

Pipestone, Minnesota
November 21, 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 21st day of November 2016. Mayor Laurie Ness called the meeting to order. Roll call was taken and a quorum was declared. Members present: Laurie Ness, Myron Koets, Jim Stout, Rodger Smidt and Kyle Caskey. Absent: None. Others present: City Engineer Travis Winter, Debra Fitzgerald, 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

There being no additions, changes or deletions to the agenda.

CONSENT AGENDA

Mayor Ness stated the Consent Agenda contains the November 7, 2016 Regular Meeting Minutes; November 14, 2016 Special Meeting Minutes; Payment of Claims-Listing of Bills; October 2016 Financial Reports and Informational Reports and asked if there was any discussion regarding these items.

Motion was made by Stout, seconded by Koets and unanimously carried to approve the Consent Agenda which consisted of the following: November 7, 2016 Regular Meeting Minutes; November 14, 2016 Special Meeting Minutes; Payment of Claims-Listing of Bills in the amount of \$246,833.15 for warrants #052506 to #052618 to be issued in payment thereof; October 2016 Financial Reports and Informational Reports.

COMMUNITY CONCERNS

None.

LEGAL

Ordinance 92, Fourth Series

City Administrator/City Attorney Jones explained this ordinance was introduced at the November 7th Meeting and would rescind Ordinance 80, Second Series that established a Sidewalk Improvement District on August 6, 1984. The ordinance is now ready for approval.

Motion was made by Smidt and seconded by Stout to approve Ordinance 92, Fourth Series: AN ORDINANCE TERMINATING ORDINANCE 80, SECOND SERIES WHICH ESTABLISHED THE SIDEWALK IMPROVEMENT DISTRICT ON AUGUST 6, 1984. Upon

vote taken; Ayes: Ness, Koets, Stout, Smidt; Nays: None; Abstain: Caskey, motion carried 4-0-1.

ENGINEERING

First Rate Excavate Inc. – Request for Extension of Contract Time

City Administrator/City Attorney Jones stated that First Rate Excavate, Inc. has submitted a request for additional calendar days be added to their substantial completion date of November 1 due to a number of reasons.

City Engineer Winter explained he had reviewed the request and First Rate Excavate is requesting an additional 30 days be added to their contract but he felt that a 15 day extension would be adequate. He shared that the rock ledge receded below the elevation of storm and sanitary pipes. Drilling was conducted for a distance east of the rock zone to verify rock depth. After excavation proceeded past the drilled area, the rock elevation unexpectedly came back up to be in conflict with the pipes and required additional blasting to remove it. An additional 300 feet of sanitary sewer was also added east of the underpass going to the Methodist Church plus additional storm sewer was added due to improper drainage which will help keep running water off the sidewalk.

Motion was made by Caskey, seconded by Stout and unanimously carried to approve a 15-day extension to First Rate Excavate, Inc. to the original substantial completion date of November 1st.

OLD BUSINESS

Approve Results of the Municipal General Election of November 8, 2016

City Clerk Nelson stated that she had received additional information from County Auditor Tyler Reisch which showed a breakdown of absentee ballots each candidate received. All ballots were verified and the Abstract of Votes Cast is ready for council approval.

Motion was made by Koets, seconded by Stout and unanimously carried to approve the Abstract of Votes Cast for the Municipal General Election of November 8, 2016.

NEW BUSINESS

Consider Responses to Proposals for Housing Study

City Administrator/City Attorney Jones explained that two responses were received for the Request for Proposal for a comprehensive housing study for the city. He said that there was an error in the memorandum for Community Partners Research in their completion time. Their study would be complete in 120 days, not 90 days.

- Viewpoint Consulting Group - \$14,250 plus expenses not to exceed \$800.
6931 87th Lane Study to be complete in 90 days.

Greenfield MN 55373
763-273-4303

- Community Partners Research - \$11,900 total. Study to be complete in 120 days.
10865 32nd Street North
Lake Elmo MN 55042
651-777-1813

Jones stated he had talked with several cities and Housing Authorities that have used both companies with good reviews.

Councilmember Caskey asked what kind of report the city would receive.

