

Monday, April 14, 2025	8:00 AM	Council Chambers
$\mathbf{MOH}(\mathbf{u}, \mathbf{v})$	0.007.44	

## A. <u>CALL TO ORDER - ROLL CALL</u>

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

#### B. <u>APPROVAL OF MINUTES OF PRECEDING MEETING</u>

LEDA - Regular Meeting - March 10, 2025

## Attachments: 03 10 2025 LEDA Minutes

## C. BILLS AND COMMUNICATIONS

Approval of Regular Department Payment Report - 03 2025

Attachments: Dept Payment Report - 03 2025

Approval of Financial Report - 03 2025

Attachments: Financial Summary - 03 2025

#### D. DIRECTOR'S REPORTS & DISCUSSION

## E. <u>BUSINESS</u>

Motion to Approve Facade Improvement Application for David & Stacy Riphagen for Project at 210 East Main St.

David & Stacy Riphagen have submitted an application for a roof replacement project (1/3 of roof above apartment) at 210 East Main Street.

The scope of work includes:

- Install framing over old rolled roofing
- Install new deep rib steel and seal between seams
- Install new wall flashing and wall cap
- Install vented sofit and new gutter on the end of roof

The total project cost is \$17,150. Riphagen is applying for a grant in the amount of \$6002.50 and is choosing to forgo the loan option.

## F. <u>ADJOURNMENT</u>

A motion to adjourn would be in order.



File #: 2025-93

Agenda Date: 4/14/2025

Agenda #:

LEDA - Regular Meeting - March 10, 2025

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Monday, March 10, 2025 8:00 AM Council Chambers

## A. <u>CALL TO ORDER - ROLL CALL</u>

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 and EDA Director Holly Sammons.

## B. <u>APPROVAL OF MINUTES OF PRECEDING MEETING</u>

 Present
 Ryan DeBates, Tara Zewiske, Kevin Aaker, and Sherri Thompson

**Excused** Patrick Baustian

**1.** LEDA - Regular Meeting - 02 10 2025

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

Aye: DeBates, Zewiske, Aaker, and Thompson

## C. BILLS AND COMMUNICATIONS

1. Approval of Financial Report - 02 2025

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

Aye: DeBates, Zewiske, Aaker, and Thompson

**2.** Approval of Regular Department Payment Report - 02 2025

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

Aye: DeBates, Zewiske, Aaker, and Thompson

## D. DIRECTOR'S REPORTS & DISCUSSION

## **1.** Minnesota Housing Partnership - Housing Institute

Minnesota Housing Partnership (MHP) is launching a unique initiative to increase the supply of housing in the southwestern region of Minnesota: MHP's 10th Housing Institute in Southwest Minnesota. In many rural communities, there's a significant gap between the supply of affordable housing and the number of people who need it. MHP's Housing Institute closes that gap through customized curriculum, guided collaboration, and capacity building for a variety of community stakeholders. Established in 2010, the Housing Institute brings together housing leaders and stakeholders to share their experiences, learn best practices, and develop creative solutions for bringing quality affordable housing to their communities.

MHP's Housing Institute offers a 12+ month program with a unique opportunity to gain the expertise, tools, and connections needed to bring more housing to your community. The Housing Institute plans to host six (6) 2-day workshop events from June 2025 to August 2026. Luverne has been invited to apply. If we apply, a team from our community can benefit from a customized curriculum designed to expand your housing development knowledge, while collaborating with fellow housing leaders, funders, developers, and other valuable partners. If selected, our community will receive expert guidance from MHP's experienced staff.

Program Website: https://mhponline.org/housing-institute/

## E. <u>BUSINESS</u>

1. Motion to Approve Facade Improvement Application for Mike & Cheryl Main Street Property LLC for Project at 212 E. Main

Mike & Cheryl Main Street Property LLC has submitted an application for a facade improvement project at 212 E. Main Street. The scope of work includes:

Roof on back side of building

- install framing over rubber roof
- install new high rib steel and seal each seam
- install new wall flashing and wall cap
- install vented so fit and new gutter

Siding on back side of building

- remove old siding
- remove doors and windows on
- install new pre finished siding and trims

The total project cost is \$31,600. The applicant is applying for a loan in the amount of \$11,060 at a rate of 4% for 7 years and a grant in the amount of \$11,060. The applicant has met all of the requirements for this program.

