

LUVERNE HRA

MINUTES

Regular Meeting

Wednesday, May 14, 2025

11:30 A.M.

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

Absent: Evan Verbrugge, Board Chair

- I. Board Vice Chair DeBates called the meeting to order at 11:30 a.m.
- II. Approve Meeting Minutes: Moved by Wratz, second by Schneekloth to approve the April 9, 2025 meeting minutes. All in favor, carried.
- III. Approve Financial Reports: Moved by DeBates, second by Schneekloth to approve the April 2025 financial reports. All in favor, carried.

IV. OLD BUSINESS

A. AT&T Equipment Update-No updates. Not likely to install equipment on the roof.

B. Preparing for Construction Project

1. Change in Timeline:

At our May 13, 2025 POHP Check-In Teams meeting the following timeline was laid out.

- Once MN Housing has approved our specifications, we will host a pre-bid meeting.
 - Pre-bid meeting to be held within the next 2-3 weeks.
 - Bid packets will go out to interested contractors.
 - MN Housing will not close until the end of August at the earliest.
 - Actual Construction will not start until fall 2025.
2. In lieu of this timeline change we are rethinking holding apartments for displaced tenants. Johnson is concerned folks on our waiting list, which are mostly students, will find other housing or no housing and this could create an occupancy problem once construction is completed. After discussion, Johnson recommended we fill apartments as they become vacant and only keep a few vacant for displaced tenants. The board agreed.
Johnson will schedule a meeting with her HUD POC to discuss this further.
 3. Press Release: Johnson is working with MN Housing on a press release or at least a preview story to highlight and explain the upcoming project.
 4. Lead Testing: Conducted May 5, 2025. No lead was found.

- C. Bedbug/Pest Inspection: On April 16, 2025 Plunkett's conducted a full building sweep bedbug and pest inspection. No evidence of bedbugs or any other pests were found. BMT staff also conducted a full building maintenance/housekeeping inspection. Several minor repairs will need to be made. Tenants with housekeeping violations will be notified.

V. NEW BUSINESS

- A. Loucks & Schwartz Contract: Loucks & Schwartz fee accounts have proposed a 2-year contract renewal. It was noted they are good to work with and work well with Cavanaugh & Co. during our annual financial audit.
- B. Motion Alarm: Our office/maintenance motion alarms are a casualty of the new VOIP telephone lines. They operate with copper only. Jonson will be investigating other alarm options.

VI. REPORTS:

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

VII. OTHER:

Computers: Scott Christensen just notified Johnson that Microsoft will be ending support for Windows 10 on October 1, 2025. Therefore, there will be no more security updates, patches, maintenance and virus protection will end.

We have 3 options:

1. Do nothing and live with no protection.
2. Upgrade our 5 (2 office, 2 laptops and 1 guest) computers to Windows 11 for \$300 each
3. Relace 5 computers for \$699 each plus labor.

ED Computer was purchased in 2021, Office Manager computer was purchased in 2022, two laptops were purchased with Covid funds and the guest computer was a free, refurbished computer from the PC for people program. It is used often and should have protection.

After discussion regarding life expectancy computers, Schneekloth moved, second by Kracht to purchase 5 new computers. All in favor, carried.

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

Respectfully submitted:


Susan Schneekloth, Secretary


Mike DeBates, Board Vice Chair