



## **City Council Regular Meeting Agenda**

**July 07, 2025 at 6:30 PM**

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

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- 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.](#) June 16 2025 Regular Meeting Minutes

[B.](#) June 27 2025 Special Meeting Minutes

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

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

**8. Reports**

**A.** Building & Zoning

**B.** Liquor Store

**C.** Library

**D.** Recreation

**E.** Water/Wastewater

**F.** Public Works

**G.** Law Enforcement

**9. Legal**

[A.](#) Consideration of Ordinance No. 167, Fourth Series: An Ordinance Establishing a Veteran's Memorial in the City of Pipestone

**10. Engineering**

**11. \*\*Financial**

- A. Payment of Claims-Listing of Bills

**12. Old Business**

- A. Discussion of Proposed Detachment of City Property to Gray Township

**13. New Business**

- A. Resolution 2025-41: Resolution Accepting Donations
- B. Resolution 2025-42: Resolution Regarding an Application for Authorization for Exemption from Lawful Gambling License
- C. Resolution 2025-43: Resolution Ordering Preparation of Report on Improvement
- D. 1-4 Day Temporary On-Sale Liquor License for Pipestone Jaycees
- E. Set Public Hearing Date for Input on the 2026 Budget
- F. Set Interest Rate and Term for 2023 Street & Utility Improvements Project Assessment

**14. Closing Comments**

**15. Executive/Closed Session**

**16. Adjournment**

Pipestone, Minnesota  
June 16, 2025

Pursuant to due call and notice thereof, a regular meeting of the Pipestone City Council was duly held in-person and via Zoom in the Municipal Building at 6:30 p.m. on the 16<sup>th</sup> day of June 2025. Mayor Dan Delaney called the meeting to order. Roll call was taken, and a quorum was declared. Members present: Dan Delaney, Rodger Smidt, Scott Swanson, Danielle Thompson, and Verdeen Colbeck, Absent: none. Others present: Linda Ewing, Leslie and Mark Egger, Erica Volkir, Tom Steffes, Kyle Kuphal, City Attorney Jason Hill via Zoom, City 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**

Mayor Delaney stated that he would like to amend the agenda by moving item E. Mayoral Proclamation, under New Business up to item A. and also adding item K. Approval of the Pipestone Country Club Liquor License Manager under New Business.

Motion made by Thompson, seconded by Colbeck, and unanimously carried to approve the agenda by moving item E. Mayoral Proclamation, under New Business up to item A. and also adding item K. Approval of the Pipestone Country Club Liquor License Manager under New Business.

### **CONSENT AGENDA**

Mayor Delaney stated the Consent Agenda contains the June 2, 2025 Regular Meeting Minutes, the June 3, 2025 Special Meeting Minutes, the May Financial Report, and the Payment of Claims-Listing of Bills. He then asked if there was any discussion regarding these items. No discussion was held.

Motion was made by Swanson, seconded by Colbeck and unanimously carried to approve the Consent Agenda items which consisted of the June 2, 2025 Regular Meeting Minutes, the June 3, 2025 Special Meeting Minutes, the May Financial Report, and the Payment of Claims-Listing of Bills in the amount of \$605,492.56 for warrants #075050 to #075163 to be issued in payment thereof.

### **COMMUNITY CONCERNS**

None.

### **PUBLIC HEARINGS**

#### **Home Tax Abatement**

Mayor Delaney stated Jose Fernandez Garcia and Maria Flores Garibay have submitted an application for new home tax abatement. He said the applicants are planning to construct a new home on Lot Two (2), Block Two (2), First Addition in Southwest Acres Subdivision to the City of Pipestone, Minnesota. The proposed tax abatement request on this property is for an amount not to exceed 100 percent (100%) of the city's portion of the real estate taxes related to new residential home construction on the subject property for a period not to exceed three (3) years. He then asked for a motion to open the public hearing to gather input on the proposed tax abatement request.

Motion made by Swanson, seconded by Thompson, and unanimously carried to open the public hearing at 6:37 p.m.

With no public comment, a motion was made by Smidt, seconded by Thompson, and unanimously close the public hearing at 6:38 p.m.

## **LEGAL**

### **Introduction of Ordinance No. 167 Fourth Series**

Delaney introduced Ordinance No. 167 Fourth Series: An Ordinance Establishing a Veteran's Memorial in the City of Pipestone saying at the last city council meeting, the council designated the location of the memorial to be at the north end of Moore Park. He announced that the adoption of this Ordinance will be considered at the next council meeting on July 7<sup>th</sup>.

