

Pipestone, Minnesota
January 21, 2025

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 21st day of January 2025. Mayor Dan Delaney called the meeting to order. Roll call was taken, and a quorum was declared. Members present: Dan Delaney, Rodger Smidt, Danielle Thompson, Scott Swanson, and Verdeen Colbeck. Absent: none. Others present: Kyle Kuphal, City Attorney Jason Hill, Derek Behrens, EDA Director Justin Schroyer, Airport Manager Robert Dykstra, Steve Weets, Senior Center President Joann Weets, Museum Director Susan Hoskins, John Dibbet, Jeremy Rensink, Chamber Director Erica Volkir, Tom Steffes, 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

Mayor Delaney stated that he would like to add under two items under New Business. Item H. Approve the Wastewater Discharge Agreement Between JBS and the City of Pipestone and Item I. LMCIT Liability Coverage Waiver.

Motion made by Colbeck, seconded by Thompson, and unanimously carried to approve the agenda as presented with the two additions under New Business. Item H. Approve the Wastewater Discharge Agreement Between JBS and the City of Pipestone and Item I. LMCIT Liability Coverage Waiver.

CONSENT AGENDA

Mayor Delaney stated the Consent Agenda contains the January 6, 2025, Special Meeting Minutes, January 6, 2025, Regular Meeting Minutes, December 2024 Financial Report, and Payment of Claims-Listing of Bills. He then asked if there was any discussion regarding these items. No discussion was held.

Motion was made by Thompson, seconded by Smidt and unanimously carried to approve the Consent Agenda items which consisted of the January 6, 2025, Special Meeting Minutes, January 6, 2025, Regular Meeting Minutes, December 2024 Financial Report, and Payment of Claims-Listing of Bills in the amount of \$355,871.95 for warrants #073994 to #074086 to be issued in payment thereof.

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.

REPORTS

Airport – Airport Manager Dykstra was present and gave an update on the PAPI and REILS project. Additionally, he stated that the AWOS system would be installed in the spring and stated that the airport is now down to one crew car.

Senior Center –Senior Center President Weets shared several updates from the Senior Center relating to the events and programs that are held regularly at the Senior Center. She also said there were 115 members in 2024.

Housing and Redevelopment Authority – Absent.

Chamber of Commerce – Chamber Director Volkir provided several handouts to the council and shared details on both past and future programs and events that the Chamber hosts. She additionally thanked the Sioux Valley Energy Roundup program for the grant to purchase 162 books that were given away at their Santa event.

Economic Development Authority – EDA Director Schroyer announced that there is one office space available to rent in the municipal building. He also thanked Sioux Valley Energy and the Southwest Initiative Foundation for assisting with the cost to help renovate the office spaces. Schroyer also shared that he attended the National EDA Conference in Omaha and will be attending the EDAM conference soon and thanked Sioux Valley Energy for helping with the cost for him to attend the EDAM conference.

Museum Director – Museum Director Hoskins announced February 22nd as the date for their annual meeting. She also talked about working to make the collections at the museum more ADA accessible. In addition., she talked about several upcoming programs and shared that there is an online library of early land sale records from Pipestone County available online. Hoskins also thanked Sioux Valley Energy for the grant to upgrade an electrical panel and lighting at the museum and also United Way for a grant they provided to update the window shades at the Moore Park School House.

NEW BUSINESS

Audio Visual Integrations Proposal

Delaney introduced Jeremy Rensink and John Dibbet with Audio Visual Integrations who were present to do a presentation on upgrading equipment in the council chambers. Rensink and Dibbet then gave a short presentation explaining their proposal. Following the presentation, Administrator Nelson stated that there is money in the 2025 budget to complete the project. Delaney then called for a motion to approve the proposal from Audio Visual Integrations in the amount of \$40,300.38 to upgrade the audio-visual equipment in the council chambers.

Motion by Smidt, seconded by Colbeck and unanimously carried to sign and accept the proposal from Audio Visual Integrations to upgrade the audio-visual equipment in the council chambers for a total cost of \$40,300.38.

Resolution 2025-9

Mayor Delaney stated that the following donations have been received and this resolution accepts the donations:

- Pipestone United Way \$2,000.00 – to assist the city’s Park & Rec Department
- Pipestone United Way \$2,000.00 – to assist the city’s After School & Summertime Fun Programs
- Pipestone United Way \$250.00 – to assist with the Lights and the Lodge
- Julie Manzey \$200.00 – to assist with the Lights and the Lodge
- Pipestone Holdings, LLC \$1,676.00 – to assist with the Lights and the Lodge
- Kwik Trip \$1,000.00 – to assist the Pipestone Fire Department

Delaney thanked the donors and stated that the Fire Department is planning to use their donation towards a battery powered exhaust fan.

