



## **City Council Regular Meeting Agenda**

**January 06, 2025 at 6:30 PM**

**Pipestone City Hall- 119 2nd Ave SW #9, Pipestone, MN 56164**

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- 1. Swearing in of Elected Officials**
- 2. Call to Order and Roll Call**
- 3. Pledge of Allegiance**
- 4. Adjourn 2024 Council Sine Die**
- 5. Convene 2025 Council**
- 6. Approve Agenda – Additions, Changes, Or Deletions**
- 7. Consent Agenda**

\*\*All items listed with asterisks (\*\*) are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member, City staff or citizen so requests in which case, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- 8. \*\*Approval of Minutes**
  - A.** December 16, 2024 Regular Meeting Minutes
  - B.** December 20, 2024 Special Meeting Minutes
- 9. Community Concerns (Maximum 3 Minutes Per Person)**
- 10. 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
- 11. Public Hearings, Petitions, and Bid Openings**

## **12. Legal**

- [A.](#) Ordinance 164, Fourth Series: An Ordinance Establishing Fees, Charges and Compensation as allowed by City Code

## **13. Engineering**

## **14. \*\*Financial**

- A. Payment of Claims-Listing of Bills

## **15. Old Business**

- [A.](#) Resolution 2024-62: A Resolution for Minnesota Historical Society Grant Funding Assistance for the Pipestone Carnegie Library Building Project

- [B.](#) Acknowledgement of Conflict of Interest Policy

## **16. New Business**

- A. Election of Acting Mayor
- B. 2025 Mayoral Board and Commission Appointments
- [C.](#) Resolution 2025-1: A Resolution Adopting Rules of Order and procedures for the City Council in Accordance with City Code Chapter 30, Section 30.003
- [D.](#) Resolution 2025-2: A Resolution Designating the Pipestone County Star as the Official Newspaper for the City of Pipestone
- [E.](#) Resolution 2025-3: A Resolution Designating First Farmers and Merchants Bank as an Official Depository of City Funds
- [F.](#) Resolution 2025-4: A Resolution Designating First Bank & Trust as an Official Depository of City Funds
- [G.](#) Resolution 2025-5: A Resolution Designating First State Bank Southwest as an Official Depository of City Funds
- [H.](#) Resolution 2025-6: A Resolution Approving the Mayor and City Council Members of the City of Pipestone be Covered by the Minnesota Worker's Compensation Law
- [I.](#) Resolution 2025-7: A Resolution Authorizing the Publication of a Summary for Ordinance 164, Fourth Series: An Ordinance Establishing Fees, Charges and Compensation as Allowed by City Code
- [J.](#) Resolution 2025-8: A Resolution Accepting Donations
- [K.](#) Approve TIF District 13 Reimbursement Request
- [L.](#) Family Dollar Store #33355 3.2 Off Sale Liquor License Approval
- M. Approve New Resident Manager for Family Dollar Store #33355

## **17. Closing Comments**

## **18. Executive/Closed Session**

## **19. Adjournment**

## 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 16<sup>th</sup> 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 2<sup>nd</sup> 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**

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 16<sup>th</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 11<sup>th</sup> 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 1<sup>st</sup>, the ordinance is slated for council consideration at a special meeting of the council on December 20<sup>th</sup>.

#### 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	<del>\$28</del> \$32	<del>\$56</del> \$56	(REMOVED)
3 Yard	<del>\$42</del> \$48	<del>\$84</del> \$84	
4 Yard	<del>\$56</del> \$64	<del>\$112</del> \$112	
6 Yard	<del>\$84</del> \$96	<del>\$168</del> \$168	
8 Yard	<del>\$112</del> \$128	<del>\$224</del> \$224	

#### Commercial Garbage Route Customers:

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

### City Water Rates:

Residential and Commercial water rates shall be: ~~\$0.94~~ \$1.03 per 100gallons 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		<del>\$10.00</del> \$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
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 6<sup>th</sup>, 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 Sherriff’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 5<sup>th</sup>. 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 20<sup>th</sup>

Delaney said to ensure that the Cannabis Ordinance is in effect before January 1<sup>st</sup>, Administrator Nelson would like to have the Council schedule a special meeting on December 20<sup>th</sup> 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 20<sup>th</sup> 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 24<sup>th</sup> Office Closure

Delaney shared that City Administration is requesting to model Pipestone County's policy concerning the closure of offices on December 24<sup>th</sup>. 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 18<sup>th</sup> 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

Pipestone, Minnesota  
December 20, 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 1:00 p.m. on the 20th 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: City Attorney Jason Hill Via Zoom, Kyle Kuphal, Cable Access Coordinator Steve Moffitt, Assistant City Administrator/City Clerk Stephanie LaBrune, and City Administrator Deb Nelson.

Mayor Delaney stated that the Council is holding a special meeting to consider Ordinance 163, Fourth Series and Resolution 2024-66.

**ORDINANCE 163, FOURTH SERIES**

Mayor Delaney stated that Ordinance 163, Fourth Series is an ordinance amending chapter 153 and adding a new section 153.50 to the city code regarding the regulation of cannabis and hemp businesses. Delaney said the ordinance was introduced at the last city council meeting and is ready for council consideration.

Motion by Colbeck and seconded by Swanson to approve and adopt Ordinance 163, Fourth Series: An ordinance amending chapter 153 and adding a new section 153.50 to the city code regarding the regulation of cannabis and hemp businesses. The Ordinance was then approved by roll call vote. Ayes: Delaney, Colbeck, Thompson, and Swanson. Nays: none.

**RESOLUTION 2024-66**

Delaney then stated that due to the length of the ordinance and cost of newspaper publication, resolution 2024-66 is up for consideration to authorize the publication of a summary of ordinance 163, fourth series. Delaney said resolutions approving summary publications of ordinances have been approved in the past.

Motion by Swanson, seconded by Thompson and unanimously carried approve resolution 2024-66: A resolution authorizing the publication of a summary for ordinance 163, fourth series: an ordinance amending chapter 153 and adding a new section 153.50 to the city code regarding the regulation of cannabis and hemp businesses.

**ADJOURNMENT**

Motion made by Colbeck, seconded by Thompson and unanimously carried to adjourn the meeting at 1:05p.m.

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Dan Delaney  
Mayor

ATTEST:

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Stephanie LaBrune  
Assistant City Administrator / City Clerk

ORDINANCE 164, FOURTH SERIES

AN ORDINANCE ESTABLISHING FEES, CHARGES AND COMPENSATION AS ALLOWED BY CITY CODE.

THE CITY OF PIPESTONE ORDAINS:

Section 1. Section 110.09 of the Pipestone City Code provides that fees, charges and compensation not specifically set by the Code, shall be fixed and determined by Ordinance of the City Council.

Section 2. The following license fees and compensation shall be effective on or after January 1, 2025.

