

**City of Crooks  
City Council  
Special Meeting Minutes  
September 18, 2023**

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

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

**3) Public hearing(s) (jointly with the Planning and Zoning Commission):**

**a) Preliminary subdivision plan – Willow Creek Ridge / Applicant: DWBP, LLC.**

The hearing was opened at 6:01pm. Pat Schwebach, project engineer, spoke on the preliminary plan. The dividing lines for the property were moved, increasing the general business portion. The underground utilities were discussed. Morris spoke on the design engineering plans, public water/sewer access, and need for a traffic memo. Floor was opened for public comment. No public comment was received. The hearing was closed at 6:13pm. Motion by J. Richardson to approve preliminary plan as presented, seconded by Harstad. No discussion. All aye, motion carried.

**b) Petition to rezone – Willow Creek Ridge / Applicant: DWBP, LLC.**

The hearing was opened at 6:14pm. No comment was received from petitioners. The floor was opened for public comment. No public comment was received. The hearing was closed at 6:15pm. Motion by J. Richardson to approve petition to rezone, seconded by Beyer. Harstad asked developer if rezoning will affect the previously approved tax increment financing district. Brief discussion on item. No further discussion. All aye, motion carried.

**4) Open comments.** No open comments.

**5) First reading of Ordinance #334 (Ordinance to rezone real property in the City of Crooks).** Schantz stated he made an error; the agenda incorrectly noted the item as petition to rezone and should state this was an ordinance to rezone real property. Oseby gave first reading.

**6) Second reading of Ordinance #332 (FY 2024 Appropriations).** Oseby gave second reading. Schantz asked that if ordinance is approved it includes a correction of clerical error made on Contingency line, which should state 411.5 instead of the 412. Motion by J. Richardson to approve ordinance with clerical error correction, seconded by Harstad. No discussion. All aye, motion carried.

**7) 2023 slurry seal – Corrected 1<sup>st</sup> Pay application.** The item was discussed. Motion by Beyer to approve disbursement at 90% with 10% retained withheld based on application submitted, seconded by J. Richardson. Oseby spoke on punch list items. Motion by J. Richardson to

authorize Mayor Oseby to sign construction documents once they are returned by contractor and disburse approved amount of \$67,099.25 upon receipt, seconded by Beyer. No discussion. All aye, motion carried.

**8) Temporary Interfund loan.** Schantz explained temporary interfund loan is needed to defray slurry seal repair expenditure. Schantz recommended Natural Gas Fund make the loan to the Special Assessment fund in the amount of \$10,486.41. Motion by J. Richardson to authorize interfund loan, seconded by Beyer. No discussion. All aye, motion carried.

**9) Adjourn.** Motion by Harstad to adjourn meeting at 6:25pm, seconded by J. Richardson. No discussion. All aye, motion carried.

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

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For a recorded live stream of the meeting, please visit:  
<https://www.youtube.com/watch?v=nXGrKCEdRv8>