

Pipestone, Minnesota
January 2, 2024

Pursuant to due call and notice thereof, a regular meeting of the Pipestone City Council was duly held in the Municipal Building at 6:30 p.m. on the 2nd day of January 2024. Mayor Dan Delaney called the meeting to order. Roll call was taken and a quorum was declared. Members present: Dan Delaney, Verdeen Colbeck, Rodger Smidt, and Scott Swanson. Others present: Kyle Kuphal, Public Works Director Michael Bloemendaal, Library Director Jody Wacker, Liquor Store Manager Michael Wilson, Recreation Director Robert Petersen, Assistant Recreation Director Krista Vanderwal, Water-Wastewater Superintendent Joel Adelman, City Attorney Jason Hill via Zoom, City Engineer Travis Winter via Zoom, Cable Access Coordinator Steve Moffitt, Assistant City Administrator-Clerk Stephanie LaBrune, and City Administrator Deb Nelson.

ADJOURN 2023 COUNCIL SINE DIE

Motion was made by Smidt, seconded by Swanson and unanimously carried to adjourn the 2023 Council Sine Die.

CONVENE 2024 CITY COUNCIL

Mayor Delaney then convened the 2024 City Council.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA – ADDITIONS, CHANGES OR DELETIONS

Mayor Delaney stated he would like to amend the agenda by removing Ordinance 152, Fourth Series and Committee Appointments from the agenda and adding Item I under New Business “Approving Conflict of Interest Policy”.

Motion was made by Swanson, seconded by Colbeck and unanimously carried to remove Ordinance 152, Fourth Series and Committee Appointments from the agenda and add Item I under New Business “Approving Conflict of Interest Policy”.

CONSENT AGENDA

Mayor Delaney stated the Consent Agenda contains the December 18, 2023 Special Meeting Minutes; December 18, 2023 Regular Meeting Minutes; and Payment of Claims-Listing of Bills and asked if there was any discussion regarding these items.

Motion was made by Smidt, seconded by Swanson and unanimously carried to approve the Consent Agenda which consists of the December 18, 2023 Special Meeting Minutes; December 18, 2023 Regular Meeting Minutes; and Payment of Claims-Listing of Bills in the amount of \$422,523.20 for warrants #071312 to #071402 to be issued in payment thereof.

COMMUNITY CONCERNS

None.

REPORTS

Public Works Director – Mike Bloemendaal provided the Council with a report and shared that he and the mayor have been working with Mark Hansen who is an architect that is willing to donate his time and assist with future direction pertaining to the Carnegie Library building.

Water/Wastewater Superintendent – Joel Adelman provided a report to the Council and informed them of an unforeseen sanitary sewer main project that had recently taken place on the west side of town near Westview Park. Additionally, Adelman gave an update on the well monitoring project that took place near Indian Lakes. Adelman said the monitoring was mandated by the State and the results show that there is no connection shown between the wells and Indian Lakes.

Library Director – Jody Wacker updated the Council on the Library remodel project. She also informed them of a new story time program that is being coordinated with the Friends of the Library group and the Museum.

Liquor Store Manager – Michael Wilson provided reports to the Council and informed the Council that following a recent State report, the Pipestone Liquor store was ranked number 67 in all of the states 167 liquor stores and second in the southwest part of the state's economic development region.

Recreation Director – Robert Petersen provided a report and explained some of the new programs that the recreation department is offering. He also introduced Krista Vanderwal who was hired earlier on in the year as the Assistant Recreation Director.

PRESENTATION

Conflict of Interest Policy

City Attorney Jason Hill presented a PowerPoint presentation on new draft conflict of interest policy. Following the presentation, Mayor Delaney stated that the existing policy was outdated and explained that the council would consider adopting the new policy later on in the meeting.

ENGINEERING

Airport Pay Request No. 1

Engineer Winter shared Pay Request No. 1 with the Council and explained that the project is for the sidelights and rear lights of the runway at the airport. Winter said Pay Request No. 1 is for the amount of \$91,376.27 and explained that Bolton & Menk has reviewed the pay request and is recommending council approval. Administrator Nelson reminded the Council that the project was 90% funded by the Federal Government, 5% by the State of Minnesota, and 5% by the City.

Motion was made by Colbeck, seconded by Swanson and unanimously carried to approve Pay Request No. 1 in the amount of \$91,376.27 to Werner Bros. Inc. for the PAPI & REILS project.

