

Crooks Housing and Redevelopment Commission  
Regular monthly meeting  
Meeting agenda  
Date: January 19, 2021  
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. Adopt 2021 Budget
  - b. Update on lot sales – Sunset development
  - c. Update from VanBuskirk on Schoenfelder development
- 9) Old business:
  - a. Shed sale and removal from Schoenfelder property & acceptance of bid
  - b. Naming of the new development
- 10) Adjourn

Crooks Housing and Redevelopment Commission  
 Regular monthly meeting minutes  
 December 15, 2020

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

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

Others present: Finance Officer Schantz, Steve Van Buskirk, Mark Bartels

Pledge of Allegiance was recited by those present.

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

**Approve meeting minutes.** Motion by Carlson to approve meeting minutes for November 17, seconded by Langloss. No discussion. All aye, motion carries. Motion by Moller to approve meeting minutes for November 23, seconded by Carlson. No discussion. All aye, motion carries. Motion by Langloss to approve meeting minutes for November 24, seconded by Moller. No discussion. All aye, motion carries.

**Bills and Communications.** Commission reviewed December claims. The Mitchell Construction claim was discussed. Motion by Nelson to approve December claims, seconded by Moller. No discussion. All aye, motion carries.

**Approved claims.**

Crooks Housing and Redevelopment Commission			
December 2020 claims			
Vendor	Date incur.	Amount	Description
Mitchell Construction, Inc.	12/10/2020	\$ 293.37	haul concrete waste
Chad Moller	12/13/2020	\$ 92.35	11.17.2020, 11.23.2020, 11.24.2020 mtg PR
Chris Langloss	12/13/2020	\$ 69.26	11.17.2020 & 11.24.2020 mtg pr
DNB Bank	12/14/2020	\$ 13,655.17	bond payment
Mike Harstad	12/13/2020	\$ 92.35	11.17.2020, 11.23.2020, 11.24.2020 mtg PR
Jeff Nelson	12/13/2020	\$ 92.35	11.17.2020, 11.23.2020, 11.24.2020 mtg PR
Robert Carlson	12/13/2020	\$ 92.35	11.17.2020, 11.23.2020, 11.24.2020 mtg PR
Internal Revenue Service	12/13/2020	\$ 72.68	FICA for mtg payroll
		<b>\$ 14,459.88</b>	

**Financials.** Commission reviewed financials for November 2020.

**Open comments.** Mark Bartels provided an update on potential lot sales. The agreement term with Bartels was discussed.

**New business.**

a. Exclusive options agreement. Commission discussed the agreement with Van Buskirk. Public records requirement of documents was discussed.

b. Purchase agreement. The purchase agreement is under review by attorney. Commission and Van Buskirk discussed the project. Motion by Moller to authorize Harstad to execute exclusive options agreement and purchase agreement, once the agreements have been approved by attorney, on behalf of the Crooks HRC, seconded by Carlson. No further discussion. All aye, motion carries.

Naming of development and streets. Seller of Schoenfelder land is entitled to name four streets in development. Ideas to find suitable name for development were reviewed.

**Old business.**

Shed disposal. The surplussing of the contents of the shed were discussed. Harstad said the contents were worthless and the Crooks HRC would have to incur cost to remove them.

Update on lot for Crooks Community Child Care Center. The closing for the lot was discussed.

**Adjourn.** Motion by Moller to adjourn at 7:42 pm, seconded by Carlson. No discussion. All aye, motion carries.

Respectfully submitted,  
Jeff Nelson  
Secretary  
Crooks Housing and Redevelopment Commission

**Crooks Housing and Redevelopment Commission****January 2021 claims**

Vendor	Date incur.	Amount	Description
Chad Moller	12/15/2020	\$ 46.17	12.15.2020 mtg PR
Chris Langloss	12/15/2020	\$ 46.17	12.15.2020 mtg PR
City of Crooks	10/15/2020	\$ 44,484.62	note payment for 2020
City of Crooks	12/31/2020	\$ 2,500.00	w/s fee lot 13, block 2
City of Crooks	12/31/2020	\$ 10,000.00	w/s fee lot 55, block 6 & lots 10a, 11a, 13a, block 9
DGR Engineering	10/31/2020	\$ 4,287.25	concept plan Schoenfelder lan
DNB Bank	1/15/2021	\$ 13,655.17	bond payment
Internal Revenue Service	12/15/2020	\$ 38.30	FICA for mtg payroll
Jeff Nelson	12/15/2020	\$ 46.17	12.15.2020 mtg PR
Meierhenry Sargent	1/4/2021	\$ 852.00	legal expense December 2020
Meierhenry Sargent	12/9/2020	\$ 132.00	legal expense November 2020
Mike Harstad	12/15/2020	\$ 46.17	12.15.2020 mtg PR
Robert Carlson	12/15/2020	\$ 46.17	12.15.2020 mtg PR
		<b>\$ 76,180.19</b>	

**CROOKS HRC 2020 BUDGET V ACTUALS**

As of December 31st, 2020

	Budget	Y-T-D	%
SALARIES AND WAGES	\$4,500.00	\$2,775.00	31.00%
SOCIAL SECURITY	\$280.00	\$172.05	61.45%
MEDICARE BENEFIT	\$100.00	\$40.41	40.41%
INSURANCE	\$6,000.00	\$10,042.13	167.37%
SERVICES & FEES	\$55,000.00	\$9,271.00	16.86%
PUBLISHING	\$250.00	\$10.00	4.00%
REPAIRS & MAINTENANCE	\$0.00	\$410.72	#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	\$113,267.67	133.26%
CAPITAL EXPENDITURES	\$500,000.00	\$499,310.61	99.86%
PRINCIPAL DEBT SVC	\$144,000.00	\$101,180.87	70.26%
INTEREST DEBT SVC	\$66,100.00	\$62,681.17	94.83%
	<b>\$862,230.00</b>	<b>\$799,161.63</b>	<b>93%</b>

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION  
STATEMENT OF CASH FLOWS  
FOR THE MONTH OF DECEMBER 31, 2020**

	<b>CHRC Fund</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Cash Payments to Commissioners for Services	(438.66)
Cash Payments to Suppliers of Goods and Services	(293.37)
Other Operating Cash Payments/Receipts	(72.68)
Net Cash Provided (Used) by Operating Activities	(804.71)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>	
Principal Paid on Capital Debt	(8,601.53)
Interest Paid on Capital Debt	(5,053.64)
Net Cash Provided (Used) by capital and related financing Activities	(13,655.17)
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Cash Received for Interest	1.40
Net Cash Provided (Used) by Investing Activities	1.40
Net Increase (Decrease) in Cash and Cash Equivalents	(14,458.48)
Balances - Beginning	254,400.34
Balances- Ending	239,941.86

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

	<b>CHRC Fund</b>
<b>ASSETS:</b>	
Current Assets:	
Cash and Cash Equivalents	75,426.04
Restricted Cash & Cash Equivalents	164,515.82
Total Current Assets	239,941.86
<b>NET POSITION:</b>	
Restricted Net Position	164,515.82
Unrestricted Net Position	75,426.04
Total Net Position	239,941.86

**Crooks Housing and Redevelopment Commission**  
**2021 Budget**

**Expenditures**

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
Supplies & Materials	\$	500.00
Travel & Conference	\$	500.00
Principal Debt Service	\$	144,000.00
Interest Debt Service	\$	66,100.00
Total Expenditures		<u><u>\$ 277,230.00</u></u>

**Revenues**

Sale of Lots	\$	934,100.00
Total Revenue		<u><u>\$ 934,100.00</u></u>

Estimated Net Position Retained \$ 656,870.00