

Crooks Housing and Redevelopment Commission

Regular monthly meeting

Posted agenda

Date: June 16, 2020

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. Covenants waiver request for minimum square footage
 - b. Re-platting request for 4th St. lots
- 9) Old business:
 - a. Update on lot sales
 - b. Update on Schoenfelder land development
- 10) Adjourn

Crooks Housing and Redevelopment Commission
 Regular monthly meeting minutes
 May 19, 2020

At 7:00 pm, Chairman Harstad called the meeting to order at the Crooks Community Center. Finance Officer Schantz took roll:

Present: Commissioner Harstad, Commissioner Carlson, Commissioner Langloss, Commissioner Moller (on phone)

Absent: Commissioner Nelson (with notice)

Also present: CHRC realtor Bartels, City Finance Officer Schantz

Pledge of Allegiance was recited by those present.

Approve agenda. Harstad stated he needed to add item to the agenda to allow for review of home plans submitted by party interested in building on CHRC lot. Harstad requested the item be inserted as third item under new business. Motion by Langloss to amend agenda for item, seconded by Carlson. No discussion. Harstad took roll call vote: Moller – aye, Langloss – aye, Carlson – aye. All aye, motion carries. Motion by Carlson to approve amended agenda, seconded by Langloss. Harstad took roll call vote: Moller – aye, Langloss – aye, Carlson – aye. All aye, motion carries.

Approve meeting minutes. Commission reviewed meeting minutes. Motion by Langloss to approve meeting minutes, seconded by Carlson. No discussion. Harstad took roll call vote: Moller – aye, Langloss – aye, Carlson – aye. All aye, motion carries. All aye, motion carries.

Bills and Communications. Commission reviewed the claims for May. Double H Paving claim was reviewed. Commission noted that claim for paving was higher than bid approved. The difference in the amounts was discussed. Langloss stated Commission should only pay amount approved. Motion by Langloss to approve claims with Double H Paving claim to be paid in the amount of \$77,766.90 and all other claims as listed, seconded by Carlson. No further discussion. Harstad took roll call vote: Moller – aye, Langloss – aye, Carlson – aye. All aye, motion carries.

Approved claims for May 2020.

Crooks Housing and Redevelopment Commission				
May 2020 claims				
Vendor	Date incur.	Amount	Description	
DNB National Bank	5/14/2020	\$ 13,655.17	bond payment	
Meierhenry Sargent	5/6/2020	\$ 168.00	legal expense	
Internal Revenue Service	4/21/2020	\$ 22.98	payroll taxes for 04.21.2020 meeting	
Double H Paving	5/11/2020	\$ 77,766.90	paving expense for 257th / W 4th St overlay	
Jeff Nelson	4/21/2020	\$ 46.17	payroll for 04.21.2020 mtg	
Mike Harstad	4/21/2020	\$ 46.17	payroll for 04.21.2020 mtg	
Robert Carlson	4/21/2020	\$ 46.17	payroll for 04.21.2020 mtg	
		\$ 91,751.56		

Financials. Commission reviewed financials for March. Commission discussed the financials.

Open Comments. Bartels provided a status update on potential interest in lots.

New business.

Release walking path easement. Commission discussed the need to release the walking path easement along the east lots in the development. Harstad stated he will review process and take appropriate steps to get release of easement accomplished.

TIF discussion Schoenfelder development. Commission discussed the potential use of a TIF for the Schoenfelder land.

Home plans review. Commission reviewed home plans for party interested in building on CHRC lot. It was noted by Commission that submitted home plans were below the 1,500 minimum square footage required by covenants. The value for the residence is at \$360,000 per Bartels. Langloss voiced a concern that permitting square footage below the covenants' requirement sets a bad precedent. Harstad informed Bartels that Commission would prefer interested party to either increase size of proposed residence to square footage above 1,500 or produce a construction estimate that confirms the \$360,000 for the new home.

Old business.

Update on lot closings/reserved lots. Harstad provided Commission with update on scheduled lot closings, anticipating closings on four lots.

Rezoning of West Ave property. Harstad explained to Commission that City Council had first reading of rezoning ordinances for West Ave property parcels. After rezoning is complete, Crooks HRC will replat the property from two parcels to one.

Adjourn. Motion by Carlson to adjourn meeting at 7:33 pm, seconded by Langloss. Harstad took roll call vote: Moller – aye, Langloss – aye, Carlson – aye. All aye, motion carries.

