

Announcement of Meeting
Economic Development Authority
Regular Meeting Agenda

Monday, February 9, 2026

8:00 AM

Council Chambers

A. OATH OF OFFICE

Quinn Buss - Term to Expire January 2031

B. CALL TO ORDER - ROLL CALL

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

C. APPROVAL OF MINUTES OF PRECEDING MEETING

1. Approval of LEDA Regular Meeting Minutes - 01 12 2026

Attachments: [01 12 2026 LEDA Minutes](#)

D. BILLS AND COMMUNICATIONS

1. Approval of Regular Department Payment Report - 01 2026

Attachments: [Dept Payment Report - 01 2026](#)

2. Approval of Financial Report - 01 2026

Attachments: [Financial Summary - 01 2026](#)

E. DIRECTOR'S REPORTS & DISCUSSION

Economic Development Association of Minnesota (EDAM) Announces 2026 Excellence in Economic Development Award Winners

Winners of the Excellence in Economic Development Awards were announced on January 22, 2026 as part of EDAM's annual Winter Conference. The City of Luverne, in partnership with Kids Rock! Child Care Center, has been selected as a winner of the Innovation Award as part of the Excellence in Economic Development Awards.

These awards recognize projects and professionals in the economic development industry who have gone above and beyond or overcome significant challenges in the past year. The awards are presented annually to highlight outstanding projects, initiatives, and leadership that demonstrate innovation, community impact, and effective problem-solving. The Innovation Award specifically recognizes a creative solution to an economic development challenge and may be awarded to a community, county, organization, individual,

or collaborative team.

The Greater Minnesota Innovation Award was awarded to the City of Luverne and Kids Rock! Child Care Center in recognition of our collaborative efforts to address critical workforce and childcare challenges through innovative, community-driven solutions. This recognition reflects the strength of our partnerships, the leadership demonstrated by the City and Kids Rock! throughout the project, and the measurable impact on economic development and quality of life in our community. It also brings positive statewide visibility to Luverne and reinforces the importance of investing in childcare as essential for economic growth.

Here is the link to the Awards Page:

<https://www.edam.org/EDAM/EDAM/About/Awards/Awards.aspx>

Here is the link to the You Tube Video for the Innovation Award Project:

<https://www.youtube.com/watch?v=2Q4xyAUKOBs>

As part of the Conference, Sammons and McClure were also speakers along with First Children's Finance and ISG for a facilitated panel discussion about how the community took action to address a critical infrastructure need for community growth and business attraction. Together, the panelists highlighted how collaboration, creativity, and community engagement turned an urgent need into a lasting economic investment in Luverne's future. The discussion began with a recap of the community engagement process that began in 2017 and involved a number of community meetings to include elected officials, local businesses, current providers, and parents alike. The urgency came from parents when local family childcare providers announced they were closing and other providers were nearing retirement. Additionally, the number of family child care providers was steadily declining year after year. With limited availability, especially for infant slots, many parents were left with no options. After the community meetings, it was identified that the lack of childcare was negatively affecting many local businesses ability to attract and retain talent. The COVID period further proved that childcare is essential to workforce development. While Rock County has proudly been served exclusively by wonderful in-home family child care providers, there are simply not enough of them. Many working parents also expressed the desire for center-based care to accommodate different needs such as extended hours and consistent care over the summer, holidays, and school breaks. Making the connection between childcare and economic development, local leaders viewed childcare as essential to community growth. Furthermore, parents wanted options and a healthy community would offer both.

After securing the \$2.6 million dollar federal grant, the community went to work on fundraising another \$1 million dollars. Of particular interest to the attendees was how the community raised over \$1 million dollars. Sammons shared that businesses contributed over 60% of all dollars raised and noted the following contributions:

32 business donors accounted for \$756,000
37+ individual donations - \$150,000
2 Philanthropist - \$325,000
2 Foundations - \$99,000
3 Churches - \$22,500
3 Clubs/organizations \$10,000

The panel shared the funding structure for the project and the details about the ownership and management of the operations. Kids Rock! is the license holder and the center opened in June 2025. Attendance has steadily been increasing each month since opening. About 97 children attend per week in January and the center employs 33 people (PT and FT). Results from a recent Family Impact Survey were also shared to understand how the center's opening is impacting families, businesses, and the community:

Reliability for Employers:

-The #1 challenge families faced before Kids Rock! was a "Lack of availability and reliability" (55%). By offering different options for working parents, the center has directly reduced last-minute work disruptions for many families and improved work-life balance for others.

-78% of parents say Kids Rock! allows them to work full time.

Peace of Mind:

-9 out of 10 parents report significantly lower stress levels since joining the Kids Rock! family.

Consistency:

-81% reported "Improved reliability and consistency of childcare, which is vital for long-term family stability."

Child Development:

-74% noted a direct improvement in their child's routine and well-being.

Stress Reduction:

-89% of respondents reported "Reduced stress related to childcare."

This data confirms that Kids Rock! is not only a childcare provider but a vital driver of Luverne's workforce stability and community appeal.

Attachments: [EDAM 2026 ExcellenceInEconomicDevelopmentAward](#)

E. BUSINESS

1. Motion to Approve Resolution #3-2026 "A RESOLUTION BY THE LUYERNE ECONOMIC DEVELOPMENT AUTHORITY ADOPTING A DATA PRACTICES POLICY AND APPOINTING A RESPONSIBLE AUTHORITY AND COMPLIANCE OFFICIAL"

Attachments: [Resolution #3-2026 Adopt Data Practices Policy - 202](#)

G. ADJOURNMENT

A motion to adjourn would be in order.

