

Pipestone, Minnesota
January 16, 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 16th 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, Jennifer Cronin, Michael Wussow, Danielle Thompson, Travis Lund, Joan Stout, Pipestone Senior Center Treasurer Steve Weets, Museum Director Susan Hoskins, Pipestone Senior Center President Joann Weets, City Airport Manager Rob Dykstra, EDA Director Justin Schroyer, City Attorney Jason Hill via Zoom, City Engineer Travis Winter, City Cable Access Coordinator Steve Moffitt, Assistant City Administrator-Clerk Stephanie LaBrune, and City Administrator Deb Nelson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

VOTE TO FILL VACANT SEAT ON COUNCIL

Mayor Delaney explained that the City Charter requires a councilmember seat vacancy to be filled no sooner than 22 days after the announcement of the vacancy. He stated the vacancy was announced at the December 18, 2023 council meeting and the vacancy was advertised for the required two weeks. Furthermore, Delaney announced there were four candidates who filed an affidavit of candidacy with the city and asked LaBrune to explain the voting process. LaBrune stated that a vote would be conducted by the mayor and councilmembers and then shared the ballot with the public, listing the names of the applicants: Danielle Thompson, Travis Lund, Michael Wussow, and Jennifer Cronin. A vote was conducted and ballots were gathered. LaBrune read the results of the vote, stating three votes were received for Danielle Thompson and one vote was received for Travis Lund.

RESOLUTION 2024-11

Motion was made by Colbeck, seconded by Swanson and unanimously carried to approve Resolution 2024-11: A RESOLUTION CONFIRMING THE APPOINTMENT OF DANIELLE THOMPSON TO FILL THE COUNCIL SEAT DECLARED VACANT BY THE PIPESTONE CITY COUNCIL.

OATH OF OFFICE

Mayor Delaney administered the Oath of Office to Danielle Thompson and Thompson assumed a seat to participate in the remainder of the meeting.

APPROVE AGENDA – ADDITIONS, CHANGES OR DELETIONS

Mayor Delaney called for a motion to approve the agenda. Administrator Nelson stated that she would like to add accept resignation of Roxine Mollema and approve advertising the position under New Business Item P.

Motion was made by Smidt, seconded by Colbeck and unanimously carried to approve the amended agenda with the addition of Item P. under New Business, “Approve Resignation of Roxine Mollema and Approve Advertising for Vacant Position.”

CONSENT AGENDA

Mayor Delaney stated the Consent Agenda contains the January 2, 2024 Special Meeting Minutes; January 2, 2024 Regular Meeting Minutes; December 2023 Financial Reports, and Payment of Claims-Listing of Bills and asked if there was any discussion regarding these items.

Motion was made by Swanson, seconded by Smidt and unanimously carried to approve the Consent Agenda which contained the January 2, 2024 Special Meeting Minutes; January 2, 2024 Regular Meeting Minutes; December 2023 Financial Reports, and Payment of Claims-Listing of Bills in the amount of \$2,287,289.07 for warrants #071402 to #071509 to be issued in payment thereof.

COMMUNITY CONCERNS – None.

REPORTS

Airport Manager – Airport Manager Rob Dykstra provided an update of the airport operations, stating that everything is going well. He also informed the council that he and city staff would be meeting in a couple days to discuss the new Fuel Master system that will soon be installed.

Senior Center – Senior Center President Joann Weets and Treasurer Steve Weets were present. Steve Weets gave an update on the construction of the new senior center stating that \$771,212 have been raised to support the project and announced that they would be moving into the building debt free this year. Joann Weets passed out a newsletter and calendar of events to the council and talked about the physical education classes, presenters, games, and other various activities that are held at the senior center on a regular basis.

Museum Director – Museum Director Susan Hoskins handed out a report and shared with the council that the museum will be soon advertising to hire a summer intern. She also spoke about programs that are currently being offered through partnerships with the Meinders Community Library, Pipestone, Edgerton, and Russell Tyler Ruthton School Districts, and the Pipestone Historical Society. In addition, Hoskins talked about the tuck-pointing project that is moving forward with the help of a \$200,000 Clean Water Land and Legacy grant. She also announced that there will be a valentines supper fundraiser held at the Ferris Grand.