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

Aye: DeBates, Zewiske, Aaker, and Thompson

## F. <u>ADJOURNMENT</u>

A motion was made by Zewiske, seconded by Thompson, that this meetong be adjourned. The motion carried by the following vote:

Aye: DeBates, Zewiske, Aaker, and Thompson

## G. <u>SIGNATURES</u>

Patrick T. Baustian, President

Holly J. Sammons, EDA Director



File #: 2025-94

Agenda Date: 4/14/2025

Agenda #:

Approval of Regular Department Payment Report - 03 2025

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## City of Luverne, MN

# EDA Report By Fund

## Payment Dates 3/6/2025 - 4/9/2025

Vendor Name	Payment Date	Post Date	Description (Item)	Account Number	Amount
Fund: 650 - EDA GENERAL OPE	RATIONS				
Elan Financial Services	03/20/2025	03/02/2025	Hireclick - Monthly Jobs Subsci	r650-46515-3349	99.00
Luverne Area Chamber	03/26/2025	03/10/2025	1/2 Pg Etc Mag Mar Ed	650-46515-3349	450.00
Verizon	03/27/2025	03/10/2025	Holly Sammons	650-46515-3321	50.46
Luverne City of	03/26/2025	03/11/2025	Interdept Bills - February Usag	e 650-46515-3381	104.77
Luverne City of	03/26/2025	03/11/2025	Interdept Bills - February Usag	e 650-46515-3386	74.59
Luverne City of	03/26/2025	03/11/2025	Interdept Bills - February Usag	e 650-46515-3386	39.11
Luverne City of	03/26/2025	03/11/2025	Interdept Bills - February Usag	e 650-46515-3389	44.25
Luverne City of	03/26/2025	03/11/2025	Interdept Bills - February Usag	e 650-46515-3389	60.75
Blue Cross Blue Shield of Min	03/31/2025	03/14/2025	Employee Health Insurance	650-21226	319.70
HealthEquity	03/14/2025	03/14/2025	Employee HSA Contribution	650-21250	184.62
MissionSquare Retirement - 4	. 03/14/2025	03/14/2025	Deferred Comp Contributions	650-21225	397.06
Madison National Life Ins Co	03/28/2025	03/14/2025	Long-Term Disability Insurance	e 650-21231	15.27
Public Employees Retirement	03/14/2025	03/14/2025	PERA Contributions	650-21224	505.35
MissionSquare Retirement - 4	. 03/14/2025	03/14/2025	<b>ROTH Percent Contributions</b>	650-21225	108.29
EFTPS-Federal	03/14/2025	03/14/2025	FICA WITHHOLDING	650-21223	377.90
EFTPS-State	03/14/2025	03/14/2025	STATE WITHHOLDING	650-21222	134.22
EFTPS-Federal	03/14/2025	03/14/2025	MEDICARE WITHHOLDING	650-21223	88.38
EFTPS-Federal	03/14/2025	03/14/2025	FED WITHHOLDING	650-21221	281.74
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	e 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	<b>ROTH Percent Contributions</b>	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
			Fund 650 - ED	A GENERAL OPERATIONS Total:	7,658.56

Grand Total: 7,658.56

## **Report Summary**

	Fund Summary	
Fund		Payment Amount
650 - EDA GENERAL OPE	7,658.56	
	7,658.56	
	Account Summary	
Account Number	Account Name	Payment Amount
650-21220	EDA Vision Plan Payable	16.91
650-21221	EDA Federal Withholding	559.76
650-21222	EDA State Withholding	267.29
650-21223	EDA FICA Withholding	930.00
650-21224	EDA Pera Withholding	1,010.70
650-21225	EDA Icmarc Withholding	1,010.70
650-21226	EDA Health Insurance	2,537.92
650-21227	EDA Life Insurance	2.57
650-21231	EDA Long Term Disability	30.54
650-21250	HSA Payable	369.24
650-46515-3321	Telephone Charges	50.46
650-46515-3349	Advertising	549.00
650-46515-3381	Electric Utilities	104.77
650-46515-3386	Storm Sewer Utilities	113.70
650-46515-3389	Miscellaneous Utilities	105.00
	Grand Total:	7,658.56

