

**City of Crooks
Meeting Minutes
April 10, 2023**

1) Call to order/Roll Call. At 6:02pm 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 and City engineers Jake Morris and Jesse Morris (DGR).

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

3) Approve posted agenda. Motion by Beyer to amend to include approval of malt beverage license renewals for Pump’N’Stuff and Crooks Country Corner under “Other Business,” seconded by J. Richardson. No discussion. All aye, motion carried. Motion by J. Richardson to approve agenda, seconded by Harstad. No discussion. All aye, motion carried.

4) Meeting minutes. Governing body reviewed meeting minutes. Motion by Beyer to approve March 13, 2023 and March 20, 2023 meeting minutes, seconded by J. Richardson. No discussion. All aye, motion carried.

5) Financials. Governing body reviewed financials. Motion by J. Richardson to approve financials, seconded by Beyer. No discussion. All aye, motion carried.

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

Approved claims.

Vendor	Date incur.	Description	Amount
A&B Business Solutions	4/4/2023	copier lease	\$ 290.99
Aflac	3/26/2023	Aflac payable	\$ 138.34
Alliance Communications	4/1/2023	utilities office & sewer	\$ 372.33
Builder's Electric	3/23/2023	repair lights & LED lights	\$ 1,897.01
CC Storage	4/1/2023	storage unit rental fee	\$ 69.00
Clayton Energy	3/13/2023	commodity purchase	\$ 88,943.60
Clayton Energy	4/3/2023	reservation fee & monthly service fee	\$ 40,462.56
Crooks Country Corner	3/7/2023	diesel exhaust fluid	\$ 19.95
Crooks Municipal Utilities	4/6/2023	City shop utilities	\$ 376.30
Crooks Municipal Utilities	4/6/2023	Palmira Park bathroom utilities	\$ 152.23
Crooks Municipal Utilities	4/6/2023	Crooks Comm. Center utilities	\$ 754.80
Crooks Municipal Utilities	4/6/2023	w lift station utilities	\$ 23.35
Crooks Municipal Utilities	4/6/2023	n lift station utilities	\$ 23.35
Crooks Municipal Utilities	4/6/2023	main lift station utilities	\$ 32.77

Crooks Municipal Utilities	4/6/2023	New Hope bathroom utilities	\$ 87.70
Crooks Municipal Utilities	4/6/2023	Sunset irrigation system	\$ 33.00
Dell Rapids Community Ambulance	3/21/2023	2023 ambulance services	\$ 10,000.00
Department of Treasury / EFTPS	4/4/2023	payroll tax deposit	\$ 5,491.41
Department of Treasury / EFTPS	3/16/2023	payroll tax deposit	\$ 2,021.98
DGR Engineering	3/20/2023	east side lift station con. admin.	\$ 3,344.00
Display Sales	3/13/2023	LED lights	\$ 105.00
DocuSign, Inc.	3/31/2023	service fee	\$ 1,725.00
Dudley Laundry d/b/a Appeara	3/29/2023	mat, mop, towel, rag service	\$ 99.20
Ecolab	3/14/2023	pest control services	\$ 97.29
F. Butch Oseby	3/30/2023	per diem & mileage conference	\$ 399.05
First Interstate Bank	3/31/2023	service charge	\$ 7.75
First Interstate Bank	4/7/2023	purchase card payment	\$ 1,851.69
Gas Training Specialties	4/3/2023	OQ training & mileage	\$ 746.47
Glass Doctor - Sioux Falls	3/14/2023	repair windshield plow truck	\$ 286.50
Goebel Printing	4/3/2023	coroplast signs	\$ 854.00
Health Pool of SD	4/1/2023	health + life insurance payable	\$ 3,883.85
Lacey Rentals	4/4/2023	portable restroom rental	\$ 145.00
Meierhenry Sargent LLP	3/8/2023	02-2023 legal fees	\$ 180.00
Menards	3/29/2023	shop supplies & shelving	\$ 150.71
Mid States Audio	3/16/2023	video streaming equipment	\$ 1,542.98
Minnehaha Community Water Corp.	4/4/2023	03-2023 water purchase	\$ 6,242.40
Minnehaha County Treasurer	3/27/2023	duplicate title fee	\$ 10.00
Minnehaha County Treasurer	3/30/2023	title new truck & mailing fee	\$ 27.50
New Century Press	3/17/2023	03/13/23 mtg minutes	\$ 159.51
New Century Press	3/17/2023	Ord 322 publication	\$ 19.60
New Century Press	3/10/2023	hearing notice zoning regulations	\$ 14.00
New Century Press	3/17/2023	Ord 323 publication	\$ 45.36
New Century Press	3/17/2023	Ord 321 publication	\$ 15.68
New Century Press	3/3/2023	state wrestling ad	\$ 20.00
Nyberg's Ace Hardware	3/23/2023	supplies	\$ 54.94
Payment Service Network	4/3/2023	gateway fee	\$ 89.95
Pfeifer Implement	3/15/2023	Kubota tractor & loader	\$ 55,597.41

