

City of Crooks  
Crooks Housing and Redevelopment Commission  
Special meeting  
Meeting agenda  
Date: June 28, 2022  
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. Discussion on info from Meierhenry regarding spending CHRC funds
- 9) Old business:
  - a. Update Sunset Development:
    - i. Drainage issues
    - ii. 5<sup>th</sup> St. problem from moving utilities
    - iii. Midco
  - b. Update Heritage Pond Development
    - i. Cleanup from neighbors on the north
    - ii. Taking care of dirt work from neighbors on south
    - iii. Update progress
- 10) Adjourn

Crooks Housing and Redevelopment Commission  
 Regular Monthly Meeting Minutes  
 May 24, 2022

At 7pm Chairman Harstad called the meeting to order at the Crooks city offices. Answering roll call were Commissioners Harstad, Nelson, and Moller. Commissioner was present via phone. Langloss is absent with notice.

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

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
		<b>Total</b>	
		<b>\$ 14,358.02</b>	

**Financials:** Commission reviewed and briefly discussed financials.

**Open comments:** There were no open comments.

**New business:**

a. Midco bill for utility reposition: After a discussion concerning the Midco payment and conferencing in the CHRC attorney Glover, it was the opinion of CHRC that Midco installed their utility without the knowledge of CHRC and that they moved the utility without authorization from CHRC to do so. This invoice will not be paid. Midco will be referenced to Attn Glover.

b. Appointment of officers. A motion was made by Nelson and seconded by Moller to keep the officers as was in the previous year. Officers are Harstad as Chair, Carlson as Vice-Chair, Moller as Treasurer and Nelson as Secretary. Harstad called the vote, all voted aye.

**Old business:** There is no old business.

**Adjourn.** Motion by Moller to adjourn meeting at 7:18pm, seconded by Nelson. No discussion. All aye, motion carries.

Respectfully submitted,

Jeff Nelson

Secretary  
Crooks Housing and Redevelopment Commission

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

Vendor	Date incur.	Amount	Description
DNB National Bank	6/14/2022	\$ 13,655.17	bond payment
DNB National Bank	7/14/2022	\$ 13,655.17	bond payment
DNB National Bank	8/14/2022	\$ 13,655.17	bond payment
DNB National Bank	9/14/2022	\$ 13,655.17	bond payment
DNB National Bank	10/14/2022	\$ 13,655.17	bond payment
DNB National Bank	11/14/2022	\$ 13,655.17	bond payment
DNB National Bank	12/14/2022	\$ 13,655.17	bond payment
Internal Revenue Service/EFTPS	6/20/2022	\$ 95.70	payroll taxes
Mike Harstad	6/1/2022	\$ 115.43	monthly pay
Chad Moller	6/1/2022	\$ 115.43	monthly pay
Chris Langloss	6/1/2022	\$ 115.43	monthly pay
Jeff Nelson	6/1/2022	\$ 115.43	monthly pay
Robert Carlson	6/1/2022	\$ 115.43	monthly pay

**Total \$ 96,259.04**

**Crooks Housing and Redevelopment Commission**  
**For the month ended in May 31, 2022**

<b>Expenditures</b>	<b>2022 Budget</b>	<b>Actual</b>	<b>% of Budget</b>
Salaries & Wages	\$ 7,500.00	\$ 3,125.00	41.67%
Social Security	\$ 465.00	\$ 193.75	41.67%
Medicare Benefit	\$ 110.00	\$ 45.50	41.36%
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	\$ 2,356.12	235.61%
Principal Debt Service	\$ 110,500.00	\$ 40,775.41	36.90%
Interest Debt Service	\$ 54,000.00	\$ 27,500.44	50.93%
	<b>\$ 185,325.00</b>	<b>\$ 76,929.57</b>	

<b>Revenues</b>	<b>2022 Budget</b>	<b>Actual</b>	<b>% of Budget</b>
Sale of Lots	\$ 185,325.00	\$ 451,320.20	243.53%
Interest	\$ -	\$ 6.81	#DIV/0!
Other Misc. Revenue	\$ -	\$ 1,985.61	#DIV/0!
	<b>\$ 185,325.00</b>	<b>\$ 453,312.62</b>	

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

	<b>CHRC Fund</b>
<b>ASSETS:</b>	
Current Assets:	
Cash and Cash Equivalents	652,307.18
Restricted Cash & Cash Equivalents	164,539.09
Total Current Assets	816,846.27
<b>NET POSITION:</b>	
Restricted Net Position	164,539.09
Unrestricted Net Position	652,307.18
Total Net Position	816,846.27

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

	<b>CHRC Fund</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Cash Payments to Commissioners for Services	(577.15)
Cash Payments to Suppliers of Goods and Services	-
Other Operating Cash Payments/Receipts	1,859.91
Net Cash Provided (Used) by Operating Activities	1,282.76
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>	
Proceeds from Capital Debt	-
Capital Contributions	-
Purchase of Capital Assets	-
Capital Asset Improvements	-
Principal Paid on Capital Debt	(9,150.48)
Interest Paid on Capital Debt	(4,504.69)
Net Cash Provided (Used) by capital and related financing Activities	(13,655.17)
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Purchase of Investment Securities	-
Proceeds from Sales and Maturities of Investments	-
Proceeds from Sale of Capital Assets	284,948.75
Cash Received for Interest	1.40
Net Cash Provided (Used) by Investing Activities	284,950.15
Net Increase (Decrease) in Cash and Cash Equivalents	272,577.74
Balances - Beginning	544,268.53
Balances- Ending	816,846.27