



## **City Council Regular Meeting Agenda**

**May 05, 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. April 21, 2025 Regular Meeting Minutes

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

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

**8. Presentation**

**A.** Ordinance 166, Fourth Series Amending City Code Utility Service Line Regulations - Joel Adelman

**9. Legal**

A. Consider Approval of Ordinance 165, Fourth Series: An Ordinance of the City of Pipestone Vacating All That Part of the Platted 16-Foot-Wide East/West Alley Lying Between Blocks One and Two, Crawford's Addition in the City of Pipestone According to the Plat Thereof on File and of Record in the Office of the County Recorder, Pipestone County, Minnesota

B. Consider Approval of Ordinance 166, Fourth Series: An Ordinance Amending Chapters 50 and 91 of the City Code Regarding the Regulation of Utility Service Lines in the City

**10. Engineering**

A. PAPI and REIL Replacement Project – Pay Request No. 4

**11. \*\*Financial**

A. Payment of Claims-Listing of Bills

**12. Old Business**

**13. New Business**

A. Request for Council Action - Performing Arts Center

B. Request for Council Action - Relay for Life

C. Resolution 2025-27: Resolution Granting a Variance to Install a Second Sign that Exceeds the Required Size Limitation at 202 8th Avenue SE in the City of Pipestone

D. Resolution 2025-28: A Resolution Accepting Donations

E. Resolution 2025-29: A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

F. Resolution 2025-30: A Resolution Accepting Bid

G. Consider 80 x 80 Hangar Construction Administration Proposal for Professional Services

H. Appointment of Interim Accounts Payable-Administrative Assistant

I. Authorize Advertisement for Interim Administrative Assistant

J. Fireworks License Approval

K. Provider Appreciation Day Proclamation

**14. Closing Comments**

**15. Executive/Closed Session**

**16. Adjournment**

Pipestone, Minnesota  
April 21, 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 21<sup>st</sup> day of April 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, Verdeen Colbeck and Danielle Thompson, Absent: none. Others present: Steve Weets, Tom Steffes, Erica Volkir, Robert Dykstra, Kyle Kuphal, City Attorney Jason Hill via Zoom, City Engineer Travis Winter via Zoom, 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 Swanson, seconded by Thompson, and unanimously carried to approve the agenda as presented.

### **CONSENT AGENDA**

Mayor Delaney stated the Consent Agenda contains the April 7, 2025 Special Meeting Minutes, April 7, 2025 Regular Meeting Minutes, April 8, 2025 Local Board of Appeals and Equalization Meeting Minutes, the Pipestone Baseball Inc. 2025 3.2 Off Sale Liquor License Renewal, the March 2025 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 Thompson, seconded by Swanson and unanimously carried to approve the Consent Agenda items which consisted of the April 7, 2025 Special Meeting Minutes, April 7, 2025 Regular Meeting Minutes, April 8, 2025 Local Board of Appeals and Equalization Meeting Minutes, the Pipestone Baseball Inc. 2025 3.2 Off Sale Liquor License Renewal, the March 2025 Financial Report, and the Payment of Claims-Listing of Bills in the amount of \$429,300.00 for warrants #074667 to #074770 to be issued in payment thereof.

### **COMMUNITY CONCERNS**

Administrator Nelson stated that no one was signed in and no other concerns had been received.

### **BID OPENING**

#### **Airport Hangar Project**

Engineer Winter stated that the bidding just closed at 6:30p.m. for the 80 feet by 80-foot airport hangar project. He shared the two bids received:

- Everstrong Construction Inc. \$803,732.46
- APX Construction Group \$875,000.00

Winter told the council that he and Silas Parmar would review the bids and make a recommendation to the council at the next council meeting on May 5<sup>th</sup>.

### **REPORTS**

- A. Airport –Dykstra provided a verbal report.

- B. EDA – Schroyer provided a verbal report.
- C. Museum – Absent.
- D. HRA – Absent.
- E. Senior Center – Weets provided a verbal report.
- F. Chamber of Commerce – Volkir provided verbal report.

## **LEGAL**

### **Introduction of Ordinance 165, Fourth Series**

Delaney introduced Ordinance 165, Fourth Series stating that this is an Ordinance of the City of Pipestone Vacating All That Part of the Platted 16-Foot-Wide East/West Alley Lying Between Blocks One and Two, Crawford's Addition in the City of Pipestone According to the Plat Thereof on File and of Record in the Office of the County Recorder, Pipestone County, Minnesota. Delaney said a public hearing was held on April 7<sup>th</sup> to hear public comment on this vacation, and the ordinance will be considered for approval on May 5<sup>th</sup> at the city council meeting.

### **Introduction of Ordinance 166, Fourth Series**

Delaney introduced Ordinance 166, Fourth Series explaining that the Ordinance if approved would amend Chapters 50 and 91 of the City Code Regarding the Regulation of Utility Service Lines in the City. Delaney said Water/Wastewater Superintendent Adelman will be present at the May 5<sup>th</sup> council meeting to explain the ordinance amendment and the ordinance will be considered for adoption at that time as well.

## **NEW BUSINESS**

### **Request for Council Action – Chamber Water Tower Festival**

Delaney invited Volkir to the podium to state her request.

Volkir explained the Pipestone Area Chamber of Commerce is requesting council permission and public work's assistance to produce the following during the 2025 Water Tower Festival weekend: Friday, June 27 – Kids' Night:

- Permission to close the 100 Block of South Hiawatha Ave from Main Street to Second Street SW/SE from 2:00 pm – 9:30 pm for a Community Burger Feed (5:00-7:30 pm), Kids Tractor Pedal Pull at 6:00 pm for ages 3-11.
- 12 Picnic Tables, 4 Blue Garbage Cans, 4 bleachers, and the City's car trailer with carpet, steps, blocks for trailer tires, and jacks for back of trailer to stabilize it.
- The placement of two "No Parking-Street Closed at 2:00pm" signs with the barricades at noon – one on Main Street at intersection and one at Second Street SW/SE intersection.

Saturday, June 28th – Parade:

- Request for a Parade Permit (free). The parade route will start at West Main and Sixth Avenue SW, then turn south at the corner of Main Street and Hiawatha Avenue, and end at the corner of Hiawatha Avenue and Fifth Street SW (Courthouse). The parade will begin at 10:00am and conclude approximately 11:30am. Lineup is at 9:30 am.
- The placement of "No Parking Signs" on Main Street and Hiawatha Ave as they have in the past and provide barricades to block each North/South streets to prevent traffic from entering the parade route.

Saturday, June 28th – Arts, Crafts, Food, & Vendor Show / Pipestone Cruizers' Car Show:

- Request for permission to close Second Ave. SW from 7:00 am – 3:30 pm from Third St. SW to Fifth Street SW for the Pipestone Cruizers' Car Show.