<b><u>Animal Control</u></b>	<b><u>Fee</u></b>
Dog License, Spayed/Neutered	5.00
Dog License, Not Spayed/Neutered	10.00
Duplicate License	3.00
Boarding / Quarantine Fee	20.00/day
<b><u>General</u></b>	<b><u>Fee</u></b>
Arborist Permit	100.00
ATV Permit	30.00
Canvassers, Peddlers, Transient Merchants:	
Annual	250.00
Daily	50.00
Per Person Investigation Fee	25.00
Dance:	
Annual	125.00
Daily	25.00
Fireworks Permit	100.00
Golf Cart Permit	15.00
Mobile Food Truck / Cart Permit (Annual)	50.00
Parade	25.00
Pawn Shop	150.00
Property Tax Abatement Application Fee	100.00
Salvage Yard	15.00
<b><u>Liquor License</u></b>	<b><u>Fee</u></b>
Intoxicating Liquor	2,500.00
Intoxicating Liquor - Sunday Sales	15.00
On-Sale Wine	125.00
On-Sale 3.2 Beer	100.00
Off-Sale 3.2 Beer	100.00
Special On-Sale 3.2 Beer (Temporary)	25.00
Special On-Sale Liquor (Temporary)	50.00
Club On-Sale	100.00
Set Up Permit Fee	100.00
Investigation Fee - Individual	75.00
Investigation Fee - Partnership	150.00
Investigation Fee - Corporation	300.00
Change in Resident Management	50.00

**Cannabis License****Initial Registration:**

Microbusiness	500.00
Mezzobusiness	500.00
Retailer	500.00
Edible Retailer	500.00

**Renewal Registration:**

Microbusiness	1000.00
Mezzobusiness	1000.00
Retailer	1000.00
Edible Retailer	125.00

**Construction within Public Right-of-Way****Fee**

Minimum Permit Fee – All Permits (includes Emergency Excavation)	70.00
Per Hole in Street Surface	90.00
Per Hole in Boulevard	60.00
Open Trenching	25.00/LF
Directional Bore	15.00/LF
Obstruction	45.00 + 5.00/day
Additional – Streets	25.00/day + 8.00/day
Additional – Alley	20.00/day + 8.00/day

**Planning and Zoning****Fee**

Metal Detector Rental Fee	5.00/two hours or 10.00/day
Conditional Use Permit	350.00 (Double if After the Fact)
Rezoning	350.00 (Double if After the Fact)
Variance	350.00 (Double if After the Fact)
Zoning Amendment	350.00
Plats	350.00
Demolition Permit	50.00 (Double if After the Fact)
Sign Permit	50.00 (Double if After the Fact)
Moving Permit	50.00
Moving Mobile Home Permit	60.00
Manufactured Home Installation	150.00
Vacating Streets and Alleys	300.00
Rental Inspection Fees	75.00/inspection
Building Permits	See Attachment A

**Fire Department****Fees**

Fire Chief	7,500.00 Wages
1st Asst. Chief	2,500.00 Wages
2nd Asst. Chief	2,000.00 Wages
Captains (3 each)	1,000.00 Wages
Training Officer	1,000.00 Wages
Secretary	1,750.00 Wages
Treasurer	1,500.00 Wages
Fire Marshal	5,000.00 Wages
Custodian	6,000.00 Wages
False Alarm Fee	500.00



**General Government Charges**

Charter	8.00/Book
City Code	100.00/Book
Copies	.25/Page
Special Council Meeting (on behalf of one individual)	200.00
Copy of DVDs/Videos	15.00/ea.

**General Government Compensation**

Mileage	<b><u>Fees</u></b> Federal Mileage Rate
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**Utility Costs**

Water - State Surcharge	<b><u>Fees</u></b> .81 Monthly
Water, Sewer & Garbage Rates	See Attachment B
Testing Water Meter	75.00 per occurrence
Disconnection of Water Service	35.00 per occurrence
Re-connection of Water Service	35.00 per occurrence
Residential Construction Water Usage Fee	Based on Meter Usage
Commercial Construction Water Usage Fee	Based on Meter Usage
Sewer Surcharge Fee – Noncompliant Sewer Serv.	100.00/Month

**Cemetery**

Grave Opening	<b><u>Fees</u></b> 550.00
Baby Opening	100.00
Disinterment	550.00/First hour. 100.00/Hr. thereafter
Cremation Opening	325.00
City Holiday/Saturday/Sunday Opening	125.00 extra
Purchase of Space	250.00/Space 50.00/Perpetual Care 25.00/Capital Improvement
Purchase of Baby Space	87.50/Space 25.00/Perpetual Care

**Public Works and Water/Wastewater Charges**

Sidewalk Grinder with Operator	65.00/Hr.
Street Sweeper with Operator	175.00/Hr.
Backhoe with Operator	125.00/Hr.
Bucket Truck with Operator	125.00/Hr.
Skid Loader with Operator	65.00/Hr.
Paint Striper with Operator	75.00/Hr. plus paint
Sewer Jetter/Vac Unit with Operator	125.00/Hr. (1 Hr. minimum charge)
Payloader with Operator	125.00/Hr.
Payloader with Plow Wing	150.00/per Hr.
Sewer Camera with Operator	125.00/Hr. (1 Hr. minimum charge)
Stump Grinder:	
Grind Only	2.00/inch (25.00 minimum charge)
Grind, Clean, and Fill	4.00/inch (25.00 minimum charge)
Out of Town Fee	25.00
Road Grader	125.00/per Hr.
Dump Truck	75.00/per Hr.

Concrete Breaker with Skid Loader	100.00/per Hr.
Sidewalk Snow and Ice Removal	125.00/Hr. (1 Hr. minimum charge)
Grass and Weed Maintenance	125.00/Hr. (1 Hr. minimum charge)
Maintenance Utilizing Airport Equipment	35.00/Hr.
Extra Operator Rate	65.00/Hr.
Snow Pile Hauling (Loaded and Hauled)	30.00/load
Freeze Pack	70.00 per use
Unthaw Service Line	100.00/Hr. (1 Hr. minimum charge)
After Hours Call Out Charge (After 5:00 p.m.)	75.00
Air Compressor:	
Half Day	25.00
Full Day	50.00
Shared Expense of Sidewalk Reconstruction or Repair	3.00/square foot

**Park and Recreation Charges**

Picnic Table Rental:	
Deposit	25.00/ table up to 100.00 maximum
Rental	15.00/table
Delivery	35.00

Rental:	Rural	Picnic	Table
			Deposit
		25.00/ table up to 100.00 maximum	
	Rental	20.00/table	
	Delivery	35.00	
	Bleacher Rental		
	Deposit	500.00	
	Rental	20.00/bleacher	

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
White Linen Tablecloth	5.00/linen
Portable Dance Floor	175.00
Hiawatha Pageant Park Grounds Only	400.00/day plus 350.00 non-refundable booking fee
Picnic Tables at the Lodge	10.00/table after first 10
Tent Use Fee	200.00

Section 3. This ordinance shall take effect and be in full force from and after its passage and publication.

Passed and adopted by the City Council of the City of Pipestone on this 6<sup>th</sup> day of January 2025.

Dan Delaney  
Mayor

ATTEST:

Deb Nelson  
City Administrator

(Published in the Pipestone County Star on January 9, 2025).

Attachment A

EXTRACTED FROM NEW MINNESOTA BUILDING CODE  
TABLE NO. 1-A PER MINNESOTA RULE 326B.106 and 326B.148  
BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$29.50
\$501.00 to \$2,000.00	\$28.00for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours.....	\$63.25 per Hr. *
2. Reinspection fees assessed under provisions of Section 305.8.....	\$63.25 per Hr. *
3. Inspections for which no fee is specifically indicated..... (minimum charge – one-half hour)	\$63.25 per Hr. *
4. Additional plan review required by changes, additions or revisions to plans.....	\$63.25 per Hr. *
5. For use of outside consultants for plan checking and inspections, or both.....	Actual Costs **

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\*Actual costs include administrative and overhead costs.

**CITY OF PIPESTONE  
WATER/SEWER RATES**

Residential and commercial water rates shall be \$1.03 per 100 gallons of water consumed.

Utility Customers with property located outside city limits shall be billed at two times the residential rates.

Residential sewer rates shall be \$1.23 per 100 gallons of water metered.

Commercial sewer rates shall be \$1.23 per 100 gallons of water metered.

