

Pipestone, Minnesota
February 5, 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 5th day of February 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, Danielle Thompson, and Scott Swanson. Others present: City Attorney Jason Hill via Zoom, City Engineer Travis Winter, City Cable Access Coordinator Steve Moffitt, EDA Director Justin Schroyer, Assistant City Administrator-Clerk Stephanie LaBrune, and City Administrator Deb Nelson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA – ADDITIONS, CHANGES OR DELETIONS

Mayor Delaney stated that he would like to add Engineering C. 2023 Street & Utility Improvements Project – Pay Request No. 5, New Business E. Consider Appointment of Shannen Muller to the Heritage Preservation Committee, New Business F. Consider Appointment of Shannen Muller, Erica Volkir, Thomas Steffes, and Terry Carson to the Community Improvement Committee, New Business G. Consider Appointment of Jacque Swanson to the Library Board, New Business H. Consider Appointment of Klint Willert to the Human Rights Commission, and New Business I. Consider Appointment of Thomas Steffes to the Hiawatha Pageant Park Commission. Administrator Nelson also asked to include under New Business J. Main Street and Hiawatha Ave. Traffic Light.

Delaney then called for a motion to approve the agenda with the additions stated.

Motion was made by Smidt, seconded by Colbeck and unanimously carried to approve the amended agenda with the additions of Engineering C. 2023 Street & Utility Improvements Project – Pay Request No. 5, New Business E. Consider Appointment of Shannen Muller to the Heritage Preservation Committee, New Business F. Consider Appointment of Shannen Muller, Erica Volkir, Thomas Steffes, and Terry Carson to the Community Improvement Committee, New Business G. Consider Appointment of Jacque Swanson to the Library Board, New Business H. Consider Appointment of Klint Willert to the Human Rights Commission, and New Business I. Consider Appointment of Thomas Steffes to the Hiawatha Pageant Park Commission, and New Business J. Main Street and Hiawatha Ave. Traffic Light.

CONSENT AGENDA

Mayor Delaney stated the Consent Agenda contains the January 16, 2024 Regular Meeting Minutes and Payment of Claims-Listing of Bills. He then asked if there was any discussion regarding these items.

Motion was made by Colbeck, seconded by Thompson and unanimously carried to approve the Consent Agenda which contained the January 16, 2024 Regular Meeting Minutes and Payment of Claims-Listing of Bills in the amount of \$835,387.05 for warrants #071510 to #071653 to be issued in payment thereof.

COMMUNITY CONCERNS – None.

LEGAL

Ordinance 154, Fourth Series Fee Schedule

Mayor Delaney explained that the ordinance was introduced at the January 16th council meeting. He said, if approved the ordinance would establish fees, charges, and compensation rates as allowed by city code.

Motion made by Smidt, seconded by Colbeck and unanimously carried to adopt ORDINANCE 154, FOURTH SERIES: AN ORDINANCE ESTABLISHING FEES, CHARGES AND COMPENSATION AS ALLOWED BY CITY CODE.

Roll Call Vote: Ayes: Delaney, Smidt, Thompson, Swanson, and Colbeck. Nays: None.
Ordinance Approved 5-0.

Review Draft Ordinance 155, Fourth Series Floodplain Ordinance

Mayor Delaney asked Attorney Hill to explain the draft ordinance. Following discussion, Delaney stated that a public hearing would be held by the City Planning Commission on February 29th and later brought back to the City Council for formal introduction on March 4th.

ENGINEERING

2020 5th Ave Pay Request No. 6

Engineer Winter shared Pay Request No. 6 due to Winter Contracting LLC. in the amount of \$52,932.66 for work done on the 2020 5th Ave. Street project. Winter stated that he has reviewed the request and is recommending the council pay request no. 6 with the condition that the IC134 form is received prior to issuing payment.

Motion was made by Swanson, seconded by Smidt and unanimously carried to approve Pay Request No. 6 in the amount of \$52,932.66 to Winter Contracting LLC. for the 2020 street project under the condition that Winter Contracting LLC submits the completed IC134 form prior to issuing payment.

Request for Qualifications for Airport Engineering Services

Engineer Winter with Bolton & Menk explained that there are requirements in place for the city to put out a request for proposal seeking qualified applicants to provide engineering services for the airport. Winter said this is a part of the planning process. Discussion was held.

Motion was made by Smidt, seconded by Thompson and unanimously carried to approve publishing a request for qualifications for Airport Engineering services.

2023 Street and Improvements Project – Pay Request No. 5

Engineer Winter stated that Hulstein Excavating, Inc. has submitted Pay Request No. 5 in the amount of \$7,896.87 for work done on the 2023 Street and Utility Improvements Project. Winter told the council that he has reviewed the pay request and is recommending council approval. Delaney also commented saying how please he is with Hulstein's work.

Motion was made by Colbeck, seconded by Smidt and unanimously carried to approve Pay Request No. 5 in the amount of \$7,896.87 to Hulstein Excavating, Inc. for the 2023 Street and Utility Improvements Project.

OLD BUSINESS

Public Safety Aid

Mayor Delaney stated that there are still approximately \$60,000 that remain in Public Safety Aid funds and asked if anyone knew if there was a deadline to spend the funds. Both Attorney Hill and Administrator Nelson stated that there was no deadline. Smidt stated that he felt there was only one place to spend the funds and that would be within the Fire Department. Hill stated that the funds could also be spent on the contract with the Sherriff's Department. Delaney then asked the council to keep thinking on was to spend the funds and stated that further discussion can be held at their planning session on February 10th.

