

**City of Crooks  
City Council  
Regular Meeting Minutes  
September 11, 2023**

**1) Call to order/Roll Call.** At 6:00pm the meeting was called to order by Mayor Oseby in the Crooks Community Center. Answering roll call were Alderman Beyer, Alderman J. Richardson, Alderman Schuette, and Mayor Oseby. Alderman Harstad joined at 6:03pm. A quorum was present. City staff/officials present were City Administrator/Finance Officer Schantz, City engineers Morris and Elgert (DGR).

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

**3) Approve agenda.** Motion by J. Richardson to approve agenda with amendment to remove the second reading of Ordinance #332 (2024 Appropriations) as the final property tax receipt for 2024 needs to be confirmed and add an item for West Ave Ph. 3 trails under the Streets report, seconded by Beyer. No discussion. All aye, motion carried.

**4) Meeting minutes.** Governing body reviewed meeting minutes. Motion by J. Richardson to approve August 14, 2023 meeting minutes and August 23, 2023 special 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. No discussion. All aye, motion carried.

**6) Claims.** Governing body reviewed claims and wages for September 11, 2023. Motion by J. Richardson to approve claims and wages, seconded by Beyer. No discussion. All aye, motion carried.

**Approved claims.**

Vendor	Date incur.	Description	Amount
3D Security	9/1/2023	Cloud storage video cameras	\$ 650.00
A& Business Solutions	9/5/2023	copier lease - interest portion	\$ 303.11
Active Data Systems	9/1/2023	electronic records mgmt. & storage	\$ 101.00
Aflac	8/26/2023	supplemental insurances	\$ 138.34
Alliance Communications	9/1/2023	utilities & call charges	\$ 376.88
Bender's Sewer & Drain	9/2/2023	rebuild manholes	\$ 8,007.00
Border States Electric	8/30/2023	3/4" plex pipe purchase	\$ 349.05
Border States Electric	8/18/2023	1/2CTS plex pipe	\$ 207.40
CC Storage	9/1/2023	storage unit rental & difference for July & August	\$ 117.00
Clayton Energy Corp.	9/1/2023	reservation & monthly service fee	\$ 2,204.59
Crooks Municipal Utilities	9/7/2023	GF utility portion	\$ 1,309.24
Crooks Volunteer Fire Dept.	9/4/2023	2024 calendar ad	\$ 125.00

DGR Engineering	8/18/2023	07-2023 engineering services	\$ 872.00
DGR Engineering	8/18/2023	east side lift station improvements	\$ 4,331.62
DGR Engineering	8/18/2023	sanitary sewer expansion & new main lift improvements	\$ 818.00
Display Sales	7/31/2023	banner rod, safety pin, freight fee	\$ 100.00
Ecolab	8/24/2023	Pest control at Crooks Community Center	\$ 97.29
Energy Economics, Inc.	8/22/2023	gas meter testing	\$ 2,180.04
First Interstate Bank	9/7/2023	purchase card payment	\$ 1,708.49
Groebner & Associates	9/6/2023	Gas equipment - gas sensor	\$ 2,088.78
Health Pool of SD	9/1/2023	health insurance payable	\$ 3,883.85
Interstate Power Systems	8/25/2023	maintenance 25766 469th Ave lift station	\$ 555.61
Interstate Power Systems	8/25/2023	maintenance west lift station	\$ 361.00
Interstate Power Systems	8/25/2023	maintenance n lift station	\$ 391.00
Jason Penning	9/6/2023	per diem & mileage for wastewater exam	\$ 691.97
Knife River	8/9/2023	asphalt	\$ 240.00
Knife River	8/9/2023	plaster sand & delivery	\$ 685.42
Knife River	8/9/2023	plaster sand & delivery	\$ 711.17
Lacey Rentals, Inc.	8/22/2023	portable restroom rental	\$ 145.00
Lacey Rentals, Inc.	8/29/2023	portable restrooms rentals at Sunset Park	\$ 490.00
Lacey Rentals, Inc.	8/30/2023	Handicap portable restroom rental at Sunset Park	\$ 200.00
Minnehaha Comm. Water Corp.	9/1/2023	08-2023 water purchase	\$ 11,602.50
Mitchell Construction Inc.	8/24/2023	gravel	\$ 649.55
New Century Press	8/11/2023	Conditional hearing notice - 605 Companies	\$ 15.68
New Century Press	8/11/2023	Variance hearing notice - Day care	\$ 15.68
New Century Press	8/18/2023	Comprehensive Plan adoption notice	\$ 20.72
New Century Press	8/18/2023	Ordinance 329 publication	\$ 16.80
New Century Press	8/18/2023	Ordinance 326 publication	\$ 39.20
New Century Press	8/18/2023	Ordinance 330 publication	\$ 12.32
New Century Press	8/18/2023	Ordinance 331 publication	\$ 14.56
New Century Press	8/18/2023	08/11/2023 meeting minutes	\$ 235.20
New Century Press	8/18/2023	Tri-Valley advertising support	\$ 65.00
New Century Press	8/18/2023	Sports previews - advertisement	\$ 16.66
New Century Press	8/25/2023	Hearing notice conditional use	\$ 17.36
New Century Press	8/25/2023	Comprehensive plan adoption notice	\$ 20.72
New Century Press	8/25/2023	Tri-Valley home programs	\$ 65.00
New Century Press	9/1/2023	Hearing notice preliminary plan	\$ 17.92
New Century Press	9/1/2023	Hearing notice rezoning	\$ 19.60
New Century Press	9/1/2023	08/23/2023 special meeting minutes	\$ 48.16

