

Announcement of Meeting
Economic Development Authority
Regular Meeting Minutes

Monday, January 13, 2025

8:00 AM

Council Chambers

A. OATH OF OFFICE

President Patrick Baustian administered the oath of office to Sherri Thompson. Sherri will serve a six-year term set to expire January 2031.

B. CALL TO ORDER - ROLL CALL

Present Patrick Baustian, Ryan DeBates, Tara Zewiske, Kevin Aaker, 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.

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

C. APPROVAL OF MINUTES OF PRECEDING MEETING

1. LEDA - Regular Meeting - November 18, 2024

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

Aye: Baustian, DeBates, Zewiske, Aaker, and Thompson

D. BILLS AND COMMUNICATIONS

1. Approval of Regular Department Payment Report - 11 2024 & 12 2024

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

Aye: Baustian, DeBates, Zewiske, Aaker, and Thompson

2. Approval of Financial Report - 11 2024 & 12 2024

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

following vote:

Aye: Baustian, DeBates, Zewiske, Aaker, and Thompson

E. DIRECTOR'S REPORTS & DISCUSSION

1. Kids Rock! Child Care Center Construction Update

Construction is remaining on schedule. The following work has been completed:

Tiling

Painting

Interior and exterior signage

Majority of mechanical, electrical, low voltage, and plumbing scopes

Mounting lighting control boxes in Mechanical room

Floor prep throughout

Installation of Division 10 items (toilet accessories, grab bars, mirrors, AED

Cabinets, Fire extinguisher cabinets, corner guards, etc.)

Pocket door frame

Rough Kitchen cleaning

The following work is scheduled to be completed this month:

Continue w/ LVT Flooring

Carpet

Hang door slabs and hardware

Continue electrical finishes

Control panels & H lighting in loading dock/storage

Hood and walk-in cooler startup

Install eye wash station

Mechanical room labeling and relocate heater in loading dock

Program boiler #2

Punch list items will be discussed toward the end of the month. Appliances and FF&E are scheduled to start being delivered the week of Feb 3, 2025.

Kids Rock! has hired Sara Robinson as the Executive Director. Kids Rock! is accepting applications for Assistant Director, Food Service Manager, Lead Teacher and Aide positions.

F. BUSINESS

1. Motion to Approve Resolution #01-2025 "A RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY TO DESIGNATE OFFICIAL DEPOSITORIES OF LUVERNE ECONOMIC DEVELOPMENT AUTHORITY FUNDS"

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

Aye: Baustian, DeBates, Zewiske, Aaker, and Thompson

- 2. Motion to Approve Resolution #02-2025 "A RESOLUTION DESIGNATING THE ROCK COUNTY STAR HERALD AS THE OFFICIAL NEWSPAPER FOR THE LUYERNE ECONOMIC DEVELOPMENT AUTHORITY"

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

Aye: Baustian, DeBates, Zewiske, Aaker, and Thompson

- 3. Motion to Approve Resolution #03-2025 "A RESOLUTION COMMITTING CERTAIN LEDA FUND BALANCES BY ESTABLISHING A RESERVE POLICY FOR CERTAIN FUNDS"

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

Aye: Baustian, DeBates, Zewiske, Aaker, and Thompson

- 4. Motion to Approve Resolution #04-2025 "AN ANNUAL RESOLUTION APPOINTING DATA PRACTICES RESPONSIBLE AUTHORITY"

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

Aye: Baustian, DeBates, Zewiske, Aaker, and Thompson

- 5. Motion to Approve Resolution #05-2025 "AN ANNUAL RESOLUTION APPOINTING DATA PRACTICES COMPLIANCE OFFICIAL"

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

Aye: Baustian, DeBates, Zewiske, Aaker, and Thompson

G. ADJOURNMENT

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

Aye: Baustian, DeBates, Zewiske, Aaker, and Thompson

SIGNATURES

Patrick T. Baustian, President

Holly J. Sammons, EDA Director