



City Council Regular Meeting Agenda

September 08, 2026 at 6:30 PM

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

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

All items listed with asterisks () are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member, City staff or citizen so requests in which case, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

5. ****Approval of Minutes**

[A.](#) August 17, 2026 Regular Meeting Minutes

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

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

A. Bid Opening for the Municipal Airport 2026 Fuel Replacement Project

8. **Legal**

9. **Engineering**

[A.](#) 2026 Lead Service Line Replacement Project Pay Request No. 2

[B.](#) 2026 Street and Utility Improvements Project Pay Request No. 2

[C.](#) Safe Routes to School Project Pay Request No. 3

10. ****Financial**

A. Payment of Claims-Listing of Bills

11. **Old Business**

12. **New Business**

[A.](#) Consider Personnel Committee Recommendation to approve updated job description(s) and pay scale placement for Library Personnel

- B.** Schedule Public Hearing on September 21, 2026 at 6:30PM Regarding Proposed Tax Abatement
- C.** Schedule Special Council Meeting on October 8, 2026 at 5:30PM for Zoning Ordinance Workshop
- D.** Resolution 2026-44: A Resolution Adopting A 23-Foot Rear Yard Variance Located at 901 7th Street Pipestone, Minnesota PID# 18.600.0550
- E.** Resolution 2026-45: A Resolution Accepting Donations

13. Council Liaison Reports

14. Closing Comments

15. Adjournment

Pipestone, Minnesota
August 17, 2026

Pursuant to due call and notice thereof, a regular meeting of the Pipestone City Council was duly held in-person and via Zoom in the Municipal Building at 6:30 p.m. on the 17th day of August, 2026. 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, and Verdeen Colbeck, and Danielle Thompson. Others present: City Engineer Travis Winter, City Attorney Jason Hill via Zoom, Cable Access Coordinator Steve Moffitt, City Administrator Stephanie LaBrune, City Clerk Megan DeWitte, Dustin Seiler, Carla Heyl, Steve Weets, Joann Weets, Gen Lustfield, Annette Weisbeck and Sally Smith.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA – ADDITIONS, CHANGES OR DELETIONS

Motion was made by Thompson, seconded by Colbeck and unanimously carried to approve the agenda with the change to Item 9A under Engineering.

CONSENT AGENDA

Mayor Delaney stated the consent agenda contains the August 3, 2026 Regular Meeting Minutes, and Payment of Claims-Listing of Bills and asked if there was any discussion regarding these items.

Motion was made by Swanson, seconded by Colbeck and unanimously carried to approve the consent agenda which consisted of the August 3, 2026 Regular Meeting Minutes, and Payment of Claims-Listing of Bills in the amount of \$1,381,070.05 for warrants #078112 to #078224.

COMMUNITY CONCERNS

Carla Heyl from the Pipestone Area Community Foundation spoke on behalf of concerns about the Carnegie Library Project and asked for an update on the repair process and where the City is at in the repair contracts.

Administrator LaBrune shared project updates and explained why the City switched engineers from LHB to Bolton & Menk.

LEGAL

ENGINEERING

Delaney shared that there needs to be a change order adjustment made due to a surprise that was found while doing the 2026 Street and Utility Improvement Project.

Engineer Winter shared that the existing sewer line that was thought to be 6” on the property line between houses 710 and 709 was found to be 8” and running under house 710. A change from the proposed pipe bursting method of installation to directional bore was required to locate the new main correctly and would be up sized to 8” to match the existing. The existing 8” main will also be sand filled to abandon it in place.

NEW BUSINESS

Consider Engineer Recommendation for the Municipal Airport 2026 Fuel Replacement Project

Delaney said that on August 3, 2026, one bid was received for the 2026 Airport Fuel Replacement project. That bid was \$430,995 over the engineer's estimate. Delaney asked Winter to share information on the recommendation.

Winter shared that the recommendation is to reject the bid and to rebid the project for bid opening on September 8th at 6:30pm.

Motion made by Smidt, seconded by Swanson, and unanimously carried to reject the received bid and rebid the Municipal Airport 2026 Fuel Replacement Project.

Pipestone Sportsman Club Gambling License

Delaney shared that staff has received an application from the Pipestone Sportsmen's Club to hold a raffle at Dave's Guns at 413 8th Ave SE Pipestone MN, September 1st through October 30, 2026. The raffle is a fundraiser for the Pipestone Sportsman Club.

Motion made Swanson, seconded by Smidt, and unanimously carried to approve the Pipestone Sportsman's Club Gambling License for a raffle to be held September 1st through October 30, 2026.

Pipestone Chamber of Commerce Request for Council Action: Car Cruise-In Event

Delaney shared that the Pipestone Area Chamber of Commerce is requesting Council approval to close the 100 Block of West Main Street from 4:00pm-8:00pm on Wednesday, September 9, 2026. Also, in the event the capacity of the 100 block is exceeded, they are also asking for permission to close the intersection of 2nd Ave SW and 2nd Ave NW and West Main Street in order to expand west towards Geyermans, possibly all the way to 3rd Ave SW and 3rd Ave NW.

The Chamber is also requesting assistance from the Public Works Department to provide barricades, Street Closed Signs, Picnic Tables, and Garbage Bins for the Car Cruise-In event. This has been approved in the past.

Motion made by Colbeck, seconded by Smidt, and unanimously carried to approve the Chamber request for the road closer and public works assistance.

Pipestone Chamber of Commerce and Pipestone Kiwanis Request for Council Action

Delaney shared that the Pipestone Area Chamber of Commerce and Pipestone Kiwanis are partnering to co-host the Minn-Dakotas Conference for Kiwanis Club International on Saturday October 3rd, 2026 at the Hiawatha Lodge here in Pipestone. This will be an educational meeting on how to increase volunteerism in the respective regional communities. This will be the first time in at least 20 years that Pipestone will be the host of the meeting. The Chamber is requesting a waiver of all fees for the use of the Hiawatha Lodge.

Motion made by Thompson, seconded by Colbeck, and unanimously carried to wave the rental fee for the Pipestone Kiwanis club to host the Minn-Dakotas Conference for the Kiwanis Club International at the Hiawatha Lodge on Saturday, October 3rd, 2026.

Resolution 2026-43: A Resolution Accepting Donations

Delaney stated that the Southwest Initiative Foundation has awarded a grant to the City of Pipestone in the amount of \$2,400.00 for improvements to the Disc Golf Course.

Motion made by Swanson, seconded by Smidt, and unanimously carried to accept the \$2,400 grant donation for the Disc Golf Course improvements.

2027 Budget Work Session

Delaney shared that with the deadline approaching to set the preliminary levy by September 30th, staff would like to provide an update to the council on the 2027 budget proposal and gather input from the council.

LaBrune shared preliminary budget information with council and explained some preliminary information for each fund and department.

Delaney stated supporting a special work session for the 2027 budget before the next regular council meeting.

CLOSING COMMENTS

Heros behind the badge blood drive on August 24th

The Fishing Derby is happening on Wednesday this week from 5 to 7pm.

ADJOURNMENT

Motion was made by Colbeck, seconded by Smidt, and unanimously carried to adjourn the meeting at 7:30pm.

Contractor's Application for Payment

Owner: <u>CITY OF PIPESTONE</u> Engineer: <u>BOLTON & MENK, INC.</u> Contractor: <u>TE UNDERGROUND LLC</u> Project: <u>2026 LEAD SERVICE LINE REPLACEMENT</u> Contract: <u>2026 LEAD SERVICE LINE REPLACEMENT</u>	Owner's Project No.: _____ Engineer's Project No.: <u>25X140622</u> Agency's Project No.: _____
Application No.: <u>2</u> Application Date: <u>9/8/2026</u> Application Period: From <u>7/29/2026</u> to <u>8/25/2026</u>	

1. Original Contract Price	\$ 790,255.00
2. Net change by Change Orders	\$ -
3. Current Contract Price (Line 1 + Line 2)	\$ 790,255.00
4. Total Work completed and materials stored to date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$ 287,967.50
5. Retainage	
a. <u>5%</u> X \$ <u>287,967.50</u> Work Completed	\$ 14,398.38
b. _____ X \$ _____ Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 14,398.38
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 273,569.12
7. Less previous payments	\$ 29,744.50
8. Amount due this application	\$ 243,824.62
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 502,287.50

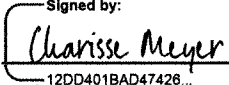
Contractor's Certification

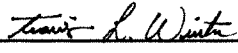
The undersigned Contractor certifies, to the best of its knowledge, the following:

(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: <u>TE Underground LLC</u>	
Signature: <u></u> Signed by: Name: <u>Charisse Meyer</u>	Date: <u>September 1, 2026</u> Title: <u>Office Manager</u>

Recommended by Engineer By: <u></u> Name: <u>Travis L. Winter, P.E.</u> Title: <u>Pipestone City Engineer</u> Date: <u>9/1/2026</u>	Approved by Owner By: _____ Name: <u>Dan Delaney</u> Title: <u>Mayor, City of Pipestone</u> Date: <u>9/8/26</u>
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Contractor's Application for Payment

