

Crooks Housing and Redevelopment Commission
 Regular monthly meeting minutes
 November 19, 2019

At 7:00 pm, Chairman Harstad called the meeting to order. Secretary Nelson took roll.

Present: Commissioner Harstad, Commissioner Nelson, Commissioner Moller, Commissioner Langloss, Commissioner Carlson

Also present: City of Crooks Mayor Oseby, Finance Officer Schantz, Mark Bartels (realtor for CHRC) and 7 guests.

Pledge of Allegiance was recited by those present.

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

Approve meeting minutes. Motion by Carlson to approve October 15 meeting minutes, seconded by Langloss. No discussion. All aye, motion carries. Motion by Moller to approve October 22 special meeting minutes, seconded by Carlson. No discussion. All aye, motion carries.

Bills and Communications. Claims were reviewed by Commission. Carlson asked about Xcel energy claim. Schantz explained this was additional claim to the one approved at October 22 meeting. Motion by Nelson to approve November claims, seconded by Langloss. No further discussion. All aye, motion carries.

Approved claims.

Crooks Housing and Redevelopment Commission			
November 2019 claims			
Vendor	Date incur.	Amount	Description
Chad Moller	10/31/2019	\$ 69.26	10.14.2019 & 10.22.2019 mtg pay
Chris Langloss	10/31/2019	\$ 69.26	10.14.2019 & 10.22.2019 mtg pay
DGR Engineering	10/15/2019	\$ 1,137.20	engineering services CHRC future development
DNB National Bank	11/14/2019	\$ 13,655.17	bond payment
Double H Paving	10/11/2019	\$ 84,743.83	paving 2nd half of development
Internal Revenue Service	10/31/2019	\$ 57.40	10-2019 FICA
Jeff Nelson	10/31/2019	\$ 69.26	10.14.2019 & 10.22.2019 mtg pay
Mike Harstad	10/31/2019	\$ 69.26	10.14.2019 & 10.22.2019 mtg pay
Mitchell Construction	10/25/2019	\$ 577.50	haul concrete waste off
Riteway	10/15/2019	\$ 138.11	check blanks
Robert Carlson	10/31/2019	\$ 69.26	10.14.2019 & 10.22.2019 mtg pay
Xcel Energy	10/14/2019	\$ 314.36	electric installation at 425 W 5th St
		\$ 100,969.87	

Financials. Financials were reviewed by the Commission. Schantz provided explanation to financials. Motion by Nelson to approve financials, seconded by Moller. No further discussion. All aye, motion carries.

Open comments. Harstad opened floor for open comments. Resident asked contractors in new development be reminded to refrain from parking trailers on road, narrowing it too much for passing traffic.

New business. Modifications to existing purchase agreement. Harstad stated some changes needed to be made to the existing purchase agreement, as it lacked language identifying real estate agents involved in transaction of sale of CHRC lot. Bartels suggested the contact information of realtor to purchase agreement. Motion by Langloss to modify purchase agreement to include real estate agent information and real estate agents contact information, seconded by Carlson. Langloss asked if any additional information needed to be included, to which Harstad responded the discussed changes would be all. No further discussion. All aye, motion carries.

Old business.

Review Sunset development. Harstad stated lot 10, block 7 has recently closed. Electric installation is scheduled for third week of December. Dirt will need to be removed as final item. Carlson asked about extra culverts, which need to be installed. Oseby stated once excavating contractor is in town, the item can be completed.

West Ave property development. Harstad stated the most recent offer tendered for property was withdrawn before Commission could take action on this.

Lot closing. Harstad reported he is currently working with contractor to see when remaining lots will be closed on. A brief discussion on the City's recent work to clear drainage issues along property lines was discussed by Commission. Commission will wait until bill has been received for work and will then take further action.

Executive session. Motion by Carlson to enter into executive session pursuant to SDCL 1-25-2[3] to discuss contractual matters at 7:15 pm, seconded by Nelson. No further discussion. All aye, motion carries. Harstad called the meeting back to order at 7:52 pm. No action was taken by the Commission.

Adjourn. Motion by Moller to adjourn meeting at 7:52 pm, seconded by Langloss. All aye, motion carries.

Respectfully submitted,
Jeff Nelson
Secretary, Crooks Housing and Redevelopment Commission