

**City of Crooks
Special Meeting/End-Of-Year Meeting Minutes
December 29, 2022**

1) Call to order/Roll Call. At 6:06pm the meeting was called to order by Mayor Oseby at the Crooks Municipal Office. Answering roll call were Alderman Harstad, Alderman Beyer (joined at 6:15pm), Alderman Richardson, and Mayor Oseby; a quorum was present. City staff present was City Administrator/Finance Officer Schantz.

2) Approve agenda. Items needing to be tabled were discussed by those present. Motion by Richardson to approve agenda but table the second reading of Ordinance #315 and the reading of Resolution 2022-27 until the January 9, 2023 meeting, seconded by Harstad. No further discussion. All aye, motion carried.

3) Consent calendar items. The disbursement of the funds for the baseball land and the deferred collection agreement were discussed by those present. The authorization for the disbursement of funds towards the baseball land is to ensure timely payment towards the 1st annual installment. The deferred collection agreement permits the City to pay interim rates for capacity until final rates are approved by the FERC. Motion by Richardson to approve consent calendar items, seconded by Harstad. No further discussion. All aye, motion carried.

Approved consent calendar items: 12/12/2022 meeting minutes and 12/19/2022 special meeting minutes, End-Of-Year claims (listing below), disbursement of funds towards 1st annual installment for baseball land, and deferred collection agreement.

Approved End-Of-Year claims:

City of Crooks claims listing			
Vendor	Date incur.	Description	Amount
Brad/Marilyn Hills	12/20/2022	CCC refund	\$ 850.00
Clayton Energy	12/13/2022	commodity purchase	\$ 44,111.17
Dakota Supply Group	12/8/2022	hydrant markers	\$ 315.60
Ecolab	12/27/2022	pest control services	\$ 97.29
Ferguson Waterworks	12/22/2022	meter couplings & gaskets	\$ 486.93
Ferguson Waterworks	12/13/2022	supplies	\$ 129.20
First Interstate Bank	12/28/2022	purchase card payment	\$ 1,709.61
General Corrosion Company	10/18/2022	cathodic survey	\$ 1,375.00
Health Pool of SD	1/2/2023	health + life insurance payable	\$ 3,883.85
Hydro Tech Service	12/10/2022	fire hydrant repair	\$ 1,489.20
Internal Revenue Service	12/20/2022	payroll tax deposit	\$ 19.10
Internal Revenue Service	12/20/2022	payroll tax deposit	\$ 3,464.83
Knife River	12/12/2022	deicing sand & delivery	\$ 2,153.04
Knife River	12/14/2022	deicing sand & delivery	\$ 1,048.29
Knife River	12/13/2022	deicing sand & delivery	\$ 1,016.20
Lacey Rentals	12/13/2022	portable restroom rental	\$ 138.00

