

September 12, 2022 – Regular monthly meeting minutes.

City of Crooks  
City Council  
Regular Monthly Meeting Minutes  
September 12, 2022

Mayor Oseby called the meeting to order at 7:00pm at the Crooks Community Center. Answering roll call were Alderman Harstad, Alderman Richardson, Alderman Beyer, and Mayor Oseby. City staff present were City engineer Jake Morris (DGR), City Administrator/Finance Officer Schantz, and Superintendent Beck.

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

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

**Consent calendar items.** Motion by Harstad to approve consent calendar items, seconded by Beyer. Tri-Valley facility use agreement was discussed. No further discussion. All aye, motion carried.

**Approved consent calendar items:**

- a) Meeting Minutes
- b) Financials
- c) Claims (full listing following below)
- d) Tri-Valley Facility Use Agreement

**Approved claims.**

Vendor	Date incur.	Description	Amount
3D Security	9/1/2022	cloud storage cameras	\$ 600.00
A&B Business Solutions	9/1/2022	monthly managed IT	\$ 841.97
A&B Business Solutions	9/2/2022	copier lease	\$ 290.99
Aflac	8/26/2022	Aflac payable	\$ 138.34
Alliance Communications	9/1/2022	utilities - sewer & office + outlet	\$ 662.59
Appearra	8/17/2022	mat, mop, towel, rag service	\$ 81.36
Asphalt Surfacing Co.	7/29/2022	asphalt & tack oil delivery	\$ 811.55
Automatic Door Group	8/18/2022	repair Crooks Comm Cen door	\$ 175.00
Automotive Services	8/9/2022	repair blue truck	\$ 279.51
Beacon Athletics	8/30/2022	temporary fence	\$ 3,380.00
Belinda Pineda	8/8/2022	CCC deposit return	\$ 550.00
Border States Electric	8/16/2022	gas supplies	\$ 159.12
Border States Electric	8/31/2022	plex pipe	\$ 419.80
BX Civil & Construction	8/18/2022	Dust control at Sunset Park	\$ 3,500.00
CAWT	9/8/2022	Crooks Comm. Days invoice	\$ 5,238.72
Clayton Energy	9/1/2022	reservation fee & monthly service fee	\$ 2,018.00
Clayton Energy	8/11/2022	commodity purchase	\$ 6,614.30
Country Corner	9/1/2022	storage unit rental fee	\$ 69.00
Crooks Municipal Utilities	8/8/2022	Palmira bathroom utilities	\$ 104.34
Crooks Municipal Utilities	8/8/2022	City shop utilities	\$ 25.00
Crooks Municipal Utilities	8/8/2022	Crooks Comm. Cen. utilities	\$ 244.27

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Crooks Municipal Utilities	8/8/2022	w lift station utilities	\$ 29.00
Crooks Municipal Utilities	8/8/2022	N lift station utilities	\$ 29.00
Crooks Municipal Utilities	9/8/2022	Palmira bathroom utilities	\$ 104.34
Crooks Municipal Utilities	9/8/2022	City shop utilities	\$ 21.00
Crooks Municipal Utilities	9/8/2022	Crooks Comm. Cen. utilities	\$ 112.78
Crooks Municipal Utilities	9/8/2022	w lift station utilities	\$ 26.63
Crooks Municipal Utilities	9/8/2022	N lift station utilities	\$ 26.63
Crooks Municipal Utilities	9/8/2022	New Hope bathroom	\$ 83.34
Crooks Volunteer Fire Department	9/6/2022	fireworks invoice	\$ 5,000.00
David & Jan Buehner	8/23/2022	refund street maintenance levy	\$ 90.00
Dell Rapids Community Ambulance	6/10/2022	FY2022 budget request	\$ 7,500.00
DGR Engineering	8/16/2022	Construction admin. Sewer project	\$ 937.00
DGR Engineering	8/16/2022	July engineering services	\$ 3,095.60
DGR Engineering	8/16/2022	drainage projects	\$ 8,121.66
Ecolab	8/23/2022	pest control services	\$ 89.41
Ferguson Waterworks	8/25/2022	mud plugs	\$ 183.04
Ferguson Waterworks	9/7/2022	meter sets	\$ 5,490.32
First Interstate Bank	9/10/2022	purchase card payment	\$ 1,937.88
First Interstate Bank	8/31/2022	service charge	\$ 33.50
First Interstate Bank	8/30/2022	returned item fee	\$ 4.00
First Interstate Bank	8/30/2022	returned item fee	\$ 3.00
First Interstate Bank	8/29/2022	returned item fee	\$ 3.00
First Interstate Bank	8/5/2022	returned item fee	\$ 4.00
Fred the Fixer	8/8/2022	programmable lock office	\$ 691.30
Garbage'N'More	9/1/2022	garbage service	\$ 200.00
GBAO Atteemo	7/10/2022	CCC deposit return	\$ 450.00
Goebel Printing	8/15/2022	business cards employees	\$ 148.50
Groebner	8/10/2022	meter sets	\$ 2,480.11
Health Pool of SD	9/1/2022	health + life insurance payable	\$ 2,993.36
Hubers, LLC.	8/15/2022	unit heater & installation at water twr.	\$ 911.94
Internal Revenue Service / EFTPS	8/18/2022	payroll tax deposit	\$ 3,350.75
Internal Revenue Service / EFTPS	9/1/2022	payroll tax deposit	\$ 3,962.92
Jamie Martinez	8/29/2022	CCC deposit return	\$ 550.00
Jen McKenna	8/8/2022	Ut dep return	\$ 22.08
Julio Salazar	8/29/2022	CCC deposit return	\$ 550.00
K&W Coatings LLC	8/12/2022	water tower repair	\$ 96,175.00
Kevin & Deborah Boysen	8/25/2022	permanent easement payment	\$ 12,000.00
Kristi Shuck	8/8/2022	Ut dep return	\$ 115.38
Lacey Rentals	8/23/2022	portable restroom rental at shop	\$ 138.00
Lacey Rentals	8/24/2022	portable restroom Sunset Park	\$ 185.00
Larry Rezac	8/3/2022	made change for customer	\$ 2.50
Lodes Tree Service	8/20/2022	remove tree limb of building	\$ 900.00