- A Request for 36 Picnic Tables by 8:00 am; with 24 being placed under the tent and 12 on the west end of the Courthouse Lawn for the Car Show.
- Public Work's assistance to set up the big blue tent on the courthouse lawn prior to Saturday and then to tear it down on Monday.
- The use of 12 Blue Garbage Cans by 8:00 am on the Courthouse Lawn near the tent.

Saturday, June 28th – Evening Family Entertainment and Free Street Dance:

- Request for permission to close the 100 Block South Hiawatha Street from Main Street to Second Street SW/SE from 3:00 pm Saturday to 2:00 am Sunday for a Free Street Dance (Sioux Falls Band – “Undercover”) from 9:00 pm – 1:00 am, along with a request for the Street Dance Permit (and \$25 fee).
- The placement of two “No Parking-Street Closed at 3:00pm” signs with the barricades at noon – one at the Main Street intersection and one at Second Street SW/SE intersection.
- The use of up to 30 Picnic Tables, 12 Blue Garbage Cans, and the City's flatbed trailer.

Sunday, June 29 – Church Services on Courthouse Lawn

- The request for picnic tables & garbage cans to be left at the Courthouse lawn in order that there be a Community Church service at 10:30 am and possibly a Ministerial Association event later in the day.

Motion made by Thompson, seconded by Colbeck, and unanimously carried to approve the Chamber of Commerce's request as presented.

#### Request for Council Action – Chamber Car Cruise-Ins

Delaney invited Volkir to the podium to state her request.

Volkir explained the Pipestone Area Chamber of Commerce is requesting council permission and assistance to produce the following Chamber Car Cruise-In in 2025:

Street Closure on Thursday, May 29, 2025:

- Close the 100 Block\* of W Main St from 4:00 PM – 8:00 PM for a Chamber Car Cruise-In (between Stonehouse and A&S Drugs). The Chamber Car Cruise-In will run from 5 PM - 7:30 PM. \*In the event the capacity of the 100 block is exceeded, she said, we ask permission to close the intersection of 2nd Ave SW/NW and West Main Street in order to expand west towards Geyermans, possibly all the way to 3rd Ave SW/NW.

Public Works Assistance on Thursday, May 29, 2025:

- Barricades, Street Closed Signs, Picnic Tables, and Garbage Cans

Street Closure on Thursday, September 4, 2025:

- Close the 100 Block\* of W Main St from 4:00 PM – 8:00 PM for a Chamber Car Cruise-In (between Stonehouse and A&S Drugs). The Chamber Car Cruise-In will run from 5 PM - 7:30 PM. \*In the event the capacity of the 100 block is exceeded, additional permission is requested to close the intersection of 2nd Ave SW/NW and West Main Street in order to expand west towards Geyermans, possibly all the way to 3rd Ave SW/NW.

Public Works Assistance on Thursday, September 4, 2025:

- Barricades, Street Closed Signs, Picnic Tables, and Garbage Cans

#### Resolution 2025-26

Delaney stated This resolution accepts ta donation from the Pipestone Jaycees \$700.00 – to assist with DJ & Daycare Day at the Aquatic Center.

Motion was made by Thompson, seconded by Colbeck, and unanimously carried to approve Resolution 2025-26: A Resolution Accepting Donations.

#### Consider Adoption of New Assessment Policy

Delaney said over the past year, the city council has been working closely with the city’s financial advisors, city engineer, city attorney, and staff to develop a new assessment policy. The final draft of the policy was reviewed by the council at a special work session on April 7<sup>th</sup>. If approved this policy will take the place of the existing policy.

Motion by Colbeck, seconded by Thompson, and unanimously carried to adopt the new Assessment Policy as presented.

#### West Central Environmental Consultants, LLC Access and License Agreement

Delaney said West Central Environmental Consultants SET Engineering firm is working in behalf of the MPCA and is looking to perform work in the area near the south west corner of the liquor store. They will be doing some sonic boring and installing a test well. The access agreement is to allow them to be on city’s property and monitor the well in the future. Delaney shared that Attorney Hill put together the agreement.

Motion by Smidt, seconded by Swanson and unanimously carried to approve the Access and License Agreement with West Central Environmental Consultants, LLC.

#### Declaration of Surplus Property

Delaney said the public works department is recommending that the city council declare the 2015 John Deere 1600 mower as surplus property so it can be sold.

Motion made by Swanson, seconded by Thompson, and unanimously carried to approve declaring the 2015 John Deere 1600 mower as surplus property.

#### Approve HRA Council Liaison Resignation

Delaney shared council liaison for the Housing and Redevelopment Authority commission, Scott Swanson, has resigned from his position.

Motion made by Colbeck, seconded by Smidt, and unanimously carried to approve the resignation of Scott Swanson as the council liaison for the HRA commission.

#### Appointment of HRA Commission Member

Delaney requested the appointment of Patti Peterson at the recommendation of HRA Director Tammy Manderscheid, to the Housing and Redevelopment Authority Commission.

Motion made by Swanson, seconded by Smidt, and unanimously carried to approve the appointment of Patti Peterson to the HRA Commission.

#### Approve Human Rights Commission Resignations

Delaney shared that Gabriel Yellowhawk and Julie Dallman have submitted their resignations from the Human Rights Commission.

Motion by Smidt, seconded by Colbeck, and unanimously carried to approve the resignations of Gabriel Yellowhawk and Julie Dallman from the Human Rights Commission.

Appointment of Human Rights Commission Member

Delaney said Gabrielle Drapeau is requesting to serve as a voting member on the Human Rights Commission.

Motion by Swanson, seconded by Thompson, and unanimously carried to approve the appointment of Gabrielle Drapeau to the Human Rights Commission.

CLOSING COMMENTS –

Mayor Delaney reminded the public of prom and the Dad’s Belgian Waffle Feed this weekend.

Administrator Nelson shared a flyer of an event coming up on September 30<sup>th</sup> called High in Plain Sight that is being put on by the Pipestone Area Coalition.

ADJOURNMENT

Motion made by Swanson, seconded by Thompson, and unanimously carried to adjourn the meeting at 7:24 p.m.

Dan Delaney  
Mayor

ATTEST:

Stephanie LaBrune  
Assistant City Administrator / City Clerk

ORDINANCE 165, FOURTH SERIES

AN ORDINANCE OF THE CITY OF PIPESTONE VACATING ALL THAT PART OF THE PLATTED 16-FOOT-WIDE EAST/WEST ALLEY LYING BETWEEN BLOCKS ONE AND TWO, CRAWFORD'S ADDITION IN THE CITY OF PIPESTONE ACCORDING TO THE PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, PIPESTONE COUNTY, MINNESOTA.

