

Crooks Housing and Redevelopment Commission

Regular monthly meeting

Posted agenda

Date: April 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. Budgeting for Schoenfelder land
 - b. Engineering contract review for Schoenfelder land
- 9) Old business:
 - a. Update on re-platting of lots along 4th St.
 - b. Update on conditional use for Murphy home
 - c. Update on rezoning land on West Ave for day care
- 10) Adjourn

Crooks Housing and Redevelopment Commission
 Regular monthly meeting
 March 17, 2020

At 7:02 pm, Chairman Harstad called the meeting to order at the Crooks Community Center. Schantz took roll call.

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

Absent: Commissioner Nelson (with notice)

Also present: CHRC realtor Mark Bartels, Municipal Finance Officer Schantz

Pledge of Allegiance was recited by those present.

Approve agenda. Harstad stated executive session could be eliminated. Schantz stated agenda needed to be amended for item for Murphy lot. Motion by Carlson to amend agenda for item 9 b) Murphy reimbursement and approve agenda, seconded by Moller. No further discussion. All aye, motion carries.

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

Bills. Commission reviewed the claims for March 2020. Carlson asked about Mitchell Construction claim and concrete removal from lots. Harstad explained each purchaser of lot pays \$50 for concrete dumping fee intended to defray the concrete hauling expense. Motion by Langloss to approve claims, seconded by Moller. No further discussion. All aye, motion carries.

Approved claims.

Crooks Housing and Redevelopment Commission				
March 2020 claims				
Vendor	Date incur.	Amount	Description	
Chad Moller	2/18/2020	\$ 46.17	pay for 02.18.2020 mtg	
Chris Langloss	2/18/2020	\$ 46.17	pay for 02.18.2020 mtg	
DNB National Bank	1/14/2020	\$ 13,655.17	bond payment	
Internal Revenue Service	2/18/2020	\$ 38.30	payroll taxes for 02.18.2020 mtg payroll	
Jeff Nelson	2/18/2020	\$ 46.17	pay for 02.18.2020 mtg	
Mike Harstad	2/18/2020	\$ 46.17	pay for 02.18.2020 mtg	
Mitchell Construction Inc.	3/10/2020	\$ 117.35	haul concrete waste	
Robert Carlson	2/18/2020	\$ 46.17	pay for 02.18.2020 mtg	
		\$ 14,041.67		

Financials. Commission reviewed financials. Motion by Moller to approve February financials, seconded by Carlson. No further discussion. All aye, motion carries.

Open comments. No open comments.

New business. Water/sewer hook-up fee responsibility. Harstad stated City of Crooks Mayor Oseby suggested lot purchaser should be responsible for water/sewer hook-up fee. Water/sewer hook-up fee

was included in original lots as an incentive for purchasers to procure lot. Harstad suggested responsibility be moved to the buyer and no lot prices be adjusted for the removal of the fee. Moller asked Bartels if it was normal that lot purchaser pays for water/sewer hook-up fee, which Bartels said it was. Harstad reported on research into other towns regarding water/sewer hookup fee. Motion by Moller to move responsibility of water/sewer hook-up fee onto the purchaser of new lots, seconded by Langloss. Carlson asked if any issues would arise as the fee was worked into lot price. Harstad stated purchase agreement will have to be reviewed to ensure no provision exists that requires CHRC to pay for water/sewer hookup fee. All aye, motion carries.

Realtor contract. Harstad explained realtor services contract will expire in April of this year. Motion by Langloss to continue with realtor services from Mark Bartels, seconded by Moller. Carlson asked about number of lots being sold. Bartels reported on status of sold lots and process of interested purchaser and builders. No further discussion. All aye, motion carries.

Re-pricing of newly platted lots. The plat map for lots along 4th St. reserved by builder has been updated. Harstad explained the plans of the builder and the intentions of closing lots. According to Harstad builder will close on lots 11, 12, 13, 14. Harstad had opportunity to view preliminary drawings. New pricing structure was explained by Harstad, which will price lots at 9, 10 11, 12, 13 at \$36,400 per lot and lot 14 at \$41,700. Motion by Carlson to assign \$36,400 as purchase price for lots 9, 10, 11, 12, 13 at \$36,400 and 14 at \$41,700 seconded by Langloss. Carlson asked when builder will work on lots. Harstad stated builder wants to build right away. No further discussion. All aye, motion carries.

Discussion on plan to proceed with work on new land. Harstad informed Commission that Nelson had volunteered to start task force with development of plan on proceeding with land to be acquired by CHRC. Nelson has contacted city engineer and obtained a flowchart outlining the steps. Harstad explained Nelson would like to start commission to start planning for development, a commission which is to consist of CHRC members and outside member. Moller asked if budget had been set for drawing of development to make sure that only necessary expenses are incurred in connection with development. Moller asked if Nelson could explore the cost of each step outlined in flowchart.

Old business.

Update on replatting of lots along 4th St. Harstad explained plat is ready to be filed and only requires his signature. Once plat has been filed, then builder can close on lots.