Jones then summarized information that is requested in the report so the report would be a final draft.

Mayor Ness stated the housing study would benefit the city, EDA and Pipestone Forward.

Motion was made by Stout, seconded by Koets and unanimously carried to approve the proposal presented by Community Partners Research in the amount of \$11,900 with the study to be complete within 120 days.

Stop Sign at 5th and 5th

City Administrator/City Attorney Jones stated that temporary stop signs were installed on the corners of 5th Ave and 5th St SE during the Highway 30 project. Neighbors in the area have requested the stop signs remain permanently due to the heavy truck and vehicle traffic on 5th Ave SE. He said he has visited with Sheriff Vreeman and the Sheriff's Department is fine with more safety controls in the city.

Motion was made by Stout, seconded by Smidt and unanimously carried to approve making the stop signs at 5th Ave and 5th St SE permanent.

Accept Resignation of Serrina Martinez as Community Education/Active Living Coordinator

City Administrator/City Attorney Jones shared that Serrina Martinez had her Active Duty assignment extended and has submitted her resignation as Community Education/Active Living Coordinator effective October 17, 2016.

Motion was made by Smidt, seconded by Caskey and unanimously carried to approve the resignation of Serrina Martinez as Community Education/Active Living Coordinator effective October 17, 2016.

Consider Changes in Historic Improvement Loan/Grant Policy

City Administrator/City Attorney Jones shared that the Council had discussed possible changes to the policy. He explained he has prepared a draft of possible changes for council to review. The current policy states the loan portion at 35%, grant portion at 35% and owner equity at 30%. He

said all funds were expended earlier in the year and recent projects have been funded using other funds.

Mayor Ness pointed out that it was the city's intent to make the program enticing so that people would use it and feels the program has been successful.

Councilmember Caskey said he is thrilled that people are using it but would like to see the loan percentage at 40% and the grant at 25%.

Ness mentioned maybe the percentages could remain the same but put a cap on the grant amount.

Councilmember Koets stated he felt the program would become more and more expensive and he likes the idea of putting a cap on the policy at some point.

Motion was made by Stout and seconded by Smidt to leave the percentages alone in the policy and cap the grant amount at \$15,000 per application.

Discussion followed on the cap amount and limiting the number of times an applicant can apply for funds through this program.

Motion was made by Caskey and seconded by Stout to amend the main motion by lowering the cap limit from \$15,000 to \$11,000. Upon vote taken; Ayes: Koets, Stout, Smidt, Caskey; Nays: Ness, motion carried 4-1.

Motion was made by Stout, seconded by Smidt and unanimously carried to approve leaving the percentages the same and capping the grant portion at \$11,000 per application and only one application is allowed per address per calendar year.

COUNCIL LIAISON REPORTS

Hiawatha Pageant Park Committee Liaison Koets reported there was no meeting and the Committee will not be meeting until January.

Economic Development Authority member Stout reported the EDA had talked extensively about raising the rent at Prairie Winds Apartments. He said that water heaters are starting to go bad so rent will increase \$10 per month beginning January 1st for new tenants and on the anniversary date of tenants already living there. The EDA also discussed an idea presented regarding having the EDA purchase blighted properties and have carpentry students rehabilitate them for resale.

CLOSING COMMENTS

Councilmember Stout thanked city crews for a great job on snow removal.

City Administrator/City Attorney Jones shared information with the audience on how to sign up for Code Red, a county-wide notification system for emergencies including snow emergencies.

Mayor Ness congratulated everyone who was elected at the November 8th general election.

EXECUTIVE SESSION

Motion was made by Smidt, seconded by Stout and unanimously carried to close regular session at 7:10 p.m.

Motion was made by Stout, seconded by Caskey and unanimously carried to open regular session.

Mayor Ness stated that City Administrator/City Attorney Jones had received a satisfactory evaluation and that he was eligible for the next step in compensation.

ADJOURNMENT

Motion was made by Caskey, seconded by Stout and unanimously carried to adjourn the meeting.

Laurie K Ness
Mayor

ATTEST:

Deb Nelson
City Clerk