

Crooks Housing and Redevelopment Commission

Regular monthly meeting

Posted agenda

Date: December 17, 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. Discussion Audit for FY2019
  - b. Update on lot sales by CHRC realtor
  - c. 2020 Budget
  - d. 2020 Cash commitments
- 9) Old business:
  - a. None
- 10) Adjourn

Crooks Housing and Redevelopment Commission  
 Regular monthly meeting minutes  
 November 19, 2019

At 7:00 pm, Chairman Harstad called the meeting to order. Secretary Nelson took roll.

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

Also present: City of Crooks Mayor Oseby, Finance Officer Schantz, Mark Bartels (realtor for CHRC) and 7 guests.

Pledge of Allegiance was recited by those present.

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

**Approve meeting minutes.** Motion by Carlson to approve October 15 meeting minutes, seconded by Langloss. No discussion. All aye, motion carries. Motion by Moller to approve October 22 special meeting minutes, seconded by Carlson. No discussion. All aye, motion carries.

**Bills and Communications.** Claims were reviewed by Commission. Carlson asked about Xcel energy claim. Schantz explained this was additional claim to the one approved at October 22 meeting. Motion by Nelson to approve November claims, seconded by Langloss. No further discussion. All aye, motion carries.

**Approved claims.**

<b>Crooks Housing and Redevelopment Commission</b>			
<b>November 2019 claims</b>			
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
		<b>\$ 100,969.87</b>	

**Financials.** Financials were reviewed by the Commission. Schantz provided explanation to financials. Motion by Nelson to approve financials, seconded by Moller. No further discussion. All aye, motion carries.

**Open comments.** Harstad opened floor for open comments. Resident asked contractors in new development be reminded to refrain from parking trailers on road, narrowing it too much for passing traffic.

**New business. Modifications to existing purchase agreement.** Harstad stated some changes needed to be made to the existing purchase agreement, as it lacked language identifying real estate agents involved in transaction of sale of CHRC lot. Bartels suggested the contact information of realtor to purchase agreement. Motion by Langloss to modify purchase agreement to include real estate agent information and real estate agents contact information, seconded by Carlson. Langloss asked if any additional information needed to be included, to which Harstad responded the discussed changes would be all. No further discussion. All aye, motion carries.

**Old business.**

**Review Sunset development.** Harstad stated lot 10, block 7 has recently closed. Electric installation is scheduled for third week of December. Dirt will need to be removed as final item. Carlson asked about extra culverts, which need to be installed. Oseby stated once excavating contractor is in town, the item can be completed.

**West Ave property development.** Harstad stated the most recent offer tendered for property was withdrawn before Commission could take action on this.

**Lot closing.** Harstad reported he is currently working with contractor to see when remaining lots will be closed on. A brief discussion on the City's recent work to clear drainage issues along property lines was discussed by Commission. Commission will wait until bill has been received for work and will then take further action.

**Executive session.** Motion by Carlson to enter into executive session pursuant to SDCL 1-25-2[3] to discuss contractual matters at 7:15 pm, seconded by Nelson. No further discussion. All aye, motion carries. Harstad called the meeting back to order at 7:52 pm. No action was taken by the Commission.

**Adjourn.** Motion by Moller to adjourn meeting at 7:52 pm, seconded by Langloss. All aye, motion carries.

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

**Crooks Housing and Redevelopment Commission****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	10.14.2019 & 10.22.2019 mtg pay 10.14.2019 &
Chris Langloss	11/30/2019	\$ 46.17	10.22.2019 mtg pay
City of Crooks	12/16/2019	\$ 5,355.64	labor reimbursement + drainage improv. Water/
City of Crooks	12/16/2019	\$ 15,000.00	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	10.14.2019 & 10.22.2019 mtg pay
Mike Harstad	11/30/2019	\$ 46.17	10.14.2019 & 10.22.2019 mtg pay
Robert Carlson	11/30/2019	\$ 46.17	10.14.2019 & 10.22.2019 mtg pay
		<b>\$ 35,402.60</b>	

