

Crooks Housing and Redevelopment Commission
Regular monthly meeting
Posted agenda

Date: November 19, 2019

Time: 7:00 pm/CST

Location: Crooks Community Center (701 S West Ave, Crooks, SD, 57020)

- 1) Call to order/Roll call
- 2) Pledge of Allegiance
- 3) Approve agenda
- 4) Approve meeting minutes
- 5) Bills and Communications
- 6) Financials
- 7) Open comments
- 8) New business:
 - a. Modifications to existing purchase agreement
- 9) Old business:
 - a. Review Sunset development
 - b. Review West Ave development
 - c. Lot closings
- 10) Executive session pursuant to SDCL 1-25-2[3]: Contractual matters
 - In:
 - Out:
- 11) Adjourn

Crooks Housing and Redevelopment Commission
 Regular monthly meeting
 October 15, 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 Langloss (joined at 7:15 pm), Commissioner Moller, Commissioner Carlson

Also present: Mayor Butch Oseby, Finance Officer Schantz, Mark Bartels of Mark Bartels Real Estate, Adam Stockberger of Amy Stockberger Real Estate

Pledge of Allegiance was recited by those present.

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

Approve meeting minutes. Motion by Moller to approve meeting minutes from September 24, seconded by Carlson. No discussion. All aye, motion carries.

Bills and Communications. Claims were reviewed by commissioners. Motion by Nelson to approve October claims, seconded by Moller. No discussion. All aye, motion carries.

Approved claims.

Crooks Housing and Redevelopment Commission			
October 2019 claims			
Vendor	Date incur.	Amount	Description
BX Civil & Construction	9/4/2019	\$ 2,994.60	dust control
Crooks Municipal Utilities	10/1/2019	\$ 44,484.62	note payment
Robsons Hardware	9/4/2019	\$ 665.00	grass seed purchase
Robert Carlson	9/26/2019	\$ 20.96	reimbursement supply purchase
American Engineering Testing	9/26/2019	\$ 475.00	construction testing
DGR Engineering	9/17/2019	\$ 3,022.00	construction staking & engineering services Ph. 8
Sign Design & Labeling, Inc.	10/3/2019	\$ 720.00	sign Sunset Addition
DNB National Bank	10/14/2019	\$ 13,655.17	bond payment
Internal Revenue Service	9/24/2019	\$ 30.64	09-2019 FICA
Mike Harstad	9/24/2019	\$ 46.17	09.24.2019 mtg pay
Jeff Nelson	9/24/2019	\$ 46.17	09.24.2019 mtg pay
Robert Carlson	9/24/2019	\$ 46.17	09.24.2019 mtg pay
Chris Langloss	9/24/2019	\$ 46.17	09.24.2019 mtg pay
		\$ 66,252.67	

Financials. Financials were reviewed by commissioners, Schantz explained financials. Motion by Nelson to approve financials, seconded by Moller. No discussion. All aye, motion carries.

Open comments. Harstad opened floor for comments from attendees. Oseby stated another basement had been dug. Brenda Miller asked about number of lots left in development.

New business:

Bid opening – realtor services. Commissioners conducted bid opening for realtor services. Two bids were received, one from Mark Bartels Real Estate and one from Amy Stockberger Real Estate. Harstad provided by realtors with opportunity to present on bid with both realtors presenting. Commissioners then asked about commissioner structure, services included, and contract length for commissioners. Commissioners also asked by realtors about competition Crooks has for drawing new residents. The costs of services provided by both parties were the same. Motion by Nelson to award bid to Mark Bartels Real Estate for selling of lots in CHRC development, seconded by Moller. Carlson stated he liked Stockberger's information. Moller asked if co-listings are a possibility. No further discussion. Harstad – aye, Nelson – Aye, Langloss – Aye, Moller – Aye, Carlson – Nay. Majority ayes, motion carries.

