

City of Crooks
Meeting Minutes
October 10, 2022

At 7:02pm, Mayor Oseby called the meeting to order at the Crooks Community Center. Answering roll call were Alderman Harstad, Alderman Richardson, and Mayor Oseby. Absent with notice was Alderman Beyer. City staff present were City Administrator/Finance Officer Schantz, City engineer Jake Morris (DGR), and Planning and Zoning Director S. Richardson.

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

Approve posted 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 Harstad. Heiman flame retardant boot purchase was discussed. No further discussion. All aye, motion carried.

Approved items: 09/21/2022 & 09/12/2022 meeting minutes, financials, and October claims (full listing below).

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	10/4/2022	copier lease	\$ 290.99
A&B Business Solutions	10/3/2022	monthly managed IT	\$ 841.97
ADAPCO	9/14/2022	cap w/ handle for chemical tank	\$ 87.10
Aflac	9/26/2022	Aflac payable	\$ 138.34
Alliance Communications	10/1/2022	internet & phone utilities	\$ 564.88
Appear	9/14/2022	mat, mop, towel, rag service	\$ 82.26
Appear	9/28/2022	mat, mop, towel, rag service	\$ 90.90
Automotive Services Inc	10/3/2022	repair blue truck	\$ 907.76
Budget Blinds	9/26/2022	blinds at office	\$ 793.20
Clayton Energy	10/3/2022	reservation fee & monthly service fee	\$ 2,018.00
Clayton Energy	9/14/2022	08-2022 commodity purchase	\$ 7,171.47
Crooks Volunteer Fire Department	9/20/2022	2023 calendar ad	\$ 125.00
Dakota Supply Group	9/16/2022	tracer splice	\$ 106.14
Daktronics	9/27/2022	handheld controller scoreboard	\$ 1,340.00
Double H Paving	9/7/2022	refund deposit hydrant meter	\$ 893.50
Ecolab	9/27/2022	pest control services	\$ 89.41
Fine Finish Drywall	9/28/2022	drywall repair Crooks Comm. Center	\$ 3,200.00
Crooks Municipal Utilities	10/6/2022	N lift station utilities	\$ 25.06
Crooks Municipal Utilities	10/6/2022	w lift station utilities	\$ 25.06
Crooks Municipal Utilities	10/6/2022	Palmira bathroom utilities	\$ 107.04
Crooks Municipal Utilities	10/6/2022	Crooks Comm. Cen. utilities	\$ 113.80
Crooks Municipal Utilities	10/6/2022	New Hope bathroom utilities	\$ 83.34
Crooks Municipal Utilities	10/6/2022	Sunset irrigation utilities	\$ 2,775.61
First Interstate Bank	10/7/2022	purchase card payment	\$ 3,521.01

First Interstate Bank	9/30/2022	service charge	\$ 49.75
First Interstate Bank	9/23/2022	stop payment	\$ 17.00
First Interstate Bank	9/21/2022	stop payments	\$ 51.00
First Rate Excavate	9/19/2022	water renewal & asphalt replacement	\$ 4,693.89
First Rate Excavate	9/19/2022	fire hydrant replacement	\$ 18,877.59
Flooring America of Sioux Falls	9/12/2022	vinyl base + installation	\$ 294.92
Garbage'N'More	10/1/2022	quarterly garbage bill	\$ 560.00
Gas Product Sales Inc	5/31/2022	gas supplies	\$ 640.43
Gas Product Sales Inc	5/25/2022	gas supplies	\$ 203.83
Gas Training Specialties	10/6/2022	OQ training gas & mileage	\$ 2,437.50
Geotek Engineering	9/14/2022	air quality testing Crooks Comm. Cen.	\$ 336.70
Goebel Printing	9/12/2022	garments w/ logos	\$ 563.62
Groebner & Associates	10/7/2022	gas locks	\$ 173.76
Health Pool of SD	10/3/2022	health + life insurance payable	\$ 2,993.36
Heiman Fire Equipment	9/7/2022	fire retardant boots	\$ 231.00
Intek Cleaning & Restoration	9/14/2022	mold mitigation Crooks Comm. Cen.	\$ 8,904.95
Internal Revenue Service / EFTPS	9/20/2022	payroll tax deposit	\$ 3,401.33
Interstate Office Products	9/20/2022	design services office remodel	\$ 986.72
iWorq	10/3/2022	annual support	\$ 2,000.00
Kormanagement Services	9/20/2022	drug testing staff	\$ 208.50
Lacey Rentals	9/21/2022	portable restroom rental Sunset Park	\$ 185.00
Lacey Rentals	9/26/2022	portable restroom rental Sunset Park	\$ 1,383.00
Lacey Rentals	10/7/2022	add. portable restroom rentals	\$ 501.00
Linn Suttle	10/6/2022	utility deposit return	\$ 29.05
Mac's	10/3/2022	supplies	\$ 55.53
Mac's	10/5/2022	safety red spray paint	\$ 49.95
Matheson Tri-Gas, Inc.	9/30/2022	gas charts	\$ 34.25
Meierhenry Sargent	9/16/2022	08-2022 legal services	\$ 2,735.35
Menards	9/14/2022	supplies for spray foam application	\$ 207.93
Menards	10/5/2022	supplies	\$ 193.25
Minnehaha Comm. Water Corp.	10/3/2022	monthly water purchase	\$ 10,569.60
Minnehaha County Treasurer	10/3/2022	address sign for new lift station	\$ 50.00
Nate Stroschein	9/12/2022	drain tile work sanitary sewer expansion	\$ 3,541.51
New Century Press	9/23/2022	1st surplus sale notice - Kubota	\$ 10.01
New Century Press	9/30/2022	2nd surplus sale notice - Kubota	\$ 8.96
New Century Press	9/2/2022	08/25/22 mtg mins	\$ 15.68
New Century Press	9/23/2022	9/12/2022 meeting minutes	\$ 202.72
New Century Press	9/23/2022	hearing notice - conditional use	\$ 15.12
New Century Press	9/16/2022	Ord 308 publication	\$ 32.48
New Century Press	9/16/2022	Ord 307 publication	\$ 25.20
New Century Press	9/30/2022	09/21/22 meeting minutes	\$ 11.20