**CROOKS HRC 2019 BUDGET V ACTUALS**

As of November 30, 2019

	Buget	Y-T-D	%
SALARIES AND WAGES	\$8,000.00	\$2,925.00	36.56%
SOCIAL SECURITY	\$500.00	\$181.35	36.27%
MEDICARE BENEFIT	\$100.00	\$42.61	42.61%
INSURANCE	\$5,000.00	\$953.16	19.06%
SERVICES & FEES	\$50,000.00	\$42,706.41	85.41%
PUBLISHING	\$2,000.00	\$120.00	6.00%
REPAIRS & MAINTENANCE	\$0.00	\$3,480.00	#DIV/0!
SUPPLIES/MATERIALS	\$2,000.00	\$1,173.41	58.67%
TRAVEL AND CONFERENCE	\$500.00	\$130.21	26.04%
OTHER OTHER CURRENT EXPENSE	\$5,000.00	\$48,772.03	975.44%
CAPITAL EXPENDITURES	\$700,000.00	\$0.00	0.00%
PRINCIPAL DEBT SVC	\$129,000.00	\$0.00	0.00%
INTEREST DEBT SVC	\$79,684.62	\$66,089.91	82.94%
	<b>\$981,784.62</b>	<b>\$166,574.09</b>	<b>17%</b>

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION  
BALANCE SHEET  
CHRC FUND  
FOR THE MONTH ENDED NOVEMBER 30, 2019**

	<b>CHRC Fund</b>	<b>Totals</b>
<b>ASSETS:</b>		
Current Assets:		
Cash and Cash Equivalents	286,024.36	286,024.36
107.1 Restricted Cash & Cash Equivalents	164,436.29	164,436.29
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	4,765.83	4,765.83
Total Current Assets	555,303.04	555,303.04
Capital Assets:		
160 Land	792,820.31	792,820.31
164 Improvements Other Than Buildings	899,248.71	899,248.71
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	1,665,020.11	1,665,020.11
<b>TOTAL ASSETS</b>	<b>2,220,323.15</b>	<b>2,220,323.15</b>
<b>LIABILITIES:</b>		
Current Liabilities:		
202 Accounts Payable	1,122.64	1,122.64
216 Wages payable	230.85	230.85
217.0 Accrued Taxes payable	14.84	14.84
217.1 OASI payable	31.00	31.00
217.4 Medicare payable	7.30	7.30
220.0 Deposits	16,190.00	16,190.00
226 Bonds Payable Current:		
226.02 Revenue	8,204.40	8,204.40
Total Current Liabilities	25,801.03	25,801.03
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
<b>TOTAL LIABILITIES</b>	<b>1,588,847.57</b>	<b>1,588,847.57</b>
<b>NET POSITION:</b>		
253.10 Net Investment in Capital Assets	(244,721.19)	(244,721.19)
253.90 Unrestricted	876,196.77	876,196.77
<b>TOTAL NET POSITION</b>	<b>631,475.58</b>	<b>631,475.58</b>
<b>TOTAL LIABILITIES + NET POSITION</b>	<b>2,220,323.15</b>	<b>2,220,323.15</b>

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION**  
**FOR THE MONTH ENDED IN NOVEMBER 30, 2019**