EJCDC C-620 Contractor's Application for Payment

Progress Estimate - Unit Price Work

Contractor's Application for Payment

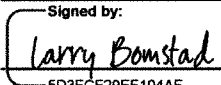
Owner:		CITY OF PIPESTONE		Owner's Project No.:		25X140622																	
Engineer:		BOLTON & MENK, INC.		Engineer's Project No.:		25X140622																	
Contractor:		TE UNDERGROUND LLC		Contractor's Project No.:																			
Project:		2026 LEAD SERVICE LINE REPLACEMENT		Agency's Project No.:																			
Contract:		2026 LEAD SERVICE LINE REPLACEMENT		Agency's Project No.:																			
Application No.:		2		Application Period:		From 07/29/26 to 08/25/26																	
Application Date:		09/08/26																					
A		B		C		D		E		F		F1		F2		G		H		I		J	
Bid Item No.		Description		Item Quantity		Units		Unit Price (\$)		Value of Bid Item (C X E) (\$)		Quantity Previous Estimate		Value Previous Estimate		Estimated Quantity Incorporated in the Work		Value of Work Completed to Date (E X G) (\$)		% of Value of Item (H / I) (%)		Balance to Finish (J - H) (\$)	
25		SITE RESTORATION - PUBLIC		35.00		EACH		2,200.00		77,000.00		2.00		4,400.00		26.00		57,200.00		74%		19,800.00	
26		EROSION CONTROL / SEDIMENT CONTROL		1.00		LUMP SUM		6,500.00		6,500.00		0.25		1,625.00		0.50		3,250.00		50%		3,250.00	
27		CONSTRUCTION ALLOWANCE		1.00		UNIT		10,000.00		10,000.00												10,000.00	
								Original Contract Totals		\$ 790,255.00				\$ 31,310.00				\$ 287,967.50		36%		\$ 502,287.50	

Contractor's Application for Payment

Owner: <u>CITY OF PIPESTONE</u> Engineer: <u>BOLTON & MENK, INC.</u> Contractor: <u>DUININCK, INC.</u> Project: <u>2026 STREET & UTILITY IMPROVEMENTS</u> Contract: <u>2026 STREET & UTILITY IMPROVEMENTS</u>	Owner's Project No.: _____ Engineer's Project No.: <u>25X139714</u> Agency's Project No.: _____
Application No.: <u>2</u> Application Date: <u>9/8/2026</u> Application Period: From <u>7/26/2026</u> to <u>8/25/2026</u>	

1. Original Contract Price	\$ 1,992,927.05
2. Net change by Change Orders	\$ 6,517.00
3. Current Contract Price (Line 1 + Line 2)	\$ 1,999,444.05
4. Total Work completed and materials stored to date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$ 978,382.50
5. Retainage	
a. <u>5%</u> X \$ <u>978,382.50</u> Work Completed	\$ 48,919.13
b. _____ X \$ _____ Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 48,919.13
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 929,463.37
7. Less previous payments	\$ 466,283.46
8. Amount due this application	\$ 463,179.91
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 1,021,061.55

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: <u>Duininck, Inc.</u>	
Signature: <u></u> Name: <u>Larry Bomstad</u>	Date: <u>September 1, 2026</u> Title: <u>Project Manager</u>

Recommended by Engineer By: _____ Name: <u>Travis L. Winter, P.E.</u> Title: <u>Pipestone City Engineer</u> Date: <u>9/1/2026</u>	Approved by Owner By: _____ Name: <u>Dan Delaney</u> Title: <u>Mayor, City of Pipestone</u> Date: <u>9/8/20</u>
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Progress Estimate - Unit Price Work

Owner:	CITY OF PIPESTONE	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	25X139714
Contractor:	DUNINCK, INC.	Contractor's Project No.:	
Project:	2026 STREET & UTILITY IMPROVEMENTS	Agency's Project No.:	
Contract:	2026 STREET & UTILITY IMPROVEMENTS		

Contractor's Application for Payment

Application No.: 2				Application Period:		From	07/26/26	to	08/25/26	Application Date: 09/08/26			
A	B	C	D	Contract Information		E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Item Quantity	Units	Value of Bid Item (C X E)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)	% of Value of Item (H / F)	Balance to Finish (F - H)		
				Unit Price (\$)	(\$)							(\$)	
Original Contract													
1	MOBILIZATION	1.00	LUMP SUM			147,500.00	147,500.00	0.50	73,750.00	0.70	103,250.00	70%	44,250.00
2	GRUBBING		EACH			210.00	8,190.00		-	5.00	1,050.00	13%	7,140.00
3	REMOVE MANHOLE	2.00	EACH			335.00	670.00	2.00	670.00	2.00	670.00	100%	-
4	REMOVE CATCH BASIN	5.00	EACH			295.00	1,475.00		-	5.00	1,475.00	100%	-
5	REMOVE HYDRANT	2.00	EACH			210.00	420.00		-	2.00	420.00	100%	-
6	REMOVE GATE VALVE AND BOX	9.00	EACH			125.00	1,125.00	1.00	125.00	9.00	1,125.00	100%	-
7	REMOVE SEWER PIPE (STORM)	625.00	LIN FT			10.50	6,562.50		-	625.00	6,562.50	100%	-
8	REMOVE SEWER PIPE (SANITARY)	1,318.00	LIN FT			3.75	4,942.50	1,318.00	4,942.50	1,318.00	4,942.50	100%	-
9	REMOVE WATERMAIN	2,373.00	LIN FT			3.75	8,898.75	10.00	37.50	10.00	37.50		8,861.25
10	REMOVE CURB AND GUTTER	2,850.00	LIN FT			4.90	13,965.00	2,750.00	13,475.00	2,750.00	13,475.00	96%	490.00
11	REMOVE CONCRETE WALK & DRIVEWAY PAVEMENT	2,345.00	SQ YD			12.00	28,140.00	1,300.00	15,600.00	1,500.00	18,000.00	64%	10,140.00
12	REMOVE BITUMINOUS PAVEMENT	690.00	SQ YD			7.20	4,968.00	400.00	2,880.00	400.00	2,880.00	58%	2,088.00
13	REMOVE BIT OVERLAYED CONCRETE PAVEMENT	4,030.00	SQ YD			16.90	68,107.00	4,030.00	68,107.00	4,030.00	68,107.00	100%	-
14	EXCAVATION - COMMON (P)		CU YD			17.60	85,360.00	-	-	1,200.00	21,120.00	25%	64,240.00
15	EXCAVATION - MUCK	250.00	CU YD			19.90	4,975.00	-	-	-	-		4,975.00
16	EXCAVATION - ROCK	5.00	CU YD			49.90	249.50	130.00	6,487.00	138.00	6,886.20	2760%	(6,636.70)
17	COMMON EMBANKMENT (CV) (P)		CU YD			40.30	17,127.50	-	-	-	-		17,127.50
18	SELECT GRANULAR EMBANKMENT (CV)	1,246.00	CU YD			41.30	51,459.80	-	-	-	-		51,459.80
19	STABILIZING AGGREGATE (CV)	250.00	CU YD			42.20	10,550.00	-	-	-	-		10,550.00
20	SUBGRADE SOIL MODIFICATION	2,167.00	SQ YD			15.00	32,505.00	-	-	-	-		32,505.00
21	GEOTEXTILE FABRIC TYPE 7	725.00	SQ YD			2.55	1,848.75	-	-	-	-		1,848.75
22	AGGREGATE SURFACING CLASS 2	50.00	TON			48.70	2,435.00	-	-	-	-		2,435.00
23	STREET SWEEPER (WITH PICKUP BROOM)	25.00	HOUR			185.00	4,625.00	-	-	-	-		4,625.00
24	EXPLORATORY EXCAVATION	15.00	HOUR			670.00	10,050.00	-	-	5.00	3,350.00	33%	6,700.00

Progress Estimate - Unit Price Work

Owner:	CITY OF PIPESTONE	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	25X139714
Contractor:	DUININCK, INC.	Contractor's Project No.:	
Project:	2026 STREET & UTILITY IMPROVEMENTS	Agency's Project No.:	
Contract:	2026 STREET & UTILITY IMPROVEMENTS		

Contractor's Application for Payment

Application No.: 2		Application Period: From 07/26/26 to 08/25/26				Application Date: 09/08/26					
A	B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Item Quantity	Contract Information		Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		% of Value of Item (H / F) (%)	Balance to Finish (F - H) (\$)
			Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
25	GRANULAR BACKFILL (LV)	700.00	CU YD	31.10	21,770.00	-	-	-	-	-	21,770.00
26	GRANULAR FOUNDATION AND/OR BEDDING	175.00	TON	22.20	3,885.00	-	-	-	-	-	3,885.00
27	6" SUBSURFACE DRAIN	2,760.00	LIN FT	16.10	44,436.00	-	-	-	-	-	44,436.00
28	6" SUBSURFACE DRAIN CLEANOUT	8.00	EACH	390.00	3,120.00	-	-	-	-	-	3,120.00
29	4" SUMP PUMP SERVICE	820.00	LIN FT	29.30	24,026.00	-	-	-	-	-	24,026.00
30	DRAIN TILE REPAIR (4" - 12")	60.00	LIN FT	40.90	2,454.00	-	-	-	-	-	2,454.00
31	CONNECT TO EXISTING MANHOLE (SAN)	3.00	EACH	790.00	2,370.00	3.00	2,370.00	3.00	2,370.00	100%	-
32	CONNECT TO EXISTING STORM SEWER	1.00	EACH	1,050.00	1,050.00	-	-	1.00	1,050.00	100%	-
33	12" STORM SEWER	638.00	LIN FT	90.20	57,547.60	-	-	659.00	59,441.80	103%	(1,894.20)
34	15" STORM SEWER	495.00	LIN FT	100.00	49,500.00	-	-	471.00	47,100.00	95%	2,400.00
35	6"x4" PVC WYE	2.00	EACH	510.00	1,020.00	3.00	1,530.00	3.00	1,530.00	150%	(510.00)
36	8"x6" PVC WYE	43.00	EACH	665.00	28,595.00	36.00	23,940.00	36.00	23,940.00	84%	4,655.00
37	4" PIPE SEWER (SLIP LINING)	170.00	LIN FT	110.00	18,700.00	-	-	-	-	-	18,700.00
38	6" PIPE SEWER (PIPE BURSTING)	-	LIN FT	155.00	-	-	-	-	-	-	-
39	8" PVC PIPE SEWER	1,319.00	LIN FT	82.50	108,817.50	1,319.00	108,817.50	1,319.00	108,817.50	100%	-
40	6" PVC SANITARY SERVICE PIPE	1,508.00	LIN FT	61.30	92,440.40	50.00	3,065.00	1,399.00	85,758.70	93%	6,681.70
41	6" SANITARY SEWER SERVICE (PRIVATE)	375.00	LIN FT	62.40	23,400.00	-	-	687.00	42,868.80	183%	(19,468.80)
42	SANITARY SEWER CLEANOUT	1.00	EACH	3,600.00	3,600.00	-	-	-	-	-	3,600.00
43	DUAL SANITARY SERVICE CLEANOUT (PRIVATE)	15.00	EACH	1,000.00	15,000.00	-	-	27.00	27,000.00	180%	(12,000.00)
44	TEMPORARY WATER SERVICE	1.00	LUMP SUM	7,700.00	7,700.00	1.00	7,700.00	1.00	7,700.00	100%	-
45	CONNECT TO EXISTING WATER MAIN	4.00	EACH	1,550.00	6,200.00	1.00	1,550.00	4.00	6,200.00	100%	-
46	INSTALL HYDRANT	2.00	EACH	1,350.00	2,700.00	2.00	2,700.00	2.00	2,700.00	100%	-
47	1" CORPORATION STOP AND SADDLE	37.00	EACH	560.00	20,720.00	-	-	37.00	20,720.00	100%	-
48	1" CURB STOP AND BOX	37.00	EACH	650.00	24,050.00	-	-	37.00	24,050.00	100%	-
49	6" GATE VALVE AND BOX	3.00	EACH	2,450.00	7,350.00	3.00	7,350.00	3.00	7,350.00	100%	-