Staff Report

File #: 2025-407

Agenda Date: 2/9/2026

Agenda #: 1.

Approval of LEDA Regular Meeting Minutes - 01 12 2026



Announcement of Meeting
Economic Development Authority
Regular Meeting Minutes

305 E. Luverne St.
Luverne, MN 56156
www.cityofluverne.org

Monday, January 12, 2026

8:00 AM

Council Chambers

A. CALL TO ORDER - ROLL CALL

- Present Patrick Baustian, Tara Zewiske, and Kevin Aaker
Excused Ryan DeBates, and Sherri Thompson

A Regular Meeting of the Luverne Economic Development Authority was held in the Council Chambers, commencing at 8:00 AM.

Additional attendees include: City Administrator Jill Wolf, EDA Director Holly Sammons, Star Herald Editor Lori Sorenson.

B. APPROVAL OF MINUTES OF PRECEDING MEETING

- 1. Approval of LEDA Regular Meeting Minutes - 12 08 2025

A motion was made by Aaker, seconded by Zewiske, that these LEDA Minutes be approved. The motion carried by the following vote:

Aye: Baustian, Zewiske, and Aaker

C. BILLS AND COMMUNICATIONS

- 1. Approval of Regular Department Payment Report - 12 2025

A motion was made by Zewiske, seconded by Aaker, that this LEDA Regular Department Payment Report be approved. The motion carried by the following vote:

Aye: Baustian, Zewiske, and Aaker

- 2. Approval of Financial Report - 12 2025

A motion was made by Aaker, seconded by Zewiske, that this LEDA Financial Report be approved. The motion carried by the following vote:

Aye: Baustian, Zewiske, and Aaker

D. DIRECTOR'S REPORTS & DISCUSSION

E. BUSINESS

1. Motion to Approve Resolution #1-2026 "A RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY TO DESIGNATE OFFICIAL DEPOSITORIES OF LUYERNE ECONOMIC DEVELOPMENT AUTHORITY FUNDS"

A motion was made by Aaker, seconded by Zewiske, that this LEDA Resolution be approved. The motion carried by the following vote:

Aye: Baustian, Zewiske, and Aaker

2. Motion to Approve Resolution #2-2026 "A RESOLUTION DESIGNATING THE ROCK COUNTY STAR HERALD AS THE OFFICIAL NEWSPAPER FOR THE LUYERNE ECONOMIC DEVELOPMENT AUTHORITY"

A motion was made by Zewiske, seconded by Aaker, that this LEDA Resolution be approved. The motion carried by the following vote:

Aye: Baustian, Zewiske, and Aaker

3. Motion to Approve Facade Improvement Application for Anthony Graphenteen for Project at 419 E. Main St.

Anthony Graphenteen has submitted an application for a facade improvement project at 419 E. Main St. as proposed in the attached design.

The proposed scope of work includes labor and materials for replacement of the front facade, doors, and windows; replacement of the side door and installation of garage doors on the east side of the building; exterior painting; electrical work for soffit lighting and signage; installation of new signage; and new gutters. The total project cost is \$24,532. Graphenteen is applying for a grant in the amount of \$8,587 and choosing to forgo the loan option. Graphenteen has met all of the requirements for this application.

A motion was made by Zewiske, seconded by Aaker, that this LEDA Business be approved. The motion carried by the following vote:

Aye: Baustian, Zewiske, and Aaker

4. Motion to Approve Facade Improvement Application for Mike & Wanda Jarchow for Project at 310 W. Main St

Mike & Wanda Jarchow have submitted an application for a facade improvement project at 310 W. Main St. as proposed in the attached design.

The scope of work includes: demolish existing facade and frame up new facade around entrances; demo existing brick on north east side and repair broken framing, sheet and repair wall; demo existing upper facade and build new roof cap; install steel roofing; install and paint new siding; electrical work for exterior lighting; and signage. The total project cost is \$44,529. Jarchow is applying for a grant in the amount of \$15,585 and choosing to forgo the loan option. Jarchow has met all of the requirements for this application.

A motion was made by Aaker, seconded by Zewiske, that this LEDA Business be approved. The motion carried by the following vote:

Aye: Baustian, Zewiske, and Aaker

- 5. Motion to Approve Commercial Demolition Grant Request - Anthony Graphenteen Et Al, 501 West Edgehill St

Anthony Graphenteen Et Al has submitted an application for the Commercial Demolition Grant Program for property at 501 W. Edgehill St. Graphenteen would like to remove the blighted, dilapidated, and substandard structure. EMV is \$29,000 (\$20,000 Land, \$9,000 Building). Annual taxes are \$524. This project reaches the goal of eliminating blight, improving property maintenance, promoting public health and safety, or encouraging economic development. Graphenteen has submitted proper paperwork and meets all the requirements for a Commercial demolition grant for \$5000.

A motion was made by Zewiske, seconded by Aaker, that this LEDA Business be approved. The motion carried by the following vote:

Aye: Baustian, Zewiske, and Aaker

F. ADJOURNMENT

A motion was made by Aaker, seconded by Baustian, that this meeting be adjourned. The motion carried by the following vote:

Aye: Baustian, Zewiske, and Aaker

Patrick T. Baustian, President

Holly J. Sammons, EDA Director



Luverne, MN

305 E. Luverne St.
Luverne, MN 56156
www.cityofluverne.org

Staff Report

File #: 2025-363

Agenda Date: 2/9/2026

Agenda #: 1.

