

**Announcement of Meeting  
City Council  
Regular Meeting Agenda**

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**Tuesday, April 8, 2025**

**5:00 PM**

**Council Chambers**

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**A. CALL TO ORDER - ROLL CALL**

Mayor or Presider will call the meeting to order, state the time, and take roll call.

**B. PLEDGE OF ALLEGIANCE**

**C. APPROVAL OF AGENDA AND SPECIAL ORDERS**

Mayor or Presider will ask whether any items are to be added to the agenda. If not, a motion would be in order to approve the agenda and special orders as presented. If an item is added to the agenda, a motion would be in order to approve the agenda and special orders as amended.

**D. APPROVAL OF MINUTES OF PRECEDING MEETING(S)**

D.1. [2025-115](#) City Council Minutes from March 25, 2025.

**E. RECOGNITION OF GUEST(S)**

Mayor or Presider will recognize the guests present.

**F. PETITIONS, COMMUNICATIONS, COMMITTEE/COMMISSION REPORTS**

Motion to receive and file the following reports/minutes:

F.1. [2025-112](#) Blue Mound Area Theatre Board Minutes from February 13 and March 13, 2025.

**G. STAFF AND CONSULTANT REPORTS**

G.1. [2025-116](#) City Administrator Report.

**H. FINANCE AND BUDGET**

H.1. [2025-119](#) First Claim Report for April 2025 (Check No. 164415-).

- H.2. [2025-114](#) Application and Certificate for Payment No. 15 - Final for \$34,797.11 to Hoogendoorn Construction RE: Luverne Aquatics and Fitness Center Expansion and Remodel Project.

The City of Luverne has successfully completed the expansion and remodel of the Luverne Aquatics and Fitness Center, which included the addition of an outdoor splash pad and 24-hour fitness access. The project has significantly enhanced the community's recreational and fitness amenities. With the contractor's final paperwork now submitted, the final payment is due to officially close out the project.

City Administrator Recommendation: City Council Approve Application and Certificate for Payment No. 15 - Final for \$34,797.11 to Hoogendoorn Construction RE: Luverne Aquatics and Fitness Center Expansion and Remodel Project.

I. **PERSONNEL**

- I.1. No items under personnel to consider.

J. **ORDINANCES AND RESOLUTIONS**

- J.1. [10-25](#) PROPOSED RESOLUTION  
A RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT

The Rock County Land Management Office is requesting cities in Rock County to adopt a resolution allowing the Rock Soil and Water Conservation District (SWCD) to continue administering the Minnesota Wetland Conservation Act (WCA) within city boundaries, following a review by the Board of Water and Soil Resources (BWSR) that found the original designation did not explicitly include city areas. The proposed resolution delegates the authority and administrative responsibility to implement the WCA within the legal boundaries of the City of Luverne to the Rock SWCD. This resolution supersedes a previous resolution from 1993 and requires notification to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District within 15 business days of adoption. The resolution aims to ensure compliance with WCA regulations and maintain effective wetland conservation management.

City Administrator Recommendation: City Council Adopt Proposed Resolution No. 10-25.

**J.2. [47](#)**

Proposed Ordinance, Fourth Series  
AN ORDINANCE AMENDING CITY CODE CHAPTER 153.  
ZONING, AND ADDING SECTIONS, 153.200 and 153.210 TO  
REGULATE CANNABIS BUSINESSES

This draft ordinance for the City of Luverne amends City Code Chapter 153 to regulate zoning for cannabis businesses by adding Sections 153.200 and 153.210. It defines various types of cannabis businesses, establishes a 1,000-foot buffer zone from schools, 500-foot buffer zone for retail cannabis businesses from parks and athletic fields and specifies zoning districts where different cannabis activities are permitted as Conditional Uses. The zoning is applied based on the existing land use, ensuring that cannabis businesses are integrated into appropriate industrial, commercial, and retail zones. The ordinance aims to ensure compliance with state laws and local zoning requirements while regulating the cannabis industry. The Minnesota Office of Cannabis Management (OCM) oversees the licensing and regulation of cannabis businesses, including microbusinesses, cultivators, manufacturers, retailers, and more. A public hearing will be held by the Planning and Zoning Commission on April 7, 2025.

City Administrator Recommendation: City Council Introduce and Adopt Proposed Ordinance No. 47, Fourth Series.

**J.3. [48](#)**

## Proposed Ordinance, Fourth Series

## AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LUVERNE TO REGULATE CANNABIS BUSINESSES

This proposed ordinance aims to regulate cannabis businesses within the City of Luverne, ensuring compliance with Minnesota Statutes and promoting public health, safety, and welfare. The ordinance is based on Minnesota Statutes, including M.S. § 342.13(c) for local government authority, M.S. § 342.22 for local registration and enforcement, M.S. § 152.0263 for public use restrictions, and M.S. § 462.357 for zoning ordinances. It requires cannabis retail businesses to register with the Office of the City Administrator before operating, with a civil penalty of up to \$2,000 for selling without valid registration. The application process includes detailed requirements such as owner information, business plans, proof of state licensing, and compliance with local zoning, fire, and building codes. Annual compliance checks and unannounced age verification checks are mandated, and violations can lead to suspension of registration, with a detailed process for notification and hearings. The ordinance also sets operational restrictions, including specific hours of operation and buffer requirements, such as a 1,000-foot buffer from other cannabis retail businesses. On-site consumption is regulated, with distinct rules for microbusinesses and lower-potency hemp edible retailers. Additionally, a license is required for organizing up to 12 temporary cannabis events per year, with specific application and operational requirements. The City of Luverne may also establish and operate one municipal cannabis retail business, subject to City Council approval. Public use of cannabis is generally prohibited unless allowed by a specific permit. This ordinance is designed to ensure that cannabis businesses operate within a structured and regulated framework, promoting safety and compliance with state laws.

City Administrator Recommendation: City Council Introduce and Adopt Ordinance No. 48, Fourth Series.

**K. MOTIONS AND GENERAL BUSINESS**

- K.1.**    [2025-111](#)    Private Use of Public Right-of-Way Request for the Luverne Area Chamber on June 8, 2025 at the Luverne City Park

Jane Lanphere has submitted an application to host Woofstock at the City Park on Sunday, June 8 from 3:30 p.m. to 7:00 p.m. This event, for dogs and their owners, will include vendors, food trucks, educational events, and a doggie parade. They will require all dogs to be leashed and will police the area for dog poop.

City Administrator Recommendation: City Council Approve Private Use of Public Right-of-Way Request for the Luverne Area Chamber on June 8, 2025 at the Luverne City Park.

**L.    COUNCIL REQUESTS - GENERAL DISCUSSION**

Mayor or Presider will ask for council request and/or general discussion items.

**M.    ADJOURNMENT**

A motion to adjourn would be in order.

Staff Report

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**File #:** 2025-115

**Agenda Date:** 4/8/2025

**Agenda #:** D.1.

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City Council Minutes from March 25, 2025.

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

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**Tuesday, March 25, 2025**

**5:00 PM**

**Council Chambers**

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**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 :** Benjamin Vander Kooi, 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 Nath, seconded by Council Member Thorson, that the Agenda and Special Orders be approved. The motion carried unanimously.

**D. APPROVAL OF MINUTES OF PRECEDING MEETING(S)**

**D.1. [2025-101](#)** City Council Minutes from March 11, 2025.

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

**E. RECOGNITION OF GUEST(S)**

Lori Sorensen and Jane Lanphere.

**F. PETITIONS, COMMUNICATIONS, COMMITTEE/COMMISSION REPORTS**

**F.1. [2025-98](#)** Luverne Aquatics & Fitness Minutes from January 13, 2025  
EDA Minutes from February 10, 2025  
HRA Minutes from February 12, 2025

A motion was made by Council Member Thorson, seconded by Council Member Nath, 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. [2025-103](#)** Wastewater Treatment Facility Operational Award Presentation.

Mayor Baustian presented the award to Water/Wastewater Director Ykema. Ykema credited his staff for the award.

**G.2. [2025-104](#) City Administrator Report.**

Last Friday, we bid farewell to Public Works Technician Carter Riphagen, who is relocating to Sioux Falls with his wife for new employment opportunities. Carter was an exceptional worker, and while we are sad to see him go, we wish him all the best in his new adventure.

Public Works is making good progress with tree trimming, thanks to the favorable weather, and is also preparing for the apple scab treatment. The LAF team successfully replaced a fill pump in the pool. Meanwhile, the Electric Department has installed three new residential services and is collaborating with Wesco Distribution to test the 3-phase meters for CT and meter accuracy.

The Water Department has started potholing for lead service lines, completing the stretch from Barck to Dodge and beginning work on Estey today. They aim to finish the section from Estey to Main by the end of the week, managing about three potholes per hour, though progress can be slowed by tree roots.

Additionally, we sold the old jetvac trailer to a private contractor in Pennsylvania for \$25,000 through the state government bid site Munibid. It departed today on its journey to its new home.

**H. FINANCE AND BUDGET****H.1. [2025-99](#) Second Claim Report for March 2025 (Check No. 164290-164414) for \$668,350.58.**

A motion was made by Council Member Aaker, seconded by Council Member Kracht, 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. [9-25](#) PROPOSED RESOLUTION  
RESOLUTION FOR AUTHORIZATION TO EXECUTE MINNESOTA  
DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT  
FOR AIRPORT IMPROVEMENT EXCLUDING LAND  
ACQUISITION**

This proposed resolution authorizes the execution of a grant agreement with the Minnesota Department of Transportation for airport improvement, specifically for the purchase of a new finishing



mower at the airport. The State will cover 70 percent of the cost, while the City will cover the remaining 30 percent. The city received a governmental discounted quote for \$28,828 for a Bush Hog Tri-Deck Finish Mower, the city share would be approximately \$8,648. The agreement outlines the responsibilities, financial contributions, and compliance requirements for the project, which must be completed by June 30, 2029.

A motion was made by Council Member Thorson, seconded by Council Member Aaker, that this Resolution be adopted. The motion carried by a unanimous vote.

## **K. MOTIONS AND GENERAL BUSINESS**

- K.1. [2025-83](#)** Interconnection Agreement by and between Premium Minnesota Pork, LLC and City of Luverne, Minnesota by and through Luverne Municipal Utilities.

This agreement is to provide Premium Minnesota Pork an interconnection at the point of common coupling and operate a distributed energy resource (solar array) with a nameplate of 1.2 megawatts with the area EPS. The solar array Premium Minnesota Pork installed is ready to produce electricity and this agreement must be approved by the City Council acting as the Public Utilities Commission before production begins.

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

- K.2. [2025-96](#)** Application for Exempt Permit for the Luverne Baseball Association to Conduct a Raffle on July 20, 2025 at Redbird Field.

On behalf of the Luverne Baseball Association, Barry Shelton has submitted an application for exempt permit to conduct a raffle fundraiser on July 20, 2025 at Redbird Field.

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.

- K.3. [2025-102](#)** Application for Exempt Permit for the Luverne Softball Association to Conduct a Raffle on June 28, 2025 at Joe Robert's Fields.

On behalf of the Luverne Softball Association, Michelle Dekam has submitted an application for exempt permit to conduct a raffle fundraiser on June 28, 2025 at Joe Robert's Fields.

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

- K.4. [2025-97](#)** Private Use of Public Right-of-Way Request for Luverne Area

Chamber on July 11, 2025 at Redbird Field

Representing the Luverne Area Chamber & CVB, McKenzi Klein has submitted an application to host an event at Redbird Field from 4 pm - Midnight on July 11, 2025. The event includes food trucks, and a family friendly street dance from 8:00 pm to midnight following the Redbird baseball game. A stage will be placed on the cement area north of the baseball field and street closure is requested for Redbird Road from Main Street to Warren.

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.

**L. COUNCIL REQUESTS - GENERAL DISCUSSION**

Kids Rock presented at Rotary today, which included a tour. The Kids Rock! Board is continuing to adopt policies and prepare for the opening. Nath attended the LIFT Gala last Friday. Rotary also toured Blue Mound Towers, where apartments are being renovated between tenants.

**M. ADJOURNMENT**

A motion was made by Council Member Aaker, seconded by Council Member Kracht, to adjourn the meeting at 5:22 p.m. The motion carried unanimously.

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Jessica Mead, City Clerk

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Patrick T. Baustian, Mayor

Staff Report

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**File #:** 2025-112

**Agenda Date:** 4/8/2025

**Agenda #:** F.1.

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Blue Mound Area Theatre Board Minutes from February 13 and March 13, 2025.

## **Blue Mound Area Theatre Board Meeting**

### **Secretary's Report for 2/13/2025 BMAT Meeting**

Board members present: Deb Aanenson, Lorna Bryan, Jill Buss, Chantel Connell, Laura Gee, Jim Juhl, Dianne Ossenfort, Bill Stegemann, Cole Weidert, Cody Henrichs. Board members not present: Molly Carbonneau, Heidi Sehr, David Vis, Verlyn VanBatavia, Morgan VanHolland; Staff present: Shawn Kinsinger, Mary Carroll: City Representative: Mert Kracht (not present)

Call to Order- Jill Buss,

Secretary's report – motion by Dianne to approve, 2<sup>nd</sup> by Bill, carried.

Treasurer's report –Deb Presented the Current Month P & L and the Year to Date P & L. Discussion was had to move "Other Income" which was fundraising to a different "Income" designation.

Discussion was held on advertisers before the movie. Invoices have not been sent since January of 2023. Current advertisers to be contacted to see if they wish to continue before billing in 2025. Cody to contact current advertisers and possible future or prospective advertisers. Cost is \$500 per year. Deb to send Cody a list compiled. Motion to approve Chantel - 2nd Cole.

Director's Report- Shawn:

Upcoming events: March 8th Twist on Taylor Swift, March 28th Luverne Hospice Cottage Benefit with a comedian, tickets go on sale today (February 14th) bar and concessions to be utilized. April 4 through 13th GEP presents "A Night At the Palace At The Palace Theatre". May 4th Luverne Street Music's Spring Recital and Mid May are the Elementary School Field Trips. Future upcoming Events are Spotlight, 4-H Presentation Night, Missoula, GEP "Peter Pan" and GEP "Little Shop of Horrors". Cole Weidert's wedding at the Palace on August 11th.

Old Business:

Bill reported that there is a Balcony Chair that needs to be fixed "Mom was rocking baby in one" and the Alarm System is still going off unpredictably, a new one to be installed at the expense of the City of Luverne.

New Business:

Reviewed upcoming events

Summer Cinema - Chantel to contact previous sponsors - Deb to supply past invoiced Amount.

Thank you's – Maddie with Spotlight Dance

Shawn alerted us to the fact the Food Inspector is coming around again and we are on our last leg for passes for not wearing gloves while making popcorn - pass the word to everyone, volunteers included.

Annual Meeting - Heidi to place notice in the local paper for our Annual Meeting - Board members and spouses are invited to attend - Shawn to make reservations for 30-35 attendees.

Dianne expressed her thanks to the hard work of Laura and Chantel for mopping the floors after the Spotlight Dance performance. She stated clean-up went extremely smoothly. Shawn reported that crowd control was basically not needed as the performers were very well behaved.

Next meeting: Annual Meeting on March 13 at 5pm tentatively at the Arcade

Motion to adjourn – Jim/Lorna

Minutes recorded by Debi Aanenson

## **Blue Mound Area Theatre ANNUAL Board Meeting**

### Secretary's Report for 3-13/2025 BMAT Meeting

Board members present: Deb Aanenson, Lorna Bryan, Jill Buss, Molly Carbonneau, Chantel Connell, Cody Henrichs, Dianne Ossenfort, Heidi Sehr, Bill Stegemann, Cole Weidert, David Vis. Board members not present: Laura Gee, Jim Juhl, Verlyn VanBatavia, Morgan VanHolland; Staff present: Shawn Kinsinger, Mary Carroll; City Representative: Mert Kracht (not present)

Guests: Gayle Stegemann, Anissa Vis, Janine Papik

Call to Order- David Vis

Secretary's report – motion by Dianne to approve, 2<sup>nd</sup> by Lorna, carried.