Progress Estimate - Unit Price Work

Owner:	CITY OF PIPESTONE	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	25X139714
Contractor:	DUINICK, INC.	Contractor's Project No.:	
Project:	2026 STREET & UTILITY IMPROVEMENTS	Agency's Project No.:	
Contract:	2026 STREET & UTILITY IMPROVEMENTS		

Contractor's Application for Payment

Application No.: 2			Application Period: From 07/26/26 to 08/25/26			Application Date: 09/08/26						
A	B	C	D	Contract Information		F	Previous Estimate		Work Completed		I	J
				Item Quantity	Units		Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate		
Bid Item No.	Description											
50	8" GATE VALVE AND BOX	6.00	EACH		3,400.00	20,400.00	5.00	17,000.00	6.00	20,400.00	100%	-
51	1" TYPE PE WATER SERVICE PIPE	1,507.00	LIN FT		36.60	55,156.20	-	-	1,663.00	60,865.80	110%	(5,709.60)
52	1" TYPE PE WATER SERVICE PIPE (PRIVATE)	400.00	LIN FT		35.90	14,360.00	-	-	-	-		14,360.00
53	CONNECT TO EXISTING WATER SERVICE (PRIVATE)	10.00	EACH		170.00	1,700.00	-	-	-	-		1,700.00
54	6" PVC WATERMAIN	51.00	LIN FT		105.00	5,355.00	5.00	525.00	35.00	3,675.00	69%	1,680.00
55	8" PVC WATERMAIN	1,379.00	LIN FT		79.20	109,216.80	1,324.00	104,860.80	1,407.00	111,434.40	102%	(2,217.60)
56	2" INSULATION	25.00	SQ YD		29.40	735.00	-	-	4.00	117.60	16%	617.40
57	WATERMAIN FITTINGS	650.00	POUND		13.60	8,840.00	394.00	5,358.40	667.00	9,071.20	103%	(231.20)
58	CONST DRAINAGE STRUCTURE DES R-1 (2'X3')	31.80	LIN FT		590.00	18,762.00	-	-	26.80	15,812.00	84%	2,950.00
59	CONST DRAINAGE STRUCTURE DES 48-4020	19.90	LIN FT		750.00	14,925.00	-	-	16.90	12,675.00	85%	2,250.00
60	CONST DRAINAGE STRUCTURE DES 60-4022	4.50	LIN FT		1,000.00	4,500.00	-	-	3.50	3,500.00	78%	1,000.00
61	CONST SANITARY STRUCTURE DES 4007	45.00	LIN FT		430.00	19,350.00	31.30	13,459.00	31.30	13,459.00	70%	5,891.00
62	CHIMNEY SEAL	5.00	EACH		300.00	1,500.00	-	-	-	-		1,500.00
63	ADJUST FRAME AND RING CASTING	1.00	EACH		1,300.00	1,300.00	-	-	-	-		1,300.00
64	CASTING ASSEMBLY, R-1733	2.00	EACH		1,650.00	3,300.00	-	-	-	-		3,300.00
65	CASTING ASSEMBLY, R-3067-L	11.00	EACH		940.00	10,340.00	-	-	-	-		10,340.00
66	4" CONCRETE WALK	9,200.00	SQ FT		8.40	77,280.00	-	-	-	-		77,280.00
67	6" CONCRETE WALK	1,050.00	SQ FT		12.00	12,600.00	-	-	-	-		12,600.00
68	6" CONCRETE DRIVEWAY PAVEMENT	1,200.00	SQ YD		110.00	132,000.00	-	-	-	-		132,000.00
69	CONCRETE STEP	9.00	EACH		400.00	3,600.00	-	-	-	-		3,600.00
70	TRUNCATED DOMES	126.00	SQ FT		70.00	8,820.00	-	-	-	-		8,820.00
71	TRAFFIC CONTROL	1.00	LUMP SUM		4,500.00	4,500.00	0.50	2,250.00	0.70	3,150.00	70%	1,350.00
72	STABILIZING CONSTRUCTION EXIT	2.00	EACH		1,400.00	2,800.00	1.00	1,400.00	1.00	1,400.00	50%	1,400.00
73	STORM DRAIN INLET PROTECTION	11.00	EACH		125.00	1,375.00	7.00	875.00	7.00	875.00	64%	500.00
74	SEDIMENT CONTROL LOG TYPE ROCK	35.00	LIN FT		5.00	175.00	-	-	-	-		175.00

Progress Estimate - Unit Price Work

Owner: CITY OF PIPESTONE		Owner's Project No.: 25X139714									
Engineer: BOLTON & MENK, INC.		Engineer's Project No.: 25X139714									
Contractor: DUININCK, INC.		Contractor's Project No.:									
Project: 2026 STREET & UTILITY IMPROVEMENTS		Agency's Project No.:									
Contract: 2026 STREET & UTILITY IMPROVEMENTS											
Application No.: 2		Application Date: 09/08/26									
Application Period: From 07/26/26 to 08/25/26											
A	B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Contract Information			Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		% of Value of Item (H / F) (%)	Balance to Finish (F - H) (\$)
		Item Quantity	Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
75	SEDIMENT CONTROL LOG TYPE STRAW	100.00	LIN FT	3.00	300.00	-	-	-	-	-	300.00
76	SEEDING, TEMPORARY	0.80	ACRE	100.00	80.00	-	-	-	-	-	80.00
77	SEEDING, SOUTHERN BOULEVARD	3,833.00	SQ YD	2.50	9,582.50	-	-	-	-	-	9,582.50
78	RAPID STABILIZATION METHOD 3	2.00	MGAL	100.00	200.00	-	-	-	-	-	200.00
79	6" SOLID LINE PAINT	75.00	LIN FT	12.00	900.00	-	-	-	-	-	900.00
80	24" SOLID LINE PAINT	16.00	LIN FT	30.00	480.00	-	-	-	-	-	480.00
81	CONSTRUCTION ALLOWANCE	5,000.00	UNIT	1.00	5,000.00	-	-	-	-	-	5,000.00
82	AGGREGATE BASE (CV) CLASS 5	1,660.00	CU YD	44.00	73,040.00	-	-	-	-	-	73,040.00
83	TYPE SP9.5 WEARING COURSE MIXTURE (2,B)	475.00	TON	125.00	59,375.00	-	-	-	-	-	59,375.00
84	TYPE SP12.5 NONWEARING COURSE MIXTURE (2,B)	795.00	TON	125.00	99,375.00	-	-	-	-	-	99,375.00
85	BITUMINOUS PATCH SPECIAL	125.00	SQ YD	60.15	7,518.75	-	-	-	-	-	7,518.75
86	CONCRETE CURB AND GUTTER DESIGN B618	2,825.00	LIN FT	26.00	73,450.00	-	-	-	-	-	73,450.00
87	CASTING ASSEMBLY, R-1733	4.00	EACH	1,700.00	6,800.00	-	-	-	-	-	6,800.00
88	CASTING ASSEMBLY, R-1733 GASKETED	4.00	EACH	1,700.00	6,800.00	-	-	-	-	-	6,800.00
89	8" BORE	197.00	LIN FT	166.00	32,702.00	-	-	-	-	-	32,702.00
90	PLUG & ABANDON 8" CLAY SEWER SERVICE	150.00	LIN FT	19.00	2,850.00	-	-	-	-	-	2,850.00
91	MOBILIZATION (PLUG & ABANDON)	1.00	LUMP SUM	1,500.00	1,500.00	-	-	-	-	-	1,500.00
Original Contract Totals					\$ 1,999,444.05		\$ 490,824.70		\$ 978,382.50	49%	\$ 1,021,061.55