New Century Press	9/30/2022	Ord 309 publication	\$ 136.64
Nexben	10/1/2022	supplemental life insurance - child	\$ 1.70
Nexben	10/1/2022	vision insurance	\$ 20.42
Nexben	10/1/2022	supplemental life insurance - spouse	\$ 50.40
Nexben	10/1/2022	supplemental life insurance	\$ 59.00
Nexben	10/1/2022	dental insurance	\$ 169.02
Payment Service Network	10/3/2022	gateway fee	\$ 89.95
Puetz Design + Build	9/21/2022	refund deposit hydrant meter	\$ 1,000.00
Q3 Contracting	9/22/2022	new gas services	\$ 3,935.74
Q3 Contracting	10/6/2022	repair gas hit	\$ 1,242.74
Randy Nielson	10/6/2022	utility deposit return	\$ 69.25
Sandra Mendez	10/3/2022	Crooks Comm Cen refund	\$ 850.00
Schoenfish & Co.	9/22/2022	2021 audit preparation fee	\$ 9,100.00
SD Assoc. of Rural Water Systems	9/20/2022	vacuuming valves	\$ 300.00
SD Dept of Revenue	9/20/2022	sales tax payable	\$ 1,296.51
SD Dept. of Health	9/22/2022	wastewater testing	\$ 181.00
SD DOT	9/26/2022	progress billing West Ave Trails Ph 2	\$ 1,062.01
SD Municipal League	10/3/2022	2022 annual conference fee	\$ 115.00
SD One Call	9/30/2022	monthly message fees	\$ 133.35
SD Retirement System	9/19/2022	monthly retirement contribution	\$ 2,757.84
SDRS Supplemental Retirement Plan	9/21/2022	ROTH contribution	\$ 300.00
SECOG	10/7/2022	Services 2021 sanitary sewer expansion	\$ 4,000.00
Shell/Pump'N'Stuff	9/19/2022	fuel	\$ 43.60
Shell/Pump'N'Stuff	9/15/2022	fuel	\$ 32.77
Shell/Pump'N'Stuff	9/22/2022	fuel	\$ 44.61
Shell/Pump'N'Stuff	9/23/2022	fuel	\$ 84.96
Shell/Pump'N'Stuff	9/27/2022	Fuel	\$ 3.63
Shell/Pump'N'Stuff	9/23/2022	fuel	\$ 274.75
Simone Midden	10/6/2022	utility deposit return	\$ 87.62
Sioux Falls Humane Society	9/15/2022	08-2022 animal control services	\$ 140.70
Sioux Valley Energy	9/13/2022	sewer utilities	\$ 136.67
Sioux Valley Energy	9/13/2022	street light utilities	\$ 254.00
Sioux Valley Energy	9/13/2022	469th lift station utilities	\$ 120.00
US Postal Service	10/7/2022	mailing fee postcards	\$ 312.11
USDA - Rural Development	10/20/2022	pay loader note payment	\$ 1,663.00
USDA - Rural Development	9/20/2022	pay loader note payment	\$ 1,663.00
Vantek	9/1/2022	pager utilities	\$ 15.00
Vantek	10/1/2022	pager utilities	\$ 15.00
Verizon	9/10/2022	utilities metering station	\$ 24.97
Verizon	9/23/2022	utilities	\$ 91.38
U Drive Technology	10/1/2022	09-2022 text messaging service	\$ 290.36
Viking Sheet Metal	9/30/2022	pan for refrigerator	\$ 98.38
William J. Pearson	9/20/2022	reimbursement supplies	\$ 25.55

