

Crooks Housing and Redevelopment Commission  
 Regular Monthly meeting  
 July 17, 2019

**1. Call to order/Roll Call**

At 7:00 PM, Chairman Harstad called the meeting to order at the Crooks Community Center. Harstad asked Schantz to take roll call.

Present: Commissioner Harstad, Commissioner Langloss, Commissioner Carlson

Absent: Commissioner Moller (with notice), Commissioner Nelson (with notice)

**2. The Pledge of Allegiance was recited by those present.**

**3. Approve agenda.**

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

**4. Approve meeting minutes.**

Motion by Langloss to approve June 18 meeting minutes, seconded by Carlson. No discussion. All aye, motion carries. Motion by Carlson to approve July 1 special meeting minutes, seconded by Langloss. No discussion. All aye, motion carries.

**5. Bills & Communications.**

Claims were reviewed by Crooks HRC board members. Motion by Langloss to approve July 2019 claims, seconded by Carlson. No discussion. All aye, motion carries.

Approved July 2019 claims:

Vendor	Date incur.	Amount	Description
Anderson Publications	6/30/2019	\$ 66.00	lot advertisements
Chad Moller	7/1/2019	\$ 23.09	07.01.19 special mtg pay
Chris Langloss	6/18/2019	\$ 46.17	06.18.19 mtg pay
Chris Langloss	7/1/2019	\$ 23.09	07.01.19 special mtg pay
Crew & Crew	5/22/2019	\$ 120.00	legal fee
DGR Engineering	6/17/2019	\$ 4,753.73	engineering services through May 15
DNB National Bank	6/30/2019	\$ 5.00	Dormant account fee for "Escrow" account for June
DNB National Bank	7/14/2019	\$ 13,655.17	Bond payment
Internal Revenue Service	7/1/2019	\$ 30.64	FICA for March 2019
Internal Revenue Service	7/16/2019	\$ 45.92	FICA for 06.18.19 & 07.01.19 commissioner pay
Internal Revenue Service	5/27/2019	\$ 30.93	underpaid Tax for Q1-2019
Internal Revenue Service	6/26/2019	\$ 787.76	recalculated tax for Q3 of 2018
Jeff Nelson	6/18/2019	\$ 46.17	06.18.19 mtg pay
Jeff Nelson	7/1/2019	\$ 23.09	07.01.19 special mtg pay
Mike Harstad	6/18/2019	\$ 46.17	06.18.19 mtg pay
Mike Harstad	7/1/2019	\$ 23.09	07.01.19 special mtg pay
Robert Carlson	6/18/2019	\$ 46.17	06.18.19 mtg pay
Ronning Commercial Con.	7/16/2019	\$ 10,000.00	contribution toward Palmira Comfort Station

**6. Financials.**

Board reviewed financials. Harstad asked Schantz if there is anything of note on the financials. Schantz stated there is nothing of concern. Motion by Langloss to approve financials, seconded by Carlson. No further discussion. All aye, motion carries.

**7. Open comments.** Harstad opened floor for comments from public. Joan Philips (?) thanked the Crooks HRC board members and Mayor Oseby for opening remainder of development for residential development.

**8. New business:**

- a. Adjustment lot price. Harstad informed commissioners and those present that nine lots had been sold on July 9. Harstad then spoke on the multi-family lots and pointed out that lot 17, block 2 in the new development may not be suitable as a twin family lot due to the setback requirements and utility easement, as a result Harstad asked commissioners to adjust price and make the lot suitable for a single-family residence. Harstad also informed commissioners and those present that he talked to contractors and they had confirmed that the lot may not be suitable for multi-family homes. The lot across from lot 17, block 2 was sold for \$64,500. As lot 17, block 2 is about 1,000 sqft. larger, Harstad suggested a price of \$66,500. Langloss confirmed that lot would be designated for single-family home. Motion by Langloss to adjust price of lot 17, block 2 to \$66,500 and designate its use for single-family residence only, seconded by Carlson. No further discussion. All aye, motion carries.
- b. Transfer infrastructure to City of Crooks. The infrastructure in phase 1 of the CHRC development never was transferred to the City and has been kept on the books. Harstad stated the CHRC will have to do warranty work for a year on the property. Motion by Carlson to transfer the infrastructure in phase 1 of CHRC development to City of Crooks, seconded by Langloss. No further discussion. All aye, motion carries.

**9. Old business:**

- a. 105 S West Ave Property. Harstad asked if other commissioner would like to take on the project of CHRC property located at 105 S West Ave and selling. Carlson volunteered his efforts with the implicit understanding that help will be rendered if needed to facilitate sale.
- b. Sunset Park parking options. The need for more parking at Sunset Park has been an ongoing discussion, especially during large events that take place at the park, which lead to vehicles parked on the road. Currently lots 56 and 57 in block 6 are reserved for additional parking needs. Jesse Morris (DGR) spoke on the parking layout presented, the technical aspects and the cost involved (between \$125,000 to \$130,000). Harstad stated that if lots 56 and 57 were sold, the cost for the paving of the parking lot in Sunset Park could be defrayed. The proposed parking lot plan, according to Morris, would provide about 130 parking spots. Carlson asked if proposed parking lot could tie into 6<sup>th</sup> St to avoid bottleneck situation during well-attended events and if paving could be completed this year for Flag Football. Morris stated the timeline for paving would be tight and extending the lot to 6<sup>th</sup> St. could increase costs and would require redrawing of plans. Parking lot was then further discussed by commissioners. After discussion, Harstad stated he will visit with City's Parks Department about parking lot layout.
- c. TIF discussion. Harstad informed commissioners and those present that he had visited with new city attorney, Patrick Glover, and during conversation it was discovered that

some issues had been discovered with the TIF and the entire process will have to be redone; furthermore, the way the TIF was presented may have been embellished. The new city attorney is working on an outline for the proper proceedings of the TIF process.

**10. Executive session.** Motion by Langloss to enter into executive session pursuant to SDCL 1-25-2[3] for contractual matters and consulting with legal counsel at 7:20 pm, seconded by Carlson. Harstad then asked Schantz to take roll call vote: Harstad – aye, Langloss – aye, Carlson – aye. All aye, motion carries. Harstad called the meeting back to order at 7:46 PM. No action was taken.

**11. Adjournment.** Motion by Carlson to adjourn meeting at 7:46 PM, seconded by Langloss. No discussion. All aye, motion carries.

Respectfully submitted,  
Tobias Schantz  
Municipal Finance Officer