Contractor's Application for Payment

Owner: <u>City of Pipestone</u> Engineer: <u>Bolton & Menk, Inc.</u> Contractor: <u>Hulstein Excavating LLC</u> Project: <u>Safe Routes to School, S.A.P. 059-591-006</u> Contract: <u>S.A.P. 059-591-006</u>	Owner's Project No.: <u>S.A.P. 059-591-006</u> Engineer's Project No.: <u>24X.134941.000</u> Agency's Project No.: <u>S.A.P. 059-591-006</u>																																				
Application No.: <u>3</u> Application Date: <u>8/31/2026</u> Application Period: From <u>6/26/2026</u> to <u>8/25/2026</u>																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;">856,946.15</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">856,946.15</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column H Unit Price Total and Column M Stored Materials)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">834,259.25</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td> a. <u>5%</u> X \$ <u>834,259.25</u> Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">41,712.96</td> </tr> <tr> <td> b. <u> </u> X \$ <u>-</u> Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">41,712.96</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">792,546.29</td> </tr> <tr> <td>7. Less previous payments</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">738,452.10</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">54,094.19</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 4)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">22,686.90</td> </tr> </table>		1. Original Contract Price	\$	856,946.15	2. Net change by Change Orders	\$	-	3. Current Contract Price (Line 1 + Line 2)	\$	856,946.15	4. Total Work completed and materials stored to date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$	834,259.25	5. Retainage			a. <u>5%</u> X \$ <u>834,259.25</u> Work Completed	\$	41,712.96	b. <u> </u> X \$ <u>-</u> Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	41,712.96	6. Amount eligible to date (Line 4 - Line 5.c)	\$	792,546.29	7. Less previous payments	\$	738,452.10	8. Amount due this application	\$	54,094.19	9. Balance to finish, including retainage (Line 3 - Line 4)	\$	22,686.90
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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: <u>Hulstein Excavating LLC</u>																																					
Signature: _____ Date: _____ Name: _____ Title: _____																																					
Recommended by Engineer By: <u><i>Travis L. Winter</i></u> Name: <u>Travis L. Winter, P.E.</u> Title: <u>Pipestone City Engineer</u> Date: <u>9/1/2026</u>	Approved by Owner By: _____ Name: <u>Dan Delaney</u> Title: <u>Mayor, City of Pipestone</u> Date: _____																																				
Approved by Funding Agency By: _____ By: _____ Name: <u>Nick Bergman</u> Name: _____ Title: <u>Pipestone County Engineer</u> Title: _____ Date: _____ Date: _____																																					

Progress Estimate - Unit Price Work

Owner:	City of Pipestone	Owner's Project No.:	SAP 059-591-006
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	24X.134941.000
Contractor:	Hulstein Excavating LLC	Contractor's Project No.:	
Project:	Safe Routes to School, S.A.P. 059-591-006	Agency's Project No.:	SAP 059-591-006
Contract:	S.A.P. 059-591-006		

Contractor's Application for Payment

Application No.: 3			Application Period:		From	06/26/26		to	08/25/26		Application Date: 08/31/26			
A	B	Description	C	D	Contract Information		E	F	F1	F2	Work Completed		K	L
Bid Item No.			Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)			Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)		
Original Contract														
1	MOBILIZATION		1.00	LUMP SUM		75,000.00		75,000.00		-	1.00	75,000.00	100%	-
2	CLEARING		2.00	EACH		1,500.00		3,000.00		-	2.00	3,000.00	100%	-
3	GRUBBING		2.00	EACH		400.00		800.00		-	4.00	1,600.00	200%	(800.00)
4	SALVAGE CONCRETE APRON		3.00	EACH		700.00		2,100.00		-	3.00	2,100.00	100%	-
5	SALVAGE SIGN		16.00	EACH		55.00		880.00		-	16.00	880.00	100%	-
6	SALVAGE SIGN SPECIAL		2.00	EACH		110.00		220.00		-	2.00	220.00	100%	-
7	SALVAGE MAIL BOX SUPPORT		8.00	EACH		125.00		1,000.00		-	8.00	1,000.00	100%	-
8	SAWING CONCRETE PAVEMENT (FULL DEPTH)		111.00	LIN FT		9.00		999.00		-	111.00	999.00	100%	-
9	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)		2,521.00	LIN FT		3.00		7,563.00		-	2,521.00	7,563.00	100%	-
10	REMOVE CURB AND GUTTER		284.00	LIN FT		7.00		1,988.00		-	284.00	1,988.00	100%	-
11	REMOVE CONCRETE WALK		38.00	SQ YD		10.00		380.00		-	38.00	380.00	100%	-
12	REMOVE CONCRETE DRIVEWAY PAVEMENT		163.00	SQ YD		8.25		1,344.75		-	163.00	1,344.75	100%	-
13	REMOVE CONCRETE PAVEMENT		26.00	SQ YD		55.00		1,430.00		-	26.00	1,430.00	100%	-
14	REMOVE BITUMINOUS PAVEMENT		1,023.00	SQ YD		5.50		5,626.50		-	1,023.00	5,626.50	100%	-
15	EXCAVATION - COMMON		2,333.00	CU YD		15.00		34,995.00		-	3,441.00	51,615.00	147%	(16,620.00)
16	COMMON EMBANKMENT (CV)		1,138.00	CU YD		18.00		20,484.00		-	1,138.00	20,484.00	100%	-
17	AGGREGATE BASE (CV) CLASS 5		1,331.00	CU YD		45.00		59,895.00		-	1,384.50	62,302.50	104%	(2,407.50)
18	CONCRETE PAVEMENT 7.0"		26.00	SQ YD		150.00		3,900.00		-	26.00	3,900.00	100%	-
19	TYPE SP 9.5 WEARING COURSE MIXTURE (3.B)		234.00	TON		275.00		64,350.00		-	211.46	58,151.50	90%	6,198.50
20	INSTALL CONCRETE APRON		3.00	EACH		600.00		1,800.00		-	3.00	1,800.00	100%	-
21	12" RC PIPE CULVERT		12.00	LIN FT		130.00		1,560.00		-	25.00	3,250.00	208%	(1,690.00)
22	CONNECT TO EXISTING PIPE DRAIN		2.00	EACH		1,300.00		2,600.00		-	2.00	2,600.00	100%	-
23	12" RC PIPE SEWER DESIGN 3006		56.00	LIN FT		100.00		5,600.00		-	91.50	9,150.00	163%	(3,550.00)
24	CONNECT TO EXISTING STORM SEWER		1.00	EACH		3,000.00		3,000.00		-	1.00	3,000.00	100%	-

Contractor's Application for Payment

Progress Estimate - Unit Price Work

Owner: City of Pipestone		Owner's Project No.: SAP 059-591-006									
Engineer: Bolton & Menk, Inc.		Engineer's Project No.: 24X.134941.000									
Contractor: Hulstein Excavating LLC		Contractor's Project No.:									
Project: Safe Routes to School, S.A.P. 059-591-006		Agency's Project No.: SAP 059-591-006									
Contract: S.A.P. 059-591-006											
Application No.: 3		Application Period: From 06/26/26 to 08/25/26									
Application Date: 08/31/26											
A	B	C	D	E	F	F1	F2	G	H	K	L
Bid Item No.	Description	Item Quantity	Contract Information		Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
			Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
25	ADJUST GATE VALVE AND BOX	9.00	EACH	250.00	2,250.00	-	-	9.00	2,250.00	100%	-
26	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	2.00	EACH	4,000.00	8,000.00	-	-	2.00	8,000.00	100%	-
27	CASTING ASSEMBLY	2.00	EACH	825.00	1,650.00	-	-	2.00	1,650.00	100%	-
28	6" CONCRETE WALK	26,560.00	SQ. FT	7.50	199,200.00	-	-	26,576.00	199,320.00	100%	(120.00)
29	DRILL AND GROUT REINF BAR (EPOXY COATED)	150.00	EACH	15.75	2,362.50	-	-	150.00	2,362.50	100%	-
30	CONCRETE CURB RAMP WALK	804.00	SQ. FT	16.25	13,065.00	-	-	804.00	13,065.00	100%	-
31	CONCRETE CURB AND GUTTER DESIGN B424	696.00	LIN FT	57.25	39,846.00	-	-	-	-	-	39,846.00
32	CONCRETE CURB AND GUTTER DESIGN B624	1,186.00	LIN FT	62.00	73,532.00	-	-	1,924.00	119,288.00	162%	(45,756.00)
33	6" CONCRETE DRIVEWAY PAVEMENT	260.00	SQ. YD	110.00	28,600.00	-	-	167.00	18,370.00	64%	10,230.00
34	8" CONCRETE DRIVEWAY PAVEMENT	318.00	SQ. YD	150.00	47,700.00	-	-	328.00	49,200.00	103%	(1,500.00)
35	CONCRETE SILL	701.00	LIN FT	40.00	28,040.00	-	-	350.00	14,000.00	50%	14,040.00
36	CONCRETE CURB AND GUTTER (ADA)	295.00	LIN FT	75.00	22,125.00	-	-	295.00	22,125.00	100%	-
37	8" CONCRETE VALLEY GUTTER	18.00	SQ. YD	200.00	3,600.00	-	-	27.00	5,400.00	150%	(1,800.00)
38	TRUNCATED DOMES	101.00	SQ. FT	77.00	7,777.00	-	-	112.00	8,624.00	111%	(847.00)
39	INSTALL MAIL BOX SUPPORT	8.00	EACH	425.00	3,400.00	-	-	8.00	3,400.00	100%	-
40	INSTALL SIGN	16.00	EACH	750.00	12,000.00	-	-	16.00	12,000.00	100%	-
41	INSTALL SIGN SPECIAL	2.00	EACH	550.00	1,100.00	-	-	2.00	1,100.00	100%	-
42	TEMPORARY FENCE	400.00	LIN FT	20.00	8,000.00	-	-	-	-	-	8,000.00
43	STORM DRAIN INLET PROTECTION	6.00	EACH	175.00	1,050.00	-	-	6.00	1,050.00	100%	-
44	SEDIMENT CONTROL LOG TYPE WOOD FIBER	5,425.00	LIN FT	2.50	13,562.50	-	-	5,425.00	13,562.50	100%	-
45	SOIL BED PREPARATION	1.10	ACRE	1,000.00	1,100.00	-	-	1.10	1,100.00	100%	-
46	FILTER TOPSOIL BORROW	863.00	CU YD	32.00	27,616.00	-	-	594.00	19,008.00	69%	8,608.00
47	FERTILIZER TYPE 3	214.00	POUND	1.10	235.40	-	-	-	-	-	235.40
48	SEEDING	1.10	ACRE	1,000.00	1,100.00	-	-	-	-	-	1,100.00
49	SEED MIXTURE SOUTHERN BOULEVARD	94.00	POUND	5.50	517.00	-	-	-	-	-	517.00