THE CITY OF PIPESTONE ORDAINS:

Section 1. The City Council finds the following to be true and correct and in accordance with the requirement of the City Charter for vacating streets and alleys:

1. A finding by the City Council directing the vacation of all that part of the platted 16-foot wide East/West alley lying between Block One and Block Two, Crawford's Addition in the City of Pipestone due to the fact that this alley has not been used for public travel and is not necessary for public use; and
2. Notice was published in the official newspaper once each week for two consecutive weeks on March 13, 2025 and March 20, 2025 stating that a public hearing would be conducted by the City Council to consider vacating this alley at its meeting on April 7, 2025 at approximately 6:30 p.m.

Section 2. The City Council, based on the aforesaid facts, hereby vacates and closes in perpetuity, all that part of the platted 16-foot wide East/West alley lying between Block One and Block Two, Crawford's Addition in the City of Pipestone, as legally described in Exhibit A attached hereto and as depicted in Exhibit B attached hereto, and shall retain all underground and overhead utility easement rights in said alley.

Section 3. The City Administrator is hereby instructed to file, after publication, a certified copy of the ordinance in the offices of the Pipestone County Auditor and Recorder.

Section 4. 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 this 5<sup>th</sup> day of May 2025.

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Dan Delaney  
Mayor

ATTEST:

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Deb Nelson  
City Administrator

(Published in the Pipestone County Star on May 8, 2025).

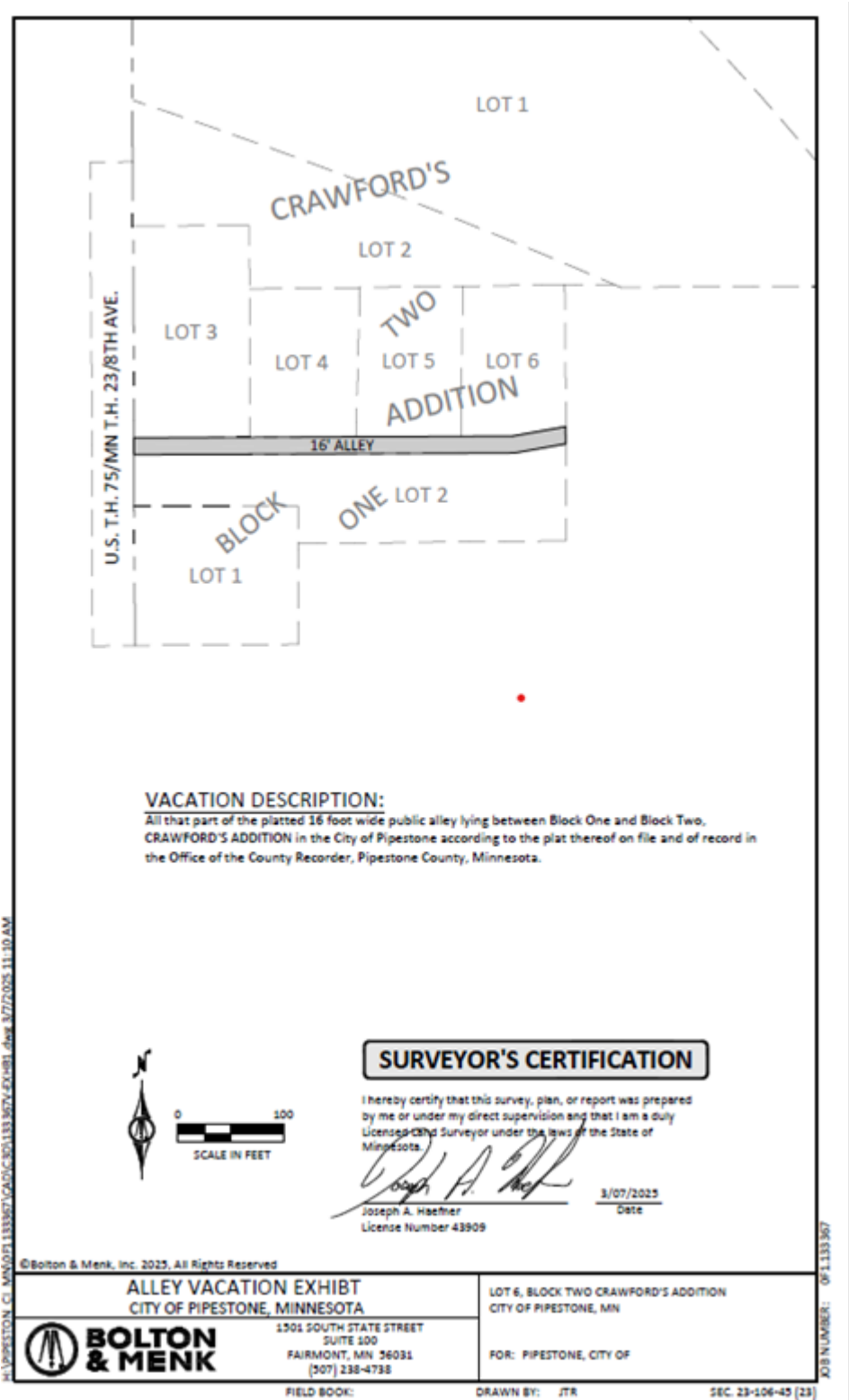
## **EXHIBIT A**

### Legal Description of Vacated Alley

All that part of the platted 16-foot-wide public alley lying between Block One and Block Two, CRAWFORD'S ADDITION in the City of Pipestone according to the plat thereof on file and of record in the Office of the County Recorder, Pipestone County, Minnesota.

EXHIBIT B

Survey of Alley Vacation



**CITY OF PIPESTONE**  
**ORDINANCE NO. 166, FOURTH SERIES**  
**AN ORDINANCE AMENDING CHAPTERS 50 AND 91 OF THE CITY CODE**  
**REGARDING THE REGULATION OF UTILITY SERVICE LINES IN THE CITY**

The City Council of the City of Pipestone ordains:

**Article I. Legislative Findings.** The City of Pipestone (“City”) finds and determines that certain provisions of the City Code with regard to the maintenance of water and sewer service lines have created confusion with regard to the responsibility for maintaining the service lines, and the City desires to provide clarity and ensure that the City’s property owners are not responsible for the maintenance of service lines and other facility that may interfere with City right-of-way and street surfaces. The provisions of this Ordinance are appropriate in the public interest.