Approval of Regular Department Payment Report - 01 2026

Payment Dates 1/7/2026 - 2/4/2026

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
Fund: 650 - EDA GENERAL OPERATIONS					
Elan Financial Services	01/22/2026	12/12/2025	EDA Ad	650-46515-3349	15.00
Elan Financial Services	01/22/2026	12/13/2025	EDA Ad	650-46515-3349	4.17
Elan Financial Services	01/22/2026	12/14/2025	EDA Ad	650-46515-3349	7.00
Elan Financial Services	01/22/2026	12/16/2025	EDA Ad	650-46515-3349	7.00
Elan Financial Services	01/22/2026	12/22/2025	Redord Deed - LEDA to Holman	650-46515-3471	68.97
Rock County Land Records	01/21/2026	12/31/2025	Recording/Plat Filing Fees - Ev...	650-46515-3471	166.00
Rock County Land Records	01/21/2026	12/31/2025	Recording/Plat Filing Fees - M...	650-46515-3471	196.00
Luverne Area Chamber	01/07/2026	01/01/2026	2026 Member Dues EDA	650-46515-3491	300.00
Environmental Systems Resea...	01/07/2026	01/01/2026	ArcGIS Licenses x 7	650-46515-3497	197.50
L.I.F.T.	01/07/2026	01/01/2026	Yearly Payment	650-46515-3506	7,000.00
Blue Cross Blue Shield of Min...	01/31/2026	01/02/2026	Employee Health Insurance	650-21226	285.66
Luverne City of	01/21/2026	01/09/2026	Interdepartmental Bills - Dec...	650-46515-3386	31.30
Luverne City of	01/21/2026	01/09/2026	Interdepartmental Bills - Dec...	650-46515-3386	64.57
Luverne City of	01/21/2026	01/09/2026	Interdepartmental Bills - Dec...	650-46515-3389	47.25
Luverne City of	01/21/2026	01/09/2026	Interdepartmental Bills - Dec...	650-46515-3389	30.75
Verizon	01/22/2026	01/10/2026	Holly Sammons	650-46515-3321	50.49
Blue Mound Digital	01/28/2026	01/22/2026	2026 Digital Screen AD	650-46515-3349	3,000.00
Sammons, Holly	01/28/2026	01/23/2026	Travel - EDAM Conference	650-46515-3331	295.80
Fund 650 - EDA GENERAL OPERATIONS Total:					11,767.46
Fund: 657 - MANFRED HEIGHTS SUBD					
DGR Engineering	01/28/2026	12/31/2025	Manfred Heights Block 3 Lot 1...	657-46320-3303	2,422.00
Fund 657 - MANFRED HEIGHTS SUBD Total:					2,422.00
Grand Total:					14,189.46

Report Summary

Fund Summary

Fund	Payment Amount
650 - EDA GENERAL OPERATIONS	11,767.46
657 - MANFRED HEIGHTS SUBD	<u>2,422.00</u>
Grand Total:	14,189.46

Account Summary

Account Number	Account Name	Payment Amount
650-21226	EDA Health Insurance	285.66
650-46515-3321	Telephone Charges	50.49
650-46515-3331	Travel, Meals, Lodging &...	295.80
650-46515-3349	Advertising	3,033.17
650-46515-3386	Storm Sewer Utilities	95.87
650-46515-3389	Miscellaneous Utilities	78.00
650-46515-3471	Abstracts, Recording fee,...	430.97
650-46515-3491	Dues & Subscriptions	300.00
650-46515-3497	Licenses & Taxes	197.50
650-46515-3506	LIFT Comm Dev Assistan...	7,000.00
657-46320-3303	Engineering Services	<u>2,422.00</u>
Grand Total:		14,189.46

Project Account Summary

Project Account Key	Payment Amount
None	<u>14,189.46</u>
Grand Total:	14,189.46

Staff Report

File #: 2025-364

Agenda Date: 2/9/2026

Agenda #: 2.

