

Crooks Housing and Redevelopment Commission
Regular monthly meeting
Meeting agenda

Date: September 15, 2020

Time: 7:00 pm/CST

Location: Crooks Municipal Office (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. Approve closing on Schoenfelder land
 - b. Update maps with pricing
 - c. Discussion on financial standing and plan for future
- 9) Old business:
 - a. Update from task force on Schoenfelder land development
- 10) Adjourn

Crooks Housing and Redevelopment Commission
 Regular monthly meeting minutes
 August 18, 2020

At 7:08 pm, Chairman Harstad called the meeting to order in the Crooks Community Center. Finance Officer Schantz took roll call:

Present: Commissioner Harstad, Commissioner Carlson, Commissioner Moller

Absent: Commissioner Nelson, Commissioner Langloss

Others present: Mayor Oseby, CHRC Realtor Bartels, Finance Officer Schantz

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 July 21 meeting minutes, seconded by Carlson. No discussion. All aye, motion carries.

Bills and Communications. Commission reviewed August claims. Motion by Moller to approve August claims, seconded by Carlson. Status of dirt removal in development was discussed. No further discussion. All aye, motion carries.

Approved claims.

| Crooks Housing and Redevelopment Commission | | | |
|---|-------------|---------------------|-------------------------------|
| August 2020 claims | | | |
| Vendor | Date incur. | Amount | Description |
| Internal Revenue Service | 7/21/2020 | \$ 22.98 | FICA for 07.21.2020 mtg |
| Mike Harstad | 7/21/2020 | \$ 46.17 | pay for 07.21.2020 mtg |
| Jeff Nelson | 7/21/2020 | \$ 46.17 | pay for 07.21.2020 mtg |
| Robert Carlson | 7/21/2020 | \$ 46.17 | pay for 07.21.2020 mtg |
| DNB National Bank | 8/14/2020 | \$ 13,655.17 | bond payment |
| Mitchell Construction, Inc. | 8/12/2020 | \$ 2,291.25 | charge hauling dirt |
| DGR Engineering | 7/21/2020 | \$ 536.00 | 105 S West Ave Survey |
| Tobias Schantz | 7/24/2020 | \$ 2.00 | copy fee reimbursement |
| Tobias Schantz | 8/3/2020 | \$ 60.00 | reimbursement plat filing fee |
| | | \$ 16,705.91 | |

Financials. Motion by Carlson to approve financials, seconded by Moller. Upcoming expenses and responsibilities of water/sewer hook-up fees were discussed. No further discussion. All aye, motion carries.

Open comments. Oseby, Mayor City of Crooks, spoke on meetings he held with developers regarding potential partnerships for Schoenfelder land. Van Hunnick, resident, asked with a preliminary lot layout for Schoenfelder land can be provided to public.

New business.

Update on lot sales. Harstad provided an update on lot sales and anticipated sales. The status of lots 14a and 9a in block 9, and lots 12 and 11 in block 7.

Amendment purchase agreement dirt dumping clause. Harstad explained the suggested amendment to purchase agreement requiring contractors to dump dirt on Crooks Development Corp lot at Western Dr and West Ave. Commission and those present then discussed advantage of dirt being moved to area. Motion by Carlson to amend purchase agreement for dirt dumping clause requiring dirt to be dumped at lot located at Western Dr and West Ave, seconded by Moller. No further discussion. All aye, motion carries.

Schoenfelder land closing date. Harstad reminded Commissioners Schoenfelder land closing date will be on or before December 31, 2020.

Old business.

Schoenfelder land development plan update. No substantial update could be provided. The committee tasked with land development plan has only met once. More information will be provided at September meeting according to Harstad.

Miscellaneous discussion. Commission and those present then discussed miscellaneous items not noted on agenda without taking any action on items.

Adjourn. Motion by Moller to adjourn at 7:27 pm, seconded by Carlson. No discussion. All aye, motion carries.

