

**City of Crooks  
Meeting Minutes  
January 9, 2023**

**1) Call to order/Roll Call.** At 7pm the meeting was called to order by Mayor Oseby at the Crooks Community Center. Answering roll call were Alderman Harstad (on phone), Alderman Beyer, Alderman Richardson, and Mayor Oseby; a quorum was present. City staff present were City Administrator/Finance Officer Schantz, Planning and Zoning Director Richardson, and Building Official Pearson.

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

**3) Approve posted agenda.** Motion by Richardson to approve agenda, seconded by Beyer. No discussion. All aye, motion carried.

**4) Consent calendar items.** Motion by Harstad to approve consent calendar items, seconded by Beyer. Schantz stated the additional ARPA funding allocation is for \$.01. No further discussion. All aye, motion carried.

Approved consent calendar items: Approve meeting minutes, approve financials, approve claims (listed below), City Administrator position description, and auto-supplement of federal ARPA grant funds.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	1/4/2023	copier lease	\$ 290.99
Alliance Communications	1/1/2023	utilities office & sewer	\$ 376.48
CC Storage	1/1/2023	storage unit rental	\$ 69.00
Clayton Energy	1/3/2023	12-2022 reservation fee	\$ 31,620.03
DGR Engineering	12/16/2022	design standard update	\$ 4,719.04
DGR Engineering	12/16/2022	city engineering services	\$ 1,768.00
DGR Engineering	12/16/2022	east side lift construction admin.	\$ 19,802.39
DGR Engineering	12/16/2022	san. sewer expansion construction admin	\$ 3,149.38
First Interstate Bank	12/30/2022	service charge	\$ 27.25
First Interstate Bank	1/7/2023	purchase card payment	\$ 416.84
First Interstate Bank	12/30/2022	returned item fee	\$ 4.00
First Interstate Bank	12/28/2022	returned deposited item fee	\$ 3.00
John J. Bonander	12/29/2022	partial disbursement land purchase	\$ 20,000.00
Knife River	12/30/2022	deicing sand & delivery	\$ 2,121.67
Matheson	12/31/2022	gas charts	\$ 35.06
New Century Press	12/16/2022	12/12/2022 PZ meeting minutes	\$ 63.28
New Century Press	12/16/2022	NoH - Temporary liquor license	\$ 15.68

New Century Press	12/16/2022	Ordinance #314 Notice of Adoption	\$ 22.96
New Century Press	12/16/2022	Ordinance #313 publication	\$ 125.44
New Century Press	12/16/2022	NoH - Conditional Use	\$ 16.24
New Century Press	12/16/2022	12/12/2022 mtg minutes	\$ 280.00
New Century Press	12/8/2022	Christmas parade 1st ad	\$ 74.25
New Century Press	12/9/2022	Christmas parade 1st ad	\$ 66.00
New Century Press	12/2/2022	Sports previews	\$ 15.00
New Century Press	12/23/2022	Christmas ad	\$ 25.00
Nexben	1/6/2023	supplemental life insurance - child	\$ 1.70
Nexben	1/6/2023	vision insurance	\$ 20.42
Nexben	1/6/2023	supplemental life insurance - spouse	\$ 50.40
Nexben	1/6/2023	supplemental life insurance	\$ 59.00
Nexben	1/6/2023	dental insurance	\$ 169.02
Payment Service Network	1/3/2023	12-2022 gateway fee	\$ 89.95
Q3 Contracting	12/29/2022	installation gas service	\$ 2,788.91
Raztech	1/2/2023	Managed IT services & onboarding fee	\$ 1,489.04
SD DANR	1/3/2023	environmental fee	\$ 1,500.00
Shell/Pump'N'Stuff	1/6/2023	fuel skid steer	\$ 70.91
Shell/Pump'N'Stuff	1/3/2023	fuel plow truck	\$ 128.57
Shell/Pump'N'Stuff	1/4/2023	fuel skid steer	\$ 47.68
Shell/Pump'N'Stuff	1/6/2023	fuel skid steer	\$ 54.85
Shell/Pump'N'Stuff	12/29/2022	fuel	\$ 188.78
Shell/Pump'N'Stuff	12/29/2022	fuel	\$ 40.59
Shell/Pump'N'Stuff	12/30/2022	fuel	\$ 43.92
Shell/Pump'N'Stuff	1/4/2023	fuel	\$ 198.98
Shell/Pump'N'Stuff	1/3/2023	fuel pay loader & diesel exhaust fluid	\$ 183.07
Shell/Pump'N'Stuff	1/4/2023	fuel plow truck	\$ 151.50
South Dakota 811	12/31/2022	12-2022 message fees	\$ 38.85
U Drive Technology	1/1/2023	12-2022 message fees	\$ 277.60
US Bank	2/15/2023	CW-03 bond payment	\$ 26,178.45
US Bank	5/15/2023	CW-03 bond payment	\$ 26,178.45
US Bank	8/15/2023	CW-03 bond payment	\$ 26,178.45
US Bank	11/15/2023	CW-03 bond payment	\$ 26,178.45
US Bank	2/15/2023	DW-02 bond payment	\$ 13,205.98
US Bank	5/15/2023	DW-02 bond payment	\$ 13,205.98
US Bank	8/15/2023	DW-02 bond payment	\$ 13,205.98
US Bank	11/15/2023	DW-02 bond payment	\$ 13,205.98
USDA - Rural Development	1/20/2023	pay loader note payment	\$ 1,663.00
USDA - Rural Development	2/20/2023	pay loader note payment	\$ 1,663.00
USDA - Rural Development	3/20/2023	pay loader note payment	\$ 1,663.00