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Matheson Tri-Gas, Inc.	8/31/2022	gas charts	\$ 35.06
Matt Graff	9/8/2022	Ut dep return	\$ 26.47
Meierhenry Sargent	8/12/2022	June & July legal services	\$ 2,730.00
Michaels Fence	8/15/2022	new fence at New Hope Park	\$ 18,467.00
Midwest Washing LLC	8/8/2022	Ut dep return	\$ 4.10
Minnehaha Comm. Water Corp.	9/1/2022	monthly water purchase	\$ 12,004.80
Minnehaha County Register of Deeds	8/31/2022	filing fee temporary easement	\$ 30.00
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Mitchell Construction Inc	8/19/2022	rip rap for lagoon + delivery	\$ 546.52
New Century Press	8/5/2022	back to school ad	\$ 18.00
New Century Press	8/12/2022	Tri-Valley programs ad	\$ 60.00
New Century Press	8/12/2022	Tri-Valley calendar ad	\$ 60.00
New Century Press	8/19/2022	tri-Valley sports previews	\$ 15.00
New Century Press	8/12/2022	Ord 302 publication	\$ 22.96
New Century Press	8/12/2022	Ord 305 publication	\$ 34.16
New Century Press	8/12/2022	08/08/22 mtg mins	\$ 225.12
New Century Press	8/12/2022	Ord 306 publication	\$ 11.20
New Century Press	8/12/2022	Ord 304 publication	\$ 18.48
New Century Press	8/19/2022	08/03/22 mtg mins	\$ 11.20
New Century Press	8/19/2022	Minnehaha Messenger subscription	\$ 32.00
New Century Press	7/22/2022	1st surplus notice crack seal trailer	\$ 8.96
New Century Press	7/29/2022	2nd surplus notice crack seal trailer	\$ 7.96
New Century Press	8/5/2022	CATEX publication	\$ 30.80
Nexben	9/1/2022	supplemental life insurance - child	\$ 1.70
Nexben	9/1/2022	supplemental life insurance - spouse	\$ 50.40
Nexben	9/1/2022	supplemental life insurance	\$ 59.00
Nexben	9/1/2022	dental insurance	\$ 169.02
Nexben	9/1/2022	vision insurance	\$ 20.42
Nyberg's Ace Hardware	8/16/2022	additional keys lagoon	\$ 8.37
Payment Service Network	9/2/2022	gateway fee	\$ 89.95
Q3 Contracting	8/24/2022	new gas services	\$ 3,835.24
Q3 Contracting	9/8/2022	lowering gas services	\$ 3,092.40
SD Dept of Revenue	8/11/2022	sales tax payable	\$ 1,517.03
SD One Call	8/31/2022	08-22 message fees	\$ 119.70
SD Retirement System	8/18/2022	08-22 retirement contribution	\$ 2,487.94
SDRS Supplemental Retirement Plan	8/5/2022	ROTH contribution	\$ 150.00
SDRS Supplemental Retirement Plan	8/22/2022	ROTH contribution	\$ 150.00