Q3 Contracting	3/22/2023	barricades district regulator station	\$ 5,966.07
Raztech LLC	4/1/2023	04-2023 managed IT services	\$ 763.75
Revize LLC	4/5/2023	2023 hosting fee	\$ 1,975.00
SD Assoc. of Rural Water Systems	3/27/2023	supplemental life insurance - child	\$ 1.85
SD Assoc. of Rural Water Systems	3/27/2023	supplemental life insurance	\$ 59.00
SD Assoc. of Rural Water Systems	3/27/2023	supplemental life insurance - spouse	\$ 50.40
SD Assoc. of Rural Water Systems	3/27/2023	dental insurance	\$ 226.14
SD Department of Transportation	3/20/2023	Progressing billing West Ave Tr.	\$ 839.69
SD Department of Revenue	3/20/2023	02-2023 sales tax payable	\$ 12,117.60
SD Gov't Finance Officers' Assoc.	4/3/2023	conference fee	\$ 150.00
SD Gov't Human Resource Assoc.	4/3/2023	conference fee	\$ 100.00
SD Public Assurance Alliance	3/15/2023	additional insurable contents	\$ 675.10
SD Retirement System	3/20/2023	monthly retirement contribution	\$ 3,101.82
SDML Workers' Compensation Fund	3/16/2023	2022 payroll audit	\$ 1,000.00
SDRS Supplemental Retirement Plan	3/20/2023	ROTH contribution	\$ 300.00
Shell/Pump'N'Stuff	3/17/2023	fuel skid steer	\$ 41.36
Shell/Pump'N'Stuff	3/21/2023	fuel pay loader	\$ 167.17
Shell/Pump'N'Stuff	3/21/2023	fuel skid steer	\$ 34.77
Shell/Pump'N'Stuff	3/30/2023	fuel white truck	\$ 80.74
Shell/Pump'N'Stuff	2/3/2023	fuel skid steer	\$ 56.52
Shell/Pump'N'Stuff	3/21/2023	fuel Kubota tractor	\$ 17.64
Shell/Pump'N'Stuff	3/12/2023	fuel loader	\$ 122.24
Sioux Falls Area Humane Society	3/7/2023	animal control services	\$ 60.07
Sioux Valley Energy	3/14/2023	sewer utilities	\$ 229.93
Sioux Valley Energy	3/14/2023	469th lift station utilities	\$ 305.20
Sioux Valley Energy	3/14/2023	street light utilities	\$ 254.00
South Dakota 811	3/31/2023	03-2023 message fees	\$ 7.35
Utility Safety and Design, Inc.	3/27/2023	valves	\$ 425.00
US Postal Service	3/29/2023	mailing fee water projects letter	\$ 268.81

US Postal Service	4/6/2023	mailing fee utility billing postcards	\$ 325.84
Verizon Wireless	3/23/2023	new jet pack & utilities	\$ 191.27
Verizon Wireless	3/10/2023	utilities at metering stations	\$ 624.67
Xcel Energy	4/3/2023	utilities	\$ 4,971.72
		Total claims	\$ 264,416.23

Approved purchase card payments.