**Water Connection Charges (Hook-up Fees)**

1" Service Line or less	\$650.00
Larger than 1": the charge shall be \$75.00 per each 1/2" increase in pipe size or fraction thereof.	

**Sewer Service Connection Charges (Hook-up Fees)**

4" Service Line (minimum)	\$650.00
Larger than 4": the charge shall be \$75.00 per each 1" increase in pipe size or fraction thereof.	

**Storm Sewer Connection Charges**

New Connection Fee	\$650.00
Larger than 4": the charge shall be \$75.00 per each 1" increase in pipe size or fraction thereof.	

**Customer Access Charge for Water**

For all improved property with available water service	\$36.30 per month
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**Customer Access Charge for Sewer**

For all improved property with available sewer service	\$22.20 per month
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**Deposit**

For all new residential utility users	\$125.00
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**Water Salesman Rate**

\$1.50 per 100 gallons

**Use of Commercial Hydrant Meter**

\$75.00/month plus usage

**Use of Residential Hydrant Meter**

\$75.00/summer plus usage

**CITY OF PIPESTONE  
GARBAGE RATES**

**Residential Garbage Pickup**

City Service Fee

\$7.25 billed to each residence monthly. \$1.50 per unit for multiple units.

Totes

35 gallon - \$13.00 plus tax per month

65 gallon - \$15.00 plus tax per month

95 gallon - \$17.00 plus tax per month

**Commercial Cardboard - \$2.50 Per Yard**

<u>Dumpster Size</u>	<u>Pickups Per Week</u>	<u>Monthly Cost</u>
3 Yard	3	\$90.00
3 Yard	2	\$60.00
3 Yard	1	\$30.00
1.5 Yard	3	\$60.00
1.5 Yard	2	\$40.00
1.5 Yard	1	\$20.00

**CITY OF PIPESTONE  
GARBAGE RATES (CONTINUED)**

**Large Dumpster Rates**

<u>Dumpster Size</u>	<u>Commercial Cost Per Pickup</u>	<u>Cost Per Pickup House Clean Out</u>
1-1/2 Yard	\$32	\$60
3 Yard	\$48	\$90
4 Yard	\$64	\$120
6 Yard	\$96	\$180
8 Yard	\$128	\$240

**Dumpster Rentals – 30-day dumpster rental or minimum charge**

Couch - \$25.00      \*      Mattresses - \$30.00 each      \*      Box Springs - \$30.00 each  
 Hide-a-Bed Couch - \$30.00      \*      Loveseat - \$20.00

**Commercial Garbage Route Customers**

<u>Dumpster Size</u>	<u>Pickups Per Week</u>	<u>Monthly Cost</u>
1.5 Yard	3	\$384
1.5 Yard	1	\$128
1.5 Yard	every other	\$64
1.5 Yard	once per month	\$32
95 Gallon Tote	1	\$17
95 Gallon Tote	every other	\$10
65 Gallon Tote	1	\$15
35 Gallon Tote	1	\$13

Attachment B (Continued)

CITY OF PIPESTONE  
STORM SEWER RATES

<u>Property Type</u>	<u>REF</u>	<u>Monthly Rates</u>
Single Family Resident Storm Sewer Rate		\$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
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 \$10.60 X Acres (up to \$100/month Max Charge)

\* As defined in Section 50.12 of the City Code



RESOLUTION 2024-62

A RESOLUTION FOR MINNESOTA HISTORICAL SOCIETY GRANT FUNDING ASSISTANCE FOR THE PIPESTONE CARNEGIE LIBRARY BUILDING PROJECT.

BE IT RESOLVED that in the State Capital Projects Grants-in-Aid County and Local Preservation grants program administered by the Minnesota Historical Society as provided in Minnesota Statutes, section 138.0525 has allocated \$122,162.00 to the City of Pipestone to complete the proposed project described as the Pipestone Carnegie Library Building project.

BE IT FURTHER RESOLVED that the City has the legal authority to apply for financial assistance, and the institutional, administrative, and managerial capability to ensure adequate acquisition, construction, maintenance and protection of the proposed project.

BE IT FURTHER RESOLVED that the City hereby pledges to complete the project or phase if it exceeds the total funding provided by the proposed \$122,162.00 grant from Minnesota Historical Society.

BE IT FURTHER RESOLVED that the City has the financial capability to provide any required matching funds and that the source of City’s matching funds shall be \$126,162.00 from the Capital Equipment fund and General Fund, and will not include other State funding sources.

BE IT FURTHER RESOLVED that the City has not incurred any reimbursable expenses prior to the effective date of the grant agreement.

BE IT FURTHER RESOLVED that the City has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the Minnesota Historical Society, the City may enter into an agreement with the Minnesota Historical Society for the above-referenced project, and that the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement.

NOW, THEREFORE, BE IT RESOLVED, that City Administrator Deb Nelson is hereby authorized to execute such agreements that are necessary to implement the project on behalf of the City.

Passed and adopted by the City Council of the City of Pipestone this \_\_\_\_ day of January 2025.

\_\_\_\_\_  
Dan Delaney  
Mayor

ATTEST:

\_\_\_\_\_  
Deb Nelson  
City Administrator

CITY OF PIPESTONE

POLICY ON CONFLICTS OF INTEREST,  
INCOMPATIBLE OFFICES, AND GIFTS

1. POLICY STATEMENT

The City Council of the City of Pipestone expects all elected and appointed officials of the City to maintain the highest standards of ethical conduct in order to ensure the public’s confidence and respect. City officials hold positions of public trust under the scrutiny of public opinion and their actions must be above suspicion. The public deserves elected and appointed officials who maintain the highest ethical principles and avoid misconduct and conflicts of interest, apparent or real. The public has the right to expect that its public officials will conduct themselves in a manner that will preserve public confidence in and respect for the people they serve.

The purpose of this Policy is to establish a code of ethics related to conflicts of interest, gifts, and incompatible offices covering public elected and appointed officials associated with the City of Pipestone. This Policy is intended to supplement but not replace any applicable laws governing conflicts of interest, gifts, or incompatible offices.

2. DEFINITIONS

A. “Conflict of Interest” is present when, in the discharge of official duties, a public official participates in a sale, lease, or contract they are authorized to make in their official capacity in which they have a personal financial interest, with certain exceptions that are set forth by law.

B. “Gifts” are defined as the transfer of money, property, favor, services, loans, travel, entertainment, hospitality, or things having any value or promise of future economic benefit. Loans which are not intended to influence official action and are made in the ordinary course of business at usual and customary terms that include the charging of interest, a repayment schedule, and security, shall not be considered gifts for the purpose of this Policy. Similarly, transactions made in the ordinary course of business in exchange for reasonable and fair payment shall not be considered gifts for the purpose of this Policy.

C. “Immediate Family Member” includes the public official’s spouse or domestic partner, parents, children, siblings, father and mother in-law, son and daughter in-law, sister and brother in-law, step-children, step siblings, and half-brother and half-sister.

D. “Personal Financial Interest” is present if a public official has a financial interest, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which the City has a transaction or arrangement,
- ii. A compensation arrangement with the City or with any entity or individual

with which the City has a transaction or arrangement, or

iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the City is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

E. “Public Official” includes all members of the City Council and all appointed members of the City’s boards, commissions, and committees.

**3. EXPECTED CONDUCT**

Public officials must put the public interest ahead of their own personal advancement and financial interests, disclose conflicts of interest, and refrain from participating in decisions where a financial interest exists. Public officials must generally avoid actions that might impair independence of judgment or give the appearance of impropriety or a conflict of interest, even if a true conflict of interest under the law does not exist. Public officials must not use their position to gain privileges or special treatment. Public officials must avoid any situation that might give rise to or even suggest the potential for a conflict of interest.