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SDRS Supplemental Retirement Plan	9/6/2022	ROTH contribution	\$ 300.00
Shell / Pump'N'Stuff	8/8/2022	fuel	\$ 26.84
Shell / Pump'N'Stuff	8/9/2022	fuel	\$ 23.59
Shell / Pump'N'Stuff	8/26/2022	fuel	\$ 22.50
Shell / Pump'N'Stuff	8/17/2022	fuel	\$ 51.93
Shell / Pump'N'Stuff	8/23/2022	fuel	\$ 45.12
Shell / Pump'N'Stuff	8/31/2022	fuel	\$ 22.01
Sign Design & Labeling	8/23/2022	park wayfinding signs	\$ 708.00
Sioux Falls Humane Society	8/9/2022	07-22 animal control services	\$ 52.78
Sioux Valley Energy	8/11/2022	street light utilities	\$ 254.00
Sioux Valley Energy	8/11/2022	sewer utilities	\$ 124.05
Tim Oyen	8/8/2022	Ut dep return	\$ 39.83
Tobias Schantz	8/29/2022	copy fees for deed information	\$ 5.00
Tobias Schantz	8/18/2022	reimbursement filing fee Res. 2022-08	\$ 30.00
Tobias Schantz	8/3/2022	made change for customer	\$ 0.25
U Drive Technology	9/1/2022	08-22 message fees	\$ 386.36
US Postal Service	8/10/2022	mailing fee postcards	\$ 311.36
US Postal Service	9/9/2022	postage mailing utility postcards	\$ 310.99
USDA - Rural Development	8/20/2022	pay loader note payment	\$ 1,663.00
Verizon	8/10/2022	utilities metering station	\$ 23.18
Verizon	8/23/2022	utilities	\$ 91.46
Viking Sheet Metal	9/7/2022	cover for old HVAC unit office	\$ 90.00
Xcel Energy	8/31/2022	electric utilities	\$ 3,549.99
		<b>Total claims</b>	<b>\$ 239,269.03</b>

**Approved purchase card payments.**

Vendor	Date incur.	Description	Amount
Amazon	8/15/2022	telescoping magnetic pick-up tool	\$ 23.11
Amazon	8/24/2022	electronic keypad door	\$ 33.99
Amazon	8/25/2022	laptop chargers	\$ 41.37
Amazon	9/6/2022	"No swimming" - signs	\$ 62.07
Amazon	9/6/2022	"Deep Water" - signs	\$ 32.97
Crooks Country Corner	8/3/2022	fuel	\$ 85.21
Crooks Country Corner	8/31/2022	fuel	\$ 64.70
Crooks Country Corner	8/19/2022	fuel	\$ 81.16
Dakota Supply Group	8/23/2022	supplies	\$ 118.09
Dakota Supply Group	9/1/2022	water supplies	\$ 35.46
DocuSend/Mail Technologies	8/8/2022	mailing eBills non-Crooks	\$ 4.67
DocuSend/Mail Technologies	8/8/2022	mailing eBills Crooks	\$ 6.44
DocuSend/Mail Technologies	9/8/2022	mailing eBills non-Crooks	\$ 4.91
DocuSend/Mail Technologies	9/8/2022	mailing eBills Crooks	\$ 6.32
Interstate All Battery Center	8/31/2022	battery mosquito sprayer	\$ 136.95

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Nyberg's Ace Hardware	8/12/2022	toolbox & key set	\$ 39.98
Nyberg's Ace Hardware	8/19/2022	supplies	\$ 95.95
Pfeifer Implement	9/6/2022	parts mower	\$ 105.63
Pump'N'Stuff / Shell	8/22/2022	fuel	\$ 33.52
Pump'N'Stuff / Shell	8/10/2022	fuel	\$ 64.54
Pump'N'Stuff / Shell	8/15/2022	fuel	\$ 91.65
Pump'N'Stuff / Shell	8/18/2022	fuel	\$ 55.68
Pump'N'Stuff / Shell	8/23/2022	fuel	\$ 32.46
Pump'N'Stuff / Shell	8/29/2022	fuel	\$ 33.82
Pump'N'Stuff / Shell	8/25/2022	fuel	\$ 29.68
Pump'N'Stuff / Shell	8/30/2022	fuel	\$ 23.21
Pump'N'Stuff / Shell	8/29/2022	fuel	\$ 57.14
Pump'N'Stuff / Shell	9/1/2022	fuel	\$ 78.37
Pump'N'Stuff / Shell	9/9/2022	fuel	\$ 53.00
Pump'N'Stuff / Shell	9/1/2022	fuel	\$ 50.18
Scooby's Car Wash	6/23/2022	washing of garbage cans	\$ 8.25
Scooby's Car Wash	7/21/2022	vehicle maintenance	\$ 10.25
Sioux Falls Outdoor Equipment	8/24/2022	maintenance/repairs chain saw	\$ 66.99
Sioux Falls Outdoor Equipment	8/25/2022	maintenance/repair trimmer	\$ 75.46
US Postal Service	8/23/2022	certified postage	\$ 7.85
US Postal Service	8/18/2022	certified postage	\$ 7.85
US Postal Service	8/16/2022	delinquent letters	\$ 179.00
		Total purchase card claims	\$ 1,937.88