Chamber of Commerce - Absent

EDA Director – EDA Director Justin Schroyer shared with the council that he has created a Pipestone EDA Facebook and LinkedIn page. He also stated that there has been some interest in the Southwest Acres residential lots. Schroyer continued by informing the council that he is looking into a grant from Children’s First Finance to address the childcare issues.

LEGAL

Ordinance 154, Fourth Series

Mayor Delaney introduced Ordinance 154, Fourth Series and stated that the following revisions/additions have been made to the fee ordinance:

- Animal Control:
 - Boarding Fee: \$10 (~~2 to 10 Days~~) \$20/day for quarantine purposes
- Planning & Zoning:
 - Conditional Use Permit: ~~\$300~~-\$350 (Double if After the Fact)
 - Variance Permit: ~~\$300~~-\$350 (Double if After the Fact)
 - Rezoning Permit: ~~\$300~~-\$350 (Double if After the Fact)
 - Plat: \$350
 - Zoning Amendment: \$350
 - Sign Permit: ~~\$25~~-\$50 (Double if After the Fact)
 - Demolition Permit: ~~\$25~~-\$50 (Double if After the Fact)

- Vacating Streets and Alleys: ~~\$250~~ \$300
- Fire Department:
 - Custodian: ~~\$5,750~~ \$6,000 Annual Wages
- General Government Compensation:
 - Mileage: ~~65.5 cents~~ 67 cents/mile
- Public Works and Water/Wastewater Charges:
 - Paint Striper with Operator: ~~\$50~~ \$75/Hr. plus paint
 - Sewer Jetter/Vac Unit with Operator: \$125/Hr. (1Hr. Minimum charge)
 - Payloader with Operator: ~~\$85~~ \$125/Hr.
 - Grader: ~~\$100~~ \$125/Hr.
 - Maintenance Utilizing Airport Equipment: \$35/Hr.
 - Extra Operator Rater: ~~\$50~~ \$65/Hr.
 - Freeze Pack: \$40-\$70 per use
 - Unthaw Service Line: \$100/Hr. (1Hr. Minimum charge)
 - Shared Expense of Sidewalk Reconstruction or Repair: \$3/Square Foot.
- Park & Recreation Charges
 - Picnic Table Rental: ~~\$10~~ \$15/Table
 - Rural Picnic Table Rental: ~~\$15~~ \$20/Table
- City Water/Sewer Rates:
 - Residential and Commercial water rates shall be: ~~\$0.85~~ \$0.94 per 100gallons of water consumed.
 - Residential sewer rates shall be: ~~\$0.95~~ \$1.11 per 100gallons of water consumed.
 - Water Connection Charges (Hook-up Fees): ~~\$600~~ \$650
 - Sewer Service Connection Charges (Hook-up Fees): ~~\$600~~ \$650
 - Storm Sewer Connection Charges (Hook-up Fees): ~~\$600~~ \$650
 - Customer Access Charge for Water: ~~\$30~~ \$33/mo. unless water is shut off at curb
 - Customer Access Charge for Sewer: ~~\$15~~ \$17.55/mo. unless water is shut off at curb
 - Water Salesman Rate: ~~\$1.00~~ \$1.50 per 100 gallons
 - Use of Commercial Hydrant Meter: ~~\$50~~ \$75/Month plus usage
 - Use of Residential Hydrant Meter: ~~\$50~~ \$75/Summer plus usage
- Garbage Rates:
 - Commercial Cardboard: ~~\$2.00/Yd~~ \$2.50/Yd
 - Dumpsters:

<u>Dumpster Size</u>	<u>Commercial Cost Per Pickup</u>	<u>Cost Per Pickup House Clean Out</u>	<u>Cost Per Pickup (Demolition Debris)</u>	<u>Roofing (REMOVED)</u>
1-1/2 Yard	\$26 \$28	\$52 \$56	\$56 \$60	
3 Yard	\$39 \$42	\$78 \$84	\$85 \$90	
4 Yard	\$52 \$56	\$104 \$112	\$112 \$120	
6 Yard	\$78 \$84	\$156 \$168	\$168 \$180	
8 Yard	\$104 \$112	\$208 \$224	\$224 \$240	

- Storm Sewer Rates:
 - Residential Lot*: \$10/Month
 - REF Storm Sewer Rate*: \$10/Month
 - * As defined in Section 50.12(B) of the City Code. See Section 50.12 of the City Code.