Matheson	11/30/2022	supplies	\$ 34.25
Melius Manufacturing	12/28/2022	cover for sprinkler valve	\$ 1,800.00
New Century Press	12/2/2022	NoH TIF #2 PZ Commission - 2nd pub.	\$ 18.90
New Century Press	11/25/2022	NoH TIF #2 PZ Commission	\$ 21.28
New Century Press	11/25/2022	NoH TIF #2 City Council	\$ 20.72
New Century Press	12/2/2022	NoH TIF #2 City Council - 2nd pub.	\$ 18.41
Phonetics, Inc. d/b/a Sensaphone	12/15/2022	annual cellular phone	\$ 299.40
Q3 Contracting	12/15/2022	gas main installations	\$ 17,431.62
Raztech LLC	12/1/2022	new firewall & installation	\$ 2,107.70
RDO Equipment Co.	12/20/2022	maintenance pay loader	\$ 619.96
SD DANR	12/19/2022	stormwater fee	\$ 100.00
SD Retirement System	12/19/2022	monthly retirement contribution	\$ 3,151.40
SD State Treasurer	12/20/2022	unclaimed property	\$ 340.07
SD State Treasurer	11/28/2022	unclaimed property	\$ 25.00
SDRS Supplemental Retirement Plan	10/21/2022	ROTH contribution	\$ 450.00
SECOG	12/12/2022	2023 dues	\$ 2,374.00
SF Area Humane Society	12/2/2022	11-2022 animal control services	\$ 61.25
Shell/Pump'N'Stuff	12/19/2022	fuel	\$ 50.70
Shell/Pump'N'Stuff	12/15/2022	fuel	\$ 47.30
Shell/Pump'N'Stuff	12/12/2022	fuel	\$ 61.13
Shell/Pump'N'Stuff	12/12/2022	fuel	\$ 17.14
Shell/Pump'N'Stuff	12/12/2022	fuel	\$ 111.65
Shell/Pump'N'Stuff	12/27/2022	fuel	\$ 67.51
Shell/Pump'N'Stuff	12/22/2022	fuel	\$ 14.39
Shell/Pump'N'Stuff	12/20/2022	fuel	\$ 24.78
Sioux Valley Energy	12/13/2022	sewer utilities	\$ 209.70
Sioux Valley Energy	12/13/2022	street light utilities	\$ 106.02
Sioux Valley Energy	12/13/2022	469th lift station utilities	\$ 177.00
Utility Safety and Design, Inc.	11/30/2022	odorant for natural gas system	\$ 1,088.85
Verizon	12/10/2022	utilities metering station	\$ 85.09
Wilnat, Inc d/b/a Koons Gas Measurem't	12/7/2022	relief valves	\$ 1,975.18
Xcel Energy	12/27/2022	utilities	\$ 3,369.16
		Total claims	\$ 98,566.87

Approve purchase card claims & restated purchase card claims:

Purchase card payments & returns			
Vendor	Date incur.	Description	Amount
Amazon	12/21/2022	key tags	\$ 8.99
Amazon	12/21/2022	office supplies	\$ 29.03
Amazon	12/28/2022	tax forms	\$ 42.34
Crooks Country Corner	12/19/2022	fuel	\$ 181.73
Crooks Country Corner	12/9/2022	fuel	\$ 55.84
Crooks Country Corner	12/28/2022	fuel	\$ 99.98
Crooks Country Corner	12/27/2022	fuel	\$ 60.01
Crooks Country Corner	12/19/2022	oil	\$ 26.63
Dudley Laundry d/b/a Appera	12/21/2022	mat, mop, towel, rag service	\$ 99.20
GoDaddy	12/12/2022	domain renewal	\$ 47.22
Mac's	12/28/2022	shop supplies	\$ 106.66
Microsoft	12/20/2022	monthly subscription Office 365	\$ 106.50
Microsoft	12/20/2022	monthly subscription email	\$ 57.51
Nyberg's Ace Hardware	12/20/2022	chain lube & snow pusher	\$ 78.97
ODP Business Solutions	12/12/2022	refund office supplies return	\$ (50.98)
Scooby's Car Wash	11/2/2022	snow plow wash	\$ 15.50
Scooby's Car Wash	11/7/2022	Kubota mower wash	\$ 10.00
Scooby's Car Wash	11/1/2022	vehicle wash	\$ 11.00
Scooby's Car Wash	11/28/2022	skid steer wash	\$ 14.50
Shell/Pump'N'Stuff	12/25/2022	fuel	\$ 143.99
Shell/Pump'N'Stuff	12/15/2022	fuel	\$ 44.89
Shell/Pump'N'Stuff	12/16/2022	fuel	\$ 170.89
Shell/Pump'N'Stuff	12/20/2022	supplies	\$ 20.69
Shell/Pump'N'Stuff	12/27/2022	fuel	\$ 42.33
Shell/Pump'N'Stuff	12/28/2022	fuel	\$ 48.59
US Postal Service	12/12/2022	postage delinquency notices	\$ 237.60
		Total purchase card claims	\$ 1,709.61

4) Open comments. No open comments were received.

5) Public hearings. None.

6) Ordinances, resolutions, policies, and motions.

- a) Second reading of Ordinance #315 was tabled.
- b) Second reading of Ordinance #316 (Water and sewer hook-up fees) was given by Oseby. The reason for the ordinance change was discussed. Motion by Harstad to approve

ordinance, seconded by Richardson. No further discussion. Roll call vote: Harstad – aye, Richardson – aye. All aye, motion carried.