Respectfully submitted
Tobias Schantz
Municipal Finance Officer
City of Crooks, South Dakota

Crooks Housing and Redevelopment Commission
Special meeting minutes
June 1, 2020

At 7:00 pm, Vice-Chairman Carlson called the meeting to order at the Crooks Municipal Office. Secretary Nelson took roll:

Present: Commissioner Harstad (on phone), Commissioner Carlson, Commissioner Langloss, Commissioner Nelson

Absent: Commissioner Moller (with notice)

Also present: City Finance Officer Schantz

Approve agenda. Motion by Langloss to approve agenda, seconded by Nelson. No discussion. Nelson took roll call vote: Harstad – aye, Langloss – aye, Carlson – aye, Nelson – aye. All aye, motion carries.

Resolution to sell lots. Commission reviewed resolution. Harstad stated the resolution will authorize Commissioner Carlson to sign for closing of lots, as currently only Harstad is authorized to sell lots and this lot sale involves a cash closing. Motion by Nelson to approve resolution, seconded by Langloss. No further discussion. Nelson took roll call vote: Harstad – aye, Langloss – aye, Carlson – aye, Nelson – aye. All aye, motion carries.

Membership Sioux Empire Home Builders Association. Commission discussed the CHRC's membership in the Sioux Empire Home Builders Association. Harstad stated he wanted to start discussion on membership. Motion by Langloss to table item until regular monthly meeting, seconded by Nelson. No further discussion. Nelson took roll call vote: Harstad – aye, Langloss – aye, Carlson – aye, Nelson – aye. All aye, motion carries.

Purchase agreement lot 55 – extension on building. The extension requested by potential lot purchaser of lot 55 was discussed. The requester would like to an extension to build within two years of closing of lot. Motion by Harstad to grant extension request, seconded by Langloss. No further discussion. Nelson took roll call vote: Harstad – aye, Langloss – aye, Carlson – aye, Nelson – aye. All aye, motion carries. Harstad left meeting at 7:06 pm.

Adjourn. Motion by Carlson to adjourn meeting at 7:08 pm, seconded by Nelson. No discussion. All aye, motion carries.

Respectfully submitted,
Jeffrey Nelson
Secretary, CHRC

Crooks Housing and Redevelopment Commission**June 2020 claims**

Vendor	Date incur.	Amount	Description
Chad Moller	5/19/2020	\$ 46.17	05.19.2020 mtg pay
Chris Langloss	5/19/2020	\$ 46.17	05.19.2020 mtg pay
Chris Langloss	6/1/2020	\$ 23.09	06.01.2020 mtg pay
DNB National Bank	6/14/2020	\$ 13,655.17	bond payment
Home Builders Assoc. of Sioux Empire	1/1/2020	\$ 500.00	annual membership fee
Internal Revenue Service	5/19/2020	\$ 30.64	payroll taxes for 05.19.2020 meeting
Internal Revenue Service	6/1/2020	\$ 15.28	payroll taxes for 06.01.2020 meeting
Jeff Nelson	6/1/2020	\$ 23.09	06.01.2020 mtg pay
Meierhenry Sargent	6/8/2020	\$ 144.00	legal expense
Mike Harstad	5/19/2020	\$ 46.17	05.19.2020 mtg pay
Mike Harstad	6/1/2020	\$ 23.09	06.01.2020 mtg pay
Robert Carlson	6/1/2020	\$ 23.09	06.01.2020 mtg pay
Robert Carlson	5/19/2020	\$ 46.17	05.19.2020 mtg pay
		\$ 14,622.13	

CROOKS HRC 2020 BUDGET V ACTUALS

As of May 31st, 2020

	Budget	Y-T-D	%
SALARIES AND WAGES	\$4,500.00	\$1,050.00	31.00%
SOCIAL SECURITY	\$280.00	\$65.10	23.25%
MEDICARE BENEFIT	\$100.00	\$15.33	15.33%
INSURANCE	\$6,000.00	\$2,382.90	39.72%
SERVICES & FEES	\$55,000.00	\$0.00	0.00%
PUBLISHING	\$250.00	\$0.00	0.00%
REPAIRS & MAINTENANCE	\$0.00	\$117.35	#DIV/0!
SUPPLIES/MATERIALS	\$500.00	\$0.00	0.00%
TRAVEL AND CONFERENCE	\$500.00	\$0.00	0.00%
OTHER OTHER CURRENT EXPENSE	\$85,000.00	\$85,266.90	100.31%
CAPITAL EXPENDITURES	\$500,000.00	\$0.00	0.00%
PRINCIPAL DEBT SVC	\$144,000.00	\$41,622.38	28.90%
INTEREST DEBT SVC	\$66,100.00	\$26,653.47	40.32%
	\$862,230.00	\$157,173.43	18%

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
BALANCE SHEET
CHRC FUND
FOR THE MONTH ENDED IN MAY 31ST, 2020**

	CHRC Fund
ASSETS:	
Current Assets:	
Cash and Cash Equivalents	124,058.52
107.1 Restricted Cash & Cash Equivalents	164,506.17
115 Accounts Receivable, Net	0.00
132 Due from Government	29.87
154 Deposits	100,000.00
155 Prepaid expense	2,382.93
Total Current Assets	390,977.49
Capital Assets:	
160 Land	827,671.33
164 Improvements Other Than Buildings	854,758.83
164.2 Def. Improvements Other Than Buildings	39,666.23
Less: Accumulated Depreciation	(103,690.92)
Total Noncurrent Assets	1,618,405.47
TOTAL ASSETS	2,009,382.96
LIABILITIES:	
Current Liabilities:	
202 Accounts Payable	144.00
216 Wages payable	184.68
217.0 Accrued Taxes payable	14.84
217.1 OASI payable	24.80
217.4 Medicare payable	5.84
220.0 Deposits	43,940.00
226 Bonds Payable Current:	
226.02 Revenue	59,558.49
Total Current Liabilities	103,872.65
Noncurrent Liabilities:	
231 Bonds Payable:	
231.02 Revenue	1,377,540.79
237 Other Long Term Obligations	84,324.88
Total Noncurrent Liabilities	1,461,865.67
TOTAL LIABILITIES	1,565,738.32
NET POSITION:	
253.10 Net Investment in Capital Assets	139,683.81
253.90 Unrestricted	303,960.83
TOTAL NET POSITION	443,644.64
TOTAL LIABILITIES + NET POSITION	2,009,382.96

CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
FOR THE MONTH OF MAY 2020

	CHRC
	Fund
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	(215.32)
420 Other Current Expense	(77,910.90)
426.2 Materials (Cost of Goods Sold)	-
453 Amortization	-
457 Depreciation	-
Total Operating Expenses	(78,126.22)
Operating Income (Loss)	(78,126.22)
Nonoperating Revenue (Expense):	
330 Operating Grants	-
361 Investment Earnings	1.40
362 Rental Revenue	-
442 Interest Expense	(5,270.00)
(492)366 Gain (Loss) on Disposition of Assets	-
(429)369.01 Other	-
Total Nonoperating Revenue (Expense)	(5,268.60)
Income (Loss) Before Contributions, Special Items, Extraordinary Items and Transfers	(83,394.82)
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	(83,394.82)
Unrestricted Net Position - Beginning	387,355.65
Adjustment:	-
Adjusted Net Position - Beginning	387,355.65
UNRESTRICTED NET POSITION - ENDING	303,960.83

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF CASH FLOWS
FOR THE MONTH OF MAY 2020**

	CHRC Fund
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	(138.51)
Cash Payments to Suppliers of Goods and Services	(77,957.88)
Cash Payments for Interfund Services Used	-
Other Operating Cash Payments/Receipts	-
Net Cash Provided (Used) by Operating Activities	(78,096.39)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	
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	-
Capital Asset Improvements	-
Principal Paid on Capital Debt	(8,385.17)
Interest Paid on Capital Debt	(5,270.00)
Other Receipts (Payments)	-
Net Cash Provided (Used) by capital and related financing Activities	(13,655.17)
CASH FLOWS FROM INVESTING ACTIVITIES:	
Purchase of Investment Securities	-
Proceeds from Sales and Maturities of Investments	-
Proceeds from Sale of Capital Assets	-
Cash Received for Interest	1.40
Net Cash Provided (Used) by Investing Activities	1.40
Net Increase (Decrease) in Cash and Cash Equivalents	(91,750.16)
Balances - Beginning	380,314.85
Balances- Ending	288,564.69