

Pipestone, Minnesota
December 16, 2024

Pursuant to due call and notice thereof, a regular meeting of the Pipestone City Council was duly held in-person and via Zoom in the Municipal Building at 6:30 p.m. on the 16th day of December 2024. Mayor Dan Delaney called the meeting to order. Roll call was taken, and a quorum was declared. Members present: Dan Delaney, Danielle Thompson, Scott Swanson, and Verdeen Colbeck. Absent: Rodger Smidt. Others present: Kyle Kuphal, Engineer Travis Winter, Cable Access Coordinator Steve Moffitt, Assistant City Administrator/City Clerk Stephanie LaBrune, and City Administrator Deb Nelson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA - ADDITIONS, CHANGE OR DELETIONS

Motion made by Colbeck, seconded by Thompson, and unanimously carried to approve the agenda as presented.

CONSENT AGENDA

Mayor Delaney stated the Consent Agenda contains the December 2, 2024, Special Meeting Minutes, December 2, 2024, Regular Meeting Minutes, Payment of Claims-Listing of Bills, and the November 2024 Financial Report. He then asked if there was any discussion regarding these items. No discussion was held.

Motion was made by Swanson, seconded by Thompson and unanimously carried to approve the Consent Agenda items which consisted of the December 2, 2024 Special Meeting Minutes, December 2, 2024 Regular Meeting Minutes, Payment of Claims-Listing of Bills in the amount of \$484,324.22 for warrants #073745 to #073852 to be issued in payment thereof, and the November 2024 Financial Report.

COMMUNITY CONCERNS – Administrator Nelson stated that there was no one signed in for community concerns and she did not receive any calls or e-mails with concerns.

LEGAL

Ordinance 162, Fourth Series

Delaney said this ordinance was introduced at the last city council meeting to name former County Road 67 to 2nd Ave. N.E.

Motion was made by Swanson and seconded by Thompson to adopt Ordinance 162, Fourth Series: An Ordinance Renaming a Street in the City of Pipestone from County Road 67 to 2nd Avenue NE. Upon roll call vote; ayes: Delaney, Thompson, Colbeck, and Swanson; nays: none approving the motion 4-0.

Ordinance 163, Fourth Series

Delaney introduced Ordinance 163, Fourth Series, stating that the ordinance is an ordinance amending chapter 153 and adding a new section 153.50 of the city code regarding the regulation of cannabis and hemp businesses. Furthermore, he said the ordinance has been reviewed by the planning commission and a public hearing was held on December 11th to hear public comment on

the proposed ordinance with the planning commission now recommending that the council move forward to approve the ordinance. Nelson additionally commented that since the public hearing was held it was noticed that Veteran's Park and Bennet Park were inadvertently left out of the map that showed the setbacks from city parks. She stated that Attorney Hill said small or minor changes could be made to the ordinance by the council, however, if the council were to change the setbacks from parks from 500 feet to zero that would result in a significant change and another public hearing would need to be held. Delaney said to ensure that the ordinance is in place by January 1st, the ordinance is slated for council consideration at a special meeting of the council on December 20th.

Ordinance 164, Fourth Series

Delaney introduced Ordinance 164, Fourth Series saying that the ordinance is being introduced to establish the city's fee schedule for 2025. He then explained the following revisions that are being proposed:

General:

- Arborist Permit: ~~\$15/year~~ \$100/year
- Fireworks Permit: \$100
- Mobile Food Unit/Food Cart: \$50/year
- Parade Permit: \$25
- Property Tax Abatement Application Fee: \$100

Cannabis Licensing:

- Initial Registration:
 - Microbusiness: \$500
 - Mezzobusiness: \$500
 - Retailer: \$500
 - Edible Retailer: \$500

- Renewal:
 - Microbusiness: \$1,000
 - Mezzobusiness: \$1,000
 - Retailer: \$1,000
 - Edible Retailer: \$125

General Government Compensation:

