



City Council Regular Meeting Agenda

March 02, 2026 at 6:30 PM

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

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Approve Agenda – Additions, Changes, Or Deletions**
4. **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.

5. ****Approval of Minutes**

A. February 17, 2026 Regular Meeting Minutes

6. **Community Concerns (Maximum 3 Minutes Per Person)**

7. **Public Hearings, Petitions, and Bid Openings**

8. **Legal**

9. **Engineering**

10. ****Financial**

A. Payment of Claims-Listing of Bills

11. **Old Business**

12. **New Business**

A. County Road 25 Upgrade

B. Resolution 2026-13: A Resolution Approving Year End Fun Transfers

C. Resolution 2026-14: A Resolution Accepting Donations

D. Resolution 2026-15: A Resolution of Application to Apply to the Drinking Water Revolving Fund for the LSLR Project

E. Resolution 2026-16: A Resolution of Application to Apply to the Drinking Water Revolving Fund for the 2nd Street SE Distribution Project

E. Resolution 2026-17: A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

13. Council Liaison Reports

14. Closing Comments

15. Adjournment

Pipestone, Minnesota
February 17, 2026

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 17th day of February 2026. Mayor Dan Delaney called the meeting to order. Roll call was taken, and a quorum was declared. Members present: Dan Delaney, Rodger Smidt, Verdeen Colbeck and Danielle Thompson, Absent: Scott Swanson. Others present: City Administrator Stephanie LaBrune, City Clerk Megan DeWitte, Community Development Director Justin Schroyer, Kyle Kuphal, City Attorney Jason Hill via Zoom, City Engineer Travis Winter, Cable Access Coordinator Steve Moffitt, Deb Peschon, Myron Koets, Tom Darveaux, Alex Darveaux, Bruce Sadler, and Donna Morris.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA - ADDITIONS, CHANGE OR DELETIONS

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

CONSENT AGENDA

Mayor Delaney stated the consent agenda contains the February 2, 2026, Special Meeting Minutes, February 2, 2026 Regular Meeting Minutes, and the Payment of Claims-Listing of Bills, and the January 2026 Financial Report. He then asked if there was any discussion regarding the items. No discussion was held.

Motion was made by Colbeck, seconded by Smidt, and unanimously carried to approve the consent agenda items which consisted of the February 2, 2026, Special Meeting Minutes, February 2, 2026 Regular Meeting Minutes, January 2026 Financial Report, and the Payment of Claims-Listing of Bills in the amount of \$476,039.00 for warrants #076841 to #076943 to be issued in payment thereof.

COMMUNITY CONCERNS

City Administrator LaBrune stated that there was no one signed in for community concerns.

LEGAL

Ordinance No. 171, Fourth Series- Delaney stated that the ordinance was introduced at the last regular council meeting and is ready for consideration. He said the ordinance is amending Chapter 30 of the Pipestone City Code Regarding the Administration of City Staff.

Motion was made by Smidt, seconded by Colbeck to amend Chapter 30 of the Pipestone City Code Regarding the Administration of City Staff. A roll call vote was taken and the motion was approved with Delaney, Smidt, Colbeck, and Thompson voting in favor of approving the ordinance and none opposed. Ordinance adopted 4-0.

ENGINEERING

City Engineer Winter shared that he is hopeful to receive a start date soon for the safe routes to school project, but due to weather fluctuations there has been no verified start date yet.

OLD BUSINESS

NEW BUSINESS

Community Concern Response- Delaney stated that this item was placed on the agenda in regards to the status of a delinquent utility bill for a rental property 1003 3rd Ave SW, Pipestone, belonging to Donna Morris in the amount of \$544.66. Delaney shared Morris’s concern about not fulfilling the request to shut off water services for the property due to a payment arrangement the tenants were current on with City staff. Morris feels it is not her responsibility to pay the debt owed. Delaney also shared the policy changes staff has updated to implement better communication and responsibility delegation of utility service actions going forward. Delaney said that he supports the system that staff has in place now for utility billing and collection and said he believes this is a tenant to landlord issue and that tax payers should not be held responsible for delinquent accounts of property owner’s tenants.

Donna Morris entered the meeting at 6:40p.m. Delaney invited her to the podium to address the Council. Morris stated that she does not believe she should be responsible for the unpaid balance. Delaney asked Morris what she thinks the taxpayers should be responsible for in the matter. Delaney stated he would entertain an 80% to 20% cost share with Morris paying 80% of the delinquent balance pending she made the payment to the city within the next 30 days. Morris was agreeable.