USDA - Rural Development	4/20/2023	pay loader note payment	\$ 1,663.00
USDA - Rural Development	5/20/2023	pay loader note payment	\$ 1,663.00
USDA - Rural Development	6/20/2023	pay loader note payment	\$ 1,663.00
USDA - Rural Development	7/20/2023	pay loader note payment	\$ 1,663.00
USDA - Rural Development	8/20/2023	pay loader note payment	\$ 1,663.00
USDA - Rural Development	9/20/2023	pay loader note payment	\$ 1,663.00
USDA - Rural Development	10/20/2023	pay loader note payment	\$ 1,663.00
USDA - Rural Development	11/20/2023	pay loader note payment	\$ 1,663.00
USDA - Rural Development	12/20/2023	pay loader note payment	\$ 1,663.00
Vantek Communications	1/1/2023	pager utilities	\$ 15.00
Verizon	12/23/2022	building inspector utilities	\$ 91.25
		<b>Total claims</b>	<b>\$ 270,300.69</b>

<b>Purchase card payments &amp; returns</b>			
Vendor	Date incur.	Description	Amount
Shell/Pump'N'Stuff	12/30/2022	fuel for gas cans	\$ 13.45
Shell/Pump'N'Stuff	12/30/2022	fuel plow truck	\$ 51.47
Shell/Pump'N'Stuff	12/30/2022	fuel pay loader	\$ 115.44
Shell/Pump'N'Stuff	1/3/2023	fuel skid steer	\$ 38.14
Nyberg's Ace Hardware	1/4/2023	fans for city shop	\$ 69.98
Appearra	1/4/2023	mat, mop, towel, rage service	\$ 95.67
Scooby's	12/8/2022	vehicle wash	\$ 12.00
Shell/Pump'N'Stuff	1/6/2023	diesel exhaust fluid	\$ 20.69
		<b>Total purchase card claims</b>	<b>\$ 416.84</b>

<b>Gross wages by department for month of December 2022</b>	
Council	\$ 525.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 594.00
Finance Office	\$ 2,871.00
Government Buildings	\$ 1,380.46
Building Inspector	\$ 1,140.75
Highway & Streets	\$ 2,134.35
Highway & Streets - Snow Removal	\$ 1,374.85
Code Enforcement	\$ 95.82
Clean-Up	\$ 256.93
Animal Control	\$ 47.90
West Nile	\$ 82.56
Parks	\$ 2,392.91
Economic Development	\$ 83.46
Gas	\$ 4,832.85
Water	\$ 5,328.77
Sewer	\$ 5,421.61
<b>Total wage claims</b>	<b>\$ 28,983.22</b>

**5) Open comments.** None

**6) Public hearings.**

- a) Temporary liquor license application. Oseby opened the hearing at 7:04pm. The application was made for a temporary liquor license for February 3, 2023 through February 4, 2023 for the hosting of a bar at the Crooks Community Center during a fundraising event. The applicant was the Crooks Volunteer Fire Department. Oseby opened the floor for comments in favor or opposition of approval. No comment was received. Oseby closed hearing at 7:05pm. Motion by Beyer to approve temporary liquor license, seconded by Richardson. No further discussion. All aye, motion carried.
- b) Conditional use hearing for a senior living facility in the Willow Creek Ridge development was submitted by HME Management. Planning and Zoning Director Richardson spoke on the application and recommended approval. Bobbie Bohlen, representative of HME Management, spoke on the project. The submitted site plan of the facility and the number of jobs to be created was discussed. Oseby opened the floor for comments in favor or opposition of approval. No comment was received. Oseby closed the hearing at 7:10pm. Motion by Beyer to approve conditional use application, seconded by Richardson. No further discussion. All aye, motion carried.