Treasurer's report –Deb Presented a document showing the budget for 2024 compared to actual. Our loan balance at the bank is our only outstanding liability. We owe \$10,580.48. We ended up with a \$1,300 profit for the year. It's been a long time since we've ended the year in the black! Bill made the motion to approve this report, 2<sup>nd</sup> by Cody, carried.

Shawn presented the Director's Report. We have had one larger event per month on average (without the summer months included). Attendance for the live events was 4,923, movies was 7,524 with a total attendance for the year of 12,447. Shawn noted the trend for movie attendance is down- not just with us, but across the nation. This year, we had 2 fewer concerts. The question was asked as to how Shawn found the Taylor Swift show. He found it online following a bunch of research and was able to secure the show. Bill made the motion to approve the director's report, 2<sup>nd</sup> by Chantel, carried.

Old Business:

Deb reported on fundraising. So far, our campaign has raised \$34,584.77. The board and screen need to be updated.

The new doors were giving some problems during a very windy day. Bill and Cole helped to get this fixed and so did Chad McClure. Some adjustments still need to be made.

Cody talked with Kevin Aaker about Mert Kracht getting set up with email. The building maintenance professional should be contacted about minor repairs. This will be Matt McClure, not Chad McClure.

The fire alarm is still having problems. Banco has been here twice and their processes tell them it's working just fine. They claim it is an internet issue. Bluepeak is working on a solution. We are currently sharing an internet box with 5 other businesses on main street. Workers are coming to come up with a solution before Banco comes back again. This is on the city's bill, not ours. It was suggested that we have a letter to Banco and Bluepeak drafted for our records indicating that this has been trying to get fixed for many months. Just in case of something going wrong.

Digital marquee- We will need a state level grant to proceed with this project.

Bill fixed a few seats in the balcony.

New Business:

Slate of officers:

Jill Buss- President

??? – Vice President (maybe Laura?)

Deb Aanenson- Treasurer

Heidi Sehr- Secretary

Past President- David Vis

Dianne made the motion to approve the slate of officers, 2<sup>nd</sup> by Lorna, carried.

Dave adjourned the annual meeting as his last presidential duty. Jill will be our new president. Thank you to Dave for all of his time and efforts during his time as president!

Next meeting: March/April 2025

Motion to adjourn – Jill/Deb

Minutes recorded by Heidi Sehr

## **Blue Mound Area Theatre Board Meeting**

### Secretary's Report for 3-13/2025 BMAT Meeting

Board members present: Deb Aanenson, Lorna Bryan, Jill Buss, Molly Carbonneau, Chantel Connell, Cody Henrichs, Dianne Ossenfort, Heidi Sehr, Bill Stegemann, Cole Weidert, David Vis. Board members not present: Laura Gee, Jim Juhl, Verlyn VanBatavia, Morgan VanHolland; Staff present: Shawn Kinsinger, Mary Carroll; City Representative: Mert Kracht (not present)

Guests: Gayle Stegemann, Anissa Vis, Janine Papik

Call to Order- Jill Buss

Secretary's report – motion by Dave to approve, 2<sup>nd</sup> by Deb, carried.

Treasurer's report –Deb presented the profit and loss summary. February looked pretty scary with a \$9,000 loss. She paid as many bills as possible for the end of the year. Our fundraising account has a balance of \$56,449.19. The Taylor Swift concert is looking at a loss of \$10,460. It was suggested we ask for a discounted rate at Grand Stay Hotel & Suites. Lorna made the motion to withdraw \$10,000 from LACF to cover expenses for the show, 2<sup>nd</sup> by Dianne, carried. Deb suggested we take our city money and put into a CD and draw from the interest. Bill made the motion to withdraw the full city stipend and invest it, 2<sup>nd</sup> by Dianne, carried. Bill made the motion to approve the treasurer's report, 2<sup>nd</sup> by Lorna, carried.

Thank you to the guests for attending our meeting.

We need to have a hospitality person set up for anything that comes up. Dianne and Molly will take this role.

Shawn presented the Director's Report. The Taylor show was our big event recently. Movies included "One of Them Days" on Valentine's Day. It was not well attended. "A Complete Unknown" (Bob Dylan) was well attended. "Dog Man" wasn't great. "Rule Breakers" is coming up for Afternoon Escape and the following weekend. He continues to struggle with Disney and showing their movies. Other options are considered, but Disney has ownership in many we want to show. GEP will show "A Night at the Palace" for the two weekends prior to Easter. Lorna recommended wine. Shawn will price it out and try to accommodate. Missoula Children's Theatre is set for the weekend after the fair. There was discussion about sound and sound production. We've talked about it often, but is it time to invest in purchasing our own equipment? Shows are costing us a huge amount of money because we have to hire the sound system and personnel. Do we need a fundraiser specifically for sound? A group of people will meet to further discuss this continual issue. We have an Elvis impersonator is being looked at



for October 4. He is from the Twin Cities area. Cost is flexible due to how many members he brings for the band. Shawn will bring this to the board for official scheduling/booking next month. Chantel suggested a checklist/expectation sheet for acts that get booked. Dave made the motion to approve the report, 2<sup>nd</sup> by Cody, carried.

#### Old Business:

Is it time to clean the carpets? We usually clean after Missoula. Dave offered to paint the stage this Spring. May/June timeline.

Summer Cinema sponsorships are secured. Dates need to be set.

Silent movie- Leona is not available for this. Kendra Paulson will be asked about this. Ryan Hardy would be another one to ask. Also, Glenda Jacobsma. We hope to continue this tradition.

#### New Business:

Chantel reported that Scott Viessman has turned his duties to Matt McClure to talk about the tile on the outside of the building. Also, the door and the plaster in the back hallway would be a project for Matt.

Dianne asked the reason behind opening the balcony for the Taylor Swift show. Shawn explained it was open due to wanting sight lines. There was plenty of room on the main floor, but some want to watch the show upstairs.

Grants- Laura and Shawn talk about them.

Thank you's- none at this time.

Bill made the motion to adjourn, 2<sup>nd</sup> by Chantel, carried,

Next meeting: April 10, 2025 at the Palace.

Minutes recorded by Heidi Sehr

Staff Report

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**File #:** 2025-116

**Agenda Date:** 4/8/2025

**Agenda #:** G.1.

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City Administrator Report.

Staff Report

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**File #:** 2025-119

**Agenda Date:** 4/8/2025

**Agenda #:** H.1.

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First Claim Report for April 2025 (Check No. 164415-).

# Invoices Paid Report

## By Fund

Payment Dates 3/27/2025 - 4/8/2025

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 101 - GENERAL</b>					
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	101-21229	104.83
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	101-21229	69.90
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	101-21226	159.85
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	101-21226	2,504.70
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	101-21226	142.30
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	101-21231	132.71
Minn Council 65	03/31/2025	03/14/2025	Union Dues	101-21228	265.98
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	101-21229	68.22
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	101-21229	25.78
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	101-21226	466.18
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	101-21226	159.85
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	101-21226	2,496.87
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	101-21226	14,361.27
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	101-21226	142.30
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	101-21226	953.04
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	101-21250	1,327.05
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	Deferred Comp Contributions	101-21225	159.00
NCPERS Group Life Ins	03/28/2025	03/28/2025	Employee Life Insurance	101-21227	5.92
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	101-21231	110.92
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	101-21227	29.99
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	101-21227	91.33
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	101-21224	4,873.39
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	101-21224	146.16
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	ROTH Contributions	101-21225	46.99
Minn Council 65	03/31/2025	03/28/2025	Union Dues	101-21228	265.93
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	101-21220	56.04
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	101-21223	4,475.96
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	101-21222	1,468.94
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	101-21223	1,046.80
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	101-21221	2,479.44
Madison National Life Ins Co	03/28/2025	03/28/2025	Long Term Disability - Kids Ro...	101-21242	59.56
Madison National Life Ins Co	03/28/2025	03/28/2025	Volumtary Emp Life Insurance ...	101-21242	20.28
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance - Kids...	101-21242	6.09
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Employee Health Insurance	101-21226	-2,824.45
Madison National Life Ins Co	03/28/2025	03/28/2025	Long Term Disability	101-21231	-28.99
					<b>35,870.13</b>
<b>Department: 41110 - Mayor &amp; Council</b>					
Baustian, Pat	03/27/2025	03/26/2025	Dakota Main Stem Annual Me...	101-41110-3331	50.40
<b>Department 41110 - Mayor &amp; Council Total:</b>					<b>50.40</b>
<b>Department: 41320 - City Administration</b>					
Verizon	03/27/2025	03/10/2025	Jessica Mead	101-41320-3321	50.46
Verizon	03/27/2025	03/10/2025	Jill Wolf	101-41320-3321	50.46
Verizon	03/27/2025	03/10/2025	City Clerk Jessica ipad	101-41320-3321	40.01
Verizon	03/27/2025	03/10/2025	City Administrator Jill ipad	101-41320-3321	40.01
Bomgaars	04/03/2025	03/15/2025	Postage & Handling	101-41320-3322	3.00
Minn Municipal Clerks Institute	04/03/2025	03/28/2025	2025 Clerks Institute	101-41320-3331	440.00
<b>Department 41320 - City Administration Total:</b>					<b>623.94</b>
<b>Department: 41940 - Government Buildings</b>					
Bluepeak	03/27/2025	03/26/2025	East Public Restroom	101-41940-3321	147.47
Bluepeak	03/27/2025	03/26/2025	Childcare Building	101-41940-3321	109.99
Bluepeak	03/27/2025	03/26/2025	Public Restroom	101-41940-3321	132.47
<b>Department 41940 - Government Buildings Total:</b>					<b>389.93</b>

## Invoices Paid Report

Payment Dates: 3/27/2025 - 4/8/2025

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
<b>Department: 42220 - Fire Fighting</b>					
Minn State Fire Chief's Associa...	04/03/2025	01/15/2025	2025 FOTOS Attendees - T. Le...	101-42220-2207	520.00
Verizon	03/27/2025	03/10/2025	iPad Fire Department 1	101-42220-3321	40.01
Verizon	03/27/2025	03/10/2025	iPad Fire Department 2	101-42220-3321	40.01
Bluepeak	03/27/2025	03/26/2025	Fire Dept	101-42220-3321	196.22
<b>Department 42220 - Fire Fighting Total:</b>					<b>796.24</b>
<b>Department: 42401 - Building/Planning/Zoning</b>					
Verizon	03/27/2025	03/10/2025	Chad McClure	101-42401-3321	50.46
Verizon	03/27/2025	03/10/2025	Geopermits Chad	101-42401-3321	40.01
<b>Department 42401 - Building/Planning/Zoning Total:</b>					<b>90.47</b>
<b>Department: 42860 - Insect Control</b>					
Minn PIE	03/27/2025	03/26/2025	Pesticide Applicator Training S...	101-42860-3497	280.00
Minn PIE	04/03/2025	04/01/2025	Not MN PIE Members - Stoffel...	101-42860-3497	50.00
<b>Department 42860 - Insect Control Total:</b>					<b>330.00</b>
<b>Department: 43121 - Street</b>					
Bomgaars	04/03/2025	02/18/2025	Screw for Trailer Repair	101-43121-2221	49.99
Bomgaars	04/03/2025	02/24/2025	Fuel Transfer Hose	101-43121-2212	33.14
Bomgaars	04/03/2025	03/07/2025	Adapters/Hydraulic Hoses	101-43121-2221	42.96
Verizon	03/27/2025	03/10/2025	John Stoffel	101-43121-3321	50.46
Verizon	03/27/2025	03/10/2025	Matt Maintenance	101-43121-3321	40.01
Verizon	03/27/2025	03/10/2025	PW Storm Sewer iPad	101-43121-3321	40.01
Verizon	03/27/2025	03/10/2025	John S iPad	101-43121-3321	40.01
HTC Enterprises. LC	03/27/2025	03/14/2025	#49 Belt Complete/Skirtboard...	101-43121-2228	1,926.75
Minn State Retirement	03/28/2025	03/28/2025	Health Care Savings Contribut...	101-43121-1101	1,585.87
<b>Department 43121 - Street Total:</b>					<b>3,809.20</b>
<b>Department: 45129 - Winter Recreation Program</b>					
Bluepeak	03/27/2025	03/26/2025	BMIA	101-45129-3321	323.17
<b>Department 45129 - Winter Recreation Program Total:</b>					<b>323.17</b>
<b>Department: 45200 - Parks</b>					
Bomgaars	04/03/2025	02/18/2025	Gloves/Snow Pusher	101-45200-2241	44.97
C & B Operations - Luverne	04/03/2025	02/27/2025	#93 New Camera	101-45200-2228	873.66
<b>Department 45200 - Parks Total:</b>					<b>918.63</b>
<b>Department: 45204 - Forestry &amp; Nursery</b>					
Bomgaars	04/03/2025	03/13/2025	Oil-Bar & Chain Regular Gallon...	101-45204-2261	107.96
<b>Department 45204 - Forestry &amp; Nursery Total:</b>					<b>107.96</b>
<b>Department: 46510 - Conservation &amp; Development</b>					
Harnack Builders LLC	03/27/2025	01/29/2025	Installed Shingles - TNT 409 NE..	101-46510-5528	2,000.00
Luverne Convention & Visitors...	04/03/2025	03/28/2025	Lodging Tax	101-46510-3542	2,259.26
<b>Department 46510 - Conservation &amp; Development Total:</b>					<b>4,259.26</b>
<b>Fund 101 - GENERAL Total:</b>					<b>47,569.33</b>
<b>Fund: 208 - CHILDCARE FACILITY</b>					
<b>Department: 46633 - Childcare</b>					
Dakota Supply Group Inc	04/03/2025	01/30/2025	MNEA NEC 2023 Code Book	208-46633-5528	204.24
Dakota Supply Group Inc	04/03/2025	02/03/2025	Cbl Tray/Wire/Std Conn/Elbo...	208-46633-5528	15,475.67
Dakota Supply Group Inc	04/03/2025	02/26/2025	Electrical Service Components	208-46633-5528	97,260.14
Dakota Supply Group Inc	04/03/2025	02/26/2025	Wiring Components for New S...	208-46633-5528	1,256.68
Dakota Supply Group Inc	04/03/2025	03/03/2025	Pipe Fittings for Service Pipes	208-46633-5528	1,046.34
Dakota Supply Group Inc	04/03/2025	03/06/2025	Pipe Fittings for Service Pipes	208-46633-5528	247.48
<b>Department 46633 - Childcare Total:</b>					<b>115,490.55</b>
<b>Fund 208 - CHILDCARE FACILITY Total:</b>					<b>115,490.55</b>
<b>Fund: 209 - AIRPORT</b>					
<b>Department: 43186 - 43186</b>					
Bomgaars	04/03/2025	02/19/2025	Key	209-43186-2261	2.99
<b>Department 43186 - 43186 Total:</b>					<b>2.99</b>
<b>Fund 209 - AIRPORT Total:</b>					<b>2.99</b>