- Mileage: ~~67 cents~~ Federal Mileage Rate

Public Works and Water/Wastewater Charges:

- ~~Barriade Rental: 5.00/day/barriade~~ — (Contractor liable for broken barricades)
- ~~Cone Rental: 2.00/day/cone~~
- Stump Grinder: (add) \$4/inch to grind, clean, and fill to current fees

Park & Recreation Charges

Hiawatha Lodge

- Hourly Rental: 30.00/hr. plus 30.00/hr. non-refundable booking fee
 - *Hourly rental only available May – October (Monday thru Thursday) and November – April (Monday thru Sunday). Renters Responsible for Cleaning.
 - Alcohol Not Allowed with Hourly Rentals.
- Daily Rental: 350.00/day plus 350.00 non-refundable booking fee
- Indoor Ceremony – Only (Oct. to April): 100.00 plus 100.00 non-refundable booking fee
- Deluxe Wedding Package: 1,000.00 plus 350.00 non-refundable booking fee
- Simple Wedding Package: 500.00 plus 350.00 non-refundable booking fee

Hiawatha Pageant Park Grounds Only: 400.00/day plus 350.00 non-refundable booking fee

Garbage Rates:

Large Dumpsters:

<u>Dumpster Size</u>	<u>Commercial Cost Per Pickup</u>	<u>Residential Cost Per Pickup</u>	<u>Cost Per Pickup (Demolition Debris)</u>
1-1/2 Yard	\$28 \$32	\$56 \$56	(REMOVED)
3 Yard	\$42 \$48	\$84 \$84	
4 Yard	\$56 \$64	\$112 \$112	
6 Yard	\$84 \$96	\$168 \$168	
8 Yard	\$112 \$128	\$224 \$224	

Commercial Garbage Route Customers:

<u>Dumpster Size</u>	<u>Pickups Per Week</u>	<u>Monthly Cost</u>	
1-1/2 Yard	3	\$336	\$384
1-1/2 Yard	1	\$112	\$128
1-1/2 Yard	every other	\$56	\$64
1-1/2 Yard	once per month	\$28	\$32

City Water Rates:

Residential and Commercial water rates shall be: ~~\$0.94~~ \$1.03 per 100 gallons of water consumed.

Customer Access Charge for Water: ~~\$33~~ \$36.30/mo. ~~unless water is shut off at curb~~

City Sewer Rates:

Residential sewer rates shall be: ~~\$1.11~~ \$1.23 per 100 gallons of water consumed

Customer Access Charge for Sewer: ~~\$17.55~~ \$22.20/mo. ~~unless water is shut off at curb~~

Storm Sewer Rates:

<u>Property Type</u>	<u>REF</u>	<u>Monthly Rates</u>
Single Family Resident Storm Sewer Rate		\$10.00 \$10.60 / Parcel
Agricultural/Undeveloped	0.00	REF X \$10.60 X ACRES (NTE \$100)
School \$100)	1.70	REF X \$10.60 X ACRES (NTE \$100)
Multifamily	1.80	REF X \$10.60 X ACRES (NTE \$100)
Institutional	1.80	REF X \$10.60 X ACRES (NTE \$100)
Commercial	1.90	REF X \$10.60 X ACRES (NTE \$100)
Industrial	1.90	REF X \$10.60 X ACRES (NTE \$100)

Storm Sewer Rates for Property Classes other than Single Family Residents is based on a Residential Equivalency Factor (REF) and Parcel Size.

*Monthly Storm Water Rate Calculation: REF X ~~\$10~~ \$10.60 X Acres (up to \$100/month Max Charge)

*As defined in Section 50.12 of the City Code

Delaney said the Ordinance is slated to be considered at the January 6th, 2025, Council Meeting,

ENGINEERING

2023 Street & Utility Improvement Project – Pay Request No. 13/Final

Engineer Winter stated that Hulstein Excavating has completed the project and is recommending that the Council approve Pay request No. 13/Final in the amount of \$433,998.30. Additionally, he said with approval of this pay request the 2-year warranty period will begin on the project.