Respectfully submitted on behalf of Secretary Nelson,
Tobias Schantz
Municipal Finance Officer
City of Crooks, SD

Crooks Housing and Redevelopment Commission
Special meeting minutes
September 4, 2020

At 6:00 pm, Chairman Harstad called the meeting to order in the Crooks Municipal Office. Finance Officer Schantz took roll call:

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

Absent: Commissioner Nelson

Others present: Finance Officer Schantz

Approve agenda. Motion by Langloss to approve agenda, seconded by Carlson. No discussion. Roll call vote taken: Moller – aye, Carlson – aye, Langloss – aye, Harstad – aye. All aye, motion carries.

Executive session pursuant to SDCL 1-25-2[3] – Contractual matters. Motion by Carlson to enter into executive session at 6:02 pm, seconded by Moller. No discussion. Roll call vote taken: Moller – aye, Langloss – aye, Carlson – aye, Harstad – aye. All aye motion carries. Harstad called the meeting back to order at 6:13 pm. Motion by Langloss to adjust lot prices of lots 48 in block 6, lot 33 in block 6 and lot 14 in block 2 by \$3,000, seconded by Moller. No further discussion. Roll call vote taken: Moller – aye, Carlson – aye, Langloss – aye, Harstad – aye. All aye, motion carries.

Adjourn. Motion by Moller to adjourn at 6:17 pm, seconded by Langloss. No discussion. Roll call vote taken: Langloss – aye, Moller – aye, Carlson – aye, Harstad – aye. All aye, motion carries.

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

CROOKS HRC 2020 BUDGET V ACTUALS

As of August 31st, 2020

| | Budget | Y-T-D | % |
|-----------------------------|---------------------|---------------------|------------|
| SALARIES AND WAGES | \$4,500.00 | \$1,750.00 | 31.00% |
| SOCIAL SECURITY | \$280.00 | \$108.50 | 38.75% |
| MEDICARE BENEFIT | \$100.00 | \$25.51 | 25.51% |
| INSURANCE | \$6,000.00 | \$3,812.64 | 63.54% |
| SERVICES & FEES | \$55,000.00 | \$8,923.10 | 16.22% |
| 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 | \$107,605.91 | 126.60% |
| CAPITAL EXPENDITURES | \$500,000.00 | \$0.00 | 0.00% |
| PRINCIPAL DEBT SVC | \$144,000.00 | \$66,961.78 | 46.50% |
| INTEREST DEBT SVC | \$66,100.00 | \$42,279.58 | 63.96% |
| | \$862,230.00 | \$231,584.37 | 27% |

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

| | CHRC Fund |
|--|----------------------|
| ASSETS: | |
| Current Assets: | |
| Cash and Cash Equivalents | 503,725.38 |
| 107.1 Restricted Cash & Cash Equivalents | 164,510.32 |
| 115 Accounts Receivable, Net | 0.00 |
| 132 Due from Government | 29.87 |
| 154 Deposits | 100,000.00 |
| 155 Prepaid expense | 476.61 |
| Total Current Assets | 768,742.18 |
| Capital Assets: | |
| 160 Land | 694,088.39 |
| 164 Improvements Other Than Buildings | 854,758.83 |
| 164.2 Def. Improvements Other Than Buildings | 46,516.92 |
| Less: Accumulated Depreciation | (103,690.92) |
| Total Noncurrent Assets | 1,491,673.22 |
| TOTAL ASSETS | 2,260,415.40 |
| LIABILITIES: | |
| Current Liabilities: | |
| 202 Accounts Payable | 1,413.10 |
| 216 Wages payable | 138.51 |
| 217.0 Accrued Taxes payable | 14.84 |
| 217.1 OASI payable | 18.60 |
| 217.4 Medicare payable | 4.38 |
| 220.0 Deposits | 35,635.00 |
| 226 Bonds Payable Current: | |
| 226.02 Revenue | 34,219.09 |
| Total Current Liabilities | 71,443.52 |
| 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 | 1,533,309.19 |
| NET POSITION: | |
| 253.10 Net Investment in Capital Assets | 139,872.97 |
| 253.90 Unrestricted | 587,233.24 |
| TOTAL NET POSITION | 727,106.21 |
| TOTAL LIABILITIES + NET POSITION | 2,260,415.40 |