## Invoices Paid Report

Payment Dates: 3/27/2025 - 4/8/2025

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 210 - POOL &amp; FITNESS CENTER</b>					
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	210-21229	20.12
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	210-21229	79.86
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	210-21226	319.70
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	210-21231	27.59
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	210-21229	20.12
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	210-21229	79.86
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	210-21226	59.69
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	210-21226	319.70
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	210-21226	1,838.83
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	210-21250	184.62
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	Deferred Comp Contributions	210-21225	350.00
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	210-21231	27.59
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	210-21227	5.14
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	210-21224	1,355.41
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	210-21220	16.91
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	210-21223	1,819.12
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	210-21222	431.47
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	210-21223	425.42
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	210-21221	719.39
					<b>8,100.54</b>
<b>Department: 45124 - Pool &amp; Fitness Center</b>					
Bluepeak	03/27/2025	03/26/2025	LAAF - Pool	210-45124-3321	332.25
<b>Department 45124 - Pool &amp; Fitness Center Total:</b>					<b>332.25</b>
<b>Fund 210 - POOL &amp; FITNESS CENTER Total:</b>					<b>8,432.79</b>
<b>Fund: 601 - WATER</b>					
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	601-21229	31.38
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	601-21229	3.07
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	601-21226	1,187.86
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	601-21226	206.98
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	601-21231	68.21
Minn Council 65	03/31/2025	03/14/2025	Union Dues	601-21228	133.59
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	601-21229	31.39
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	601-21229	3.07
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	601-21226	223.28
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	601-21226	1,195.69
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	601-21226	6,877.22
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	601-21226	206.98
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	601-21226	1,386.24
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	601-21250	580.37
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	Deferred Comp Contributions	601-21225	63.00
NCBERS Group Life Ins	03/28/2025	03/28/2025	Employee Life Insurance	601-21227	10.88
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	601-21231	50.20
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	601-21227	13.30
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	601-21227	13.17
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	601-21224	2,302.26
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	ROTH Contributions	601-21225	72.99
Minn Council 65	03/31/2025	03/28/2025	Union Dues	601-21228	134.36
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	601-21220	5.18
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	601-21223	1,787.32
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	601-21222	552.32
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	601-21223	418.02
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	601-21221	1,059.27
					<b>18,617.60</b>
<b>Department: 49415 - Water Production</b>					
Bomgaars	04/03/2025	02/26/2025	Shop Towels/Cable Ties/Valve...	601-49415-2221	97.91
Bomgaars	04/03/2025	03/05/2025	Propane Torch Kit	601-49415-2221	39.99
Bomgaars	04/03/2025	03/14/2025	Fasteners	601-49415-2221	15.94
Hach Company	04/03/2025	03/17/2025	SPADNS Fluoride Accuvac/Mo...	601-49415-2215	853.25

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Payment Dates: 3/27/2025 - 4/8/2025

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
Bluepeak	03/27/2025	03/26/2025	Water	601-49415-3321	173.98
Bluepeak	03/27/2025	03/26/2025	South Water Trmt Plnt	601-49415-3321	87.47
<b>Department 49415 - Water Production Total:</b>					<b>1,268.54</b>
<b>Department: 49451 - Water Distribution</b>					
Bluepeak	03/27/2025	03/26/2025	South Water Tower	601-49451-3321	87.47
<b>Department 49451 - Water Distribution Total:</b>					<b>87.47</b>
<b>Department: 49611 - General Administration</b>					
Verizon	03/27/2025	03/10/2025	WWW Supervisor iPad	601-49611-3321	40.01
Verizon	03/27/2025	03/10/2025	Water ipad	601-49611-3321	40.01
Verizon	03/27/2025	03/10/2025	Badger Water ipad	601-49611-3321	40.01
Altman, Aaron	04/03/2025	03/28/2025	Boiler License	601-49611-3331	20.00
Delta Dental of Minnesota	03/28/2025	03/28/2025	Employee Health Insurance	601-49611-1131	0.07
<b>Department 49611 - General Administration Total:</b>					<b>140.10</b>
<b>Fund 601 - WATER Total:</b>					<b>20,113.71</b>
<b>Fund: 602 - SEWAGE</b>					
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	602-21229	22.38
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	602-21229	3.45
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	602-21226	498.72
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	602-21226	116.42
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	602-21231	33.73
Minn Council 65	03/31/2025	03/14/2025	Union Dues	602-21228	50.56
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	602-21229	22.39
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	602-21229	3.45
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	602-21226	93.09
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	602-21226	498.73
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	602-21226	2,868.58
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	602-21226	116.42
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	602-21226	779.76
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	602-21250	241.95
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	Deferred Comp Contributions	602-21225	63.99
NCBERS Group Life Ins	03/28/2025	03/28/2025	Employee Life Insurance	602-21227	7.84
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	602-21231	20.69
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	602-21227	5.95
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	602-21227	12.53
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	602-21224	1,110.31
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	ROTH Contributions	602-21225	22.99
Minn Council 65	03/31/2025	03/28/2025	Union Dues	602-21228	50.57
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	602-21220	5.47
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	602-21223	880.86
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	602-21222	328.88
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	602-21223	205.94
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	602-21221	645.01
					<b>8,710.66</b>
<b>Department: 49416 - Sewage Collection</b>					
Bomgaars	04/03/2025	03/04/2025	Safety Vest	602-49416-2245	19.99
<b>Department 49416 - Sewage Collection Total:</b>					<b>19.99</b>
<b>Department: 49435 - Sewage Disposal</b>					
Hawkins Inc	03/27/2025	03/15/2025	Chlorine Cylinders/Sulfur Diox...	602-49435-2216	50.00
Hawkins Inc	03/27/2025	03/15/2025	Chlorine Cylinders/Sulfur Diox...	602-49435-2216	40.00
Bluepeak	03/27/2025	03/26/2025	Hills Liftstation	602-49435-3321	36.23
Bluepeak	03/27/2025	03/26/2025	WWTF	602-49435-3321	332.43
<b>Department 49435 - Sewage Disposal Total:</b>					<b>458.66</b>
<b>Department: 49611 - General Administration</b>					
Verizon	03/27/2025	03/10/2025	Wastewater iPad GPS	602-49611-3321	40.01
DGR Engineering	03/27/2025	03/14/2025	Wastewater Facilities Improv...	602-49611-3303	3,120.50
<b>Department 49611 - General Administration Total:</b>					<b>3,160.51</b>
<b>Fund 602 - SEWAGE Total:</b>					<b>12,349.82</b>

## Invoices Paid Report

Payment Dates: 3/27/2025 - 4/8/2025

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 603 - REFUSE</b>					
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	603-21229	1.43
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	603-21229	1.53
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	603-21226	441.20
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	603-21231	20.52
Minn Council 65	03/31/2025	03/14/2025	Union Dues	603-21228	31.03
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	603-21229	1.43
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	603-21229	1.53
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	603-21226	82.37
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	603-21226	441.20
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	603-21226	2,537.59
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	603-21250	304.77
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	Deferred Comp Contributions	603-21225	4.00
NCPERS Group Life Ins	03/28/2025	03/28/2025	Employee Life Insurance	603-21227	0.64
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	603-21231	20.62
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	603-21227	3.56
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	603-21227	34.98
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	603-21224	670.21
Minn Council 65	03/31/2025	03/28/2025	Union Dues	603-21228	31.03
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	603-21220	15.48
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	603-21223	499.46
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	603-21222	164.53
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	603-21223	116.82
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	603-21221	284.32
					<b>5,710.25</b>

**Department: 49418 - Refuse and Recycling**

Bomgaars	04/03/2025	02/24/2025	Flat Iron/Lawn Mower Wheels	603-49418-2261	52.97
Mongold Frank	04/03/2025	04/03/2025	Safety Boots - Frank	603-49418-2245	121.48
<b>Department 49418 - Refuse and Recycling Total:</b>					<b>174.45</b>

**Fund 603 - REFUSE Total: 5,884.70****Fund: 604 - ELECTRIC**

Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	604-21229	23.55
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	604-21229	16.11
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	604-21226	482.71
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	604-21226	94.43
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	604-21231	35.20
Minn Council 65	03/31/2025	03/14/2025	Union Dues	604-21228	20.81
Stuart C Irby CO	04/03/2025	03/18/2025	500KV 3PH Pad-Mt - Transfor...	604-14199	56,843.00
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	604-21229	23.55
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	604-21229	16.11
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	604-21226	90.14
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	604-21226	482.71
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	604-21226	2,776.63
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	604-21226	94.43
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	604-21226	632.47
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	604-21250	340.05
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	Deferred Comp Contributions	604-21225	108.01
NCPERS Group Life Ins	03/28/2025	03/28/2025	Employee Life Insurance	604-21227	6.72
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	604-21231	36.25
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	604-21227	5.58
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	604-21227	28.89
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	604-21224	1,176.87
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	ROTH Contributions	604-21225	37.00
Minn Council 65	03/31/2025	03/28/2025	Union Dues	604-21228	20.81
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	604-21220	17.85
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	604-21223	926.74
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	604-21222	346.17
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	604-21223	216.68



## Invoices Paid Report

Payment Dates: 3/27/2025 - 4/8/2025

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	604-21221	720.30
					<b>65,619.77</b>
<b>Department: 49413 - Utility Purchased for Resale</b>					
Missouri River Energy Ser	03/27/2025	03/12/2025	Power Purchased	604-49413-3381	126,085.50
<b>Department 49413 - Utility Purchased for Resale Total:</b>					<b>126,085.50</b>
<b>Department: 49414 - Purchased Power - MRES</b>					
Missouri River Energy Ser	03/27/2025	03/12/2025	Power Purchased	604-49414-3381	169,775.26
<b>Department 49414 - Purchased Power - MRES Total:</b>					<b>169,775.26</b>
<b>Department: 49417 - Electric Production</b>					
Anderson Chemical Company	04/03/2025	01/16/2025	53# Pails Brommax	604-49417-2242	2,145.46
Bluepeak	03/27/2025	03/26/2025	Power Plant	604-49417-3321	332.43
<b>Department 49417 - Electric Production Total:</b>					<b>2,477.89</b>
<b>Department: 49442 - Transmission - L &amp; O</b>					
Missouri River Energy Ser	03/27/2025	03/12/2025	Transmission Charges	604-49442-3381	50,913.98
<b>Department 49442 - Transmission - L &amp; O Total:</b>					<b>50,913.98</b>
<b>Department: 49452 - Electric Distribution</b>					
Bomgaars	04/03/2025	03/05/2025	Blade/Sawzall/Torch	604-49452-2241	16.99
Bomgaars	04/03/2025	03/06/2025	Sprayer	604-49452-2241	119.99
Bomgaars	04/03/2025	03/08/2025	Jug/Utility 5 Gal	604-49452-2241	21.99
Missouri River Energy Ser	04/07/2025	03/14/2025	Distribution Maintenance Agr...	604-49452-3312	50,573.11
Bluepeak	03/27/2025	03/26/2025	West Substation	604-49452-3321	86.99
<b>Department 49452 - Electric Distribution Total:</b>					<b>50,819.07</b>
<b>Department: 49558 - Maintenance</b>					
Stuart C Irby CO	03/27/2025	03/04/2025	3 Phase Transformer Box Pad -...	604-49558-2227	2,235.00
<b>Department 49558 - Maintenance Total:</b>					<b>2,235.00</b>
<b>Department: 49611 - General Administration</b>					
Quadient Inc	04/03/2025	02/12/2025	Ink Cartridge for Postage Mac...	604-49611-2261	175.75
Quadient Inc	04/03/2025	02/22/2025	Sealing Kit for Postage Machi...	604-49611-2261	35.00
Verizon	03/27/2025	03/10/2025	Braydon ipad	604-49611-3321	40.01
Verizon	03/27/2025	03/10/2025	Mike B Electric	604-49611-3321	40.01
Verizon	03/27/2025	03/10/2025	Elec Locates Korweb	604-49611-3321	40.01
Missouri River Energy Ser	03/27/2025	03/12/2025	Membership Dues	604-49611-3491	559.79
<b>Department 49611 - General Administration Total:</b>					<b>890.57</b>
<b>Fund 604 - ELECTRIC Total:</b>					<b>468,817.04</b>
<b>Fund: 606 - STORM SEWER</b>					
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	606-21226	15.99
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	606-21231	0.93
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	606-21226	2.98
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	606-21226	15.99
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	606-21226	91.94
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	606-21250	11.15
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	606-21231	0.93
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	606-21227	0.13
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	606-21227	0.32
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	606-21224	30.21
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	606-21220	0.55
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	606-21223	23.32
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	606-21222	8.64
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	606-21223	5.46
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	606-21221	16.02
					<b>224.56</b>
<b>Fund 606 - STORM SEWER Total:</b>					<b>224.56</b>
<b>Fund: 609 - LIQUOR</b>					
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	609-21226	639.40
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	609-21231	23.02
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	609-21226	119.38
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	609-21226	639.40

## Invoices Paid Report

Payment Dates: 3/27/2025 - 4/8/2025

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	609-21226	3,677.66
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	609-21250	223.08
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	609-21231	2.94
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	609-21227	5.14
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	609-21224	1,015.85
Minn Child Support Payment ...	03/28/2025	03/28/2025	Support Order	609-21230	167.05
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	609-21220	16.91
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	609-21223	790.70
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	609-21222	213.64
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	609-21223	184.90
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	609-21221	409.18
					<b>8,128.25</b>

## Department: 49710 - Merchandise Purchases

Southern Glazers of MN	04/03/2025	02/05/2025	Returned Product	609-49710-2251	-116.91
Southern Glazers of MN	04/03/2025	02/12/2025	Returned Product	609-49710-2251	-45.96
Southern Glazers of MN	04/03/2025	03/19/2025	Returned Product	609-49710-2251	-90.24
Doll Distributing LLC	04/03/2025	03/24/2025	Price Adjustment	609-49710-2251	-15.15
Southern Glazers of MN	04/03/2025	03/25/2025	Inventory	609-49710-2251	1,607.60
Southern Glazers of MN	04/03/2025	03/25/2025	Inventory	609-49710-2251	258.07
Johnson Brothers	04/03/2025	03/26/2025	Inventory	609-49710-2251	3,264.89
Johnson Brothers	04/03/2025	03/26/2025	Inventory	609-49710-2251	69.20
Artisan Beer Company	04/03/2025	03/26/2025	Inventory	609-49710-2251	407.55
Phillips Wine & Spirits	04/03/2025	03/26/2025	Inventory	609-49710-2251	2,032.33
Breakthru Beverage MN Beer	04/03/2025	03/27/2025	Inventory	609-49710-2251	60.00
Breakthru Beverage MN Wine...	04/03/2025	03/27/2025	Inventory	609-49710-2251	3,469.42
Doll Distributing LLC	04/03/2025	03/27/2025	Inventory	609-49710-2251	13.70
Doll Distributing LLC	04/03/2025	03/27/2025	Inventory	609-49710-2251	143.00
Doll Distributing LLC	04/03/2025	03/27/2025	Inventory	609-49710-2251	2,437.82
Beverage Wholesalers	04/03/2025	03/27/2025	Inventory	609-49710-2251	5,697.80
Beverage Wholesalers	04/03/2025	03/27/2025	Aging Discount	609-49710-2251	-10.00
The Home City Ice Co	04/03/2025	03/27/2025	Ice	609-49710-2251	153.78
Department 49710 - Merchandise Purchases Total:					<b>19,336.90</b>

## Department: 49720 - Liquor Expenses

Dacotah Paper Co	04/03/2025	03/25/2025	Paper Bags	609-49720-2261	151.60
Bluepeak	03/27/2025	03/26/2025	Liquor Store	609-49720-3321	159.44
Department 49720 - Liquor Expenses Total:					<b>311.04</b>
Fund 609 - LIQUOR Total:					<b>27,776.19</b>