	<b>CHRC Fund</b>	<b>Totals (YTD)</b>
<b>Operating Revenue:</b>		
370/380 Charges for Goods and Services	-	-
Revenue Dedicated to Servicing Debt	-	-
380.05 Lottery Sales	-	-
367 Contributions and Donations	-	-
369 Miscellaneous	-	-
<b>Total Operating Revenue</b>	<b>-</b>	<b>-</b>
<b>Operating Expenses:</b>		
410 Personal Services	(269.15)	(269.15)
420 Other Current Expense	(3,240.26)	(3,240.26)
426.2 Materials (Cost of Goods Sold)	-	-
453 Amortization	-	-
457 Depreciation	-	-
<b>Total Operating Expenses</b>	<b>(3,509.41)</b>	<b>(3,509.41)</b>
<b>Operating Income (Loss)</b>	<b>(3,509.41)</b>	<b>(3,509.41)</b>
<b>Nonoperating Revenue (Expense):</b>		
330 Operating Grants	-	-
361 Investment Earnings	20.27	20.27
362 Rental Revenue	-	-
442 Interest Expense	(5,451.10)	(5,451.10)
(492)366 Gain (Loss) on Disposition of Assets	34,344.80	34,344.80
(429)369.01 Other	50.00	50.00
<b>Total Nonoperating Revenue (Expense)</b>	<b>28,963.97</b>	<b>28,963.97</b>
<b>Income (Loss) Before Contributions, Special Items, Extraordinary Items and Transfers</b>	<b>25,454.56</b>	<b>25,454.56</b>
391.07 Capital Contributions	-	-
391.1 Transfers In	-	-
511 Transfers Out	-	-
391.06/(514) Special Items	-	-
391.05/(515) Extraordinary Items	-	-
<b>Change in Net Position</b>	<b>25,454.56</b>	<b>25,454.56</b>
<b>Unrestricted Net Position - Beginning</b>	<b>850,742.21</b>	<b>850,742.21</b>
Adjustment: Sale of lot	-	-
<b>Adjusted Net Position - Beginning</b>	<b>850,742.21</b>	<b>850,742.21</b>
<b>UNRESTRICTED NET POSITION - ENDING</b>	<b>876,196.77</b>	<b>876,196.77</b>

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION**  
**STATEMENT OF CASH FLOWS**  
**FOR THE MONTH ENDED IN NOVEMBER 30, 2019**

	<b>CHRC Fund</b>	<b>Totals</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Cash Receipts from Customers	-	-
Cash Receipts for Interfund Services Provided	-	-
Other Operating Cash Receipts	-	-
Cash Payments to Commissioners for Services	(346.30)	(346.30)
Cash Payments to Suppliers of Goods and Services	(1,940.85)	(1,940.85)
Cash Payments for Interfund Services Used	-	-
Other Operating Cash Payments	-	-
Net Cash Provided (Used) by Operating Activities	<b>(2,287.15)</b>	<b>(2,287.15)</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
Operating Loan from City	-	-
Transfers In	-	-
Transfers Out	-	-
Net Cash Provided (Used) by Noncapital Financing Activities	<b>-</b>	<b>-</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Proceeds from Capital Debt	-	-
Capital Contributions	-	-
Purchase of Capital Assets	-	-
Capital Asset Improvements	(84,743.83)	(84,743.83)
Proceeds from Sale of Capital Assets	46,186.32	46,186.32
Principal Paid on Capital Debt	(8,204.07)	(8,204.07)
Interest Paid on Capital Debt	(5,451.10)	(5,451.10)
Investment earnings	20.27	20.27
Other Receipts (Payments)	-	-
Net Cash Provided (Used) by capital and related financing Activities	<b>(52,192.41)</b>	<b>(52,192.41)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of Investment Securities	-	-
Proceeds from Sales and Maturities of Investments	-	-
Cash Received for Interest	-	-
Net Cash Provided (Used) by Investing Activities	<b>-</b>	<b>-</b>
Net Increase (Decrease) in Cash and Cash Equivalents	<b>(54,479.56)</b>	<b>(54,479.56)</b>
Balances - Beginning	504,940.21	504,940.21
Balances- Ending	<b>450,460.65</b>	<b>450,460.65</b>



# Cooks Housing and Redevelopment Commission

## 2020 Budget

FUND 755 Cooks Housing and Redevelopment Commission

<b>2020 Expenditures</b>	<b>2020 Budget</b>
Salaries & Wages	\$ 4,500.00
Social Security	\$ 280.00
Medicare Benefit	\$ 100.00
Insurance	\$ 6,000.00
Services & Fees	\$ 55,000.00
Publishing	\$ 250.00
Capital Expenditures	\$ 500,000.00
Supplies & Materials	\$ 500.00
Travel & Conference	\$ 500.00
Other Current Expense	\$ 85,000.00
Principal Debt Service	\$ 144,000.00
Interest Debt Service	\$ 66,100.00
	<b>\$ 862,230.00</b>

<b>2019 Revenues</b>	<b>2020 Budget</b>
Sale of Lots	\$ 800,200.00
Unassigned Fund Balance	\$ 62,030.00
	<b>\$ 862,230.00</b>