

Crooks Housing and Redevelopment Commission
Regular monthly meeting
Meeting agenda
Date: April 20, 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. Naming of streets in new development
 - b. Contract extension with Van Buskirk
- 9) Old business:
 - a. Update Sunset lots
 - b. Update TIF
 - c. Revisit naming of development
 - d. Status of new development
- 10) Adjourn

Crooks Housing and Redevelopment Commission
 Regular Meeting Minutes
 March 23, 2021

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

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

Also present: Mayor Oseby, Mark Bartels, and 3 guests

The Pledge of Allegiance was said by all.

Approve agenda. It was discussed to add an additional item to the agenda under new business to discuss recent bids for dirt removal. A motion was made by Moller and seconded by Carlson to add this item to the agenda. All aye, motion carries. A motion was then made by Carlson to approve agenda, seconded by Nelson. All aye, motion carries.

Approve meeting minutes. A motion was made by Langloss to approve the February 25, 2021 meeting minutes, seconded by Moller. No discussion. All aye, motion carries.

Bills & Communications. Motion by Carlson to approve claims, seconded by Moller. No discussion. All aye, motion carries.

Approved claims.

| Crooks Housing and Redevelopment Commission | | | |
|---|-------------|---------------------|---------------------------------|
| March Claims 2021 claims | | | |
| Vendor | Date incur. | Amount | Description |
| Chad Moller | 2/26/2021 | \$ 23.09 | 02.25.2021 mtg PR |
| Chris Langloss | 2/26/2021 | \$ 23.09 | 02.25.2021 mtg PR |
| DNB Bank | 3/14/2021 | \$ 13,655.17 | bond payment |
| Internal Revenue Service | 2/26/2021 | \$ 15.28 | FICA for 02.25.2021 mtg payroll |
| Jeff Nelson | 2/26/2021 | \$ 23.09 | 02.25.2021 mtg PR |
| Mike Harstad | 2/26/2021 | \$ 23.09 | 02.25.2021 mtg PR |
| Robert Carlson | 2/26/2021 | \$ 23.09 | 02.25.2021 mtg PR |
| | | \$ 13,785.90 | |

Financials. Commission reviewed financials for January. Motion by Nelson to approve financials, seconded by Carlson. No discussion. All aye, motion carries.

Open comments. No comments from public.

New business:

- a. Renew Realtor agreement for Sunset Lots. A motion was made by Moller to renew the realtor agreement with Mark Bartels, the motion was seconded by Carlson. No discussion. All aye, motion carries.

- b. Review of reserve lot closings. Mark Bartels reviewed the closing dates for current lot sales. (3)three lots will close on or before April 1; (1) one lot will close on or before May 1; (4) four lots will close under an agreed arrangement on or before December 31, 2021.
- c. Update on new development and next steps. The current development plan prepared by VanBuskirk Companies and DGR Engineering was reviewed. The plan provides for 67 new residential lots, a pond suitable for fishing with a park, and an additional small park. This development will have connections to the current trail system. After discussion, Carlson moved to approved the plan, Langloss seconded. All aye, motion carries.
- d. Covered under "c".
- e. Dirt removal bids. Two bids were received for the removal of the clay dirt material on the Sunset Development sites. Bids are as follows:

| | |
|-------------|------------|
| JR Mitchell | \$6,305.00 |
| Dirtworks | \$11,142 |

 A motion was made by Carlson to approve the bid by JR Mitchell, Nelson seconded. All aye, motion carries.

Old Business:

- a. Update on Lot sales. Mark Bartels reported that all the remaining unsold lots have all had inquiries. One current owner and their builder have asked for an exemption to the garage on the high side of the lot requirement. This has been granted in the past. Nelson moved to allow, Langloss seconded. All aye, motion carries.
- b. Naming of new development. Commission discussed naming ideas for development. VanBuskirk Companies provided a variety of names for review. There were no additional names suggested to the CHRC by the community. Suggested names included:

| | |
|-------------------|-------------------|
| Burlington Pond | Harvest Acres |
| Pine Hills Lake | Evergreen estates |
| Pine Lake Reserve | Burlington Pines |
| Santa Fe | Sunrise |
| Serenity | |

 After a discussion, a motion was made by Moller to name the new development "Harvest Acres". The motion was seconded by Langloss. All aye, motion carries.

