

**City of Crooks
Meeting Minutes
March 13, 2023**

1) Call to order/Roll Call. At 6:01pm the meeting was called to order by Mayor Oseby at the Crooks Community Center. Answering roll call were Alderman Harstad, Alderman Beyer, Alderman J. Richardson, and Mayor Oseby; a quorum was present. City staff present were City Administrator/Finance Officer Schantz.

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

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

4) Meeting minutes. Governing body reviewed meeting minutes. Motion by J. Richardson to approve February 13, 2023 meeting minutes, seconded by Beyer. No discussion. All aye, motion carried.

5) Financials. Governing body reviewed financials. Motion by J. Richardson to approve financials, seconded by Beyer. Harstad spoke on First Dakota Horticulture claim. Claim was discussed. No further discussion. All aye, motion carried.

6) Claims. Governing body reviewed claims and wages for March 2023. Motion by J. Richardson to approve claims and wages, seconded by Harstad. No discussion. All aye, motion carried.

Approved claims.

Vendor	Date incur.	Description	Amount
A to Z World Languages, Inc.	1/31/2023	translation services documents	\$ 524.40
A&B Business Solutions	3/3/2023	copier lease	\$ 290.99
Aflac	2/26/2023	Aflac payable	\$ 138.34
Alliance Communications	3/1/2023	utilities office & sewer	\$ 377.68
American Engineering Testing	3/2/2023	analytical chemistry testing	\$ 224.00
Angela Applebee	2/21/2023	CCC deposit refund	\$ 550.00
Big Sioux Ducks Unlimited	2/28/2023	CCC deposit refund	\$ 550.00
Border States Electric	3/6/2023	butt fusions & ice tract	\$ 178.34
CC Storage	3/1/2023	storage unit rental fee	\$ 69.00
Chad Rezac	2/13/2023	per diem Huron	\$ 44.25
Clayton Energy	2/13/2023	commodity purchase	\$ 87,944.15
Clayton Energy	3/1/2023	reservation fee & monthly service fee	\$ 40,462.56
Crooks Country Corner	2/2/2023	diesel exhaust fluid	\$ 39.91
Crooks Country Corner	3/7/2023	diesel exhaust fluid	\$ 19.95
Crooks Municipal Utilities	3/6/2023	City shop utilities	\$ 654.64

Crooks Municipal Utilities	3/6/2023	Palmira Park bathroom utilities	\$ 167.80
Crooks Municipal Utilities	3/6/2023	Crooks Comm. Center utilities	\$ 1,147.47
Crooks Municipal Utilities	3/6/2023	w lift station utilities	\$ 26.50
Crooks Municipal Utilities	3/6/2023	n lift station utilities	\$ 23.75
Crooks Municipal Utilities	3/6/2023	main lift station utilities	\$ 66.36
Crooks Municipal Utilities	3/6/2023	New Hope bathroom utilities	\$ 87.70
Crooks Municipal Utilities	3/6/2023	Sunset irrigation system	\$ 33.00
Dennis Machacek	2/27/2023	damaged mailbox reimbursement	\$ 100.00
Department of Treasury / EFTPS	2/16/2023	payroll tax deposit	\$ 1,964.60
Department of Treasury / EFTPS	3/3/2023	payroll tax deposit	\$ 5,088.95
DGR Engineering	2/20/2023	san. sewer expansion con. admin	\$ 2,045.00
DGR Engineering	2/20/2023	east side lift station con. admin	\$ 3,243.00
DGR Engineering	2/20/2023	engineering services	\$ 812.00
Ecolab	2/16/2023	pest control services	\$ 97.29
Ferguson Waterworks	2/14/2023	mud plugs	\$ 234.88
First Dakota Horticulture	2/27/2023	emerald ash borer treatment	\$ 1,896.68
First Interstate Bank	1/30/2023	annual safe deposit box fee	\$ 17.00
First Interstate Bank	2/28/2023	service charge	\$ 18.50
First Interstate Bank	3/10/2023	purchase card payment	\$ 3,648.42
Fred the Fixer	3/3/2023	install locks filing cabinets	\$ 150.00
Health Pool of SD	3/1/2023	health + life insurance payable	\$ 3,883.85
Knife River	2/15/2023	deicing sand & delivery	\$ 2,096.82
Wilnat, Inc. / Koons Gas Measurement	2/28/2023	meter brackets	\$ 521.36
Wilnat, Inc. / Koons Gas Measurement	2/28/2023	meter brackets	\$ 341.76
Lacey Rentals	3/7/2023	portable restroom rental	\$ 145.00
Little Falls Machine	2/8/2023	curb shoes & parts	\$ 433.04
Matheson Tri-Gas, Inc.	2/28/2023	gas charts	\$ 32.63
Melius Manufacturing	3/9/2023	repair sander spreader	\$ 500.00
Minnehaha Community Water Corp.	3/2/2023	02-2023 water purchase	\$ 5,706.90
Mitchell Construction Inc.	2/15/2023	haul snow	\$ 1,875.00
Mitchell Construction Inc.	2/27/2023	move snow	\$ 700.00
Mitchell Construction Inc.	3/2/2023	haul snow	\$ 1,500.00

