

City of Crooks
Crooks Housing and Redevelopment Commission
Regular meeting
Agenda

Date: December 20, 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. Remit CHRC contribution for Heritage Park land
- 9) Old business: None.
- 10) Adjourn



Crooks Housing and Redevelopment Commission
 Regular Monthly Meeting Minutes
 November 15, 2022

At 7pm Chairman Harstad called the meeting to order at the Crooks city offices. Answering roll call were Commissioners Harstad, Nelson, Carlson, Langloss, and Moller. There were no guests present.

Approve agenda: Motion by Langloss to approve the agenda, seconded by Nelson. No further discussion. All aye, motion carries.

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

Bills & Communications. Motion by Nelson to approve claims for November, seconded by Langloss. No discussion. All aye, motion carries.

Crooks Housing and Redevelopment Commission			
November 2022 claims			
Vendor	Date incur.	Amount	Description
Internal Revenue Service	11/15/2022	\$ 287.10	payroll tax deposit
SDPAA	10/25/2022	\$ 423.85	annual insurance premium
Chad Moller	11/1/2022	\$ 115.43	monthly pay November
Chad Moller	10/1/2022	\$ 115.43	monthly pay October
Chad Moller	8/1/2022	\$ 115.43	monthly pay August
Chris Langloss	11/1/2022	\$ 115.43	monthly pay November
Chris Langloss	10/1/2022	\$ 115.43	monthly pay October
Chris Langloss	8/1/2022	\$ 115.43	monthly pay August
Jeff Nelson	11/1/2022	\$ 115.43	monthly pay November
Jeff Nelson	10/1/2022	\$ 115.43	monthly pay October
Jeff Nelson	8/1/2022	\$ 115.43	monthly pay August
Mike Harstad	11/1/2022	\$ 115.43	monthly pay November
Mike Harstad	10/1/2022	\$ 115.43	monthly pay October
Mike Harstad	8/1/2022	\$ 115.43	monthly pay August
Robert Carlson	11/1/2022	\$ 115.43	monthly pay November
Robert Carlson	10/1/2022	\$ 115.43	monthly pay October
Robert Carlson	8/1/2022	\$ 115.43	monthly pay August
Total		\$ 2,442.40	

Financials: Commission reviewed and briefly discussed financials. There have been 2 lot closing at Heritage pond.

Open comments: There were no open comments.

New business:

a. Outstanding water/sewer hook-up fee: There has been an outstanding question regarding a contractors non-payment of a water/sewer hook-up fee of \$2,500. A question was brought to the CHRC on how to handle this particular situation. After discussion, a motion was made by Nelson and Seconded by Langloss that the CHRC would not pay this hook-up fee and it would be the responsibility of the contractor or property owner. Harstad called for a vote, all aye, motion carrier.

Old business: none

Adjourn. Motion was made by Nelson to adjourn meeting at 7:25pm, seconded by Carlson. No discussion. All aye, motion carries.

Respectfully submitted,

Jeff Nelson
Secretary
Crooks Housing and Redevelopment Commission

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

Vendor	Date incur.	Amount	Description
Internal Revenue Service	12/20/2022	\$ 95.70	payroll tax deposit
DNB National Bank	12/14/2022	\$ 13,655.17	bond payment
DNB National Bank	1/14/2023	\$ 13,655.17	bond payment - preapprove for 2023
DNB National Bank	2/14/2023	\$ 13,655.17	bond payment - preapprove for 2023
DNB National Bank	3/14/2023	\$ 13,655.17	bond payment - preapprove for 2023
DNB National Bank	4/14/2023	\$ 13,655.17	bond payment - preapprove for 2023
DNB National Bank	5/14/2023	\$ 13,655.17	bond payment - preapprove for 2023
DNB National Bank	6/14/2023	\$ 13,655.17	bond payment - preapprove for 2023
Chad Moller	12/1/2022	\$ 115.43	monthly pay December
Chris Langloss	12/1/2022	\$ 115.43	monthly pay December
Jeff Nelson	12/1/2022	\$ 115.43	monthly pay December
Mike Harstad	12/1/2022	\$ 115.43	monthly pay December
Robert Carlson	12/1/2022	\$ 115.43	monthly pay December
Total		\$ 96,259.04	

Crooks Housing and Redevelopment Commission
As of December 20, 2022

Expenditures	2022 Budget	Actual	% of Budget
Salaries & Wages	\$ 7,500.00	\$ 7,500.00	100.00%
Social Security	\$ 465.00	\$ 465.00	100.00%
Medicare Benefit	\$ 110.00	\$ 109.20	99.27%
Insurance	\$ 1,000.00	\$ 423.85	42.39%
Services & Fees	\$ 10,000.00	\$ 3,637.73	36.38%
Publishing	\$ 250.00	\$ -	0.00%
Capital Expenditures	\$ -	\$ -	
Supplies & Materials	\$ -	\$ -	
Travel & Conference	\$ 500.00	\$ -	0.00%
Other Current Expense	\$ 1,000.00	\$ 73,785.42	7378.54%
Principal Debt Service	\$ 110,500.00	\$ 110,415.50	99.92%
Interest Debt Service	\$ 54,000.00	\$ 53,446.54	98.98%
	\$ 185,325.00	\$ 249,783.24	

Revenues	2022 Budget	Actual	% of Budget
Sale of Lots	\$ 185,325.00	\$ 497,820.20	268.62%
Interest	\$ -	\$ 15.06	#DIV/0!
Other Misc. Revenue	\$ -	\$ 1,985.61	#DIV/0!
	\$ 185,325.00	\$ 499,820.87	

\$ -

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

	CHRC Fund
ASSETS:	
Current Assets:	
Cash and Cash Equivalents	540,281.53
Restricted Cash & Cash Equivalents	164,547.34
Total Current Assets	704,828.87
NET POSITION:	
Restricted Net Position	164,547.34
Unrestricted Net Position	540,281.53
Total Net Position	704,828.87

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

	CHRC Fund
CASH FLOWS FROM OPERATING ACTIVITIES:	
Cash Payments to Commissioners for Services	(1,731.45)
Cash Payments to Suppliers of Goods and Services	-
Other Operating Cash Payments/Receipts	(287.10)
Net Cash Provided (Used) by Operating Activities	(2,018.55)
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	(9,352.48)
Interest Paid on Capital Debt	(4,302.69)
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	1.35
Net Cash Provided (Used) by Investing Activities	1.35
Net Increase (Decrease) in Cash and Cash Equivalents	(15,672.37)
Balances - Beginning	720,501.24
Balances- Ending	704,828.87