

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

Tuesday, July 28, 2026

5:00 PM

Council Chambers

A. CALL TO ORDER

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

Additional : Jessica Mead, Jill Wolf, and Tyler Reisch

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

With the addition of a Raffle Permit under H.4. and Proposed Resolution No. 22-26 under J.3., a motion was made by Council Member Thorson, seconded by Council Member Nath, that the Agenda and Special Orders be approved as amended. The motion carried unanimously.

D. APPROVAL OF MINUTES

D.1. [2026-134](#) June 23, 2026 City Council Minutes

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 GUESTS

Matt Knips, Bob Buus, Lori Sorenson, Jane Lanphere, and Lori Hallstrom.

F. PUBLIC FORUM

None.

G. STAFF AND CONSULTANT REPORTS

G.1. [2026-135](#) Luverne Area Chamber - Jane Lanphere

Jane Lanphere reported on recent and upcoming community events coordinated by the Luverne Area Chamber, including the Downtown Easter Egg Walk, Mother's Day Flowers Walk, Tour de Loop, Buffalo Days Expo, Wolf Stock, and the upcoming Sketches of Minnesota event, while highlighting local partnerships and efforts to celebrate America's 250th anniversary. She also noted strong visitor engagement, with the History Center drawing more than 800 visitors

in July, and shared upcoming events such as the military vehicle roll-in, fair, tractor ride, and 75th Band Festival, along with outreach efforts related to the new Minnesota Secure Choice retirement program requirements.

G.2. [2026-127](#) City Administrator Report.

Highway 75 project continues to move forward and staying on schedule. The water department is implementing a temporary non-consumption notice while the waterlines are being flushed and has purchased bottled water for affected customers for 7 homes on Crawford and Bishop. Electric crews are busy locating utilities for the Bluepeak fiber project, and Public Works is preparing for the seal coat project, fixing a couple of storm sewer pipes found during inventory last year, and removed large concrete blocks from the lake during low water levels and cleaned up mud, muck, and weeds.

H. CONSENT AGENDA

A motion was made by Council Member Nath, seconded by Council Member Kracht, to approved the Consent Agenda the following reports/minutes. The motion carried by the following vote:

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

H.1. [2026-132](#) May 13 and June 10 HRA Minutes
May 11 EDA Minutes

This Other Boards and Commission Minutes was received and filed.

H.2. [2026-133](#) Petty Cash Reconciliation as of June 30, 2026

This Petty Cash was approved.

H.3. [2026-136](#) Claim Report for July 2026 (Check No. 168081 -)

This Claim Report was approved.

H.4. [2026-140](#) Application for Exempt Permit for St. Catherine's Church for September 20, 2026.

This Approvals was approved.

I. ITEMS PULLED FROM CONSENT AGENDA

J. NEW BUSINESS

J.1. [2026-137](#) Mayes Drive Utility and Access Extension Plans & Specifications and Advertisement for Bids

The Mayes Drive Utility and Access Extension project includes extending sanitary sewer and water main approximately 500 feet west from the existing end of Mayes Drive, constructing a granular road base for a future roadway, and grading a stormwater detention pond. The detention pond will provide the required stormwater storage for a portion of the development while also generating embankment material needed to build up the future roadway. This work will provide utility service and access to support the proposed Luv Modular manufacturing facility, which is anticipated to begin construction later this year or in spring 2027. Future phases of development, including additional utility extensions farther west and construction of the permanent concrete pavement, are planned for 2027 under a separate contract. Approval of the plans and specifications will allow the project to proceed to bidding, setting a Bid Opening Date of August 27, 2026 at 11:00 a.m.

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

J.2. [21-26](#)

PROPOSED RESOLUTION APPROVING THE CITY OF LUVERNE REVISED PERSONNEL POLICY HANDBOOK

The City's personnel policy was updated to align with Minnesota law, clarify existing practices, and modernize employee benefits and leave provisions. Major changes include updated language on recruitment, records, training, attendance, breaks, insurance, vacation, sick leave, paid leave, and several new or revised leave programs, along with added provisions for media requests, social media use, early retirement incentives, supplemental retirement contributions, and paid volunteer time off.

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

J.3. [22-26](#)

**PROPOSED RESOLUTION
RESOLUTION AWARDDING BID FOR TH 75 DETENTION
IMPROVEMENTS TO H&W CONTRACTING, LLC**

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

J.4. [23-26](#)

Receive City Clerk's Certification of Petition Regarding Proposed City Charter Amendment

A petition proposing a charter amendment was submitted on June 30, 2026, including the Charter Commission's approved summary.

Of the 226 signatures submitted, only 10 were found invalid, leaving enough valid signatures to meet the requirements of Minnesota Statutes 410.12. The petition has been certified as satisfying all procedural requirements necessary to move the proposed charter amendment process forward.

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

K. COUNCIL REPORTS

L. ADJOURNMENT

A motion was made by Council Member Thorson, seconded by Council Member Nath, to adjourn the meeting at 5:58 p.m. The motion carried unanimously.

Jessica Mead, Operations/HR Manager

Patrick T. Baustian, Mayor