New Century Press	2/10/2023	hearing notice zoning regulations	\$ 15.12
New Century Press	2/10/2023	bid advertisement	\$ 30.24
New Century Press	2/17/2023	hearing notice zoning regulations	\$ 13.43
New Century Press	2/17/2023	bid advertisement	\$ 26.87
New Century Press	2/17/2023	02/13/23 meeting minutes	\$ 179.20
New Century Press	2/24/2023	Equalization 1st notice	\$ 9.52
New Century Press	3/3/2023	Equalization 2nd notice	\$ 8.46
Nicholas Murphy	2/27/2023	damaged mailbox reimbursement	\$ 100.00
Payment Service Network	2/2/2023	01-2023 gateway & chargeback fee	\$ 104.95
Payment Service Network	3/2/2023	gateway fee	\$ 89.95
Q3 Contracting	2/22/2023	barricades district regulator station	\$ 4,308.30
Q3 Contracting	3/8/2023	barricades district regulator station	\$ 4,308.30
Raztech LLC	3/1/2023	03-2023 managed IT services	\$ 763.75
RLS Enterprises	2/28/2023	new truck purchase	\$ 30,900.00
SD Assoc. of Rural Water Systems	3/1/2023	annual dues	\$ 590.00
SD Dept of Revenue	2/11/2023	01-2023 sales tax payable	\$ 8,739.34
SD GOED	2/16/2023	2023 GOED conference	\$ 150.00
SD Public Assurance Alliance	2/14/2023	insurance premium	\$ 25,627.91
SD Retirement System	2/24/2023	monthly retirement contribution	\$ 2,820.36
SDRS Supplemental Retirement Plan	12/22/2022	ROTH contribution	\$ 300.00
SDRS Supplemental Retirement Plan	2/17/2023	ROTH contribution	\$ 300.00
SDRS Supplemental Retirement Plan	3/6/2023	ROTH contribution	\$ 300.00
Shell/Pump'N'Stuff	2/13/2023	fuel skid steer	\$ 57.55
Shell/Pump'N'Stuff	2/13/2023	fuel pay loader	\$ 126.51
Shell/Pump'N'Stuff	2/17/2023	fuel skid steer	\$ 67.84
Shell/Pump'N'Stuff	2/21/2023	fuel skid steer	\$ 26.04
Shell/Pump'N'Stuff	2/22/2023	fuel plow truck	\$ 112.50
Shell/Pump'N'Stuff	2/22/2023	fuel	\$ 35.46
Shell/Pump'N'Stuff	2/23/2023	fuel skid steer	\$ 54.59
Shell/Pump'N'Stuff	2/27/2023	fuel skid steer	\$ 65.78
Shell/Pump'N'Stuff	2/28/2023	fuel pay loader	\$ 120.53
Shell/Pump'N'Stuff	3/1/2023	fuel skid steer	\$ 39.66
Shell/Pump'N'Stuff	3/9/2023	fuel skid steer	\$ 23.79

