **Crooks HRC.** Harstad gave report. Six foundations are being poured in the Heritage Pond development. The utility tie in from Willie Dr. to Willie Cir. was reviewed. The CHRC will need to negotiate with developer on the use of dirt from Heritage Pond as it was used in the development.
- c. **Parks.** Harstad gave report. Flag Football season is commencing. The turf at Sunset Park looks good. The dugouts and fence improvements at New Hope Park are underway. The potential installation of electric to the south field at New Hope Park was discussed. Beck spoke on a resident’s use of a motorized vehicle at Sunset Park, while concurrently allowing the resident’s dog to run off-leash. Council members noted a resident’s request for a handicap swing for Sunset Park.
- d. **Economic development.** Harstad gave report. i. SMGA proposal. Harstad spoke on the SMGA proposal presented. No action was taken on the item.
- e. **Streets.** Oseby gave report. The hydrant on 4th St. has been replaced and the area will need additional road repairs. A portion of the slurry seal project has been completed. The asphalt patches along W 5th St. will need to be repaired as they have been sinking after the moving of utility lines. i. SD DOT agreement for 2nd Phase of West Ave Trails. Motion by Beyer to approve agreement, seconded by Harstad. No discussion. All aye, motion carried.
- f. **Planning and Zoning.** S. Richardson gave report. A variety of violations are currently addressed by staff; some of the violations involve tall grass and permitting camping at a residence in town.
- g. **Government buildings & IT infrastructure.** Beyer gave report. Staff recommendations for Crooks Community Center rentals were presented and discussed. Staff was asked to resolve IT issues regarding council member’s email.
- h. **Finance.** Richardson gave report. FY 2023 budget meeting was discussed.

- i. **Utility.** Beck gave report. A status update of the water tower repair was provided. The moving of the district regulator was discussed.
- j. **Code enforcement/Animal control.** Pertinent items were discussed under Parks.
- k. **Other business.**
 - i. CIP list. Oseby asked Council to keep CIP list in mind.
 - ii. Award bid for drainage. Morris spoke on the bids received for drainage improvements in town. The item was discussed. Motion by Harstad to award project to H&W Contracting, LLC., \$92,748.09, with Richardson and Schantz to determine finding funding source, seconded by Richardson. The project timeline and ensuring project gets completed this year were discussed. No further discussion. All aye, motion carried.

Ordinances, resolution, policy, motion.

- a) Second reading of Ordinance #304 (Setting regular meetings, times and dates, and, setting the procedure for calling special meetings). Oseby gave second reading. Motion by Harstad to approve ordinance, seconded by Richardson. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carried.
- b) Second reading of Ordinance #305 (Establishing a procedure for the collection of utility bills & collections procedures for disconnection of utility services). Oseby gave second. Motion by Harstad to approve ordinance, seconded by Beyer. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carried.
- c) Second reading of Ordinance #306 (Amendment of Ordinance #275). Oseby gave second reading. Motion by Harstad to approve ordinance, seconded by Richardson. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carried.
- d) First reading of Ordinance #307 (Supplemental appropriations). Oseby gave first reading.
- e) First reading of Ordinance #308 (Tobacco Free Policy). Oseby gave first reading.
- f) First reading of Ordinance #309 (2023 Appropriations). Oseby gave first reading.
- g) First reading of Ordinance #310 (Regulating consumption of alcohol in City Parks). Motion by Harstad to table item, seconded by Richardson. Item was tabled as no ordinance has been reviewed by Harstad prior to meeting. No further discussion. All aye, motion carried.
- h) Resolution 2022-17 (“Street maintenance assessment”). Oseby gave first reading. Motion by Richardson to approve resolution, seconded by Harstad. No discussion. All aye, motion carried.

CITY OF CROOKS

RESOLUTION #2022-17

A RESOLUTION OF THE CITY OF CROOKS TO LEVY A SPECIAL MAINTENANCE ASSESSMENT FOR THE ANNUAL MAINTENANCE OR REPAIRING OF PUBLIC IMPROVEMENTS AS PROVIDED FOR IN SDCL § 9-43-138.

WHEREAS, SDCL § 9-43-138 provides for the assessment of maintaining or repairing public improvements; and

WHEREAS, the City of Crooks maintains and repairs public improvements within the city limits, and improvements pursuant to Resolution 2020-07-01;

NOW THEREFORE BE IT RESOLVED, that the assessment of annual maintenance and repair of public improvements shall be levied as follows:

- 1. Designation of lots to be assessed. Pursuant to SDCL § 9-43-138, all lots in the City of Crooks fronting a street shall be assessed at one hundred eighty dollars (\$180.00) per parcel.

August 8, 2022 – Regular monthly meeting minutes.

2. Assessment. The City Finance Officer is directed to add such assessment to the general assessment against the property and certify the assessment together with the regular assessment to the county auditor to be collected in the same manner as municipal taxes for general purposes.
3. Assessment subject to review. The assessment is subject to review and equalization the same as assessments or taxes for general purposes.

