

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA
MAY 18, 2022**

ROLL CALL

PRESENT: Commissioners Hadcock, Halbert, Little Bear, Eisenbraun, and Rossknecht

ABSENT: None

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

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

APPROVAL OF MINUTES

Chairman Hadcock entertained a motion for approval of the minutes of the regular Board meeting of April 20, 2022, and special Board meeting of April 27, 2022. Commissioner Rossknecht so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, Eisenbraun, and Rossknecht. 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 Hadcock, Halbert, Little Bear, Eisenbraun, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

REVIEW OF FINANCIAL AND INVESTMENT REPORTS

The Board reviewed the financial reports for all projects and programs. Robert Slanina advised Board members that due to the fact that the housing authority was only one month into its fiscal year, there wasn't much that could be deduced from the statements.

MONTHLY REPORTS AND INFORMATIONAL ITEMS

The Board reviewed and discussed the monthly reports.

The Executive Director stated that he found the Nelrod Conference to be very informative concerning the topic of Asset Repositioning.

The Executive Director advised that Request for Proposals for Asset Repositioning consulting work was due 6/1/2022.

The Executive Director stated that the full development plans for the (70) unit apartment complex was due by the end of May, 2022.

The Executive Director advised that he had met with a commercial banker with Black Hills Community Bank concerning the needed financing for North Pointe.

The Executive Director stated that the housing authority was going to receive \$1,473,842.00 from HUD for the Capital Fund Grant.

The Executive Director advised that he had met with representatives of the VASH program concerning the success of the local program.

The Executive Director stated that he had received notification from Wellmark that the housing authority's premiums would be increasing 15%. He had asked representatives of Carver Insurance to evaluate a partial self-funded, underwritten policy.

DISCUSSION ITEMS

(A) Decision on Purchase Agreement for the Kathryn Avenue undeveloped lot – The Executive Director advised that he had received a Purchase Agreement from Black Hills Works for purchase of the undeveloped land north of the city. He further stated that the potential buyer was offering a price to be equal to the appraised value. However, Black Hills Works added provisions whereby the Housing Authority would pay a commission of 3% of the purchase price to Keller Williams Black Hills at closing. In addition, the Housing Authority would be expected to pay 100% of the cost of a boundary survey. After discussion amongst the board members, it was decided that a counter offer would be sent advising the potential buyer of the Housing Authority's interest in receiving the net appraised value for the sale of the land. Chairman Hadcock entertained a motion to send a counter offer to the potential buyer with the provision that the Housing Authority's proceeds of the land sale would be equal to the net appraised value. Commissioner Rosknecht so moved; seconded by Commissioner Eisenbraun. **VOTING AYE;**

Commissioners Hadcock, Halbert, Little Bear, Eisenbraun, and Rossknecht. VOTING NAY; None. MOTION CARRIED.

(B) Approve the Check Signing Policy – The Executive Director stated that with the recent creation of the Deputy Executive Director position for the Housing Authority, he was asking for the Board to approve two changes to the check signing policy. Specifically, he was asking for consideration for the Deputy Executive Director to be added as an authorized signer of checks so that he/she could sign checks in the absence of the Executive Director or Controller. Additionally, the Executive Director was asking that the check signing policy be changed to now require two authorized signers on checks up to \$25,000. This was in contrast to the current policy which allows the executive Director to sign checks, with only his/her signature, for checks up to \$10,000. The Executive Director advised board members that the proposed change to the check signing policy would actually be more restrictive than the current policy in place. He clarified for board members that checks above \$25,000, with the exception of Section 8 housing assistance payments or monthly utility payments, would still need the signature of at least one authorized signature and would need to be counter signed by an authorized officer of the commission. Chairman Hadcock entertained a motion to approve the check signing policy. Commissioner Eisenbraun so moved; seconded by Commissioner Halbert. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, Eisenbraun, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

(C) Purchase Procedure Discussion – The Executive Director advised that the Housing Authority has an internal purchase procedure that staff follow. He stated that this was not a Board adopted policy. However, he wanted to let them know that he was making a change to the purchase procedure to allow the Deputy Executive Director to approve purchases in his absence. Specifically, any purchase over budget for an expense account will need to be approved by the Executive Director, or Deputy Executive Director in his absence,. Additionally, any purchase over \$500 will need to be approved by the Executive Director, or Deputy Executive Director in his absence.

OLD BUSINESS

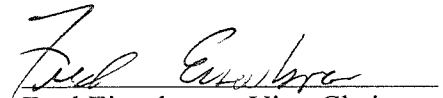
No Old Business.

NEW BUSINESS

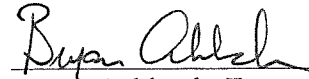
No New Business.

ADJOURNMENT

With no further action before the Board, Chairman Hadcock entertained a motion for adjournment. Commissioner Little Bear so moved; seconded by Commissioner Eisenbraun. **VOTING AYE; Commissioners Hadcock, Halbert, Little Bear, Eisenbraun, and Rossknecht. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 5:30 PM.


Fred Eisenbraun, Vice-Chairman

(SEAL)
ATTEST


Bryan Achbach, Executive Director