## Fund: 650 - EDA GENERAL OPERATIONS

Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	650-21226	319.70
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	650-21231	15.27
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	650-21226	59.69
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	650-21226	319.70
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	650-21226	1,838.83
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	650-21250	184.62
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	Deferred Comp Contributions	650-21225	397.06
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	650-21231	15.27
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	650-21227	2.57
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	650-21224	505.35
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	ROTH Percent Contributions	650-21225	108.29
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	650-21220	16.91
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	650-21223	375.82
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	650-21222	133.07
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	650-21223	87.90
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	650-21221	278.02
					<b>4,658.07</b>

## Invoices Paid Report

Payment Dates: 3/27/2025 - 4/8/2025

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
<b>Department: 46515 - Economic Development</b>					
Verizon	03/27/2025	03/10/2025	Holly Sammons	650-46515-3321	50.46
<b>Department 46515 - Economic Development Total:</b>					<b>50.46</b>
<b>Fund 650 - EDA GENERAL OPERATIONS Total:</b>					<b>4,708.53</b>
<b>Fund: 701 - CENTRAL GARAGE</b>					
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	701-21226	367.64
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	701-21231	2.78
Minn Council 65	03/31/2025	03/14/2025	Union Dues	701-21228	31.03
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	701-21226	68.65
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	701-21226	367.64
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	701-21226	2,114.65
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	701-21250	256.55
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	701-21231	2.78
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	701-21227	2.96
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	701-21227	0.96
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	701-21224	561.01
Minn Council 65	03/31/2025	03/28/2025	Union Dues	701-21228	31.03
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	701-21220	18.57
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	701-21223	417.22
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	701-21222	137.51
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	701-21223	97.54
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	701-21221	260.63
					<b>4,739.15</b>
<b>Department: 49810 - Central Garage Operations</b>					
Performance Tool	04/03/2025	02/10/2025	Wrench Organizer	701-49810-2241	25.00
Verizon	03/27/2025	03/10/2025	Tim Central Garage	701-49810-3321	40.01
Fastenal Company	03/27/2025	03/12/2025	Lockout-Tagout Kit	701-49810-2245	308.38
Fastenal Company	03/27/2025	03/12/2025	Screws	701-49810-2221	3.05
Bluepeak	03/27/2025	03/26/2025	Central Garage	701-49810-3321	122.43
<b>Department 49810 - Central Garage Operations Total:</b>					<b>498.87</b>
<b>Fund 701 - CENTRAL GARAGE Total:</b>					<b>5,238.02</b>
<b>Fund: 702 - CENTRAL STORE</b>					
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	702-21226	159.86
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	702-21231	6.28
Minn Council 65	03/31/2025	03/14/2025	Union Dues	702-21228	15.52
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	702-21226	29.85
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	702-21226	159.85
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	702-21226	919.42
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	702-21250	92.31
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	702-21231	6.28
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	702-21227	1.30
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	702-21224	204.40
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	ROTH Contributions	702-21225	50.00
Minn Council 65	03/31/2025	03/28/2025	Union Dues	702-21228	15.52
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	702-21223	149.78
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	702-21222	60.65
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	702-21223	35.04
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	702-21221	94.35
					<b>2,000.41</b>
<b>Fund 702 - CENTRAL STORE Total:</b>					<b>2,000.41</b>
<b>Fund: 704 - PROP/CASUALTY INSURANCE</b>					
<b>Department: 49910 - Operating Transfers Out</b>					
League of Minn Cities Ins Trust	03/27/2025	03/04/2025	Property/Casualty Coverage P...	704-49910-3365	52,848.00
<b>Department 49910 - Operating Transfers Out Total:</b>					<b>52,848.00</b>
<b>Fund 704 - PROP/CASUALTY INSURANCE Total:</b>					<b>52,848.00</b>
<b>Fund: 705 - DATA PROCESSING</b>					
Colonial Life & Accident Insur...	03/31/2025	03/14/2025	Colonial Deductions	705-21229	2.84

## Invoices Paid Report

Payment Dates: 3/27/2025 - 4/8/2025

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	705-21226	95.92
Blue Cross Blue Shield of Min...	03/31/2025	03/14/2025	Employee Health Insurance	705-21226	216.03
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	705-21231	34.54
Minn Council 65	03/31/2025	03/14/2025	Union Dues	705-21228	9.30
Colonial Life & Accident Insur...	03/31/2025	03/28/2025	Colonial Deductions	705-21229	2.83
Delta Dental of Minnesota	03/28/2025	03/28/2025	Pediatric Dental Insurance	705-21226	17.88
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	705-21226	95.92
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	705-21226	551.64
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	705-21226	216.03
Blue Cross Blue Shield of Min...	03/31/2025	03/28/2025	Employee Health Insurance	705-21226	1,446.89
HealthEquity	03/28/2025	03/28/2025	Employee HSA Contribution	705-21250	132.01
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	Deferred Comp Contributions	705-21225	22.00
Madison National Life Ins Co	03/28/2025	03/28/2025	Long-Term Disability Insurance	705-21231	34.55
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	705-21227	4.46
Madison National Life Ins Co	03/28/2025	03/28/2025	Employee Life Insurance	705-21227	3.12
Public Employees Retirement	03/28/2025	03/28/2025	PERA Contributions	705-21224	1,125.71
MissionSquare Retirement - 4...	03/28/2025	03/28/2025	ROTH Contributions	705-21225	20.03
Minn Council 65	03/31/2025	03/28/2025	Union Dues	705-21228	9.29
Blue Cross Blue Shield of Min...	03/28/2025	03/28/2025	Vision Insurance	705-21220	10.44
EFTPS-Federal	03/28/2025	03/28/2025	FICA WITHHOLDING	705-21223	939.80
EFTPS-State	03/28/2025	03/28/2025	STATE WITHHOLDING	705-21222	410.88
EFTPS-Federal	03/28/2025	03/28/2025	MEDICARE WITHHOLDING	705-21223	219.86
EFTPS-Federal	03/28/2025	03/28/2025	FED WITHHOLDING	705-21221	960.57
					<b>6,582.54</b>
<b>Department: 41920 - Data Processing</b>					
Verizon	03/27/2025	03/10/2025	Deputy Finance Clk Peggy	705-41920-3321	24.30
Verizon	03/27/2025	03/10/2025	Tyler Reisch ipad	705-41920-3321	40.01
Verizon	03/27/2025	03/10/2025	Peggy ipad	705-41920-3321	40.01
Verizon	03/27/2025	03/10/2025	Peggy Adams	705-41920-3321	50.46
Verizon	03/27/2025	03/10/2025	Tyler Reisch	705-41920-3321	50.46
Bluepeak	03/27/2025	03/26/2025	DP - City Office	705-41920-3321	882.64
Bluepeak	03/27/2025	03/26/2025	Downtown Wi Fi	705-41920-3321	119.99
Bluepeak	03/27/2025	03/26/2025	Digital Sign @ Rotary Park	705-41920-3321	86.99
Bluepeak	03/27/2025	03/26/2025	Public Restroom #3 203 E Main	705-41920-3321	126.02
<b>Department 41920 - Data Processing Total:</b>					<b>1,420.88</b>
<b>Fund 705 - DATA PROCESSING Total:</b>					<b>8,003.42</b>
<b>Grand Total:</b>					<b>779,460.06</b>

# Outstanding Invoices Report

By Fund

City of Luverne, MN

Payable Dates 1/1/2024 - 4/9/2025

Vendor Name	Payable Number	Payable Date	Description (Item)	Account Number	Amount
<b>Fund: 101 - GENERAL</b>					
<b>Department: 41320 - City Administration</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	101-41320-1131	-10.98
DGR Engineering	00274623	03/17/2025	2024 Miscellaneous Services	101-41320-3303	970.50
DGR Engineering	00274624	03/17/2025	2025 Miscellaneous Services	101-41320-3303	2,047.00
League of Minn Cities	427572	03/21/2025	2025 LMC Annual Conference ...	101-41320-3331	425.00
<b>Department 41320 - City Administration Total:</b>					<b>3,431.52</b>
<b>Department: 41940 - Government Buildings</b>					
Dakota Supply Group Inc	S104552947.001	03/19/2025	Outlet Covers	101-41940-2223	23.19
McClure Plumbing & Heating I...	25563	03/21/2025	Cleaned Air Filter on Ice Mach...	101-41940-3403	150.00
McClure Plumbing & Heating I...	25576	03/24/2025	Water Heater - BMIA	101-41940-2223	15,803.00
McClure Plumbing & Heating I...	25580	03/26/2025	PTAC	101-41940-2223	1,768.28
Presto-X	538748C	03/31/2025	Pest/Rodent Control Maint	101-41940-3312	143.56
Presto-X	538748C	03/31/2025	Pest/Rodent Control Maint	101-41940-3312	105.28
Presto-X	538748C	03/31/2025	Pest/Rodent Control Maint	101-41940-3312	159.97
Pye Barker	IVN00327937	03/31/2025	Annual Fire Ext Inspection - Ci...	101-41940-3312	2,710.00
Alliance Communications	102642669	04/01/2025	Internet - The Lake	101-41940-3321	55.29
<b>Department 41940 - Government Buildings Total:</b>					<b>20,918.57</b>
<b>Department: 42210 - Fire Administration</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	101-42210-1131	-0.08
<b>Department 42210 - Fire Administration Total:</b>					<b>-0.08</b>
<b>Department: 42220 - Fire Fighting</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	101-42220-1131	-2.44
Macqueen Equipment LLC	P46049	03/24/2025	Batteries	101-42220-2245	1,529.65
<b>Department 42220 - Fire Fighting Total:</b>					<b>1,527.21</b>
<b>Department: 42280 - Fire Stations &amp; Buildings</b>					
Mark's Plumbing & Heating	20250326	03/26/2025	Large Sewer Machine Charge	101-42280-2223	356.00
Presto-X	538748C	03/31/2025	Pest/Rodent Control Maint	101-42280-3312	103.27
<b>Department 42280 - Fire Stations &amp; Buildings Total:</b>					<b>459.27</b>
<b>Department: 42401 - Building/Planning/Zoning</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	101-42401-1131	-7.55
<b>Department 42401 - Building/Planning/Zoning Total:</b>					<b>-7.55</b>
<b>Department: 42450 - Safety Coordinator</b>					
Minn Municipal Utilities Assoc...	66052	04/01/2025	Safety Management Program ...	101-42450-3312	1,157.35
<b>Department 42450 - Safety Coordinator Total:</b>					<b>1,157.35</b>
<b>Department: 42600 - Emergency Management Ser</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	101-42600-1131	-0.84
<b>Department 42600 - Emergency Management Ser Total:</b>					<b>-0.84</b>
<b>Department: 42700 - Animal Control</b>					
Gangestad, Mike	Mar 2025	04/01/2025	Dog Pound Services	101-42700-3312	425.00
<b>Department 42700 - Animal Control Total:</b>					<b>425.00</b>
<b>Department: 43121 - Street</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	101-43121-1131	-18.07
Two Way Solutions, Inc.	137210	03/18/2025	#47 Adaptors	101-43121-2228	104.97
Zabel Steel	208856	03/18/2025	#47 Flat/Cut Off Square & Rect..	101-43121-2228	509.77
G & S Auto LLC	1956	03/21/2025	#33 Dismount/Mount/Balance...	101-43121-2222	140.00
Amazon Capital Services	1PGG-K967-QL79	03/22/2025	HP Printer	101-43121-2261	139.99
Wausau Equipment Company	9386753	03/24/2025	#38 Skid Shoes-Front/Bolts-Pl...	101-43121-2221	1,421.16
Transwest Trucks of Sioux Falls	194P11706	03/25/2025	#40 #45 Multi Purpose Solven...	101-43121-2228	86.95
Andersen, Earl F	0138903-IN	03/26/2025	Dodge Street Signs	101-43121-2226	98.95
Worldwide Express	2503191970	03/26/2025	Shipping Charges - Return	101-43121-2226	68.58

## Outstanding Invoices Report

Payable Dates: 1/1/2024 - 4/9/2025

Vendor Name	Payable Number	Payable Date	Description (Item)	Account Number	Amount
Menards Sioux Falls East	49771	04/01/2025	8' Fence	101-43121-2261	49.80
Customer Contact Services	9523757-040125	04/01/2025	After Hours Answering Service	101-43121-3372	5.26
<b>Department 43121 - Street Total:</b>					<b>2,607.36</b>
<b>Department: 45128 - Summer Recreation Program</b>					
Luverne Community Education	20250327	03/27/2025	Summer Rec Program Support	101-45128-3441	8,000.00
<b>Department 45128 - Summer Recreation Program Total:</b>					<b>8,000.00</b>
<b>Department: 45200 - Parks</b>					
Butler Machinery Co	04CS0096958	11/09/2024	#91 & #97 Returned Couplers	101-45200-2221	-454.15
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	101-45200-1131	-17.98
<b>Department 45200 - Parks Total:</b>					<b>-472.13</b>
<b>Department: 45204 - Forestry &amp; Nursery</b>					
Gary's Repair	20250318	03/18/2025	Chains for Saws	101-45204-2221	435.00
Gary's Repair	20250319	03/19/2025	Carburetor/Switch Control/Tri...	101-45204-2221	381.30
Luverne Lawn Care	7883	03/28/2025	Spray for Flowering Crab Trees	101-45204-2225	2,623.50
<b>Department 45204 - Forestry &amp; Nursery Total:</b>					<b>3,439.80</b>
<b>Fund 101 - GENERAL Total:</b>					<b>41,485.48</b>
<b>Fund: 208 - CHILDCARE FACILITY</b>					
<b>Department: 46633 - Childcare</b>					
Dakota Supply Group Inc	S104553501.001	03/20/2025	Ground Clamps	208-46633-5528	43.88
Amazon Capital Services	1VHK-XDWR-XNFI	03/26/2025	Daycare Supplies	208-46633-2261	386.96
Pye Barker	IVN00327943	03/31/2025	Annual Fire Ext Inspection - Ki...	208-46633-3403	239.00
<b>Department 46633 - Childcare Total:</b>					<b>669.84</b>
<b>Fund 208 - CHILDCARE FACILITY Total:</b>					<b>669.84</b>
<b>Fund: 209 - AIRPORT</b>					
<b>Department: 43186 - 43186</b>					
Climate Systems Inc	19731	03/20/2025	Replaced Belt on Heat Pump -...	209-43186-2221	496.98
Vis & Van Dyken Drainage, LLC	1197	03/24/2025	Tile/Culvert/Rodent Guard/In...	209-43186-2225	1,597.56
Presto-X	538748C	03/31/2025	Pest/Rodent Control Maint	209-43186-3312	354.13
Alliance Communications	102642669	04/01/2025	Phone/Cable/Internet - Airport	209-43186-3321	159.03
<b>Department 43186 - 43186 Total:</b>					<b>2,607.70</b>
<b>Fund 209 - AIRPORT Total:</b>					<b>2,607.70</b>
<b>Fund: 210 - POOL &amp; FITNESS CENTER</b>					
<b>Department: 45124 - Pool &amp; Fitness Center</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	210-45124-1131	-8.38
Hawkins Inc	7018691	03/21/2025	Azone 15/Super Blue	210-45124-2216	2,043.94
Amazon Capital Services	1G4N-41M4-GJPT	03/25/2025	Super Blue Pool Clarifier	210-45124-2216	124.00
Presto-X	538748C	03/31/2025	Pest/Rodent Control Maint	210-45124-3312	100.98
Pye Barker	IVN00327940	03/31/2025	Annual Fire Ext Inspection - LAF	210-45124-2223	95.00
Customer Contact Services	9523757-040125	04/01/2025	After Hours Answering Service	210-45124-3372	5.26
<b>Department 45124 - Pool &amp; Fitness Center Total:</b>					<b>2,360.80</b>
<b>Fund 210 - POOL &amp; FITNESS CENTER Total:</b>					<b>2,360.80</b>
<b>Fund: 402 - STREET/SIDEWALK IMPROVEME</b>					
<b>Department: 43124 - Improvement Construction</b>					
DGR Engineering	00274621	03/17/2025	TH 75 Aesthetics	402-43124-3303	12,300.00
DGR Engineering	00274625	03/17/2025	Lincoln/Spring Street Intersect...	402-43124-3303	1,664.00
DGR Engineering	00274626	03/17/2025	Generations Parking Lot Impr...	402-43124-3303	961.00
<b>Department 43124 - Improvement Construction Total:</b>					<b>14,925.00</b>
<b>Fund 402 - STREET/SIDEWALK IMPROVEME Total:</b>					<b>14,925.00</b>
<b>Fund: 601 - WATER</b>					
<b>Department: 49411 - Lewis &amp; Clark Wat Purch</b>					
Lewis & Clark Regional Water	109	04/01/2025	March Water Purchased	601-49411-3382	24,756.64
<b>Department 49411 - Lewis &amp; Clark Wat Purch Total:</b>					<b>24,756.64</b>
<b>Department: 49415 - Water Production</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	601-49415-1131	-2.52
D & G Drinking Water System	15041	03/19/2025	Water Treatment Plant N Q2	601-49415-3312	55.50
Hawkins Inc	7017646	03/21/2025	Aqua Hawk/LPC-4	601-49415-2216	3,591.57