**Approved salaries/wage claims.**

Council	\$ 525.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 345.50
Finance Office	\$ 2,418.88
Government Buildings	\$ 1,036.25
Building Inspector	\$ 2,369.25
Highway & Streets	\$ 1,340.68
Highway & Streets - Snow Removal	\$ 875.28
Code Enforcement	\$ 95.82
Clean-Up	\$ 260.65
Animal Control	\$ 47.90
West Nile	\$ 78.47
Parks	\$ 2,313.90
Economic Development	\$ 275.54
Gas	\$ 4,331.14
Water	\$ 4,823.74
Sewer	\$ 4,912.01
Total wage claims	\$ 26,470.01

**Opens comments.**

Tom Holmes, candidate for Minnehaha County Commission, addressed the governing body.

Andy Henning, resident, spoke on use of motorized vehicles in City parks and resident's parking pad violation on Andrew Drive. Henning asked City to address both issues.

Tri-Valley Baseball Association – 2023 Update. Garrett Sharpe and Travis Zenk, representatives of the Tri-Valley Baseball Association, spoke on baseball diamond maintenance and upkeep, offering suggestions on how to achieve this.

**Reports/Other business.**

- a. **Capital improvement projects.** Oseby spoke on the CIP list presented to council; Oseby requested aldermen review list and add items. Richardson stated crosswalks with flashing signs need to be added to plan.
- b. **Crooks HRC.** Harstad gave report. Streets will be paved in Heritage Park development's second phase. The Commission has decided to assist the City with the drainage repairs along W 4<sup>th</sup> St.
- c. **Parks.** Harstad gave report. The parks are used for Crooks Flag Football League. Covers for the irrigation system are presently manufactured. Above ground leaks in the irrigation system at Sunset Park need to be repaired. A new temporary fence has been ordered for use in the parks during softball season. Power will be installed to the south field in New Hope Park.
  - i. Purchase agreement baseball land complex. The agreement was reviewed and discussed. Motion by Harstad to approve agreement was presented, seconded by Beyer. Source of funding for the baseball land was discussed. No further discussion. All aye, motion carried.
  - ii. Discussion on naming of football fields at Sunset Park. The process of naming football fields at the park was discussed. Motion by Harstad to authorize Harstad to determine naming of football fields at Sunset Park, seconded by Richardson. No discussion. All aye, motion carried.
- d. **Economic development.** Harstad gave report.
  - i. SMGA proposal. Jesse Fonkert, SMGA representative, spoke to Council, Mayor and those present on the function of SMGA and the proposal of hiring SMGA representative. No action was taken on proposal.
  - ii. Crooks Development Corporation. Oseby provided an update on the CDC North development.
- e. **Streets.** Oseby gave report. Quotes are being obtained for crack seal repairs. E. 4<sup>th</sup> St. will need to be swept after intersection (south of town) is reopened.
  - i. Slurry seal pay application. Motion by Beyer to approve agreement, seconded by Harstad. No discussion. All aye, motion carried.