Progress Estimate - Unit Price Work

Owner:	City of Pipestone	Owner's Project No.:	SAP 059-591-006
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	24X.134941.000
Contractor:	Hulstein Excavating LLC	Contractor's Project No.:	
Project:	Safe Routes to School, S.A.P. 059-591-006	Agency's Project No.:	SAP 059-591-006
Contract:	S.A.P. 059-591-006		

Contractor's Application for Payment

Application No.: 3			Application Period: From 06/26/26 to 08/25/26			Application Date: 08/31/26					
A	B	C	D	E	F	F1	F2	G	H	K	L
Bid Item No.	Description	Contract Information			Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
50	SEED MIXTURE RESIDENTIAL TURF	95.00	POUND	4.50	427.50		-	-	-		427.50
51	SEED MIXTURE SOUTHERN TALLGRASS ROADSIDE	1.00	POUND	225.00	225.00		-	-	-		225.00
52	HYDRAULIC REINFORCED FIBER MATRIX	4,175.00	POUND	2.00	8,350.00		-	-	-		8,350.00
Original Contract Totals					\$ 856,946.15		\$ -		\$ 834,259.25	97%	\$ 22,686.90

Assistant Library Director

Page 1 of 4

Department: Library	
Supervisor: Library Director	
FLSA Status: Non-Exempt	Union Status:
Grade: 7	
Prepared/Revision Date: September 2026	
Prepared by: City Administration	

Job Summary:

Assists the Library Director in the leadership, supervision, administration, and programming of the library to provide high-quality library services in accordance with Library Board and City policies and applicable laws, regulations, and procedures. Works under the general direction of the Library Director and exercised independent judgement within established policies and delegated authority.

Scope of Responsibility:

Provides high quality customer service for library patrons. Plans, promotes and executes youth programming, collaborates with Director for all ages and adult programs and activities, and provides outreach services to a variety of community organizations.

Essential Duties and Responsibilities:

1. Administration and Leadership
 - 1.1. Assists with the management and daily operations of the library.
 - 1.2. Supervises staff and volunteers in the absence of the Director.
 - 1.3. Facilitates and guides staff projects as needed.
 - 1.4. Cultivates a strong community presence.
2. Library Customer Service
 - 2.1. Adheres to data privacy and patron confidentiality mandates.
 - 2.2. Performs circulation desk duties such as assisting patrons, shelving materials, and answering phone calls.
 - 2.3. Facilitates and educates patrons with use of technology.
 - 2.4. Connects patrons with relevant materials and resources through readers' advisory. Reference services, etc.
 - 2.5. Maintains physical space as needed, including straightening and organizing shelves and displays and cleaning.
 - 2.6. Prepares materials for delivery by pulling holds and packing shipments in accordance with Plum Cree's policies and procedures.
 - 2.7. Maintains social media presence and library website by creating and updating content, promoting library services, programs, and events, and ensuring information is accurate, timely, and engaging.
 - 2.8. Assists patrons with copier and fax services.

Assistant Library Director

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3. Programming and Outreach

- 3.1. Collaborates with the Director to create and implement innovative, engaging, educational and fun programming for all ages.
- 3.2. Plans and executes youth programming including story times, after school activities, special events and summer reading.
- 3.3. Coordinates vendors and presenters for programming as needed.
- 3.4. Implements programs within assigned budget, including writing grants and finding additional funding.
- 3.5. Creates and executes marketing plan, including creating flyers, contacting local media, and utilizing social media.
- 3.6. Works with the schools, nursing home, museum, and other community organizations for outreach to provide education and resources to their populations.
- 3.7. Tracks patron participation and feedback to continually improve programs and respond evolving to community needs.

4. Collection Management

- 4.1 Creates and maintains the library collection by selecting, purchasing, evaluating, and weeding materials.
- 4.2 Assesses condition of damaged materials and assigns replacement costs to patrons as needed.
- 4.3 Creates displays to highlight materials and meet the community's information needs.
- 4.4 Catalogs, organizes, and processes library materials.

5 Other duties as apparent or assigned.

- 5.1 Attends meetings and training.
- 5.2 Maintains professional knowledge through continuing education, workshops, conferences, and participation in professional organizations.
- 5.3 Participates in system-wide committees and boards such as the Plum Creek Digital Materials Committee, Prairielands Teen Co-Op Board, or Camp Read List Curation or Discussion Facilitation.
- 5.4 Presents at local, regional, or national conferences or meetings.
- 5.5 Participates in literary award judging such as the Minnesota Book Awards or YALSA Amazing Audio committee.

Minimum Qualifications:

This position requires a Bachelor's degree or equivalent combination of education/training/experience. Must be able to work flexible hours including evenings and weekends. Must pass a background check and hold a valid driver's license or have a source of reliable transportation for offsite duties.

Key job characteristics include creativity; a friendly, welcoming personality to engage with adults and children; excellent written and verbal communication skills; ability to multitask and detail oriented; ability to utilize necessary technology including Microsoft Office products; and ability to lift up to 40 pounds.

Assistant Library Director

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Preferred Qualifications:

Bachelor's degree with early childhood education or literacy focus or Master's degree in Library Science. Three to five years progressively responsible library experience. Management experience.

Core Competencies and Abilities:**Quality of Work**

- Maintains a high level of accuracy and attention to detail.
- Demonstrates the ability to use resources productively, effectively and efficiently.
- Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.
- Develops and maintains good working knowledge of job responsibilities and prescribed procedures which facilitates the efficient performance of duties.
- Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

Quantity of Work

- Exhibits good organizational and time management skills; plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- Self-motivated and works independently; demonstrates willingness to assume new and challenging assignments.
- Demonstrates ability to work well under pressure, utilizing resources effectively.

Professional Conduct/Integrity

- Demonstrates knowledge and actions consistent with the City's values and the City's code of ethics and conduct.
- Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- Shows respect for others' ideas, perspectives, and styles.
- Demonstrates appropriate business etiquette and social skills.

Customer Service

- Provides information, options and/or solutions to inquiries, concerns and/or requests from the diverse public in a respectful manner.
- Maintains the City's reputation of providing a high-level of customer satisfaction.

Communication

- Demonstrates the ability to develop and maintain working relationships to produce results and a work environment that builds rapport and trust.
- Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- Maintains confidentiality.
- Listens well; respects viewpoints different than own.
- Contributes knowledge, experience, and feedback appropriately to others.

Safety

Assistant Library Director

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- Maintains a safe work environment by complying with City safety policies and procedures, and attends necessary trainings.
- Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

Accountability and Dependability

- Adheres to all City policies and procedures.
- Competently performs all required job duties.
- Maintains an acceptable record of work attendance, and punctuality.

Certificates, Licenses, Registrations:

Must have or be able to obtain the following certificates or trainings within the first year of employment: First Aid, AED, CPR, Naloxone Training. Approved conflict management training. State approved collection development certification, Plum Creek ILS training.

Physical Demands & Working Conditions:

Most work is performed in a normal library environment. The employee is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council and the City Administrator retain the discretion to add duties or change the duties of this position at any time.

Department: Library	
Supervisor: City Administrator	
FLSA Status: Exempt	Union Status:
Grade: 12	
Prepared/Revision Date: September 2026	
Prepared by: City Administration	

Job Summary:

Serves as the chief executive officer of the public library, managing day-to-day operations, budgets, and staff while reporting to a board of trustees in accordance with applicable laws, regulations, and policies. Cultivates community partnerships and collaborations, and advocates for library services at all levels of government.

Scope of Responsibility:

Provides high quality library services through diligent fiscal management, strategic planning, innovative programming, and resource management. Works collaboratively with businesses, educational systems, regional organizations, and non-profits to increase community impact while maximizing return on investment.

Essential Duties and Responsibilities:

- 1. Personnel Management
 - 1.1. Interviews, hires, and trains staff.
 - 1.2. Plans, assigns, and reviews staff roles based on changing library needs.
 - 1.3. Provides coaching, feedback and evaluation of staff performance.
 - 1.4. Resolves staff conflicts and concerns.
 - 1.5. Determines and implements staff discipline.
 - 1.6. Prepares staffing schedule and maintains time card records.
 - 1.7. Ensures adherence to safe work practices and procedures.
 - 1.8. Oversees the work of volunteers, contractors and vendors.
 - 1.9. Facilitates and supports staff growth and development through ongoing education and professional enrichment opportunities.
 - 1.10. Arranges necessary and appropriate training for library staff and volunteers.
 - 1.11. Implements consistent staff communication via regular meetings and communication boards.
- 2. Administration
 - 2.1. Generates and updates library procedures to align with statutes, regulations, library tenants, and board policy.
 - 2.2. Creates and maintains the Library Operating Guide to assist staff and volunteers with expected library procedure.
 - 2.3. Maintains facility safety and accessibility.
 - 2.4. Oversees building and ground maintenance, including cleaning as needed.
 - 2.5. Collects, assesses, and maintains library data for local and state reports.