## Outstanding Invoices Report

Payable Dates: 1/1/2024 - 4/9/2025

Vendor Name	Payable Number	Payable Date	Description (Item)	Account Number	Amount
Sioux Valley Environmental	12247	03/24/2025	Meter & Pump for Per Magnes..	601-49415-2221	1,936.00
Pye Barker	IVN00327872	03/31/2025	Annual Fire Ext Inspection - W...	601-49415-3312	286.00
Minn Municipal Utilities Assoc...	66052	04/01/2025	Safety Management Program ...	601-49415-3312	1,157.35
Department 49415 - Water Production Total:					7,023.90
Department: 49451 - Water Distribution					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	601-49451-1131	-22.65
Department 49451 - Water Distribution Total:					-22.65
Department: 49611 - General Administration					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	601-49611-1131	-5.36
DGR Engineering	00274614	03/17/2025	Water - Continuing Services	601-49611-3303	6,263.22
DGR Engineering	00274666	03/18/2025	Lead Service Line Inventory	601-49611-3303	712.00
Gordon Flesch Company Inc	IN15089686	03/19/2025	Lexmark XC2326 - Water Plant	601-49611-3309	2.80
Badger Meter Inc	80191412	03/28/2025	426 Beacon/2250 Cellular	601-49611-3312	1,066.35
Customer Contact Services	9523757-040125	04/01/2025	After Hours Answering Service	601-49611-3372	10.53
Department 49611 - General Administration Total:					8,049.54
Fund 601 - WATER Total:					39,807.43
Fund: 602 - SEWAGE					
Department: 49416 - Sewage Collection					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	602-49416-1131	-5.87
Schomacker Office Cleaning L...	6064	03/18/2025	Cleaning at 710 N Oakley	602-49416-2221	406.25
Department 49416 - Sewage Collection Total:					400.38
Department: 49435 - Sewage Disposal					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	602-49435-1131	-1.68
Worldwide Express	2503145684	03/18/2025	Shipping Charges	602-49435-3325	66.67
USA Blue Book Inc	INV00660564	03/24/2025	Partlow Circular Chart Bx/100	602-49435-2261	64.39
Transwest Trucks of Sioux Falls	094P11915	03/27/2025	#36 Alliance OAT ELC 50/50 6...	602-49435-2228	134.52
McClure Plumbing & Heating I...	25605	03/31/2025	Add Gas Methane Burner in B...	602-49435-2221	364.62
Pye Barker	IVN00327857	03/31/2025	Annual Fire Ext Inspection - ...	602-49435-3312	914.00
Minn Municipal Utilities Assoc...	66052	04/01/2025	Safety Management Program ...	602-49435-3312	1,157.35
Department 49435 - Sewage Disposal Total:					2,699.87
Department: 49611 - General Administration					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	602-49611-1131	-5.53
DGR Engineering	00274620	03/17/2025	TH 75 Project Coordination	602-49611-3303	9,432.00
Badger Meter Inc	80191412	03/28/2025	426 Beacon/2250 Cellular	602-49611-3312	1,066.35
Customer Contact Services	9523757-040125	04/01/2025	After Hours Answering Service	602-49611-3372	10.52
Department 49611 - General Administration Total:					10,503.34
Fund 602 - SEWAGE Total:					13,603.59
Fund: 603 - REFUSE					
Department: 49418 - Refuse and Recycling					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	603-49418-1131	-11.57
Minn Municipal Utilities Assoc...	66052	04/01/2025	Safety Management Program ...	603-49418-3312	1,157.35
Department 49418 - Refuse and Recycling Total:					1,145.78
Fund 603 - REFUSE Total:					1,145.78
Fund: 604 - ELECTRIC					
Border States Electric	930062592	03/20/2025	3PH Pad-Mt VFI - Transformer	604-14199	87,563.81
Dakota Supply Group Inc	S104553655.001	03/20/2025	Meter Sockets Inv # 7208	604-14199	2,114.83
					89,678.64
Department: 49417 - Electric Production					
Davis, Mike	20250401	04/01/2025	Painting - Power Plant	604-49417-2223	780.00
Department 49417 - Electric Production Total:					780.00
Department: 49452 - Electric Distribution					
Pye Barker	IVN00327901	03/31/2025	Annual Fire Ext Inspection - P...	604-49452-3403	977.00
Department 49452 - Electric Distribution Total:					977.00
Department: 49557 - Street Light Expense					
Border States Electric	930105167	03/27/2025	LED Drivers	604-49557-2227	784.12
Department 49557 - Street Light Expense Total:					784.12

# Outstanding Invoices Report

Payable Dates: 1/1/2024 - 4/9/2025

Vendor Name	Payable Number	Payable Date	Description (Item)	Account Number	Amount
<b>Department: 49609 - Luverne Outlook</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	604-49609-1131	-0.84
<b>Department 49609 - Luverne Outlook Total:</b>					<b>-0.84</b>
<b>Department: 49610 - Energy Conservation</b>					
Luverne City of	03172025	03/17/2025	HVAC Rebate - Kids Rock	604-49610-3482	2,800.00
Luverne City of	20250317	03/17/2025	Food Service Incentive Rebate ..	604-49610-3482	700.00
Luverne City of	2025317	03/17/2025	VFD & Pump Rebate - Kids Ro...	604-49610-3482	550.00
Luverne City of	3172025	03/17/2025	Lighting Rebate - Kids Rock	604-49610-3482	1,334.13
Thone, Greg	20250402	04/02/2025	Dehumidifier Rebate	604-49610-3481	25.00
<b>Department 49610 - Energy Conservation Total:</b>					<b>5,409.13</b>
<b>Department: 49611 - General Administration</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	604-49611-1131	-11.82
DGR Engineering	00274521	03/17/2025	Misc Elec Engineering Services...	604-49611-3303	716.50
DGR Engineering	00274522	03/17/2025	Luverne Transmission Line	604-49611-3303	1,685.50
Quadient Leasing USA Inc	Q1794877	03/28/2025	Impress Automate Quarterly ...	604-49611-2261	2,219.73
Missouri River Energy Ser	SM00000009828	03/31/2025	Mar 2025 Meter Count/AMI ...	604-49611-3312	889.00
Minn Municipal Utilities Assoc...	66052	04/01/2025	Safety Management Program ...	604-49611-3312	1,157.35
Customer Contact Services	9523757-040125	04/01/2025	After Hours Answering Service	604-49611-3372	10.52
<b>Department 49611 - General Administration Total:</b>					<b>6,666.78</b>
<b>Fund 604 - ELECTRIC Total:</b>					<b>104,294.83</b>
<b>Fund: 606 - STORM SEWER</b>					
<b>Department: 49592 - General Structures Mainte</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	606-49592-1131	-0.42
DGR Engineering	00274622	03/17/2025	Storm Water Comprehensive P..	606-49592-3303	2,658.00
<b>Department 49592 - General Structures Mainte Total:</b>					<b>2,657.58</b>
<b>Fund 606 - STORM SEWER Total:</b>					<b>2,657.58</b>
<b>Fund: 609 - LIQUOR</b>					
<b>Department: 49710 - Merchandise Purchases</b>					
Bellboy Corporation	0109615000	03/20/2025	Returned Damaged Product	609-49710-2251	-2.92
<b>Department 49710 - Merchandise Purchases Total:</b>					<b>-2.92</b>
<b>Department: 49720 - Liquor Expenses</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	609-49720-1131	-16.77
Amazon Capital Services	1D3R-LCJ4-PXCQ	03/28/2025	3 Door - Glass Slide Door Refri...	609-49720-5571	5,364.44
<b>Department 49720 - Liquor Expenses Total:</b>					<b>5,347.67</b>
<b>Fund 609 - LIQUOR Total:</b>					<b>5,344.75</b>
<b>Fund: 650 - EDA GENERAL OPERATIONS</b>					
<b>Department: 46515 - Economic Development</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	650-46515-1131	-8.38
<b>Department 46515 - Economic Development Total:</b>					<b>-8.38</b>
<b>Fund 650 - EDA GENERAL OPERATIONS Total:</b>					<b>-8.38</b>
<b>Fund: 701 - CENTRAL GARAGE</b>					
<b>Department: 49810 - Central Garage Operations</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	701-49810-1131	-9.64
Snap-On Tools - Taylor Martin	02182593980	03/18/2025	Combination Cutters/Extractor..	701-49810-2241	196.15
D & G Drinking Water System	15040	03/19/2025	Upgraded Water System/Filter..	701-49810-2223	439.90
Fastenal Company	SDBRA73662	03/20/2025	Hex Cap Screws/Lock Nuts/W...	701-49810-2221	103.46
Zack's Inc	37176	03/22/2025	Centerpull Towels/Asphalt R...	701-49810-2221	1,275.55
Amazon Capital Services	11TF-FHYD-343J	03/26/2025	HP Ink Cartridge	701-49810-2261	52.89
Pye Barker	IVN00327769	03/31/2025	Annual Fire Ext Inspection - P...	701-49810-2223	1,338.00
<b>Department 49810 - Central Garage Operations Total:</b>					<b>3,396.31</b>
<b>Fund 701 - CENTRAL GARAGE Total:</b>					<b>3,396.31</b>



# Outstanding Invoices Report

Payable Dates: 1/1/2024 - 4/9/2025

Vendor Name	Payable Number	Payable Date	Description (Item)	Account Number	Amount
<b>Fund: 702 - CENTRAL STORE</b>					
<b>Department: 49820 - Central Store Operations</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	702-49820-1131	-4.19
<b>Department 49820 - Central Store Operations Total:</b>					<b>-4.19</b>
<b>Fund 702 - CENTRAL STORE Total:</b>					<b>-4.19</b>
<b>Fund: 705 - DATA PROCESSING</b>					
<b>Department: 41920 - Data Processing</b>					
Delta Dental of Minnesota	January 2025	01/17/2025	Employee Health Insurance	705-41920-1131	-2.51
High Point Networks	268758	03/27/2025	SentinelOne	705-41920-3403	2,800.00
Tyler Technologies Inc	025-503664	03/31/2025	Insite Trans Fees AR/BP/UB	705-41920-3403	1,963.25
Allegiant Technology	200010807	03/31/2025	CloudFax Apr 2025 Billing	705-41920-3321	46.12
Abdo	504512	03/31/2025	Certified Audit Services Yr End...	705-41920-3301	36,000.00
<b>Department 41920 - Data Processing Total:</b>					<b>40,806.86</b>
<b>Fund 705 - DATA PROCESSING Total:</b>					<b>40,806.86</b>
<b>Grand Total:</b>					<b>273,093.38</b>

Staff Report

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**File #:** 2025-114

**Agenda Date:** 4/8/2025

**Agenda #:** H.2.

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Application and Certificate for Payment No. 15 - Final for \$34,797.11 to Hoogendoorn Construction RE: Luverne Aquatics and Fitness Center Expansion and Remodel Project.

The City of Luverne has successfully completed the expansion and remodel of the Luverne Aquatics and Fitness Center, which included the addition of an outdoor splash pad and 24-hour fitness access. The project has significantly enhanced the community's recreational and fitness amenities. With the contractor's final paperwork now submitted, the final payment is due to officially close out the project.

City Administrator Recommendation: City Council Approve Application and Certificate for Payment No. 15 - Final for \$34,797.11 to Hoogendoorn Construction RE: Luverne Aquatics and Fitness Center Expansion and Remodel Project.

## Application and Certificate for Payment

<b>TO OWNER:</b> City of Luverne 305 E Luverne St Luverne, MN 56156	<b>PROJECT:</b> Luverne Aquatic & Fitness Center Luverne, MN 56156	<b>APPLICATION NO:</b> 15 Final <b>PERIOD TO:</b> April 30, 2023 <b>CONTRACT FOR:</b> General Construction <b>CONTRACT DATE:</b> January 27, 2021 <b>PROJECT NOS:</b> 21-002 MN / /	<b>Distribution to:</b> OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
<b>FROM</b> Hoogendoorn Construction, Inc. <b>CONTRACTOR:</b> 47895 US Highway 18 Canton, SD 57013	<b>VIA</b> CO-OP Architecture <b>ARCHITECT:</b> 300 N. Phillips Ave Suite #120 Sioux Falls, SD 57104		

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM .....	\$4,327,150.00
2. NET CHANGE BY CHANGE ORDERS .....	\$258,534.21
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$4,585,684.21
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$4,585,684.21
5. RETAINAGE:	
a. 0 % of Completed Work (Column D + E on G703)	\$0.00
b. 0 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	\$0.00
6. TOTAL EARNED LESS RETAINAGE .....	\$4,585,684.21
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$4,550,887.10
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE .....	\$34,797.11
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$299,316.99	\$2,782.78
Total approved this Month	\$0.00	\$38,000.00
TOTALS	\$299,316.99	\$40,782.78
NET CHANGES by Change Order		\$258,534.21

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Paul O. Maassen

Date: 3/29/25

State of: South Dakota

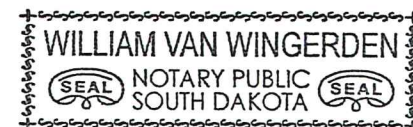
County of: Lincoln

Subscribed and sworn to before

me this 28<sup>th</sup> day of March, 2025

Notary Public: William Van Wingerden

My Commission expires: Sept. 9, 2026



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$34,797.11

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Thylis Kaye

Date: 3.31.2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 15 Final  
APPLICATION DATE: April 30, 2023  
PERIOD TO: April 30, 2023  
ARCHITECT'S PROJECT NO: 21-002-MN

