

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA
APRIL 20, 2022**

ROLL CALL

PRESENT: Commissioners Halbert, Little Bear, and Eisenbraun

ABSENT: Commissioners Hadcock and Rossknecht

ALSO PRESENT: Bryan Achbach – Executive Director, Rebecca Eisenbraun – Deputy Executive Director, Robert Slanina – Controller, Troy Fenenga – I.T., Jonathon Hinton – Construction/Modernization Coordinator, and Darren Soucy – Rapid City Police Department*

* Participated via GoToMeeting conference call.

APPROVAL OF AGENDA

Vice-Chairman Eisenbraun entertained a motion for approval of the agenda; Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Little Bear, and Eisenbraun. VOTING NAY; None. MOTION CARRIED.**

APPROVAL OF MINUTES

Vice-Chairman Eisenbraun entertained a motion for approval of the minutes of the regular Board meeting of March 16, 2022. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Little Bear, and Eisenbraun. VOTING NAY; None. MOTION CARRIED.**

ITEMS FROM THE PUBLIC

No items from the public

APPROVAL OF EXPENDITURES

Commissioner Little Bear asked the Executive Director to clarify for the Board the work that Upper Deck is working on currently to justify the expenditure. The Executive Director advised that Upper Deck was currently working on two design projects for the housing authority. The first design project is the wireless access project for Jackson Heights Highrise and the second project is design of the (70) unit development on Champion Drive; Vice-Chairman Eisenbraun entertained a motion for approval of the expenditures; Commissioner Halbert so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Halbert, Little Bear, and Eisenbraun. VOTING NAY; None. MOTION CARRIED.**

REVIEW OF FINANCIAL AND INVESTMENT REPORTS

The Board reviewed the financial reports for all projects and programs. Vice-Chairman commended Robert Slanina for the work he has done in managing the financial management and reporting of the agency.

MONTHLY REPORTS AND INFORMATIONAL ITEMS

The Board reviewed and discussed the monthly reports.

The Executive Director advised the Board that he had met with the architect concerning the development on Champion Drive. He is pleased that the full plans are scheduled to be completed by the end of May. The architects are hoping for a bid opening in August of 2022.

The Executive Director stated to the Board that there could be some statutory burdens in selling the undeveloped land approved at the last meeting. This conversation would be part of a future Special Board meeting.

The Executive Director advised that he was working to negotiate, with the help of the housing authority's attorney, with T-Mobile the terms of a cell tower lease.

DISCUSSION ITEMS

(A) Resolution No. 930 – Write-off of Uncollectible Tenant Accounts Receivable – The Executive Director stated that it was the process to bring to the Board once a quarter those accounts deemed uncollectible to better reflect a more accurate balance of the housing authority's account receivables. Vice-chairman Eisenbraun entertained a motion to adopt Resolution No. 930. Commissioner Halbert so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Halbert, Little Bear, and Eisenbraun. VOTING NAY; None. RESOLUTION ADOPTED.**

(B) Resolution No. 931 – Write-off of Uncollectible Participant Accounts Receivable for Section 8– The Executive Director advised that it was the process to bring to the Board once a year those accounts deemed uncollectible to better reflect a more accurate balance of the housing authority's account receivables for Section 8. Vice-chairman Eisenbraun entertained a motion to adopt Resolution No. 931. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Little Bear, and Eisenbraun. VOTING NAY; None. MOTION CARRIED.**

(C) Approve award of contract for Siding and Window Replacement- (4) Single Family Homes – The Executive Director stated that he was asking the Board to award this contract to the low, responsible bidder, Chris Wells Construction. He advised that even though Independence Siding submitted a bid that was less than Chris Wells, they never submitted a Bid Bond or Certified Check which makes their bid incomplete. Vice-Chairman Eisenbraun entertained a motion to approve award of contract for Siding and Window Replacement- (4) Single Family Homes to Chris Wells Construction in the amount of \$94,686.69. Commissioner

Halbert so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Halbert, Little Bear, and Eisenbraun. VOTING NAY; None. MOTION CARRIED.**

(D) Approve award of contract for Refuse Service - The Executive Director advised the Board that the process for selecting a contractor for refuse service was a Request for Proposals. Based on the evaluation committees' analysis, he was making a recommendation for the Board to award the contract to Kieffer Sanitation. Vice-Chairman Eisenbraun entertained a motion to approve award of contract for Refuse Service to Kieffer Sanitation. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Little Bear, and Eisenbraun. VOTING NAY; None. MOTION CARRIED.**

(E) Approve award of contract for Summer Lawn Care Services – The Executive Director stated that staff was unsuccessful in finding more than one contractor to bid the work of summer lawn care for the housing authority's properties. He recommended that the Board award the contract to CE Landscapes. Vice-Chairman Eisenbraun entertained a motion to approve award of contract for Summer Lawn Care Services to CE Landscapes. Commissioner Halbert so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Halbert, Little Bear, and Eisenbraun. VOTING NAY; None. MOTION CARRIED.**

OLD BUSINESS

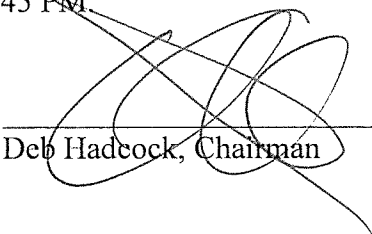
No Old Business.

NEW BUSINESS

Commissioner Little Bear shared with the Board that she had been notified that she will be given a full term on the Housing Commission. Board members and staff congratulated Commissioner Little Bear on her appointment.


ADJOURNMENT

With no further action before the Board, Vice-Chairman Eisenbraun entertained a motion for adjournment. Commissioner Little Bear so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Halbert, Little Bear, and Eisenbraun. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 4:45 PM.



Deb Hadcock, Chairman

(SEAL)
ATTEST



Bryan Achbach, Executive Director