Motion was made by Delaney, seconded by Smidt and unanimously carried to approve a twenty percent reduction of the delinquent bill for 1003 3rd Ave SW, to be paid by Donna Morris within a thirty-day period with the final balance due from Morris being \$435.73.

Disc Golf Upgrades at Westview Park Request- Delaney invited the attendees to the podium to share their proposal for council action.

Alex Darveaux and Bruce Sadler introduced themselves and shared that they have come up with a proposal for updates to the existing disc golf course at Westview Park. They requested new updated signage, the replacement of outdated equipment on the course, and asked for the city to obtain better promotion with advertising on the city’s website and other disc golf websites.

Delaney shared that there are some grants available and referred the community members to the City’s Recreation Direction Robert Peterson.

Sadler also shared that there has been some discussion with the Pipestone A’s team to partner with the disc golf community to hold tournaments and have open concessions, which would promote and stimulate more revenue for the City of Pipestone.

Resolution 2026-11

Delaney said the Pipestone Sportsmen’s Club is requesting a gambling permit so they can sell raffle tickets at their annual banquet on May 8th, 2026 at the Pipestone National Armory Building. He explained, if the council approves their application, it will be forwarded to the Minnesota Gambling Control Board with no waiting period.

Motion was made by Colbeck, seconded by Thompson, and unanimously carried to approve the request by the Pipestone Sportsmen's Club for a gambling permit with no waiting period, so they can sell raffle tickets at their annual banquet on May 8th, 2026 at the Pipestone National Guard Armory Building.

Resolution 2026-12

Mayor Delaney said this resolution approves the publication summary of Ordinance 171, Fourth Series, that was approved earlier that evening.

Motion was made by Thompson, seconded by Colbeck, and unanimously carried to approve Resolution 2026-12 for summary publication of Ordinance 171, Fourth Series.

Approve 1, 5, and 10-Year City Plan

Delaney stated that the city council had met in January and February to discuss and compile a 1, 5, and 10-year plan and asked for a motion to approve those plans. Delaney also mentioned that he is very proud of the progress and goals that the council had met from the previous one-year plan.

Motion was made by Thompson, seconded by Colbeck, and unanimously carried to approve the 1, 5, and 10-Year City Plans.

Ewert Gymnasium Floor

Delaney stated that direction is needed to share how the Council wishes to proceed with replacing the gymnasium floor at the Ewert Rec Center.

Motion was made by Colbeck, seconded by Smidt, and unanimously carried to authorize the Parks and Rec Commission to move forward with developing a plan and obtaining costs for the gymnasium floor replacement at the Ewert Rec Center.

Hiawatha Pageant Park

Delaney shared information on the Federal Lands Access Program (FLAP) grant for the phase one construction of the Hiawatha Pageant Trail project. Delaney stated that this is all preliminary and will be continuously shared with the Hiawatha Pageant Park Commission as the project proceeds. Delaney said this was not a budgeted expense, but council will need to approve the environmental review costs for Bolton & Menk in the amount of \$100,000 for phase one and an additional \$15,000 on the additional phases of the project. Engineer Winter stated that by expanding the research area it would open the project up for future grants. Delaney also shared that the city has received over nine hundred thousand dollars for the construction of phase one of the trail project.

Motion was made by Smidt, seconded by Thompson, and unanimously carried to approve utilizing liquor store funds for the approximate \$115,000 needed to have Bolton & Menk conduct the environmental review studies needed for the Hiawatha Pageant Park Trail project.

City Hall Roof Updates

Delaney shared that council had identified the need to replace the roof and windows at city hall on its one-year plan and explained that staff have identified a leak in the roof and are seeking ways to

resolve the issue. Delaney said that there is currently \$52,450 set aside for the roof and an additional \$39,500 for carpet replacement that could be utilized for the roof replacement if needed. The consensus of the council was to have staff proceed by working to obtain more information on replacing the roof and windows at city hall.

Consider Amendments to Personnel Policy

Delaney shared that with the approval of Ordinance 171, Fourth Series, the Personnel Committee is requesting amendments to be made to the city’s personnel policy with regard to employee evaluations. Delaney added that the personnel committee met with LaBrune and three other department heads and is also recommending changes to be made to the city’s vehicle use policy which will allow the city administrator and department head to determine which staff members are allowed to take home vehicles. In addition, Delaney said the personnel committee is recommending a change in the employee leave accrual policy that will provide employees who have worked over 25 years to earn 2.5 days of vacation each month and employees who have worked over 30 years to earn 3 days of vacation each month. City Administrator LaBrune also stated that she worked with Attorney Hill to update language to the city’s remote work and is requesting the addition of the language to the personnel policy. The changes were discussed and reviewed. Delaney called for a motion to approve the amendments to the personnel policy as presented.

