

MEMORANDUM

TO: Mayor and City Council
FROM: Stephanie LaBrune, Assistant City Administrator / City Clerk
RE: Meeting of January 6, 2025
DATE: January 3, 2025

Attached please find the agenda and related materials for Monday night's meeting.

SWEARING IN OF ELECTED OFFICIALS

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

ADJOURN 2023 COUNCIL SINE DIE

CONVENE 2024 CITY COUNCIL

APPROVE AGENDA – ADDITIONS, CHANGES OR DELETIONS

MOTION IS NEEDED.

CONSENT AGENDA

The Consent Agenda contains the following items for approval:

December 16, 2024 Regular Meeting Minutes
December 20, 2024 Special Meeting Minutes
Payment of Claims-Listing of Bills

MOTION IS NEEDED.

COMMUNITY CONCERNS

REPORTS

- A. Law Enforcement
- B. Liquor Store Manager
- C. Library Director
- D. Building & Zoning Administrator
- E. Water/Wastewater Superintendent
- F. Public Works Director
- G. Recreation Director

FOR INFORMATION ONLY.

LEGAL

- A. Ordinance 164, Fourth Series – The 2025 Fee Ordinance was introduced at the December 16th City Council Meeting and is ready for Council consideration.

MOTION AND ROLL CALL VOTE IS NEEDED.

ENGINEERING – None.

OLD BUSINESS

- A. Resolution 2024-62 – This Resolution was tabled from the December 2nd City Council meeting to allow staff to gather additional information on the Minnesota Historical Society Grant and updated cost estimates to repair the Carnegie Library Building. Administrator Nelson will provide an update; however, there is still more information to be gathered so staff is recommending that this item be tabled to a further date.

MOTION TO TABLE NEEDED.

- B. Conflict of Interest Policy – The Conflict of Interest Policy is included in the council packets for acknowledgement by the city council members. This is a current City Policy and no action needs to be taken at this time.

FOR INFORMATION ONLY.

NEW BUSINESS

- A. Election of Acting Mayor – Councilmembers will need to vote for an Acting Mayor. Ballots will be available at the meeting.

MOTION IS NEEDED.

- B. Mayoral Board / Committee Appointments – Mayor Delaney will share his list of 2025 City board and committee appointments. The Council will need to confirm his list of appointments.

MOTION IS NEEDED.

- C. Resolution 2025-1 - This resolution is adopted annually and determines the rules of order and procedure for the City Council.

MOTION IS NEEDED.

- D. Resolution 2025-2 - This resolution is adopted annually and designates the Pipestone County Star as the official newspaper for the city.

MOTION IS NEEDED.

- E. Resolution 2025-3 - This resolution is adopted annually and designates First Farmers and Merchants National Bank as an official depository of City funds.

MOTION IS NEEDED.

- F. Resolution 2025-4 - This resolution is adopted annually and designates First Bank and Trust as an official depository of City funds.

MOTION IS NEEDED.

- G. Resolution 2025-5 - This resolution is adopted annually and designates First State Bank Southwest as an official depository of City funds.

MOTION IS NEEDED.

- H. Resolution 2025-6 – Each year, the City Council considers this resolution to allow City Council Members to be covered in the Minnesota Worker’s Compensation Law. This has been approved in the past.

MOTION IS NEEDED.

- I. Resolution 2025-7 – With the passage of Ordinance 164, Fourth Series, the 2025 Fee Schedule, city administration is requesting council approve Resolution 2025-7 to authorize the publication of a summary of Ordinance 164, Fourth Series due to its length. This has been approved in the past.

MOTION IS NEEDED.

- J. Resolution 2025-8 – This resolution accepts the following donations:
- Steven & Peg Lange \$100.00 – to assist with the Lights and the Lodge.
 - Sioux Valley Energy \$1,200.00 – to assist with the Lights and the Lodge.
 - Gorters Clay & Dairy \$250.00 – to assist with the Lights and the Lodge.

MOTION IS NEEDED.

- K. TIF District 13 Reimbursement Request – Ed Scholten recently did repairs to a building he owns in TIF District 13. Repairs completed consist of installing a new roof and making repairs to a building wall. Repair expenses totaled \$28,801.79 and city administration is requesting that the council approve reimbursing the Mr. Scholten for 50% of the project costs or \$14,400.90. These expenses are eligible to be reimbursed through TIF District 13. Administrator Nelson will provide additional details.

MOTION IS NEEDED.

- L. Family Dollar 3.2 Off Sale Liquor License – Family Dollar has submitted their paperwork for their 2025 annual 3.2 Off Sale Liquor License. All background checks and approvals have been confirmed by staff and staff is requesting council approval of the liquor license.

MOTION IS NEEDED.

- M. Family Dollar Resident Manager – Due to staffing changes, a new resident manager, Penny Scribner, has been designated by the Family Dollar store to oversee the store's liquor license. Staff has performed all required background checks and is recommending that the council approves Penny Scribner as the new resident manager for the Family Dollar Store in regards to their liquor license.

MOTION IS NEEDED.

CLOSING COMMENTS

EXECUTIVE/CLOSED SESSION

ADJOURNMENT