Delaney announced that the ordinance is being introduced with its approval being slated for consideration at the February 5th council meeting.

ENGINEERING

2022 10th St SW & 4th St SW Pay Request No. 5

Engineer Winter shared Pay Request No. 5 due to Duinck Inc. in the amount of \$123,292.19 with the Council and explained that the city is still holding 5% of the project costs due to settling concrete and warranty work that remains. Winter stated the remaining work would be completed next spring.

Motion was made by Swanson, seconded by Smidt and unanimously carried to approve Pay Request No. 5 in the amount of \$123,292.19 to Duinck Inc. for the 2022 street project.

NEW BUSINESS

Mayoral Committee Appointments

Mayor Delaney shared his list of Mayoral Appointments and Committee assignments with the council with the addition of Barb Paulsen to the Park and Recreation board. He stated that there are still vacancies that he is looking to fill and explained that there would be additions made to the list as vacancies are filled.

Motion was made by Smidt, seconded by Colbeck and unanimously carried to approve the mayor's list of City Commission and Board Appointments as presented.

Set Local Board of Appeals ad Equalization Public Hearing Date

Mayor Delaney stated that the council will need to schedule Tuesday, April 9th at 7:00 p.m. to conduct the Local Board of Appeal and Equalization public hearing.

Motion was made by Colbeck, seconded by Smidt and unanimously carried to approve scheduling schedule Tuesday, April 9th at 7:00 p.m. to conduct the Local Board of Appeal and Equalization public hearing.

Public Safety Aid Allocation

Mayor Delaney explained to the audience that the 2023 Minnesota Legislature enacted a one-time Public Safety Aid for aids payable in 2023 with a one-time appropriation of \$300 million that has been allocated among all counties, cities, townships and tribal governments. He said recipients of funds are to utilize the aid to provide public safety and shared that the city of Pipestone has received \$181,080 in Public Safety Aid. Administrator Nelson stated that she would like to use the one-time allocation to pay off \$120,000 in debt that remained on the 2014 ladder truck with the remaining funds being available to make repairs to the truck that were caused during a fire that happened the previous weekend. Delaney asked if the funding could be used for emergency medical services (EMS), stating that the city does not currently provide any funding towards the County EMS department. Attorney Hill stated that EMS expenditures would qualify.

Motion was made by Smidt, seconded by Swanson and unanimously carried to approve utilizing \$120,000 of the Public Safety Aid allocation to pay off the 2014 Ladder truck and discuss how to spend the remaining \$60,000 in public safety aid at the next council meeting.

LMCIT Liability Coverage Waiver

Mayor Delaney stated that it is necessary for League of Minnesota Cities Insurance Trust members purchasing liability coverage from LMCIT to annually decide whether to waive or not waive liability coverage. He shared that the League recommends the council not waive the

monetary limits on municipal tort liability established by Minnesota Statutes and also stated that the city will need to appoint Kozlowski Insurance Agency as the city's insurance agent.

Motion was made by Colbeck, seconded by Smidt and unanimously carried to not waive the monetary limits on municipal tort liability established by Minnesota Statutes and to appoint Kozlowski Insurance Agency as the city's insurance agent.

Resolution 2024-7

Mayor Delaney stated that this Resolution is needed to support a grant application to the Minnesota Department of Transportation's Safe Routes to School Grant program. The project in which the city is seeking funding for, will expand the Pipestone sidewalk network by approximately one mile along 4th St from Hiawatha Ave to 8th Ave. and along 8th Ave from 121st St to 2th St where pedestrian facilities do not currently exist. The project will eliminate gaps in the city's pedestrian infrastructure network while connecting bicyclists and pedestrians to Pipestone public school facilities. The proposed project is also consistent with the City of Pipestone Safe Routes to School Plan and the City of Pipestone Bicycle and Pedestrian Master Plan. By the City Council approving this resolution, they are agreeing to pursue the grant and commit to the development and construction of the proposed project in a timeframe that supports grant agreement requirements.