Novak Sanitary	9/1/2023	dumpster at City shop	\$ 399.25
Payment Service Network	9/5/2023	monthly service fee	\$ 89.95
Pheasantland Industries	8/31/2023	Signs	\$ 84.29
Q3 Contracting	8/31/2023	concrete around barricades DRS & new service	\$ 4,904.35
R&S Construction	8/15/2023	repair dugout roofs New Hope Park	\$ 7,956.00
Raztech LLC	9/1/2023	Managed IT services	\$ 763.75
SD Assoc. of Rural Water Systems	8/23/2023	supplemental insurances	\$ 337.39
SD DANR	8/16/2023	operator certification exam fees	\$ 60.00
SD Dept. of Health	8/22/2023	water testing	\$ 181.00
SD Dept. of Revenue	9/8/2023	08-2023 sales tax payable	\$ 1,282.33
SD Dept. of Revenue	8/17/2023	07-2023 sales tax payable	\$ 1,130.51
SD Retirement System	8/17/2023	retirement payable	\$ 3,269.88
SDRS Supplemental Retirement	8/22/2023	ROTH contribution	\$ 300.00
Secure Enterprise Asset Management	8/10/2023	document destruction	\$ 241.55
South Dakota 811	8/31/2023	monthly service charge & message fees	\$ 168.00
U Drive Technology	9/1/2023	08-2023 message fees	\$ 194.64
US Dept. of Treasury	9/1/2023	payroll tax deposit	\$ 5,942.02
US Dept. of Treasury	8/17/2023	payroll tax deposit	\$ 2,264.81
US Postal Service	9/5/2023	postage	\$ 292.13
US Postal Service	9/7/2023	mailing fee utility bills	\$ 329.66
US Specialty Coating	8/10/2023	marking paint	\$ 162.65
Verizon Wireless	8/23/2023	utilities	\$ 91.26
Wesley Johnson	8/28/2023	CCC deposit refund	\$ 550.00
Xcel Energy	9/5/2023	electric utilities	\$ 4,562.17
		<b>Total claims</b>	<b>\$ 82,890.07</b>

**Approved purchase card payments.**

Vendor	Date incur.	Description	Amount
Appearra	8/16/2023	mat, mop, towel, rag, rug service	\$ 95.67
Appearra	8/30/2023	mat, mop, towel, rag, rug service	\$ 99.09
Crooks Country Corner	8/14/2023	fuel	\$ 75.90
Crooks Country Corner	8/28/2023	fuel	\$ 67.86
Crooks Country Corner	9/5/2023	fuel	\$ 56.34
DocuSend	9/7/2023	ebills non-Crooks	\$ 5.00
DocuSend	9/7/2023	ebills Crooks	\$ 6.65
Fireball Decals	8/30/2023	golf cart stickers	\$ 81.95
Gemini Sign Letters	8/24/2023	letters portable sign	\$ 86.81
Matheson Tri-Gas	8/31/2023	gas charts	\$ 35.06
Microsoft	8/20/2023	Microsoft - 365 business standard subscription	\$ 100.00

