

Crooks Housing and Redevelopment Commission
 Regular Monthly Meeting Minutes
 September 24, 2019

At 7:08 pm, Chairman Harstad called the meeting to order. Secretary Nelson took roll call.

Present: Commissioner Harstad, Commissioner Carlson, Commissioner Langloss, Commissioner Nelson
Also present: Butch Oseby, Mayor City of Crooks
Absent: Commissioner Moller (with notice)

Pledge of Allegiance was recited by those present.

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

Approve meeting minutes. Motion by Langloss to approve August regular monthly meeting minutes, seconded by Carlson. No discussion. All aye, motion carries.

Bills and Communications. Motion by Carlson to approve September claims, seconded by Langloss. No discussion. All aye, motion carries.

Approved claims:

Crooks Housing and Redevelopment Commission			
September 2019 claims			
Vendor	Date incur.	Amount	Description
Alliant Insurance Services	9/17/2019	\$ 4,901.70	insurance premium
Alliant Insurance Services	9/17/2019	\$ 817.29	excess liability premium
American Engineering Testing	8/23/2019	\$ 250.00	testing 2nd phase development
Chad Moller	8/21/2019	\$ 46.17	08.20.2019 mtg pay
DGR Engineering	8/16/2019	\$ 10,556.84	engineering services 2nd phase + construction staking
DNB National Bank	9/14/2019	\$ 13,655.17	bond payment
Double H Paving	8/30/2019	\$ 45,821.57	base course new development
Hydro Klean	8/19/2019	\$ 967.74	televise pipe in new development
Internal Revenue Service	9/23/2019	\$ 22.98	Fica for 08.20.2019 mtg
Meierhenry Sargent, LLP	9/12/2019	\$ 636.00	legal expense
Mike Harstad	8/21/2019	\$ 46.17	08.20.2019 mtg pay
Minnehaha County Treasurer	8/8/2019	\$ 2,511.62	property tax payment for 105 S West Ave
Mitchell Construction, Inc.	8/23/2019	\$ 326.38	haul charge + erosion stone
R&R Concrete	9/9/2019	\$ 51,664.07	Curb and gutter installation
Ramstad Construction	9/20/2019	\$ 4,510.21	tilling and seeding of site
Ramstad Construction	9/2/2019	\$ 44,489.88	grading of development
Robert Carlson	8/21/2019	\$ 46.17	08.20.2019 mtg pay
Sign Design & Labeling	9/17/2019	\$ 1,179.00	new lot advertisement signs + banner + sold labels
		\$ 182,448.96	

Financials. Schantz explained financials and 2018 annual report. Motion by Nelson to approve August financials, seconded by Carlson. No further discussion. All aye, motion carries. Motion by Nelson to approve 2018 annual report, seconded by Langloss. Audience member asked about adjustments in annual report. No further discussion. All aye, motion carries.

Open comments. Jeff Erickson, contractor for Kelsey and Evan Murphy, addressed commissioners expressing his disappointment that lot purchase by Mr. and Mrs. Murphy was not a walkout lot but only a garden-level. Erickson requested the lot be discounted by \$10,000. Harstad said this would be addressed during executive session.

New business.

Future marketing of lots. Discussion ensued about the need to hire realtor to assist in the sale of lots. The sale of lots will ensure positive cash flow and securing of funds for future developments/expenditures. Nelson asked for suggestion on the sale of lots. Harstad suggested hiring of realtor. Commissioner then talked about option of hiring realtor and process of engaging realtor. A Crooks resident offered volunteer services to facilitate targeting of potential clients through applying professional expertise. Commission then agreed hiring realtor, as well as strengthening online presence to sell lots. Motion by Nelson to start advertising of bids for engaging realtor to assist with lot sales process and to open bids at the next regular monthly meeting of the Crooks HRC, seconded by Carlson. No further discussion. All aye, motion carries.

New signs for advertising development. Harstad informed those present of new signs and banner for available lots and informed everyone on the locations they will be placed at throughout town. Oseby asked if banner with available lots could be made available during Crooks Downtown Block Party.

Lot closing update. Three lots have been closed on: lot 53, block 6, lot 17, block 2, and lot 8, block 7. **Paving 4th St.** The need to have W 4th St/257th St. paved was discussed by those present. Commissioners and those present agreed road should be paved as discussions on the subject had been ongoing for years, and it was promised the road would be paved. The process of bid-letting, the length of road to be paved and the financial responsibility for the expense were discussed. Commission expressed support for the need to have road paved.

Erosion protection. Oseby asked that the Commission ensure that purchasers of lot use erosion protection when building.

Covenants discussion. Schantz asked for guidance of new construction size requirements. Harstad explained that the 1,800 square feet was the minimum requirement for enclosed living space for a residence.

Gas installation reimbursement. Oseby spoke on behalf of Crooks Municipal Utilities requesting the CHRC pay for the installation of the gas main in new phase of development. Oseby also stated that Crooks HRC will be reimbursed once residential services are installed. Commission then briefly discussed the presented option. Motion by Langloss to pay for installation of gas main, seconded by Carlson. No further discussion. All aye, motion carries.

Old business.

Update development progress. The paving of the 2nd phase was discussed; however, not definitive date for the commencement of paving could be provided. The installation of other utilities in 2nd phase was discussed.

Update S West Ave property. No update could be provided according to Carlson.

Executive Session. Motion by Langloss to enter into executive session pursuant to SDCL 1-25-2[3] for contractual matters at 7:46 pm, seconded by Carlson. Nelson took roll call vote: Harstad – aye, Langloss – aye, Carlson – aye, Nelson – aye. All aye, motion carries. Harstad called the meeting back to order at 8:33pm. Motion by Langloss to authorize Mike Harstad to negotiate land purchases on behalf of the Crooks HRC, seconded by Nelson. No further discussion. All aye, motion carries.

Adjournment. Motion by Carlson to adjourn meeting at 8:34 pm, seconded by Langloss. All aye, motion carries, meeting adjourned.

Respectfully Submitted,
Jeff Nelson, CHRC Secretary