Ayes: Harstad, Richardson, Beyer

Nays:

Abstain:

F. Butch Oseby
Mayor
City of Crooks

ATTEST:

Tobias Schantz
Finance Officer
City of Crooks

Legislative History:

Adopted: 08/08/2022

Published:

Effective:

- i) Resolution 2022-18 (“Gas Hook-Up Charge/Fee”). Oseby gave first reading. Motion by Beyer to approve resolution, seconded by Harstad. No discussion. All aye, motion carried.

**CITY OF CROOKS
RESOLUTION #2022-18**

A RESOLUTION OF THE CITY OF CROOKS TO ESTABLISHING A CONTRIBUTION IN AID OF CONSTRUCTION FOR THE INSTALLATION OF GAS SERVICE LINES.

WHEREAS, the City of Crooks operates a municipal gas system; and,
WHEREAS, the City of Crooks installs commercial and residential gas services within its service system;
and,

WHEREAS, the City of Crooks wishes to establish a gas hook up charge or contribution in aid of construction for the installation of gas services;

NOW THEREFORE BE IT RESOLVED, that:

Section 1. Contribution in aid of construction (“CIAC”). The City of Crooks requires a contribution in aid of construction when gas services are installed, residential or commercial, at the request of the property owner or developer or authorized agent. The contribution in aid of construction shall not apply for gas main lines installed; said lines shall be installed at the discretion of the City of Crooks.

Section 2. Amount. The construction aid in contribution shall be \$500 per service installed and is due prior to installation of the service. Amounts shall be remitted and deposited into the Gas (617) fund.

August 8, 2022 – Regular monthly meeting minutes.

Section 3. Waiving of contribution in aid of construction. The City of Crooks reserves the right to waive the CIAC; however, waiving of the CIAC shall only occur after application has been made and approval given by the Crooks City Council.

Ayes: Harstad, Richardson, Beyer

Nays:

Abstain:

F. Butch Oseby
Mayor
City of Crooks

ATTEST:

Tobias Schantz
Finance Officer
City of Crooks

Legislative History:

Adopted: 08/08/2022

Published:

Effective:

- j) Resolution 2022-19 (“Discretionary formula resolution”). Oseby gave first reading. Motion by Beyer to approve resolution, seconded by Richardson. Item was discussed. No further discussion. All aye, motion carried.

**CITY OF CROOKS
RESOLUTION #2022-19**

A RESOLUTION CLARIFYING DISCRETIONARY FORMULA DESIGNATION FOR REDUCED TAXATION FOR CERTAIN NEW STRUCTURES AND ADDITIONS WITHIN THE CITY OF CROOKS, SD.

WHEREAS, SDCL § 10-6-137 allows for the establishment of a discretionary formula of taxation for certain structures specially classified for the purpose of taxation; and
WHEREAS, the City of Crooks desires to establish a discretionary formula for reduced taxation for certain new structures and additions within the City of Crooks in the event that such structures are not granted discretionary formula treatment by Minnehaha County; and
WHEREAS, to date, the Minnehaha County Board of Commissioners has not adopted a formula pursuant to SDCL § 10-6-137 or 10-6-137.1;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF CROOKS, MINNEHAHA COUNTY, SOUTH DAKOTA AS FOLLOWS:

Pursuant to the authority granted to the City of Crooks under SDCL §§ 10-6-137 and 10-6-137.1, all new structures and additions which are specially classified for the purpose of taxation under SDCL §§ 10-6-137(1), and SDCL 10-6-137(4) and located within the City of Crooks shall be assessed as follows for real estate taxes:

- A. 0% of the assessed value for the first year following construction;
- B. 25% of the assessed value for the second year following construction;
- C. 50% of the assessed value for the third year following construction;
- D. 75% of the assessed value for the fourth and fifth years following construction; and

August 8, 2022 – Regular monthly meeting minutes.

E. 100% of the assessed value for the sixth year and all years thereafter.
All previous resolutions adopted by the City of Crooks authorizing discretionary formula shall remain in effect for qualifying structures until Resolution #2022-19 is effective.

Ayes: Harstad, Richardson, Beyer Nays: Abstains:

Dated this 8th day of August, 2022.

Mayor

ATTEST:

Finance Officer

Published:
Effective:

Executive session pursuant to SDCL 1-25-2(1): Personnel matters. Motion by Harstad to enter into executive session at 8:24PM, seconded by Richardson. No discussion. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carried. Oseby called meeting back to order at 8:34PM. Motion by Richardson to reconvene meeting at 8:34PM, seconded by Beyer. No discussion. All aye, motion carried. Motion by Richardson to hire Sara Smith as full-time employee at a rate of \$24/her with benefits and at thirty-two hours a week, seconded by Beyer. No discussion. All aye, motion carried.

Adjourn. Motion by Harstad to adjourn meeting at 8:35PM, seconded by Richardson. No discussion. All aye, motion carried.

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

Published:
Published once at the approximate cost of \$