Microsoft	8/20/2023	Microsoft - 365 basic subscription	\$ 54.00
Pump'N'Stuff	8/14/2023	fuel	\$ 59.24
Pump'N'Stuff	8/14/2023	fuel	\$ 4.93
Pump'N'Stuff	8/16/2023	fuel	\$ 23.84
Pump'N'Stuff	8/17/2023	fuel	\$ 38.95
Pump'N'Stuff	8/17/2023	fuel	\$ 22.84
Pump'N'Stuff	8/17/2023	fuel	\$ 25.45
Pump'N'Stuff	8/18/2023	fuel	\$ 26.42
Pump'N'Stuff	8/21/2023	fuel	\$ 7.45
Pump'N'Stuff	8/22/2023	fuel	\$ 50.90
Pump'N'Stuff	8/22/2023	fuel	\$ 21.71
Pump'N'Stuff	8/24/2023	fuel	\$ 31.20
Pump'N'Stuff	8/25/2023	fuel	\$ 25.20
Pump'N'Stuff	8/30/2023	fuel	\$ 22.62
Pump'N'Stuff	8/31/2023	fuel	\$ 40.57
Pump'N'Stuff	9/1/2023	fuel	\$ 92.90
Pump'N'Stuff	9/1/2023	fuel	\$ 34.49
Pump'N'Stuff	9/5/2023	fuel	\$ 54.48
Renner Corner	8/15/2023	fuel	\$ 68.00
Tractor Supply	8/14/2023	sprayer parts	\$ 85.98
Tractor Supply	9/1/2023	supplies	\$ 49.47
US Postal Service	8/26/2023	postage	\$ 8.99
US Postal Service	9/6/2023	postage	\$ 9.65
White Cap	9/6/2023	marking paint & straw waddle	\$ 138.88
		Total Purchase card & returns	\$ 1,708.49

**Approved gross wages by department for August 2023.**

Council	\$ 1,000.00
Mayor	\$ 750.00
Planning & Zoning Commission	\$ 745.38
Finance Office	\$ 1,592.19
Government Buildings	\$ 1,468.35
Building Inspector	\$ 1,097.93
Highway & Streets	\$ 2,235.85
Snow Removal	\$ 1,469.22
Solid Waste Collection	\$ 270.30
Code Enforcement	\$ 98.68
Animal Control	\$ 49.34
West Nile	\$ 88.51
Parks	\$ 2,545.59
Water	\$ 5,424.89
Sewer	\$ 5,524.42
Gas	\$ 5,481.60
<b>Total wage claims</b>	<b>\$ 29,842.25</b>

**7) Consent calendar item(s).** Item was discussed by governing body. Motion by J. Richardson to approve consent calendar item(s), seconded by Beyer. No further discussion. All aye, motion carried.

**Approved consent calendar item(s):**

- a) Abatement under SDCL 10-4-40; Parcel 66448.

**8) Open comment(s).**

- a) Pam Janssen, resident, addressed the governing body and spoke on utility rates and their impact on her.
- b) Crooks Community Child Care Center – Building permit fee reduction/waiver request. Trish Olthoff, vice-president of Crooks Community Child Care Center Board, asked governing body to consider waiving the building permit fee for the new day care facility. The request was discussed by those present, and explanation provided why request could not be granted. No action was taken by Council on item.

**9) Public hearing(s).**

- a) Conditional Use Hearing – Operate day care in general business district/property zoned general business. Oseby opened the hearing at 6:17pm. The conditional use application was submitted by Crooks Community Child Care Center for 105 S West Avenue, Crooks, SD, to obtain permission to operate a day care on a property zoned general business. Application was reviewed. Oseby opened floor for comments. No comments were received from the public. Oseby closed hearing at 6:18pm. Motion by J. Richardson to approve conditional use, seconded by Beyer. No discussion. All aye, motion carried.

**10) Reports/Other business.**

- a) **Utility.** Schantz stated utility personnel had completed leak testing with assistance from SD Rural Water Systems; the surveying did not find leaks. Governing body and those present then discussed potential other reasons for the water loss and ways to resolve the water loss.
- b) **Economic development.** Harstad gave report. The Crooks Development Corporation will have a meeting on September 15. Oseby spoke on upcoming special meeting during which the preliminary plan for the commercial and multi-family area of the Willow Creek Development will be discussed. The meeting is scheduled for September 18 at 6pm in the Crooks Community Center.
- c) **Streets.** Oseby gave report. City staff identified 2023 slurry seal punch list items.
  - i. Slurry seal – 1<sup>st</sup> pay application. Governing body reviewed application. Schantz stated engineer made recommendation to pay 90% and withhold 10% until punch list items are completed. Motion by J. Richardson to pay 90% of application as submitted, seconded by Schuette. No discussion. All aye, motion carried.
  - ii. E. Main Street right-of-way. Oseby spoke on the securing of a utility easement in E. Main Street's right-of-way. Governing body discussed the item.