Motion made by Swanson, seconded by Colbeck, and unanimously carried to approve Pay request No. 13/Final in the amount of \$433,998.30 to be paid to Hulstein Excavating for the No. 13/ final payment on the 2023 Street and Utility Improvement project.

2022 Street & Utility Improvement Project – Pay Request No. 8/Final

Engineer Winter stated that Hulstein Excavating has completed the project and is recommending that the Council approve Pay request No. 8/Final in the amount of \$40,178.24. Additionally, he said with approval of this pay request the 2-year warranty period will begin on the project.

Motion made by Thompson, seconded by Colbeck, and unanimously carried to approve Pay request No. 8/Final in the amount of \$40,178.24 to be paid to Hulstein Excavating for the No. 8/final payment on the 2022 Street and Utility Improvement project.

NEW BUSINESS

Resolution 2024-63

Delaney stated, several donations have been received as follows to assist the City of Pipestone's Hiawatha Pageant Park Committee with their Lights at the Lodge event and the Meinder's Community Library. He the read the following list of donations:

Lights at the Lodge:

Lewis Family Drug -\$50.00
Mary Ann Hustad - \$750.00
Mick & LaDonna Myers - \$25.00
John & Marsha Wiese - \$30.00

Meinder's Community Library:

Anonymous Donation of Puzzles valued at \$275.00

Motion made by Colbeck, seconded by Swanson, and unanimously carried to approve Resolution 2024-63: A RESOLUTION ACCEPTING DONATIONS.

Resolution 2024-64

Delaney explained Resolution 2024-64 stating that every year the council approves a list of year end fund transfers to align with the year's budget. He said the resolution will allow for the following fund transfers to be approved for the Fiscal Year 2024 Budget:

Storm Sewer to 2017 Street Debt Service	\$	27,200.00
Storm Sewer to 2018 Street Debt Service	\$	34,275.00
Storm Sewer to 2022 Street Debt Service	\$	116,300.00
Storm Sewer to 2023 Street Debt Service	\$	26,280.00
General to Water	\$	52,810.00
Liquor to Water	\$	50,000.00

General to Capital Equipment	\$	9,000.00
Cemetery to Capital Equipment	\$	24,000.00
Park & Recreation to Capital Equipment	\$	71,900.00
Street to Capital Equipment	\$	90,000.00
Municipal Building to Capital Equipment	\$	10,000.00
Storm Sewer to Capital Equipment	\$	20,000.00
Cable Access to Capital Equipment	\$	15,000.00
Water to Capital Equipment	\$	79,000.00
Sewer to Capital Equipment	\$	68,500.00
Garbage to Capital Equipment	\$	243,600.00
Liquor to Capital Equipment	\$	6,000.00
Data Processing to Capital Equipment	\$	20,000.00
Perpetual Care to Cemetery	\$	700.00
2007 Street D/S to 2020 Street Project	\$	130,108.25
Fire Hall D/S to 2020 Street Project	\$	35,567.52
Fire Hall D/S to 2021 Street Project	\$	39,029.52
Fire Hall D/S to 2022 Street Project	\$	25,768.03

Motion made by Swanson and seconded by Thompson, and unanimously carried to approve Resolution 2024-64: A Resolution Approving Fund Transfers.

Resolution 2024-65

Mayor Delaney shared resolution 2024-65, which listed the regular meeting dates and times for the city council meetings along with other city commissions and committees for the year 2025.

Motion by Thompson, seconded by Colbeck, and unanimously carried to approve Resolution 2024-65: A Resolution Establishing the Days, Times and Places of Regular meetings of the Pipestone City Council, Commissions, and Committees during the calendar year 2025.

Approve Pipestone Country Club Resident Manager

Delaney said the Pipestone Country Club is requesting to have Staci O'Hearn Burmeister serve as their new resident manager for their liquor license and informed the council that all background checks have been approved, and City staff is requesting approval from the Council.

