

Crooks Housing and Redevelopment Commission

Regular monthly meeting

Meeting agenda

Date: May 18, 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:
- 9) Old business:
 - a. Update Sunset lots
 - b. Update TIF
- 10) Adjourn

Crooks Housing and Redevelopment Commission

Meeting Minutes

April 20, 2021

At 7 pm, Chairman Harstad called the meeting to order at the Crooks Community Center. Answering roll call were: Nelson, Carlson, Harstad.

Pledge of Allegiance was recited by those present.

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

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

Bills & Communications. Commission reviewed claims. Motion by Carlson to approve April claims, seconded by Nelson. No discussion. All aye, motion carries.

Approved claims.

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/E	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		

Financials. Motion by Nelson to approve financials, seconded by Carlson. Harstad asked Schantz if anything of note needed discussion, there was not. No further discussion. All aye, motion carries.

Open comments. None.

New business.

- a. Naming of streets in development. Commissioners discussed the naming of streets in the new development and reviewed the input stipulation of purchase agreement for land. The naming options for street names and cul-de-sacs were reviewed. Steve Van Buskirk, development partner of CHRC, suggested naming streets and consider pond that has been suggested to be placed in development. Discussed names are as follows:

Ivy Lane, Paisley Circle, Conner Circle, Reese Circle, Willey Circle, Pond Drive

- b. Contract extension with Van Buskirk. Contract addendum for extension of existing contract was reviewed. In addition, an update on the status of the TIF for the development was provided by Van Buskirk. Tentatively, the TIF is scheduled for presentation in the latter half of May this year.

Old business.

- a. Update on Sunset lots. A complaint regarding a lot was received by Bartels (CHRC realtor). Interest in lots remains high with more lot closing scheduled for the end of April and early May.
- b. Update TIF. TIF was discussed under name business. The rezoning of the property was discussed.
- c. Revisit naming of the development. At the last meeting, the development was given the name of "Harvest Acres." Commissioners and public present discussed options to rename the development and refer to the pond, which will be placed in development. The suggestion of Heritage Pond was made by member of public. Motion by Nelson to name development "Heritage Pond," seconded by Carlson. No further discussion. All aye, motion carries.
- d. Status of new development: Steve Van Buskirk informed the commission that the rezoning will be started at the next City Council meeting. This will require a public hearing which will need to be done for both the City council and Planning and Zoning. Once the preliminary plan is approved, construction plans will begin. Grading is tentatively scheduled to begin in July, utilities in August and September is anticipated for the first phase of the streets. It is the goal to have grading completed for the additional phases for winter sales and sprint 2022 starts.

Adjourn. Motion by Carlson to adjourn meeting at 7:45 pm, seconded by Nelson. No discussion. All aye, motion carries.

Respectfully submitted,

Jeff Nelson

Secretary

Crooks Housing and Redevelopment Commission

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

Vendor	Date incur.	Amount	Description
DNB National Bank	5/14/2021	\$ 13,655.17	bond payment
Meierhenry Sargent	5/6/2021	\$ 60.00	April legal expense
Mitchell Construction Inc	4/22/2021	\$ 6,200.00	haul and load clay
Internal Revenue Service/EF	4/20/2021	\$ 22.98	payroll taxes
Mike Harstad	4/20/2021	\$ 46.17	wages 04.20.21 mtg
Jeff Nelson	4/20/2021	\$ 46.17	wages 04.20.21 mtg
Robert Carlson	4/20/2021	\$ 46.17	wages 04.20.21 mtg

\$ 20,076.66

CROOKS HRC 2021 BUDGET V ACTUALS

As of April 30th, 2021

	Budget	Y-T-D	%
Salaries & Wages	\$ 4,500.00	\$646.42	14.36%
Social Security	\$ 280.00	\$43.40	15.50%
Medicare Benefit	\$ 100.00	\$10.18	10.18%
Insurance	\$ 6,000.00	\$0.00	0.00%
Services & Fees	\$ 55,000.00	\$13,189.25	23.98%
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	\$76,127.61	52.87%
Interest Debt Service	\$ 66,100.00	\$22,977.69	34.76%
	\$277,230.00	\$113,001.05	41%

CROOKS HOUSING AND REDEVELOPMENT COMMISSION
BALANCE SHEET
CHRC FUND
April 30, 2021

	CHRC
	Fund
	<hr/>
ASSETS:	
Current Assets:	
Cash and Cash Equivalents	187,534.90
Restricted Cash & Cash Equivalents	<hr/> 164,521.23
Total Current Assets	<hr/> 352,056.13
NET POSITION:	
Restricted Net Position	164,521.23
Unrestricted Net Position	<hr/> 187,534.90
Total Net Position	<hr/> 352,056.13

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

	CHRC Fund
CASH FLOWS FROM OPERATING ACTIVITIES:	
Cash Payments to Commissioners for Services	(92.36)
Cash Payments to Suppliers of Goods and Services	(298.00)
Other Operating Cash Payments/Receipts	(15.28)
Net Cash Provided (Used) by Operating Activities	(405.64)
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	(8,727.65)
Interest Paid on Capital Debt	(4,927.52)
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	50,294.49
Cash Received for Interest	1.35
Net Cash Provided (Used) by Investing Activities	50,295.84
Net Increase (Decrease) in Cash and Cash Equivalents	36,235.03
Balances - Beginning	315,821.10
Balances- Ending	352,056.13