

Crooks Housing and Redevelopment Commission
Regular monthly meeting
June 18, 2019

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

The meeting was called to order at 7:00 PM by Chairman Harstad. In attendance were board members Carlson, Harstad, Nelson, and Langloss. Board member Moller was absent with notice. Tobias Schantz, Municipal Finance Officer, and approximately 17 guests were present. The city attorney, Mr. Patrick Glover from Meierhenry Sargent, LLP was present and introduced.

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

3. **Approve agenda.**

A motion was made by Langloss to approve posted agenda, seconded by Carlson. There was no discussion. Harstad called the vote, all voted aye. The agenda is approved.

4. **Approve meeting minutes.**

A motion was made by Langloss to approve meeting minutes of May 21 meeting, seconded by Carlson. . There was no discussion. Harstad called the vote, all voted aye. The meeting minutes are approved.

5. **Bills & Communications.**

Claims were reviewed by the Crooks HRC board members. Motion by Nelson to approve claims, it was seconded by Langloss. Harstad asked about dormant account fee. Schantz replied the motion to close the account last month did not specify which account the funds were to be transferred to. There was no further discussion on the claims. Harstad called the vote, all voted aye. The claims are approved.

6. **Financials.**

The board reviewed the financials. Oseby, Crooks' mayor, pointed towards the balance sheet item named 164 and stated this was the infrastructure such as streets, water, sewer, curb and gutter. Oseby stated the infrastructure needed to be transferred to the City. Langloss asked if the infrastructure could be transferred at the meeting; Harstad stated the motion should be noted on the agenda and the infrastructure could be transferred at the next regular meeting of CHRC. Motion by Nelson to approve the financials, it was seconded by Carlson. There was no further discussion. Harstad called the vote, all voted aye. The financials are approved.

7. **Open Comments.**

Mayor Oseby stated that City of Crooks could assist with saving costs on the paving by placing the gravel base for the blacktop for the second half of the development. According to Oseby, doing the work in-house will save the CHRC money and the revenue generated by billing the work could supplement the City's street department.

Mayor Oseby stated that the CHRC board members worked hard to realize project goals and should be compensated adequately. He suggested a similar compensation structure as is currently in place by for the city's council members and the mayor. Oseby wants to ensure that board members are fairly compensated.

Mayor Oseby informed board members of the current amount of the bond as June 14, 2019. Oseby also stated the City's gas company has stopped making the bond guarantee payments as June of this year.

8. **New business:**

- a. Set auction date. Harstad spoke on the need to set an auction date to sell the lots to the public; however, questions had arisen whether or not a public auction was truly necessary for the sale of the lots. Patrick Glover, Crooks city attorney, stated he will investigate the matter and provide a determination whether or not an auction is needed. Harstad informed the public that the process of getting the necessary approvals for the preliminary subdivision plan at a Planning and Zoning hearing scheduled for June 24 and a City Council hearing scheduled for June 25. There were additional discussions about the need for an auction. The board identified July 9 as potential date for lot auction if a public auction was necessary. It was also discussed that if an auction was not required, July 9th would be the first available date that the lots would be sold. A motion was made by Langloss to set the lot auction for July 9, 2019 at 7:00pm if an auction is necessary and if the auction is not needed then the sale of lots will start at 8:00am on July 9, 2019. Carlson seconded the motion. There was no further discussion. Harstad called the vote, all voted aye.
- b. Walking path discussion. The board addressed the intended walking path to be constructed in the easement of the lots on the farthest east-end of the development along lots 14-17. This path would be constructed with the phase II road work to be completed in the development.

Harstad stated the 4th Street project could be bid while obtaining paving bids for 2nd phase of development. Harstad stated walking path along 4th street should be constructed after W. 4th Street/257th St. is paved.

9. **Old business:**

- a. Review lot pricing. Harstad informed the board and those present that some lots have shifted in pricing due to a 25 ft. drainage easement that runs along the back end of lots. Due to the drainage easement one lot will be lost along 4th street but it adjusts the sizes of those remaining lots to be wider. A summary is as follows:
 - Block 9, lots 8-12 were adjusted to be wider and a 2nd service has been added to the lots to accommodate twin home construction.
 - Block 7, lot 8 became very large. The price was adjusted to \$65,000.
 - The City charge for hook-up fees was increased to \$2,500. It was discussed that the CHRC would increase the lot prices by the additional \$500 added by the City.
 - Block 2, lots 14-17 will be double service lots.

A motion was made by Carlson that all lots will be priced at \$3.50 per square foot except for Block 2, lots 14-17. Those lots will be priced at \$80,000 per lot. Block 7, Lot 8 will be changed to a price of \$65,000. Block 6, lots 53-57 will be priced at \$55,000 per lot. Block 6, Lots 56 and 57 will be reserved as additional parking at this time. Nelson seconded the motion. There was no further discussion. Harstad called the vote, all voted aye. The lot adjustments passed.

- b. Review bids received. The CHRC reviewed the estimates obtained from contractors for work in 2nd half of development. Nelson stated he believed Crooks HRC is subject to state bid laws and

need to bid-let the project. There was further discussion about the original process of bids and talked about emergency declaration passed during 1st phase.

Ray Schmitt, resident, asked when the board estimate curb and gutter will be placed. Harstad stated early to mid-August is the anticipated date. Discussion ensued about bid-letting process. Glover, city attorney, informed board he will review applicable statues and provide opinion on the matter.

- c. The sunset parking options were briefly discussed. More information will be forthcoming on the parking design.
 - d. TIF discussion. The CHRC discussed the potential for TIF and re-calibrating current boundaries of TIF to suit their needs. Harstad stated some concerns had to be straightened out and needed to be remedied. The previous TIF plan was discussed and its inclusion of commercial development. Glover, city attorney, informed the board that the CHRC was not permitted to conduct commercial development, the CHRC can place public infrastructure. The affordable housing TIF option was then discussed. The TIF issue will be further investigated.
 - e. Trail lights. Nelson spoke on the trail lights project and the beautification efforts by the CHRC. Oseby thanked volunteers for efforts during Flag Day. Nelson then explained the pole decorations project for the new street light poles which will include a patriotic theme, Christmas decorations and other seasonable themes. Nelson asked the public to participate in process and provide input. Nelson then addressed board and asked for authorization of up to \$30,000 towards the trail lighting project that Xcel Energy is completing. A Motion was made by Nelson to authorize a contribution towards trail lights project up to \$30,000, the motion was seconded by Langloss. . There was no further discussion. Harstad called the vote, all voted aye, motion carries.
 - f. Escrow account. Schantz stated the motion at the last meeting to close Escrow account lacked specificity required and a new motion as needed. A motion was made by Moller to close the escrow account and transfer the money into the checking account. The amount is \$6,246.00. The motion was seconded by Langloss. . There was no further discussion. Harstad called the vote, all voted aye.
 - g. Miscellaneous discussion. The transplanting of the peonies from the CHRC property on West Avenue was discussed.
10. **Adjournment.** Motion by Langloss to adjourn meeting at 7:57 pm, seconded by Nelson. Harstad called the vote; all voted aye, meeting adjourned.

Respectfully Submitted,

Jeffrey Nelson, Secretary
Crooks Housing & Redevelopment Commission