Approval of Financial Report - 01 2026

EDA Financial Summary for:
January 31, 2026

Preliminary

Account Number:	General Operation 650 2026	General Operations 650	Veterans & Evergreen Addn Lots 653	Sybesma Subd Lots 654	Industrial Park 656	Manfred Heights Subd 657	Uithoven Lots 658	CWG/TCI Bldg Operating 663	Minnwest TIF #17 670	Econ Dev Revolv Loan 680	Downtown SCDP Grant 681	RBEG Revolving Loan 683	SCDP Local Income 685	CDAP 13-0112-0-FY14 686	TOTAL ALL EDA OPERATIONS
11110 Cash in Bank		352,399.29	80,713.77	13,925.06	266,711.22	152,663.47	228,115.14	251,168.68	3,573.77	44,842.08	-	166,471.71	236,107.52	-	1,796,691.71
11111 Cash-Replacement Reserve		-	-	-	-	-	-	6,758.36	-	-	-	-	-	-	6,758.36
11801 Lease Receivables		-	-	-	-	-	-	40,062.00	-	-	-	-	-	-	40,062.00
12320 Investment Interest Receivable		234.85	24.92	4.10	390.66	44.39	18.06	425.02	4.31	40.00	-	172.34	201.45	-	1,560.10
12322 Loan Interest Receivable		(19.52)	-	-	-	-	-	-	-	(20.44)	-	-	-	-	(39.96)
12611 Accounts Receivable		922.88	-	-	-	-	-	-	-	1,086.15	-	499.98	-	-	2,509.01
12687 Program Income Loan-Rock Manor		-	-	-	-	-	-	-	-	-	10,000.00	-	-	-	10,000.00
12742 Rock River Apothecary RBEG Loan		-	-	-	-	-	-	-	-	-	-	4,666.68	-	-	4,666.68
12743 Luverne Counseling RBEG Loan		-	-	-	-	-	-	-	-	-	-	-	-	-	-
12744 Big Top Tent RBEG Loan		-	-	-	-	-	-	-	-	-	-	250.19	-	-	250.19
12745 Opitz RBEG		-	-	-	-	-	-	-	-	-	-	500.18	-	-	500.18
12746 V & D Properties RBEG Loan		-	-	-	-	-	-	-	-	-	-	1,166.82	-	-	1,166.82
12747 Novo Aesthetics RBEG Loan		-	-	-	-	-	-	-	-	-	-	1,166.82	-	-	1,166.82
12748 Swenson Scrapping RBEG Loan		-	-	-	-	-	-	-	-	-	-	1,500.14	-	-	1,500.14
12756 Opitz Prop Gap Loan		4,968.81	-	-	-	-	-	-	-	-	-	-	-	-	4,968.81
12762 Schomacker GAP Loan		13,797.53	-	-	-	-	-	-	-	-	-	-	-	-	13,797.53
12763 ATLAS GAP Loan		13,797.88	-	-	-	-	-	-	-	-	-	-	-	-	13,797.88
12764 Big Top Tent GAP Loan		13,797.53	-	-	-	-	-	-	-	-	-	-	-	-	13,797.53
12834 Ben Franklin Lodge Façade Loan		-	-	-	-	-	-	-	-	1,610.43	-	-	-	-	1,610.43
12836 Loan Rec - Cleveringa Construction		-	-	-	-	-	53,131.96	-	-	-	-	-	-	-	53,131.96
12836 Prairie Water Solutions LLC Façade Loan		-	-	-	-	-	-	-	-	15,134.24	-	-	-	-	15,134.24
12847 Arcade Building Façade Impr Loan		-	-	-	-	-	-	-	-	17,957.04	-	-	-	-	17,957.04
12854 Mike Cox Façade Impr Loan		-	-	-	-	-	-	-	-	-	-	-	-	-	-
12856 Luverne Counseling Façade Loan		-	-	-	-	-	-	-	-	6,014.53	-	-	-	-	6,014.53
16110 Land		-	27,055.54	6,624.45	476,045.32	93,750.00	92,954.00	20,680.00	-	-	-	-	-	-	717,109.31
16210 Buildings		-	-	-	-	-	-	2,502,564.71	-	-	-	-	-	-	2,502,564.71
16290 Accum Deprec - Bldgs		-	-	-	-	-	-	(1,812,060.45)	-	-	-	-	-	-	(1,812,060.45)
16310 Improvements		-	-	-	-	-	-	21,891.11	-	-	-	-	-	-	21,891.11
16390 Accum Deprec - Impr		-	-	-	-	-	-	(21,891.11)	-	-	-	-	-	-	(21,891.11)
16410 Machinery & Equipment		-	-	-	-	-	-	5,835.38	-	-	-	-	-	-	5,835.38
16490 Accum Deprec - Mach & Eq		-	-	-	-	-	-	(5,835.38)	-	-	-	-	-	-	(5,835.38)
Total Assets:		399,899.25	107,794.23	20,553.61	743,147.20	246,457.86	374,219.16	1,009,598.32	3,578.08	86,664.03	10,000.00	176,394.86	236,308.97	-	3,414,615.57
21120 Accounts Payable		10,355.78	-	-	-	-	-	-	-	-	-	-	-	-	10,355.78
Equity:															
26130 Contributions from Rock County		-	-	-	-	-	-	10,680.00	-	-	-	-	-	-	10,680.00
26150 Contributions from Others		-	-	-	-	-	-	500,000.00	-	-	-	-	-	-	877,852.51
26503 Reserved for Debt Service		-	107,794.23	20,553.61	-	(131,394.65)	-	494,972.54	3,578.08	86,542.00	-	-	-	-	582,045.81
26508 Reserved for Econ Devel		205,671.58	-	-	743,147.20	-	-	-	-	-	10,000.00	176,394.86	236,308.97	-	1,371,522.61
26609 Committed for Lot Development		-	-	-	-	-	374,219.16	-	-	-	-	-	-	-	374,219.16
26711 Revenue Control		215,528.67	-	-	-	-	-	10,000.00	-	122.03	-	-	-	-	225,650.70
26721 Expense Control		(31,657.39)	-	-	-	-	-	(6,054.22)	-	-	-	-	-	-	(37,711.61)
Total Liabilities & Equity		399,899.25	107,794.23	20,553.61	743,147.20	246,457.86	374,219.16	1,009,598.32	3,578.08	86,664.03	10,000.00	176,394.86	236,308.97	-	3,414,615.57

