

Pipestone, Minnesota
February 10, 2024

Pursuant to due call and notice thereof, a special meeting of the Pipestone City Council was duly held in the Municipal Building at 9:00 a.m. on the 10th day of February 2024. Roll call was taken and a quorum was declared. Members present: Dan Delaney, Rodger Smidt, Scott Swanson, Danielle Thompson and Verdeen Colbeck. Absent: None. Others present: Kyle Kuphal, Recreation Director Robert Petersen, Public Works Director Mike Bloemendaal, Building and Zoning Administrator Solomon Derby, Water/Wastewater Supervisor Joel Adelman, EDA Executive Director Justin Schroyer, City Engineer Travis Winter and City Administrator Deb Nelson.

Mayor Delaney stated the purpose of the special meeting is to conduct the annual City Council Planning Session.

APPROVE AGENDA – ADDITIONS, CHANGE OR DELETIONS

Mayor Delaney stated he would like to amend the agenda to include Item F under Discussion Topics “Traffic Controls – Specific Procedures”.

Motion was made by Colbeck, seconded by Thompson and unanimously carried to approve the agenda with the addition of Item F under Discussion Topics “Traffic Controls – Specific Procedures”.

DEPARTMENT HEAD REVIEWS

Recreation

Recreation Director Robert Petersen shared with the council that the current facility is becoming too small to meet the demands. He shared what other communities were doing and possible ideas for expanding the current facility or building new.

Public Works

Public Works Director Mike Bloemendaal shared his future equipment replacement plan, possible location to build additional storage space for equipment and encouraged the council to begin considering future expansion of the cemetery.

Building and Zoning

Building and Zoning Administrator Solomon Derby presented his goal to upgrade the software and equipment for the building department stating that this would be a great way to streamline the permitting, inspection and records process. He would also like to obtain the online versions of the 2020 IBC, 2020 IRC and IMPC as another resource to assist with code and property maintenance. Derby stated he will be attending training this week and will talk with the city’s current software company regarding the online permitting application process.

Water/Wastewater

Water/Wastewater Superintendent Joel Adelman shared the following projects his department is currently working on:

- Extending sewer to the Suda/Lammers property along Highway 30. Adelman has successfully applied for a grant to help fund this project.
- Extending sewer to the Weber/Nutrien Ag properties along Highway 23. These properties are located in the high vulnerability area in the Wellhead Protection Zone (DWSMA). Adelman will apply for a grant to possibly help fund this project.
- Replacement of the watermain on North Hiawatha for increased fire protection and enhanced reliability.
- Work with Kwik Trip and Winter BDE to relocate an existing storm sewer line on property owned by Kwik Trip and replace city owned existing storm sewer lines to the west of the property owned by Kwik Trip.

Councilmember Smidt asked if the remaining Public Safety funds could be used for the North Hiawatha project since the project is to increase fire protection. City Administrator Nelson responded that she will check with City Attorney Hill to see if this is an acceptable use of those funds.

Economic Development Authority

EDA Director Justin Schroyer shared with the Council that he has applied for a matching grant to fix the east wall of the Carnegie Library building. He should know soon if the city has received it or not.

Discussion was then held regarding if the funds that were donated from Farmers Helping Farmers can now be used for new construction or only blighted properties since the EDA and MnWest have cycled through the blighted funds five times as they are on their fifth project house. City Administrator Nelson will contact Farmers Helping Farmers and inquire into how we can use the funds.

Schroyer then brought up the lot located in Southwest Acres Third Addition between Sneller and Budden. He stated he will be bringing it up at the EDA meeting on February 20th as he has an individual interested in purchasing the lot and who is wondering if they would get the same deal as the lots in Southwest Acres Second Addition.

DISCUSSION TOPICS

City Truck Parking Lot

Councilmember Colbeck stated that the city needs a trucking parking lot to give truck drivers a place to park their trucks. Right now they can only park their trucks on city streets.

Mayor Delaney stated that he has been looking at different areas of town for a truck parking lot and suggested the following possibilities:

- Leasing the grassy area by Steve Everett's shop.
- Area by the tree dump site.
- CHS area previously leased before.

Staff was directed to contact CHS to see if they would be interested in leasing the area again with a written agreement with stipulations.

Armory and Other Empty Buildings

Mayor Delaney listed all the empty buildings in town and expressed that he would like to be able to promote these buildings in larger cities to possibly assist realtors in filling the vacant buildings. City Administrator Nelson mentioned that her and EDA Director Schroyer were working with Lisa Hughes at DEED learning a new system called LOIS and would talk with her to see if it is possible to utilize this system to promote these properties.