Sioux Valley Energy	2/14/2023	sewer utilities	\$ 264.10
Sioux Valley Energy	2/14/2023	469th lift station utilities	\$ 278.70
Sioux Valley Energy	2/14/2023	street light utilities	\$ 254.00
South Dakota 811	2/28/2023	02-2023 message fees	\$ 6.30
Sweeney Sanitation Services	1/17/2023	refund overpaid license fee	\$ 50.00
Tobias Schantz	2/11/2023	per diem & mileage Huron	\$ 204.07
U Drive Technology	3/1/2023	02-23 message fees	\$ 129.64
US Postal Service	3/6/2023	postage mailing fee	\$ 325.84
Utility Safety and Design, Inc.	2/24/2023	471st DRS relocating	\$ 15,620.00
Verizon Wireless	1/23/2023	phone & jet pack building official	\$ 91.28
Verizon Wireless	2/10/2023	utilities at metering stations	\$ 657.94
Verizon Wireless	2/23/2023	phone & jet pack building official	\$ 91.28
Waterbury Plumbing LLC	2/24/2023	repairs Palmira bathroom	\$ 1,539.03
Xcel Energy	2/23/2023	utilities	\$ 3,367.98
Xcel Energy	2/27/2023	electric utilities	\$ 5,603.97
		Total claims	\$ 279,573.55

Approved purchase card payments.

Purchase card payments & returns			
Vendor	Date incur.	Description	Amount
Amazon	2/15/2023	desktop printer	\$ 84.58
Amazon	2/28/2023	end caps chair legs	\$ 16.48
Amazon	3/6/2023	grease cartridges	\$ 61.39
Amazon	3/6/2023	magnetic work lights	\$ 46.76
Avera McKennan - Occ. Health	3/2/2023	consortium fee	\$ 100.00
Carfax	2/27/2023	vehicle report	\$ 47.91
Crooks Country Corner	2/21/2023	fuel plow truck	\$ 58.34
Crooks Country Corner	3/2/2023	fuel plow truck	\$ 77.53
Crooks Country Corner	2/15/2023	fuel Tahoe	\$ 68.01
Crooks Country Corner	3/8/2023	fuel Tahoe	\$ 57.17
Customer Truck Equipment	3/9/2023	remote for sander + shipping	\$ 330.30
Customer Truck Equipment	3/9/2023	caution light	\$ 190.92
Dudley Laundry d/b/a Appeara	2/15/2023	mat, mop, towel, rag service	\$ 95.67
Dudley Laundry d/b/a Appeara	3/1/2023	mat, mop, towel, rag service	\$ 95.67
Fleet Farm	3/8/2023	supplies & storage rack	\$ 266.93
ICC	2/24/2023	annual membership subscription	\$ 145.00
Interstate All Battery Center	3/7/2023	batteries	\$ 21.40

JCL Solutions	2/28/2023	bathroom tissue	\$ 79.50
Mail Technologies/DocuSend	3/6/2023	ebills Crooks	\$ 6.41
Mail Technologies/DocuSend	3/6/2023	ebills outside of Crooks	\$ 5.09
Malloy	3/9/2023	part for sander	\$ 174.98
Microsoft	2/20/2023	basic subscription	\$ 54.00
Microsoft	2/20/2023	monthly subscription 365	\$ 100.00
Nyberg's Ace Hardware	2/28/2023	rubber tips for furniture	\$ 13.77
Nyberg's Ace Hardware	3/3/2023	rubber tips for furniture	\$ 20.15
Nyberg's Ace Hardware	3/7/2023	cleaning supplies city shop	\$ 31.97
Pfeifer Implement	3/2/2023	supplies	\$ 148.87
Pfeifer Implement	3/2/2023	accidental additional charge	\$ 85.05
Sam's Club	3/3/2023	Dawn soap	\$ 47.52
Sam's Club	3/3/2023	annual membership subscription	\$ 50.00
Scooby's Car Wash	3/2/2023	vehicle maintenance	\$ 15.25
Scooby's Car Wash	3/8/2023	vehicle maintenance	\$ 4.25
Shell/Pump'N'Stuff	2/15/2023	fuel skid steer	\$ 50.29
Shell/Pump'N'Stuff	2/21/2023	fuel black truck	\$ 49.16
Shell/Pump'N'Stuff	2/21/2023	fuel pay loader	\$ 158.44
Shell/Pump'N'Stuff	2/22/2023	fuel pay loader	\$ 79.09
Shell/Pump'N'Stuff	2/23/2023	fuel pay loader	\$ 170.14
Shell/Pump'N'Stuff	3/3/2023	fuel black truck	\$ 46.24
Shell/Pump'N'Stuff	3/3/2023	fuel pay loader	\$ 72.46
Sturdevants Auto Parts	3/2/2023	supplies	\$ 43.96
US Postal Service	2/13/2023	postage delinquency notices	\$ 328.10
US Postal Service	2/28/2023	certified postage	\$ 9.65
Wheelco	3/7/2023	back-up alarm	\$ 40.02
		Total purchase card claims	\$ 3,648.42

