

City of Crooks
Crooks Housing and Redevelopment Commission
Regular monthly meeting
Meeting agenda
Date: November 16, 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. None.
- 9) Old business:
 - a. Update progress of Heritage Pond development & Sunset Development
- 10) Adjourn



Crooks Housing and Redevelopment Commission
 Regular monthly meeting minutes
 October 19, 2021

At 7pm Chairman Harstad called the meeting to order at the Crooks Community Center. Answering roll call were Commissioners Carlson, Harstad, Moller. Commissioner Langloss was absent with notice.

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 Carlson to approve September 21 meeting minutes, seconded by Moller. No discussion. All aye, motion carries. Motion by Nelson to approve September 29 meeting minutes, seconded by Carlson. No discussion. All aye, motion carries.

Bills and Communications. Motion by Nelson, seconded by Moller to approve claims. No further discussion. All aye, motion carries.

Crooks Housing and Redevelopment Commission			
October Claims 2021 claims			
Vendor	Date incur.	Amount	Description
DNB National Bank	10/14/2021	\$ 13,655.17	bond payment
Internal Revenue Service/EFTPS	10/18/2021	\$ 95.70	payroll taxes
Mike Harstad	10/1/2021	\$ 115.43	monthly pay
Chad Moller	10/1/2021	\$ 115.43	monthly pay
Chris Langloss	10/1/2021	\$ 115.43	monthly pay
Jeff Nelson	10/1/2021	\$ 115.43	monthly pay
Xcel Energy	9/29/2021	\$ 10,593.58	moving of electric utilities along W. 5th St.
Robert Carlson	10/1/2021	\$ 115.43	monthly pay
	Total	\$ 24,921.60	

Financials. Commission reviewed financials.

Open comments. Jim Van Hunnick, resident, asked when work will be resumed at Heritage Pond development and when contractor will resume work on his property.

New business.

- a) Approve pay application. Commission reviewed pay application. Jesse Morris (DGR) spoke on change order of payment application. Motion by Nelson to approve pay application and change order submitted for moving of utilities along W 5th St. by Tom’s Backhoe in the amount of \$59,393, seconded by Carlson. No further discussion. All aye, motion carries.
- b) Update on issues in Sunset Development:
 - i. Drainage problems between W 5th St. and W 6th St. Commissions reviewed the drainage issues along the backyards. It was determined the homeowner causing the issue should be responsible for fixing the problems.
 - ii. Concrete on lot line on Oak Ave. Schantz informed Commission issue had been resolved according to owner of lot at 108 Oak Ave.

- iii. Drainage problems at corner of W 4th St. & Winterberry. A lot in the new development has been causing drainage issues for homeowners with yards backing towards the development. Schantz informed Commissioners, City took steps to resolve the problems. Commission then discussed the drainage concerns and future steps.
- iv. Fence being installed in drainage easement. Commission reviewed the issue. Discussion then ensued on responsibility of addressing problem, and the City's Planning and Zoning department will contact homeowners.

Old business.

- a) Updates on Heritage Pond development were discussed.

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

Respectfully submitted,

Jeff Nelson
Secretary
Crooks Housing and Redevelopment Commission

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

Vendor	Date incur.	Amount	Description
DNB National Bank	11/14/2021	\$ 13,655.17	bond payment
Internal Revenue Service/EFTPS	11/15/2021	\$ 95.70	payroll taxes
City of Crooks	10/1/2021	\$ 44,484.62	note payment
Mike Harstad	11/1/2021	\$ 115.43	monthly pay
Chad Moller	11/1/2021	\$ 115.43	monthly pay
Chris Langloss	11/1/2021	\$ 115.43	monthly pay
Jeff Nelson	11/1/2021	\$ 115.43	monthly pay
Alliant	7/12/2021	\$ 901.49	insurance coverage for Heritage Pond development
Meierhenry Sargent	10/7/2021	\$ 75.00	legal expense
Robert Carlson	11/1/2021	\$ 115.43	monthly pay
Total		\$ 59,789.13	

CROOKS HRC 2021 BUDGET V ACTUALS

As of October 31st, 2021

	Budget	Y-T-D	%
Salaries & Wages	\$ 4,500.00	\$3,600.00	80.00%
Social Security	\$ 280.00	\$223.20	79.71%
Medicare Benefit	\$ 100.00	\$52.27	52.27%
Insurance	\$ 6,000.00	\$0.00	0.00%
Services & Fees	\$ 55,000.00	\$82,446.75	149.90%
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	\$ -	\$10,600.08	#DIV/0!
Principal Debt Service	\$ 144,000.00	\$129,165.81	89.70%
Interest Debt Service	\$ 66,100.00	\$51,870.51	78.47%
	\$277,230.00	\$277,958.62	100%

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
BALANCE SHEET
CHRC FUND
AS OF OCTOBER 31, 2021**

	CHRC Fund
ASSETS:	
Current Assets:	
Cash and Cash Equivalents	350,004.36
Restricted Cash & Cash Equivalents	164,529.53
Total Current Assets	514,533.89
NET POSITION:	
Restricted Net Position	164,529.53
Unrestricted Net Position	350,004.36
Total Net Position	514,533.89

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

	CHRC Fund
CASH FLOWS FROM OPERATING ACTIVITIES:	
Cash Payments to Commissioners for Services	(577.15)
Cash Payments to Suppliers of Goods and Services	-
Other Operating Cash Payments/Receipts	(59,488.70)
Net Cash Provided (Used) by Operating Activities	(60,065.85)
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	(8,920.32)
Interest Paid on Capital Debt	(4,734.85)
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	1.40
Net Cash Provided (Used) by Investing Activities	1.40
Net Increase (Decrease) in Cash and Cash Equivalents	(73,719.62)
Balances - Beginning	588,253.51
Balances- Ending	514,533.89