Motion was made by Swanson, seconded by Colbeck and unanimously carried to approve Resolution 2024-7: A RESOLUTION AUTHORIZING THE PURSUIT OF SAFE ROUTES TO SCHOOL FUNDING FOR THE PIPESTONE SIDEWALK INFRASTRUCTURE PROJECT.

Resolution 2024-8

Mayor Delaney stated this resolution establishes the days, times and places of regularly scheduled meetings of the City Council and its committee meetings during the year 2024.

Motion was made by Colbeck, seconded by Smidt and unanimously carried to approve Resolution 2024-8: A RESOLUTION ESTABLISHING THE DAYS, TIMES AND PLACES OF REGULAR MEETINGS OF THE PIPESTONE CITY COUNCIL, COMMISSIONS, AND COMMITTEES DURING CALENDAR YEAR 2024.

Resolution 2024-9

Mayor Delaney shared the following donations received:

- Dahl Motors LLC.\$350.00 – to assist with the Ewert Rec Center Youth Trip to the Stampede Hockey game in Sioux Falls, SD.

Motion was made by Swanson, seconded by Smidt and unanimously carried to approve Resolution 2024-9: A RESOLUTION ACCEPTING DONATIONS.

Resolution 2024-10

Mayor Delaney explained that the resolution follows the Council's vote to deny the CUP application considered at the December 18, 2023 City Council meeting. He stated that the original item for consideration was a resolution to grant the CUP, however, with the Council's vote to deny the permit, this resolution reflecting the Council's decision needs to be approved and filed with the County Recorder's office.

Motion was made by Colbeck and seconded by Delaney to approve Resolution 2024-10: RESOLUTION AFFIRMING DENIAL OF A CONDITIONAL USE PERMIT TO

CONVERT AN EXISTING STRUCTURE AT 309 4TH STREET NW IN THE CITY OF PIPESTONE. Motion approved by Delaney, Colbeck and Thompson. Motion opposed by Swanson and Smidt. Motion granted 3-2.

Resolution 2024-12

Mayor Delaney shared a request by the Pipestone County Pheasants Forever for an exemption from lawful gambling license for their annual Pheasants Forever Banquet to be held March 26, 2024 at the National Guard Armory. Delaney said the group intends to sponsor raffles during the banquet and said city staff is recommending that the Council approve their request with no waiting period.

Motion was made by Swanson, seconded by Smidt and unanimously carried to approve Resolution 2024-12: A RESOLUTION REGARDING AN APPLICATION FOR AUTHORIZATION FOR EXEPTION FROM LAWFUL GAMBLING LICENSE.

Resolution 2024-13

Mayor Delaney stated this resolution appoints election judges for the Presidential Primary election March 5th, the Primary Election August 13th, and the General Election November 5th of this year.

Motion was made by Colbeck, seconded by Smidt and unanimously carried to approve Resolution 2024-13: A RESOLUTION APPOINTING ELECTION JUDGES FOR THE PRESIDENTIAL PRIMARY ELECTION OF MARCH 5, 2024, THE PRIMARY ELECTION OF AUGUST 13, 2024 AND THE GENERAL ELECTION OF NOVEMBER 5, 2024.

Resolution 2024-14

Mayor Delaney stated this resolution if approved, will allow the Mayor and City Council members to be covered by the Minnesota Worker's Compensation law and explained that the resolution has been approved in the past.

Motion was made by Swanson, seconded by Colbeck and unanimously carried to approve Resolution 2024-14: A RESOLUTION APPROVING THE MAYOR AND CITY COUNCIL MEMBERS OF THE CITY OF PIPESTONE BE COVERED BY THE MINNESOTA WORKER'S COMPENSATION LAW.

Resolution 2024-15

Mayor Delaney announced that the resolution if approved accepts the offer of the Minnesota Public Facilities Authority to purchase a general obligation Water revenue note, Series 2024A in the original aggregate principal amount of \$596,715; providing for its issuance, and authorizing the execution of a bond purchase and project loan agreement. Engineer Winter stated that the funds will be used for the current street and utility improvements project that is going on.