Xcel Energy	9/30/2022	electric utilities	\$ 3,584.39
Zacharias Construction	9/29/2022	crushed gravel	\$ 339.71
		Total claims	\$ 129,091.21

Approved purchase card claims.

Vendor	Date incur.	Description	Amount
Affordable Moving	9/14/2022	moving office furniture	\$ 637.10
Amazon	10/5/2022	grease	\$ 73.99
Amazon	10/5/2022	office supplies	\$ 70.12
Amazon	9/29/2022	supplies office organization	\$ 82.28
Amazon	9/26/2022	desk calendars	\$ 99.80
Amazon	9/26/2022	return desk calendars	\$ (71.96)
Amazon	9/23/2022	street signs	\$ 85.46
Amazon	9/22/2022	return label maker	\$ (110.22)
Amazon	9/20/2022	labels	\$ 13.88
Amazon	9/20/2022	desk & wall calendars & surge protector	\$ 113.43
Amazon	9/20/2022	wall organizer for brochures	\$ 122.54
Amazon	9/15/2022	organization tools, supplies, label maker	\$ 246.32
Amazon	9/9/2022	standing desk converter	\$ 49.99
Amazon	9/9/2022	wall mounted file holder	\$ 39.57
Amazon	9/9/2022	dual monitor mount	\$ 42.49
Crooks Country Corner	9/30/2022	fuel	\$ 71.20
Crooks Country Corner	9/16/2022	fuel	\$ 65.56
Dakota Supply Group	10/3/2022	lid lifter	\$ 115.89
DocuSend/Mail Technologies	10/6/2022	Non-Crooks eBills mailing	\$ 4.79
DocuSend/Mail Technologies	10/6/2022	Crooks eBills mailing	\$ 6.38
Flagshooter	9/28/2022	locating flags	\$ 148.08
Hirshfield's	9/29/2022	paint Crooks Community Center	\$ 204.11
Hirshfield's	9/26/2022	paint + painting supplies	\$ 246.99
Nyberg's Ace Hardware	9/21/2022	cleaning supplies	\$ 27.97
ODP Business Solutions	9/22/2022	copy paper	\$ 59.34
Office Depot / Office Max	9/21/2022	supplies office organization	\$ 223.20
Office Depot / Office Max	9/13/2022	chair mats office	\$ 219.96
Redi Towing	9/25/2022	towing blue truck	\$ 130.00
Scooby's	8/3/2022	wash skid steer & broom	\$ 15.00
Scooby's	8/2/2022	wash mower	\$ 5.50
Shell/Pump'N'Stuff	9/26/2022	fuel	\$ 53.19
Shell/Pump'N'Stuff	9/20/2022	fuel	\$ 51.55
Shell/Pump'N'Stuff	10/3/2022	fuel	\$ 47.70
Sturdevants	10/5/2022	oil filters	\$ 41.91
The Wooden Nickel	9/19/2022	staff lunch	\$ 73.75
US Postal Service	9/12/2022	delinquency letters	\$ 59.80
US Specialty Coatings	9/6/2022	marking paint	\$ 154.35
		Total purchase card claims	\$ 3,521.01

Approved salaries & wages for October 2022.

Council	\$ 525.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 448.00
Finance Office	\$ 2,816.38
Government Buildings	\$ 1,570.81
Building Inspector	\$ 1,848.82
Highway & Streets	\$ 1,424.07
Highway & Streets - Snow Removal	\$ 957.09
Code Enforcement	\$ 95.82
Clean-Up	\$ 262.92
Animal Control	\$ 47.90
West Nile	\$ 86.51
Parks	\$ 2,142.25
Economic Development	\$ 276.30
Gas	\$ 4,821.47
Water	\$ 5,320.26
Sewer	\$ 5,417.58
Total wage claims	\$ 28,481.18

Open comments.

