

LUVERNE HRA – Meeting Minutes

Date: May 13, 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 Evan Verbrugge called the meeting to order at 11:30 a.m.

II. Approval of Minutes

Motion by Schneekloth, seconded by Wratz, to approve the minutes of the April 8, 2026 meeting. Motion carried unanimously.

III. Financial Reports

Motion by Schneekloth, seconded by DeBates, to approve the April 2026 financial reports. Motion carried unanimously.

IV. Old Business

A. Construction Project Update

1. Nation Sat provided televisions for displaced tenants, eliminating the need for the Tower to purchase TVs for vacant temporary units. Please thank Tim Gust when you see him.

2. Construction began on April 20, 2026, and remains on schedule.
3. **Unit Status Change Request:**
Units 706, 101 and 511 will become vacant on May 31, 2026. Johnson requested approval to designate these units for displaced tenants during construction. Motion by Wratz, seconded by Kracht. Motion carried unanimously.
4. **Moving Assistance:**
Cardinal Moving continues to provide prompt, accommodating, and compassionate service to tenants. The company will be compensated following each completed move.
5. **Cabinet Replacement:**
Due to the age and condition of the building's original cabinets, removal without damage has proven difficult. We have requested permission from Minnesota Housing to use contingency funds to purchase eight sets of replacement cabinets. A change order has been submitted and is currently under review. The cabinets would be mass-produced by a cabinet maker affiliated with Jans Corporation.

The HRA will be responsible for any electrical modifications required due to the relocation of stoves and refrigerators.

6. **Copper Water Line Extension:**
A request to use contingency funds for copper water line extensions has also been submitted to Minnesota Housing through a change order. Approval is pending.
7. **Payment Process:**
To avoid delays associated with mailing checks and to ensure subcontractors are paid promptly for labor and supplies, it was suggested during a construction meeting that Johnson personally deliver checks to Sioux Falls or send them with the lead contractor.

B. Certificate of Deposit #165665

CD #165665 matured on April 28, 2026. Per prior board email instructions, Johnson redeemed the CD through a cashier's check, which was placed in the HRA safety deposit box.

Motion by Kracht, seconded by DeBates, to open and deposit the funds into a Money Market Savings account at Security Savings Bank. Board Chair, Evan Verbrugge and Executive Director, Tammy Johnson will be designated signers on the account. Motion carried unanimously.

V. New Business

A. Air Handler Update

Johnson Controls initially sent one representative, followed later by a team of six representatives, to evaluate the current air handler system. Discussion was held regarding the possible installation of a dehumidifier or cooling component on a new air handling unit. Johnson Controls indicated

they could assist with identifying energy-efficient incentives and noted they are a member of Sourcewell.

B. Vacation Coverage

Gene will be on vacation from May 18–29, 2026. Tammy Johnson will carry the on-call phone during that time.

C. 2026 Capital Fund Certification Documents

The Board reviewed and signed the 2026 Capital Fund Certification documents.

D. Construction Tour

The Board toured two apartments currently under construction.

VI. Reports

- Project Performance Reports for April 2026 were reviewed.
- Recertification and Activity Reports for April 2026 were reviewed.

VII. Other

None.

VIII. Adjournment

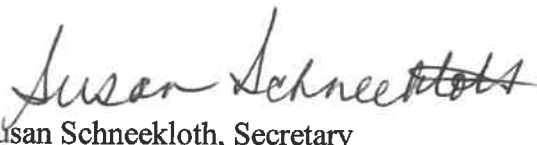
Motion by Verbrugge, seconded by Kracht, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:15 p.m.

Respectfully submitted,



Evan Verbrugge, Board Chair



Susan Schneekloth, Secretary