#### **Project Account Summary**

Project Account Key		Payment Amount
**None**		7,658.56
	Grand Total:	7,658.56



File #: 2025-95

Agenda Date: 4/14/2025

Agenda #:

Approval of Financial Report - 03 2025

EDA Financ	ial Summary for: March 31, 2025	Preliminary														
Account Nu		General Operation 650 2025	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 OPERATION
11110	Cash in Bank		285,939.40	46,847.53	13,856.14	222,571.70	66,583.94	184,154.70	171,302.40	3,416.93	91,491.14		160,536.63	224,532.54	5,225.00	1,476,458.
11111	Cash-Replacement Reserve		-			-	-	-	6,758.36	-	-	-	-	-	-	6,758
11801	Lease Receivables		-	-	-	-	-	-	19,114.00	-	-	-	-	-	-	19,114
12121	Taxes Receivable-Delinquent		-	-	-	-	-	-	-	28.96	-	-	-	-	-	28
12320	Investment Interest Receivable		304.35	32.29	5.31	506.27	57.52	23.40	550.80	5.59	51.84	-	223.34	261.07	-	2,021
12322	Loan Interest Receivable		(19.52)	-	-	-	-	-	-	-	(20.44)	-	-	-	-	(39
12611	Accounts Receivable		922.88		70.80	-	229.20			-	538.44	-	499.98	-	-	2,26
12687	Program Income Loan-Rock Manor		-			-	-			-	-	10,000.00	-	-	-	10,00
12743	Luverne Counseling RBEG Loan		-	-	-	-	-	-	-	-	-	-	666.84	-	-	666
12744	Big Top Tent RBEG Loan									-		-	1,083.49	-	-	1.08
12745	Opitz RBEG									-		-	1.333.48	-	-	1.33
12746	V & D Properties RBEG Loan									-		-	2,000.12			2,00
12747	Novo Aesthetics RBEG Loan		_			_	-		_	_		_	2.000.12	_	_	2.00
12748	Swenson Scrapping RBEG Loan					_				_		_	2,333.44		_	2,33
12756	Opitz Prop Gap Loan		7,167.89			_				_		_	2,000.44		_	7,16
12762	Schomacker GAP Loan		15.857.53	-	-	-	-	-	-	-	-	-	-	-	-	15,85
12762	ATLAS GAP Loan		15.857.53			-	-			-	-	-			-	15,85
12763	Big Top Tent GAP Loan		15.857.53	-	-	-	-	-	-	-	-	-	-	-	-	15,85
12704			10,007.00	-	-	-	-	-	-	-	4,260.45	-	-	-	-	4,26
12834	Ben Franklin Lodge Façade Loan Great Planes Sue Hoffman Facade Loan		-	-	-	-	-	-	-	-		-	-	-	-	4,20
			-	-	-	-	-	-	-	-	-	-	-	-	-	
12836	Loan Rec - Cleveringa Construction		-	-		-	-	-		-	-	-	-	-	-	10.05
12836	Prairie Water Solutions LLC Façade Loan		-	-		-	-	-		-	16,953.87	-	-	-	-	16,95