Motion was made by Swanson, seconded by Smidt and unanimously carried to approve Resolution 2024-15: A RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE A GENERAL OBLIGATION WATER REVENUE NOTE, SERIES 2024A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$596,715; PROVIDING FOR ITS ISSUANCE; AND AUTHORIZING THE EXECUTION OF A BOND PURCHASE

AND PROJECT LOAN AGREEMENT AND OTHER DOCUMENTS IN CONNECTION THEREWITH.

Resolution 2024-16

Mayor Delaney stated this resolution accepts the offer of the Minnesota Public Facilities Authority to purchase a general obligation Sewer revenue note, Series 2024B in the original aggregate principal amount of \$3,060,665; providing for its issuance, and authorizing the execution of a bond purchase and project loan agreement.

Motion was made by Swanson, seconded by Colbeck and unanimously carried to approve Resolution 2024-16: A RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE A GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2024B, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$3,060,665; PROVIDING FOR ITS ISSUANCE; AND AUTHORIZING THE EXECUTION OF A BOND PURCHASE AND PROJECT LOAN AGREEMENT.

Resolution 2024-17

Mayor Delaney Stated that on January 10th, the Board of Adjustments and Appeals held a public hearing on a Variance request by Pipestone County to construct a sign that exceeded the required 12 square feet in size. He said following the public hearing, the board made the recommendation to the City Council to approve the variance request. Delaney stated if this resolution is approved, it would grant the variance allowing Pipestone County to construct an 18 square foot monument sign at the location of 1016 8th Ave SW for their Government Service Center.

Motion was made by Swanson, seconded by Smidt and unanimously carried to approve Resolution 2024-17: A RESOLUTION GRANTING A VARIANCE TO CONSTRUCT A SIGN THAT EXCEEDS THE REQUIRED SIZE LIMITATIONS AT 1016 8TH AVE SW IN THE CITY OF PIPESTONE.

Schedule City Planning Session

Mayor Delaney stated that he would like to hold the city's annual planning session on February 10th at 9am to meet with city department heads and go over priorities and plan for future projects. Due to the date being outside of the city's regularly scheduled meetings, he called for a motion to schedule a special meeting.

Motion was made by Smidt, seconded by Colbeck and unanimously carried to schedule a special planning session meeting in the council chambers on February 10, 2024 at 9:00 a.m.

Approve Employee Resignation

Mayor Delaney stated that Roxine Mollema is retiring from her position as the administrative Assistant at the Ewert Recreation Center. He said her last day with the city will be March 15th.

Motion was made by Smidt, seconded by Swanson and unanimously carried to approve the resignation of Roxine Mollema effective March 15, 2024 and approve advertising the position.

COUNCIL LIAISON REPORTS

Human Rights Commission – Delaney talked about the Magellan Pipeline and explained their

latest proposal to have the pipeline west of the New Woodlawn cemetery. He said the Human Rights Commission had previously filed a petition and will be further reviewing the proposal. Historic Preservation Commission – Delaney stated that the first meeting of the year was held and chairperson was appointed. He also said there was an application by Weston Mathiesen to install steel siding on his building downtown and the board decided to table the decision to gather more information from the applicant.

Board of Adjustments and Appeals – Delaney said there was a variance hearing held as discussed previously in the meeting. He also stated that a chairperson was selected.

Planning Commission – Delaney stated that Evan Schiller is a new member on the Planning Commission. He also informed the council that the board met with several board of adjustment members to have a training session on zoning regulations. Delaney said Attorney Hill did the training and it was very educational.

CLOSING COMMENTS

Mayor Delaney stated that the weather has been brutal and asked for residents to make sure that their garbage and recycling containers are out in a clear area and taken back in in a reasonable amount of time to make sure the streets can be cleared.

Councilmember Smidt welcomed Danielle Thompson to the City Council.

ADJOURNMENT

Motion was made by Smidt, seconded by Colbeck and unanimously carried to adjourn the meeting at 7:59 p.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator-Clerk