

## **LUVERNE HRA – Meeting Minutes**

**Date:** March 11, 2026

**Time:** 11:30 a.m.

**Location:** Blue Mound Tower

### **Members Present:**

- Evan Verbrugge, Board Chair
  - Mike DeBates, Vice Chair
  - Susan Schneekloth, Secretary
  - Mert Kracht
  - Bob Wratz
  - Tammy Johnson, Executive Director
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### **I. Call to Order**

Board Chair Verbrugge called the meeting to order at 11:30 a.m.

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### **II. Approval of Minutes**

Motion by DeBates, seconded by Wratz, to approve the minutes of the February 11, 2026 meeting. Motion carried unanimously.

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### **III. Financial Reports**

Motion by Schneekloth, seconded by Kracht, to approve the February 2026 financial reports. Motion carried unanimously.

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### **IV. Old Business**

#### **A. Construction Project Update**

##### **Funding Sources:**

- Capital Fund 2022 (must be expended by May 11, 2026): \$118,181
- Capital Fund 2023: \$152,376
- HRA General Checking: \$29,443
- **HRA Total Contribution:** \$300,000

- City Rebate: \$225
- MHFA POHP-PH Loan (forgivable): \$1,297,800
- **Total Project Funding:** \$1,598,025

Motion by Schneekloth, seconded by Kracht, to approve the HRA’s \$300,000 contribution and funding sources, and to approve borrowing resolution to borrow \$1,297,800 from MN Housing POHP (forgivable loan). Motion carried unanimously.

**Unit Status Change:**

Unit 407, an ADA-accessible unit, will be placed in “Vacant Due to Modernization” status for a limited remodel and to house tenants displaced during the upcoming construction project. Motion by Kracht, seconded by DeBates. Motion carried unanimously.

**Pre-Construction Meeting:**

A pre-construction meeting and walk-through is scheduled for March 19, 2026, at 9:00 a.m.

**B. 2026 COLA / Annual Employee Wage Increase**

Kracht reported that the city recently settled with its union on a 3% wage adjustment, retroactive to January 1, 2026. As the HRA follows the City’s wage adjustments, HRA employees will receive a 3% wage increase, along with retroactive pay adjustments effective January 1, 2026.

**V. New Business**

**A. Resolution 493-2026 – Outstanding Checks**

Motion by Schneekloth, seconded by Wratz, to approve Resolution 493-2026 authorizing the removal of outstanding check #16866. Motion carried unanimously.

**B. Bad Debt Write-Off**

No bad debts were reported for this fiscal year.

**C. CIP Program**

The City of Luverne will again partner with the HRA to purchase Energy Star air conditioners and refrigerators through the Conservation Incentive Program.

**D. Lawn Mower / Snow Blower Replacement**

Per the HRA’s Capital Needs Assessment, replacement of the lawn mower and snow blower is due. A quote was received from Rock Motor Sports:

- 2026 ExMark Navigator: \$13,109 (includes \$4,500 trade-in allowance)
- Ariens walk-behind snow blower: \$2,315 (includes \$1,000 trade-in allowance)

Existing attachments will be compatible with the new equipment.

Motion by Schneekloth, seconded by DeBates, to proceed with the purchase. Motion carried unanimously.

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## **VI. Reports**

- Project Performance Reports for February 2026 were reviewed.
  - Recertification and Activity Reports for February 2026 were reviewed.
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## **VII. Other**

None.

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## **VIII. Adjournment**

Motion by Verbrugge, seconded by Kracht, to adjourn the meeting at 12:15 p.m. Motion carried unanimously. Meeting adjourned at 12:15 p.m.

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**Respectfully submitted,**



Evan Verbrugge, Board Chair



Susan Schneekloth, Secretary