Vendor	Date incur.	Description	Amount
Amazon	3/28/2023	replacement battery APC	\$ 196.00
Amazon	3/20/2023	supplies	\$ 77.15
Dudley Laundry d/b/a Appeara	3/15/2023	mat, mop, towel, rag service	\$ 95.67
Mail Technologies/DocuSend	4/6/2023	ebills Crooks	\$ 6.44
Mail Technologies/DocuSend	4/6/2023	ebills outside of Crooks	\$ 5.06
Matheson Tri-Gas	1/31/2023	gas charts	\$ 35.06
Matheson Tri-Gas	3/31/2023	gas charts	\$ 35.06
Microsoft	3/20/2023	basic subscription	\$ 54.00
Microsoft	3/20/2023	monthly subscription 365	\$ 100.00
Nyberg's Ace Hardware	3/15/2023	supplies Crooks Community Cen.	\$ 37.54
Nyberg's Ace Hardware	3/22/2023	shop supplies	\$ 47.94
ODP Business Solutions	3/29/2023	printer paper	\$ 59.34
Pfeifer Implement	3/14/2023	cutting edge skid steer	\$ 351.97
Pfeifer Implement	3/10/2023	refund overcharges	\$ (170.10)
Pfeifer Implement	3/20/2023	cutting edge + supplies	\$ 304.52
Ramkota - Pierre	3/28/2023	GOED conference room	\$ 82.00
Scooby's Car Wash	3/22/2023	vehicle maintenance	\$ 25.00
Scooby's Car Wash	3/30/2023	vehicle maintenance	\$ 15.75
Shell/Pump'N'Stuff	3/20/2023	fuel black truck	\$ 21.10
Shell/Pump'N'Stuff	3/13/2023	fuel City truck	\$ 47.51
Shell/Pump'N'Stuff	3/15/2023	fuel black truck	\$ 40.21
Shell/Pump'N'Stuff	3/30/2023	fuel black truck	\$ 46.72
US Postal Service	3/10/2023	postage delinquent letters	\$ 337.75
		Total purchase card claims	\$ 1,851.69

Approved gross wages by department for March 2023

Council	\$ 525.00
Mayor	\$ 420.00
Planning and Zoning Commission	\$ 308.86
Finance Office	\$ 2,520.31
Government Buildings	\$ 1,329.66
Building Inspector	\$ 938.59

Highway & Streets	\$ 2,024.81
Highway & Streets - Snow Removal	\$ 1,908.53
Solid Waste Collection	\$ 244.74
Code Enforcement	\$ 98.68
Animal Control	\$ 1,019.82
West Nile	\$ 80.18
Parks	\$ 2,305.41
Water	\$ 5,243.98
Sewer	\$ 5,334.16
Gas	\$ 5,286.61
Total wage claims	\$ 29,589.34

7) Open comments.

- a) Eric Schuette – Serve as Alderman Ward II. Eric Schuette introduced himself to the governing body and spoke on his interest to serve as Alderman.
- b) Bob Peterson, Big Sioux/Ducks Unlimited representative, addressed Council on Crooks Community Center rental and obtain exemption from payment for hall rental upon booking. Motion by Beyer to allow hall reservation for Ducks Unlimited with stipulation deposit be paid one month in advance of event, seconded by Harstad. No discussion. All aye, motion carried.

8) Public hearings.

- a) Adoption of revised Zoning Regulations for the City of Crooks. Oseby opened hearing at 6:14pm. Revised Zoning Regulations were reviewed. Floor was opened for comments. No comments were received. Hearing was closed at 6:16pm.
- b) Conditional Use Application for home-based business. Oseby opened hearing at 6:17pm. Kristin Anderson, applicant, spoke to governing body on her petition. Floor was opened for comments. No comments were received. Oseby closed hearing at 6:20pm. Motion by Beyer to approve conditional use, seconded by J. Richardson. No discussion. All aye, motion carried.

