

Crooks Housing and Redevelopment Commission

Regular monthly meeting

Meeting agenda

Date: July 21, 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. Citizen complaint on lot 41, block 6
 - b. Updated maps for lots available
- 9) Old business:
 - a. Update re-platting of 4th St. lots
 - b. Update on reserved & closed lots
 - c. Update on Schoenfelder land development
- 10) Adjourn

Crooks Housing and Redevelopment Commission
 Regular Monthly Meeting Minutes
 June 16, 2020

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

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

Absent: Commissioner Langloss

Also present: CHRC realtor Bartels, City Finance Officer Schantz

Pledge of Allegiance was recited by those present.

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

Approve meeting minutes. Commission reviewed meeting minutes. Motion by Nelson to approve May 19 meeting minutes, seconded by Moller. No discussion. All aye, motion carries. Motion by Carlson to approve June 1 meeting minutes, seconded by Moller. No discussion. All aye, motion carries.

Bills and Communications. Commission reviewed claims for June. Motion by Nelson to approve claims, seconded by Carlson. Home Builders Association claim was discussed and the utility of membership in the organization. Motion by Moller to decline renewal of membership with Home Builders Association, seconded by Carlson. There was a brief discussion with Commissioner Nelson noting his opposition to declining the membership to the Home Builders Association. Harstad called the vote, Harstad, Carlson and Moller voted aye, Nelson voted nay. The motion for claims amended to exclude Home Builders Association passes. Commission then proceeded to vote on claims. Harstad, Carlson and Moller voted aye, Nelson voted nay, motion carries.

Approve 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
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
		\$ 14,122.13	

Disapproved claims.

Disapproved claims June 2020			
Vendor	Date incur.	Amount	Description
Home Builders Assoc. of Sioux Empire	1/1/2020	\$ 500.00	annual membership fee
		\$ 500.00	

Financials. Commission reviewed the financials for May. Motion by Nelson to approve financials, seconded by Carlson. Moller asked about the amount of "Other Expense" on the Statement of Revenues and Expenses. No further discussion. All aye, motion carries.

Open comments. Oseby, attendee, spoke on discussions with builders interested in W 5th St lots. Van Hunnicks, attendee, asked about Schoenfelder land development status.

New business. Covenant waiver request. Harstad read requested submitted by party for waiver request. The requestor requested a deviation from the required minimum square footage. Floor plan of home submitted at May meeting by requestor was reviewed. Commission then discussed request. Rieth, attendee, addressed Commission and said he did not receive request for small square footage on main floor. Motion by Nelson to deny request, seconded by Carlson. No further discussion. All aye, motion carries.

Re-platting request for 4th St. lots. Harstad and Oseby met with contractor interested in replatting lots along W 4th St. lots for twin homes for senior housing. The process for replatting was discussed by Commission. Commission and those present also discussed the need for senior housing and the opportunity replatting was offering to address this need. Motion by Nelson to replat lots contingent upon receiving an acceptable offer to purchase. The motion was seconded by Carlson. No discussion. All aye, motion carries.

Old business.

Update lot sales. Bartels provided update on lot sales. Six lots have been closed on in June with additional lots to be closed on soon.

Update Schoenfelder land development. Nelson provided update on Schoenfelder land. The topographical survey has been completed. The design committee will meet on June 23 for first face-to-face session.

Adjourn. Motion by Nelson to adjourn meeting at 7:47 pm, seconded by Carlson. No discussion. All aye, motion carries.

Respectfully submitted,
Jeffrey Nelson
Secretary
Crooks Housing and Redevelopment Commission

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

Vendor	Date incur.	Amount	Description
Chad Moller	6/16/2020	\$ 46.17	06.16.2020 regular mtg pay
Chad Moller	7/1/2020	\$ 23.09	07.01.2020 special mtg pay
Chris Langloss	7/1/2020	\$ 23.09	07.01.2020 special mtg pay
DGR Engineering	7/17/2020	\$ 5,500.00	topographical survey Schoenfelder land
DNB National Bank	7/14/2020	\$ 13,655.17	bond payment
Internal Revenue Service	7/20/2020	\$ 30.64	FICA for 06.16.2020 regular meeting
Internal Revenue Service	7/20/2020	\$ 15.28	FICA for 07.01.2020 special meeting
Jeff Nelson	6/16/2020	\$ 46.17	06.16.2020 regular mtg pay
Meierhenry Sargent	7/8/2020	\$ 84.00	06-2020 legal expense
Mike Harstad	6/16/2020	\$ 46.17	06.16.2020 regular mtg pay
Mike Harstad	7/1/2020	\$ 23.09	07.01.2020 special mtg pay
Robert Carlson	6/16/2020	\$ 46.17	06.16.2020 regular mtg pay
Robert Carlson	7/1/2020	\$ 23.09	07.01.2020 special mtg pay
Xcel Energy	7/9/2020	\$ 6,850.69	cost for moving electrical service along W 4th St
		<u>\$ 26,412.82</u>	