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
013324	Project Management	57,700.00	57,700.00	0.00	0.00	57,700.00	100.00%	0.00	0.00
014126	Execution Requirements	28,200.00	28,200.00	0.00	0.00	28,200.00	100.00%	0.00	0.00
015000	Temporary Facilities	50,200.00	50,200.00	0.00	0.00	50,200.00	100.00%	0.00	0.00
017413	Cleaning & Final Cleanup	19,300.00	19,300.00	0.00	0.00	19,300.00	100.00%	0.00	0.00
024116	Selective Demolition - Building	40,600.00	40,600.00	0.00	0.00	40,600.00	100.00%	0.00	0.00
033100	Concrete Foundations	74,100.00	74,100.00	0.00	0.00	74,100.00	100.00%	0.00	0.00
033300	Concrete Flatwork	121,600.00	121,600.00	0.00	0.00	121,600.00	100.00%	0.00	0.00
040000	Masonry	224,200.00	224,200.00	0.00	0.00	224,200.00	100.00%	0.00	0.00
051000	Structural Steel	152,500.00	152,500.00	0.00	0.00	152,500.00	100.00%	0.00	0.00
061000	Rough Carpentry	15,500.00	15,500.00	0.00	0.00	15,500.00	100.00%	0.00	0.00
072000	Spray Foam Insulation	12,200.00	12,200.00	0.00	0.00	12,200.00	100.00%	0.00	0.00
072700	Air Barrier	12,400.00	12,400.00	0.00	0.00	12,400.00	100.00%	0.00	0.00
077000	EPDM Metal Panels & Trim	136,600.00	136,600.00	0.00	0.00	136,600.00	100.00%	0.00	0.00
079200	Joint Sealants	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00%	0.00	0.00
081000	HM Wood Doors & Hardware	66,300.00	66,300.00	0.00	0.00	66,300.00	100.00%	0.00	0.00
084300	Alum. Entrances Windows Glaz	104,400.00	104,400.00	0.00	0.00	104,400.00	100.00%	0.00	0.00
092950	Studs Gwb Taping	118,300.00	118,300.00	0.00	0.00	118,300.00	100.00%	0.00	0.00
093000	Ceramic Tile	223,800.00	223,800.00	0.00	0.00	223,800.00	100.00%	0.00	0.00
095100	Acoust. Ceilings/Sound Absorb.	62,800.00	62,800.00	0.00	0.00	62,800.00	100.00%	0.00	0.00
096500	Resil. Tile Carpet Base & Acc	94,200.00	94,200.00	0.00	0.00	94,200.00	100.00%	0.00	0.00

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
099100	Painting	33,500.00	33,500.00	0.00	0.00	33,500.00	100.00%	0.00	0.00
101400	Interior Signage	3,400.00	3,400.00	0.00	0.00	3,400.00	100.00%	0.00	0.00
101401	Exterior Signage	13,900.00	13,900.00	0.00	0.00	13,900.00	100.00%	0.00	0.00
102813	Specialties	23,000.00	23,000.00	0.00	0.00	23,000.00	100.00%	0.00	0.00
105100	Lockers & Benches	110,600.00	110,600.00	0.00	0.00	110,600.00	100.00%	0.00	0.00
122000	Window Treatments	3,150.00	3,150.00	0.00	0.00	3,150.00	100.00%	0.00	0.00
123000	Casework SS tops Complete	45,100.00	45,100.00	0.00	0.00	45,100.00	100.00%	0.00	0.00
131100	Splash Pad Equipment	600,700.00	600,700.00	0.00	0.00	600,700.00	100.00%	0.00	0.00
131101	Pre-Engineered Play Structures	61,400.00	61,400.00	0.00	0.00	61,400.00	100.00%	0.00	0.00
160000	Electrical	386,200.00	386,200.00	0.00	0.00	386,200.00	100.00%	0.00	0.00
210100	Fire Sprinkler	43,100.00	43,100.00	0.00	0.00	43,100.00	100.00%	0.00	0.00
220100	Plumbing	495,300.00	495,300.00	0.00	0.00	495,300.00	100.00%	0.00	0.00
230100	HVAC	503,700.00	503,700.00	0.00	0.00	503,700.00	100.00%	0.00	0.00
311100	Site Demolition	31,500.00	31,500.00	0.00	0.00	31,500.00	100.00%	0.00	0.00
312351	Earthwork	135,600.00	135,600.00	0.00	0.00	135,600.00	100.00%	0.00	0.00
321216	Asphalt StripingSignage Comp	61,000.00	61,000.00	0.00	0.00	61,000.00	100.00%	0.00	0.00
323113	Chainlink Fence	16,400.00	16,400.00	0.00	0.00	16,400.00	100.00%	0.00	0.00
329100	Landscape Erosion Control	83,400.00	83,400.00	0.00	0.00	83,400.00	100.00%	0.00	0.00
333100	Utilities	56,800.00	56,800.00	0.00	0.00	56,800.00	100.00%	0.00	0.00
350001	Change Order 1	48,850.00	48,850.00	0.00	0.00	48,850.00	100.00%	0.00	0.00
350002	Change Order 2	130,358.46	130,358.46	0.00	0.00	130,358.46	100.00%	0.00	0.00
350003	Change Order 3	48,761.78	48,761.78	0.00	0.00	48,761.78	100.00%	0.00	0.00
350004	Change Order 4	28,953.02	28,953.02	0.00	0.00	28,953.02	100.00%	0.00	0.00
350005	Change Order 5	39,610.95	0.00	39,610.95	0.00	39,610.95	100.00%	0.00	0.00
350006	Change Order 6	-38,000.00	0.00	-38,000.00	0.00	-38,000.00	100.00%	0.00	0.00
	<b>GRAND TOTAL</b>	<b>\$4,585,684.21</b>	<b>\$4,584,073.26</b>	<b>\$1,610.95</b>	<b>\$0.00</b>	<b>\$4,585,684.21</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>

Staff Report

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**File #:** 10-25

**Agenda Date:** 4/8/2025

**Agenda #:** J.1.

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**PROPOSED RESOLUTION**

**A RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND  
CONSERVATION ACT**

The Rock County Land Management Office is requesting cities in Rock County to adopt a resolution allowing the Rock Soil and Water Conservation District (SWCD) to continue administering the Minnesota Wetland Conservation Act (WCA) within city boundaries, following a review by the Board of Water and Soil Resources (BWSR) that found the original designation did not explicitly include city areas. The proposed resolution delegates the authority and administrative responsibility to implement the WCA within the legal boundaries of the City of Luverne to the Rock SWCD. This resolution supersedes a previous resolution from 1993 and requires notification to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District within 15 business days of adoption. The resolution aims to ensure compliance with WCA regulations and maintain effective wetland conservation management.

City Administrator Recommendation: City Council Adopt Proposed Resolution No. 10-25.



## *Rock County Land Management Office*

311 West Gabrielson Road  
Luverne, MN 56156  
(507) 283-8862

Eric Hartman, Director  
Arlyn Gehrke, Engineer Technician  
Mary Thompson & Shayla Rock, Office Managers

Doug Bos, Assistant Director  
Brandon Bosch, Engineer Technician  
Lee Tapper, Engineer Technician

**Soil & Water Conservation    Zoning    Ag Inspection    Environmental    Transfer Station**

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To: Cities in Rock County

Concerning: Minnesota Wetland Conservation Act

The Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement this law by adopting rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation.

In 1994 the Rock County Board of Commissioners designated the administrative responsibility as the LGU to Rock Soil and Water Conservation District (SWCD) as delegated by Rock County for the WCA within the legal boundaries of Rock County within the guidelines as set forth by the WCA rules.

During a program review by the BWSR, it was discovered that the designation did not include the area within the cities of Rock County. Rock SWCD has been administering the WCA program within all cities in Rock County since 1994. BWSR has recommended that we ask for a resolution from all cities to allow Rock SWCD to continue to provide administration of the WCA program.

I have attached a sample resolution for your consideration. If you have any questions or need more information please contact our office.

Sincerely,

Doug Bos and Lee Tapper  
Rock County SWCD/Land Mgt

## **PROPOSED RESOLUTION NO. 10-25**

### **A RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT**

**WHEREAS**, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

**WHEREAS**, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

**WHEREAS**, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

**WHEREAS**, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution.

**THEREFORE, BE IT RESOLVED** by the City of Luverne City Council that the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of the City of Luverne is delegated to Rock SWCD as of April 8, 2025 in accordance with Minnesota Rules, Chapter 8420.

**BE IT FURTHER RESOLVED**, this resolution supersedes Resolution #84-93 dated 12/13/1993.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LUVERNE, MINNESOTA, this 8<sup>th</sup> day of April, 2025.

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Patrick T. Baustian, Mayor

ATTEST: \_\_\_\_\_  
Jill Wolf, City Administrator



Staff Report

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**File #: 47**

**Agenda Date: 4/8/2025**

**Agenda #: J.2.**

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Proposed Ordinance, Fourth Series

AN ORDINANCE AMENDING CITY CODE CHAPTER 153. ZONING, AND ADDING SECTIONS, 153.200 and 153.210 TO REGULATE CANNABIS BUSINESSES

This draft ordinance for the City of Luverne amends City Code Chapter 153 to regulate zoning for cannabis businesses by adding Sections 153.200 and 153.210. It defines various types of cannabis businesses, establishes a 1,000-foot buffer zone from schools, 500-foot buffer zone for retail cannabis businesses from parks and athletic fields and specifies zoning districts where different cannabis activities are permitted as Conditional Uses. The zoning is applied based on the existing land use, ensuring that cannabis businesses are integrated into appropriate industrial, commercial, and retail zones. The ordinance aims to ensure compliance with state laws and local zoning requirements while regulating the cannabis industry. The Minnesota Office of Cannabis Management (OCM) oversees the licensing and regulation of cannabis businesses, including microbusinesses, cultivators, manufacturers, retailers, and more. A public hearing will be held by the Planning and Zoning Commission on April 7, 2025.

City Administrator Recommendation: City Council Introduce and Adopt Proposed Ordinance No. 47, Fourth Series.

**PROPOSED ORDINANCE NO. 47, FOURTH SERIES**

**AN ORDINANCE AMENDING CITY CODE CHAPTER 153. ZONING, AND ADDING SECTIONS, 153.200 and 153.210 TO REGULATE CANNABIS BUSINESSES**

THE CITY OF LUVERNE DOES HEREBY ORDAIN:

Section 1. Nothing established under the provisions of this subchapter shall supersede the prescribed uses established in §153.055 through §153.062 of this chapter as the same now exists, or as amended from time to time.

Section 2. That **Section 153.008 “DEFINITIONS”** is hereby amended as follows (new material is underlined; deleted material is lined out):

\*\*\*

**CANNABIS BUSINESS.** Any of the following businesses licensed by the Office of Cannabis Management pursuant to M.S. Ch. 342:

- (1) cannabis microbusiness;
- (2) cannabis mezzobusiness;
- (3) cannabis cultivator;
- (4) cannabis manufacturer;
- (5) cannabis retailer;
- (6) cannabis wholesaler;
- (7) cannabis transporter;
- (8) cannabis testing facility;
- (9) cannabis event organizer;
- (10) cannabis delivery service; and
- (11) medical cannabis combination business.

**CANNABIS CULTIVATION.** A cannabis business with a cannabis cultivator license or cultivation endorsement from the Office of Cannabis Management. This includes cannabis mezzobusinesses and microbusinesses with a cultivation endorsement from the Office of Cannabis Management.

**CANNABIS DELIVERY.** A cannabis business with a cannabis delivery service license or delivery service endorsement from the Office of Cannabis Management.

**CANNABIS MANUFACTURER.** A cannabis business with a cannabis manufacturer license or manufacturing endorsement from the Office of Cannabis Management. This includes cannabis mezzobusinesses and microbusinesses with a manufacturing endorsement from the Office of Cannabis Management.

**CANNABIS RETAIL BUSINESS.** A cannabis retailer location and the retail location(s) of a mezzobusiness with a retail operations endorsement, a microbusiness with a retail operations endorsement, medical combination businesses operating a retail location, or lower-potency hemp edible retailer, all as defined M.S. Ch. 342.

**CANNABIS RETAILER.** A cannabis business licensed by the Office of Cannabis Management to sell cannabis product to a consumer and not for the purpose of resale in any form.

**CANNABIS TESTING FACILITY.** A cannabis business with a cannabis testing facility license or testing endorsement from the Office of Cannabis Management.

**CANNABIS TRANSPORTION.** A cannabis business with a cannabis transporter license or transportation endorsement from the Office of Cannabis Management.

**CANNABIS WHOLESALER.** A cannabis business with a cannabis wholesaler license or wholesaling endorsement from the Office of Cannabis Management.

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**HEMP MANUFACTURER.** A hemp business licensed by the Office of Cannabis Management to manufacture artificially derived cannabinoids as well as lower-potency hemp edibles for public consumption and package such lower-potency hemp edibles for sale to consumer.

\*\*\*

**LOWER-POTENCY HEMP EDIBLE RETAILER.** A person or entity licensed or authorized to acquire, possess, transfer, sell, dispense, or distribute lower-potency hemp edible products and related supplies and products as a hemp business pursuant to M.S. Ch. 342.

\*\*\*

**MEDICAL CANNABIS COMBINATION BUSINESS.** A cannabis business with a medical cannabis combination business license from the Office of Cannabis Management.

\*\*\*

**OFFICE OF CANNABIS MANAGEMENT.** The State of Minnesota Office of Cannabis Management.

\*\*\*

Section 3. That **Section 153.200 “CANNABIS BUSINESS MINIMUM BUFFER REQUIREMENTS”** is hereby adopted as follows:

**153.200 Cannabis Business Minimum Buffer Requirements**

- (A) The City shall prohibit the operation of a cannabis business within 1,000 feet of a school.
- (B) The City shall prohibit the operation of a retail cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field excluding Rotary Park.
- (C) Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in Section 153.200 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school moves within the minimum buffer zone.

Section 4. That **Section 153.210 “ZONING AND LAND USE FOR CANNABIS BUSINESSES”** is hereby adopted as follows:

**153.210 Zoning and Land Use for Cannabis Businesses**

- (A) Cultivation.
  - (1) Cannabis businesses licensed or endorsed for cultivation are permitted as a Conditional Use in the following zoning districts:
    - I-1 or I-2, cultivation to occur indoors
- (B) Cannabis Manufacturer.
  - (1) Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a Conditional Use in the following zoning districts:
    - D, I-1 or I-2, with all processing, handling, and storage indoors.
- (C) Hemp Manufacturer.
  - (1) Businesses licensed or endorsed for lower-potency hemp edible manufacturers permitted in the following zoning districts:
    - D, I-1, I-2, with all processing, handling, and storage indoors
- (D) Wholesale.
  - (1) Cannabis businesses licensed or endorsed for wholesale are permitted as a Conditional Use in the following zoning districts:

- D, I-1, I-2, H-C or C-C, with all storage indoors

(E) Cannabis Retail Business.

(1) Cannabis businesses licensed or endorsed for cannabis retail are permitted as a Conditional Use in the following zoning districts:

- I-1\*, I-2\*, H-C, C-C or D

\* Only when the principal use of the property is cannabis cultivation and/or manufacturing in accordance with a licensed cannabis Micro or Mezzo Business; retail may not exist as a principal use.

(F) Cannabis Transportation.

(1) Cannabis businesses licensed or endorsed for transportation are permitted as a Conditional Use in the following zoning districts:

- D, I-1, I-2, H-C or C-C

(G) Cannabis Delivery.

(1) Cannabis businesses licensed or endorsed for delivery are permitted as a Conditional Use in the following zoning districts:

- D, I-1, I-2, H-C or C-C

(H) Cannabis Testing Facility.

(1) Cannabis businesses licensed or endorsed as cannabis testing facilities are permitted as a Conditional Use in the following zoning districts:

- D, I-1 or I-2

Section 5. This ordinance takes full force and effect seven (7) days after its publication.