**4. CONFLICT OF INTEREST IN CONTRACTS**

Generally, public “officers” may not have a personal financial interest in a sale, lease, or contract they are authorized to make in their official capacity, unless otherwise excepted by law. Minnesota Statutes, section 471.87. All kinds of contracts for goods and services are included (including formal and informal, written and unwritten) and the prohibition applies not only when the City is the buyer but also when the City is the seller.

Exceptions to this prohibition are primarily set forth in Minnesota Statutes, section 471.88 and include, but are not limited to:

A. Designations of banks or savings association that a City officer has an interest in as an authorized depository for public funds and as a source of borrowing (Minnesota Statutes, section 471.88, subd. 2);

B. Designation of an official newspaper (or publish official notices in) a newspaper in which a City officer has an interest (applies only if the interested officer’s newspaper is the only qualified newspaper available) (Minnesota Statutes, sections 471.88, subd. 3 and 331A.04);

C. A contract with a cooperative association of which the City officer is a shareholder or stockholder (applies only if the City officer is not an officer or manager of the association) (Minnesota Statutes, section 471.88, subd. 4);

D. Contracts where competitive bidding is not required (such as contracts for

professional services) (Minnesota Statutes, sections 471.88, subd. 5 and 471.89);

E. Renting of space in a public facility to a public officer at a rate equal to that paid by a other members of the public (Minnesota Statutes, section 471.88, subd. 13);

F. Franchise agreements or contracts for utility services to the City where a council member is an employee of the utility (Minnesota Statutes, section 471.88, subd. 15);

G. Accepting state or federal grants which may benefit a public officer (Minnesota Statutes, section 471.88, subd. 17); and

H. Certain exceptions that are applicable to EDA of HRA members.

Most of the exceptions require that a certain procedure be followed and have additional requirements or conditions. Therefore, it is imperative that the public official inform the City Administrator of the potential conflict of interest even if they firmly believe that an exception applies.

## 5. CONFLICTS OF INTEREST IN OTHER MATTERS

Any public official who has a disqualifying personal interest in an official non-contractual matter is disqualified from participating in the action. Examples of official non-contractual matters where a public official would have a disqualifying interest include a determination of a council member's residency, appointments to non-elective positions, and land use applications affecting the public official's property. The following factors will be examined in order to determine whether or not the official has a disqualifying interest:

- A. The nature of the decision;
- B. The nature of the financial decision;
- C. The number of interested officials;
- D. The need for interested officials to make the decision; and
- E. Other means available – opportunity for review.

Public officials are generally prohibited from purchasing City-owned property from the City. Minnesota Statutes, section 15.054. This does not apply to the sale of items acquired or produced for sale to the general public in the ordinary course of business.

## 6. DUTY OF DISCLOSURE OF CONFLICTS OR POTENTIAL CONFLICTS

In connection with any actual or possible conflict of interest, a public official must disclose the existence of the conflict and be given the opportunity to disclose all material facts to the City Council or City board, commission or committee considering the proposed transaction or

arrangement.

**7. DETERMINING WHETHER A CONFLICT OF INTEREST EXISTS**

After disclosure of the conflict of interest and all material facts, and after any discussion with the public official, they shall leave the City Council, City board, commission or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining City Council, board, commission or committee members shall decide if a conflict of interest exists.

**8. PROCEDURES FOR ADDRESSING THE CONFLICT OF INTEREST**

A. A public official may make a presentation at the City Council, City board, commission or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

B. The Mayor or the chairperson of the City board, commission or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

C. After exercising due diligence, the City Council, City board, commission or committee shall determine whether the City can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the City Council, City board, commission or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the City's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

**9. EMPLOYMENT/APPOINTMENT OF FAMILY MEMBERS/INCOMPTABILE OFFICES**

No public official shall vote on the approval of the hiring of their immediate family member for any type of City employment including, but not limited to, full-time employment, part-time employment, contractual employment, or appointment to any board or commission. The Mayor may recommend the appointment of their immediate family member and may participate in the discussion, but they must excuse themselves from voting on the matter. Furthermore, public officials must abstain from participating in discussions, deliberations, and voting on a City contract in which the public official's immediate family member has a personal or financial interest.

Pursuant to the City Charter, no member of the City Council shall hold any other paid appointive City office or paid employment with the City. No former member of the City Council may hold

any paid appointive City office or paid employment for which the office or employment was created or the compensation of which were increased during the member's term as a council member.

## **10. GIFTS**

No public official shall accept or solicit a gift from an interested person. An "interested person" is a person or representative of a person or association that has a direct financial interest in a decision that a public official is authorized to make. This includes anyone who may provide goods or services to the City such as engineers, attorneys, financial advisors, contractors, and salespersons. It also includes residents and persons doing business in the City if they have a direct financial interest in a decision that the public official is authorized to make (such as a special assessment or a land use decision).

However, the following types of gifts are permitted:

- A. Lawful campaign contributions;
- B. Services to assist an official in the performance of their official duties (such as providing advice, consultation, information, and communication in connection with legislation and services to constituents);
- C. Services of insignificant monetary value;
- D. A plaque or similar memento (when given in recognition of individual services in a field of specialty or to a charitable cause) with a resale value of \$5.00 or less;
- E. A trinket or memento costing \$5.00 or less;
- F. Informational material with a resale value of \$5.00 or less;
- G. Food or beverage given at a reception, meal or meeting. This exception applies if the recipient is making a speech or answering questions as part of a program that is located away from the recipient's place of work. This exception also applies if the recipient is a member or employee of the legislature and an invitation to attend was given to all members of the legislature at least five days before the date of the event;
- H. Gifts received because of membership in a group. This exception does not apply if the majority of group members are officials. In addition, an equivalent gift must also be offered to the other members of the group; and
- I. Gifts between family members (the gift may not be given on behalf of someone who is not a member of the family).

## **11. VIOLATIONS OF THE POLICY**

A. If the City Council, City board, commission or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

B. If after hearing the member's response and after making further investigation as warranted by the circumstances, the City Council, City board, commission or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **12. RECORDS OF PROCEEDINGS**

The minutes of the City Council, City board, commission or committee with board delegated powers shall contain:

A. The names of the persons who disclosed or otherwise were found to have a conflict of interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the City Council, City board, commission or committee's decision as to whether a conflict of interest in fact existed.

B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Adopted: January 9, 1995

Prepared by Terry J. Berg  
December 29, 1994

Amended by Troy L. Strom  
January 22, 2002

Amended by City Attorney Jason Hill  
January 2, 2024

## RESOLUTION 2025-1

## A RESOLUTION ADOPTING RULES OF ORDER AND PROCEDURES FOR THE CITY COUNCIL IN ACCORDANCE WITH CITY CODE CHAPTER 30, SECTION 30.003.