## **OLD BUSINESS**

### **Consider Approval of Safe Routes to School Project (SRTS) Plans**

Engineer Winter presented the latest set of engineered plans for the SRTS project and said that the current cost of the project construction is \$847,000 with the grant covering up to \$806,000. Winter added that the initial design was estimated to cost \$825,000 reminding the council that the city would need to cover the difference due to the changes in design. Smidt asked if the parking lot for Kids-N-Kare would need to be moved. Winter responded saying that they should be able to keep their parking area.

Motion made by Thompson, seconded by Colbeck, and unanimously carried to move forward with the most recent SRTS Project design with the sidewalk proposed to be on the east side of 8<sup>th</sup> Ave. and the north side of 4<sup>th</sup> St.

Winter stated that he would send the final design to the state for their approval. Delaney also added that this plan seems to make more sense.

## **NEW BUSINESS**

### **Mayoral Proclamation**

Delaney read aloud a proclamation claiming June 28, 2025 to be Erica Volkir Day in the City of Pipestone. He shared that Volkir has served as the Chamber Director for 10 years and listed many of her contributions to the community. He also thanked the Assistant Chamber Director, Tom Steffes, for his work within the community.

### **Resolution 2025-37**

Delaney shared resolution 2025-37 saying, this resolution is being brought forth as a recommendation from Attorney Hill following legislation that was passed relating to remote meeting participation. He said a memo has been included in the council packets which outlines the specific changes made by the State and added that the resolution amends the 2024-65 resolution establishing 2025 meeting dates and times by including language that will allow members of the city council to participate at meetings by interactive technology.

Motion made by Smidt, seconded by Swanson, and unanimously carried to approve Resolution 2025-37: Resolution Amending and Restating the Establishment of the Days, Times and Places of Regular Meetings of the Pipestone City Council, Commissions and Committees During the Calendar Year 2025.

Resolution 2025-38

Delaney said this resolution if approved will accept a \$1,000 memorial donation from Bob & Cecelia Bunkers to be used at the Ewert Recreational Center.

Motion by Thompson, seconded by Smidt, and unanimously carried to approve Resolution 2025-38: Resolution Accepting Donations.

Resolution 2025-39

Delaney said this resolution is a resolution relating to a tax abatement request on property being developed by Jose Fernandez Garcia and Maria Flores Garibay. He said earlier in the meeting, the council held a public hearing relating to the request saying if this resolution is approved the city's portion of the real estate taxes related to new residential home construction on the subject property will be abated for an amount not to exceed 100 percent (100%) of the new home construction value for a period not to exceed three (3) years.

Motion was made by Swanson, seconded by Smidt, and unanimously carried to approve Resolution 2025-39: A Resolution Relating to a Tax Abatement on Property Being Developed by Jose Fernandez Garcia and Maria Flores Garibay; Granting the Abatement.

Resolution 2025-40

Delaney explained to the council that if the resolution is approved it will accept the engineer's recommended low bid for the Industrial Road improvements project for low bidder Musch Construction in the amount of \$248,600.25. Winter also added that there was good interest in the project with five bids being received. He also said the numbers were accurate and very close to the engineer's estimate.

Motion was made by Smidt, seconded by Thompson, and unanimously carried to approve Resolution 2025-40: Resolution Accepting Bid.

SRTS Project SAP 059-591-006 Agreement

Delaney stated as a part of the Safe Routes to School (SRTS) project, Pipestone County has agreed to be a sponsor for the city. This agreement between the City and Pipestone County further defines the responsibilities, indemnification, financial responsibilities, and accountabilities of each party.

Motion was made by Thompson, seconded by Colbeck, and unanimously carried to approve the SRTS Project SAP 059-591-006 Agreement between the City of Pipestone and County of Pipestone.

TIF District 13 Reimbursement Request

Delaney shared that Economic Development Director (EDA) Schroyer has been working with the Volunteers In Mercy (VIM) who have recently installed a new furnace in their building on Main Street. He said the building falls in the TIF 13 District and is eligible to receive financial assistance through the district. VIM is requesting 50% or \$2,547.02 of the total cost of installing their new furnace.

Motion was made by Smidt, seconded by Thompson, and unanimously carried to approve the TIF District 13 reimbursement request from VIM in the amount of \$2,547.02.

Discussion on Proposed Land Detachment

Delaney shared with the council that there is information on the proposed detachment in the council packets; however, due to technical difficulties, Attorney Hill is not able to explain the detachment process to the council.

Motion was made by Thompson, seconded by Colbeck, and unanimously carried to table the discussion on the proposed land detachment to the July 7<sup>th</sup> council meeting.