City Code Recodification

City Administrator Nelson shared an outline she had received from City Attorney Hill regarding the city code recodification. She stated that establishment of a recodification committee to work on the recodification should be created and given the scope of the project, it could include a wide variety of people but should include one or two council members, the City Administrator, Zoning Administrator, some/all Department Heads, definitely Public Works and Water/Wastewater, one or two Planning Commission members and potentially a couple of members of the public. She asked that the council begin to consider members for this committee so that the recodification could begin.

Airport

City Administrator Nelson updated the council regarding a meeting that she, City Clerk LaBrune, Councilmember Smidt, and Tony Dykstra had attended with members of the FAA, the State and Bolton & Menk to review a draft of the Airport's Five-Year Capital Improvement Plan. Nelson stated that the airport has received a grant to purchase a mower in 2024 with the city's share at 5% in the amount of approximately \$25,000 and the city is looking at building an 80' x 80' hangar in 2025 using Bipartisan Infrastructure Law (BIL) funds before they expire.

Local Improvement Assessment Policy

Mayor Delaney stated that the assessment policy needs to be looked at and revised as the way the property owners are being assessed isn't working.

City Engineer Travis Winter stated that he will take a look at the assessment formula and send it to staff who will send it to the City Attorney for review.

Traffic Controls – Specific Procedures

Mayor Delaney stated he felt before any type of decisions be made in the future to put up stop signs, an investigation, study or survey needs to be done. He has noticed that along a particular

street, it appears like you are stopping at every other intersection and he would like to see a regular policy in place to investigate what is the best, safest way to keep traffic flowing. Research needs to be done before making decisions.

REVIEW ONE AND FIVE-YEAR PLANS

The council then reviewed and updated the one and five-year plans as follows:

2024

- Complete East side project.
- Investigate expansion of Industrial Park – southeast of the current park.
- Form Task Force to study possible new construction/remodeling of Recreation Center.
- Repair east wall and roof of Carnegie Library building.
- Plan and design trail through Hiawatha Pageant Grounds.
- Pave Industrial Road.
- Complete bathrooms/concession stand at soccer field.
- Complete pickleball courts at Harmon Park.
- Update Airport Master Plan.
- Update AWOS system at airport.
- Install new PAPI and REIL lights at airport.
- Locate possible new truck parking lot.
- Complete Hiawatha Pageant Grounds Master Plan
- Continue to sell remaining lots in Southwest Acres Second Addition
- Sell 622 3rd Ave SW project house.
- Update Airport Ag Land Lease.
- Aggressively promote vacant properties.
- Stimulate commissions and promote volunteer work in our community.
- Continue addressing child care issue.
- Continue efforts to retain existing businesses and attract new businesses.
- Continue to work on water quality issues.

2025-2029

- Continue to develop and implement community revitalization project.
- Continue sidewalk program.
- Complete City Code recodification.
- Consider alternative energy sources for city operations and amenities.
- Continue to develop Hiawatha Pageant Grounds.
- Develop new and update existing recreational facilities.
- Develop five-year Sealcoat Plan.
- Develop five-year Street Improvement Plan.
- Continue Blight Program.
- Support new program/alternative uses for Minnesota West.
- Develop alternative uses for city lots.

- Armory building.
- Support construction of multi-use trail through the city.
- Form Task Force to study possible new construction of a liquor store.

OTHER

Councilmember Swanson stated he would like to see weed enforcement and sidewalk snow removal enforcement continue.

Mayor Delaney asked that the Conflict of Interest policy be distributed to all councilmembers since it has been updated and he will read it into record at the March 4th meeting.

Delaney also mentioned that he would like to complete the spending policy that was discussed previously. City Administrator Nelson stated that she will work with City Attorney Hill in developing the policy for council review and approval.

Delaney stated he would like to see the website updated and kept up-to-date; shared that the SRDC has money available to help with sidewalk repairs; and would like the city to work more closely with law enforcement on public nuisances.

Mayor Delaney thanked everyone for attending the planning session today stating it was beneficial to be able to have these discussions.

ADJOURNMENT

Motion was made by Swanson, seconded by Smidt and unanimously carried to adjourn the meeting at 3:48 p.m.

Dan Delaney
Mayor

Deb Nelson
City Administrator