

**PENNINGTON COUNTY HOUSING AND REDEVELOPMENT COMMISSION  
1805 WEST FULTON STREET, SUITE 101, RAPID CITY, SOUTH DAKOTA  
NOVEMBER 20, 2024**

**ROLL CALL**

**PRESENT:** Commissioners Hadcock, Jones, Little Bear, and Rossknecht

**ABSENT:** Commissioner Halbert

**ALSO PRESENT:** Bryan Achbach – Executive Director, Rebecca Eisenbraun – Deputy Executive Director, Robert Slanina\* – Controller, Jenise Higaki – Accountant, Jonathon Hinton – Construction/Modernization Coordinator, Troy Fenenga – I.T., and Lt. Darren Soucy\* - RCPD

\* Participated via GoToMeeting conference call.

**APPROVAL OF AGENDA**

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

**PUBLIC HEARING ON 2025 PHA PLAN**

Commissioner Jones made a motion to enter the Public Hearing on the 2025 PHA Plan; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

The Board entered the Public Hearing on the 2025 PHA Plan from 12:03 p.m. until 12:04 p.m. There was nobody in attendance to offer comment during the public hearing.

Commissioner Jones made a motion to exit the Public Hearing on the 2025 PHA Plan; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, 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 October 16, 2024. Commissioner Jones so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**ITEMS FROM THE PUBLIC**

No Items from the Public.

## APPROVAL OF EXPENDITURES

Following an opportunity for Board members to inquire about expenditures on the list, Chairman Hadcock entertained a motion for approval of expenditures. Commissioner Jones so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

## REVIEW OF FINANCIAL AND INVESTMENT REPORTS

The Board reviewed the financial reports for all projects and programs with the Controller and Executive Director.

## MONTHLY REPORTS AND INFORMATIONAL ITEMS

The Board reviewed the monthly reports and informational items.

The Executive Director advised that the annual audit has been accepted by HUD.

The Executive Director stated that three caseworkers and a supervisor were successful in obtaining their certifications after attending program training in Houston, Texas.

The Executive Director advised that Memorial Park Apartments received an exemplary rating following the management and property review by representatives of South Dakota Housing.

## DISCUSSION ITEMS

**(A) Approval of 2025 PHA Plan** – The Executive Director and Board discussed the PHA Plan one final time. Additionally, the Executive Director advised that the necessary verbiage has been added for any potential future Asset Repositioning. Chairman Hadcock entertained a motion for approval of the 2025 PHA Plan. Commissioner Jones so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(B) Approval of 2025 Capital Fund 5 Year Plan** – The Executive Director and Board discussed the Capital Fund 5 Year Plan one final time. Commissioner Little Bear moved to approve the 2025 Capital Fund Plan; seconded by Commissioner Jones. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(C) Resolution 960 – Civil Rights Certification** - The Executive Director stated that as part of the PHA Plan process, he was asking the Board to renew the required civil rights certification. Chairman Hadcock entertained a motion for approval of Resolution 960 – Civil Rights Certification. Commissioner Rossknecht so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. RESOLUTION PASSED.**

**(D) Resolution 961 – Certification of Compliance with PHA Plans and Related Regulations** – The Executive Director stated that as part of the PHA Plan process, the Housing Authority is required to pass a resolution certifying its compliance with the PHA Plan and related regulations. Commissioner Little Bear moved to approve Resolution 961- Certification of Compliance with PHA Plans and Related Regulations; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. RESOLUTION PASSED.**

**(E) Approve Award of Contract for Common Area Flooring at Memorial Park Apartments** – The Executive Director stated that it was the recommendation of staff for the Board to award the contract to the low bidder, Freed’s Flooring, in the amount of \$100,752.15. Chairman Hadcock entertained a motion to award the contract for Common Area Flooring at Memorial Park Apartments to Freed’s Flooring. Commissioner Little Bear so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(F) Approval of Public Housing Flat Rents** – The Executive Director advised the Board that the Public Housing Flat Rents are to be established by the housing authority within 90 days of HUD publishing the Fair Market Rents (FMR). He further stated that it was his recommendation for the Board to adopt the listed flat rents. Commissioner Jones moved to approve the Public Housing Flat Rents as presented; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(G) Approval of Budget Revision – Hillyo Manor Apartments** – The Executive Director advised the Board that because the property was doing so well financially, he was recommending that a budget revision be approved so that staff could move forward with Kitchen upgrades. He stated that the budget revision details a \$20,000 Capital Expenditure line item for the Kitchen upgrades. Chairman Hadcock entertained a motion to approve the budget revision for Hillyo Manor Apartments. Commissioner Jones so moved; seconded by Commissioner Rossknecht. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(H) Approval of Compensation Scales – Wage and Salary Scale** – The Executive Director advised that it was his recommendation to approve a scale adjustment of 2.9% effective April 1, 2025. He further stated that this adjustment is based on action taken by the State legislature in 2024. The Executive Director discussed with the Board that employee raises will ultimately be based on any adjustment to the scale and merit following employee evaluations. Chairman Hadcock entertained a motion to approve the Wage and Salary Scale. Commissioner Jones so moved; seconded by Commissioner Little Bear. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.**

**(I) Draft Budget Discussion – Memorial Park Apartments, Harney View Apartments, and Hillyo Manor Apartments** – The Executive Director and Board discussed the draft budgets for Memorial Park Apartments, Harney View Apartments, and Hillyo Manor Apartments. The

Executive Director answered questions from Board members. The Executive Director advised that he will be bringing these budgets back at a later time for the Board's approval.

**OLD BUSINESS**

No Old Business.

**NEW BUSINESS**

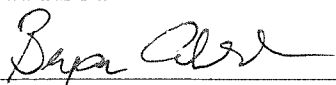
No New Business

**ADJOURNMENT**

With no further action before the Board, Chairman Hadcock entertained a motion for adjournment. Commissioner Little Bear so moved; seconded by Commissioner Jones. **VOTING AYE; Commissioners Hadcock, Jones, Little Bear, and Rossknecht. VOTING NAY; None. MOTION CARRIED.** The meeting adjourned at 1:35 PM.

  
Deb Hadcock, Chairman

(SEAL)  
ATTEST

  
\_\_\_\_\_  
Bryan Achbach, Executive Director