Alcohol and Beverage Dispenser Agreement

Delaney said Tally Ho Koffee and Gray Wolf Saloon is a licensed food and alcohol caterer who has signed an agreement to serve alcohol at the Hiawatha Lodge for events through the remainder of 2025. Council action is needed to accept the agreement and authorize Tally Ho Koffee and Gray Wolf Saloon to serve alcohol for events held at the Lodge.

Motion was made by Swanson, seconded by Colbeck, and unanimously carried to approve the Alcohol and Beverage Dispenser Agreement at the Hiawatha Lodge with licensed alcohol caterer Tally Ho Koffee and Gray Wolf Saloon for the year 2025.

Interim Administrative Assistant

Delaney announced that City Administrator Nelson is requesting council confirmation on the hiring of Megan DeWitte who began working for the city as the Interim Administrative Assistant on June 10<sup>th</sup>.

Motion made by Thompson, seconded by Colbeck and unanimously carried to hire Megan DeWitte as the Interim Administrative Assistant with a retroactive start date of June 10, 2025.

Resident Liquor Manager for the Country Club

Delaney stated that staff is recommending the approval of Brady Legler as the new Liquor License Manager for the Pipestone Country Club. Delaney asked if a background check had been completed and LaBrune replied saying the Sheriff's office has completed the background check.

Motion by Thompson, seconded by Swanson and unanimously carried to approve Brady Legler as the new resident manager in regards to the on sale liquor license at the Pipestone Country Club.

**CLOSING COMMENTS**

Administrator Nelson shared that Attorney Hill wanted to remind the council that if a remote meeting is held in the future roll call votes will be required with the new law change.

Mayor Delaney announced that he has heard several concerns about property maintenance. He reminded residents to keep things looking as nice as they can with the Water Tower Festival coming up. Additionally, he stated with the tragic events over the weekend he wanted to remind everyone to work together and for the common goal of making Pipestone the best we can.

**ADJOURNMENT**

Motion made by Colbeck, seconded by Thompson, and unanimously carried to adjourn the meeting at 7:04 p.m.

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Dan Delaney  
Mayor

ATTEST:

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Stephanie LaBrune  
Assistant City Administrator / City Clerk

Pipestone, Minnesota  
June 27, 2025

Pursuant to due call and notice thereof, a Special Meeting of the Pipestone City Council was duly held in the city council chambers at Pipestone City Hall at 10:00 a.m. on the 27<sup>th</sup> day of June 2025. Mayor Dan Delaney called the meeting to order. Members present: Dan Delaney, Danielle Thompson, Rodger Smidt, and Verdeen Colbeck. Others present: Kyle Kuphal, Public Access Coordinator Steve Moffitt, Assistant City Administrator-Clerk Stephanie LaBrune, and City Administrator Deb Nelson.

Mayor Delaney called the meeting to order and stated the purpose of the special meeting was to consider a request for council action from the Pipestone Area Chamber of Commerce and Visitor’s Bureau in regards to the closure of a street for the Water Tower Festival event.

Delaney read the full request stating the Pipestone Chamber of Commerce is requesting permission to close the 100 block of 3<sup>rd</sup> St. S.W. to be used as an alternate location for the Arts, Crafts, & Vendor Fair for Water Tower Festival on Saturday, June 28, 2025 from 7:00 a.m. to 3:00 p.m. He said they are requesting this alternate location due to the forecasted rainfall on Wednesday, June 25, 2025 and any additional rainfall which could result in overly soft ground on the courthouse lawn, making it unsuitable for heavier vendor trucks.

Motion by Thompson, seconded by Colbeck and unanimously carried to approve the request of the Chamber of Commerce to close the 100 block of 3<sup>rd</sup> St. S.W. to be used as an alternate location for the arts, crafts, and vendor fair for the Water Tower Festival on Saturday, June 28, 2025 from 7:00 a.m. to 3:00 p.m.

**ADJOURNMENT**

Motion was made by Smidt, seconded by Colbeck and unanimously carried to adjourn the meeting at 10:02 a.m.

Dan Delaney  
Mayor

ATTEST:

Stephanie LaBrune  
Assistant City Administrator - Clerk



CITY OF PIPESTONE  
ORDINANCE NO. 167, FOURTH SERIES

AN ORDINANCE ESTABLISHING A VETERAN’S MEMORIAL IN THE CITY OF  
PIPESTONE

The City Council of the City of Pipestone ordains:

**Article I. Purpose.** The Pipestone Veterans Memorial Committee approached the City of Pipestone (“City”) for the proposed establishment of a veteran’s memorial at Leon H. Moore Park, a park within and owned by the City. The City desires to honor the request of the Pipestone Veterans Memorial Committee and to recognize the service of United States military veterans.

**Article II. Authority.** Minnesota Statutes, section 416.01 requires an ordinance for the erection, equipment and maintenance of a building or monument or parks in recognition of the services performed by soldiers, sailors, marines and war veterans of the United States.

**Article III. Veterans Memorial.** The City Council of the City of Pipestone authorizes a Veterans Memorial to be constructed, equipped and maintained in Leon H. Moore Park within the City of Pipestone.

**Article IV. Effective Date.** This Ordinance shall become effective the day after its legal publication.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

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

ATTEST: \_\_\_\_\_  
Deb Nelson, City Administrator

Date of Publication \_\_\_\_\_

Effective Date \_\_\_\_\_

## MEMORANDUM

To: City of Pipestone City Council  
Deb Nelson, City Administrator

From: Jason M. Hill, City Attorney

Date: June 12, 2025

Re: Detachment of City Property

The City has learned of a potential petition to detach property from the City into Gray Township. This memorandum is intended to provide a summary of the detachment process and the City's role in the process. The specifics of the detachment will be addressed upon the filing of a final draft of the petition.

### **Detachment Initiation**

Detachment of city property is regulated by Minnesota Statutes, section 414.06. The process is initiated as follows:

- Submission of a city resolution requesting the detachment of property from the city to the chief administrative law judge of the Municipal Boundary Adjustments Unit ("MBAU"); or
- Submission of a petition of all of the property owners of the land to be detached, if the area is less than 40 acres or of 75% of the property owners if over 40 acres.

The property must be rural in character and not developed for urban residential, commercial or industrial use. The petition or resolution must include (1) the boundaries and the area of the land to be detached, (2) the number and character of the buildings, (3) the resident population, (4) the city improvements, if any, in the area and (5) a statement of the reasons the petitioners or the city is seeking the detachment. The city or petitioner must also summarize what efforts, if any, were taken to resolve the issues forming the basis for the resolution or petition.

For petitions, the petitioner must also provide notice to the applicable city and township.

**Review by the City and the Township**

Upon receiving notice, the township in which the property would be attached may submit to the MBAU a resolution stating that the township board supports, opposes or is neutral to the petition. If the township fails to submit a resolution, it will be deemed as being neutral to the petition. If the township submits a resolution of support which is opposed by the city from which the land would be detached, or a resolution in opposition to the petition that is supported by the city, the township becomes a party to the hearing that will then be required.

A city can also submit a resolution supporting, opposing or being neutral to the petition.

**Hearing Requirements**

A hearing before an administrative law judge may be required upon the filing of a petition or a city resolution. There is no hearing required if –

- a city resolution supporting the detachment and a petition of all of the property owners are submitted, and there is no opposition from the township. In this circumstance, the administrative law judge orders the detachment.
- both the city and the township submit resolutions opposing the petition. In this circumstance, the administrative law judge must deny the petition for detachment.

Under any other circumstances, the administrative law judge shall set a hearing date. The hearing is held before the administrative law judge in accordance with the uniform rules of procedure established for the Office of Administrative Hearings. Generally, the hearing includes taking testimony, the presentation of exhibits/documents and potentially opening and closing arguments. The judge is also required to order the parties to participate in a mediation session.

Upon the completion of the hearing, the judge may order the detachment if they find –

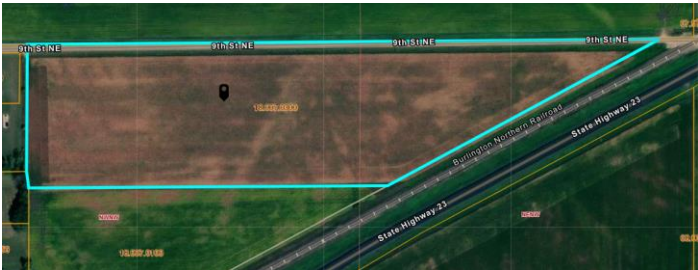
- the required number of property owners have signed the petition, if initiated by the property owners;
- the property is rural in character and not developed for urban residential, commercial or industrial purposes;
- the property is within the boundaries of the city and abuts a boundary;
- the detachment would not unreasonably affect the symmetry of the detaching city; and
- the land is not needed for reasonably anticipated future development.

In making the findings, the judge must consider all the city, township and county comprehensive plans, land use regulations, and land use maps. The judge may deny the detachment if they find that the remainder of the city cannot continue to carry on the functions of government without undue hardship. The judge also has the authority to decrease the area of property to be detached and may include only a part of the proposed area to be detached.