**7) Reports / Other business.**

- a) **Parks** report. No report.
- b) **Economic development** report was given by Harstad. The upcoming SMGA meeting was discussed. The Crooks Development Corporation will meet on January 12 at 12pm at the Wooden Nickel.
- c) **Streets** report was given by Oseby. The current snow removal efforts and future plans for moving of snow left by recent storm were discussed. Oseby thanked snow removal staff for their efforts during the recent inclement weather.
- d) **Planning and Zoning** report was given by Planning and Zoning Richardson. An updated Crooks Comprehensive Plan and updated revised Zoning Regulations are under review. i. Willie Dr. connection. The status of a solution concerning the connection of Willie Dr. was discussed.
- e) **Government buildings & IT infrastructure** report was given by Beyer. i. Streaming equipment. The streaming equipment quote obtained to enable live streaming and recording of meetings was reviewed. Motion by Beyer to approve proceed with quote, seconded by Richardson. No discussion. All aye, motion carried.
- f) **Finance** report was given by Richardson. End-of-year items are worked on. Election notices are scheduled to be published. FY2024 budget items are being compiled. An ordinance codification project is in the beginning states.
- g) **Utility** report was given by Oseby. The district regulator station on 471<sup>st</sup> Ave will need to be moved this year. Harstad spoke the City's water loss and need to resolve the issue.
- h) **Code enforcement/Animal control.** No report.
- i) **Other business:**
  - i. Volunteer acknowledgment. No action taken.

**8) Ordinances, resolutions, polices, motions.**

- a) Second reading of Ordinance #315 (Water and sewer rates) was given by Oseby. Motion by Richardson to approve ordinance, seconded by Beyer. No discussion. Roll call vote: - Harstad – aye, Richardson – aye, Beyer - aye.
- b) First reading of Ordinance #320 (Adopting the 2021 Internal Fire Code and amendments thereto) was given by Oseby.
- c) Reading of Resolution 2022-27 (Establish water and sewer rates) was given by Oseby. Motion by Beyer to approve resolution, seconded by Richardson. No discussion. All aye, motion carried (3-0).

**CITY OF CROOKS  
RESOLUTION #2022-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CROOKS, SOUTH DAKOTA, ESTABLISHING WATER AND SEWER RATES AND BASE CHARGE FOR CUSTOMERS OF THE MUNICIPAL WATER AND SEWER SYSTEM.**

**WHEREAS**, Ordinance #315 establishes that water and sewer rates for residential, commercial, and institutional customers of the City of Crooks shall be established by resolution; and,

**WHEREAS**, the City Council of the City of Crooks, South Dakota, desires to establish rates sufficient to cover the costs associated with services provided by the municipal water and sewer system;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the following rates are hereby established for all customers connected to the municipal water and sewer system as follows:

Service Type	Water	Sewer
Base charge	\$33.00	\$41.50
Per 1000 metered gallons	\$5.25	\$2.50

Ayes: Harstad, Beyer, Richardson

Nays:

Abstains:

Dated this 9<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
F. Butch Oseby, Mayor

(SEAL)

Attest:

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Tobias Schantz, Finance Officer

Passed: 01/09/2023

Published:

Effective:

- d) Reading of Resolution 2023-01 (SMGA appointment) was given by Oseby. Motion by Richardson to approve resolution, seconded by Beyer. No discussion. All aye, motion carried (3-0).

**CITY OF CROOKS  
RESOLUTION #2023-01**

**A RESOLUTION SUPPORTING REGIONAL ECONOMIC DEVELOPMENT IN THE CITY OF CROOKS'S CAPACITY AS A PARTICIPANT IN THE SIOUX METRO GROWTH ALLIANCE AND APPOINTING A REPRESENTATIVE TO ITS MEMBERSHIP ADVISORY BOARD FOR THE 2023 CALENDAR YEAR**

**WHEREAS**, the City of Crooks (the "City") has been an investor in the Sioux Metro Growth Alliance, a South Dakota nonprofit corporation (the "Alliance"), since its formation on June 6, 2021; and,

**WHEREAS**, the City, through its partnership with the Alliance, works to develop new economic opportunities and improve access to those opportunities for all residents of the Sioux Metro, including those of the City; and,

**WHEREAS**, the City, through its investment in the Alliance, supports and welcomes the Alliance's economic development programming, designed to create more investment, jobs, and opportunities, both within and without the geographic bounds of the City; and,

**WHEREAS**, the Alliance has created a Membership Advisory Board (the "Board") where its member investors may appoint representatives to help guide the programming of the Alliance; and,

**WHEREAS**, the City would like to exercise its option to appoint a representative and an alternate to the Board to provide guidance to the Alliance's programs throughout 2023.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

Mike Harstad is appointed to represent the City as its representative on the Board through December 31, 2023.