- c) Second reading of Ordinance #317 (Supplemental appropriations) was given by Oseby. The ordinance was discussed; Schantz explained the line items and why the particular ones were used. Motion by Richardson to approve ordinance, seconded by Harstad. Roll call vote: Beyer – aye, Richardson – aye, Harstad – aye. All aye, motion carried.
- d) Second reading of Ordinance #318 (An Ordinance amending Ordinance #304) was given by Oseby. The ordinance changes the regular monthly meeting starting time to 6pm. Motion by Harstad to approve ordinance, seconded by Beyer. Roll call vote: Beyer – aye, Richardson – aye, Harstad – aye. All aye, motion carried.
- e) Second reading of Ordinance #319 (Supplemental appropriations) was given by Oseby. This ordinance was introduced to facilitate the purchase of the land for Heritage Park. Motion by Richardson to approve ordinance, seconded by Harstad. Roll call vote: Beyer – aye, Richardson – aye, Harstad – aye. All aye, motion carried.
- f) Resolution 2022-27 reading was tabled.
- g) Resolution 2022-28 (Contingency fund transfer) reading was given by Oseby. Motion by Beyer to approve, seconded by Richardson. No discussion. All aye, motion carried.

**CITY OF CROOKS
RESOLUTION #2022-28**

A RESOLUTION OF THE CITY OF CROOKS, SOUTH DAKOTA, TRANSFERRING SPENDING AUTHORITY FROM THE CONTINGENCY FUND TO MEET THE OBLIGATIONS OF THE CITY FOR 2022.

WHEREAS, the City of Crooks did approve a line for contingency transfers in the 2022 annual budget; and,

WHEREAS, the City of Crooks finds it necessary to transfer from said contingency line;

NOW THEREFORE IT IS HEREBY RESOLVED BY THE CROOKS CITY COUNCIL, that the following sums are transferred from the contingency fund to the following departments to meet the obligations of the City:

Fund	Dept. Description	Dept	Object	Object Description	Amt
101	Ordinance, Resolutions, Proceedings	411.3	423	Publishing	\$ 750.00
101	Snow Removal	413.7	415	Group insurance	\$ 205.00
101	Snow Removal	413.7	421	Insurance	\$ 365.00
101	Snow Removal	413.7	422	Services & fees	\$ 405.00

101	Snow Removal	413.7	424	Rentals	\$ 500.00
101	Snow Removal	413.7	426.11	General supplies	\$ 3,500.00
101	Snow Removal	413.7	427	Travel & Conference	\$ 50.00
101	Snow Removal	413.7	429	Other Current Expense	\$ 465.00
			Total		\$ 6,240.00

Total transfer from Contingency (411.5) function:
\$6,240.00

Yays: Harstad, Richardson, Beyer
Nays:
Abstains:

Crooks, SD
ATTEST:

Tobias Schantz, Finance Officer

F. Butch Oseby, Mayor of

(SEAL)

Legislative History

Adopted:
Effective:
Published:

- h) Municipal election date for 2023. Schantz and Oseby spoke on the item, stating due to time sensitivity of publications and ensuring compliance with requirements, election date needed to be set during end-of-year meeting instead of first meeting in January. Election date of April 11 was recommended. Motion by Richardson to set municipal election date for April 11, seconded by Beyer. No further discussion. All aye, motion carried.
- i) New personnel policy. The document was reviewed and discussed by the governing body. Motion by Beyer to approve new personnel policy with an effective date of January 1, 2023 and to pay out hours accrued in excess of 320 hours, seconded by Richardson. No further discussion. All aye, motion carried.

7) Executive session pursuant to SDCL 1-25-2[1]. Motion by Richardson to enter into executive session at 6:42pm, seconded by Harstad. No discussion. Roll call vote: Beyer – aye, Richardson – aye, Harstad – aye. All aye, motion carried. Motion by Richardson to reconvene meeting at 7:16pm, seconded by Beyer. No discussion. All aye, motion carried. No action was taken.

8) Adjourn. Motion by Richardson to adjourn meeting at 7:17pm, seconded by Harstad. 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: \$