EDA Financial Summary for:
January 31, 2026

Preliminary

Account Number:	General Operation 650 2026	General Operations 650	Veterans & Evergreen Addn Lots 653	Sybesma Subd Lots 654	Industrial Park 656	Manfred Heights Subd 657	Uithoven Lots 658	CWG/TCI Bldg Operating 663	Minnwest TIF #17 670	Econ Dev Revolv Loan 680	Downtown SCDP Grant 681	RBEG Revolving Loan 683	SCDP Local Income 685	CDAP 13-0112-0-FY14 686	TOTAL ALL EDA OPERATIONS
31110 Current Ad Valorem Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
31120 Delinquent Ad Valorem Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
31166 Tax Increments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
32213 Historic Facade Application Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34403 Community Garden Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36211 Interest Earnings - Regular	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36212 Interest on RBEG Loans	-	78.67	-	-	-	-	-	-	-	122.03	-	-	-	-	200.70
36217 Interest on Loans	1,206.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36305 Rental Income	-	-	-	-	-	-	-	10,000.00	-	-	-	-	-	-	10,000.00
36599 Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
37810 Lot Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
38300 Property Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
39231 Transfer in for Local Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
39304 Contribution from Primary Government	215,450.00	215,450.00	-	-	-	-	-	-	-	-	-	-	-	-	215,450.00
39997 Contribution from Primary Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	219,656.00	215,528.67	-	-	-	-	-	10,000.00	-	122.03	-	-	-	-	225,650.70
1101 Full-Time Employees	97,371.00	14,737.96	-	-	-	-	-	-	-	-	-	-	-	-	14,737.96
1112 Longevity Pay	-	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
1121 PERA	7,303.00	1,105.34	-	-	-	-	-	-	-	-	-	-	-	-	1,105.34
1122 FICA	-	7,887.00	-	-	-	-	-	-	-	-	-	-	-	-	1,018.48
1131 Health Insurance	21,900.00	1,901.02	-	-	-	-	-	-	-	-	-	-	-	-	1,901.02
1133 Health Insurance - H S A	-	3,750.00	-	-	-	-	-	-	-	-	-	-	-	-	1,875.00
1135 Life Insurance	50.00	1.93	-	-	-	-	-	-	-	-	-	-	-	-	1.93
1151 Worker's Comp Insurance Premium	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2209 Misc Office Supplies	400.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2223 Building Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2261 General Supplies	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3303 Engineering Fees	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3304 Legal Fees	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3307 Management/Reporting Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3312 Contractual Services	15,995.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3321 Telephone	1,500.00	50.49	-	-	-	-	-	-	-	-	-	-	-	-	50.49
3322 Postage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3331 Travel, Meals, Lodging & Training	3,000.00	295.80	-	-	-	-	-	-	-	-	-	-	-	-	295.80
3349 Miscellaneous Advertising	20,000.00	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	3,000.00
3351 Publishing & Printing	3,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3361 General Liability Insurance	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3381 Electric Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3386 Storm Sewer Utilities	1,300.00	95.87	-	-	-	-	-	-	-	-	-	-	-	-	95.87
3389 Miscellaneous Utilities	1,300.00	78.00	-	-	-	-	-	-	-	-	-	-	-	-	78.00
3421 Depreciation Expense	-	-	-	-	-	-	-	6,054.22	-	-	-	-	-	-	6,054.22
3447 Community Garden Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3471 Abstracts, Deed Tax, Etc	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3484 Demolition - Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3486 Demolition - Residential	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3491 Dues & Subscriptions	1,000.00	300.00	-	-	-	-	-	-	-	-	-	-	-	-	300.00
3493 Books & Pamphlets	100.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3497 Licenses & Taxes	1,500.00	197.50	-	-	-	-	-	-	-	-	-	-	-	-	197.50
3499 Misc Expenditures/Expenses	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3506 LIFT Comm Devel Assistance	7,000.00	7,000.00	-	-	-	-	-	-	-	-	-	-	-	-	7,000.00
5528 Building Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6612 Other Long-Term Oblig Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7214 Façade Improvement Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7768 Transfer to Local Income 685	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7769 Transfer to EDA RLF 680	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	219,656.00	31,657.39	-	-	-	-	-	6,054.22	-	-	-	-	-	-	37,711.61
Revenue over Expense	-	183,871.28	-	-	-	-	-	3,945.78	-	122.03	-	-	-	-	187,939.09

Staff Report

File #: 2025-435

Agenda Date: 2/9/2026

Agenda #:

Economic Development Association of Minnesota (EDAM) Announces 2026 Excellence in Economic Development Award Winners

Winners of the Excellence in Economic Development Awards were announced on January 22, 2026 as part of EDAM's annual Winter Conference. The City of Luverne, in partnership with Kids Rock! Child Care Center, has been selected as a winner of the Innovation Award as part of the Excellence in Economic Development Awards.

These awards recognize projects and professionals in the economic development industry who have gone above and beyond or overcome significant challenges in the past year. The awards are presented annually to highlight outstanding projects, initiatives, and leadership that demonstrate innovation, community impact, and effective problem-solving. The Innovation Award specifically recognizes a creative solution to an economic development challenge and may be awarded to a community, county, organization, individual, or collaborative team.

The Greater Minnesota Innovation Award was awarded to the City of Luverne and Kids Rock! Child Care Center in recognition of our collaborative efforts to address critical workforce and childcare challenges through innovative, community-driven solutions. This recognition reflects the strength of our partnerships, the leadership demonstrated by the City and Kids Rock! throughout the project, and the measurable impact on economic development and quality of life in our community. It also brings positive statewide visibility to Luverne and reinforces the importance of investing in childcare as essential for economic growth.

Here is the link to the Awards Page:

<https://www.edam.org/EDAM/EDAM/About/Awards/Awards.aspx>

Here is the link to the You Tube Video for the Innovation Award Project:

<https://www.youtube.com/watch?v=2Q4xyAUKOBs>

As part of the Conference, Sammons and McClure were also speakers along with First Children's Finance and ISG for a facilitated panel discussion about how the community took action to address a critical infrastructure need for community growth and business attraction. Together, the panelists highlighted how collaboration, creativity, and community engagement turned an urgent need into a lasting economic investment in Luverne's future. The discussion began with a recap of the community engagement process that began in 2017 and involved a number of community meetings to include elected officials, local businesses, current providers, and parents alike. The urgency came from parents when local family childcare providers announced they were closing and other providers were nearing retirement. Additionally, the number of family child care providers was steadily declining year after year. With limited availability, especially for infant slots, many parents were left with no options. After the community meetings, it was identified that the lack of childcare was negatively affecting many local businesses ability to attract and retain talent. The COVID period further proved that childcare is essential to workforce development. While Rock County has proudly

been served exclusively by wonderful in-home family child care providers, there are simply not enough of them. Many working parents also expressed the desire for center-based care to accommodate different needs such as extended hours and consistent care over the summer, holidays, and school breaks. Making the connection between childcare and economic development, local leaders viewed childcare as essential to community growth. Furthermore, parents wanted options and a healthy community would offer both.