Adjourn. Motion by Moller to adjourn meeting at 7:28pm, seconded by Carlson. No discussion. All aye, motion carries.

Respectfully submitted,
Jeffrey Nelson, Secretary

Published:
Published once at the approximate cost of: \$

Crooks Housing and Redevelopment Commission**April Claims 2021 claims**

| Vendor | Date incur. | Amount | Description |
|-----------------------------|-------------|---------------------|-----------------------------|
| DNB National Bank | 4/14/2021 | \$ 13,655.17 | bond payment |
| Meierhenry Sargent | 4/5/2021 | \$ 48.00 | March legal expense |
| SD DENR | 9/9/2020 | \$ 250.00 | stormwater fee |
| Internal Revenue Service/EP | 4/19/2021 | \$ 15.28 | FICA + Fed for 03.22.21 mtg |
| Mike Harstad | 3/22/2021 | \$ 23.09 | wages 03.22.21 mtg |
| Chad Moller | 3/22/2021 | \$ 23.09 | wages 03.22.21 mtg |
| Jeff Nelson | 3/22/2021 | \$ 23.09 | wages 03.22.21 mtg |
| Robert Carlson | 3/22/2021 | \$ 23.09 | wages 03.22.21 mtg |
| | | \$ 14,060.81 | |

CROOKS HRC 2021 BUDGET V ACTUALS

As of March 31st, 2021

| | Budget | Y-T-D | % |
|------------------------|---------------------|--------------------|------------|
| Salaries & Wages | \$ 4,500.00 | \$554.06 | 12.31% |
| Social Security | \$ 280.00 | \$37.20 | 13.29% |
| Medicare Benefit | \$ 100.00 | \$8.74 | 8.74% |
| Insurance | \$ 6,000.00 | \$0.00 | 0.00% |
| Services & Fees | \$ 55,000.00 | \$12,891.25 | 23.44% |
| Publishing | \$ 250.00 | \$0.00 | 0.00% |
| Supplies & Materials | \$ 500.00 | \$0.00 | 0.00% |
| Travel & Conference | \$ 500.00 | \$0.00 | 0.00% |
| Other current expense | \$ - | \$6.50 | #DIV/0! |
| Principal Debt Service | \$ 144,000.00 | \$54,998.87 | 38.19% |
| Interest Debt Service | \$ 66,100.00 | \$16,796.09 | 25.41% |
| | \$277,230.00 | \$85,292.71 | 31% |

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
BALANCE SHEET
CHRC FUND
March 31, 2021**

| | CHRC Fund |
|------------------------------------|----------------------|
| ASSETS: | |
| Current Assets: | |
| Cash and Cash Equivalents | 151,301.22 |
| Restricted Cash & Cash Equivalents | 164,519.88 |
| Total Current Assets | 315,821.10 |
| NET POSITION: | |
| Restricted Net Position | 164,519.88 |
| Unrestricted Net Position | 151,301.22 |
| Total Net Position | 315,821.10 |

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF CASH FLOWS
FOR THE MONTH OF MARCH 2021**

| | CHRC Fund |
|--|----------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES: | |
| Cash Payments to Commissioners for Services | (92.36) |
| Cash Payments to Suppliers of Goods and Services | - |
| Other Operating Cash Payments/Receipts | (15.28) |
| Net Cash Provided (Used) by Operating Activities | (107.64) |
| CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES: | |
| Proceeds from Capital Debt | - |
| Capital Contributions | - |
| Deposits | 8,175.00 |
| Purchase of Capital Assets | - |
| Capital Asset Improvements | - |
| Principal Paid on Capital Debt | (8,695.95) |
| Interest Paid on Capital Debt | (4,959.22) |
| Net Cash Provided (Used) by capital and related financing Activities | (5,480.17) |
| CASH FLOWS FROM INVESTING ACTIVITIES: | |
| Purchase of Investment Securities | - |
| Proceeds from Sales and Maturities of Investments | - |
| Proceeds from Sale of Capital Assets | 63,400.75 |
| Cash Received for Interest | 1.40 |
| Net Cash Provided (Used) by Investing Activities | 63,402.15 |
| Net Increase (Decrease) in Cash and Cash Equivalents | 57,814.34 |
| Balances - Beginning | 258,006.76 |
| Balances- Ending | 315,821.10 |