\_\_\_\_\_  
Patrick T. Baustian, Mayor

ATTEST: \_\_\_\_\_  
Jill Wolf, City Administrator

Planning Commission Public Hearing: April 7, 2025

Planning Commission Recommendation: April 7, 2025

Posted on Website: March 28, 2025

Introduced: April 8, 2025

Adopted:

Published:

Effective:

Staff Report

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**File #: 48**

**Agenda Date: 4/8/2025**

**Agenda #: J.3.**

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Proposed Ordinance, Fourth Series

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LUVERNE TO REGULATE CANNABIS BUSINESSES**

This proposed ordinance aims to regulate cannabis businesses within the City of Luverne, ensuring compliance with Minnesota Statutes and promoting public health, safety, and welfare. The ordinance is based on Minnesota Statutes, including M.S. § 342.13(c) for local government authority, M.S. § 342.22 for local registration and enforcement, M.S. § 152.0263 for public use restrictions, and M.S. § 462.357 for zoning ordinances. It requires cannabis retail businesses to register with the Office of the City Administrator before operating, with a civil penalty of up to \$2,000 for selling without valid registration. The application process includes detailed requirements such as owner information, business plans, proof of state licensing, and compliance with local zoning, fire, and building codes. Annual compliance checks and unannounced age verification checks are mandated, and violations can lead to suspension of registration, with a detailed process for notification and hearings. The ordinance also sets operational restrictions, including specific hours of operation and buffer requirements, such as a 1,000-foot buffer from other cannabis retail businesses. On-site consumption is regulated, with distinct rules for microbusinesses and lower-potency hemp edible retailers. Additionally, a license is required for organizing up to 12 temporary cannabis events per year, with specific application and operational requirements. The City of Luverne may also establish and operate one municipal cannabis retail business, subject to City Council approval. Public use of cannabis is generally prohibited unless allowed by a specific permit. This ordinance is designed to ensure that cannabis businesses operate within a structured and regulated framework, promoting safety and compliance with state laws.

City Administrator Recommendation: City Council Introduce and Adopt Ordinance No. 48, Fourth Series.

**PROPOSED ORDINANCE NO. 48, FOURTH SERIES**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LUVERNE  
TO REGULATE CANNABIS BUSINESSES**

THE CITY OF LUVERNE DOES HEREBY ORDAIN:

Section 1. That **Chapter 118 “CANNABIS BUSINESS REGULATIONS”** is hereby adopted as follows:

**118.01 Findings and Purpose**

The City makes the following legislative findings:

- (A) The purpose of this chapter is to implement the provisions of M.S. Ch. 342, which authorizes the City to protect the public health, safety, welfare of its residents by regulating cannabis businesses within the legal boundaries of the City.
- (B) The City finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

**118.02 Authority & Jurisdiction**

(A) The City has the authority to adopt this ordinance pursuant to:

- (1) M.S. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- (2) M.S. § 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- (3) M.S. § 152.0263, Subd. 5, regarding the use of cannabis in public places.
- (4) M.S. § 462.357, regarding the authority of a local authority to adopt zoning ordinances.

(B) This chapter shall be applicable to the legal boundaries of the City.



### **118.03 Severability**

- (A) If any section, clause, provision, or portion of this chapter is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected thereby.

### **118.04 Enforcement**

- (A) The Office of the City Administrator is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a petty misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

### **118.05 Definitions**

- (A) Unless otherwise noted in this Chapter, words and phrases contained in M.S. § 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
- (1) Cannabis Retail Businesses: A cannabis retailer location and the retail location(s) of mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
  - (2) Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
  - (3) Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a location outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
  - (4) Lower-potency Hemp Edible: As defined under M.S. § 342.01 subd. 50.
  - (5) Lower-potency Hemp Edible Retailer: A hemp business, as defined under M.S. § 342.01, subd. 34, licensed by the OCM for the sale of lower-potency hemp edibles.
  - (6) Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
  - (7) Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

- (8) Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under M.S. § 342.17.
- (9) Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
- (10) Recreational Facility: major structures such as aquatic centers, arenas, athletic fields and shelters located within lands under the ownership or control of the City of Luverne.
- (11) Residential Treatment Facility: As defined under M.S. § 245.462 subd. 23.
- (12) Retail Registration: An approved registration issued by the City to a state- licensed cannabis retail business.
- (13) School: A public school as defined under M.S. § 120A.05 or a nonpublic school that must meet the reporting requirements under M.S. § 120A.24.
- (14) State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.
- (15) Resident manager or agent: a person who, by reason of age, character, reputation and other attributes, could qualify individually as a licensee.
- (16) Resident means a bona fide resident who qualifies to vote and has a residence which, if owned by the manager or agent, could be homesteaded for real estate tax purposes.

#### **118.06           Registration of Cannabis Retail Businesses**

- (A) No individual or entity may operate a state-licensed cannabis retail business within the City without first registering with the Office of the City Administrator.
- (B) Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty not to exceed \$2,000 for each violation, as specified in the City's Fee Schedule.

#### **118.07           Pre-License Application Response to OCM Required**

- (A) Pursuant to M.S. § 342, within 30 days of receiving a copy of a state license application from OCM, the City shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

#### **118.08           Registration & Application Fees**

(A) Fees.

- (1) The City shall not charge an application fee.
- (2) A registration fee, as established in the City's fee schedule, shall be charged to applicants depending on the type of retail business license applied.
- (3) Any renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter.
- (4) A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

**118.09          Application Submittal.**

(A) The Office of the City Administrator shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of M.S. § 342.22 and this chapter.

- (1) An applicant for retail registration shall fill out an application form, as provided by the City. Said form shall include, but is not limited to:
  - (a) Full name of the property owner and applicant;
  - (b) Address, email address, and telephone number of the applicant;
  - (c) The address and parcel ID for the property which the retail registration is sought;
  - (d) Certification that the applicant complies with the requirements of this ordinance
  - (e) Full name, email address, and telephone number of the Resident Manager(s), if:
    1. the applicant is not a resident of the county;
    2. the applicant is made up of more than one individual, whether or not they are residents of the county; or
    3. the applicant is a corporation, partnership or association.
    4. The applicant or applicants shall appoint in writing an individual person who is a resident of the county as its manager or agent. The resident manager or agent shall, by the terms of the appointment take full responsibility for the conduct of the licensed premises; and serve as agent for service of notices and other process relating to the license.

(B) The applicant shall include with the form:

- (1) the registration fee as required in Section 118.08; and
- (2) a copy of a valid state license or written notice of OCM license preapproval; and

- (3) Certification of Compliance for Minnesota Workers' Compensation under M.S. § 176.182; and
  - (4) the name and address of the applicant, and all other owner(s);
  - (5) the name, home address, email, date of birth and telephone number of individuals who will actively manage the business for which the license is sought; and
  - (6) the location of the premises for which the license is sought, and the name of the owners, agents, lessee of the premises where the business is to be operated; and
  - (7) Include operational plan, organizational structure, environmental sustainability and mitigation plans, interior floor plans of the buildings, odor control systems and suitability of the building for the use proposed, site plan as to parking, traffic movement and aesthetics;
    - a. Include documentation of a state business license; and
    - b. Include information of any bankruptcy proceeding involving the owner(s); and
    - c. Include documentation of all necessary licenses from the State to operate a cannabis establishment; and
    - d. Be signed by the owner(s) of the business; and
  - (8) Evidence of adequate coverage by commercial liability insurance which shall meet the following minimum limits of liability:
    - a. \$1,500,000 each occurrence; and
    - b. \$3,000,000 general aggregate; and
    - c. \$3,000,000 products and completed operations aggregate.
- (C) Once an application is considered complete, the Office of the City Administrator shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.
- (D) The application fee shall be non-refundable once processed.

#### **118.10      Application Approval**

- (A) A state-licensed cannabis retail business application for registration shall not be approved or renewed if the applicant is unable to meet the requirements of this chapter. No application for registration shall be approved if such business would result in non-compliance.
- (B) A state-licensed cannabis retail business application that meets the requirements of this chapter shall be approved, provided that such approval shall not result in the City exceeding the maximum number of registered cannabis retail businesses as set forth in this chapter.

#### **118.11      Preliminary Inspection Prior to Retail Registration**

- (A) Prior to issuance of a cannabis retail business registration, the City shall conduct a preliminary inspection to ensure the cannabis retail business is in compliance with local ordinances.

### **118.12 Annual Compliance Checks**

- (A) The City shall complete at minimum one compliance check per calendar year of every cannabis retail business to assess if the business meets age verification requirements, as required under M.S. § 342.22 Subd. 4(b) and this chapter.
- (B) The City, or designee, shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.
- (C) Any failures under this section must be reported to the Office of Cannabis Management.

### **118.13 Location Change**

- (A) A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 118.09 if it seeks to move to a new location still within the legal boundaries of the City.

### **118.14 Renewal of Registration**

- (A) The City shall process renewals of the annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license, as long as the state-licensed cannabis retail business remains in compliance with all city ordinances.
- (B) A state-licensed cannabis retail business shall apply to renew registration on a form established by the City.
- (C) A cannabis retail registration issued under this ordinance shall not be transferred.

### **118.15 Renewal Fees**

- (A) The City shall charge a renewal fee for the registration starting at the second renewal, as established in the City's fee schedule.

### **118.16 Renewal Application**

- (A) The application for renewal of a retail registration shall include, but is not limited to:
  - (1) Items required under Section 118.09 of this chapter.
  - (2) A certification of the registrant's violation history covering the previous five-year period (violations related to cannabis related offenses, or violations of the Minnesota regulations governing the State License).

### **118.17 Violations and Suspension of Registration**

- (A) *When Suspension is Warranted.* The City may suspend a cannabis retail business's registration if it violates this chapter or poses an immediate threat to the health or safety of the public. The City shall immediately notify the cannabis retail business in writing of the grounds for the suspension.
- (B) *Notice.* Any person or registered cannabis retail business violating this chapter may be issued, either personally or by mail, a notice of violation by the City that sets forth the alleged violation, the penalties imposed under Section 118.18, and the timing for serving a suspension, if imposed, and that informs the alleged violator of the alleged violator's right to a hearing on the matter. The notice of violation shall provide notice that a hearing must be requested by the alleged violator within ten business days of the date of issuance of the notice of violation and that such hearing rights shall be waived by the alleged violator and terminated if a hearing is not requested in writing by the alleged violator and filed with the city clerk within the ten business day period. The notice of violation shall provide information on how and where a hearing may be requested, including a contact address and phone number for the city clerk.
- (C) *Notification to OCM.* Following the issuance of a notice of suspension of the registration of a registered retail business by the city clerk pursuant to this chapter, the city clerk shall immediately notify the OCM and provide the OCM a copy of the notice of suspension issued to the registered retail business. OCM will provide the City and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
- (D) *Timing of Suspension.* The city may hold a hearing pursuant to this chapter if timely requested by the alleged violator or stay such hearing pending a response from OCM if a suspension is to be imposed. If a hearing is timely requested and held and a suspension is imposed, the city clerk shall immediately notify the OCM and provide the OCM a copy of the city council's order of suspension issued to the registered retail business. A suspension shall not be imposed and served until notice to OCM and any determination by OCM. The OCM may order reinstatement of the retail registration or take other action authorized by law, up to and including revocation of the state license for the cannabis retail business or lower-potency hemp edible retailer. Failure by OCM to respond or to timely respond following notice from the city clerk to OCM as provided herein shall not prohibit or limit the city's enforcement action or subsequent enforcement actions.
- (E) *Length of Suspension.* The suspension of a cannabis retail business registration shall be for a period not to exceed 30 days, unless action by the OCM permits a longer suspension or permits of the retail registration for the business. The business may not make sales to customers if their registration is suspended.
- (F) *Reinstatement.* The City shall reinstate a registration if the City determines that the violation(s) have been resolved or if the OCM determines that the violation(s) have been resolved.

#### **118.18 Civil Penalties**

- (A) Subject to M.S. § 342.22, subd. 5(e) the City may impose a civil penalty, as specified in the City's Fee Schedule, for registration violations and violations of this chapter, not to exceed \$2,000.

#### **118.19 Subject To Investigation, Inspection And Audit**

- (A) All licenses are subject to the condition that the license premises may, without notice, be inspected for compliance with State and City laws and regulations. Office of the City Administrator investigators, Rock County Sheriff's investigators, air quality investigators, agents or other City designees have the right to enter the licensed premises for the purpose of investigation and inspection. Licensees shall not refuse such right to enter the premises to inspect or investigate the premises, facilities, qualifications of personnel, methods or operations, policies and purposes of any cannabis retail business and of any person proposing to engage in the operation of a cannabis retail business. An inspection of a facility may include, without limitation, investigation of standards for public safety and may be conducted jointly with State and other local government agencies, as well as law enforcement agencies.

#### **118.20 Limiting of Registrations**

- (A) The City shall not limit the number of cannabis retail businesses or cannabis businesses with a retail endorsement in the City.

#### **118.21 Minimum Buffer Requirements**

- (A) The City shall not issue a registration to a cannabis retail business that does not comply with the minimum buffer requirements as set forth in Section 153.200.
- (B) The City shall prohibit the operation of a cannabis retail business within 1,000 feet of the property boundaries of another cannabis retail business.

#### **118.22 Hours of Operation**

- (A) Cannabis retail businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products:
- Monday-Thursday: 10:00 a.m.- 9:00 p.m.
  - Friday-Saturday: 9:00 a.m.-10:00 p.m.
  - Sunday: 10:00 a.m.-9:00 p.m.

This restriction shall not apply to lower-potency hemp edible retailers.

### **118.23 Advertising**

(A) A cannabis retail business must comply with the requirements provided in this chapter, City Code, and any applicable state laws regarding signs and advertising.

### **118.24 Public Display Required**

(A) During all of the period of time for which a State License has been issued authorizing the operation of a cannabis retail business, the State License shall be posted and at all times be displayed in a conspicuous place in the facility where such business is carried on so that all persons visiting such place may readily see and read the same.

### **118.25 Duties of Licensee**

(A) It is the affirmative duty of each holder of a cannabis establishment license to strictly comply with all the applicable provisions of this Code and State statutes and regulations regulating cannabis establishments and, each holder of a cannabis establishment license must:

- (1) Maintain and conduct all activities upon the premises in a decent and respectful manner and shall not knowingly permit any conditions that could cause disorder, disturbances, excessive loitering, nuisances or other activities which endanger the health or safety of the patrons or disrupt the peace or order of the neighborhood;
- (2) Operate and maintain the cannabis establishment in a professional, orderly and dignified manner that is consistent with the positive image, quality, perception and appearance of the community;
- (3) Maintain at all times the outside premises of the cannabis establishment free from trash and other debris; and
- (4) Maintain adequate security to ensure compliance with the requirements of this chapter and any applicable state laws.

### **118.26 On-site Consumption**

(A) On-site Consumption within a Cannabis Microbusiness

(1) A cannabis microbusiness with an on-site consumption endorsement may permit on-site consumption of edible cannabis products and lower-potency hemp edibles if:

- (a) The portion of the premises in which on-site consumption is permitted must be definite and distinct from all other areas of the microbusiness and must be accessed through a distinct entrance.



(b) The edible cannabis products and lower-potency hemp edibles sold for on-site consumption comply with M.S. Ch. 342 and rules adopted pursuant to that chapter regarding the testing, packaging, and labeling of cannabinoid products.

(c) The edible cannabinoid products and lower-potency hemp edibles sold for on-site consumption are served in the required packaging but may be removed from the products' packaging by customers for consumption on site.

(d) Food and beverages may be prepared and sold on site provided that the cannabis microbusiness complies with all relevant state and local laws, the Code, licensing requirements, and zoning requirements.

(e) The display and consumption of any edible cannabis product or lower-potency hemp edible is not visible from outside of the licensed premises of the business.

(f) The cannabis microbusiness may offer recorded or live entertainment, provided that the cannabis microbusiness complies with all relevant state and local laws, ordinances, licensing requirements, and zoning requirements.

(2) A cannabis microbusiness with an on-site consumption endorsement may not:

(a) Sell an edible cannabis product or a lower-potency hemp edible to an individual who is under 21 years of age.

(b) Permit an individual who is under 21 years of age to enter the premises.

(c) Sell an edible cannabis product or a lower-potency hemp edible to a person who is visibly intoxicated.

