

Pipestone, Minnesota
November 7, 2022

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 7th of November 2022. Mayor Myron Koets called the meeting to order. Roll call was taken and a quorum was declared. Members present: Myron Koets, Jim Stout, Rodger Smidt, Dan Delaney, and Justin Schroyer. Absent: None. Others present: Kyle Kuphal, Verdeen Colbeck, City Engineer Travis Winter, Cable Access Coordinator Steve Moffitt, City Administrator/City Attorney Jeff Jones and City Clerk Deb Nelson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA – ADDITIONS, CHANGES OR DELETIONS

City Administrator/City Attorney Jones stated he would like to amend the agenda by adding Item F under New Business “Accept the Resignation of Jeffrey R. Jones.”

Motion was made by Smidt, seconded by Stout and unanimously carried to amend the agenda by adding Item F under New Business “Accept the Resignation of Jeffrey R. Jones.”

CONSENT AGENDA

Mayor Koets stated the Consent Agenda contains the October 17, 2022 Regular Meeting Minutes; the October 20, 2022 Special Meeting Minutes and Payment of Claims - Listing of Bills and asked if there was any discussion regarding these items.

Motion was made by Delaney, seconded by Smidt and unanimously carried to approve the Consent Agenda which contains the October 17, 2022 Regular Meeting Minutes; the October 20, 2022 Special Meeting Minutes and Payment of Claims - Listing of Bills in the amount of \$1,526,478.61 for warrants #067953 to #068095 to be issued in payment thereof.

COMMUNITY CONCERNS

None.

BID OPENING

Airport Ag Land Bid Opening

City Administrator/City Attorney Jones stated the city accepted sealed bids until 5:00 p.m. today to rent approximately 232 acres of land at the Airport for a three-year lease. The following bids were received:

NAME	BID
Brian Cramer 1155 US Hwy 75 Pipestone MN 56164 704-201-6243	\$276.50
Bacon Valley Farms 320 7 th Ave SW Pipestone MN 56164 507-820-2552	\$237.50
Brad Isle 996 60 th Ave Pipestone MN 56164 507-215-5406	\$282.50
Richard Zebe 11288 290 th St Adrian MN 56110 507-360-6013	\$301.50

Motion was made by Stout, seconded by Smidt and unanimously carried to approve the high bid in the amount of \$301.50 per acre to Richard Zebe for a three-year lease.

REQUEST FOR QUALIFICATIONS

Airport Planning

City Administrator/City Attorney Jones informed the council that the FAA requires cities to advertise for engineering firms to do airport projects. Bolton & Menk was the only firm to respond.

Motion was made by Stout, seconded by Schroyer and unanimously carried to approve Bolton & Menk to provide airport planning services for the Pipestone Municipal Airport.

LEGAL

Ordinance 139, Fourth Series

At the October 17th meeting, a public hearing was held to consider the request from Bud Johnston, Keepers of the Sacred Tradition of Pipemakers, to vacate the North/South and East/West alleys in Block 64, Wallbridge and Moore's Addition (400 North Hiawatha Ave). The ordinance was introduced at that meeting and, if approved, will vacate the north/south and east/west alleys as requested. The ordinance is now ready for approval.

Motion was made by Delaney and seconded by Stout to approve Ordinance 139, Fourth Series: AN ORDINANCE OF THE CITY OF PIPESTONE VACATING ALL THAT PORTION OF THE NORTH/SOUTH AND EAST/WEST ALLEYS IN BLOCK 64, WALLBRIGDE AND MOORE'S ADDITION TO THE CITY OF PIPESTONE, COUNTY OF PIPESTONE, STATE OF MINNESOTA. Upon roll call vote; Ayes: Koets, Stout, Smidt, Delaney, Schroyer; Nays: none, motion carried 5-0.

ENGINEERING

2021 Mill & Overlay Improvement Project – Pay Request No. 2/Final

City Engineer Winter stated Central Specialties, Inc. has submitted Pay Request No. 2/Final in the amount of \$19,119.66 for work completed on the 2021 Mill & Overlay Improvement Project. This is a project from last year and the pay request will close out the project.

Councilmember Delaney asked if all punch list items have been taken care of with Winter responding yes.