- 2.6. Completes and submits library annual state report.
 - 2.7. Distills data into usable formats for boards, local governments, and granters.
 - 2.8. Utilizes data to tell the library's story within the community and at all levels of government.
 - 2.9. Corresponds with donors, funders, and other entities as necessary.
 - 2.10. Assesses and plans for the ongoing physical and technology needs of the library.
 - 2.11. Ensures library follows data retention policies as a public entity.
 - 2.12. Ensures library provides accessible facilities, resources, and services.
 - 2.13. Keeps the community updated on library happenings via a column in the newspaper.
 - 2.14. Approves staff communication with the public including flyers social media posts, and media content.
 - 2.15. Creates and maintains social media connections including web development.
 - 2.16. Works with a variety of vendors to procure best prices for inventory and supplies.
- 3. Operations and Patron Management
 - 3.1. Implements policies set out by the board.
 - 3.2. Directs and oversees daily library activities, including customer service and programming.
 - 3.3. Surveys and assesses community needs and uses feedback to guide strategic plans, annual action plans, and new library services.
 - 3.4. Leads library staff in reaching or exceeding annual goals as set forth in yearly action plans.
 - 3.5. Manages patron conflict between other patrons or staff.
 - 3.6. Addresses and tracks patron complaints.
 - 3.7. Enforces patron behavior policies.
- 4. Financial Management
 - 4.1. Creates and executes annual budget with library board and city council.
 - 4.2. Addresses library funding needs at local and state levels.
 - 4.3. Tracks fund allocations.
 - 4.4. Prepares and oversees finances including, fee collections, deposits, basic accounting, and policies.
 - 4.5. Writes, implements, and reports on grants.
 - 4.6. Maintains department inventory, including collection of overdue materials and associated fees.
 - 4.7. Collects and analyzes financial data, and distills data into usable formats for boards, local governments, and granters.
 - 4.8. Creates and maintains financial records for local and state reporting.
 - 4.9. Completes and submits state annual report.
- 5. Collection and Programming Management
 - 5.1. Oversees the selection, maintenance, and weeding of physical and digital resource collections.
 - 5.2. Assesses condition of damaged materials and assigns replacement costs as needed.
 - 5.3. Creates, plans, and implements library programming: assesses community needs and library trends, finds and contracts with vendors, schedules events, organizes presenters and vendors leading up to and during events, and promotes events.
 - 5.4. Cultivates and collaborates with community partners to maximize impact and reach of programs.
 - 5.5. Promotes programming, education, literacy, and learning through various means including written literature and speaking engagements.

5.6 Assesses and responds to patron Statements of Concern regarding library materials or programs.

6 Library Customer Service

- 6.6 Adheres to data privacy and patron confidentiality mandates.
- 6.7 Performs circulation desk duties such as assisting patrons, shelving materials, and answering phone calls.
- 6.8 Facilitates and educates patrons with use of technology.
- 6.9 Connects patrons with relevant materials and resources, through readers' advisory, reference services, etc.
- 6.10 Maintains physical spaces as needed, including straightening and organizing shelves and displays, as well as overall library layout to maximize customer access.
- 6.11 Prepares material for delivery by pulling holds and packing shipments in accordance with Plum Creek's policies and procedures.
- 6.12 Assists patrons with copier services such as faxing and emailing documents.

7 Advocacy and Board Relations

- 7.6 Advocates for library services at municipal, county, and state levels, either in-person or through correspondence, including testifying at state legislative sessions.
- 7.7 Serves as a liaison and/or ex-officio member of local and regional library boards.
- 7.8 Participates in library organizations at the local, state, and national level.
- 7.9 Presents at local, regional, and state library conferences as able.
- 7.10 Attends and facilitates regular library board and friends of the library board meetings.
- 7.11 Develops library policies for patrons and staff with Board input.
- 7.12 Facilitates the development of the library's strategic plan and annual action plan.
- 7.13 Implements, measures, and assesses annual action plan items and reports to Board.

8 Other Duties as Assigned or Apparent

- 8.6 Attends meetings and trainings.
- 8.7 Collaborates with outside individuals, organizations and businesses to address community needs and provide services to all individuals and entities.
- 8.8 Participates in community events as a partner or collaborator to bring awareness to library services.
- 8.9 Maintains professional knowledge through continuing education, workshops, conferences, and participation in professional organizations.
- 8.10 Serves on Plum Creek Library System and Prairielands Library Exchange committees and focus groups.

Minimum Qualifications:

Masters in Library Science and three to five years of progressive responsibility within the library field including managerial or administrative experience; or the equivalent work, education, and business acumen. Must be able to work flexible hours including evenings and weekends.

Key job characteristics include knowledge of the laws, rules and regulations governing the operation of a public library in Minnesota; knowledge of library organization and procedures; knowledge of the principals of library administration; ability to communicate effectively in written and verbal form;

Library Director

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strong leadership qualities; knowledge of library technology; and strong community relations and advocacy skills.

Preferred Qualifications:

Fluent in Spanish. Successful grant writing experience. Membership in community or civic organizations.

Supervisor Accountabilities:**Supervision**

- Manages and directs the department staff, the work and the work activities of the employees in alignment with the vision and direction of the City.
- Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
- Promotes teamwork and cooperation.
- Serves as a positive role model of successful performance and ethical conduct.
- Monitors and documents the work performance of assigned personnel on a timely and continual basis, conducts effective coaching, reviews performance, and takes corrective action whenever necessary.
- Delegates responsibility and authority.
- Responsible for scheduling work assignments, tracking and approving hours of work.

Staff Development and Motivation

- Conducts or oversees training for current and new employees to ensure established procedures are clearly understood and followed.
- Continually monitors results being achieved in assigned areas; provides the necessary tools and coaching to create a cohesive team.
- Creates a working climate in which assigned personnel are motivated to develop their working knowledge, skills and abilities, and demonstrates by personal example the desired standards of conduct and work performance.

Safety Conscious

- Enforces all safety rules, regulations and procedures. Provides training as necessary.
- Processes incident/accident reports within time constraints; investigates incidents/accidents to determine causes.
- Actively participates in and supports the safety and health programs.
- Makes certain that equipment, tools and machinery are used and maintained properly.

Core Competencies and Abilities:**Quality of Work**

- Maintains a high level of accuracy and attention to detail.
- Demonstrates the ability to use resources productively, effectively and efficiently.
- Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.

Library Director

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- Develops and maintains good working knowledge of job responsibilities and prescribed procedures which facilitates the efficient performance of duties.
- Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

Quantity of Work

- Exhibits good organizational and time management skills; plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- Self-motivated and works independently; demonstrates willingness to assume new and challenging assignments.
- Demonstrates ability to work well under pressure, utilizing resources effectively.

Professional Conduct/Integrity

- Demonstrates knowledge and actions consistent with the City's values and the City's code of ethics and conduct.
- Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- Shows respect for others' ideas, perspectives, and styles.
- Demonstrates appropriate business etiquette and social skills.

Customer Service

- Provides information, options and/or solutions to inquiries, concerns and/or requests from the diverse public in a respectful manner.
- Maintains the City's reputation of providing a high-level of customer satisfaction.

Communication

- Demonstrates the ability to develop and maintain working relationships to produce results and a work environment that builds rapport and trust.
- Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- Maintains confidentiality.
- Listens well; respects viewpoints different than own.
- Contributes knowledge, experience, and feedback appropriately to others.

Safety

- Maintains a safe work environment by complying with City safety policies and procedures, and attends necessary trainings.
- Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

Accountability and Dependability

- Adheres to all City policies and procedures.
- Competently performs all required job duties.
- Maintains an acceptable record of work attendance, and punctuality in accordance with City and Department requirements.

Certificates, Licenses, Registrations:

Library Director

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Certifications or trainings required or ability to receive within first year of employment: First Aid, CPR, AED, Naloxone training, approved conflict management training, ILS training through Plum Creek Library System, and Minnesota state approved Collection Development training.

Physical Demands & Working Conditions:

Most work is performed in a normal library environment. The employee is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this position include close, distance, color, peripheral and depth vision. Must work flexible hours including evenings and weekends.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

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Organization	Job Title	Count of Hourly Rate	Avg of Hourly Rate (\$)	Avg of Range Minimum (\$)	Avg of Range Maximum (\$)	Population
City of Gaylord	Library Director	1	23.34	22.18	28.65	2,340
City of Crosby	Library Director	1	32.69			2,386
City of Pequot Lakes	Library Director	1	30.31	25.98	33.77	2,503
City of Wabasha	Library Director	1	33.63	31.12	37.88	2,565
City of Pelican Rapids	Library Director	1	32.76	31.71	41.22	2,568
City of Moose Lake	Library Director	1	19.70	18.00	25.00	2,717
City of Dodge Center	Library Director	1	42.64	36.67	42.64	2,970
City of Chatfield	Library Director	1	40.96	31.72	40.96	3,034
City of Blue Earth	Library Director	1	38.95	32.46	42.19	3,194
City of Eveleth	Library Director	1	45.67	35.58	45.67	3,513
City of Perham	Library Director	1	41.51	30.31	39.16	3,659
City of Bayport	Library Director	1	56.16	39.49	55.93	3,852
City of Pine Island	Library Director	1	40.05	37.76	46.44	3,929
City of Zumbrota	Library Director	1	48.67	39.60	50.62	4,012
City of Pipestone	Library Director - Current Wage	1	29.52	27.01	36.07	4,040
City of St. Charles	Library Director	1	38.61	30.89	38.61	4,054
City of Cannon Falls	Library Director	1	48.97	39.72	54.05	4,126
City of Chisholm	Library Director	1	39.15			4,703
City of Windom	Library Director	1	33.35	31.77	39.71	4,809
Average Min / Max Ranges				31.88	41.09	