(d) Sell or allow the sale or consumption of alcohol or tobacco on the premises.

(e) Sell products that are intended to be eaten or consumed as a drink, other than packaged and labeled edible cannabis products and lower-potency hemp edibles, that contain cannabis flower or hemp plant parts or are infused with cannabis concentrate, hemp concentrate, or artificially derived cannabinoids.

(f) Permit edible cannabis products or lower-potency hemp edibles sold in the portion of the area designated for on-site consumption to be removed from that area.

(g) Permit adult-use cannabis flower, adult-use cannabis products, hemp-derived consumer products, or tobacco to be consumed through smoking or a vaporized delivery method on the premises.

(h) Distribute or allow free samples of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.

(B) On-site Consumption within a Lower-potency Hemp Edible Retailer

(1) A lower-potency hemp edible retailer may permit on-site consumption of lower-potency hemp edibles if:

(a) The lower-potency hemp edible retailer has an on-site consumption endorsement issued by the OCM.

(b) The lower-potency hemp edible retailer holds an on-sale license issued under M.S.A. ch. 340A.

(c) Lower-potency hemp edibles that are intended to be consumed as a beverage are either served in their required packaging or outside of their packaging if the information that is required to be contained on the label of a lower-potency hemp edible is posted or otherwise displayed by the lower-potency hemp edible retailer.

(d) Lower-potency hemp edibles sold for on-site consumption, other than lower-potency hemp edibles that are intended to be consumed as a beverage, are served in the required packaging. The lower-potency hemp edible products may be removed from their packaging by customers and consumed on site.

(2) A lower-potency hemp edible retailer with an on-site consumption endorsement may not:

(a) Sell, give, furnish, or in any way procure for another lower-potency hemp edibles for the use of an obviously intoxicated person.

(b) Sell lower-potency hemp edibles that are designed or reasonably expected to be mixed with an alcoholic beverage.

- (c) Permit lower-potency hemp edibles that have been removed from the products' packaging to be removed from the premises of the lower-potency hemp edible retailer.

## **118.27 Prohibited Acts**

(A) It shall be a violation of this chapter for any cannabis retail business regulated under this chapter, except for lower-potency hemp edible retailers, to violate any provisions of M.S. Ch. 342 applicable to cannabis retail businesses, including, but not limited to the following:

- (1) To operate a state-licensed cannabis retail business within the corporate limits of the city or make any sale to a customer or patient without validly registering with the city.
- (2) To sell cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to a person who is visibly intoxicated.
- (3) To knowingly sell more cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products than a customer is legally permitted to possess.
- (4) To give away immature cannabis plants or seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.
- (5) To operate a drive-through window.
- (6) To allow for the dispensing of cannabis plants, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in vending machines.
- (7) To sell cannabis plants, cannabis flower, or cannabis products if the cannabis retailer knows that any required security or statewide monitoring systems are not operational.
- (8) To permit an individual under 21 years of age to enter the business premises other than entry by a person enrolled in the registry program as defined by M.S. § 342.01, subd. 59.
- (9) To sell or give cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to an individual under 21 years of age unless the individual is a person enrolled in the registry program as defined by M.S. § 342.01, subd. 59 and the cannabis business holds a medical cannabis retail endorsement.

(10) To sell or give cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products by any other means, to any other person, or in any other manner or form prohibited by state or other local law, ordinance, or other regulation.

(B) It shall be a violation of this chapter for any lower-potency hemp edible retailer to violate any provisions of M.S. Ch. 342 applicable to hemp businesses, including, but not limited to the following:

(1) To operate a state-licensed lower-potency hemp edible retail business within the corporate limits of the city or make any sale to a customer or patient without validly registering with the city.

(2) To knowingly sell more lower-potency hemp edibles or hemp-derived consumer products than a customer is legally permitted to possess.

(3) To sell lower-potency hemp edibles to individuals who are under 21 years of age.

(4) To sell lower-potency hemp edibles to a person who is visibly intoxicated.

(5) To sell cannabis flower, cannabis products, or hemp-derived consumer products.

(6) To allow for the dispensing of lower-potency hemp edibles in vending machines.

(7) To distribute or allow free samples of lower-potency hemp edibles, except when the business is licensed by the OCM to permit on-site consumption and samples are consumed within its licensed premises.

(8) To sell or give cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products by any other means, to any other person, or in any other manner or form prohibited by state or other local law, ordinance, or other regulation.

## **118.28 License or Permit Required for Temporary Cannabis Events**

### **(A) License Required**

(1) A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four consecutive days.

(2) A license or permit is required to be issued and approved by the City prior to holding a Temporary Cannabis Event.

### **(B) Registration & Application Fee**

- (1) A fee, as established in the City's fee schedule, shall be charged to applicants for Temporary Cannabis Events and shall be an amount equal to half of the initial license fee for a cannabis event organizer license under M.S. § 342.11, as may be amended from time to time.

(C) Application Submittal & Review.

- (1) The City shall require an application for Temporary Cannabis Events.

- (2) An applicant for a Temporary Cannabis Event shall fill out an application form, as provided by the City, no less than 60 days from the event's first day. Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. No license under this chapter shall be granted for operation on any premises upon which taxes, assessments or installments thereof, or other financial claims of the city, are owed and are delinquent and unpaid.
- iv. Location of the event;
- v. Dates and times of the Event including setup and tear down.
- vi. Description of the Event sufficient for review of the security, traffic, sanitation, and sanitary needs of the event.
- vii. Whether food is to be served, by whom, and whether other vendors or providers are intended sufficient to ensure proper licensure of those vendors or providers and sufficient utility services, sanitation, and traffic controls are available.
- viii. Whether the event will include any amplification of sounds, voices, or music.
- ix. Whether the event is to be advertised and if so the scope of advertising, with information sufficient to allow planning for crowd control and security.
- x. A detailed map of the event layout.
- xi. A certificate of insurance evidencing a valid liability policy providing minimum coverage of \$1,000,000.00 combined single limit per occurrence, which certificate(s) must state that no cancellation of such policy may be effective except upon 30 days' written notice to the City.

- (3) The applicant shall include with the form:

- i. the fee as required in Section 118.28(B);
- ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

- (4) The application shall be submitted to the Office of the City Administrator or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

(5) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.

(D) The application fee shall be non-refundable once processed.

(E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

(1) City Requirements

- i. Temporary cannabis events shall only be held between the hours of 10:00 a.m. and 9:00 p.m.
- ii. No more than 12 total Temporary Cannabis Events per calendar year within the City of Luverne.
- iii. Consumption of alcohol or tobacco shall not be allowed at the Temporary Cannabis Event.
- iv. No consumption of cannabis shall be allowed on the premises of the Temporary Cannabis Event.
- v. The City shall not issue a Temporary Cannabis Event License to a cannabis business or cannabis event organizer if the proposed event location does not comply with the minimum buffer requirements as set forth in Section 153.200.

A request for a Temporary Cannabis Event that does not meet the requirements of this Section or is found to endanger the public safety or health shall be denied. The City shall notify the applicant of the standards not met and basis for denial.

**118.29 City of Luverne as a Cannabis Retailer**

(A) The City may establish, own, and operate one municipal cannabis retail business subject to approval of the City Council.

**118.30 Use in Public Places**

(A) Unless allowed by permit under Section 118.28, no person shall use cannabis flower or cannabis products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

(B) Any person found to be in violation of this section shall be guilty of a petty misdemeanor.

SEC. 2. This ordinance takes full force and effect seven (7) days after its publication.

\_\_\_\_\_  
Patrick T. Baustian, Mayor

ATTEST: \_\_\_\_\_  
Jill Wolf, City Administrator

Posted on Website: March 28, 2025

Introduced: April 8, 2025

Adopted:

Published:

Effective:

Staff Report

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**File #:** 2025-111

**Agenda Date:** 4/8/2025

**Agenda #:** K.1.

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Private Use of Public Right-of-Way Request for the Luverne Area Chamber on June 8, 2025 at the Luverne City Park

Jane Lanphere has submitted an application to host Woofstock at the City Park on Sunday, June 8 from 3:30 p.m. to 7:00 p.m. This event, for dogs and their owners, will include vendors, food trucks, educational events, and a doggie parade. They will require all dogs to be leashed and will police the area for dog poop.

City Administrator Recommendation: City Council Approve Private Use of Public Right-of-Way Request for the Luverne Area Chamber on June 8, 2025 at the Luverne City Park.





## Private Use of Public Right-Of-Way Request

(street, sidewalk, parking lot,  
boulevard)

**\$30.00 Fee**

### Applicant & Request Information

**Applicant Full Name \*** Jane Lanphere

**Organization Name, if applicable** Luverne Area Chamber & CVB

**Contact Phone Number \*** 507-283-4061

**Contact Email \*** [lanphere@luvernechamber.com](mailto:lanphere@luvernechamber.com)

**Applicant Address \***

Street Address	
213 East Luverne Street	
Address Line 2	
City	State / Province / Region
Luverne	MN
Postal / Zip Code	Country
56156	United States

**Public Property Requested \*** East side of the Luverne City Park and use of the perimeter for parking.

**Describe in detail the exact location and nature of the private use. \*** We request permission to host an event for dogs and their owners at the City Park on Sunday, June 8th from 3:30 pm until 7 pm. (Set up and take down will occur prior and after.) We will have dog-product vendors, food trucks and will offer special small educational events for people to enjoy. It will be open to the public free of charge. We will require all dogs to be leashed and will police the area for dog poop.

<b>Attach document(s) for additional explanation of location</b>	Woofstock Map.pdf Map, drawing, etc...	259.51KB
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**Date(s) and period(s) of time you are requesting the use \*** Sunday, June 8, 2025  
Set up around noon-1 pm  
Event from 3:30 pm to 7 pm  
Doggie blessing & parade starts at 5 pm  
We will clean up and be out of the park at approximately 8 pm  
Please include details such as, set up time, start of event, end of event, clean-up, etc...

**What are your insurance liability limits? \*** \$2,000,000 million aggregate; this policy is for Woofstock only; no other events included  
Minimum Required: \$1,000,000 in general liability, City name as an additional insured

**What is your insurance basis? \*** Occurrence

## Insurance Agent Information

**Name \*** Buffalo Ridge Insurance

**Address \***  
Street Address  
PO Box 596  
Address Line 2  
808 South Kniss Avenue  
City Luverne State / Province / Region MN  
Postal / Zip Code 56156 Country United States

**Phone Number \*** (507) 283-2381

**Certificate of Insurance \*** Certificate of insurance for the dates of the event, listing the City of Luverne as additional insured.  
2025 Woofstock Insurance Binder.pdf 91.46KB

## Terms & Conditions

I hereby certify that all the foregoing statements are true and accurate to the best of my knowledge. I am making this application in accordance with City Code, Section 151.09, Subdivision 1. I understand that, prior to the granting of this permission by the City, I will be required to furnish proof of insurance and that I will hold the City harmless including costs of defense from any and all claims or causes of action resulting from this application and its use, if granted.

I further understand that the City may charge a fee for the use of the public property. In no event will I acquire any rights, title or interest in the public property whatsoever and the City may cancel my use of the property at any time, with or without prior notice to me.

## Release and Indemnity From all Claims

This release made by the authorized undersigned individual, member or officer or the above named organization or individual to the City of Luverne, a municipal corporation, of the County of Rock, State of Minnesota.

In consideration of permission granted to the undersigned, by the City of Luverne, to have said City close the public property described above.

To all pedestrian and vehicular traffic on the date(s) mentioned above, I/we hereby and forever release, discharge, and hold harmless the City of Luverne, its agents and employees, its successors and assigns from all actions, causes of action, damages, claims, debts, or demands whatsoever, which we now have or may hereafter have, in any way involving said closing. I/We further agree to forever indemnify the City of Luverne, its agents and employees, its

successors and assigns from all actions, causes of actions, damages, claims, debts, or demands whatsoever, which may be brought by third parties in any way involving said closing. In connection therewith, I/we further agree to obtain liability insurance to provide coverage against any and all actions, causes of actions, damages, claims or demands which may be brought by any party which involves in any way said closing, and to provide the City of Luverne with proof of said liability insurance coverage. I/We also agree to provide a fire lane of a width sufficient to accommodate fire and other emergency vehicles and equipment over and across said closed sidewalks and/or streets.

I/We, the undersigned, have read this release and understand all of its terms. I/We execute it voluntarily on behalf of the above-named individual or organization/business and with full knowledge of its significance.

In witness whereof, I/we, the undersigned, have executed this release at the place and on the day and year appearing after each of our signatures.

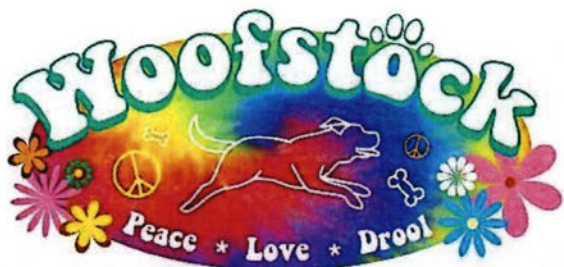
Signature \*

A rectangular box containing a handwritten signature in cursive script that reads "Jane Lanphere".

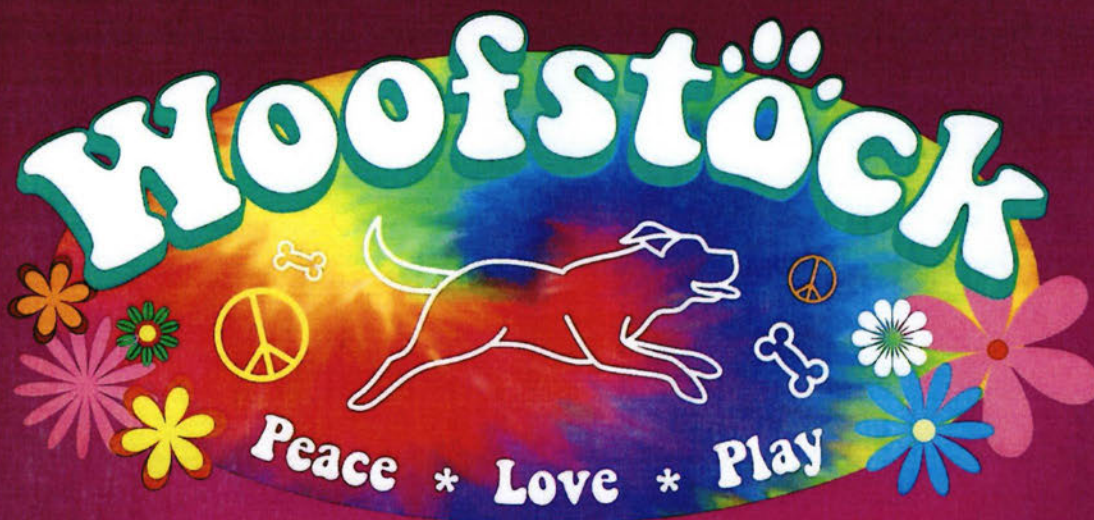
Date \*

3/25/2025









**SUNDAY....JUNE 8, 2025**  
**3:30 PM TO 6:30 PM**  
**LIVERNE CITY PARK**

**FREE DOG FRIENDLY FUN FOR ONE AND ALL!**

**Food Trucks**

**Dog Training**

**Dog Demonstrations**

**Dog Apparel**

**Doggie Bling**

**Dog Equipment**

**Free Temp Tattoos**

**Games & Prizes**

**Dog Licenses**

**Doggie Gift Bag**

**Microchipping**

**Music by Cody C**

**5:00 pm—BLESSING OF THE DOGS**

**5:15 pm—DOGGIE PARADE**



**Sponsored by the Luverne Dog Park Task Force**  
**507.283.4061 for Additional Information**