12856	Luverne Counseling Façade Loan		-	-	-	-	-	-	-	-	8,577.66	-	-	-	-	8,57
12856	Fareway Forgivable Loan		-						· · · · ·	-	-	-	-	-	-	
16110	Land		-	27,055.54	6,624.45	206,472.32	93,750.00	92,954.00	20,680.00	-	-	-	-	-	-	447,53
16210	Buildings		-	-	-	-	-	-	2,502,564.71	-	-	-	-	-	-	2,502,56
16290	Accum Deprec - Bldgs		-	-	-	-	-	-	(1,751,518.25)	-	-	-	-	-	-	(1,751,51
16310	Improvements		-	-	-	-	-	-	21,891.11	-	-	-	-	-	-	21,89
16390	Accum Deprec - Impr		-	-	-	-	-	-	(21,708.67)	-	-	-	-	-	-	(21,70
16410	Machinery & Equipment		-	-	-	-	-	-	5,835.38	-	-	-	-	-	-	5,83
16490	Accum Deprec - Mach & Eq		-	-	-	-	-	-	(5,835.38)	-	-	-	-	-	-	(5,83
	Total Assets:		341,887.59	73,935.36	20,556.70	429,550.29	160,620.66	277,132.10	969,634.46	3,451.48	121,852.96	10,000.00	170,677.44	224,793.61	5,225.00	2,809,31
21120	Accounts Payable		(8.38)	-	-	-	-	-	-	-	-	-	-	-	-	(
21732	Deferred Revenue - Taxes		-			-	-	-		28.96	-	-	-	-	-	2
Equity:																
26130	Contributions from Rock County		-	-	-	-	-	-	10,680.00	-	-	-	-	-	-	10,68
26150	Contributions from Others		-	-	-	-	377,852.51	-	500,000.00	-	-	-	-	-	-	877,85
26503	Reserved for Debt Service		-	61,435.36	20,485.90	-	(248,507.05)	-	447,664.38	3,422.52	121,530.94	-	-	-	-	406,03
26508	Reserved for Econ Devel		168,178.34	-		429,550.29	-	-	-	-	-	10,000.00	170,677.44	224,793.61	5,225.00	1,008,42
26609	Committed for Lot Development		-	-	-	-	-	277,132.10	-	-	-	-	-	-	-	277,13
26711	Revenue Control		215,985.57	12,500.00	70.80	-	31,275.20	-	30,000.00	-	322.02			-		290,15
26721	Expense Control		(42,268.55)	-	-	_	-		(18,709.92)		-	-				(60,97
20121	Expense control		(12,200.00)	-	-	-	-	-	(10,100.02)	-	_	-	-	-	-	(00,577
	Total Liabilities & Equity		341,887.59	73,935.36	20,556.70	429,550.29	160,620.66	277,132.10	969.634.46	3.451.48	121,852.96	10,000.00	170,677.44	224,793.61	5.225.00	2,809,31
	Total Edulation of Equity		041,007.00	10,000.00	20,000.70	420,000.20	100,020.00	211,102.10	000,004.40	0,401.40	121,002.30	10,000.00	110,011.44	224,730.01	0,220.00	2,000,01