<u>Recommendation for Regular Full Time Position</u>		<u>New RATE</u>	<u>New Min Range</u>	<u>New Max Range</u>	
City of Pipestone	Library Director	1 \$ 35.58	\$ 29.78	\$ 39.77	PROPOSED RANGE 12
Move Director to Step 9 range 12 (\$35.58) and add additional 1 step increase in January with favorable review to place employee at step 10					

Data supplied from 2026 wage study completed by Gallagher - Company contracted with the LMC to gather wage data from MN Cities & Counties

Organization	Job Title	Count of Hourly Rate	Avg of Hourly Rate (\$)	Avg of Range Minimum (\$)	Avg of Range Maximum (\$)	Population
City of Silver Bay	Librarian Experienced	1	26.11			1,800
City of Gaylord	Librarian Experienced	1	15.86	15.07	19.46	2,340
City of Pelican Rapids	Librarian Experienced	3	24.68	22.67	29.47	2,568
City of Chatfield	Assistant Library Director	1	32.79	28.57	36.9	3,034
City of Zumbrota	Assistant Library Director	1	31.38	31.38	40.11	4,012
<u>City of Pipestone</u>	<u>Outreach Librarian (current wage)</u>	<u>1</u>	<u>18.51</u>	<u>15.84</u>	<u>21.15</u>	<u>4,040</u>
City of Cannon Falls	Librarian Experienced	1	28.39	21.28	28.96	4,126
City of Newport	Librarian Experienced	1	29.19	23.49	29.19	4,448
Average Min & Max Wage Range				\$ 23.74	\$ 30.68	

<u>Recommendation for Regular Full Time Position</u>			Min	Max	
City of Pipestone	Assistant Library Director	1	\$ 27.36	\$ 22.90	\$ 30.58 PROPOSED RANGE 7
Change Job Title and Move Employee to Step 8 range 7 (\$26.75) and add additional 1 step increase in January with favorable review to place employee at step 9					

Data supplied from 2026 wage study completed by Gallagher - Company contracted with the LMC to gather wage data from MN Cities & Counties

City of Pipestone
Pay Plan Calibrated for 2026 Wages

2.80% COLA over 2025

Grade	Steps													
	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%
Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	\$15.84	\$16.20	\$16.56	\$16.93	\$17.31	\$17.70	\$18.10	\$18.51	\$18.93	\$19.35	\$19.79	\$20.23	\$20.69	\$21.15
2	\$16.87	\$17.25	\$17.64	\$18.03	\$18.44	\$18.85	\$19.28	\$19.71	\$20.16	\$20.61	\$21.07	\$21.55	\$22.03	\$22.53
3	\$17.97	\$18.37	\$18.78	\$19.21	\$19.64	\$20.08	\$20.53	\$20.99	\$21.47	\$21.95	\$22.44	\$22.95	\$23.46	\$23.99
4	\$19.04	\$19.47	\$19.91	\$20.36	\$20.82	\$21.29	\$21.76	\$22.25	\$22.75	\$23.27	\$23.79	\$24.33	\$24.87	\$25.43
5	\$20.19	\$20.64	\$21.11	\$21.58	\$22.07	\$22.56	\$23.07	\$23.59	\$24.12	\$24.66	\$25.22	\$25.78	\$26.36	\$26.96
6	\$21.40	\$21.88	\$22.37	\$22.88	\$23.39	\$23.92	\$24.45	\$25.00	\$25.57	\$26.14	\$26.73	\$27.33	\$27.95	\$28.58
7	\$22.90	\$23.41	\$23.94	\$24.48	\$25.03	\$25.59	\$26.17	\$26.75	\$27.36	\$27.97	\$28.60	\$29.25	\$29.90	\$30.58
8	\$24.04	\$24.58	\$25.13	\$25.70	\$26.28	\$26.87	\$27.47	\$28.09	\$28.72	\$29.37	\$30.03	\$30.71	\$31.40	\$32.10
9	\$25.72	\$26.30	\$26.89	\$27.50	\$28.12	\$28.75	\$29.40	\$30.06	\$30.74	\$31.43	\$32.13	\$32.86	\$33.60	\$34.35
10	\$27.01	\$27.62	\$28.24	\$28.87	\$29.52	\$30.19	\$30.87	\$31.56	\$32.27	\$33.00	\$33.74	\$34.50	\$35.28	\$36.07
11	\$28.36	\$29.00	\$29.65	\$30.32	\$31.00	\$31.70	\$32.41	\$33.14	\$33.89	\$34.65	\$35.43	\$36.22	\$37.04	\$37.87
12	\$29.78	\$30.45	\$31.13	\$31.83	\$32.55	\$33.28	\$34.03	\$34.80	\$35.58	\$36.38	\$37.20	\$38.04	\$38.89	\$39.77
13	\$31.27	\$31.97	\$32.69	\$33.43	\$34.18	\$34.95	\$35.73	\$36.54	\$37.36	\$38.20	\$39.06	\$39.94	\$40.84	\$41.76
14	\$32.83	\$33.57	\$34.32	\$35.10	\$35.89	\$36.69	\$37.52	\$38.36	\$39.23	\$40.11	\$41.01	\$41.93	\$42.88	\$43.84
15	\$34.47	\$35.25	\$36.04	\$36.85	\$37.68	\$38.53	\$39.40	\$40.28	\$41.19	\$42.11	\$43.06	\$44.03	\$45.02	\$46.03
16	\$36.20	\$37.01	\$37.84	\$38.69	\$39.56	\$40.45	\$41.37	\$42.30	\$43.25	\$44.22	\$45.22	\$46.23	\$47.27	\$48.34
17	\$38.01	\$38.86	\$39.73	\$40.63	\$41.54	\$42.48	\$43.43	\$44.41	\$45.41	\$46.43	\$47.48	\$48.54	\$49.64	\$50.75
18	\$39.91	\$40.80	\$41.72	\$42.66	\$43.62	\$44.60	\$45.60	\$46.63	\$47.68	\$48.75	\$49.85	\$50.97	\$52.12	\$53.29
19	\$41.90	\$42.84	\$43.81	\$44.79	\$45.80	\$46.83	\$47.89	\$48.96	\$50.06	\$51.19	\$52.34	\$53.52	\$54.72	\$55.96
20	\$44.00	\$44.99	\$46.00	\$47.03	\$48.09	\$49.17	\$50.28	\$51.41	\$52.57	\$53.75	\$54.96	\$56.20	\$57.46	\$58.75
21	\$47.52	\$48.58	\$49.68	\$50.80	\$51.94	\$53.11	\$54.30	\$55.52	\$56.77	\$58.05	\$59.36	\$60.69	\$62.06	\$63.45
22	\$50.84	\$51.99	\$53.16	\$54.35	\$55.57	\$56.82	\$58.10	\$59.41	\$60.75	\$62.11	\$63.51	\$64.94	\$66.40	\$67.90
23	\$54.40	\$55.62	\$56.88	\$58.16	\$59.46	\$60.80	\$62.17	\$63.57	\$65.00	\$66.46	\$67.96	\$69.49	\$71.05	\$72.65
24	\$58.21	\$59.52	\$60.86	\$62.23	\$63.63	\$65.06	\$66.52	\$68.02	\$69.55	\$71.11	\$72.71	\$74.35	\$76.02	\$77.73
25	\$62.28	\$63.68	\$65.12	\$66.58	\$68.08	\$69.61	\$71.18	\$72.78	\$74.42	\$76.09	\$77.80	\$79.55	\$81.34	\$83.18
26	\$66.64	\$68.14	\$69.68	\$71.24	\$72.85	\$74.49	\$76.16	\$77.87	\$79.63	\$81.42	\$83.25	\$85.12	\$87.04	\$89.00

Submission to the Pipestone City Council and EDA

DVKH PROPERTIES

Crossroads Car Wash

PROJECT OVERVIEW | PIPESTONE, MINNESOTA

DVKH Properties is proposing to build Crossroads Car Wash at 128th Avenue Northeast in Pipestone. The project will begin with the complete demolition of the existing blighted building and removal of the concrete lot. The new wash will feature one state-of-the-art automatic bay for passenger vehicles and two manual wash bays, including one equipped with oversized doors to accommodate recreational vehicles and trucks. The total project cost is projected to be \$1.3 million. The wash will employ one three-quarter-time caretaker responsible for keeping the site clean, orderly, and operating smoothly. We believe Pipestone has a need for this wash and look forward to seeing the completed project.

Note: *The attached drawings and photographs provide a clear visual description of the proposed project.*



Exhibit A
ECONOMIC DEVELOPMENT TAX ABATEMENT
APPLICATION

Please print clearly

PROPERTY INFORMATION:

Street Address: 120 8th Ave NE Pipestone MN 56164
Legal Description: (Lot Block and Addition)

APPLICANT INFORMATION:

Applicants Name: DVKH Properties by Darrin DeKam
Phone: 507 920 6894 (H) (W)
Mailing Address: 109 Sagratti Street Edgerton MN 56128
Applicant Signature: [Signature]

OWNER INFORMATION:

Owner Name: DVKH Properties Inc.
Phone: 507 920 6894 (H) (W)
Mailing Address: 109 Sagratti Street Edgerton MN
Owner Signature: [Signature]

Contractors or Contract for Deed Holders-owner must sign the application.