Motion was made by Swanson, seconded by Thompson and unanimously carried to approve Resolution 2025-9: A RESOLUTION ACCEPTING DONATIONS.

Resolution 2025-10

Delaney stated at the most recent Utility Commission meeting, the commission made a motion to recommend to the Council that they move forward with the pavement of Industrial Road. This decision was made after preliminary estimates were received and feedback was obtained from the street and utility department concerning the maintenance of the gravel road and storm sewer along Industrial Road. If the Council wishes to move forward with this project, the project could be funded with funds from the street department and adjacent property owner assessments. Approving Resolution 2025-10 would begin the process by ordering the city engineer to prepare a report on the street improvement to determine whether the improvement is necessary, cost-effective and feasible.

Behrens with Bolton & Menk also commented saying that this is the first step to go through for public bidding and Delaney also shared that there are funds available for the city's share of the project in the city's street department budget.

Motion made by Swanson, seconded by Thompson, and unanimously carried to approve Resolution 2025-10: A Resolution Ordering Preparation of Report on Improvement.

Resolution 2025-11

Delaney said included with Resolution 2025-11 is the feasibility report provided by City Engineer, Travis Winter. He said to proceed, a motion is needed to approve Resolution 2025-11 which includes approving the feasibility report and setting the public hearing date for the proposed improvement of Industrial Road for February 18th at 6:30 p.m.

Motion made by Thompson, seconded by Colbeck, and unanimously carried to approve Resolution 2025-11.

Resolution 2025-12

Delaney explained the Pipestone County Pheasants forever is requesting a gambling permit so they can sell raffle tickets at their annual banquet on March 25, 2025 at the Pipestone National Guard Armory Building. He said once their application is approved, it will be forwarded to the Minnesota Gambling Control Board with no waiting period.

Motion by Colbeck, seconded by Thompson, and unanimously carried to approve Resolution 2025-12: A Resolution Regarding an Application for Authorization for Exemption from Lawful Gambling Permit.

Hiawatha Lodge Alcohol Dispenser Agreement

Delaney said, included with the council packets is a copy of the Alcohol and Beverage Dispenser Agreement for the Hiawatha Lodge. He then explained the agreement between the City of Pipestone and the Hatfield Entertainment Group, LLC. Attorney Hill shared that he made a few minor changes to the agreement to ensure that there were protections in place for both parties.

Motion made by Thompson, seconded by Smidt and unanimously carried to approve the Hiawatha Lodge Alcohol Dispense agreement for 2025 between the City of Pipestone and the Hatfield Entertainment Group, LLC.

Schedule Local Board of Appeals and Equalization Public Hearing

Delaney shared with the council that staff recently received a letter from the Pipestone County Assessor's office requesting the council to set a public hearing date for the Local Board of Appeals and Equalization Hearing. He said, they would like the council to schedule the Public Hearing date for April 8, 2025 at 7:00 p.m. in the Council Chambers of City Hall.

Motion made by Smidt, seconded by Swanson, and unanimously carried to schedule the local board of appeals and equalization hearing for April 8, 2025 at 7:00 p.m. in the Council Chambers of City Hall.

Wastewater Discharge Agreement Between JBS and the City of Pipestone

Delaney informed the council that the revised wastewater discharge agreement reflects the new billing rate arrangement developed between city staff and JBS and was formally approved by the city council last September.

Motion made by Swanson, seconded by Thompson and unanimously carried to approve the revised Significant Industrial User Agreement between JBS and the City of Pipestone.

LMCIT Liability Coverage Waiver

Delaney shared with the council that it is necessary for League of Minnesota Cities Insurance Trust members to decide annually whether or not to waive monetary limits on municipal tort liability coverage established by Minnesota Statutes. In addition, he stated that the council will need to also consider the re-appointment of Kozlowski Insurance Agency as the city's insurance agent. Delaney said in the past the council has made the decision not to waive the monetary limits on tort liability.

Motion made by Smidt, seconded by Thompson and unanimously carried to not waive the monetary tort liability limits pertaining to the city's liability insurance coverage and to also appoint Kozlowski Insurance Agency to handle liability claims for the city.

CLOSING COMMENTS

Councilmember Smidt – Announced that the city council will be holding its annual planning session on February 1st and said if anyone has any comments to let the council know.

ADJOURNMENT

Motion made by Thompson, seconded by Colbeck, and unanimously carried to adjourn the meeting at 8:03 p.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator / City Clerk