EDA Finan	cial Summary for: March 31, 2025	Preliminary														
		General Operation 650	General Operations	Veterans & Evergreen Addn Lots	Sybesma Subd Lots	Industrial Park	Manfred Heights Subd	Uithoven Lots	CWG/TCI Bldg Operating	Minnwest TIF #17	Econ Dev Revolv Loan	Downtown SCDP Grant	RBEG Revolving Loan	SCDP Local Income	CDAP 13-0112-0-FY14	TOTAL ALL EDA
Account Nu	mber:	2025	650	653	654	656	657	658	663	670	680	681	683	685	686	OPERATIONS
31110	Current Ad Valorem Taxes			-				-	-				-	-	-	
31120			-	-	-	-	-	-	-	-	-	-	-	-	-	-
31166	Tax Increments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
32213		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34403		-	165.00	-	-	-	-	-	-	-	-	-	-	-	-	165.00
36211	Interest Earnings - Regular	3,000.00	- 88.57	-	-	-	-	-		-	-	-	-	-	-	- 410.59
36212 36217		1,206.00	282.00	-	-	-	-	-	-	-	322.02	-	-	-	-	282.00
36305		-	-	-	-	-	-	-	30,000.00	-	-	-	-	_	-	30,000.00
36599		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
37810	Lot Sales	-	-	12,500.00	-	-	31,046.00	-	-	-	-	-	-	-	-	43,546.00
38300		-	-	-	70.80	-	229.20	-	-	-	-	-	-	-	-	300.00
39231	Transfer in for Local Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
39232 39250	Transfer from EDA 650 Transfer from Primary Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
39260			-	-			-	-	-	-		-	-	-	-	
39270			-	-	-	-		-		-	-	-	-	-	-	-
39304	Contribution from Primary Government	215,450.00	215,450.00	-	-	-	-	-	-	-	-	-	-	-	-	215,450.00
	Total Revenue	219,656.00	215,985.57	12,500.00	70.80	-	31,275.20	-	30,000.00	-	322.02	-	-	-	-	290,153.59
1101	Full-Time Employees	93,969.00	21,311.76													21,311.76
1101		250.00	21,311.70	-	-			-	-	-		-	-		-	21,311.70
	PERA	7,048.00	1,624.32	-	-	-	-	-	-	-	-	-	-	_	-	1,624.32
	FICA	7,189.00	1,419.47	-	-	-	-	-	-	-	-	-	-	-	-	1,419.47
1131	Health Insurance	21,830.00	5,832.14	-	-	-	-	-	-	-	-	-	-	-	-	5,832.14
1133		4,000.00	1,875.00	-	-	-	-	-	-	-	-	-	-	-	-	1,875.00
1135		50.00	7.72	-	-	-	-	-	-	-	-	-	-	-	-	7.72
1151	Worker's Comp Insurance Premium	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2209 2223	Misc Office Supplies Building Maintenance	400.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2261	General Supplies	5,000.00														
3303	Engineering Fees	5,000.00	-	-	-	-		-		-	-	-	-	-	-	-
3304	Legal Fees	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3307	Management/Reporting Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3312		25,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3321 3322	Telephone Postage	1,000.00	135.00	-	-	-	-	-	-	-	-	-	-	-	-	135.00
3331	Travel, Meals, Lodging & Training	3,000.00	-	-	-			-	-	-		-	-		-	-
3349	Miscellaneous Advertising	20,000.00	1,047.00	-	-	-	-	-	-	-	-	-	-	_	-	1,047.00
3351	Publishing & Printing	3,500.00	52.99	-	-	-	-	-	-	-		-	-	-	-	52.99
3361	General Liability Insurance	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3381	Electric Utilities		191.55	-	-	-	-	-	-	-	-	-	-	-	-	191.55
3386	Storm Sewer Utilities	714.00	341.10	-	-	-	-	-	-	-	-	-	-	-	-	341.10
3389 3421	Miscellaneous Utilities Depreciation Expense	306.00	315.00	-	-	-		-	- 18,709.92	-	-		-	-	-	315.00 18,709.92
3447	Community Garden Expense	-	-	-	-	-	-	-	-	-	-	-	-	_	-	-
3471	Abstracts, Deed Tax, Etc	3,000.00	500.00	-	-	-	-	-	-	-	-	-	-	-	-	500.00
3484	Demolition - Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3486		2,000.00		-	-	-	-	-	-	-	-	-	-	-	-	
3491 3493	Dues & Subscriptions Books & Pamphlets	1,500.00 100.00	425.00	-	-	-	-	-	-	-	-	-	-	-	-	425.00
3493 3497	Licenses & Taxes	1,500.00	- 190.50	-	-			-		-		-		-	-	- 190.50
3499		500.00	-	-	-		-		-		-	-	-	-	-	-
3506		7,000.00	7,000.00	-	-	-	-	-	-	-		-	-	-	-	7,000.00
5636	Industrial Park Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6612		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7214		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7600 7768		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7769			-	-			-	-	-	-			-	-	-	
8200		-	-	-	-	-	-	-		-	-	-		-	-	-
	Total Expenses	219,656.00	42,268.55	-	-	-	-	-	18,709.92	-	-	-	-	-	-	60,978.47
	Revenue over Expense		173,717.02	12,500.00	70.80	-	31,275.20	-	11,290.08	-	322.02	-	-	-	-	229,175.12
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File #: 2025-121

Agenda Date: 4/14/2025

Agenda #:

Motion to Approve Facade Improvement Application for David & Stacy Riphagen for Project at 210 East Main St.

David & Stacy Riphagen have submitted an application for a roof replacement project (1/3 of roof above apartment) at 210 East Main Street.

The scope of work includes:

- Install framing over old rolled roofing
- Install new deep rib steel and seal between seams
- Install new wall flashing and wall cap
- Install vented sofit and new gutter on the end of roof

The total project cost is \$17,150. Riphagen is applying for a grant in the amount of \$6002.50 and is choosing to forgo the loan option.