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

| | CHRC Fund |
|--|----------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES: | |
| Cash Receipts from Customers | 2,445.00 |
| 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 | (2,955.25) |
| Cash Payments for Interfund Services Used | - |
| Other Operating Cash Payments/Receipts | (22.98) |
| Net Cash Provided (Used) by Operating Activities | (671.74) |
| 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 | (8,477.22) |
| Interest Paid on Capital Debt | (5,177.95) |
| 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 | 43,714.69 |
| Cash Received for Interest | 1.40 |
| Net Cash Provided (Used) by Investing Activities | 43,716.09 |
| Net Increase (Decrease) in Cash and Cash Equivalents | 29,389.18 |
| Balances - Beginning | 638,846.52 |
| Balances- Ending | 668,235.70 |

CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
FOR THE MONTH OF AUGUST 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 | (161.49) |
| 420 Other Current Expense | (5,684.14) |
| 426.2 Materials (Cost of Goods Sold) | - |
| 453 Amortization | - |
| 457 Depreciation | - |
| Total Operating Expenses | (5,845.63) |
| Operating Income (Loss) | (5,845.63) |
| Nonoperating Revenue (Expense): | |
| 330 Operating Grants | - |
| 361 Investment Earnings | 1.40 |
| 362 Rental Revenue | - |
| 442 Interest Expense | (5,177.95) |
| (492)366 Gain (Loss) on Disposition of Assets | 34,344.80 |
| (429)369.01 Other | 50.00 |
| Total Nonoperating Revenue (Expense) | 29,218.25 |
| Income (Loss) Before Contributions, Special Items, Extraordinary Items and Transfers | 23,372.62 |
| 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 | 23,372.62 |
| Unrestricted Net Position - Beginning | 565,273.72 |
| Adjustment: | |
| Adjusted Net Position - Beginning | 563,860.62 |
| UNRESTRICTED NET POSITION - ENDING | 587,233.24 |

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

| Vendor | Date incur. | Amount | Description |
|----------------------------------|-------------|---------------------|--|
| Chad Moller | 8/21/2020 | \$ 46.17 | 08.21.2020 mtg pay |
| Chad Moller | 9/4/2020 | \$ 23.09 | 09.04.2020 mtg pay |
| Chad Moller | 2/19/2019 | \$ 46.17 | reissue of check for 02.19.19 mtg |
| Chad Moller | 11/20/2018 | \$ 46.17 | reissue check for 11.20.18 mtg |
| Chris Langloss | 9/4/2020 | \$ 23.09 | 09.04.2020 mtg pay |
| DGR Engineering | 8/17/2020 | \$ 1,413.10 | re-platting lots along W 4th St |
| DNB Bank | 9/15/2020 | \$ 13,655.17 | bond payment |
| DNB Bank | 8/28/2020 | \$ 33.00 | check stop order fee |
| DNB Bank | 8/28/2020 | \$ 33.00 | check stop order fee |
| Internal Revenue Service / EFTPS | 9/4/2020 | \$ 38.26 | fica for 08.21.2020 mtg + 09.04.2020 mtg |
| Mike Harstad | 8/21/2020 | \$ 46.17 | 08.21.2020 mtg pay |
| Mike Harstad | 9/4/2020 | \$ 23.09 | 09.04.2020 mtg pay |
| Randy Kringen | 3/18/2019 | \$ 46.17 | reissue of check for 03.18.19 mtg |
| Robert Carlson | 9/4/2020 | \$ 23.09 | 09.04.2020 mtg pay |
| Robert Carlson | 8/21/2020 | \$ 46.17 | 08.21.2020 mtg pay |
| | | \$ 15,541.91 | |