BE IT RESOLVED by the City Council of the City of Pipestone, Minnesota as follows:

In accordance with the Charter of the City of Pipestone, Chapter 50 Section 50.04 and City Code Chapter 30, Section 30.003, the following are hereby adopted as the rules of order and procedures for the City Council session year 2024:

1. The rules of parliamentary practice comprised in Robert Rules of Order, newest revision, shall govern the Council in all cases in which they are applicable, and in which they are not inconsistent with these rules, the Charter and Ordinances of the City or laws of the State of Minnesota.
2. The Council shall meet in regular session on the first and third Monday of each month at 6:30 p.m. The Council shall meet in special session upon the call of the Mayor or two members of the Council. All meetings shall be held in City Hall unless otherwise directed and properly noticed.
  - A. The Council shall not meet in any meeting after the hour of 10:00 P.M., unless the Council shall order otherwise.
  - B. Notice of regular meetings shall be posted by the City Administrator in a conspicuous place at City Hall. Upon being notified by the Mayor or two members of the Council of a special meeting the City Administrator shall immediately notify the other members of the Council. Notification shall be provided at least three days in advance of a special meeting by posting written notice in a conspicuous location at City Hall of said special meeting including the date, time, place and purpose of said meeting. Notice shall also be provided to any person, organization or news medium which has filed a request for notice of special meetings. In the event that three days advance notice is not available, practical, or possible and in the judgment of the public body the matter to be discussed requires immediate consideration, an emergency meeting shall be declared by the Mayor or two members of the Council. The City Administrator shall immediately notify all members of the Council and shall make every effort possible to notify any person, organization or news medium which has filed a request for notices of meetings.
3. All reports, visitations, communications, ordinances, resolutions or other matters to come before the Council shall be reported to the City Administrator at least by noon of the Thursday prior to each regular meeting, and the City Administrator shall see such items are listed on the agenda according to the order of business and the City Administrator shall furnish each member of the Council, appropriate staff, and post for public inspection, a copy of the agenda and related documents at least 24 hours prior to the meeting. All items required to be posted for public notice shall be done so on a notice board located in City Hall and other such places, if any, deemed appropriate. Nothing contained herein shall prohibit the Council from considering items not so listed upon the agenda. Additional items not so listed may be brought up by staff if permitted by the Council.



- A. The City Administrator or his designate shall process all claims for payment that have been received by 9:00 a.m. of the Thursday prior to the regular Council meeting. The designated staff shall list all claims to be presented to the Council for their approval. Upon the Council's approval of these claims, the staff shall then draw warrants for their payment and cause to be affixed original or facsimile signatures, and cause all signed warrants to be delivered.
- B. The City Administrator shall be authorized and directed to make timely investments of all "idle funds". Such investments shall be made in the designated depositories or legally qualified investments and shall be made in such amounts, duration of time and interest rate as appropriate.
- C. In the case of routine claims that allow for early payment discounts and payroll related claims, the City Administrator and Mayor are authorized to pay such claims as they become due and without specific approval of the Council provided they are contained in the next regular listing of all claims.
- D. The City Administrator shall be authorized to make payments for goods and services delivered or performed as per contract conditions prior to Council meetings at his discretion and upon approval, as appropriate, by the various affected Department Heads. All such payments shall be listed at the next regular Council meeting with the listing of bills.
- E. The order of business before all Council meetings shall be as follows, unless the Council directs otherwise:
  - a. Call to order
  - b. Pledge of Allegiance
  - c. Approval of Agenda
  - d. Approval of Consent Agenda (No debate shall be allowed on Consent Agenda; one member or citizen may remove from Consent Agenda.)
  - e. Approval of Minutes
  - f. Community Concerns (maximum 3 minutes per person)
  - g. Public hearings, petitions and bid openings
  - h. Legal
  - i. Engineering
  - j. Financial
  - k. Old Business
  - l. New Business
  - m. Closing Comments
  - n. Executive/Closed Session
  - o. Adjournment

For the months of January, April, July, and October, Department Reports, with Department Heads in attendance, will be added to the agenda after Community Concerns.

For the months of January, April, July, and October, Airport, Chamber of Commerce, Senior Citizens Center, Economic Development Authority, and Museum Reports will be added to the agenda after Community Concerns.

4. The Mayor, or in his/her absence, the Acting Mayor, or in both their absences, the Councilmember present with the most tenure in office, shall take the chair at the hour appointed for the Council to meet, and shall immediately call the members to order. The names of those present, absent, and excused shall be recorded.
5. The presiding officer may move and debate from the chair and shall not be deprived of any rights or privileges of a member by reason of acting as presiding officer.
6. The presiding officer shall preserve order and decorum and decide all questions of order, subject to appeal to the Council. No person shall be allowed to delay or interrupt the proceedings, nor refuse to obey the orders and rules of the Council. Every person desiring to speak shall first be recognized by the presiding officer and shall avoid personalities and indecorous language. Any person shall be removed from the meeting for failure to comply with a ruling of the chair or for violation of these rules.
  - A. Members and those speaking to the Council shall keep their comments as brief and to the point as possible. No member may speak twice on an item of business until all members have first had the opportunity to speak once.
7. A quorum shall consist of three members, although the majority of any members present may send for and require the attendance of those absent unless excused, or adjourn or recess to any time previous to the next regular session. No member or officer shall absent himself from any session unless excused by the Council.
8. Unless otherwise required by Charter, law or these rules, the affirmative vote of three members of the Council shall be required for the election of any officers of the Council, adoption of ordinances, or any action requiring the levying or expenditures of monies.
9. The City Administrator and City Attorney shall be ex-officio members without vote of the Council. Their numbers shall not be counted for purposes of quorum or other matters.
10. Every member present when a question is put forward shall vote either "aye" or "nay", unless prior to voting the Council, for special reasons, shall excuse him from voting. Any member not so excused and failing to vote after reasonable time is allowed, shall be recorded as having voted in the negative.
11. Councilmembers shall occupy their respective seats in the Chambers while the Council is in session. The Councilmembers shall select their own seats on the basis of tenure in office.
12. The vote on all ordinances shall be by roll call vote. The vote on all other matters shall be by acclamation. Upon the demand of any member, before the negative has been put, a roll call vote shall be taken on any matter before the Council. If after a vote by acclamation it appears that the vote was not unanimous a division of the house shall immediately be taken and the individual votes of each member recorded.
13. After the decision on any questions, any member who voted with the majority may move to reconsider any action at the same or the next succeeding meeting, provided, however, that a resolution authorizing or relating to any contract may only be reconsidered before the final execution thereof. When notice of intention to move such reconsideration shall be given by a member, no action shall be taken to bind or commit the City until the next meeting, provided that four members may vote to declare an urgency, in which case the matter shall

not be delayed unless then and there reconsidered.

14. When the Previous Question is moved, it shall be put as follows: "Shall the main question be now put?". If a majority shall vote in the affirmative, all debate shall cease and amendments, if any, shall be first voted upon and then the main question. All incidental motions shall be decided without debate.
15. If any question contains two or more divisible propositions, the presiding officer may, and upon the request of a member shall, divide the same.
16. All appointments to commissions or boards from without the membership of the Council shall be made by the Mayor with the advice and consent of the Council. All such committees, commissions and boards shall abide by these rules, insofar as they are applicable.
  - A. Each commission or board shall at its annual meeting, elect from its membership, a chairman and a secretary, and if necessary establish its regular meeting dates for the year. The chairman, or in his absence, the secretary, shall preside over all meetings. The secretary shall keep an accurate record of those members attending and the business conducted. A quorum shall consist of a majority of all members appointed and qualified. Special meetings may be called by the Chairman or any two members. All meeting notices and minutes of meetings must be given to the City Administrator who shall give public notice by posting and file the same in the permanent records of the City. Commissions of the City shall be required to meet notification procedures for meetings in compliance with Chapter 313 of the Minnesota Statutes and in accord with Section 2B of these rules.
17. All proposed ordinances or resolutions shall be introduced in written form. It shall be the responsibility of the City Administrator, with the assistance of the City Attorney if necessary, to review all proposed ordinances and resolutions to assure that each is properly drafted. Each proposed ordinance and resolution shall have a title clearly stating its subject and purpose. When a proposed ordinance amends or repeals existing ordinances the title shall refer to the chapter, section, or subdivision affected. Proposed ordinances shall contain the full text of the section, subdivision, or paragraph as amended.