Motion was made by Stout, seconded by Smidt and unanimously carried to approve Pay Request No. 2/Final to Central Specialties, Inc. in the amount of \$19,119.66 to close out the 2021 Mill & Overlay Improvement project.

2022 Street & Utility Improvements Project – Pay Request No. 5

City Engineer Winter explained that Hulstein Excavating, Inc. has submitted Pay Request No. 5 in the amount of \$385,348.44 for work completed through October 25th on the 2022 Street & Utility Improvement Project. Bolton & Menk has reviewed the pay request and is recommending council approval.

Motion was made by Delaney, seconded by Stout and unanimously carried to approve Pay Request No. 5 to Hulstein Excavating, Inc. in the amount of \$385,348.44 for work completed on the 2022 Street & Utility Improvement project.

Consider Request for a Contract Extension

City Engineer Winter informed the council that a request has been received from Hulstein Excavating, Inc. for a contract extension for the 2022 Street & Utility Improvement project to November 18, 2022 due to additional work requested and material lead times beyond their control.

Councilmember Stout stated he felt Hulstein Excavating has done a remarkable job on the project.

Motion was made by Stout, seconded by Smidt and unanimously carried to approve the contract extension for Hulstein Excavating to November 18, 2022.

10th Street SW and 4th Street SE Improvements – 2022 – Pay Request No. 3

City Engineer Winter stated Duininck, Inc. has submitted Pay Request No. 3 in the amount of \$66,884.05 for work completed on the 10th Street SW and 4th Street SE improvements project. Bolton & Menk has reviewed the pay request and is recommending council approval.

Motion was made by Schroyer, seconded by Stout and unanimously carried to approve Pay Request No. 1 in the amount of \$66,884.05 to Duininck, Inc. for work completed on the 10th Street SW and 4th Street SE Improvements – 2022.

11th Street NE Extension – 2022 Improvements – Pay Request No. 1

City Engineer Winter explained Double D Gravel has submitted Pay Request No. 1 in the amount of \$128,317.30 for work completed on this project. Winter stated essentially 99% of the project is complete.

Councilmember Delaney stated he was not in favor of this project since it wasn't a budgeted item but Double D Gravel in good faith completed the work on this project. He stated supports the work Double D performed but not the project itself.

Motion was made by Stout, seconded by Schroyer and unanimously carried to approve Pay Request No. 1 in the amount of \$128,317.30 to Double D Gravel for work completed on the 11th Street NE Extension – 2022 Improvements.

2022 Seal Coat Improvements – Pay Request No. 1/Final

City Engineer Winter shared Asphalt Surface Technologies Corp. has submitted Pay Request No. 1/Final in the amount of \$130,352.04 for work completed on the 2022 Seal Coat Improvements project.

Councilmember Delaney asked if the dollar amount including painting of the parking lots with Winter responding that it didn't. He shared the Public Works Department will be taking care of that.

Motion was made by Delaney, seconded by Smidt and unanimously carried to approve Pay Request No. 1/Final in the amount of \$130,352.04 to Asphalt Surface Technologies Corp. for work completed on the 2022 Seal Coat Improvements project.

NEW BUSINESS

Resolution 2022-61

City Engineer Winter stated that at the October 3rd meeting, council approved Resolution 2022-55 which ordered preparation of a report on improvement of several streets by the reconstruction of street, sanitary sewer, watermain and storm sewer. He shared that in reviewing Utility Committee meeting notes, he noticed that one segment of 7th Ave SW was inadvertently left off Resolution

2022-55. Therefore, it will be necessary for the council to approve this resolution to include the one block segment of 7th Ave SW in the feasibility report.

Motion was made by Delaney, seconded by Stout and unanimously carried to approve Resolution 2022-61: A RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT.

Mayor Koets asked Winter if he could update the council on the current street and utility improvement project.

Winter stated on the main construction project Hulstein has completed all concrete work so the remaining items there are some turf restoration. Everything is moving along quite well and he thinks the final product, as things are being cleaned up, is looking very good. He thanked the residents for their patience this summer as this was a large project. Street paving is done on 10th and 4th and Duinink plans on being in town at the end of the week to finish asphalt patching so the streets will be usable at that time. All driveways are done on 10th and there is a little bit of side patch work left which will require nice weather to be completed.

