

Pipestone, Minnesota
October 6, 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 6th day of October, 2025. Mayor Dan Delaney called the meeting to order. 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: Ryan Tibbs, Robert Petersen, Jody Wacker, Michael Bloemendaal, Kyle Kuphal, Travis Winter via Zoom, Jason Hill via Zoom, Steve Moffitt, Justin Schroyer, and Stephanie LaBrune.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA – ADDITIONS, CHANGES OR DELETIONS

Delaney requested the addition of item K. Michael Wilson Performance Review Summary under New Business.

Motion was made by Swanson, seconded by Thompson and unanimously carried to approve the agenda with the addition of item K. Michael Wilson Performance Review Summary under New Business.

CONSENT AGENDA

Mayor Delaney stated the consent agenda contains the September 15, 2025 Regular Meeting Minutes, September 19, 2025 Special Meeting Minutes, September 24, 2025 Special Meeting Minutes, September 25, 2025 Special Meeting Minutes, and Payment of Claims-Listing of Bills and asked if there was any discussion regarding these items.

Motion was made by Smidt, seconded by Colbeck and unanimously carried to approve the consent agenda which consisted of the September 15, 2025 Regular Meeting Minutes, September 19, 2025 Special Meeting Minutes, September 24, 2025 Special Meeting Minutes, September 25, 2025 Special Meeting Minutes, and Payment of Claims-Listing of Bills in the amount of \$709,484.81 for warrants #075834 to #076009.

COMMUNITY CONCERNS

None.

REPORTS

- A. Water/Wastewater Superintendent – Absent; report provided.
- B. Public Works Director - Michael Bloemendaal handed out a report shared some updates with the council. He asked the public not to rake leaves into the gutters yet, said the new public works building is going up, shared that the new garbage truck is working well, and said that his department will be soon taking down ash trees in the parks and boulevards to be more proactive with the emerald ash borer. He also announced that the fire department will be having an open house this Sunday, October 12th and firemen were going to be out tonight selling tickets for the fire relief fireman's dance.

- C. Library Director – Jody Wacker shared the summer reading program is winding down. She said there were 82 youth reading logs turned in and said there will be a drawing for 3 bowling and pizza parties. She also shared upcoming events and workshops that will be happening this fall.
- D. Liquor Store Manager – Absent; report provided.
- E. Law Enforcement - Absent.
- F. Recreation Director – Robert Petersen handed out his report and shared a photo of a mural that was painted at the rec center by former employee Makenzie Jansen. He also announced that new sand play equipment was ordered for the pool and gave an update on fall youth rec programs that were wrapping up. He said the Little Tykes program will begin in November and the winter hours at the rec center would be starting on November 3rd. Lastly, he shared that he had applied for grants through the United Way to help support the city’s childcare programs and thanked the United Way and other supporters of the rec programs.

ENGINEERING

Industrial Road Improvements Project Pay Request No. 1 & Final

Engineer, Travis Winter, announced that the Industrial Road project has been completed as planned and stated that he is recommending the payment to be made to Musch Construction in the amount of \$253,089.50. Delaney said the project was way overdue and a great improvement and asked if there was any warranty on the project. Winter stated that a 2 year warranty will begin with the approval of the pay request.

Motion was made by Swanson, seconded by Smidt and unanimously carried to approve pay request no. 1 & Final and pay Musch Construction \$253,089,50 for work done on the Industrial Rd. project.

OLD BUSINESS

Consider Resolutions 2025-64 and 2025-65 Regarding Detachment Petitions

Delaney said as discussed during previous council meetings, two petitions for detachments of city property to Gray Township have been filed with the Municipal Boundary Adjustments Unit (MBAU). He said, the council will need to review each petition and decide whether to submit a resolution supporting or opposing the detachments. If both the City and Gray township agree on the same decision the Chief Administrative Law Judge will carry out that decision. He also shared if the decision is split it will require both parties to participate in a mediation session to determine a decision.

Delaney then shared Resolution 2025-64, stating it is a resolution regarding petition for detachment of land from the city of Pipestone to Gray township (PID: 18.007.0300). He then said, MBAU (Municipal Boundary Adjustments Unit) Docket No. D-677 was filed by Thomas J, Nelson, and David R. Nelson who are requesting the detachment of approximately 23.75 acres of agricultural land from city property. Delaney said city staff have reviewed the property and with a majority of the property being located within the floodplain and undevelopable, staff are recommending the council approve the resolution supporting the request for detachment and authorizing the City Attorney and City Clerk to carry out the intent of the resolution.

Motion was made by Swanson, seconded by Colbeck and unanimously carried to approve Resolution 2025-64: resolution regarding petition for detachment of land from the city of Pipestone to Gray Township (PID: 18.007.0300) supporting the request for petition.

Delaney then shared Resolution 2025-65, stating it is a resolution regarding a petition for detachment of land from the city of Pipestone to Gray township (PID: 18.018.065 and 18.018.1200). He then said, MBAU (Municipal Boundary Adjustments Unit) Docket No. D-678 was filed by Thomas J, Nelson and David R. Nelson who are requesting the detachment of approximately 105.74 acres of agricultural land from city property and David L. Meulebroeck and Karen Meulebroeck as trustees of the David L. Meulebroeck and Karen Meulebroeck Living Trust who are requesting the detachment of approximately 11.31 acres of agricultural land from city property. City staff have reviewed the property and although a portion of the property is located within the floodplain, the property is still able to be developed and, in the future, may be needed for commercial expansion of the city. Therefore, staff are recommending the council approve the resolution opposing the request for detachment and authorize the City Attorney and City Clerk to carry out the intent of the resolution.

Motion was made by Colbeck, seconded by Thompson and unanimously carried to approve Resolution 2025-65: resolution regarding petition for detachment of land from the city of Pipestone to Gray Township (PID: 18.018.065 and 18.018.1200) supporting the request for petition.

Consider Four-Way Stop Sign at the Intersection of 3rd Avenue NW and 2nd Street NW

Delaney said this subject was discussed at the last city council meeting out of a safety concern brought forth by members of the public. He shared staff, the City Engineer, and County Engineer are all looking into the safety concerns and asked for a motion to table the discussion until the next regular city council meeting on October 20th.

Motion made by Delaney, seconded by Thompson and unanimously carried to table the four way stop sign discussion until October 20th during the regular city council meeting.

NEW BUSINESS

Request for Council Action

Delaney stated, the Pipestone Area School District is planning to host a homecoming day parade on Friday, October 10th from approximately 1:00p.m. to 2:15 p.m. The parade will have the Highschool marching band leading the parade and include floats from community businesses, school clubs, and school classes. The parade route will begin at the school and travel down 2nd Street going east to the city firehall then turning south one block and then west again traveling down Main Street past all of the downtown businesses. The route will then turn north on 8th Avenue for one block and turn back west on 2nd Avenue going west to return to the school. The floats are also planning to hand out candy during the parade. The school district is requesting the city waive the \$25 parade permit fee and also receive assistance from the public works department in closing off the city streets during the time of the parade. The school district is also working with Pipestone County to coordinate this event. Public Works Director Mike Bloemendaal has stated that his staff are able to assist with the event request.

Motion was made by Thompson, seconded by Colbeck and unanimously carried to approve the request from the Pipestone area school district to waive the \$25 parade permit fee, issue a parade permit for October 10th, and receive assistance from the public works department in closing off the city streets during the time of the parade.

Parade Permit

Motion to approve included with the Pipestone Area School District's request for council action.

Resolution 2025-62

Delaney said this resolution, is to receive a feasibility report from Engineer Winter for the proposed 2026 Street and Utility Improvements project on 2nd Avenue SW between State Highway 30 and 10th Street SW. and schedule a public hearing on the proposed improvement assessment for November 3rd, 2025 in the council chambers of the city hall at approximately 6:30 p.m. Engineer Winter then presented the feasibility report stating that the proposed cost estimate is approximately 2.2 million dollars and sharing that a proposed assessment roll is included in the report.

Motion was made by Colbeck, seconded by Thompson and unanimously carried to approve Resolution 2025-62: a resolution receiving feasibility report and calling hearing on improvement with the public hearing being scheduled for November 3, 2025 at approximately 6:30p.m. during the regularly scheduled city council meeting.

Resolution 2025-63

Delaney stated, this resolution comes as a request from Pipestone County who is proposing to do roadwork on County State Aid Highway 30, which is the road directly north of the city's water treatment plant going east and west from Highway 75 to Indian Lakes. He explained that the road is asphalt and the county intends to sealcoat the road, saying that approving the resolution will allow for the work to be done within city limits.

Motion was made by Swanson, seconded by Thompson, and unanimously carried to approve Resolution 2025-63: resolution approving county project within municipal corporate limits.

Law Enforcement Services Agreement

Delaney share Pipestone County has agreed to a new law enforcement services agreement at a rate of \$240 per capita or \$1,011,600 for the year 2026. He said the contract was negotiated during special meetings and he feels both parties have come to a reasonable agreement.

Motion was made by Colbeck, seconded by Thompson and unanimously carried to approve the 2026 Law Enforcement Services Agreement with Pipestone County.