**Article II. Regulation of Water Services.** Section 50.10(B) of the City Code is hereby amended by deleting the following ~~stricken~~ language and adding the following double-underlined language:

(B) *Maintenance of Service Pipes*~~*Repair of leaks*~~. It is the responsibility of the consumer or owner to maintain the service pipe from the curb stop into the house or other building. The City shall maintain the curb stop and the service pipe from the curb stop to the water main. Although the City is responsible for the maintenance of the service pipe from the curb stop to the water main, the consumer or owner is responsible for any damage or necessary repairs in the service pipe from the curb stop to the water main resulting from any backup or blockage in the service pipe created by roots or other obstructions. The consumer or owner will not be responsible for damages or necessary repairs arising out of the City’s maintenance of the service pipe from the curb stop to the water main. In the case of failure upon the part of any consumer or owner to repair any leaks occurring in his or her service pipe within 24 hours after oral or written notice has been given the owner or occupant of the premises, the water may be shut off and will not be turned on until a reconnection charge has been paid and the water service has been repaired. If the owner or occupant cannot be located within 24 hours after a reasonable effort has been made to contact the owner or occupant, notice shall be deemed to be complete by posting same in some conspicuous place on the premises served. In any event, when, in sole opinion of the city, the waste of water is great or when damage is likely to result from the leak, the water may be turned off immediately and without notice. If the leak is such that it cannot be stopped by closing the curb stop or if the curb stop will not properly function, the city may proceed with making such repairs as are necessary to stop the leak or make the curb stop functional. In all cases, excluding repairs to the curb stop or the service pipe from the curb stop to the water main arising out of the City’s maintenance of the service pipe from the curb stop to the water main, the costs incurred by the city shall be billed to the owner and shall become additional charges due and owing for said utility service. For the purpose of this section, the owner is deemed to have appointed the occupant his or her agent with respect to receipt of any required notice.



**Article III. Regulation of Sewer Services.** Section 50.25 of the City Code is hereby amended by adding the following double-underlined language, after the definition of “Sewer Service Charge System” and before the definition of “Shall”:

**SEWER SERVICE LATERAL.** All sewer service pipes that extend from the municipal sewer main to the structure that it serves.

**Article IV. Regulation of Sewer Services.** Section 50.31 of the City Code is hereby amended by adding the following double-underlined language:

(C) Unless otherwise provided in the City Code, it is the responsibility of the property owner to maintain the sewer service lateral from the property line to the house or other building on the property. The City shall maintain the sewer service lateral from the property line to the sewer main. Although the City is responsible for the maintenance of the sewer service lateral from the property line to the sewer main, the property owner is responsible for any damage or necessary repairs in the sewer service lateral from the property line to the sewer main resulting from any backup or blockage in the sewer service lateral created by tree roots or other obstructions. The property owner will not be responsible for damages or necessary repairs arising out of the City’s maintenance of the sewer service lateral from the property line to the sewer main. If the property owner fails to maintain the sewer service lateral as set forth in the City Code, an official 30-day notice shall be served instructing the property owner to make corrections or repairs as set forth in the notice.

(D) In the event an owner shall fail to connect to a public sewer, or fail to maintain the sewer service lateral as required by the City Code, in compliance with a notice given under § 50.31 (B) and (C), the city may undertake to have said connection or repairs made and shall assess the cost thereof against the benefitted property. Such assessment when levied, shall bear interest at the rate determined by the Council and shall be certified to the County Auditor and shall be collected and remitted to the city in the same manner as assessments for local improvements. The rights of the city shall be in addition to any remedial or enforcement provisions of this section.

**Article V. Service Lateral Installation.** Section 91.08 of the City Code is hereby amended by deleting the following ~~stricken~~ language and adding the following double-underlined language:

(A) *Requirement of sewer and water laterals.* No petition for the improvement of a street shall be considered by the Council if such petition contemplates constructing therein any part of a pavement or stabilized base, or curb and gutter, unless all sewer and water main installations shall have been made therein, including the installation of service laterals to the curb from the service main to the structure on the property, if the area along such street will be served by such utilities installed in the street.

**Article VI. Severability.** Should any section or part of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the ordinance as a whole or any part other than the part declared invalid.

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

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

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

ATTEST: \_\_\_\_\_  
City Clerk

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

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



Real People. Real Solutions.

Section 10, Item A.

1501 South State Street  
Suite 100  
Fairmont, MN 56031-4467  
Ph: (507) 238-4738  
Fax: (507) 238-4732  
Bolton-Menk.com

April 7, 2025

Ms. Deb Nelson  
City Administrator  
City of Pipestone, MN  
119 2<sup>nd</sup> Avenue SW  
Pipestone, MN 56164

RE: Pipestone Municipal Airport  
PAPI and REIL Replacement Project  
FAA AIP 3-27-0079-17-23  
SP No. A5901-54

Dear Ms. Nelson:

Enclosed is Pay Application No. 4 for the above referenced project in the amount of \$12,442.00. This Pay Application releases retainage for the installation of the new PAPI's and REIL's as the Contractor has submitted all final documentation required to closeout the FAA grant.

I recommend that the Pay Application be approved as shown. If you agree, please sign and return one copy with payment to the Contractor and one copy to me for our records.

If you have any questions or need additional information, please contact me at 612-987-0138 or [silas.parmar@bolton-menk.com](mailto:silas.parmar@bolton-menk.com).

Sincerely,  
**Bolton & Menk, Inc.**

**Silas Parmar, P.E.**  
Project Manager

Enclosures

Cc: Travis Winter, Bolton & Menk

Contractor's Application for Payment

Owner:	City of Pipestone	Owner's Project No.:	AIP No. 3-27-0079-15-23
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OT5.129305
Contractor:	Werner Bros. Inc.	Agency's Project No.:	SP No. A5901-56
Project:	PAPI and REIL Replacement		
Application No.:	4	Application Date:	4/7/2025
Application Period:	From 10/29/2024	to	4/4/2025

1. Original Contract Price	\$	258,180.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	258,180.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	248,840.00
5. Retainage		
a. _____ X \$ 248,840.00 Work Completed	\$	-
b. _____ X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	248,840.00
7. Less previous payments	\$	236,398.00
8. Amount due this application	\$	12,442.00
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	9,340.00

**Contractor's Certification**  
The undersigned Contractor certifies, to the best of its knowledge, the following:  
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and  
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor:	Werner Bros. Inc.		
Signature:	<u>Benjamin Schmid</u>	Date:	<u>4/7/25</u>
Name:	<u>Benjamin Schmid</u>	Title:	<u>Office Manager</u>

Recommended by Engineer	Approved by Owner
By: <u>Silas Parmar</u>	By: _____
Name: <u>Silas Parmar</u>	Name: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>4/7/2025</u>	Date: _____

Progress Estimate - Unit Price Work										Contractor's Application for Payment				
Owner:		City of Pipestone								Owner's Project No. : AIP No. 3-27-0079-15-23				
Engineer:		Bolton & Menk, Inc.								Engineer's Project No. : OTS.129305				
Contractor:		Werner Bros. Inc.								Agency's Project No. : SP No. AS901-56				
Project:		PAPI and REIL Replacement												
Application No.:		4		Application Period:		From 10/29/24 to 04/04/25				Application Date: 04/07/25				
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L	
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
								Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)					
								Original Contract						
1	MOBILIZATION	1.00	LUMP SUM	15,000.00	15,000.00	1.00	15,000.00	1.00	15,000.00		15,000.00	100%	-	
2	RUNWAY CLOSURE CROSSES	1.00	SET	2,000.00	2,000.00	1.00	2,000.00	1.00	2,000.00		2,000.00	100%	-	
3	REMOVE PAPIs	2.00	SET	3,000.00	6,000.00	2.00	6,000.00	2.00	6,000.00		6,000.00	100%	-	
4	REMOVE REILs	2.00	SET	1,000.00	2,000.00	2.00	2,000.00	2.00	2,000.00		2,000.00	100%	-	
5	REMOVE ELECTRICAL VAULT EQUIPMENT	1.00	LUMP SUM	1,000.00	1,000.00	1.00	1,000.00	1.00	1,000.00		1,000.00	100%	-	
6	#8 AWG, 5KV CABLE INSTALLED IN DUCT	12,000.00	LIN FT	1.80	21,600.00	10,000.00	18,000.00	10,000.00	18,000.00		18,000.00	83%	3,600.00	
7	#12 AWG, 600 V CABLE, INSTALLED IN DUCT	640.00	LIN FT	1.00	640.00	640.00	640.00	640.00	640.00		640.00	100%	-	
8	#6 AWG, 600V CABLE, INSTALLED IN DUCT	6,400.00	LIN FT	1.60	10,240.00	5,000.00	8,000.00	5,000.00	8,000.00		8,000.00	78%	2,240.00	
9	2-INCH SCH. 40 PVC OR HDPE, INCLUDING TRENCHING	6,500.00	LIN FT	7.00	45,500.00	6,000.00	42,000.00	6,000.00	42,000.00		42,000.00	92%	3,500.00	
10	L-867 ELECTRICAL HANDHOLE	10.00	EACH	900.00	9,000.00	10.00	9,000.00	10.00	9,000.00		9,000.00	100%	-	
11	LED RUNWAY END IDENTIFIER LIGHTING (REIL) SYSTEM	2.00	SET	15,000.00	30,000.00	2.00	30,000.00	2.00	30,000.00		30,000.00	100%	-	
12	LED PRECISION APPROACH PATH INDICATOR (PAPI) SYSTEM	2.00	SET	50,600.00	101,200.00	2.00	101,200.00	2.00	101,200.00		101,200.00	100%	-	
13	CONSTANT CURRENT REGULATOR, 4 KW	1.00	EACH	11,000.00	11,000.00	1.00	11,000.00	1.00	11,000.00		11,000.00	100%	-	
14	VAULT ELECTRICAL SYSTEMS AND TESTING	1.00	LS	3,000.00	3,000.00	1.00	3,000.00	1.00	3,000.00		3,000.00	100%	-	
Original Contract Totals					\$ 258,180.00		\$ 248,840.00		\$ 248,840.00	\$ -	\$ 248,840.00	96%	\$ 9,340.00	

# REQUEST FOR COUNCIL ACTION

Section 13, Item A.

Meeting of

Date: May 5, 2025

<b>Agenda Section:</b> New Business	<b>Originating Dept:</b> Administration	<b>Item No.</b> 1
<b>Item Description:</b> Request of Pipestone Performing Arts Center		<b>Prepared By:</b> Deb Nelson
<p>The Pipestone Performing Arts Center is requesting permission to place four (4) flags right Outside the Performing Arts Center (see attached photos) on the curb to promote the upcoming musical comedy "HONK!" – the musical tale of The Ugly Duckling. Show dates are June 19<sup>th</sup> – 22<sup>nd</sup> and June 26<sup>th</sup> – 29<sup>th</sup>. Flags would be flown downtown on the curb after Memorial Day, during the entire month of June. The flags will include the show title and performance dates. This has been approved in the past.</p> <p>See attached letter of request.</p>		
<p><b>COUNCIL ACTION:</b> Motion by _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		



Deb Nelson

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**From:** Pipestone Performing Arts Center <director@pipestoneperformingartscenter.com>  
**Sent:** Tuesday, April 22, 2025 12:52 PM  
**To:** Deb Nelson  
**Subject:** Flags Downtown - Request for Council Action  
**Attachments:** IMG\_0798 2.jpg; IMG\_0802 2.png

Good afternoon, Deb.

The Pipestone Performing Arts Center would like to submit a request for the Pipestone City Council to allow us to place flags on the curb again this summer. I have attached a photo of what has been done in the past; this request has been approved for the past couple of summers for your reference.

This year, the community theater is staging the musical comedy "HONK!" - it's the musical tale of The Ugly Duckling.

Our request this year is to fly the flags downtown on the curb in front of the PPAC after Memorial Day, during the entire month of June. The flags will include the show title and performance dates as part of the design. The show dates are June 19th-22nd and June 26th-29th.

Please let me know if you have any questions, and if you need me to submit any further information.

Thanks, Deb!

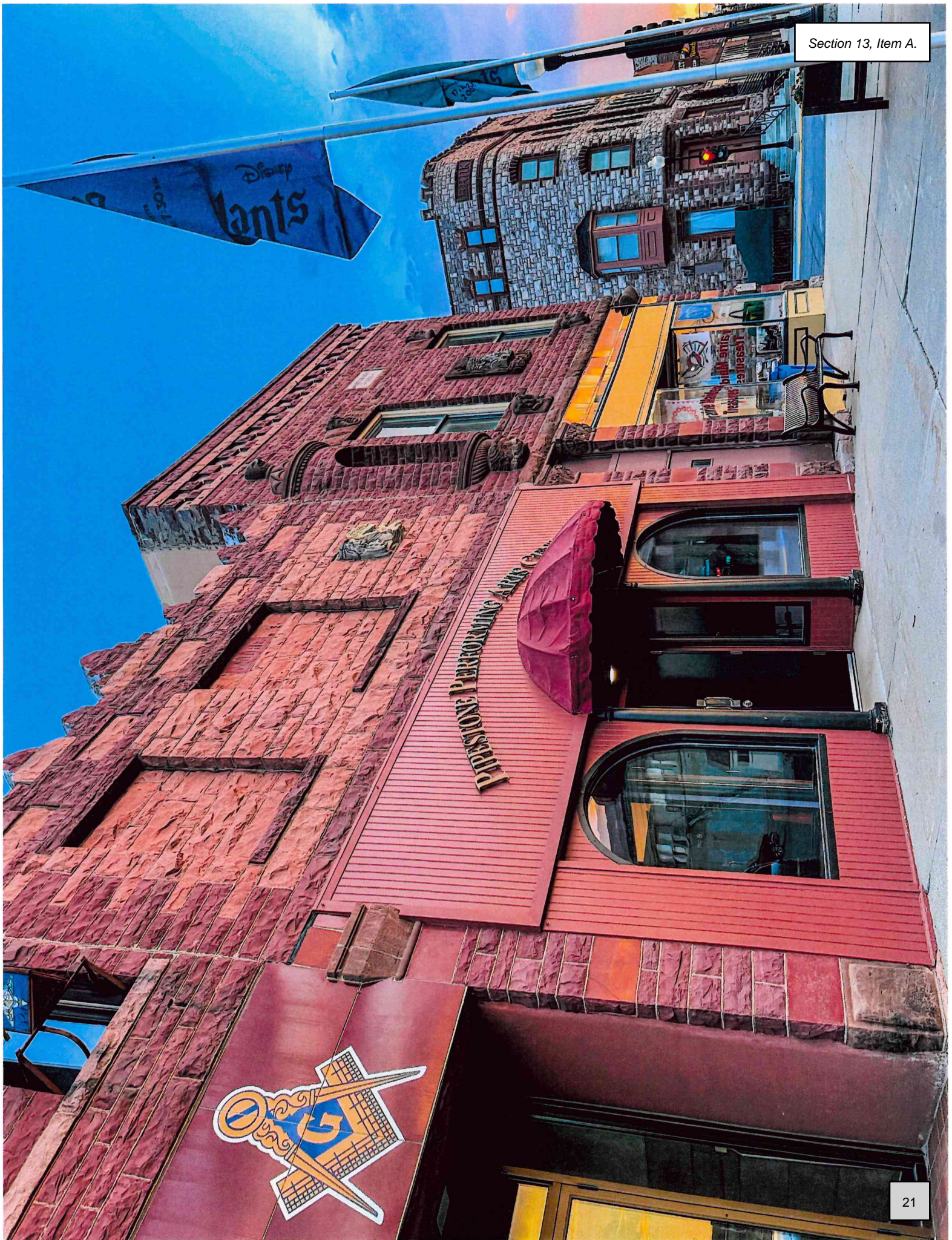
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**Mark Thode, Managing Director**  
*Pipestone Performing Arts Center*  
Theater • 104 Main Street East, Pipestone, MN 56164 • 507-825-5481  
Mailing & Donations • PO Box 100, Pipestone, MN 56164  
Box Office • Tuesday through Friday from 12p-4p • 507-825-2020  
[www.pipestoneperformingartscenter.com](http://www.pipestoneperformingartscenter.com)











REQUEST FOR COUNCIL ACTION

Section 13, Item B.

Meeting of  
Date: May 5, 2025

<b>Agenda Section:</b> New Business	<b>Originating Dept:</b> Administration	<b>Item No.</b> 2
<b>Item Description:</b> Request of Relay for Life		<b>Prepared By:</b> Stephanie LaBrune
<p>The Pipestone Relay for Life Committee is requesting the use of six (6) picnic tables and four (4) 95-gallon garbage totes for their planned taco drive thru fundraiser event at Dave’s Guns on May 15<sup>th</sup>.</p> <p>This is a new event; however, the city has assisted the Relay for Life Committee with past events.</p>		
<p><b>COUNCIL ACTION:</b> Motion by _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

RESOLUTION 2025-27

RESOLUTION GRANTING A VARIANCE TO INSTALL A SECOND SIGN THAT EXCEEDS THE REQUIRED SIZE LIMITATION AT 202 8<sup>TH</sup> AVENUE SE IN THE CITY OF PIPESTONE

**WHEREAS**, C & A Enterprises LLC, d/b/a Harvey Sign Co (“Applicant”) submitted an application for a variance to the City of Pipestone (“City”) to construct a sign on property located at 202 8<sup>th</sup> Avenue SE (PID 18.720.1700), which is owned by First State Bank Southwest (“Owner”) and is legally described on the attached Exhibit A (“Property”); and

**WHEREAS**, the Applicant and Owner’s request for a variance seeks to install additional signage to an existing business sign on the Property, which increases the total area of the signage to 133 square feet and which exceeds the size limitation for freestanding business signs on the Property; and

**WHEREAS**, the proposed placement of the signs is set forth in Exhibit B attached hereto; and

**WHEREAS**, on April 8, 2025, upon proper and sufficient published notice, notice to affected properties and notice to properties in the area of the Property, the City of Pipestone Board of Appeals and Adjustments held a public hearing regarding the requested variance, considered the information presented, and voted to forward the application to the City Council with a recommendation that the variance be approved; and

**WHEREAS**, the City Council considered the requested variance at its meeting on May 5, 2025 and finds as follows:

- a. The Property is currently zoned B-3 Highway Business District;
- b. Section 153.32(D)(3) of the City Code provides that the total area for freestanding signage for business signs cannot exceed 100 square feet;
- c. Section 153.32(C) of the City Code defines a “business sign” as “A sign which directs attention to a business, commodity, or a commodity service, or entertainment sold or offered upon the premises where such a sign is located.”;

- d. The Applicant proposes to install additional business signage to an existing business sign on the Property, which directs attention to businesses on the Property as depicted on Exhibit B attached hereto;
- e. The additional signage increases the total area of the signage to 133 square feet, which exceeds the size limitation for freestanding business signs on the Property;
- f. In accordance with Section 153.27 of the City Code and Minnesota Statutes, section 462.357, subd. 6, the Board of Appeals and Adjustments found and determined as follow:
  - (1) The Property cannot yield a reasonable use if permitted to be used only under conditions allowed by the regulations governing the district in which the Property is located. The additional signage supports the businesses on the Property, and the increase in total area is minimal;
  - (2) The plight of the Owner is due to unique circumstances not normally applicable to land holdings within the same district. The minimal increase in total sign area does not increase to structure of the existing freestanding sign on the Property;
  - (3) The proposal is in harmony with the general purpose and intent of the City Code. The signage supports businesses on the Property and is an update of the existing freestanding sign;
  - (4) The proposal is consistent with the City's Comprehensive Plan and will be compatible with present and future land uses of the area. The minimal increase in the total area of the signage is consistent with uses in the area;
  - (5) The variance, if granted, will not alter the essential character of the locality. The additional signage does not alter or increase the size of the structure of the existing freestanding sign on the Property;
  - (6) The Owner intends to use the property in a reasonable manner not permitted in the City Code. The additional signage supports businesses on the Property; and
  - (7) There are unique circumstances to the Property not created by the Owner that creates a practical difficulty.

- d. The City Council additionally finds and determines that the criteria for approval of a variance set forth in Section 153.27 of the City Code and Minnesota Statutes, section 462.357, subd. 6 have been met by the proposal.

**NOW, THEREFORE, BE IT RESOLVED**, that, based on the record of this matter, including the application, information presented at the public hearing and the findings and determinations contained herein, the City Council hereby approves and issues a variance to install additional business signage on the Property, which exceeds the sign size limitation for business signs, subject to all of the following conditions, restrictions, and requirements:

1. Scope of Variance. This variance allows the Applicant and the Owner to install signs on the Property as depicted in Exhibit B and in accordance with the plans and specifications submitted with the variance application, which is incorporated herein by reference. The signs must be constructed and placed in accordance with the conditions imposed on this variance, the requirements of the City Code, and all other applicable regulations.
2. Commencement of Work. If construction in accordance with the plans and specifications submitted with the variance application is not substantially started within two years from the date of the issuance of the variance, the variance shall become void. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete.
3. Binding Effect. This variance and its conditions must be complied with, shall run with the land, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership of the Property.
4. Legal Compliance. This variance is subject to the requirements of the City Code and the Owner is required to comply with, and obtain all other permits or permission, as may be required by, all applicable federal, state and local laws, rules and ordinances.
5. Acceptance of Conditions. Utilization of the Property pursuant to the variance shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the variance without qualification, reservation, or exception.
6. No Waiver. A failure by the City to take action with respect to any violation of any condition, covenant or term of this variance shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant or term.

Passed and adopted by the City Council of the City of Pipestone this 5<sup>th</sup> day of May, 2025.

Dan Delaney  
Mayor

ATTEST:

\_\_\_\_\_  
Stephanie LaBrune  
City Clerk

## **EXHIBIT A**

### Legal Description of the Property

Lots Sixteen (16), Seventeen (17), Eighteen (18), Nineteen (19), Twenty (20) and Twenty-One (21), in Block Nine (9) of Sanford's Addition to the City of Pipestone, County of Pipestone, State of Minnesota.

**EXHIBIT B**  
Signs





RESOLUTION 2025-28

A 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 Area Friends of the Library	\$1,367.68 in donated books and prize items.

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 5<sup>th</sup> day of May 2025.

Dan Delaney  
Mayor

ATTEST:

Deb Nelson  
City Administrator

RESOLUTION 2025-29

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

WHEREAS, pursuant to a resolution passed by the council March 17, 2025, the consulting engineer has prepared plans and specifications for the proposed improvement involving:

- Industrial Road

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 Administrator 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 clerk until 6:30 p.m. on June 2, 2025; 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 approximately 6:30 p.m. on June 16, 2025, 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 Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five percent (5%) of the amount of such bid.

Passed and adopted by the City Council of the City of Pipestone this 5<sup>th</sup> day of May 2025.

---

Dan Delaney  
Mayor

ATTEST:

---

Deb Nelson  
City Administrator



Real People. Real Solutions.

1501 Section 13, Item F.  
Suite 100  
Fairmont, MN 56031-4467  
Ph: (507) 238-4738  
Fax: (507) 238-4732  
Bolton-Menk.com

April 28, 2025

Honorable Mayor and City Council  
City of Pipestone, MN  
119 2<sup>nd</sup> Avenue Southwest  
Pipestone, MN 56164

RE: Bid Results and Award Recommendation  
2025 Airport 80' x 80' Hangar Construction Project

Dear Mayor and Council:

On April 21, 2025, two bids were received for the 2025 Airport 80' x 80' Hangar Construction project. We recommend the city award the project to the lowest responsible bidder, Everstrong Construction Inc., in the amount of \$803,732.46. The anticipated funding participation rates for the project are 95% Federal, 2.5% State, and 2.5% Local

Below is the bid summary:

	BIDDERS	BASE BID
1	Everstrong Construction Inc.	\$803,732.46
2	APX Construction Group	\$875,000.00
	Engineer's Estimate	\$800,000.00

Currently the city has \$251,489 of FAA Nonprimary Entitlement (AIP) funds and \$536,000 of FAA Bipartisan Infrastructure Law funds (BIL) for a total available FAA fund balance of \$787,489.00. The total amount of FAA funding required for the project is \$906,995.00. To achieve the required amount of FAA funding for the project, the city can utilize the BIL fund appropriation from 2026 to complete the project. This will require a separate grant application in 2026.

If you have any questions about the 2025 Airport 80' x 80' Hangar Construction project, please feel welcome to contact me at 612-987-0138 or [silas.parmar@bolton-menk.com](mailto:silas.parmar@bolton-menk.com)

Sincerely,

Silas Parmar, P.E.  
Aviation Project Manager

Enclosures: (2)

**ABSTRACT**  
80' X 80' Hangar  
City of Pipestone, MN  
BMI Project #: 24X.136402  
Bid: 04/21/2025 06:30 PM CDT

						Engineer Estimate		1 Everstrong Construction Inc		2 APX Construction Group	
Section Title	Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID											
	1	-	80' X 80' HANGAR, COMPLETE DESIGN-BUILD PER RFLUMP SUM		1	\$800,000.00	\$800,000.00	\$803,732.46	\$803,732.46	\$875,000.00	\$875,000.00
Base Bid Total:							\$800,000.00		\$803,732.46		\$875,000.00

80' x 80' HANGAR COST BREAKDOWN				
PROFESSIONAL SERVICES	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
DESIGN ENGINEERING - BMI	\$70,000.00	\$66,500.00	\$1,750.00	\$1,750.00
CONSTRUCTION ENGINEERING - BMI	\$80,000.00	\$76,000.00	\$2,000.00	\$2,000.00
TOTAL ENGINEERING:	\$150,000.00	\$142,500.00	\$3,750.00	\$3,750.00
CONSTRUCTION	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
EVERSTRONG CONSTRUCTION, INC.	\$803,732.46	\$763,545.84	\$20,093.31	\$20,093.31
TOTAL CONSTRUCTION:	\$803,732.46	\$763,545.84	\$20,093.31	\$20,093.31
ADMINISTRATION	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
CITY OF PIPESTONE	\$1,000.00	\$950.00	\$25.00	\$25.00
TOTAL CITY ADMINISTRATION:	\$1,000.00	\$950.00	\$25.00	\$25.00
	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
TOTAL PROJECT:	\$954,732.46	\$906,995.84	\$23,868.31	\$23,868.31
	TOTAL	FAA (95%)	STATE (2.5%)	LOCAL (2.5%)
AIG FUNDING SHARE	\$564,210.53	\$536,000.00	\$14,105.26	\$14,105.26
AIP FUNDING SHARE	\$264,725.26	\$251,489.00	\$6,618.13	\$6,618.13
FAA 2026 AIG FUND PRORATION \$119,506.84				
AIG FUNDING PARTICIPATION RATE	59.0962%			
AIP FUNDING PARTICIPATION RATE	27.7277%			

RESOLUTION 2025-30

A RESOLUTION ACCEPTING BID

WHEREAS, pursuant to an advertisement for bids for the 2025 Airport 80’ x 80’ Hangar Construction Project, bids were received, opened and tabulated according to the law, and the following bids were received complying with the advertisement:

BIDDERS	TOTAL AMOUNT BID
Everstrong Construction Inc.	\$803,732.46
APX Construction Inc.	\$875,000.00
<i>Engineer’s Estimate</i>	<i>\$800,000.00</i>

AND WHEREAS, it appears that Everstrong Construction Inc. of Redwood Falls, Minnesota is the lowest responsible bidder.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Pipestone, Minnesota:

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Everstrong Construction Inc. of Redwood Falls, Minnesota for the 2025 Airport 80’ x 80’ Hangar Construction Project according to the plans and specifications therefor approved by the City Council and on file in the office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Passed and adopted by the City Council of the City of Pipestone this 5<sup>th</sup> day of May 2025.

Dan Delaney  
Mayor

ATTEST:

Deb Nelson  
City Administrator



Real People. Real Solutions.

1501 South State Street  
Suite 100  
Fairmont, MN 56031-4467  
Ph: (507) 238-4738  
Fax: (507) 238-4732  
Bolton-Menk.com

April 28, 2025

Ms. Deb Nelson  
City Administrator  
City of Pipestone  
119 2<sup>nd</sup> Avenue Southwest  
Pipestone, MN 56164

RE: Pipestone Municipal Airport (PQN)  
80' x 80' Hangar— Construction Administration  
Proposal for Professional Services

Dear Ms. Nelson,

Bolton & Menk is pleased to submit our proposal for Professional Services for the 80' x 80' Hangar construction administration project at the Pipestone Municipal Airport.

At the November 18<sup>th</sup>, 2024 City Council meeting, Council authorized Bolton & Menk's proposal to complete design and bid administration services for construction of an 80'x80' Hangar at the Airport. Bids for the project were opened on April 21<sup>st</sup>, 2025.

This proposal will include construction administration services.

**SCOPE OF SERVICES:**

**TASK 2 CONSTRUCTION ADMINISTRATION:**

**2.1 Pre-Construction Meeting**

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Project Representative will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, MnDOT Aeronautics (if available), Subconsultants, FAA DMA-ADO (if available), Contractor, Subcontractors and utility companies.

**2.2 Initial Construction Layout**

Consultant shall layout proposed construction for the Contractor. This shall require one trip to the airport by the Resident Project Representative and Surveyor.

**2.3 Prepare Contract Manuals**

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance,



Name: PQN 80'x80' Hangar

Date: April 28, 2025

Page 2 of 4

the bonds have been completed, and the Owner, Contractor and applicable Agencies has been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Plans will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Clerical will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

## 2.4 Construction Management

The Consultant and Sponsor agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Sponsor. Services shall include interpretation of the plans and specifications, review of pay applications, explanation of bidding documents to contractor, review of field/change orders, and monitoring of certified payroll reports.

## 2.5 Resident Project Representative Services

The Sponsor as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative for the execution of the Construction Engineering Services for the project work. The Sponsor and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Part-Time Resident Project Representative** services will be provided. It is anticipated construction will begin in September 2025 and be completed in June 2026.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Sponsor in the event that the Contractor elects to continue the use of questioned equipment and methods.
- Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.



Name: PQN 80'x80' Hangar

Date: April 28, 2025

Page 3 of 4

- Evaluate possible material substitutions as requested by the Contractor.
- Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.
- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
- Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
- Attend and participate in construction progress meetings.
- Perform other services as reasonably required by the Sponsor and as outlined in the Contract Documents.

## 2.6 Final Inspection and Documentation

Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, State and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

Once all the punch list items have been completed to the satisfaction of the Sponsor, State and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

## 2.7 As-Built Plans

Consultant will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Owner with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

Name: PQN 80'x80' Hangar  
Date: April 28, 2025  
Page 4 of 4

**2.8 As-Built Airport Layout Plan (ALP)**

Consultant shall update the ALP to reflect the proposed improvement and submit to FAA and MnDOT for review and approval.

**2.9 Project Closeout**

Consultant shall prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.

**CONSIDERATION:**

The services described above in this proposal shall be completed on a **LUMP SUM** basis of **\$80,000**.

The anticipated funding participation is as follows:

- Federal (95%): \$ 76,000.00
- State (2.5%): \$ 2,000.00
- Local (2.5%): \$ 2,000.00

**SCHEDULE:**

We anticipate the work can be performed according to the following schedule.

- Construction: September 2025 – June 2026
- Project Closeout: December 2026

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,  
Bolton & Menk, Inc.



Silas Parmar, P.E.  
Aviation Project Manager

\*\*\*\*\*

**Authorization and acceptance of this letter proposal.**

**City of Pipestone, Minnesota**

\_\_\_\_\_  
Mr. Dan Delaney  
Mayor

\_\_\_\_\_  
Date



**PROJECT FEE ESTIMATE**

CLIENT:	Pipestone, MN					DATE:		4/28/2025
PROJECT:	Pipestone Municipal Airport (PQN) - 80' x 80' Hangar - Construction Administration					PREPARED BY:		SP
Task	Task Description	Estimated Person Hours Required						Totals
		Sr. Eng.	Proj. Eng.	Grad. Eng.	Surveyor	Sr. Planner	Admin.	
2	Construction Administration							
2.1	Pre-Construction Meeting	12	0	12	0	0	2	26
2.2	Initial Construction Layout	0	0	8	8	0	0	16
2.3	Prepare Contract Manual	0	0	0	0	0	8	8
2.4	Construction Management	40	40	0	8	0	40	128
2.5	Resident Project Representative Service							0
Number of Days		6	0	25	0	0	0	
Hours Per Day		10	10	10	10	10	10	
Total Hours		60	0	250	0	0	0	
2.6	Final Inspection and Documentation	8	0	8	0	0	0	16
2.7	As-Built Plans	2	4	8	0	0	4	18
2.8	As-Built Airport Layout Plan	2	0	8	0	8	6	24
2.9	Project Closeout	2	8	4	0	0	8	22
Total Person Hours		126	52	298	16	8	68	568
Direct Labor Rate		\$60.00	\$40.00	\$30.00	\$45.00	\$27.00	\$27.00	
Total Direct Labor Cost		\$7,560.00	\$2,080.00	\$8,940.00	\$720.00	\$216.00	\$1,842.48	\$21,358.48
Overhead Rate 2.257		\$17,062.92	\$4,694.56	\$20,177.58	\$1,625.04	\$487.51	\$4,158.48	\$48,206.09
Subtotal Labor Cost								\$69,564.57
Direct Expenses								
Total Expenses								\$0.00
Fixed Fee 15% x Subtotal Labor Cost								\$10,434.69
Total Task 2								\$80,000.00

**Proclamation by The City of Pipestone**

May 5, 2025

WHEREAS, organizations nationwide are recognizing Child Care Providers on May 9th; and

WHEREAS, the Child Care System supports children's growth, development, and educational advancement and creates a positive economic impact for families and communities; and

WHEREAS, Child Care Providers are essential to the health of our communities by fostering welcoming spaces, support working families, and creating positive enriching environments where children can develop lifelong skills; and

WHEREAS, The City of Pipestone recognizes that child care has been and continues to be a lifeline for families, communities, and the economy. As such, it has provided much-needed support to providers to help sustain the viability of child care; and

WHEREAS, support for affordable, accessible high-quality child care represents a worthy commitment to help families work, support children's healthy development and learning, and keep our economy growing.

Now, therefore, I, Dan Delaney, Mayor of The City of Pipestone, hereby proclaim May 9, 2025, as Provider Appreciation Day in The City of Pipestone and urge all citizens to recognize Child Care Providers for their important work, and how valuable they are for our communities.