After securing the \$2.6 million dollar federal grant, the community went to work on fundraising another \$1 million dollars. Of particular interest to the attendees was how the community raised over \$1 million dollars. Sammons shared that businesses contributed over 60% of all dollars raised and noted the following contributions:

- 32 business donors accounted for \$756,000
- 37+ individual donations - \$150,000
- 2 Philanthropist - \$325,000
- 2 Foundations - \$99,000
- 3 Churches - \$22,500
- 3 Clubs/organizations \$10,000

The panel shared the funding structure for the project and the details about the ownership and management of the operations. Kids Rock! is the license holder and the center opened in June 2025. Attendance has steadily been increasing each month since opening. About 97 children attend per week in January and the center employs 33 people (PT and FT). Results from a recent Family Impact Survey were also shared to understand how the center's opening is impacting families, businesses, and the community:

Reliability for Employers:

- The #1 challenge families faced before Kids Rock! was a "Lack of availability and reliability" (55%). By offering different options for working parents, the center has directly reduced last-minute work disruptions for many families and improved work-life balance for others.
- 78% of parents say Kids Rock! allows them to work full time.

Peace of Mind:

- 9 out of 10 parents report significantly lower stress levels since joining the Kids Rock! family.

Consistency:

- 81% reported "Improved reliability and consistency of childcare, which is vital for long-term family stability."

Child Development:

- 74% noted a direct improvement in their child's routine and well-being.

Stress Reduction:

- 89% of respondents reported "Reduced stress related to childcare."

This data confirms that Kids Rock! is not only a childcare provider but a vital driver of Luverne's workforce stability and community appeal.

FOR IMMEDIATE RELEASE

Contact: Colleen Ayers, Executive Director
Economic Development Association of Minnesota
(952) 928-4640 | colleen@edam.org

Economic Development Association of Minnesota (EDAM) Announces Excellence in Economic Development Award Winners

(Minneapolis – January 29, 2026)

Winners of the Excellence in Economic Development Awards were announced on January 22, 2026 as part of EDAM’s annual Winter Conference. The awards recognize projects and professionals in the economic development industry who have gone above and beyond or overcome significant challenges in the last year.

Please visit our website to view brief videos about each recipient and access award ceremony photos:

<https://edam.org/awards>

2026 RECIPIENTS

- **Economic Developer of the Year | Leslie Dingmann, Greater St. Cloud Development Corporation**
Recognizes a true leader in the industry who exemplifies excellence in economic development and leadership. It denotes use of best practices, collaborative thinking, creativity and a spirit of innovation.
- **Emerging Professional of the Year | Brian Fleming, Sherburne County Economic Development Authority**
Recognizes outstanding achievement by an emerging leader with less than five years of experience in the economic development industry who shows promising leadership skills and positively impacts their organization, community, and/or region through economic development.
- **Innovation Award**
Recognizes a creative solution to an economic development challenge, awarded to a community, county, organization, individual, or a collaborative team.
 - **Innovation Award * Greater Minnesota | City of Luverne and Kids Rock! Child Care Center**
 - **Innovation Award * Twin Cities Metro | EXCITE 2025**
- **Project of the Year**
Recognizes a project that has had a positive impact in Minnesota that demonstrates collaboration, creativity, and complexity, while retaining employment and capital investment.
 - **Project of the Year * Greater Minnesota | The House Food and Tap, St. Joseph, MN**
 - **Project of the Year * Twin Cities Metro | African Economic Development Solutions, St. Paul, MN**

About EDAM

The Economic Development Association of Minnesota (EDAM) is a state-wide association of professionals who specialize in economic development. EDAM champions economic development through education, collaboration and advocacy. The organization’s nearly 600 members consist of public, private and nonprofit professionals who are interested in staying informed and connected to current economic development strategies and best practices. EDAM was originally established in 1967 as the Minnesota Industrial Development Association and has evolved over the last 50 years to an organization dedicated to collaboration and innovation in the economic development industry.



Staff Report

File #: 2025-408

Agenda Date: 2/9/2026

Agenda #: 1.

Motion to Approve Resolution #3-2026 "A RESOLUTION BY THE LUVERNE ECONOMIC DEVELOPMENT AUTHORITY ADOPTING A DATA PRACTICES POLICY AND APPOINTING A RESPONSIBLE AUTHORITY AND COMPLIANCE OFFICIAL"

RESOLUTION #3-2026

A RESOLUTION BY THE LUVERNE ECONOMIC DEVELOPMENT AUTHORITY ADOPTING A DATA PRACTICES POLICY AND APPOINTING A RESPONSIBLE AUTHORITY AND COMPLIANCE OFFICIAL

WHEREAS, Minnesota Statutes, section 138.17, subd. 7 requires the Luverne Economic Development Authority to have an approved record retention schedule; and

WHEREAS, the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts, as revised and updated by the Minnesota Clerks and Finance Officers Association (MCFOA), has developed a general records retention schedule for Minnesota cities; and

WHEREAS, the Luverne Economic Development Authority has adopted the general records retention schedule for Minnesota cities; and

WHEREAS, Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act (MGDPA), requires that the Luverne Economic Development Authority have policies setting out the process by which individuals can inspect or get copies of government data; and

WHEREAS, the MGDPA requires that the Luverne Economic Development Authority must have one policy explaining the rights the public has to get access to public data and one policy explaining the rights data subjects have to get access to data about themselves (Minnesota Statutes, sections 13.025 and 13.03); and

WHEREAS, the Luverne Economic Development Authority desires to comply with the requirements of the MGDPA and wishes to adopt the above-referenced policies as required under the MGDPA thereby replacing, in its entirety, the policy previously adopted by the Luverne Economic Development Authority and updating all related forms to meet current standards; and

WHEREAS, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires in part that the Luverne Economic Development Authority appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data within the Authority; and

WHEREAS, the Luverne Economic Development Authority appoints the Luverne Economic Development Authority Secretary as the Responsible Authority as required under the MGDPA in order to authorize each component of the Authority's data practices policies, with authority to appoint designees as needed to administer the policies adopted herein.

