

Crooks Housing and Redevelopment Commission  
 Regular monthly meeting minutes  
 December 17, 2019

At 7:00 pm, Chairman Harstad called the meeting to order at the Crooks Community Center. Secretary Nelson took roll call:

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

Public present: Municipal Finance Officer Schantz, CHRC realtor Mark Bartels and Clyde Glanzer (Crooks resident).

Pledge of Allegiance was recited by those present.

**Approve agenda.** Harstad requested agenda be amended for Executive Session item. Motion by Nelson to amend agenda for Executive Session item to be inserted after Old Business and approve agenda with amendment, seconded by Langloss. No discussion. All aye, motion carries. Commissioners then proceeded to vote on agenda.

**Approve meeting minutes.** Commission reviewed November meeting minutes. Motion by Langloss to approve November meeting minutes, seconded by Carlson. No discussion. All aye, motion carries.

**Bills and Communications.** Commission then reviewed claims listing for December 2020. Motion by Harstad to approve claims, seconded by Langloss. Drainage portion of City of Crooks claim was discussed by Commission. Harstad explained City remedied the drainage issues. Commissioners agreed City needs to bill property owners for the improvement or contractor of property owners. Motion by Langloss to deny drainage claim portion of \$306.77, seconded by Nelson. No further discussion. All aye, motion carries, claim portion denied. Commission then proceeded to take vote on claims. All aye, motion carries, claims approved.

**Approved claims**

December 2019 claims			
Vendor	Date incur.	Amount	Description
Cemcast	11/15/2019	\$ 1,122.64	pipe culvert at W 6th St
Chad Moller	11/30/2019	\$ 46.17	November mtg pay
Chris Langloss	11/30/2019	\$ 46.17	November mtg pay
City of Crooks	12/16/2019	\$ 5,048.87	labor reimbursement
City of Crooks	12/16/2019	\$ 15,000.00	Water/Sewer hookup fees for sold lots
DNB National Bank	12/14/2019	\$ 13,655.17	bond payment
Internal Revenue Service	11/30/2019	\$ 38.30	11-2019 FICA
Jeff Nelson	11/30/2019	\$ 46.17	November mtg pay
Mike Harstad	11/30/2019	\$ 46.17	November mtg pay
Robert Carlson	11/30/2019	\$ 46.17	November mtg pay
		<b><u>\$ 35,402.60</u></b>	

**Disapproved claims**

Vendor	Date incur.	Amount	Description
City of Crooks	12/16/2019	306.77	Drainage improvements

**Financials.** Commission reviewed financials. Schantz explained new budget format. Motion by Moller to approve financials, seconded by Carlson. No further discussion. All aye, motion carries.

**Open comments.** Schantz informed Crooks HRC that City council requested a Commissioner be present to explain status of unclosed lots.

**Old business.**

a. **Discussion Audit FY 2019.** Commission discussed conducting an audit for 2019 and the need for an audit. Harstad stated since City's mayor asked for an audit, the City should pay for audit conducted of CHRC financials. Commission took no formal action on item.

b. **Updated on lot sales by CHRC realtor.** Bartels stated a new marketing campaign will be started soon to sell lots in the new development; he also stressed that winter is generally a slower time of the year for lot sales. Bartels shared two concerns he received: one being that inspections conducted by City Building Inspector appear to be harsh and covenants appear a bit restrictive. Commission then discussed these concerns.

c. **2020 Budget.** Commission reviewed the budget for 2020. Schantz provided insights on numbers. Motion by Nelson to approve 2020 budget, seconded by Carlson. No further discussion. All aye, motion carries.

d. **2020 Cash commitments.** Harstad spoke on cash commitments of the CHRC for 2020 and stated that at least \$800,000 in lot sales will have to be made to satisfy the anticipated commitments. Commission then discussed cash commitments for 2020.

**Old business.** No old business was discussed at meeting.

**Executive session.** Motion by Nelson, seconded by Langloss to enter into executive session at 7:34 pm pursuant to SDCL 1-25-2[3] for contractual matters. No discussion. All aye, motion carries. At 7:57 pm, Harstad called the meeting back to order. No action was taken.

**Adjourn.** Motion by Moller to adjourn meeting at 7:58 pm, seconded by Carlson. All aye, motion carries.

Respectfully submitted,  
Jeff Nelson  
CHRC Secretary