Approved gross wages by department for February 2023

Council	\$ 525.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 326.41
Finance Office	\$ 1,408.75
Government Buildings	\$ 1,574.48
Building Inspector	\$ 478.85
Highway & Streets	\$ 2,391.26
Highway & Streets - Snow Removal	\$ 2,402.09
Solid Waste Collection	\$ 291.65
Code Enforcement	\$ 100.12
Animal Control	\$ 50.06

West Nile	\$ 93.34
Parks	\$ 2,721.62
Economic Development	\$ 1.81
Water	\$ 4,357.74
Sewer	\$ 4,462.74
Gas	\$ 4,496.28
Total wage claims	\$ 26,102.20

7) Open comments. a) Critter’s – Use of City shop for St. Patrick’s Day bean bag tournament. Bryon Farmer, representative for Critter’s, spoke on the request and described the St. Patrick’s Day event hosted. Motion by J. Richardson to approve use of City shop contingent upon completion of a hold harmless agreement and submission of proof of insurance, seconded by Beyer. No discussion. All aye, motion carried.

8) Public hearings. None.

9) Reports / Other business.

- a) **Capital Improvements & Repairs.** Oseby spoke on recent repairs of city’s sander and the snow blower. The 2023 slurry seal project was discussed. Governing body discussed a potential shop project and options for its location.
- b) **Utility.** Oseby spoke on the City’s town border station upgrade and moving of the district regulator station on 471st Ave.; the governing body discussed the associated project costs. The timeline for the funding award for the water tower project was discussed.
- c) **Economic development.** Harstad stated he will attend annual SMGA meeting. Oseby spoke on future economic development activities in the Crooks area.
- d) **Streets.** i. Wigham Trucking – 2023 street sweeping contract. Governing body reviewed the contract submitted by Wigham Trucking for 2023 street sweeping services. Each occurrence will cost \$2960. Motion by J. Richardson to approve contract and accept quoted amount, seconded by Beyer. No discussion. All aye, motion carried. Snow removal activity conducted in town was discussed.
- e) **Planning and Zoning.** No report.
- f) **Government buildings & IT infrastructure.** No report.
- g) **Parks.** Harstad spoke on the upcoming Tri-Valley girls’ softball season and associated preparations needed at New Hope Park. The dugout repair at New Hope Park are scheduled to be finished this year. The damaged at the Palmira bathroom caused by the recent cold spell has been repaired. A Parks Board meeting is scheduled for April 4, 2023. CAWT’s Easter Egg Hunt will take place at New Hope Park on April 2 (Inclement weather location: Crooks Community Center).
- h) **Finance.** J. Richardson spoke on upcoming expenses for the remaining amount due for the storm drainage repair, the dugout repair, and for snow removal. For future budget supplements, unused spending authority will be reallocated to assist with defraying the expenses. Major acquisitions/ongoing projects are the acquisition of a new truck, GIS mapping of all water valves, the east side lift station addition, acquisition of a utility tractor, and the moving of the district regulator station. Year-to-date revenues were reviewed.

