

LUVERNE HRA
MINUTES

Regular Meeting

Wednesday, March 12, 2025

11:30 A.M.

Members Present: Evan Verbrugge, Board Chair
Mike DeBates, Board Vice-Chair
Susan Schneekloth, Secretary
Bob Wratz
Mert Kracht
Tammy Johnson

- I. Board Chair Verbrugge called the meeting to order at 11:30 a.m.
- II. Approve Meeting Minutes: Moved by Schneekloth, second by DeBates to approve the February 12, 2025 meeting minutes. All in favor, carried.
- III. Approve Financial Reports: Moved by Schneekloth, second by Wratz to approve the February 2025 financial reports. All in favor, carried.

IV. **OLD BUSINESS**

- A. AT&T Equipment Update-No updates
- B. Blue Peak/Nation Sat Service Conversion
 - 1. The transition from Blue Peak to Nation Sat is complete and went well.
 - 2. Nation Sat technicians went from apartment to apartment to program each TV.
 - 3. Nation Sat donated 32" TVs to the Tower for tenants who had older tv's that were not compatible with new technology. They gave us several spares to have available for the upcoming construction project.
 - 4. Nation Sat returned Blue Peak Equipment. The equipment was scanned and receipted at the time of the bulk drop off.
 - 5. Tenants have been happy with the results. Several tenants commented on the quality of the picture. They said it was like getting a new TV as the HD picture is so crisp and clear.
 - 6. In House Channel: The Tower has our own in-house Channel 3 to post updates, messages, area events, dad jokes, etc. Channel 3 will be a good communication tool during the upcoming construction project.
- C. Preparing for Construction Project: Shawn Nelson, SWMHP, plans to have all specs and bidding documents ready for reviewed before the next scheduled construction meeting on March 18. Once these are complete, MHFA will need to review and approve them prior to going out for bid.

V. **NEW BUSINESS**

- A. Vacant Due to Mod Request: Extra-large apartment 606 became vacant on March 1, 2025. It will need new flooring and paint. Johnson requested permission to lay this away while it's undergoing rehab. This apartment will be posted in-house for an existing tenant who would like to request a transfer. Moved by Schneekloth, second by Wratz to place apartment 606 on vacant due to modernization status. All in favor, carried.

- B. Resolution 487-2025 to Write off A/R: Moved by DeBates, second by Kracht to approve Resolution 487-2025 to write off \$170.28 for DK as it is considered to be uncollectable. All in favor, carried.
- C. Resolution 488-2025 to Remove Outstanding Checks: Moved by Wratz, second by Kracht to approve Resolution 488-2025 to remove outstanding check no. 16748. All in favor, carried.
- D. Maintenance Shop: There is evidence of a "mite" of some sort eating a caulked area in the maintenance shop. Plunkett's treated and will continue to monitor this area.
- E. 2nd & 6th Floor Bathrooms & Utility Rooms: Discussion to take one bathroom out of commission and make it into a storage closet. Also remove utility sinks in storage rooms to eliminate dry drain smell, potential plumbing leaks and to provide additional storage space.

Schneekloth moved to eliminate one bathroom and to remove storage sinks in the utility rooms. Second by DeBates, all in favor, carried. This will either be a change order and completed as part of the upcoming construction project or as an independent project. Shawn Nelson, SMHP, will be contacted for guidance.

VI. REPORTS:

- 1. Project Performance
- 2. Recertification updated
- 3. Activity Report

VII. OTHER:

VIII. ADJOURN: Moved by Schneekloth, second by Wratz to adjourn at 12:15 p.m. All in favor.

Respectfully submitted:


Susan Schneekloth, Secretary


Evan Verbrugge, Board Chair