NEW BUSINESS

Resolution 2024-18

Mayor Delaney stated Resolution 2024-18 is a resolution authorizing the summary of publication for Ordinance 154, Fourth Series and said approval of this resolution is needed to publish a summary of the changes made to the fee ordinance.

Motion made by Smidt, seconded by Swanson and unanimously carried to approve Resolution 2024-18: A RESOLUTION AUTHORIZING THE PUBLICATION OF A SUMMARY FOR ORDINANCE 154, FOURTH SERIES: AN ORDINANCE ESTABLISHING FEES, CHARGES AND COMPENSATION AS ALLOWED BY LAW.

Roll Call Vote: Ayes: Delaney, Smidt, Thompson, Swanson, and Colbeck. Nays: None.
Ordinance Approved 5-0.

Resolution 2024-19

Mayor Delaney presented Resolution 2024-19 and Administrator Nelson explained the resolution stating that the resolution provides authorization for staff to submit a National Park Service Rivers, Trails and Conservation Assistance Program Application to create a master plan for the Hiawatha Pageant Park and surrounding trails. EDA Director Schroyer and Nelson also explained to the council how the application for assistance would help the city with future grant applications.

Motion by Smidt, second by Thompson and unanimously carried to approve Resolution 2024-19: A RESOLUTION AUTHORIZING THE SUBMITTAL OF A NATIONAL PARK SERVICE RIVERS, TRAILS AND CONSERVATION ASSISTANCE PROGRAM APPLICATION TO CREATE A MASTER PLAN FOR THE HIAWATHA PAGEANT PARK AND SURROUNDING TRAILS.

Resolution 2024-20

Mayor Delaney stated that this resolution is to accept a donation from the Pipestone Pickle ball team in the amount of \$50 that they are donating to help with the lights at the lodge.

Motion by Colbeck, second by Thompson and unanimously carried to approve Resolution 2024-20: A RESOLUTION ACCEPTING DONATIONS.

Amendment to the Human Rights Commission Bylaws

Mayor Delaney stated that the Human Rights Commission is requesting that the council approve an amendment to their bylaws that would change the commission's membership composition

which would allow new commission members to live or work within Pipestone County. He stated that the current bylaws limits membership to only residents of the city of Pipestone.

Motion by Swanson, second by Thompson and unanimously carried to approve the amendment to the Human Rights Commission Bylaws to allow residents who live or work within Pipestone County boundaries to be a Human Rights Commission member.

Consider New HPC Committee Member

Mayor Delaney stated that Shannen Muller has submitted an application to serve as a member on the Historic Preservation Committee and asked for a motion to accept the new committee member's appointment to the Historic Preservation committee.

Motion by Smidt, second by Colbeck and unanimously carried to approve the appointment of Shannen Muller to the Historic Preservation Committee.

Consider New Community Improvement Committee Members

Mayor Delaney stated that Shannen Muller, Erica Volkir, Thomas Steffes, and Terry Carson have submitted an application to serve as a member on the Community Improvement Committee and asked for a motion to accept the new committee member's appointments to the Community Improvement Committee.

Motion by Smidt, second by Swanson and unanimously carried to approve the appointment of Shannen Muller, Erica Volkir, Thomas Steffes, and Terry Carson to the Community Improvement Committee.

Consider New Library Board Member

Mayor Delaney stated that Jacque Swanson has submitted an application to serve as a member on the Library Board. He explained that the council will need to make a motion to accept her appointment to the board.

Motion by Smidt, second by Delaney to approve the appointment of Jacque Swanson to the Library Board. Ayes: Delaney, Smidt, Thompson, Colbeck, Nays: None. Abstained: Swanson.

Consider New Human Rights Commission Member

Mayor Delaney stated that Klint Willert has submitted an application to serve as a member on the Human Rights Commission. He then asked for a motion to accept the new committee member's appointment to the Human Rights Commission.

Motion by Colbeck, second by Smidt and unanimously carried to approve the appointment of Klint Willert to the Human Rights Commission.

Consider New Hiawatha Pageant Park Commission Member

Mayor Delaney stated that Thomas Steffes has submitted an application to serve as a member on the Hiawatha Pageant Park Commission.

Motion by Swanson, second by Thompson and unanimously carried to approve the appointment of Thomas Steffes to the Hiawatha Pageant Park Commission.

Hiawatha Ave. & Main St. Traffic Light

Mayor Delaney stated that a recent traffic accident caused some damage to one of the city's traffic lights at Main St. and Hiawatha Ave. Delaney said that the accidents that have caused this type of damage have been the result of a delivery trucks or larger equipment due to the lights hanging low over into the street. Discussion was held on traffic safety and installing four-way stop signs at the intersection.

Motion by Swanson, second by Smidt and unanimously carried to remove the traffic lights at the intersection of Main St. and Hiawatha Ave. turn the intersection into a four-way stop.

CLOSING COMMENTS

Councilmember Colbeck thanked all of the people who stepped up to serve as volunteers on the city's commissions and boards. He also announced that meals on wheels is still looking for drivers.

ADJOURNMENT

Motion was made by Smidt, seconded by Colbeck and unanimously carried to adjourn the meeting at 7:22 p.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator-Clerk