- i) **Code enforcement/Animal control.** No report.
- j) **Other business:**
 - i. **Award tractor bid.** Governing body reviewed the tractor bid submitted by Pfeifer Implement in the amount of \$55,597.41. The originally quoted price and current bid amount were discussed. Motion by Harstad to accept bid as submitted by Pfeifer Implement, seconded by Beyer. A discussion ensued about paying for tractor, with a temporary interfund loan from the Natural Gas Fund to the General Fund until financing has been obtained. No further discussion. All aye, motion carried.
 - ii. **Surplus 1994 GMC truck.** Recent acquisition of a new city truck will necessitate surplussing of 1994 GMC truck. Motion by J. Richardson to surplus truck, seconded by Beyer. No discussion. All aye, motion carried.
 - iii. **Renewal garbage hauler license for Novak Sanitary.** Motion by Beyer to approve renewal, seconded by J. Richardson. No discussion. All aye, motion carried.

10) Ordinances, resolutions, polices, motions.

- a) Second reading of Ordinance #321 (Providing for the compensation of elected officials) was given by Oseby. Motion by Harstad to approve ordinance, seconded by J. Richardson. No discussion. Roll call vote: Harstad – aye, J. Richardson – aye, Beyer – aye. All aye, motion carried.
- b) Second reading of Ordinance #322 (Establishing provisions for the collection and refund of deposits in connection with utility services) was given by Oseby. Motion by Beyer to approve ordinance, seconded by Harstad. No discussion. Roll call vote: Harstad – aye, J. Richardson – aye, Beyer – aye. All aye, motion carried.
- c) Second reading of Ordinance #323 (Supplemental appropriations) was given by Oseby. Motion by Beyer to approve ordinance, seconded by Harstad. No discussion. Roll call vote: Harstad – aye, J. Richardson – aye, Beyer – aye. All aye, motion carried.
- d) First reading of Ordinance #324 (Pertaining to the regulation of peddlers, solicitors, transient merchants and mobile food vendors) was given by Oseby. Governing body discussed the ordinance and asked about existing ordinance.
- e) Resolution 2023-04 (Establishing fees for peddler/solicitor/transient merchant and mobile food vendor permits). Oseby gave reading. The fee structure of resolution and its application if implemented was discussed. Motion by Harstad to table approval of resolution until next regular monthly meeting, seconded by Beyer. No further discussion. All aye, motion carried.
- f) Resolution 2023-5 (Grant resolution for the Lyon County Riverboat Foundation). Oseby gave reading. Motion by Harstad to approve resolution, seconded by J. Richardson. Sue Schlueter, resident, asked about Crooks veterans' memorial park project. No further discussion. All aye, motion carried.

**CITY OF CROOKS
RESOLUTION #2023-05**

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE LYON COUNTY RIVERBOAT FOUNDATION'S MINI-GRANT PROGRAM FOR A VETERANS' MEMORIAL PARK IN THE CITY OF CROOKS.

WHEREAS, City of Crooks Parks Board Member Todd Myhre and members of the city of Crooks have formed a board, the Veterans' Memorial Park Board, to pursue the establishment of a veterans' memorial park in the city of Crooks; and,

WHEREAS, the Veterans' Memorial Park Board members wish to pursue a grant opportunity provided by the Lyon County Riverboat Foundation's Mini-Grant program; and,

WHEREAS, a grant application has been prepared to be submitted to the Lyon County Riverboat Foundation's Mini-Grant, with the funds, if granted, to be used towards the future Crooks Veterans' Memorial Park; and,

WHEREAS, the City of Crooks wishes to pursue the grant opportunity;

NOW, THEREFORE, BE IT RESOLVED THAT:

The City of Crooks authorizes the submission of the application to the Lyon County Riverboat Foundation's Mini-Grant program.

Ayes: Harstad, Beyer, Richardson

Nays:

Abstains:

Dated this 13th day of March, 2023.

F. Butch Oseby, Mayor

(SEAL)

Attest:

Tobias Schantz, Finance Officer

Passed: 03/13/2023

Published:

Effective:

11) Executive session pursuant to SDCL 1-25-2(1) – Personnel matters. No action was taken by Council to enter into executive session.

12) Adjourn. Motion by Harstad to adjourn meeting at 7:13pm, 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: \$