

**Announcement of Meeting
City Council
Regular Meeting Minutes**

Tuesday, May 27, 2025

5:00 PM

Council Chambers

A. CALL TO ORDER - ROLL CALL

Present: Mayor Patrick Baustian, Council Member Caroline Thorson, Council Member Kevin Aaker, Council Member Dan Nath, and Council Member Marlin Kracht

Additional : Jessica Mead, Jill Wolf, and Tyler Reisch

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA AND SPECIAL ORDERS

A motion was made by Council Member Thorson, seconded by Council Member Aaker, that the Agenda and Special Orders be approved. The motion carried unanimously.

D. APPROVAL OF MINUTES OF PRECEDING MEETING(S)

D.1. [2025-168](#) Local Board of Appeal and Equalization from May 13, 2025.
City Council Minutes from May 13, 2025.

A motion was made by Council Member Nath, seconded by Council Member Kracht, that this Minutes be approved. The motion carried by a unanimous vote.

E. RECOGNITION OF GUEST(S)

Abby Schmidt, Carol Morgan and Lori Sorenson.

F. PETITIONS, COMMUNICATIONS, COMMITTEE/COMMISSION REPORTS

F.1. [2025-166](#) Economic Development Authority Minutes from April 14, 2025.
Luverne Fire Department Minutes from May 19, 2025.

A motion was made by Council Member Aaker, seconded by Council Member Thorson, that this Other Boards and Commission Minutes be received and filed. The motion carried by a unanimous vote.

G. STAFF AND CONSULTANT REPORTS

G.1. [2025-163](#) Presentation of the 2024 Audit--Abby Schmidt of Abdo.

Abdo Auditor Schmidt reported that this is an unmodified opinion and no instances of noncompliance. Overall a clean smooth audit.

- G.2. [2025-164](#)** Receive the Audited 2024 Financial Statements.

A motion was made by Council Member Thorson, seconded by Council Member Nath, that this Motion be approved. The motion carried by a unanimous vote.

- G.3. [2025-165](#)** City Administrator Report.

Electric Department continues to make steady progress across several key areas. Along Highway 75, new banners have been installed, and a driveway is being constructed at the south substation as part of long-term infrastructure planning. Public Works worked on landscaping at Kids Rock Park in preparation for an upcoming open house. Maintenance crews are actively mowing 180 acres with a team of six, while also repairing street signs and spraying crabapple trees. In water and wastewater operations, potholing for lead service lines is ongoing, with work in the McKenzie area expected to wrap up shortly. Repairs to curb stops are nearly complete, and lead and copper testing—now required by the Minnesota Department of Health—is almost finished. So far, 36 lead service lines have been identified, and 20 homes will undergo further testing using morning grab samples to ensure accuracy. Residents will be directly informed and educated about the testing process. Updates on service line materials are being regularly posted to Beacon for public access. Recycling will be picked up this fifth Friday, with schedule changes communicated via social media. Lastly, staff have noted that service line materials vary depending on past infrastructure work.

H. FINANCE AND BUDGET

- H.1. [2025-167](#)** Second Claim Report for May 2025 (Check No. 164773-164891) for \$996,838.96.

A motion was made by Council Member Thorson, seconded by Council Member Nath, that this Claim Report be approved. The motion carried by a unanimous vote.

- H.2. [2025-161](#)** Change Order No. 14 for a Contract Increase of \$1,333.24 and Partial Payment Estimate No. 12 for \$350,014.92 to Knutson Construction RE: Childcare Facility.

This change order includes fixing seals and gaskets on the existing storefront system in the lobby and correcting signage. These changes result in a net increase of \$1,333.24, which will come out of the contingency balance. After this change order, the balance

remaining in contingency is \$179,673.54. Only half of the contingency balance has been used on this project thus far and the guaranteed maximum price remains unchanged. This payment application for the month of April includes change order number 13 which includes storage room 138 ceiling modifications, additional plastic foot pulls for casework and new steel foot pulls. This pay application also includes miscellaneous work in mechanical 155 that was added scope as well as miscellaneous door hardware changes that were owner requested. This pay application also includes payment of the completed work retainage less the contingency balance.

A motion was made by Council Member Kracht, seconded by Council Member Aaker, that this Motion be approved. The motion carried by a unanimous vote.

I. PERSONNEL

I.1. No items under personnel to consider.

J. ORDINANCES AND RESOLUTIONS

J.1. [49](#) Proposed Ordinance, Fourth Series
AN ORDINANCE AUTHORIZING CONVEYANCE OF REAL ESTATE (414 NORTH SPRING STREET, CITY OF LUVERNE, ROCK COUNTY, MINNESOTA)

The City Council authorized the Mayor and City Administrator to sign a purchase agreement for the sale of the second Tomorrows Tradesmen (TNT) house that was built. The next step is to adopt an ordinance for the sale of the property and authorize the Mayor and City Administrator to sign the closing documents. With this being an ordinance, a roll-call vote would be in order.

A motion was made by Council Member Nath, seconded by Council Member Thorson, that this Ordinance be approved. The motion carried by a unanimous vote.

Aye: Caroline Thorson, Kevin Aaker, Dan Nath, and Marlin Kracht

K. MOTIONS AND GENERAL BUSINESS

L. COUNCIL REQUESTS - GENERAL DISCUSSION

City Council will have one business meeting for the month of June on June 17 at 5:00 p.m. Kids Rock public open house tomorrow at 5:30 p.m. Celebrated National Water/Wastewater and Public Works Day.

M. ADJOURNMENT

A motion was made by Council Member Aaker, seconded by Council Member Kracht, to adjourn the meeting at 5:24 p.m. The motion carried unanimously.

Jessica Mead, City Clerk

Patrick T. Baustian, Mayor