NOW THEREFORE BE IT RESOLVED THAT, the Luverne Economic Development Authority adopts the policy explaining the rights the public has to get access to public data pursuant to

Minnesota Statutes, sections 13.025 and 13.03, attached hereto as Exhibit A, and directs the Luverne Economic Development Authority Secretary to complete the Notification of Adoption form and submit the same to the Department of Administration, Information Policy Analysis Division, as applicable.

BE IT FURTHER RESOLVED THAT, the Luverne Economic Development Authority adopts the policy explaining the rights data subjects have to get access to data about themselves pursuant to Minnesota Statutes, sections 13.025 and 13.03, attached hereto as Exhibit B, and directs the Luverne Economic Development Authority Secretary to complete the Notification of Adoption form and submit the same to the Department of Administration, Information Policy Analysis Division, as applicable, and further authorizes and directs the Luverne Economic Development Authority Secretary to post both policies, Exhibits A and B, to the Luverne Economic Development Authority website and update such forms as necessary to implement such policies.

BE IT FURTHER RESOLVED THAT, the Luverne Economic Development Authority adopts the policy for ensuring the security of non-public data as required by Minnesota Statutes, section 13.05, subd. 5, attached hereto as Exhibit C, to establish procedures ensuring appropriate access to non-public data.

BE IT FURTHER RESOLVED THAT, the Responsible Authority shall require that requesting parties seeking government data pay the actual costs of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, Chapter 13, and by Minnesota Rules, Chapter 1205, as amended.

BE IT FURTHER RESOLVED THAT, pursuant to Minnesota Statutes § 13.05, subd. 13, the Luverne Economic Development Authority hereby designates and appoints the Luverne Economic Development Authority Secretary as the Data Practices Policy and Compliance Official, with authority to appoint designees as needed to administer the policies adopted herein.

ADOPTED BY THE LUVERNE ECONOMIC DEVELOPMENT AUTHORITY, LUVERNE, MINNESOTA, this 9th day of February, 2026.

Patrick T. Baustian, President

ATTEST: _____
Jill Wolf, Secretary

EXHIBIT A

**LUVERNE ECONOMIC DEVELOPMENT AUTHORITY
DATA PRACTICES POLICY FOR MEMBERS OF THE PUBLIC**

Your Right to See/Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data is public unless a state or federal law says the data is not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices or ask for copies of public data that we keep. Data requests must be in writing on the Luverne Economic Development Authority's Data Request Form and must be mailed or emailed to the Luverne Economic Development Authority's Data Practices Compliance Official ("DPCO") or another appropriate designee listed in the Data Practices Contacts on page 4. If you have any questions about making a data request, contact our DPCO.

Your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How Will We Respond to Your Data Request

Upon receiving your data request, we will review it and work to process it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but we are not allowed under the governing law to give it to you, we will notify you in writing as soon as reasonably possible and identify the specific law that prevents us from providing you with the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect data at our offices, without charge, if your request is to look at/inspect the data, or

- Tell you the amount you owe for copy costs and then provide you with copies of the data as soon as reasonably possible after you pay for them. You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.

Information about copy charges is on page 5.

We also will arrange for you to prepay for the copies.

- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- If you do not arrange to inspect the data or pay for the copies within 15 business days after we tell you the data is ready, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request is on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

Requests for Summary Data

Summary data is statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will create summary data if you request it in writing and pre-pay for the cost of creating the data.

You may use the Luverne Economic Development Authority's Data Request Form to request summary data. We will respond to your request within a reasonable amount of time with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority

Jill Wolf, Luverne Economic Development Authority Secretary
Luverne City Offices
305 E. Luverne St
PO Box 659
Luverne, MN 56165
Tel: 507-449-2388
Email: jwolf@cityofluverne.org

Data Practices Compliance Official

Jill Wolf, Luverne Economic Development Authority Secretary
Luverne City Offices
305 E. Luverne St
PO Box 659
Luverne, MN 56165
Tel: 507-449-2388
Email: jwolf@cityofluverne.org

Data Practices Designee(s)

For questions or data requests relating to data maintained by a specific Department within the Luverne Economic Development Authority.

- **General Luverne Economic Development Authority**
Jessica Mead, Operations/HR Manager
City Clerk's Office
Luverne City Hall
305 E. Luverne St
PO Box 659
Luverne, MN 56165
Tel: 507-449-9898
Email: jmead@cityofluverne.org

Copy Costs – When You Request Public Data

This government entity charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before data is released to you either with paper copies or electronically.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

- **For 100 or Fewer Paper Copies – 25 cents per page**

100 or fewer pages of black and white, letter or legal-size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

- **Most Other Types of Copies – Actual cost**

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we will include in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy or reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time (hourly rate) to search for data, retrieve data, and make copies will be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task.