**BE IT FURTHERMORE RESOLVED THAT:**

Mike Harstad is expected to attend each regularly scheduled Board meeting to represent the City's economic development interests.

**BE IT FURTHERMORE RESOLVED THAT:**

If Mike Harstad is unable to attend a Board meeting, the City appoints F. Butch Oseby as its alternate.

Ayes: Harstad, Beyer, Richardson

Nays:

Abstains:

Dated this 9<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
F. Butch Oseby, Mayor

(SEAL)

Attest:

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

Passed: 01/09/2023

Published:

Effective:

- e) Reading of Resolution 2023-02 (Salaries & Wages for 2023) was given by Oseby. Motion by Beyer to approve resolution, seconded Harstad. Beyer – aye, Harstad – aye, Richardson – Abstain (2-0-1).

**CITY OF CROOKS  
RESOLUTION #2023-02**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CROOKS  
ESTABLISHING COMPENSATION FOR MUNICIPAL OFFICIALS AND  
EMPLOYEES.**

**WHEREAS**, SDCL 9-14-28 requires that the governing body of every municipality shall fix and determine by ordinance or resolution, the amount of salaries, wages, and compensation of all municipal officers and the time at which the same shall be paid; and,

**WHEREAS**, the Crooks City Council shall publish the salaries for compliance with the provision of SDCL; and,

**WHEREAS**, the Crooks City Council wishes to establish the following wages for the year 2023; and,

**NOW, THEREFORE, BE IT RESOLVED THAT;** by the Crooks City Council that the following resolution, repealing all prior salary and wage resolutions or motions, be passed, approved and effective pursuant to SDCL:

Election Worker & Election Superintendent - \$15.50/hr.  
Planning & Zoning Commissioner - \$50/regular meeting attended, \$25/special meeting attended  
Planning & Zoning Director - \$21.63/hr., \$125/monthly stipend, \$50/regular meeting attended, \$25 special meeting attended  
Crooks HRC Commissioner - \$125.00/month  
Beck, Thomas - \$21.63/Hr.  
Beck, Virginia - \$59,212.72/Annual salary  
Jacobs, Michael - \$21.63/Hr.  
Larson, Daniel - \$22.66/Hr.  
Middagh, Fred - \$20.57/Hr.  
Moller, Chad - \$21.63/Hr.  
Newman, Brendan - \$15.45/Hr.  
Newman, Gary - \$21.63/Hr.  
Pearson, William - \$27.81/Hr.  
Penning, Jason - \$21.98/Hr.  
Rezac, Chad – \$25.25/Hr.  
Rezac, Larry - \$21.63/Hr.  
Schantz, Tobias - \$81,900.00/Annual salary  
Smith, Sara - \$25.00/Hr.  
Wochnick, Dustin - \$21.63/Hr.

**NOW, THEREFORE, BE IT FURTHERMORE RESOLVED** by the Crooks City Council that disbursements for compensation shall occur pursuant to the pay schedule as established by the Crooks Personnel Policies.

Ayes: Harstad, Beyer

Nays:

Abstains: Richardson

Dated this 9<sup>th</sup> day of January, 2023.



(SEAL)

\_\_\_\_\_  
F. Butch Oseby, Mayor

Attest:

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

Passed:  
Published:  
Effective:

- f) Reading of Resolution 2023-03 (Designating a newspaper for legal publications) was given by Oseby. Motion by Richardson to approve resolution, seconded by Beyer. No discussion. All aye, motion carried (3-0).

**CITY OF CROOKS  
RESOLUTION #2023-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CROOKS  
DESIGNATING AN OFFICIAL NEWSPAPER.**

**WHEREAS**, South Dakota Codified Law 9-12-6 authorizes municipalities to designate an official newspaper; and;

**WHEREAS**, South Dakota Codified Law requires that the newspaper be published in the municipality; and,

**WHEREAS**, South Dakota Codified Law requires municipalities designate a newspaper for twelve months; and,

**WHEREAS**, The Minnehaha Messenger serves the Municipality of Crooks,

**NOW, THEREFORE, BE IT RESOLVED THAT**; The Minnehaha Messenger, published by New Century Press Publications, is designated as official newspaper for the City of Crooks for a period of twelve months.

Ayes: Harstad, Beyer, Richardson  
Nays:  
Abstains:

Dated this 9<sup>th</sup> day of January, 2023.

(SEAL)

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F. Butch Oseby, Mayor

Attest:

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Tobias Schantz, Finance Officer

Passed: 01/09/2023

Published:

Effective:

**9) Adjourn.** Motion by Harstad to adjourn meeting at 7:44pm, 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: \$