Motion made by Thompson, seconded by Swanson, and unanimously carried to approve Staci O'Hearn Burmeister as the new resident manager of the Pipestone Country Club.

2025 Law Enforcement Contract

Delaney stated that the Law Enforcement Protection Contract between the City and the Pipestone County Sheriff's Department for 2025 has been included in the council packets for review and consideration.

Motion by Swanson, seconded by Thompson, and unanimously carried to approve the 2025 Law Enforcement Protection Contract between the Pipestone County Sheriff's Department and the City of Pipestone.

Employee Resignation

Mayor Delaney shared a resignation letter from public works employee, Tylan VanderWal saying that VanderWal's last day was December 5th. Additionally, he said that two new public works employees have been hired to replace the positions of former employees Aaron Burnett and Tylan VanderWal. He said VanderWal was a valuable employee and will be missed.

Motion by Colbeck and seconded by Thompson, and unanimously carried to accept the resignation of Tylan VanderWal.

2025 Cost of Living Adjustment

Delaney explained that every year the City Council sets a cost of living (COLA) adjustment for city employees. He said, this year a 2.7% COLA was implemented into the approved 2025 budget; however, the Social Security COLA increase has been set at 2.5%. The Council will need to decide on the 2025 COLA which will go into effect with the first payroll of 2025.

Delaney then made a motion to set the COLA at 2.7% with Thompson seconding the motion. The motion to set the COLA at 2.7% was then unanimously approved by the council.

Schedule Special meeting for Friday, December 20th

Delaney said to ensure that the Cannabis Ordinance is in effect before January 1st, Administrator Nelson would like to have the Council schedule a special meeting on December 20th at 1p.m. to consider the approval of Ordinance 163, Fourth Series: An ordinance amending chapter 153 and adding a new section 153.50 of the city code regarding the regulation of cannabis and hemp businesses.

Motion by Colbeck, seconded by Thompson and unanimously carried to schedule a special council meeting on Friday, December 20th at 1:00 p.m. to consider Ordinance 163, Fourth Series, and a Resolution to authorize the summary of publication for Ordinance 163, Fourth Series.

Schedule Annual Planning Session

Mayor Delaney explained, each year the City Council hosts a Planning Session meeting to discuss the city's Capital Improvement plan and Financial Management Plan to set goals and priorities for the city. He said the Council will need to set a date for the 2025 Planning Session meeting.

After discussion, the council was in consensus to hold the annual city planning session on February 1, 2025, at 9:00 a.m. in the Council Chambers at City Hall.

Consider December 24th Office Closure

Delaney shared that City Administration is requesting to model Pipestone County's policy concerning the closure of offices on December 24th. He said, if approved, the following language would be incorporated into the city's personnel policy: "City offices will close at 12:00 noon on December 24 when that day falls on a Monday through Thursday. Employees providing city services from 12:00 noon until the close of business shall be compensated at 1 ½ times their regular rate of pay." Delaney added that Pipestone County has had this policy in place for a number of years and feels it's a good policy to have in place so employees are able to travel and spend time with their families.

Motion by Thompson, seconded by Colbeck and unanimously carried to approve the incorporation of the following language into the city's personnel policy: "City offices will close at 12:00 noon on December 24 when that day falls on a Monday through Thursday. Employees providing city services from 12:00 noon until the close of business shall be compensated at 1 ½ times their regular rate of pay."

CLOSING COMMENTS

Councilmember Colbeck – Wished the residents of Pipestone, Council members and staff a joyous Christmas and Happy New Year.

Mayor Delaney – Reminded residents that there are only 2 weeks left to use up their city garbage bags. He also announced that the Dakota Reconciliation and Healing Horse Ride is set to travel through Pipestone on December 18th between 2 p.m. and 4 p.m. He shared that the public is welcome to join in on the ride as well.

ADJOURNMENT

Motion made by Thompson, seconded by Swanson, and unanimously carried to adjourn the meeting at 6:58p.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator / City Clerk