

City of Crooks
Crooks Housing and Redevelopment Commission
Special meeting
Meeting agenda
Date: May 24, 2022
Time: 7:00 pm/CST
Location: Crooks Municipal Office (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. Midco bill for moving lines
 - b. Appointment of officers
- 9) Old business: None.
- 10) Adjourn



Crooks Housing and Redevelopment Commission
 Regular Monthly Meeting Minutes
 April 26, 2022

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

Approve agenda: Motion by Nelson to approve the agenda, seconded by Carlson. No further 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. Motion by Nelson to approve claims for April, seconded by Carlson. No discussion. All aye, motion carries.

Crooks Housing and Redevelopment Commission			
April 2022 claims			
Vendor	Date incur.	Amount	Description
DNB National Bank	4/14/2022	\$ 13,655.17	bond payment
Internal Revenue Service/EFTPS	4/15/2022	\$ 95.70	payroll taxes
Mike Harstad	4/1/2022	\$ 115.43	monthly pay
Chad Moller	4/1/2022	\$ 115.43	monthly pay
Chris Langloss	4/1/2022	\$ 115.43	monthly pay
Jeff Nelson	4/1/2022	\$ 115.43	monthly pay
Robert Carlson	4/1/2022	\$ 115.43	monthly pay
		Total	
		\$ 14,328.02	

Financials: Commission reviewed and briefly discussed financials.

Open comments: There were no open comments.

New business:

a. Acquisition of park land: A proposal was discussed to purchase the additional property to the south to obtain the needed property to complete the pond. The total amount of land is approximately 8 acres. The cost is \$128,000.00. A motion was made by Moller to approve up to \$130,000 for the purchase if approved by the Crooks City Council. The motion was seconded by Nelson. Harstad called for the vote and all voted aye, motion carries.

b. Cost digging pond @ Heritage Park: The additional pond digging is estimated at \$2.00 /CY with a approximate cost range of \$15,000.00. After a brief discussion a motion was made by Nelson and seconded by Moller to approve up to \$20,000.00 for the pond extension construction with the approval of the Crooks City Council. Harstad called for the vote and all voted aye, motion carrier.

Old business: There is no old business.

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

Respectfully submitted,

Jeff Nelson

Secretary
Crooks Housing and Redevelopment Commission

Crooks Housing and Redevelopment Commission**May 2022 claims**

Vendor	Date incur.	Amount	Description
DNB National Bank	5/14/2022	\$ 13,655.17	bond payment
Internal Revenue Service/EFTPS	5/16/2022	\$ 95.70	payroll taxes
Tobias Schantz	4/22/2022	\$ 30.00	reimbursement filing fee quit claim deed
Mike Harstad	5/1/2022	\$ 115.43	monthly pay
Chad Moller	5/1/2022	\$ 115.43	monthly pay
Chris Langloss	5/1/2022	\$ 115.43	monthly pay
Jeff Nelson	5/1/2022	\$ 115.43	monthly pay
Robert Carlson	5/1/2022	\$ 115.43	monthly pay

Total \$ 14,358.02

Crooks Housing and Redevelopment Commission
For the month ended in April 30, 2022

Expenditures	2022 Budget	Actual	% of Budget
Salaries & Wages	\$ 7,500.00	\$ 2,500.00	33.33%
Social Security	\$ 465.00	\$ 155.00	33.33%
Medicare Benefit	\$ 110.00	\$ 36.40	33.09%
Insurance	\$ 1,000.00	\$ -	0.00%
Services & Fees	\$ 10,000.00	\$ 2,933.35	29.33%
Publishing	\$ 250.00	\$ -	0.00%
Capital Expenditures	\$ -	\$ -	
Supplies & Materials	\$ -	\$ -	
Travel & Conference	\$ 500.00	\$ -	0.00%
Other Current Expense	\$ 1,000.00	\$ 2,326.12	232.61%
Principal Debt Service	\$ 110,500.00	\$ 36,270.72	32.82%
Interest Debt Service	\$ 54,000.00	\$ 18,349.96	33.98%
	\$ 185,325.00	\$ 62,571.55	

Revenues	2022 Budget	Actual	% of Budget
Sale of Lots	\$ 185,325.00	\$ 197,371.45	106.50%
Interest	\$ -	\$ 5.41	#DIV/0!
Other Misc. Revenue	\$ -	\$ 1,735.61	#DIV/0!
	\$ 185,325.00	\$ 199,112.47	

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
BALANCE SHEET
CHRC FUND
AS OF MARCH 31, 2022**

	CHRC Fund
ASSETS:	
Current Assets:	
Cash and Cash Equivalents	380,884.98
Restricted Cash & Cash Equivalents	164,536.34
Total Current Assets	545,421.32
NET POSITION:	
Restricted Net Position	164,536.34
Unrestricted Net Position	380,884.98
Total Net Position	545,421.32

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF CASH FLOWS - RESTATED
FOR THE MONTH OF MARCH 2022**

	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	(95.70)
Net Cash Provided (Used) by Operating Activities	(672.85)
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	(9,084.12)
Interest Paid on Capital Debt	(4,571.05)
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	(14,326.62)
Balances - Beginning	559,747.94
Balances- Ending	545,421.32

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
BALANCE SHEET
CHRC FUND
AS OF APRIL 30, 2022**

	CHRC Fund
ASSETS:	
Current Assets:	
Cash and Cash Equivalents	379,730.84
Restricted Cash & Cash Equivalents	164,537.69
Total Current Assets	544,268.53
NET POSITION:	
Restricted Net Position	164,537.69
Unrestricted Net Position	379,730.84
Total Net Position	544,268.53

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF CASH FLOWS
FOR THE MONTH OF APRIL 2022**

	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	(2,421.82)
Net Cash Provided (Used) by Operating Activities	(2,998.97)
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	(9,117.24)
Interest Paid on Capital Debt	(4,537.93)
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	15,500.00
Cash Received for Interest	1.35
Net Cash Provided (Used) by Investing Activities	15,501.35
Net Increase (Decrease) in Cash and Cash Equivalents	(1,152.79)
Balances - Beginning	545,421.32
Balances- Ending	544,268.53

May 3, 2022

Crooks Housing and Redevelopment Commission

701 S West Avenue

PO Box 785

Crooks SD 57020

Dear Mr. Carlson

Attached please find a breakdown of the estimated construction costs to relocate our Facilities per your request, East of Winterberry Cir between W 5th st and 257th st.

Midco's cables provide service to multiple customers and must be maintained or relocated

And costs will be passed onto the individual requesting the relocation.

Please note the costs/quantities are estimated only and Crooks Housing and Redevelopment Commission will be billed for the actual quantities/costs upon completion of the work.

- 3,309.68\$ Estimate for material, shipping, and taxes
- 13,081.66\$ Estimate for labor upon completion of work
- 16,391.34\$ Total estimated relocation cost

Please sign below acknowledging you accept responsibility for the costs involved and agree with The outlined stipulations. Material will be ordered upon receipt of this signed document, and we Will schedule the project for completion.

Please call me if you have any questions 605-231-2957

Gary Mehlbrech

Construction coordinator I

I hereby agree to reimburse Midco for the costs involved as outlined above

Robert Carlson

Date