If a proposed ordinance is for an original ordinance and not an amendment of existing portions of the City Code, the sections, subdivisions, paragraphs, etc. shall be arranged, subdivided and numbered in like manner as the existing City Code, provided that proposed ordinances which relate only to single purpose, act or event, such as franchises, real estate sales, and annexations, shall remain uncoded and noted in Table of Special Ordinances of the City Code.

At the time of introduction, each resolution shall be numbered in numerical order preceded by the calendar year in which resolution is introduced. A separate numbering system shall be maintained for ordinances and for resolutions.

At any time before or after adoption the City Administrator is authorized to correct obvious mistakes in spelling, grammar and punctuation. In addition, the City Administrator may change obvious mistakes in the codification of any ordinance at any time prior to publication so as to provide that all ordinances are arranged, subdivided, and numbered in like manner as the existing City Code.

After adoption of any ordinances or resolutions, the City Administrator shall engross into it any amendments properly adopted prior to passage and prepare an accurate enrolled copy for signatures by the Mayor and attested to by the City Administrator. Ordinances shall be kept in a permanent book in numerical order as adopted with proof of publication attached. Resolutions shall likewise be maintained with a separate book used for each session year of the Council. The City Administrator shall also maintain a copy with appropriate index of all resolutions of a permanent nature likely to affect City policy in numerous instances on a continuous basis in the future.

An enrolled proposed ordinance shall be labeled "An Ordinance" and in all other respects be identical to the proposed ordinance as passed by the Council subject to the correction of obvious mistakes as provided for in this rule.

- A. After introduction any proposed ordinance or resolution may be referred by the Mayor to any regular or special committee of the Council or when appropriate, a City board or commission.

Amendments may be adopted at any time and shall be in writing except for minor amendments which may be made orally. The text of amendments need not be recorded in the minutes but shall be preserved along with the original proposed ordinance or resolution as introduced.

- 18. Any provision of these rules not governed by the Charter or State law may be temporarily suspended at any meeting by a majority (2/3 vote) of all members elected.
- 19. Per diem compensation will be paid at a rate of \$40.00 for one half day (one to four hours) and \$80.00 for one full day (over four hours) for City related out-of-town meetings.
- 20. These rules may be amended by a majority vote of all members elected, provided that such amendments shall be presented in writing at the preceding regular meeting and placed on the agenda under the order of new business.

Passed and adopted by the City Council of the City of Pipestone this 6<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Dan Delaney  
Mayor

ATTEST:

\_\_\_\_\_  
Deb Nelson  
City Administrator

RESOLUTION 2025-2

A RESOLUTION DESIGNATING THE PIPESTONE COUNTY STAR AS THE OFFICIAL NEWSPAPER FOR THE CITY OF PIPESTONE

WHEREAS, the Pipestone County Star is a paper of general distribution to the residents of the City of Pipestone; and

WHEREAS, the Pipestone County Star is a legal newspaper in accordance with Minnesota State Law;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pipestone, Minnesota, that the Pipestone County Star be, and hereby is, designated as the official newspaper for all legal publications for the City of Pipestone.

Passed and adopted by the City Council of the City of Pipestone this 6<sup>th</sup> day of January 2025.

Dan Delaney  
Mayor

ATTEST:

Deb Nelson  
City Administrator

RESOLUTION 2025-3

A RESOLUTION DESIGNATING FIRST FARMERS AND MERCHANTS BANK AS AN OFFICIAL DEPOSITORY OF CITY FUNDS

WHEREAS, that the First Farmers and Merchants Bank be and hereby is designated as a depository for the funds of the City of Pipestone. The City Treasurer is authorized to deposit City funds therein.

WHEREAS, that before any deposits are made in the depository in excess of the amount of such deposit guaranteed by the Federal Deposit Insurance Corporation, the depository shall be required to supply to the City, a corporate surety bond subject to the approval of the City Council and conditioned to repay the above amount or any part thereof upon proper demand therefor and to perform such other duties in connection with the deposit as the Council may require. In lieu of this bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral shall be approved by the Council and shall be accompanied by an assignment thereof which shall provide that, in case of default upon the part of the depository, the City Council shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the City over such federal guarantee.

BE IF FURTHER RESOLVED, the Mayor or City Administrator is hereby authorized to exercise the powers of the governing body in designating other depositories for City funds and is further authorized to approve third party financial institutions which shall hold collateral in safekeeping.

This designation is effective until the end of the present Council year.

Passed and adopted by the City Council of the City of Pipestone on this 6<sup>th</sup> day of January 2025.

Dan Delaney  
Mayor

ATTEST:

Deb Nelson  
City Administrator

RESOLUTION 2025-4

A RESOLUTION DESIGNATING FIRST BANK & TRUST AS AN OFFICIAL DEPOSITORY OF CITY FUNDS

WHEREAS, that First Bank & Trust be and hereby is designated as a depository for the funds of the City of Pipestone. The City Treasurer is authorized to deposit City funds therein.

WHEREAS, that before any deposits are made in the depository in excess of the amount of such deposit guaranteed by the Federal Deposit Insurance Corporation, the depository shall be required to supply to the City, a corporate surety bond subject to the approval of the City Council and conditioned to repay the above amount or any part thereof upon proper demand therefor and to perform such other duties in connection with the deposit as the Council may require. In lieu of this bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral shall be approved by the Council and shall be accompanied by an assignment thereof which shall provide that, in case of default upon the part of the depository, the City Council shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the City over such federal guarantee.

BE IF FURTHER RESOLVED, the Mayor or City Administrator is hereby authorized to exercise the powers of the governing body in designating other depositories for City funds and is further authorized to approve third party financial institutions which shall hold collateral in safekeeping.

This designation is effective until the end of the present Council year.

Passed and adopted by the City Council of the City of Pipestone on this 6<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Dan Delaney  
Mayor

ATTEST:

\_\_\_\_\_  
Deb Nelson  
City Administrator

RESOLUTION 2025-5

A RESOLUTION DESIGNATING FIRST STATE BANK SOUTHWEST AS AN OFFICIAL DEPOSITORY OF CITY FUNDS.

WHEREAS, that First State Bank Southwest be and hereby is designated as a depository for the funds of the City of Pipestone. The City Treasurer is authorized to deposit City funds therein.

WHEREAS, that before any deposits are made in the depository in excess of the amount of such deposit guaranteed by the Federal Deposit Insurance Corporation, the depository shall be required to supply to the City, a corporate surety bond subject to the approval of the City Council and conditioned to repay the above amount or any part thereof upon proper demand therefor and to perform such other duties in connection with the deposit as the Council may require. In lieu of this bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral shall be approved by the Council and shall be accompanied by an assignment thereof which shall provide that, in case of default upon the part of the depository, the City Council shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the City over such federal guarantee.

BE IF FURTHER RESOLVED, the Mayor or City Administrator is hereby authorized to exercise the powers of the governing body in designating other depositories for City funds and is further authorized to approve third party financial institutions which shall hold collateral in safekeeping.

This designation is effective until the end of the present Council year.

Passed and adopted by the City Council of the City of Pipestone on this 6<sup>th</sup> day of January 2025.

Dan Delaney  
Mayor

ATTEST:

Deb Nelson  
City Administrator



RESOLUTION 2025-6

A RESOLUTION APPROVING THE MAYOR AND CITY COUNCIL MEMBERS OF THE CITY OF PIPESTONE BE COVERED BY THE MINNESOTA WORKER’S COMPENSATION LAW

WHEREAS, Minnesota Law enables elected or appointed officials of the City to be covered by Minnesota Worker’s Compensation; and

WHEREAS, the Mayor and City Council members intent is that they will be included as employees.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council members of the City of Pipestone be covered by the Minnesota Worker’s Compensation Law effective March 1, 2025.