Purchase agreement. Purchase agreement for acquisition of land located east of land purchased by school was discussed. Harstad explained purchase agreement included resolution to drainage issue along Willie drive. Harstad also explained the parameters for the purchase of the land had not changed since last month. Motion by Nelson to approve purchase agreement, seconded by Moller. Scott Richardson questioned the prudence of the land procurement and asked how the development differed from the current development. Harstad responded this development will mainly be moderate income housing. Richardson also asked about development costs of land. Commission responded the development costs were approximately \$2.4 million. The divisiveness of the first development was discussed by Commission and those present. No further discussion. Harstad then asked Nelson to call roll call vote: Harstad – aye, Moller – aye, Nelson – aye, Carlson – aye, Langloss – aye. All aye, motion carries.

Old business.

Update development progress was discussed by Commissioners and those present. Five basements have been dug on lots that have been closed on, with five more lots to be closed on soon. Xcel Energy will begin installation of infrastructure soon.

West Ave property. Harstad stated new sign had been placed on lot.

Paving 4th St. Oseby spoke on the bid the City of Crooks had received by Double H Paving for \$80,382.50, which had been accepted with the stipulation that the road comply with Subdivision Regulations. The aspects of paving 4th St were discussed by Commission and those present. Motion by Nelson to approve Crooks HRC paying for paving of W 4th St, seconded by Moller. No further discussion. All aye, motion carries.

Signs on CHRC land. The signs on the CHRC development and S West Ave were briefly discussed.

Adjournment. Motion by Moller to adjourn meeting at 7:51 pm, seconded by Carlson. All aye, motion carries.

Respectfully submitted,

Jeff Nelson, Secretary
Crooks Housing and Redevelopment Commission

Crooks Housing and Redevelopment Commission
Special Meeting Minutes
October 22, 2019

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

At 8:00 pm Chairman Harstad called the meeting to order at the Crooks community center. Secretary Nelson took roll:

Present: Commissioner Harstad, Commissioner Carlson, Commissioner Nelson, Commissioner Langloss, Commissioner Moller arrived at 8:03.

Also present: City of Crooks Mayor Oseby, and 4 guests.

2. **Approve agenda.** A motion was made by Carlson to approve the agenda, it was seconded by Langloss. There was no discussion. All aye, motion carries.
3. **Approve Xcel Energy contract and bill.** Motion was made by Nelson to approve the invoice from Xcel Energy in the amount of \$38,669.22. Motion was seconded by Carlson. Harstad called the vote, all voted aye.
4. **Executive session.** Motion was made by Langloss to adjourn to executive session. Motion was seconded by Carlson. Roll call vote was called; Langloss - aye, Carlson - aye, Harstad - aye, Nelson - aye, motion carries. CHRC adjourned to executive session at 8:03 PM.
5. **Adjourn.** Motion by Langloss to adjourn meeting at 8:51 pm, seconded by Carlson. All aye, motion carries, meeting adjourned.

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

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	

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
BALANCE SHEET
CHRC FUND
FOR THE MONTH ENDED OCTOBER 31, 2019**

	CHRC Fund	Totals
ASSETS:		
Current Assets:		
Cash and Cash Equivalents	340,524.19	340,524.19
107.1 Restricted Cash & Cash Equivalents	164,416.02	164,416.02
115 Accounts Receivable, Net	0.00	0.00
132 Due from Government	76.56	76.56
154 Deposits	100,000.00	100,000.00
155 Prepaid expense	5,242.41	5,242.41
Total Current Assets	610,259.18	610,259.18
Capital Assets:		
160 Land	807,375.51	807,375.51
164 Improvements Other Than Buildings	898,126.07	898,126.07
164.2 Def. Improvements Other Than Buildings	39,666.23	39,666.23
Less: Accumulated Depreciation	(66,715.14)	(66,715.14)
Total Noncurrent Assets	1,678,452.67	1,678,452.67
TOTAL ASSETS	2,288,711.85	2,288,711.85
LIABILITIES:		
Current Liabilities:		
202 Accounts Payable	87,316.64	87,316.64
216 Wages payable	317.60	317.60
217.0 Accrued Taxes payable	14.84	14.84
217.1 OASI payable	117.80	117.80
217.4 Medicare payable	27.64	27.64
220.0 Deposits	16,190.00	16,190.00
226 Bonds Payable Current:		
226.02 Revenue	16,408.47	16,408.47
Total Current Liabilities	120,392.99	120,392.99
Noncurrent Liabilities:		
231 Bonds Payable:		
231.02 Revenue	1,478,721.66	1,478,721.66
237 Other Long Term Obligations	84,324.88	84,324.88
Total Noncurrent Liabilities	1,563,046.54	1,563,046.54
TOTAL LIABILITIES	1,683,439.53	1,683,439.53
NET POSITION:		
253.10 Net Investment in Capital Assets	(244,721.19)	(244,721.19)
253.90 Unrestricted	849,993.51	849,993.51
TOTAL NET POSITION	605,272.32	605,272.32
TOTAL LIABILITIES + NET POSITION	2,288,711.85	2,288,711.85

CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
FOR THE MONTH ENDED IN OCTOBER 31, 2019

	CHRC Fund	Totals (YTD)
Operating Revenue:		
370/380 Charges for Goods and Services	-	-
Revenue Dedicated to Servicing Debt	-	-
380.05 Lottery Sales	-	-
367 Contributions and Donations	-	-
369 Miscellaneous	-	-
Total Operating Revenue	-	-
Operating Expenses:		
410 Personal Services	(432.40)	(432.40)
420 Other Current Expense	(3,304.27)	(3,304.27)
426.2 Materials (Cost of Goods Sold)	-	-
453 Amortization	-	-
457 Depreciation	-	-
Total Operating Expenses	(3,736.67)	(3,736.67)
Operating Income (Loss)	(3,736.67)	(3,736.67)
Nonoperating Revenue (Expense):		
330 Operating Grants	-	-
361 Investment Earnings	20.94	20.94
362 Rental Revenue	-	-
442 Interest Expense	(10,016.89)	(10,016.89)
(492)366 Gain (Loss) on Disposition of Assets	80,902.80	80,902.80
(429)369.01 Other	139.12	139.12
Total Nonoperating Revenue (Expense)	71,045.97	71,045.97
Income (Loss) Before Contributions, Special Items, Extraordinary Items and Transfers	67,309.30	67,309.30
391.07 Capital Contributions	-	-
391.1 Transfers In	-	-
511 Transfers Out	-	-
391.06/(514) Special Items	-	-
391.05/(515) Extraordinary Items	-	-
Change in Net Position	67,309.30	67,309.30
Unrestricted Net Position - Beginning	782,684.21	782,684.21
Adjustment: Sale of lot	-	-
Adjusted Net Position - Beginning	782,684.21	782,684.21
UNRESTRICTED NET POSITION - ENDING	849,993.51	849,993.51

CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF CASH FLOWS
FOR THE MONTH ENDED IN OCTOBER 31, 2019

	CHRC Fund	Totals
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash Receipts from Customers	-	-
Cash Receipts for Interfund Services Provided	-	-
Other Operating Cash Receipts	-	-
Cash Payments to Commissioners for Services	(184.68)	(184.68)
Cash Payments to Suppliers of Goods and Services	(8,305.14)	(8,305.14)
Cash Payments for Interfund Services Used	-	-
Other Operating Cash Payments	-	-
Net Cash Provided (Used) by Operating Activities	(8,489.82)	(8,489.82)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating Loan from City	-	-
Transfers In	-	-
Transfers Out	-	-
Net Cash Provided (Used) by Noncapital Financing Activities	-	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Proceeds from Capital Debt	-	-
Capital Contributions	-	-
Purchase of Capital Assets	(100,000.00)	(100,000.00)
Capital Asset Improvements	(37,911.00)	(37,911.00)
Proceeds from Sale of Capital Assets	104,280.50	104,280.50
Principal Paid on Capital Debt	(48,122.89)	(48,122.89)
Interest Paid on Capital Debt	(10,016.90)	(10,016.90)
Investment earnings	20.94	20.94
Other Receipts (Payments)	39.12	39.12
Net Cash Provided (Used) by capital and related financing Activities	(91,710.23)	(91,710.23)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of Investment Securities	-	-
Proceeds from Sales and Maturities of Investments	-	-
Cash Received for Interest	-	-
Net Cash Provided (Used) by Investing Activities	-	-
Net Increase (Decrease) in Cash and Cash Equivalents	(100,200.05)	(100,200.05)
Balances - Beginning	605,140.26	605,140.26
Balances- Ending	504,940.21	504,940.21