Resolution 2022-62

City Administrator/City Attorney Jones stated this resolution, if approved, would accept the following donations received for Lights at the Lodge:

- Pepsi Cola Bottling Co. - \$100.00
- Fuller Paving - \$500.00
- Pipestone Realty, LLC - \$25.00
- W.M. Plumbing and Heating, LLC - \$75.00
- Russ Legler Inc. - \$100.00
- Double D Gravel, Inc. - \$200.00
- Buffalo Ridge Concrete, Inc. - \$50.00
- Sioux Valley Energy - \$1,230.00

Motion was made by Stout, seconded by Smidt and unanimously carried to approve Resolution 2022-62: A RESOLUTION ACCEPTING DONATIONS.

Approve Deferred Assessment for 420 9th Ave SE

City Administrator/City Attorney Jones stated the property owner at 420 9th Ave SE has submitted an application for deferred assessment for sanitary sewer work at this location. The deferred assessment will be for a term of three years at a zero percent (0%) interest rate. Staff has reviewed the application and is recommending council approval.

Motion was made by Schroyer, seconded by Delaney and unanimously carried to approve the Deferred Assessment for 420 9th Ave SE.

Community Library

City Administrator/City Attorney Jones shared proposed job descriptions for the Library Director, the Outreach Librarian and Community Librarian Aide for the Community Library at the new location. Staff has prepared the job descriptions and is recommending council approval.

Motion was made by Stout, seconded by Delaney and unanimously carried to approve the job descriptions for the Library Director, Outreach Librarian and Community Librarian Aide as presented.

Jones then stated that the question has been raised by library staff asking if it would be possible to carry over their accrued vacation time when they become city employees once the new library opens. He stated this would be an item for discussion with the Personnel Committee with a recommendation then being brought before the council for approval.

Accept the Resignation of Jeffrey R. Jones

City Administrator/City Attorney Jones then shared his letter of resignation effective December 20, 2022 stating it has been an honor working with the many dedicated mayors, councilmembers and staff during his tenure as City Administrator.

Councilmember Delaney thanked Jones for his years of excellent service.

Mayor Koets also thanked Jones for his years of service and expressed that he felt it would be in the best interests of the city to hire an outside consultant to review the City Administrator job description.

Motion was made by Stout, seconded by Smidt and unanimously carried to accept the resignation of Jeffrey R. Jones effective December 20, 2022.

Schedule Special Meeting for Monday, November 14, 2022 at 6:00 p.m. to Canvass Election Results and Consider Hiring an Outside Consultant to Review the City Administrator Job Description

City Administrator/City Attorney Jones stated that between the third and 10th day after the city general election, the council must meet as a canvassing board and declare the results of the election. Staff is recommending council schedule a special meeting for Monday, November 14, 2022 at 6:00 p.m. to canvass election results.

Jones also stated that he will have information for council consideration on consultants who can assist the council in reviewing the job description for the City Administrator position.

Motion was made by Delaney, seconded by Smidt and unanimously carried to schedule a special meeting for Monday, November 14, 2022 at 6:00 p.m. to canvass election results and consider hiring an outside consultant to review the City Administrator job description.

CLOSING COMMENTS

Councilmember Stout thanked City Administrator/City Attorney Jones for his excellent service stating it was a pleasure working with him these past 20 years.

Mayor Koets shared he had attended the National Conference of Rural Development Organizations where he sat in on three presentations involving trails, age-friendly communities and equity and development of communities. He stated it all boils down to is amenities in cities. Amenities are

very important to communities when developing and attracting people to communities, especially the younger generations.

City Clerk Nelson shared a signed picture received from Dave Miller of the Pipestone Arrows football team in recognition of the city council for allowing the senior football players the opportunity to stop on Main Street during the homecoming parade to give speeches to parade goers.

Councilmember Delaney reminded residents of the election tomorrow and encouraged voters to get out and exercise their right to vote.

ADJOURNMENT

Motion was made by Stout, seconded by Smidt and unanimously carried to adjourn the meeting at 7:18 p.m.

Myron D. Koets
Mayor

ATTEST:

Deb Nelson
City Clerk