Notwithstanding the foregoing, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

EXHIBIT B

LUVERNE ECONOMIC DEVELOPMENT AUTHORITY

DATA PRACTICES POLICY FOR DATA SUBJECTS

What is a “Data Subject”?

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When the Luverne Economic Development Authority Has Data about You – Classification of Data

The Luverne Economic Development Authority has data on many people, such as employees, job applicants, vendors, among many others. We can collect and keep data about you only when we have a legal purpose to have the data. The Luverne Economic Development Authority must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

1. **Public data:** The Data Practices Act presumes that all government data is public unless a state or federal law says that the data is not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data.

The following are examples of public data about you that we might have:

*The names of Luverne Economic Development Authority government employees.
Your name on an application for a program from the Luverne Economic Development Authority.*

2. **Private data:** We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order.

The following is an example of private data about you that we might have:

Social Security numbers.

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can get access even when the confidential data is about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order.

The following is an example of confidential data about you:

The identity of the subject of an active criminal investigation.

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

- **Access to Data on Minor Children**

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

- **When We Collect Data from You**

When we ask you to provide data about yourself that is not public, we must give you a notice called a Tennessee warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the informed consent form we provide.

- **Protecting your Data**

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data is safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

- **When your Data is Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can ask to look at (inspect) data at our offices or ask for copies of data the Luverne Economic Development Authority keeps about you, your minor children, or an individual for whom you have been appointed legal guardian.

Data requests must be in writing on the Luverne Economic Development Authority's Data Request Form and must be mailed or emailed to the Luverne Economic Development Authority's Data Practices Compliance Official ("DPCO") or another appropriate designee listed in the Data Practices Contacts on page 6. If you have any questions about making a data request, contact our DPCO.

Your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your data request, we will review it and work to process it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days of your request.
- If we have the data, but the data is confidential or non-public data that is not about you, we will notify you within 10 business days and identify the law that prevents us from providing you with the data.
- If we have the data, and the data is public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - Arrange a date, time, and place for you to inspect data at our offices, without charge, if your request is to look at/inspect the data, or
 - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 7.

We also will arrange for you to prepay for the copies.

- After we have provided you with the requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Data Practices Contacts

Responsible Authority

Jill Wolf, Luverne Economic Development Authority Secretary
Luverne City Office
305 E. Luverne St
PO Box 659
Luverne, MN 56165
Tel: 507-449-2388
Email: jwolf@cityofluverne.org

Data Practices Compliance Official

Jill Wolf, Luverne Economic Development Authority Secretary
Luverne City Office
305 E. Luverne St
PO Box 659
Luverne, MN 56165
Tel: 507-449-2388
Email: jwolf@cityofluverne.org

Data Practices Designee(s)

For questions or data requests relating to data maintained by the Luverne Economic Development Authority.

- **General Luverne Economic Development Authority**

Jessica Mead, City Clerk
Luverne City Office
305 E. Luverne St
PO Box 659
Luverne, MN 56165
Tel: 507-449-9898
Email: jmead@cityofluverne.org

Copy Costs – Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

You must pay for the copies before we give them to you.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

Actual Cost of Making Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost of making copies, we include the employee time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any). If your request is for copies of data that we cannot copy or reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time (hourly rate) to search for data, retrieve data, and make copies will be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task.

Notwithstanding the foregoing, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Standards for Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above

- A minor individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above

- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage

- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

EXHIBIT C

**LUVERNE ECONOMIC DEVELOPMENT AUTHORITY
POLICY FOR ENSURING THE SECURITY OF NON-PUBLIC DATA**

Legal Requirement

The adoption of this policy by the Luverne Economic Development Authority (EDA) satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to non-public data. By incorporating employee access to non-public data in the Luverne Economic Development Authority's Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee's position description, or both, the Luverne Economic Development Authority's policy limits access to non-public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the Luverne Economic Development Authority's Data Practices Compliance Official (DPCO):

Jill Wolf, Luverne Economic Development Authority Secretary
Luverne City Hall
305 E. Luverne St
PO Box 659
Luverne, MN 56165
Tel: 507-449-2388
Email: jwolf@cityofluverne.org

Procedures implementing this policy

Data inventory

Under the requirements in Minnesota Statutes, section 13.025, subd. 1, the Luverne Economic Development Authority will maintain a Data Inventory which identifies and describes all non-public data on individuals maintained by the Luverne Economic Development Authority. To comply with the requirement in section 13.05, subd. 5, the Luverne Economic Development Authority has also modified its Data Inventory to represent the employees who have access to non-public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain non-public data, for as long as the work is assigned to the employee.

In addition to the employees listed in the Luverne Economic Development Authority's Data Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), Luverne Economic Development Authority Department Managers, and the Luverne Economic Development Authority's legal counsel may have access to all non-public data maintained by the Luverne Economic Development Authority if necessary for specified duties. Any access to non-public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any non-public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of non-public data in specific circumstances. Non-public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or the Luverne Economic Development Authority will obtain the individual's informed consent. Any sharing of non-public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that non-public data is not accessed without a work assignment

Within the Luverne Economic Development Authority, departments may assign tasks by employee or by job classification. If a department maintains non-public data that all employees within its department do not have a work assignment allowing access to the data, the department will ensure that the non-public data is secure. This policy also applies to departments that share workspaces with other departments within the Luverne Economic Development Authority where non-public data is maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for non-public electronic data
- Password protecting employee computers and locking computers before leaving workstations
- Securing non-public data within locked workspaces and in locked file cabinets
- Shredding not public documents before disposing of them

Penalties for unlawfully accessing not public data

The Luverne Economic Development Authority will utilize the penalties for unlawful access to non-public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.