Motion was made by Colbeck, seconded by Thompson, and unanimously carried to approve the amendments to the personnel policy as presented.

CLOSING COMMENTS

Council Member Colbeck shared that the school has started a mentoring program and there are students that still need a buddy for that buddy program. This program applies to the middle school students. Colbeck said to contact the middle school Principal for more information.

Council Member Thompson shared information about the Ambulance Chili Feed that is on February 28th, from 4:30pm to 7pm. She shared that it is drive through only and they will have Chili and Chicken Noodle soup available for the fundraiser.

ADJOURNMENT

Motion was made by Colbeck, seconded by Thompson, and unanimously carried to adjourn the meeting at 7:15pm.

Dan Delaney
Mayor

ATTEST:

Megan DeWitte
City Clerk

CITY OF PIPESTONE
PIPESTONE COUNTY, MINNESOTA

RESOLUTION 2026-14

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> |
|----------------------------------|--|
| Carnegie Corporation of New York | \$10,000.00 Meinders Community Library |
| Mick & LaDonna Myers | \$25.00 - Lights at the Lodge. |

WHEREAS, such donations have been contributed to assist the Meinders Community Library and Lights at the Lodge.

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 2th day of March 2026.

Dan Delaney
Mayor

ATTEST:

Megan DeWitte
City Clerk

CITY OF PIPESTONE
PIPESTONE COUNTY, MINNESOTA

RESOLUTION 2026-15

A RESOLUTION OF APPLICATION TO APPLY TO THE DRINKING WATER
REVOLVING FUND FOR THE LSLR PROJECT

WHEREAS, that the City of Pipestone is hereby applying to the Minnesota Public Facilities Authority for a loan and/or grant from the Drinking Water Revolving Fund for a lead service line replacement project as described in the application.

WHEREAS, that the City of Pipestone estimates the MPFA-Financed amount to be \$1,000,000 or the as-bid cost of the project.

NOW, THEREFORE, BE IT RESOLVED, that the City of Pipestone has the legal authority to apply for the loan and/or grant, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its designed life.

Passed and adopted by the City Council on March 2nd, 2026.

Dan Delaney
Mayor

ATTEST:

Megan DeWitte
City Clerk

CITY OF PIPESTONE
PIPESTONE COUNTY, MINNESOTA

RESOLUTION 2026-16

A RESOLUTION OF APPLICATION TO APPLY TO THE DRINKING WATER
REVOLVING FUND FOR THE 2ND STREET SE DISTRIBUTION PROJECT.

WHEREAS, that the City of Pipestone is hereby applying to the Minnesota Public Facilities Authority for a loan from the Drinking Revolving Fund for improvements to its municipal drink water system as described in the loan application.

WHEREAS, that the City of Pipestone estimates the loan amount to be \$687,500 or the as-bid cost of the project.

WHEREAS, that the City of Pipestone has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its designed life.

NOW, THEREFORE, BE IT RESOLVED, that the City of Pipestone hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

Passed and adopted by the City Council on March 2nd, 2026.

Dan Delaney
Mayor

ATTEST:

Megan DeWitte
City Clerk

CITY OF PIPESTONE
PIPESTONE COUNTY, MINNESOTA

RESOLUTION 2026-17

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS.

WHEREAS, pursuant to motion passed by the City Council on November 17, 2025, the consulting engineer has prepared plans and specifications for the proposed 2nd Ave SW Street and Utility Improvements Project.

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The City Engineering Firm shall prepare and cause to be inserted in the official paper and published electronically an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for three (3) weeks, shall specify the work to be done, shall state that bids will be received by the City Clerk until 6:30 p.m. on April 6, 2026; they will be publicly opened and read at approximately 6:30 p.m. that same evening in the council chambers of the city hall by the City Administrator, City Council, and Engineer. Bids will then be tabulated and will be considered by the council at 6:30 p.m. on April 6, 2026, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Clerk under all terms and conditions as required in the advertisement for bids associated with the

Passed and adopted by the City Council of the City of Pipestone this 2nd day of March, 2026.

Dan Delaney
Mayor

ATTEST:

Megan DeWitte
City Clerk