Passed and adopted by the City Council of the City of Pipestone this 6<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Dan Delaney  
Mayor

ATTEST:

\_\_\_\_\_  
Deb Nelson  
City Administrator

RESOLUTION 2025-7

A RESOLUTION AUTHORIZING THE PUBLICATION OF A SUMMARY FOR ORDINANCE 164, FOURTH SERIES: AN ORDINANCE ESTABLISHING FEES, CHARGES AND COMPENSATION AS ALLOWED BY CITY CODE

WHEREAS, Ordinance 164, Fourth Series: AN AMENDED ORDINANCE ESTABLISHING FEES, CHARGES AND COMPENSATION AS ALLOWED BY CITY CODE was adopted by the Pipestone City Council at their regular meeting on January 6, 2025; and

WHEREAS, State Statute 412.191, Subd. 4 requires publication of all ordinances but allows only the title and summary to be published in cases where the Council deems it appropriate because of the length of the ordinance by a four-fifths majority; and

WHEREAS, Ordinance 164, Fourth Series: AN ORDINANCE ESTABLISHING FEES, CHARGES AND COMPENSATION AS ALLOWED BY CITY CODE is lengthy in nature and publishing the entire ordinance would be costly.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pipestone, Minnesota, hereby approves the publication of the following summary of Ordinance 164, Fourth Series:

**ORDINANCE 164, FOURTH SERIES**

**AN ORDINANCE ESTABLISHING FEES, CHARGES AND COMPENSATION AS ALLOWED BY CITY CODE**

The following is a summary. A complete copy of Ordinance 164, Fourth Series is available during regular office hours at the office of the City Administrator.

Ordinance 164, Fourth Series, adopted by the Pipestone City Council, ordains establishing fees, charges and compensation as allowed by City Code with the following revisions:

<u><b>General</b></u>	<u><b>Fee</b></u>
Arborist Permit	<del>15.00</del> 100.00
Fireworks Permit	100.00
Mobile Food Truck / Cart Permit (Annual)	50.00
Parade	25.00
Property Tax Abatement Application Fee	100.00

**Cannabis License**

Initial Registration:	
Microbusiness	500.00
Mezzobusiness	500.00
Retailer	500.00
Edible Retailer	500.00

Renewal Registration:

Microbusiness	1000.00
Mezzobusiness	1000.00
Retailer	1000.00
Edible Retailer	125.00

**General Government Compensation**

Mileage

**Fees**~~.67~~/mile Federal Mileage Rate**Construction within Public Right-of-Way**

Barricade Rental

**Fee**

5.00/day/barricade

(Contractor liable for broken barricades)

Cone Rental

2.00/day/cone

**Public Works and Water/Wastewater Charges**

Stump Grinder:

Grind Only

2.00/inch (25.00 minimum charge)

Grind, Clean, and Fill

4.00/inch (25.00 minimum charge)

Out of Town Fee

25.00

**Park and 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**Attachment B****Garbage Rates:**

Large Dumpsters:

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

Commercial Garbage Route Customers:

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

**City Water/Sewer Rates**

Residential and Commercial water rates shall be: ~~.94~~ \$1.03 per 100 gallons of water consumed.

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

Commercial sewer rates shall be ~~1.11~~ \$1.23 per 100 gallons of water metered.

Customer Access Charge for Water: ~~\$33.00~~ \$36.30/month ~~unless water is shut off at the curb.~~

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

**City Storm Sewer Rates**

<u>Property Type</u>	<u>REF</u>	<u>Monthly Rates</u>
Single Family Resident Storm Sewer Rate		<del>\$10.00</del> \$10.60 / Parcel
Agricultural/Undeveloped	0.00	REF X \$10.60 X ACRES (NTE \$100)
School	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

Passed and adopted by the City Council of the City of Pipestone this 6<sup>th</sup> day of January 2025.

\_\_\_\_\_  
 Dan Delaney  
 Mayor

ATTEST:

\_\_\_\_\_  
 Deb Nelson  
 City Administrator

## RESOLUTION 2025-8

## A RESOLUTION ACCEPTING DONATIONS.

WHEREAS, the City of Pipestone is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, the following entities and/or individuals have offered to contribute the cash amounts and tangible items as set below to the City of Pipestone:

<u>Name of Donor(s)</u>	<u>Amount</u>
Steven and Peg Lange	\$100.00 – Lights at the Lodge.
Gorters Clay & Dairy Equipment of MN Inc.	\$250.00 - Lights at the Lodge.
Sioux Valley Energy Operation Roundup Grant	\$1,200.00 – Lights at the Lodge.

WHEREAS, such donations have been contributed to assist the Lights at the Lodge as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PIPESTONE, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted.
2. The City Clerk is hereby directed to issue a receipt to the donors acknowledging the City's receipt of the donors' donations.

Passed and adopted by the City Council of the City of Pipestone this 6<sup>th</sup> day of January 2025.

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Dan Delaney  
Mayor

ATTEST:

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Deb Nelson  
City Administrator



Purchase Order

Trans Jasper Const

TO Ed Scholten	SHIP TO
ADDRESS	ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
DATE REQUIRED 7-9-24	REQ. NO. OR DEPT.

237.5	hrs	@	SS	13062.50
			Dumpster	550
			Equipment and transporter	300
			materials from Edgerton	13251.99

Total 27164.49

**IMPORTANT**  
Purchase Order Number must appear on all invoices - packaging, etc.  
Please notify us immediately if you are unable to complete the order by date specified.

Please send \_\_\_\_\_ copies of your invoice

PURCHASING AGENT

ORIGINAL

003

357.30 +  
27,164.49 +  
1,280.00 +  
28,801.79 \*  
28,801.79 ÷  
2 =  
14,400.90

000  
Pmp 464.00  
464.00

0.00 \*



Custom Exteriors ! Seamless Gutters  
 4481 Horizon Heights  
 Chester, S.D. 57016

558491

CUSTOMER'S ORDER NO.		DEPARTMENT		DATE 9-27-2024	
NAME Ed Scholten					
ADDRESS 118 3 <sup>rd</sup> Ave. NE.					
CITY, STATE, ZIP Pipestone MN.					
SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MOSE. RETD.
PAID OUT					

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	Shop		
2	* Tear off damaged gutter and down		
3	spout and haul away		
4	* Install .032 heavy gauge aluminum		
5	mocca seamless gutter		
6	* Install heavy duty hanging brackets		
7	in gutters		
8	* Install 3x4 commercial down-spouts		
9	and extensions		
10			
11		Total	1280.00
12			
13			
14			
15			
16			
17			
18			
RECEIVED BY			