CROOKS HRC 2020 BUDGET V ACTUALS

As of June 30th, 2020

	Budget	Y-T-D	%
SALARIES AND WAGES	\$4,500.00	\$1,350.00	31.00%
SOCIAL SECURITY	\$280.00	\$83.70	29.89%
MEDICARE BENEFIT	\$100.00	\$19.69	19.69%
INSURANCE	\$6,000.00	\$2,859.48	47.66%
SERVICES & FEES	\$55,000.00	\$6,908.00	12.56%
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	\$93,178.03	109.62%
CAPITAL EXPENDITURES	\$500,000.00	\$0.00	0.00%
PRINCIPAL DEBT SVC	\$144,000.00	\$50,038.13	34.75%
INTEREST DEBT SVC	\$66,100.00	\$31,892.89	48.25%
	\$862,230.00	\$186,447.27	22%

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
BALANCE SHEET
CHRC FUND
FOR THE MONTH ENDED IN JUNE 30TH, 2020**

	CHRC Fund
ASSETS:	
Current Assets:	
Cash and Cash Equivalents	353,414.74
107.1 Restricted Cash & Cash Equivalents	164,507.52
115 Accounts Receivable, Net	0.00
132 Due from Government	29.87
154 Deposits	100,000.00
155 Prepaid expense	1,429.77
Total Current Assets	619,381.90
Capital Assets:	
160 Land	756,161.43
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	1,546,895.57
TOTAL ASSETS	2,166,277.47
LIABILITIES:	
Current Liabilities:	
202 Accounts Payable	5,584.00
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	38,515.00
226 Bonds Payable Current:	
226.02 Revenue	51,142.74
Total Current Liabilities	95,471.90
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	1,557,337.57
NET POSITION:	
253.10 Net Investment in Capital Assets	139,683.81
253.90 Unrestricted	469,256.09
TOTAL NET POSITION	608,939.90
TOTAL LIABILITIES + NET POSITION	2,166,277.47

CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
FOR THE MONTH OF JUNE 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	(322.96)
420 Other Current Expense	(8,471.71)
426.2 Materials (Cost of Goods Sold)	-
453 Amortization	-
457 Depreciation	-
Total Operating Expenses	(8,794.67)
Operating Income (Loss)	(8,794.67)
Nonoperating Revenue (Expense):	
330 Operating Grants	-
361 Investment Earnings	1.35
362 Rental Revenue	-
442 Interest Expense	(5,239.42)
(492)366 Gain (Loss) on Disposition of Assets	184,090.10
(429)369.01 Other	1,214.48
Total Nonoperating Revenue (Expense)	180,066.51
Income (Loss) Before Contributions, Special Items, Extraordinary Items and Transfers	171,271.84
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	171,271.84
Unrestricted Net Position - Beginning	297,984.25
Adjustment:	-
Adjusted Net Position - Beginning	297,984.25
UNRESTRICTED NET POSITION - ENDING	469,256.09

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

	CHRC Fund
CASH FLOWS FROM OPERATING ACTIVITIES:	
Cash Receipts from Customers	8,075.00
Cash Receipts for Interfund Services Provided	-
Other Operating Cash Receipts	-
Cash Payments to Commissioners for Services	(277.04)
Cash Payments to Suppliers of Goods and Services	(189.92)
Cash Payments for Interfund Services Used	-
Other Operating Cash Payments/Receipts	1,014.48
Net Cash Provided (Used) by Operating Activities	8,622.52
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	(8,415.75)
Interest Paid on Capital Debt	(5,239.42)
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	234,388.87
Cash Received for Interest	1.35
Net Cash Provided (Used) by Investing Activities	234,390.22
Net Increase (Decrease) in Cash and Cash Equivalents	229,357.57
Balances - Beginning	288,564.69
Balances- Ending	517,922.26