Hord Farms West Dust Control Plan

Delaney said a new dust control plan has been submitted by Hord Farms West for their feed mill located in Pipestone. Hord Farms had received a zoning permit that required them to have a dust control plan for their receiving pit. Adding that they recently they have implemented new equipment for safety measures and to reduce the amount of dust and is requesting the approval of their new dust control plan. Schroyer said the dust control plan was a requirement when a variance was approved and shared that Hord's have since installed a new vacuum system that reduces the

amount of dust significantly to keep them from opening the door too much which wears out their equipment. He also added that the new plan was approved by the Minnesota Pollution Control Agency.

Motion was made by Smidt, seconded by Colbeck, and unanimously carried to approve the new Hord Farm's West dust control plan.

Consider Classification Adjustment for Director of Community Development

Delaney explained. at the last regular council meeting, it was decided to change Justin Schroyer's job title due to adding additional zoning duties to his job description. With those changes, Schroyer's new job description was sent on to David Drown & Associates and re-classified. The new classification came in at a pay grade 18 which is up one pay grade from where the EDA Director position was classified. Administration is requesting the council move Schroyer to Pay grade 18 step 1 effective September 15, 2025 when Schroyer was given the new title of Director of Community Development. Delaney said it makes sense to combine the positions.

Motion was made by Thompson, seconded by Colbeck, and unanimously carried to move Justin Schroyer to Pay grade 18 step 1 on the city's 2025 pay scale effective September 15, 2025 when Schroyer was given the new title of Director of Community Development.

Consider Contract with Local Assessor Erik Skogquist

Delaney said Erik Skogquist has served as the city's local assessor for the past several years and does an excellent job for the city. He explained that the proposed contract for assessing services is \$39,000 which is an increase of \$2,000 over the past two years. He said the contract also includes a \$200 per day fee if the assessor is required to attend court testimony on behalf of the city.

Motion was made by Smidt, seconded by Thompson, and unanimously carried to approve the contract with local assessor Erik Skogquist.

Authorize Assistant City Administrator-City Clerk Temporary Signing Authority at First Bank & Trust

Delaney informed the council that due to the City Administrator being on a leave of absence the Assistant City Administrator / City Clerk needs to receive authorization from the city council to sign checks and have authority to manage the city's investment accounts while the City Administrator is out for a temporary period that is estimated to be until approximately January 1, 2026.

Motion made by Colbeck, seconded by Thompson and unanimously carried to authorize Assistant City Administrator / City Clerk, Stephanie LaBrune, to sign checks and manage investments at First Bank and Trust on behalf of the city of Pipestone effective immediately until January 1, 2026.

2026 Budget Update

Delaney said following the approval of the preliminary levy, it was identified that the preliminary levy percentage increase that was approved on September 25th was inadvertently miscalculated. He said the dollar amount reported remains correct at an increase of \$152,550; however, the correct

percentage increase should have read 5.4% rather than 5.2%. Delaney said the city wants to be transparent and let the public know the correct amount.

Indigenous Peoples' Day Proclamation

Delaney read a proclamation declaring October 13, 2025 as Indigenous Peoples' Day in the City of Pipestone.

Michael Wilson Performance Evaluation Summary

Delaney shared that Liquor Store manager Michael Wilson's performance evaluation was held at a special meeting on September 24th. He said Michael is doing an excellent job in managing the liquor store and liquor store employees and received a satisfactory performance evaluation by the council.

Motion made by Thompson, seconded by Colbeck and unanimously carried to approve Michael Wilson's evaluation summary and authorize a one-step wage increase effective July 1, 2025.

CLOSING COMMENTS

Colbeck- Announced that it is fall cleanup week this week and residents can bring their items to the public works shop until Thursday at noon.

LaBrune- Announced the final mowing of the cemeteries will begin October 10th and requested that everything be removed from the graves before October 10th.

EXECUTIVE/CLOSED SESSION

Conduct a closed session pursuant to Minn. Stat. § 13D.05, subd. 3(a) to evaluate the performance of Deb Nelson

Mayor Delaney said before I entertain a motion to close this portion of the meeting for the performance evaluation of Deb Nelson, I want to state on the record that Deb Nelson has the right to have this discussion conducted in an open and public meeting. He then acknowledged Deb's absence from the meeting.

Smidt then made a motion at 7:21p.m. to close this meeting pursuant to Minnesota Statutes, section 13D.05, subdivision 3(a) to evaluate the performance of Deb Nelson. The motion was seconded by Swanson and unanimously carried.

Following the evaluation, Colbeck made a motion to reopen the meeting at 8:39p.m. The motion was seconded by Thompson and unanimously carried.

Delaney then shared that a summary of Deb Nelson's review will be given at the next regularly scheduled city council meeting on October 20, 2025.

ADJOURNMENT

Motion was made by Thompson, seconded by Smidt, and carried unanimously to adjourn the meeting at 8:41 p.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator - Clerk