A-5905  
T-46320/46350

KEEP THIS SLIP FOR REFERENCE

01-11

CITY OF PIPESTONE  
**BUILDING AND ZONING APPLICATION**  
 Pipestone, MN 56164

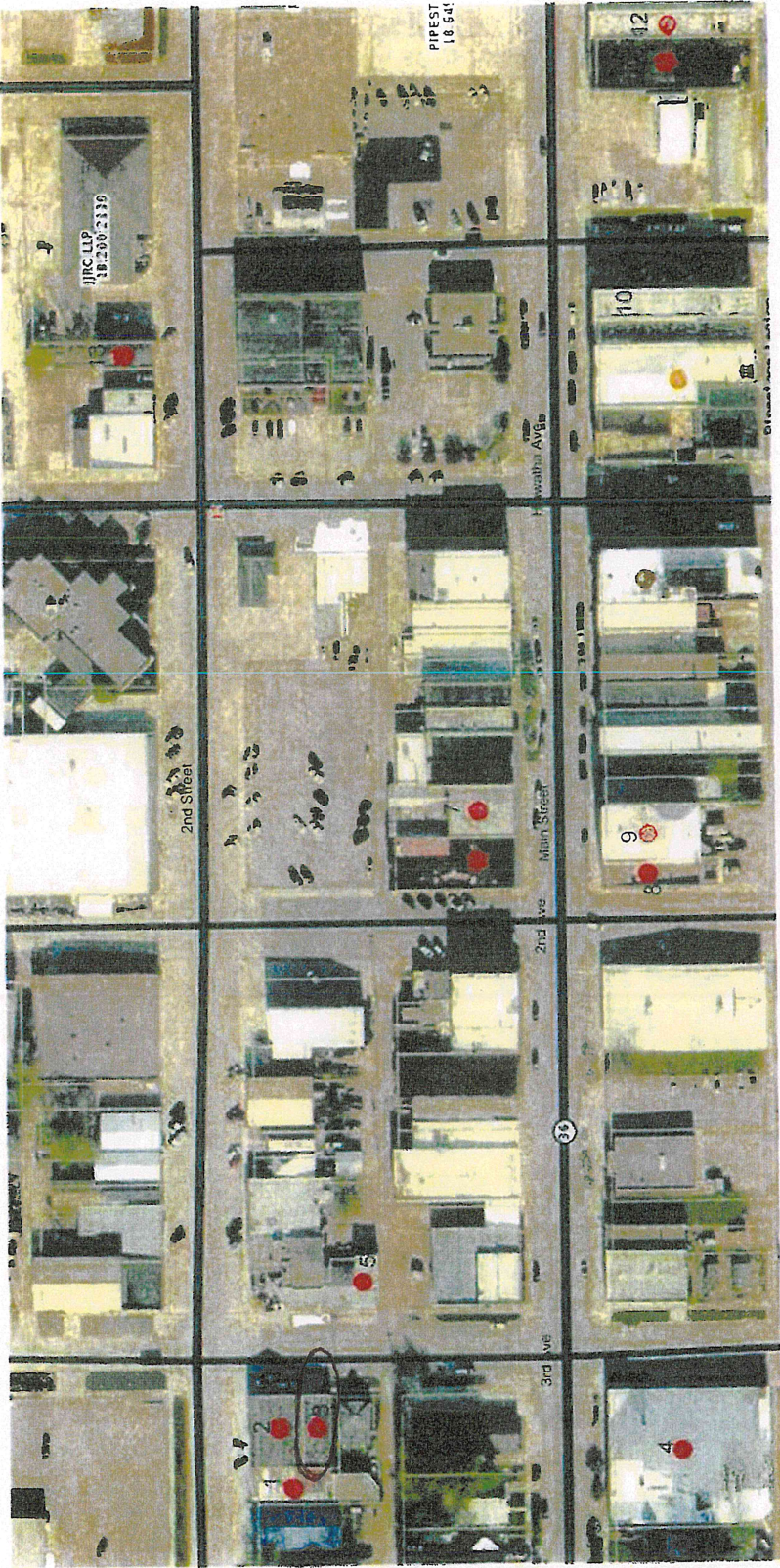
No. 24110  
 Date 7-9-2024

APPLICANT TO COMPLETE NUMBERED SPACES ONLY

1. JOB ADDRESS <u>118 3rd Ave NW</u>					
2. LEGAL DESCRIPTION LOT NO. _____ BLK _____ SUBDIVISION <u>P.I.D. 18.200.3335</u>					
3. OWNER <u>ED. Schell</u>		MAIL ADDRESS		ZIP	PHONE
4. APPLICANT <u>James Jorgensen Const</u>		MAIL ADDRESS <u>1631 135th Ave NW</u>		ZIP <u>56135</u>	PHONE <u>507-820-0847</u>
5. CONTRACTOR LICENSE #		MAIL ADDRESS		ZIP	PHONE
CONTRACTOR LICENSE #		MAIL ADDRESS		ZIP	PHONE
CONTRACTOR LICENSE #		MAIL ADDRESS		ZIP	PHONE
6. USE OF BUILDING <u>Storage</u>					
7. CLASS OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input checked="" type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REPLACE <input type="checkbox"/> FILL					
8. DESCRIBE WORK: <u>New Roof and sidewalk</u>					
9. Total market valuation of work (include labor and materials): \$ <u>18500</u> Building Inspector to Verify					
10. Pre 1978 residential structure <input type="checkbox"/> YES <input type="checkbox"/> NO		11. Does contractor have lead certification? <input type="checkbox"/> YES <input type="checkbox"/> NO		12. Certification#	
13. Is the property in the mapped flood plan? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, complete additional application		14. Easements Is property affected by easements? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe on attached plot plan		15. Located in historical district or site <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Conditional uses and variances require additional applications and fees.</b> <b>SPECIAL CONDITIONS OR APPROVALS</b>					
<b>NOTICE</b> Permits are included for sewer and water hook-ups. This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction.					
Permit Fee <u>\$348.30</u>	Plan Review <u>0</u>	Water <u>0</u>	Sewer <u>0</u>	Surcharge <u>\$9.00</u>	TOTAL <u>\$357.30</u>
Signature of Contractor or Authorized Agent <u>[Signature]</u> Date <u>7-9-24</u>			Signature of Building/Zoning Official <u>[Signature]</u> Date <u>7-9-24</u>		
Signature of Owner _____ Date _____			Receipt of Payment <u>Ashley Wiese</u> Date <u>7/9/24</u>		



TIF District Building Location Map



- |                  |                  |             |                               |                  |             |                       |                  |             |
|------------------|------------------|-------------|-------------------------------|------------------|-------------|-----------------------|------------------|-------------|
| 1. John Bolt     | 304 2nd St NW    | 18.200.3340 | 6. City of Pipestone          | 125 West Main St | 18.200.2860 | 11. State of MN       | 204 East Main St | 18.645.1180 |
| 2. John Bolt     | 120 3rd Ave NW   | 18.200.3330 | 7. City of Pipestone          | 121 West Main St | 18.200.2880 | 12. Andrew Brummel    | 214 East Main St | 18.645.1170 |
| 3. John Bolt     | 116 3rd Ave NW   | 18.200.3335 | 8. Yavets Lachkays            | 124 West Main St | 18.200.4560 | 13. Robert Longstreet | 109 2nd St NE    | 18.200.2100 |
| 4. Tony Koenders | 304 West Main St | 18.200.3980 | 9. M&N Property Management    | 122 West Main St | 18.200.4530 |                       |                  |             |
| 5. Cory Hakala   | 226 2nd St NW    | 18.200.3160 | 10. M & N Property management | 114 East Main St | 18.200.4440 |                       |                  |             |

License Fee \$100.00

License No. 721

State of Minnesota  
County of Pipestone

ss.

City of Pipestone

**Off Sale 3.2 Malt Liquor License**

From January 1, 2025 to December 31, 2025

**License and Permission is Hereby Granted to**

Family Dollar, Inc. dba Family Dollar #33355 to keep for

sale, and to sell and dispense 3.2 malt liquors for consumption off the premises at  
317 2<sup>nd</sup> Street Northwest, in said CITY OF PIPESTONE, MINNESOTA, for the  
year ending December 31, 2025.

Dated: January 6, 2025.

This license is granted pursuant to  
application and payment of fee  
therefore, and is subject to all the  
provisions and conditions of the  
laws of the state and of the federal  
government pertaining to such sale;  
and is revocable for the violation  
thereof. Not transferable.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk