

Pipestone, Minnesota
April 18, 2016

Pursuant to due call and notice thereof, a regular meeting of the Pipestone City Council was duly held in the Municipal Building at 6:30 p.m. on the 18th day of April, 2016. Roll call was taken and a quorum was declared. Members present: Laurie Ness, Myron Koets, Kyle Caskey, Jim Stout and Rodger Smidt. Absent: None. Others present: Librarian Jody Wacker, Museum Director Susan Hoskins, Senior Center Office Manager Lianne Buckmiller, Fire Chief Corey Popma, Community Education/Active Living Coordinator Serrina Martinez, City Treasurer Lenae Scholten, Chamber of Commerce Executive Director Erica Volkir, Chamber of Commerce Administrative Assistant Tom Steffes, Friends of the Casey Jones Trail Association Representative Ron Qualley, Cable Access Coordinator Steve Moffitt, City Administrator/City Attorney Jeff Jones and City Clerk Deb Nelson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA – ADDITIONS, CHANGES OR DELETIONS

Mayor Ness asked if there were any additions, changes, or deletions for the agenda.

There being no additions, changes or deletions, the agenda will stand as presented.

CONSENT AGENDA

Mayor Ness stated the Consent Agenda contains the April 4, 2016 Regular Meeting Minutes; the April 12, 2016 Special Meeting Minutes; the April 12, 2016 Board of Appeal and Equalization Minutes; Payment of Claims-Listing of Bills and the March 2016 Financial Reports and asked if there was any discussion regarding these items.

Motion was made by Koets, seconded by Stout and unanimously carried to approve the Consent Agenda which contains the following items: April 4, 2016 Regular Meeting Minutes; the April 12, 2016 Special Meeting Minutes; the April 12, 2016 Board of Appeal and Equalization Minutes; Payment of Claims-Listing of Bills in the amount of \$293,892.52 for warrants #050609 to #050744 to be issued in payment thereof and the March 2016 Financial Reports.

REPORTS OF STAFF PERSONNEL

Fire Chief Corey Popma reported there have been 11 fire calls to-date which is down from a year ago; the rescue trailer is now in operation; the Rural Fire Association have approved spending \$120,000 to purchase a tanker truck; and Pipestone will host the Annual Fire Chief's Meeting next year.

Community Education/Active Living Coordinator Serrina Martinez reported the puzzle tournament was a success as was the Winter Festival; the Ministerial Association has agreed to

be the fiscal host for the EBT card machine for the Farmer's Market which will be held in Carrow's True Valu parking lot; commented on future activities for Community Education and she is working with SRDC for the Safe Routes to School Planning Grant.

Tourism Director Erica Volkir shared numerous advertising strategies that she has been working on.

Museum Director Susan Hoskins reported the museum is into Phase III of their rehabilitation project which consists of fixing windows and sashes and a little bit of tuckpointing; they have partnered with PAM to do a survey of the Mason's building and they should have the results soon; they are raising money to purchase a digital reader for the library and the Brown Bag Lunch series starts next week and will be held every third Thursday.

Library Director Jody Wacker reported she has submitted the state report to the Plum Creek library system; numbers are up at the library; they are cataloging the entire library system which contains 32,000 items; they are conducting story time two times a week and they will be conducting story time at the parks this summer as well.

Senior Center Office Manager Lianne Buckmiller reported they have 81 paid members; they made over \$3,000 at their annual Belgian Waffle Brunch which was held earlier in April; a toe-nail clinic was held in Pipestone and Edgerton; they are still playing Bingo on the second Thursday of the month; the Defensive Driving class had to be rescheduled from March 23rd to April 27th due to inclement weather and county card parties are being held in Jasper, Ihlen, Edgerton, Pipestone and Holland.

PUBLIC HEARING

Minnesota Department of Employment and Economic Development Minnesota Investment Fund Application for Hocking

City Administrator/City Attorney Jones explained that the City is requesting approximately \$360,000 of grant funds at 0% interest for seven years from the Minnesota Department of Employment and Economic Development under the Minnesota Investment Fund program to assist with the start-up of Hocking International Laboratories, LLC in the Suzlon Rotor Corporation building located in the Industrial Park. The funds will be used for the creation of 36 jobs.

Part of the application process is to conduct a public hearing to receive public comments on the project.

Motion was made by Koets, seconded by Stout and unanimously carried to open the public hearing.

No public comment was received. Jones stated that he had not received any phone calls or letters regarding the MIF proposal.

Motion was made by Stout, seconded by Caskey and unanimously carried to close the public hearing.

OLD BUSINESS

On-Line Registration and Bill Pay

City Administrator/City Attorney Jones informed the Council that city staff has received many requests to pay bills by credit card. He said City Treasurer Lenae Scholten is present to answer any questions of the Council.

Scholten then shared costs associated with the start-up for online bill pay and to accept credit cards. Total start-up cost through Incode, the city's current utility software company, is approximately \$1,699 with an annual fee of \$899.00. The city would need to purchase a credit card machine in addition to these costs.

Motion was made by Caskey, seconded by Koets and unanimously carried to proceed forward with both online bill pay and accepting credit cards at the city office.

NEW BUSINESS

Resolution 2016-19

City Administrator/City Attorney Jones shared that a public hearing was held earlier in the evening to receive public comment regarding an application to the Department of Employment and Economic Development (DEED) for a grant through the Minnesota Investment Fund (MIF) grant program. This resolution acknowledges and gives authority to the Mayor and City Administrator to apply to DEED for MIF funding for Hocking International Laboratories.