- iii. West Ave Trails Phase 3. Morris and Elgert presented exhibit to add connections/safe paths to the West Ave Trails Phase 3 project. The recommendation was reviewed and discussed.
- d) Planning and Zoning.**
  - i. Connection Willie Drive. A portion of roadway needs to be paved to connect the Heritage Pond development's Willie Drive portion to the existing portion. Harstad provided an update on discussion held with developer of the area and potential completion of the project.
  - ii. Street signs & speed limit 257<sup>th</sup> Street/W 4<sup>th</sup> Street. J. Richardson asked about the status of the speed limit along 257<sup>th</sup> Street/W 4<sup>th</sup> Street, she had received another complaint of speeding. The governing body discussed the replacement of speed signs on the north end of town.
- e) Government buildings & IT infrastructure.** Beyer gave report.
  - i. City shop & lot. Beyer stated a committee will be assembled to work on the potential new city shop project, which will provide regular progress updates.
- f) Parks.** Harstad gave report. The Crooks Flag Football League's activities at Sunset Park was spoken on. The local ball groups were surveyed and asked for input on potential improvements/repairs at parks. The state of the fields at the park is good. The park season is ending.
- g) Finance.** J. Richardson gave report. The current financials, ongoing and future items requiring use of City funds were spoken on by J. Richardson. Oseby spoke on following the budget.
  - i. CIP & Major repairs. The status of the east side lift station project was discussed.
- h) Code enforcement/Animal control.**
  - i. Change fireworks discharge dates. Oseby spoke on the item. Governing body reviewed the current ordinance and regulations pertaining to thereof.
- i) Other business:**
  - i. Surplus items & appoint surplus board. Motion by Harstad to surplus the property, seconded by Richardson (listing below). No discussion. All aye, motion carried.  
Property declared surplus:
    - 3 36inch wide plexiglass cough/sneeze guards
    - 1 24inch wide cough/sneeze guards
    - 5 8foot x 30inch wide rectangular tables - broken legs or support pieces
    - 1 wooden podium
    - 3 cream colored 4 drawer filing cabinets
    - 1 black colored 4 drawer filing cabinet
    - 1 black colored 2 drawer filing cabinet
    - 1 black colored 2 drawer filing cabinet
    - 1 black colored 2 door storage cabinet
    - 1 black colored poster stand
    - 1 wood grain "L" shaped desk - main desk - 72inches long by 24inches wide by 30inches tall - "L" part of desk - 49inches long by 24inches wide by 30inches tall
    - 1 Tan colored "L" shaped cubicle desk setup

Motion by Richardson to appoint surplus board naming William Papke, Jim Van Hunnick, and Jeremy Papke as members, seconded by Harstad. No discussion. All aye, motion carried.

**11) Ordinances, resolutions, policies, motions.**

- a) Second reading of Ordinance #332 (FY2024 Appropriations) was tabled until September 18 special meeting.
- b) First reading of Ordinance #333 (Sales tax refund) was given by Oseby.
- c) Reading of Resolution 2023-15 (Adopting a General Fund Operating Reserve Policy) was given by Oseby. Motion by J. Richardson to approve resolution, seconded by Harstad. Schantz spoke on item. All aye, motion carried (4-0).

**CITY OF CROOKS  
RESOLUTION #2023-15**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CROOKS TO ADOPT A GENERAL FUND OPERATING RESERVE POLICY.**

**WHEREAS**, the City of Crooks is committed to responsible fiscal management of its resources, desiring to achieve long-term fiscal stability; and,

**WHEREAS**, the General Fund Reserves ensure the City’s ability to maintain vital services to the community during times of unforeseen emergencies, unanticipated revenue shortfalls, or instances of lower liquidity due to the cyclical nature of major revenue sources; and,

**WHEREAS**, the City of Crooks presently does not have a General Fund Operating Reserve Policy in place and desires to establish and adopt a formal policy;

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

The Council of the City of Crooks adopts the General Fund Operating Reserve Policy as attached in the exhibit hitherto.

Aye: Harstad, Richardson, Beyer, Schuette

Nay:

Abstain:

Dated this 11<sup>th</sup> day of September, 2023.

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

(SEAL)

Attest:

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

Passed: 09/11/2023

Published:

Effective:

**13) Adjourn.** Motion by Harstad to adjourn meeting at 7:34pm, seconded by Schuette. 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: \$

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