9) Reports / Other business.

- a) **Capital Improvements & Repairs.** Governing body discussed ongoing and future projects.
- b) **Utility.** Report was given by Oseby. West Leg 2024 expansion (Natural Gas). Governing body reviewed and discussed purchase of additional natural gas capacity. Motion by J. Richardson to submit bid for an additional 100 units, seconded by Harstad. No discussion. All aye, motion carried.
- c) **Economic development.** Harstad and Oseby gave report.

- d) **Streets.** Oseby gave report. i. Award 2023 Slurry seal. Motion by Harstad to award slurry seal bid to low bidder Asphalt Surfacing Company (ASCO) in the amount of \$74,049.92, seconded by J. Richardson. No discussion. All aye, motion carried.
- e) **Planning and Zoning.** i. Building inspector recommendations. Status of search for new residential building inspector was discussed.
- f) **Government buildings & IT infrastructure.** Beyer gave report.
- g) **Parks.** Harstad gave report. Governing body discussed the cost of the pond excavation at Heritage Park.
- h) **Finance.** J. Richardson gave report. i. Reliabank – loan quotation & deposit relationship. Governing body discussed the loan quotation and potential future deposit relationship. Motion by Harstad to authorize interfund loan from Natural Gas Fund to General Fund for financing of the new utility tractor, seconded by J. Richardson. No discussion. All aye, motion carried.
- i) **Code enforcement/Animal control.** No report.
- j) **Other business:**
 - i. **Sourcewell participation agreement.** Motion by Harstad to approve Sourcewell participation agreement, seconded by J. Richardson. No discussion. All aye, motion carried.
 - ii. **Malt beverage license renewals.** Motion by Harstad to approve malt beverage license renewals for Crooks Country Corner and Pump’N’Stuff, seconded by Beyer. No discussion. All aye, motion carried.

10) Ordinances, resolutions, polices, motions.

a) Second reading of Ordinance #324 (Pertaining to the regulation of peddlers, solicitors, transient merchants and mobile food vendors) was given by Oseby. Ordinance was reviewed. Motion by Harstad to approve ordinance, seconded by Beyer. No discussion. Roll call vote: Harstad – aye, J. Richardson – aye, Beyer – aye. All aye, motion carried.

b) Resolution 2023-04 (Establishing fees for peddler/solicitor/transient merchant and mobile food vendor permits). The fee structure of resolution for mobile food vendors was discussed. Motion by Harstad to approve resolution and remove section for city sponsored events and remove annual \$50.00 fee for mobile food vendors, seconded by Beyer. No further discussion. All aye, motion carried.

CITY OF CROOKS RESOLUTION #2023-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CROOKS, SOUTH DAKOTA, ESTABLISHING FEES FOR PEDDLER/SOLICITOR/TRANSIENT MERCHANT AND MOBILE FOOD VENDOR PERMITS.

WHEREAS, Ordinance #324 establishes that Peddler/Solicitor/Transient Merchant permits and Mobile Food Vendor permits fees shall be established by resolution;

NOW, THEREFORE, BE IT RESOLVED THAT, the following rates are hereby established for Peddler/Solicitor/Transient Merchant and Mobile Food Vendor permits as follows:

Permit Type	Duration	Fees
Peddler/Solicitor/Transient Merchant	30 days	\$20.00
Mobile Food Vendor	Calendar Year	\$0.00

Ayes: Harstad, Richardson, Beyer

Nays:

Abstains:

Dated this 10th day of April, 2023.

F. Butch Oseby, Mayor

(SEAL)

Attest:

Tobias Schantz, Finance Officer

Passed: 04/10/2023

Published:

Effective:

11) Adjourn. Motion by Harstad to adjourn meeting at 7:24pm, seconded by Richardson. No discussion. All aye, motion carried.

Respectfully submitted,
Tobias Schantz
City Administrator/Finance Officer
City of Crooks, SD

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A full recording of the meeting can be accessed at
<https://www.youtube.com/@cityofcrookssd5262/streams>.