COMPANY INFORMATION:

Owner Name: DVKH Properties Inc.
Phone: 507 920 6894 (H) (W) Fax: _____
Location: Edgerton MN
Type of Company: Partnership LLC Service Provided: Car Wash Site

Please attach the following documentation:

- ☐ Map or site plan, prepared by an architect or engineer, showing the boundaries of the proposed development, the size and location of the building(s) and parking areas.
- ☐ Written narrative describing the project, the size and type of building(s), business type and use, traffic information (parking capacity, vehicle counts, traffic flow, and pedestrian facilities), project timing, and estimated market value.
- ☐ A statement identifying the public benefits of the proposal, including estimated increase in property valuation, and other community benefits.
- ☐ Information on new jobs to be created with estimated wage levels, including medical insurance benefits to be provided and proposal of when jobs will be added
- ☐ A written prospectus of the applicant's company, corporation, principles, history, and past projects. A sole proprietor applicant shall also provide credit history information.
- ☐ Statement showing the private investment and any public investment dollars for the project
- ☐ Financial information including past performance and pro forma future projections for the project.
- ☐ Application Fee
- ☐ Other information as requested

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1 of 2







RESOLUTION 2026-44

RESOLUTION ADOPTING A 23-FOOT REAR YARD VARIANCE LOCATED AT 901 7TH STREET SW PIPESTONE, MINNESOTA PID# 18.600.0550

WHEREAS, Wade A. Smith and Debra A. Smith (“Applicant”) submitted an application for a variance to the City of Pipestone (“City”) to construct an addition onto a structure on property located at 901 7th Street SW, which is owned by the Applicant and is legally described on the attached Exhibit A (“Property”); and

WHEREAS, the public hearing and notice requirements of Minn. Stat. § 462.358, Subd. 3b have been fulfilled and satisfied by the City; and

WHEREAS, during the public hearing held by the City Board of Adjustments and Appeals on August 27, 2026, no public comments were received as to the Applicant’s request; and no additional conditions were added to the resolution; and

WHEREAS, the written materials, including all exhibits, and applications concerning the Property, and written correspondence from the owner, were considered and reviewed by City Council; and

WHEREAS, the City Board of Adjustments and Appeals and City Council have reviewed the requested variance and found satisfactory, subject to the requirements contained in this Resolution; and

WHEREAS, The Pipestone the Board of Adjustments and Appeals and City Council provided the following findings of fact;

WHEREAS, the Applicant must install a zero step/handicap accessible entry into their home, which is a reasonable use for all single-family homes. As the addition is required to be in the rear of the home based on front yard setbacks and the existing home location requires that the accessory garage becomes part of the principal building with greater rear yard setbacks.

WHEREAS, the existing, corner rectangle lot with the current home and detached garage would not allow for a zero-step accessible entry to their home with a bedroom without the proposed

modification. All other bedrooms are on the second floor and are not accessible. This home modification that cannot be moved based on available “buildable area” within the lot, which would have allowed a smaller setback for the detached garage creates the unique circumstances for the garage’s rear yard setback request.

WHEREAS, as 7th Street (Highway 30) requires a larger front yard setback, all the homes and commercial and institutional buildings along the block are setback further than is typical. This setback reducing the amount of buildable space for all properties, given the setback standards in these zoning districts. Also, nine of the sixteen homes within the block have detached garages. Many of those garages are located very near the rear and side yards. Also, a 25-foot clear vision visibility analysis has been completed showing that the additional will not limit the visibility of the alley or 9th Street. This addition will not alter the essential character of the locality.

WHEREAS, if the addition were to be extended and not connected to the home, only a 1-foot possible variance would be needed. Given that detached garages can be within 3 feet of a property line as directed by City Code, this addition though required to be connected for handicap accessibility, can continue to be generally in harmony with the purposes and intents of the Zoning Ordinance.

WHEREAS, per the Comprehensive Plan’s recommendations for Neighborhood 7, “A strong effort should be made to continue good home maintenance to keep the neighborhood strong and attractive.” Therefore, expansions and remodels that allow Applicants to stay in their homes for necessary items like handicap accessibility is consistent with Comprehensive Plan’s housing recommendation.

WHEREAS, the need for a handicap accessible addition to a home is a reasonable use for an expansion. Due to the location of the home and garage, this expansion triggers additional setback standards that require the variance. This variance request would only be 1-foot if the two buildings could remain separate. The variance request is the minimum needed to alleviate the practical difficulty based on the need for handicap accessibility, which is not driving by economic conditions but rather site limitations and R-2 rear yard setback standards.

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 subject to all of the following conditions, restrictions, and requirements:

1. Scope of Variance. This variance allows the applicant a variance of 23-feet from the rear building setback as depicted in Exhibit B to construct an addition onto an accessory structure located at 901 7th Street SW and in accordance with the plans and specifications submitted with the variance application, which are incorporated herein by reference. The accessory structures 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. Inspection. The City’s Zoning Administrator shall be granted access upon reasonable notification for reasons of determining compliance will all conditions of this variance and the City Code.

- 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. 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
- 5. 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 8th day of September, 2026.

_____ Dan Delaney, Mayor	_____ Date
_____ Megan DeWitte, City Clerk	_____ Date

EXHIBIT A

Legal Description of the Property

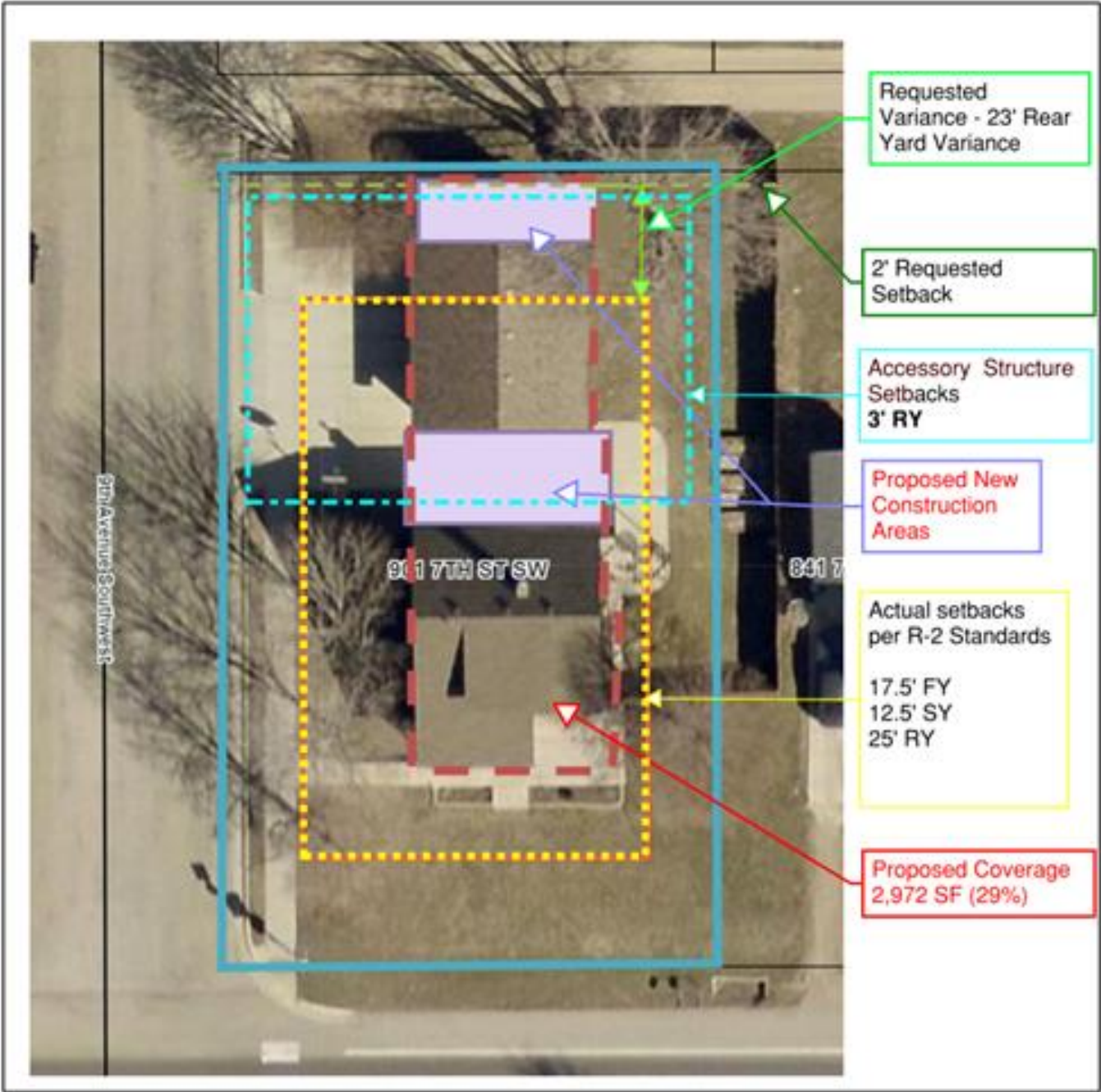
Lots Forty-Six, Forty-Seven, and Forty-Eight (46, 47 and 48) in Block One (1), Johnson’s Addition to the City of Pipestone, Pipestone County, Minnesota.

EXHIBIT B

Placement and Depiction of Structures

23 ft. Variance Requested – Proposed addition to structure will be 2 feet from the property line.

The Standard Requirement is a 25-foot rear yard setback in a Residential 2 (R-2) District.



CITY OF PIPESTONE
PIPESTONE COUNTY, MINNESOTA
RESOLUTION 2026-45

A RESOLUTION ACCEPTING DONATIONS

WHEREAS, the City of Pipestone is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, the following entities and/or individuals have offered to contribute the cash amounts and tangible items as set below to the City of Pipestone:

<u>Name of Donor(s)</u>	<u>Amount</u>
Pepsi Cola Bottling Company	\$6,198.75- New Rec Center Gymnasium Floor
First Bank and Trust	\$2,066- New Rec Center Gymnasium Floor
In Memory of Ronald Erickson	\$150- New Woodlawn Cemetery

WHEREAS, such donations have been contributed to assist the City Departments with current updates, expenditures, and youth programs.

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 8th day of September, 2026.

Dan Delaney
Mayor

ATTEST:

Megan DeWitte
City Clerk