Murphy lot reimbursement. Harstad stated owners of recently moved-in home bought lot under the impression it walk out lot and it was not due to some misunderstandings. CHRC then agreed to reimburse Murphys \$7,500 for additional expenses in connection with lot upon receipt of invoices for materials. Said invoices have been received, and Harstad asked for motion to reimburse Murphys. Motion by Langloss to reimburse Murphys for \$7,500 for additional expenses incurred in connection with lot, seconded by Carlson. No further discussion. All aye, motion carries.

Executive session. No action was taken by Commission to enter into executive session.

Adjourn. Motion by Moller to adjourn meeting at 7:27 pm, seconded by Langloss. All aye, motion carries, meeting adjourned.

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

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

Vendor	Date incur.	Amount	Description
Chad Moller	3/17/2020	\$ 46.17	pay for 03.17.2020 mtg
Chris Langloss	3/17/2020	\$ 46.17	pay for 03.17.2020 mtg
DGR Engineering	3/16/2020	\$ 808.00	replatting fee lots along W. 4th St.
DNB National Bank	4/14/2020	\$ 13,655.17	bond payment
Internal Revenue Service	4/20/2020	\$ 30.64	payroll taxes for 03.17.2020 mtg payroll
Mike Harstad	3/17/2020	\$ 46.17	pay for 03.17.2020 mtg
Robert Carlson	3/17/2020	\$ 46.17	pay for 03.17.2020 mtg
		\$ 14,678.49	

CROOKS HRC 2020 BUDGET V ACTUALS

As of March 31st, 2020

	Buget	Y-T-D	%
SALARIES AND WAGES	\$4,500.00	\$700.00	31.00%
SOCIAL SECURITY	\$280.00	\$43.40	15.50%
MEDICARE BENEFIT	\$100.00	\$10.22	10.22%
INSURANCE	\$6,000.00	\$1,429.74	23.83%
SERVICES & FEES	\$55,000.00	\$1,012.00	1.84%
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	\$7,500.00	8.82%
CAPITAL EXPENDITURES	\$500,000.00	\$0.00	0.00%
PRINCIPAL DEBT SVC	\$144,000.00	\$24,882.50	17.28%
INTEREST DEBT SVC	\$66,100.00	\$16,083.01	24.33%
	\$862,230.00	\$51,778.22	6%

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

	CHRC Fund
ASSETS:	
Current Assets:	
Cash and Cash Equivalents	230,526.87
107.1 Restricted Cash & Cash Equivalents	164,503.42
115 Accounts Receivable, Net	0.00
132 Due from Government	29.87
154 Deposits	100,000.00
155 Prepaid expense	2,859.51
Total Current Assets	497,919.67
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	2,116,325.14
LIABILITIES:	
Current Liabilities:	
202 Accounts Payable	808.00
216 Wages payable	184.68
217.0 Accrued Taxes payable	14.84
217.1 OASI payable	55.80
217.4 Medicare payable	13.14
220.0 Deposits	43,940.00
226 Bonds Payable Current:	
226.02 Revenue	76,298.37
Total Current Liabilities	121,314.83
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	1,583,180.50
NET POSITION:	
253.10 Net Investment in Capital Assets	139,683.81
253.90 Unrestricted	393,460.83
TOTAL NET POSITION	533,144.64
TOTAL LIABILITIES + NET POSITION	2,116,325.14

CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
FOR THE MONTH OF MARCH 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	(8,901.93)
426.2 Materials (Cost of Goods Sold)	-
453 Amortization	-
457 Depreciation	-
Total Operating Expenses	(9,117.25)
Operating Income (Loss)	(9,117.25)
Nonoperating Revenue (Expense):	
330 Operating Grants	-
361 Investment Earnings	5.63
362 Rental Revenue	-
442 Interest Expense	(5,330.80)
(492)366 Gain (Loss) on Disposition of Assets	-
(429)369.01 Other	-
Total Nonoperating Revenue (Expense)	(5,325.17)
Income (Loss) Before Contributions, Special Items, Extraordinary Items and Transfers	(14,442.42)
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	(14,442.42)
Unrestricted Net Position - Beginning	407,903.25
Adjustment:	
Adjusted Net Position - Beginning	407,903.25
UNRESTRICTED NET POSITION - ENDING	393,460.83

CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF CASH FLOWS
FOR THE MONTH OF MARCH 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	(230.85)
Cash Payments to Suppliers of Goods and Services	(7,617.35)
Cash Payments for Interfund Services Used	-
Other Operating Cash Payments/Receipts	-
Net Cash Provided (Used) by Operating Activities	(7,848.20)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	
Refund tax	46.69
Transfers In	-
Transfers Out	-
Net Cash Provided (Used) by Noncapital Financing Activities	46.69
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	(8,324.37)
Interest Paid on Capital Debt	(5,330.80)
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	5.63
Net Cash Provided (Used) by Investing Activities	5.63
Net Increase (Decrease) in Cash and Cash Equivalents	(21,451.05)
Balances - Beginning	416,481.34
Balances- Ending	395,030.29