

## **Minutes**

**Wednesday, May 21, 2025**

**10:00 a.m.**

**Safe Home 320 W. 3<sup>rd</sup> St**

Commissioners present: Tiffany Butler, Cole Robbins, and Tyler Klatt. Also present were Josh Day, Joy West, Shannon Hemenway, and Meredith Jarchow. The meeting was called to order at 10:10am.

- I. Approval of Agenda  
Motion by Klatt, seconded by Butler to approve the agenda/ Unanimous Vote to Approve
- II. Public input for items not on the agenda  
There was no public input
- III. Minutes
  - a. February 19, 2025, HRC meeting  
Motion by Butler, seconded by Klatt to approve the February 19 Minutes/ Unanimous Vote to Approve
- IV. Bills and Communications
  - a. MC HRC Account Balance as of 5/14/2025: \$25,267.65
  - b. Financial Report (1 & 2-2025; 3-2025)  
Josh Day gave a brief update on the financials. So far, the budget is spot on with only slight variances. Day is waiting on some flooring bids and should have those numbers soon. Klatt inquired about some March invoices that appeared unpaid; Day confirmed that they have been paid since that original report was published.  
Motion by Klatt, seconded by Butler to Accept the Financial Reports/ Unanimous Vote to Approve
- V. Old Business
  - a. Tax Credit/Citi Housing Transition Update  
Meredith Jarchow gave a brief update on the current state of the Citi Housing Partnership Transition. The legal counsel provided a path forward, and in the coming months Jarchow will work with Llyod, Safe Home Staff, Eide Bailly, and South Dakota Housing to ensure that all necessary requirements are met for the transition. The transition will take place either in December 2025 or sometime in 2026, depending on timelines.
- VI. New Business
  - a. Elevator Contract  
The updated service contract for the elevator was presented for board approval for signature. Day inquired who the original installer of the elevator was, as it was mentioned by the vendor that it may be expensive if parts need to be replaced as they are harder to find. Shannon Hemenway provided that Thyssenkrupp was the original installer. Day mentioned that he

would still like approval to sign the elevator contract, with the caveat that if he received a similar quote from Thyssenkrupp that the chair be allowed to sign that contract.

Motion by Butler, seconded by Klatt to sign the current elevator service contract, with the understanding that an alternative contract with Thyssenkrupp may be signed/ Unanimous Vote to Approve

b. Replacement Reserve / Capital Planning

Jarchow gave a brief update on the replacement reserve and projected capital planning. It was again mentioned that Day is waiting for flooring quotes. Joy West provided that Safe Home Staff will meet with Day and Minnehaha County Facilities Director Mark Kriens to discuss what outdoor projects fall under Llyod maintenance versus County maintenance, and plan for future capital planning projects. A more detailed update will be given at the next meeting following that discussion.

VII. Adjourn

Motion by Butler, seconded by Klatt to adjourn/ Unanimous Vote to adjourn. The meeting adjourned at 10:32am.

**Future Meetings:**

August 20, 2025

November 19, 2025