- a) Jim Ivers, resident, addressed the governing body on the potential acquisition of a table tennis table and use of the Crooks Community Center for use for table tennis.
- b) Joe Kippley, candidate for Minnehaha County Commission, introduced himself and spoke on his candidacy.
- c) Dan Ahlers, candidate for state legislature, introduced himself and spoke on his candidacy.

Public hearing. At 7:20pm, Oseby opened the public hearing for the conditional use application for shed submitted by Evan Murphy at 401 W 6th St. S. Richardson spoke on the application, stating requirements have been met. Oseby then opened floor for public comment. No input from public was received. Motion by Harstad to approve conditional use, seconded by Richardson. No discussion. All aye, motion carried. Oseby closed hearing at 7:22pm.

Reports/Other business:

- a) Crooks HRC report was given by Harstad. The last meeting of CHRC was discussed.
- b) Parks report was given by Harstad. The fall clean-up has been scheduled for later in October. The Crooks Flag Football League held its Super Bowl at Sunset Park late September. The football fields at Sunset Park are holding up well through the substantial use. A flag football tournament has been scheduled for October.
- c) Economic development report was given by Harstad. Harstad visited city of Hartford to see the progress in economic development. Regionalization of sanitary sewer was spoken about. The upcoming CDC will be attended by Harstad. Oseby provided an update on CDC North Addition development.
- d) Streets report was given by Oseby. The culvert project to resolve drainage issues has commenced.
- e) Planning and Zoning report was given by S. Richardson. The recent meeting of PZ Commission was reported on. The PZ Commission is working on updating the comprehensive plan for the City.

- i. Willie Dr. connection. A portion of the road connecting Willie Dr. to Willie Cir. remains unpaved and will need to be paved. Ways to ensure road gets paved and completed were discussed.
 - ii. Crooks' southern boundary. The receipt of a recent plat has led to discussions on the development of Crooks and where its future growth will occur. S. Richardson spoke on the issues with the recent plat and asked board provide input and guidance on the way he perceives City to grow. Oseby commented on potential future development and timeline for development/growth of municipality.
- f) Government buildings & IT infrastructure report was given by Oseby and Schantz. Mold mitigation at Crooks Community Center has been completed and repairs have been made to facility.
- g) Finance report was given by Richardson. 2021 audit. Richardson spoke on meeting with auditors and results of audit report.
- h) Utility report was given by Oseby. The meeting to discuss results of water study was spoken about. The water study has identified needs of the community and will impact future planning for capital outlay projects. Harstad spoke on need to ensure adequate fire protection.
- i) Code enforcement/Animal control. No report.
- j) Other business:
 - i. County request. The potential request by the County for cost sharing of the mobilization was discussed. Council did not take any action until formal submission has been received.

Ordinances, resolution, policy, motions.

- a) Second reading of Ordinance #310 was given by Oseby. Motion by Harstad to approve ordinance, seconded by Richardson. The City needs to pass ordinance to have policy in place to allow facilitation of school-sponsored activities in parks per Harstad. No further discussion. Roll call vote: Harstad – aye, Richardson – aye. All aye, motion carried.
- b) Second reading of Ordinance #311 was given by Oseby. Motion by Richardson to approve ordinance, seconded by Harstad. Schantz spoke on amounts of spending authority to be appropriated. No further discussion. Roll call vote: Harstad – aye, Richardson – aye. All aye, motion carried.
- c) First reading of Resolution 2022-21 was given by Oseby. Motion by Harstad to approve resolution, seconded by Richardson. No discussion. All aye, motion carried.

**CITY OF CROOKS
RESOLUTION #2022-21**

A RESOLUTION ESTABLISHING AND NAMING THE FOOTBALL FIELDS AT SUNSET PARK.

WHEREAS, a mayoral proclamation was issued to show appreciation for the volunteer efforts of Todd Myhre for the Crooks Flag Football League; and,

WHEREAS, the mayoral proclamation instructed Council to draft and present a resolution officially naming the fields; and,

WHEREAS, the mayoral proclamation the name of Myhre Fields for the football fields at Sunset Park; and,

WHEREAS, the Crooks City Council is authorized to promulgate, adopt, and pass ordinances, resolutions, and legislative acts; and,

WHEREAS, the Crooks City Council wishes to adopt Resolution 2022-21 to name the fields following the mayoral proclamation;

NOW, THEREFORE, BE IT RESOLVED THAT;

The football fields at Sunset Park shall henceforth be known as Myhre Fields.

Ayes: Harstad, Richardson

Nays:

Abstains:

Dated this 10th day of October, 2022.

Mayor

ATTEST:

Finance Officer

Passed: 10/10/2022

Published:

Effective:

Adjourn. Motion by Harstad to adjourn meeting at 8:12pm, 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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