

Crooks Housing and Redevelopment Commission  
 Regular monthly meeting  
 March 17, 2020

At 7:02 pm, Chairman Harstad called the meeting to order at the Crooks Community Center. Schantz took roll call.

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

Absent: Commissioner Nelson (with notice)

Also present: CHRC realtor Mark Bartels, Municipal Finance Officer Schantz

Pledge of Allegiance was recited by those present.

**Approve agenda.** Harstad stated executive session could be eliminated. Schantz stated agenda needed to be amended for item for Murphy lot. Motion by Carlson to amend agenda for item 9 b) Murphy reimbursement and approve agenda, seconded by Moller. No further discussion. All aye, motion carries.

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

**Bills.** Commission reviewed the claims for March 2020. Carlson asked about Mitchell Construction claim and concrete removal from lots. Harstad explained each purchaser of lot pays \$50 for concrete dumping fee intended to defray the concrete hauling expense. Motion by Langloss to approve claims, seconded by Moller. No further discussion. All aye, motion carries.

**Approved claims.**

<b>Crooks Housing and Redevelopment Commission</b>				
<b>March 2020 claims</b>				
Vendor	Date incur.	Amount	Description	
Chad Moller	2/18/2020	\$ 46.17	pay for 02.18.2020 mtg	
Chris Langloss	2/18/2020	\$ 46.17	pay for 02.18.2020 mtg	
DNB National Bank	1/14/2020	\$ 13,655.17	bond payment	
Internal Revenue Service	2/18/2020	\$ 38.30	payroll taxes for 02.18.2020 mtg payroll	
Jeff Nelson	2/18/2020	\$ 46.17	pay for 02.18.2020 mtg	
Mike Harstad	2/18/2020	\$ 46.17	pay for 02.18.2020 mtg	
Mitchell Construction Inc.	3/10/2020	\$ 117.35	haul concrete waste	
Robert Carlson	2/18/2020	\$ 46.17	pay for 02.18.2020 mtg	
		<b>\$ 14,041.67</b>		

**Financials.** Commission reviewed financials. Motion by Moller to approve February financials, seconded by Carlson. No further discussion. All aye, motion carries.

**Open comments.** No open comments.

**New business.** Water/sewer hook-up fee responsibility. Harstad stated City of Crooks Mayor Oseby suggested lot purchaser should be responsible for water/sewer hook-up fee. Water/sewer hook-up fee

was included in original lots as an incentive for purchasers to procure lot. Harstad suggested responsibility be moved to the buyer and no lot prices be adjusted for the removal of the fee. Moller asked Bartels if it was normal that lot purchaser pays for water/sewer hook-up fee, which Bartels said it was. Harstad reported on research into other towns regarding water/sewer hookup fee. Motion by Moller to move responsibility of water/sewer hook-up fee onto the purchaser of new lots, seconded by Langloss. Carlson asked if any issues would arise as the fee was worked into lot price. Harstad stated purchase agreement will have to be reviewed to ensure no provision exists that requires CHRC to pay for water/sewer hookup fee. All aye, motion carries.

Realtor contract. Harstad explained realtor services contract will expire in April of this year. Motion by Langloss to continue with realtor services from Mark Bartels, seconded by Moller. Carlson asked about number of lots being sold. Bartels reported on status of sold lots and process of interested purchaser and builders. No further discussion. All aye, motion carries.

Re-pricing of newly platted lots. The plat map for lots along 4<sup>th</sup> St. reserved by builder has been updated. Harstad explained the plans of the builder and the intentions of closing lots. According to Harstad builder will close on lots 11, 12, 13, 14. Harstad had opportunity to view preliminary drawings. New pricing structure was explained by Harstad, which will price lots at 9, 10 11, 12, 13 at \$36,400 per lot and lot 14 at \$41,700. Motion by Carlson to assign \$36,400 as purchase price for lots 9, 10, 11, 12, 13 at \$36,400 and 14 at \$41,700 seconded by Langloss. Carlson asked when builder will work on lots. Harstad stated builder wants to build right away. No further discussion. All aye, motion carries.

Discussion on plan to proceed with work on new land. Harstad informed Commission that Nelson had volunteered to start task force with development of plan on proceeding with land to be acquired by CHRC. Nelson has contacted city engineer and obtained a flowchart outlining the steps. Harstad explained Nelson would like to start commission to start planning for development, a commission which is to consist of CHRC members and outside member. Moller asked if budget had been set for drawing of development to make sure that only necessary expenses are incurred in connection with development. Moller asked if Nelson could explore the cost of each step outlined in flowchart.

### **Old business.**

Update on replatting of lots along 4<sup>th</sup> St. Harstad explained plat is ready to be filed and only requires his signature. Once plat has been filed, then builder can close on lots.

Murphy lot reimbursement. Harstad stated owners of recently moved-in home bought lot under the impression it walk out lot and it was not due to some misunderstandings. CHRC then agreed to reimburse Murphys \$7,500 for additional expenses in connection with lot upon receipt of invoices for materials. Said invoices have been received, and Harstad asked for motion to reimburse Murphys. Motion by Langloss to reimburse Murphys for \$7,500 for additional expenses incurred in connection with lot, seconded by Carlson. No further discussion. All aye, motion carries.

**Executive session.** No action was taken by Commission to enter into executive session.

**Adjourn.** Motion by Moller to adjourn meeting at 7:27 pm, seconded by Langloss. All aye, motion carries, meeting adjourned.

Respectfully submitted,  
Tobias Schantz  
Municipal Finance Officer  
City of Crooks, SD