NEW BUSINESS

Election of Acting Mayor

Mayor Delaney asked City Clerk LaBrune to pass out ballots for the election of Acting Mayor following the resignation of Justin Schroyer. LaBrune collected the ballots and read them stating that there was a tie between Rodger Smit and Scott Swanson. Delaney called for another vote. LaBrune again collected and read the votes stating that there were two votes for Swanson, one vote for Smidt, and one blank ballot. Mayor Delaney then asked Swanson if he would consider the position of Acting Mayor and Swanson accepted.

Motion was made by Smidt, seconded by Colbeck and unanimously carried to appoint Councilmember Swanson as Acting Mayor.

Resolution 2024-1

This resolution is adopted annually and determines the rules of order and procedure for the City Council.

Motion was made by Swanson, seconded by Colbeck and unanimously carried to approve Resolution 2024-1: A RESOLUTION ADOPTING RULES OF ORDER AND PROCEDURE FOR THE CITY COUNCIL IN ACCORDANCE WITH THE CITY CODE CHAPTER 2, SECTION 2.03.

Resolution 2024-2

This resolution is adopted annually and designates the Pipestone County Star as the official newspaper for the city.

Motion was made by Smidt, seconded by Swanson and unanimously carried to approve Resolution 2024-2: A RESOLUTION DESIGNATING THE PIPESTONE COUNTY STAR AS THE OFFICIAL NEWSPAPER FOR THE CITY OF PIPESTONE.

Resolution 2024-3

This resolution is adopted annually and designates First Farmers and Merchants National Bank as an official depository of City funds.

Motion was made by Colbeck, seconded by Swanson and unanimously carried to approve Resolution 2024-3: A RESOLUTION DESIGNATING THE FIRST FARMERS AND MERCHANTS NATIONAL BANK AS AN OFFICIAL DEPOSITORY OF CITY FUNDS.

Resolution 2024-4

This resolution is adopted annually and designates First Bank and Trust as an official depository of City funds.

Motion was made by Smidt, seconded by Swanson and unanimously carried to approve Resolution 2024-4: A RESOLUTION DESIGNATING THE FIRST BANK & TRUST AS AN OFFICIAL DEPOSITORY OF CITY FUNDS.

Resolution 2024-5

This resolution is adopted annually and designates First State Bank Southwest as an official depository of City funds.

Motion was made by Colbeck, seconded by Smidt and unanimously carried to approve Resolution 2024-5: A RESOLUTION DESIGNATING THE FIRST STATE BANK SOUTHWEST AS AN OFFICIAL DEPOSITORY OF CITY FUNDS.

Resolution 2024-6

Mayor Delaney stated that the following donations have been received:

- Pipestone United Way \$2,000.00 – to assist with the Ewert Rec Center Programs.
- Pipestone United Way \$2,000.00 – to assist the City with Parks and Recreation.
- Pipestone United Way \$700.00 – to assist with the Lights and the Lodge.
- Sioux Valley Energy \$1,200.00 – to assist with the Lights and the Lodge.
- Pipestone Holdings, LLC \$500.00 – to assist with the Lights and the Lodge.
- Friends of Scouting and Youth, Inc. \$12,000.00 – to assist with the Lights at the Lodge over four years.
- Friends of Scouting and Youth, Inc. \$7,366.67 – to assist with restocking fish at the Hiawatha Pageant Park pond over seven years.
- Jer’s Electric Inc. \$270.00 – in labor costs to install a temporary power panel for the Lights at the Lodge.

Motion was made by Swanson, seconded by Colbeck and unanimously carried to approve Resolution 2024-6: A RESOLUTION ACCEPTING DONATIONS.

2024 Cost of Living Adjustment

Mayor Delaney stated a 4% cost of living adjustment has been budgeted for in 2024. The amount was determined necessary to bring employees’ wages in line with the market rate which was determined by the Comparable Worth Study report completed by David Drown and Associates. Both the comparable worth study and 2024 budget have been approved by the City Council with the 4% COLA adjustment. A motion is needed by the Council to approve the COLA adjustment.

Motion was made by Swanson, seconded by Colbeck and unanimously approved to set the Cost-of-Living Adjustment for 2024 at 4%.

Consider Adoption of Conflict-of-Interest Policy

Mayor Delaney called for a motion following the presentation on the Conflict-of-Interest Policy by Attorney Hill.

Motion was made by Smidt, seconded by Swanson and unanimously carried to adopt the new Conflict of Interest Policy.

CLOSING COMMENTS

Mayor Delaney stated that there is a need for volunteers to sit on some of the city’s open commissions.

Administrator Nelson reminded the public that there is a Council Vacancy with applications for the seat being accepted until 5:00 p.m. on January 11th.

ADJOURNMENT

Motion was made by Colbeck, seconded by Smidt and unanimously carried to adjourn the meeting at 7:28 p.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator-Clerk