Motion was made by Koets, seconded by Stout and unanimously carried to approve Resolution 2016-19: A RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO APPLY TO THE DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT FOR FUNDING THROUGH THE MINNESOTA INVESTMENT FUND PROGRAM.

Resolution 2016-20

City Administrator/City Attorney Jones informed the Council that this resolution authorizes the city's engineers Bolton & Menk to prepare plans and specifications for the Water Treatment Facility Project and also declares that the city will reimburse itself for costs of the improvement from the proceeds of tax exempt bonds and he would like to add to that sentence "and grants".

Motion was made by Stout, seconded by Koets and unanimously carried to approve Resolution 2016-20: A RESOLUTION DECLARING COSTS TO BE REIMBURSED with the following language added to item 4. "and grants".

Resolution 2016-21

City Clerk Deb Nelson stated that the Friends of the Casey Jones State Trail Association have submitted a funding request in the amount of \$1.25M to the 2016 Capital Investment Bill to fund the continued development of the Casey Jones State Trail to Woodstock. She said the Friends are requesting a resolution of support from all the cities and counties located along the trail showing their support of the Casey Jones State Trail. She mentioned there is no financial obligation from the City.

Motion was made by Smidt, seconded by Caskey and unanimously carried to approve Resolution 2016-21: A RESOLUTION SUPPORTING THE INCLUSION OF THE INVESTMENT IN THE CASEY JONES STATE TRAIL IN THE 2016 CAPITAL INVESTMENT BILL.

Approve Corey Popma as Fire Chief

Each year, the Council approves the position of Fire Chief and all officers of the Fire Department. Members of the department are recommending Council approve Corey Popma as Fire Chief.

Motion was made by Smidt, seconded by Stout and unanimously carried to approve Corey Popma as Fire Chief.

Approve the City of Pipestone as Fiscal Agent for Blandin Grant for Strategic Planning Session

A grant is being developed to fund the balance of the cost plus any other planned related expenses to conduct the Pipestone Forward Strategic Planning Session. Pipestone Forward is requesting the City act as fiscal agent for the grant. The Council previously approved allocating \$5,000 for the cost of the Strategic Planning Session.

Motion was made by Koets, seconded by Stout and unanimously carried to approve the City to act as fiscal agent for the Blandin grant to help pay for the remaining costs of the Pipestone Forward Strategic Planning Session.

Approve Fireworks License for Coborn's

Coborn's is requesting a license to sell fireworks at their store in Pipestone. City staff is recommending Council approve this license.

Motion was made by Smidt, seconded by Stout and unanimously carried to approve the Fireworks License to Coborn's.

Active Living Request

City Administrator/City Attorney Jones informed the Council that Community Education/Active Living Coordinator Serrina Martinez has been working with the Ministerial Association to be the

fiscal host for the EBT card machine for use at the Farmer's Market in Pipestone. Therefore, no action is needed on this request.

Arbor Day Proclamation

Mayor Ness read and signed the Arbor Day Proclamation declaring Friday, April 29, 2016 as Arbor Day in Pipestone.

Schedule Special Meeting for May 25, 2016 at 5:30 p.m. to Open Bids for the Water Treatment Facility

City Administrator/City Attorney Jones shared that Bolton & Menk has prepared plans for the water treatment facility and is prepared to advertise the project. They are recommending a bid opening date of May 25th at 5:30 p.m. and to consider bids at the June 6th regular Council meeting. This resolution approves the plans and specifications, approves advertising for the project and sets the date of the bid opening for May 25th at 5:30 p.m.

Motion was made by Koets, seconded by Stout and unanimously carried to approve Resolution 2016-22: A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISING FOR BIDS.

COUNCIL LIAISON REPORTS

Hiawatha Pageant Park Committee Liaison Koets reported that the Committee is working on the dedication ceremony which will be held June 26th; they are prepping for the final tree planting at the park; and May 25th is the scheduled date for the Foundation to pass the Lodge onto the City.

Park & Rec Board Liaison Koets reported the meeting had been canceled due to registration for summer programs going on.

Law Enforcement Liaison Committee Liaison Stout reported the Sheriff's Department has hired a full-time deputy who will cover Pipestone; they have been monitoring the use of ATVs and are handing out warnings for now; the biggest complaint with the ATVs is the noise and multiple riders on a machine; and the Sheriff would like to know if they have the authority to pull a golf cart or ATV/UTV license with the Council responding yes.

Planning Commission Liaison Caskey reported that a public hearing for a variance for the Hilgemon's property in Pipestone has been scheduled; and Building and Zoning Official Fortune updated the Commission on the progress of blighted properties he is working on.

CLOSING COMMENTS

Cable Access Coordinator Steve Moffitt shared that Mediacom has gotten rid of analog and has gone to digital. For those that have Mediacom as their cable provider, the Cable Access Channel is now 117-2. If you have a weak signal, you won't get this channel.

City Administrator/City Attorney Jones thanked all the crossing guards and volunteers for their dedication of service.

Councilmember Koets stated the City will need to dip into their reserves to install a hard-surface parking lot at the Hiawatha Lodge. Estimated cost is \$65,000 and requested this be put added to the agenda at a future Council meeting.

Councilmember Stout stated he agrees that the City needs to install a hard-surface parking lot at the Hiawatha Lodge.

ADJOURNMENT

Motion was made by Caskey, seconded by Stout and unanimously carried to adjourn the meeting at 7:57 p.m.

Laurie K Ness
Mayor

ATTEST:

Deb Nelson
City Clerk