

Crooks Housing and Redevelopment Commission
 Regular monthly meeting minutes
 August 20, 2019

At 7:01 pm, Chairman Harstad called the meeting to order. Finance Officer Schantz took roll call:

Present: Commissioner Harstad, Commissioner Moller, Commissioner Carlson
Also present: Mayor Oseby, Finance Officer Schantz and area residents

Pledge of allegiance was recited by those present.

Approve agenda. Motion by Moller to approve posted agenda, seconded by Carlson. No discussion. All aye, motion carries.

Approve meeting minutes. Motion by Moller to approve July 17 meeting minutes, seconded by Carlson. No discussion. All aye, motion carries. Motion by Moller to approve July 26 special meeting minutes, seconded by Carlson. No discussion. All aye, motion carries. Motion by Carlson to approve August 2 special meeting minutes, seconded by Moller. No discussion. All aye, motion carries.

Bills and communications. Motion by Carlson to approve August 2019 claims, seconded by Moller. Carlson asked about BX Civil & Construction claim. Moller asked about the Metro Construction claim. Harstad asked about City of Crooks invoice for reimbursement of display signs. Oseby, Mayor, spoke on Xcel claim and City invoice. No further discussion. All aye, motion carries.

Approved claims.

Vendor	Date incur.	Amount	Description
DNB National Bank	8/14/2019	\$ 13,655.17	bond payment
Anderson Publications	7/31/2019	\$ 54.00	lot advertisement
Internal Revenue Service	7/29/2019	\$ 30.64	tax payment for Q1
Internal Revenue Service	7/26/2019	\$ 45.92	tax payment for Q3
Internal Revenue Service	7/22/2019	\$ 45.92	overpaid tax for Q3
Internal Revenue Service	8/19/2019	\$ 49.72	FICA for 07.16.19, 07.26.19, 08.02.19 mtgs
BX Civil & Construction	7/1/2019	\$ 4,130.80	dust control application
Internal Revenue Service	7/26/2019	\$ 8.19	difference for notice from IRS
Metro Construction	8/9/2019	\$ 168,585.00	underground work 2nd phase of development
DGR Engineering	7/16/2019	\$ 4,578.00	engineering Sunset Phase 2
Xcel Energy	8/7/2019	\$ 9,218.35	light poles along West Ave Tr
City of Crooks	8/14/2019	\$ 4,077.63	Schantz labor + reimburseable expenses
City of Crooks	8/19/2019	\$ 3,480.00	Labor reimbursement
City of Crooks	8/19/2019	\$ 10,516.00	Display reimbursement
Mike Harstad	7/17/2019	\$ 46.17	07.16.2019 mtg pay
Christopher Langloss	7/17/2019	\$ 46.17	07.16.2019 mtg pay
Robert Carlson	7/17/2019	\$ 46.17	07.16.2019 mtg pay
Mike Harstad	7/26/2019	\$ 23.09	07.26.2019 special mtg pay
Jeff Nelson	7/26/2019	\$ 23.09	07.26.2019 special mtg pay
Robert Carlson	7/26/2019	\$ 23.09	07.26.2019 special mtg pay
Chad Moller	7/26/2019	\$ 23.09	07.26.2019 special mtg pay
Mike Harstad	8/2/2019	\$ 23.09	08.02.2019 special mtg pay
Jeff Nelson	8/2/2019	\$ 23.09	08.02.2019 special mtg pay
Robert Carlson	8/2/2019	\$ 23.09	08.02.2019 special mtg pay
		\$ 218,775.48	

Financials. Commission and those present reviewed financials. Harstad asked about maintenance line in budget and other current expense lines. Schantz explained these were codes to be used as proscribed by SD Municipal Accounting Manual. Motion by Carlson to approve financials, seconded by Moller. No further discussion. All aye, motion carries.

Open comments. No open comments from the public.

New business.

Update development construction. Oseby provided report on construction progress in Phase 2 of development. The underground work had been completed, and the dirt contractor is currently grading the area, so the curb and gutter contractor can move in. Oseby spoke on the issues involved with the culvert placed by 6th St., stating it had not been placed well and work needs to be done to make it fit with contours of area. Dan Buckley, resident, stated his concerns with the slope of the culvert. Oseby stated riprap needed to be purchased to be placed around culvert. Oseby also stated the area north of the current Sunset Park parking lot could be used this year for parking during the Crooks Flag Football season.

Update S West Ave property. Carlson stated he had talked to interested party, with one party exploring the option to potentially to build contingent on receiving final numbers for the project.

Update lot banner and sign at development and community center. Harstad informed those present that a local resident offered to volunteer and assist Commission with their advertising efforts. Harstad asked if commissioner would be willing to volunteer efforts. Carlson indicated he would.

Discussion on advertising of lots and advertising efforts going forward. Harstad spoke on the need to advertise lots via avenues that will increase exposure to available land and figure out ways to sell lots.

Old business.

Discussion lots 56 and 57 by Sunset Park. Commission looked at proposed parking layout and discussed that lots could be relisted. Carlson stated he believe lots next to a city park were highly desirable. Motion by Carlson to relist lots 56 and 57 at previous price of \$55,000, seconded by Moller. No further discussion. All aye, motion carries.

Executive session. Motion by Moller to enter into executive session at 7:23pm pursuant to SDCL 1-25-2[3] for contractual matters, seconded by Carlson. No further discussion. Harstad asked Schantz to take roll call vote: Harstad – aye, Moller – aye, Carlson – aye. Majority ayes, motion carries. Harstad called the meeting back to order at 7:46 pm. Motion by Carlson to authorize Randy White to negotiate for joint venture for purchase of land on behalf of Crooks HRC and Crooks Development Corp, seconded by Moller. No further discussion. All aye, motion carries.

Respectfully submitted,
Tobias Schantz
Municipal Finance Officer
City of Crooks