**Proposed Petition**

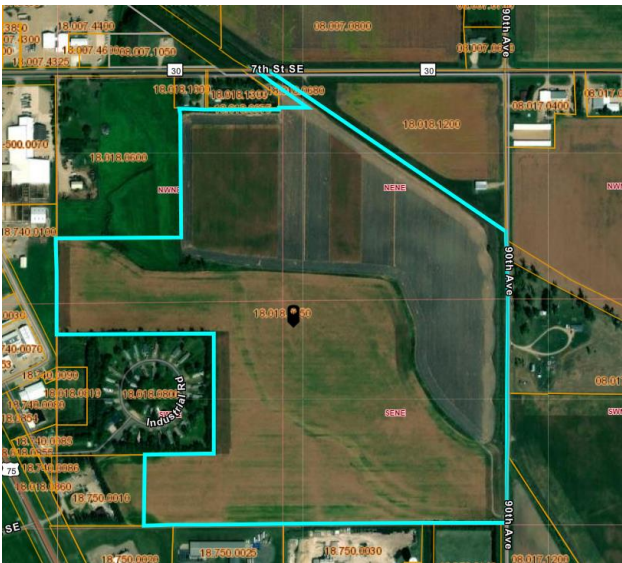
The proposed detachment includes two parcels on the eastern edge of the City owned by Thomas and David Nelson, including:

PID 18.007.0300



and

PID 18.018.0650



**1250 Wayzata Blvd E, Unit #1065, Wayzata, MN 55391**

As is indicated above, a petition has not been filed with the MBAU, but the properties should be reviewed within the scope of the statutory requirements for detachment (rural character, not developed for urban residential, commercial or industrial purposes, not needed for reasonably anticipated future development). There are also floodplain regulations that may impact the ability of the properties to be developed.

JMH

RESOLUTION 2025-41

RESOLUTION ACCEPTING DONATIONS

WHEREAS, the City of Pipestone is generally authorized to accept donations of real and personal property with monetary value 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/or tangible items as set below to the City of Pipestone:

<u>Name of Donor(s)</u>	<u>Amount</u>
• Pipestone Jaycees	\$1,000 Donation for new playground equipment
• First Bank & Trust	\$500 Donation for the youth Twin’s trip
• First State Bank Southwest	\$500 Donation for the youth Twin’s trip

WHEREAS, such donations have been contributed to assist the city 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 7<sup>th</sup> day of July 2025.

Dan Delaney  
Mayor

ATTEST:

Deb Nelson  
City Administrator

RESOLUTION 2025-42

RESOLUTION REGARDING AN APPLICATION FOR AUTHORIZATION FOR EXEMPTION FROM LAWFUL GAMBLING LICENSE

WHEREAS, the Pipestone Sportsmen’s Club located in Pipestone County, Minnesota, a non-profit organization, has requested a Lawful Gambling Exemption by written application dated July 1, 2025; and

WHEREAS, said organization intends to sponsor gambling activity at Dave’s Guns, 413 8<sup>th</sup> Ave SE, Pipestone, Minnesota.

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

- 1. The City of Pipestone does approve the Application for Exemption for a raffle drawing on August 27, 2025, filed with the City and/or the Minnesota Charitable Gambling Board.
- 2. The City Clerk is directed to sign the City Approval for the Lawful Gambling Exemption application dated July 1, 2025, and to forward same, together with a copy of this resolution to the applicant who will then forward the information onto the Minnesota Charitable Gambling Control Board.

Adopted by the City Council of the City of Pipestone this 7<sup>th</sup> day of July 2025.

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

ATTEST:

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

RESOLUTION 2025-43

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve the street and utilities on 2<sup>nd</sup> Avenue SW from Highway 30 to 10<sup>th</sup> Street SW and to assess the benefited properties for all or a portion of the costs of the improvement, pursuant to Minnesota Statutes, Chapter 429.

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

That the proposed improvement, called the 2<sup>nd</sup> Avenue SW Street & Utility Improvements Project – 2026, is referred to Travis Winter, P.E. with Bolton & Menk, Inc. for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Passed and adopted by the City Council of the City of Pipestone this 7<sup>th</sup> day of July 2025.

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

ATTEST:

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



**CITY OF PIPESTONE**  
**NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that the City Council of the City of Pipestone will hold a public hearing during their regularly scheduled council meeting on July 21, 2025 at approximately 6:30 p.m. in the Council Chambers at City Hall, 119 2nd Avenue SW, Pipestone, MN 56164. The purpose of the public hearing is to hear input from the public relating to the development of the 2026 city budget. All are welcome to attend.

/s/ Stephanie LaBrune  
Stephanie LaBrune  
Assistant City Administrator / City Clerk