- f. **Planning and Zoning.** Schantz gave report. The next chapters of the comprehensive plan are under review. The Crooks Zoning Regulations is planned.
- g. **Government buildings & IT infrastructure.** Beyer gave report. Mold was mitigated at Crooks Community Center; additional restoration will have to be undertaken at the facility as drywall had been removed during the process.
  - i. Rentals Crooks Community Center. The renting of the Crooks Community Center and recurring issues with rentals were discussed. Motion by Harstad to triple Crooks Community Center rentals fees and costs for non-Crooks residents, seconded by Richardson. No further discussion. All aye, motion carried.
- h. **Finance.** Richardson gave report. The meeting for the 2021 audit was held with City’s auditors, Schoenfish & Co.
  - i. Purchase Card Policy. The proposed policy was reviewed. Motion by Richardson, seconded by Beyer to approve purchase card policy. No further discussion. All aye, motion carried.
  - ii. Interfund loan from General Fund to Special Maintenance Assessment Fund. Schantz explained to pay for slurry seal application an interim fund loan will be needed, to be paid back to the loaning fund, once proceeds for special maintenance assessment have been received. Motion by Beyer to make interfund loan from General Fund (101) to Special Maintenance Assessment Fund (220) in the amount of \$30,017.21, seconded by Harstad. No discussion. All aye, motion carried.
- i. **Utility.** Beck gave report. The district regulator station is scheduled to be moved beginning on September 19, 2022. Employee Penning is assisting SD Rural Water with the cleaning of valves. A potential adoption of summer sewer rates was discussed.
- j. **Code enforcement/Animal control.** Beck gave report. A property with recurring nuisances has remedied the violations.
- k. **Other business.**
  - i. Hire FT maintenance personnel. Schantz explained Operations Director Rezac recommended the hiring of Fred Middagh; Middagh accepted with an offer at \$19/hr. with a start date of September 19, 2022. Motion by Beyer to hire Middagh, seconded by Richardson. No discussion. All aye, motion carried.
  - ii. Surplus property. Motion by Beyer to surplus 2013 Kubota mower and 72” mower deck, seconded Richardson. No discussion. All aye, motion carried.

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

- a) Second reading of Ordinance #307 (“Supplemental appropriations”). Oseby gave second reading. Motion by Harstad to approve ordinance, seconded by Richardson. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carried.
- b) Second reading of Ordinance #308 (“Tobacco free Policy”). Oseby gave second reading. Motion by Richardson to approve ordinance, seconded by Harstad. Roll call vote: Harstad – aye, Richardson – aye, Beyer – aye. All aye, motion carried.
- c) Second reading of Ordinance #309 (“2023 Appropriations”). Oseby gave second reading. Motion by Harstad to amend 2023 appropriations as presented by amendment, seconded by Beyer. All aye, motion carried, ordinance amended. No vote could be taken on adoption, as amendment is substantial change.
- d) First reading of Ordinance #310 (“Regulating consumption of alcohol in City parks”). Oseby gave first reading.
- e) First reading of Ordinance #311 (“Supplemental appropriations”). Oseby gave first reading.

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f) Resolution 2022-20 (“Adopting a Limited English Proficiency Plan”). Oseby gave first reading. Motion by Richardson to approve resolution, seconded by Beyer. No discussion. All aye, motion carried.

**CITY OF CROOKS  
RESOLUTION # 2022-20**

**A RESOLUTION ADOPTING A LANGUAGE ACCESS PLAN FOR LIMITED ENGLISH PROFICIENCY PERSONS IN THE CITY OF CROOKS**

**WHEREAS**, Title VI of the Civil Rights Act of 1964 and specifically 42 U.S.C. 2000d provides “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”; and

**WHEREAS**, the City of Crooks receives Federal funds for various programs; and

**WHEREAS**, the City of Crooks wishes to be in accordance with Title VI non-discrimination laws regarding the provision of appropriate access to services and activities provided by federal agencies and recipients of federal assistance; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Crooks does hereby adopt the attached Language Access Plan for Limited English Proficiency Persons (LAP).

**BE IT FURTHER RESOLVED** that City Administrator/Finance Officer located at 701 S West Ave / PO Box 785, Crooks, SD, 57020, is named LAP Coordinator. The LAP Coordinator is the first point of contact for any complaints or appeals.

**BE IT FURTHER RESOLVED** that the LAP will be updated as new Census Data regarding Limited English Proficiency Persons is presented or if a Federal grant is rewarded that required the LAP to be updated or revised.

**BE IT FURTHER RESOLVED** that the City shall publish the resolution without the attached Language Access Plan for Limited English Proficiency Persons (LAP). The document shall be provided for public inspection at the municipal office during regular business hours.

Ayes: Harstad, Richardson, Beyer

Nays:

Abstains:

Dated this 12<sup>th</sup> day of September, 2022.

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F. Butch Oseby, Mayor



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ATTEST:

\_\_\_\_\_  
Tobias Schantz, Finance Officer

(SEAL)

Adopted:

Approved:

Published:

Effective:

Published once at the approximate cost of \_\_\_\_\_.

**Adjourn.** Motion by Harstad to adjourn meeting at 9:00PM, seconded by Beyer. 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 \$