City Council Regular Meeting Agenda

July 20, 2026 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. July 6, 2026 Regular Meeting Minutes

6. **Community Concerns (Maximum 3 Minutes Per Person)**
7. **Public Hearings, Petitions, and Bid Openings**
8. **Reports**

   A. Airport

   B. Housing and Redevelopment Authority

   C. Senior Center

   D. Museum

   E. Pipestone Area Chamber of Commerce & Visitors Bureau

   F. Economic Development Authority

9. **Legal**
10. **Engineering**
11. ****Financial**

    A. Payment of Claims-Listing of Bills

    B. June Financial Report

12. **Old Business**
    - **A.** Carnagie Library Update
13. **New Business**
    - **A.** Request for Council Action: Pipestone County Fair Board
    - **B.** Recreation Board Budget Recommendation
    - **C.** Community Recreation Survey Results & Planning
    - **D.** Bolton & Menk Planning Services Proposal
    - **E.** Commercial Tax Abatement Policy
    - **F.** Personnel Policy Amendment
    - **G.** Resolution 2026-39: A Resolution Accepting Donations
    - **H.** Resolution 2026-40: A Resolution Governing Write-In Vote Counting
14. **Council Liaison Reports**
    - **A.** Administrator LaBrune
    - **B.** Delaney
    - **C.** Swanson
    - **D.** Smidt
    - **E.** Colbeck
    - **F.** Thompson
15. **Closing Comments**
16. **Adjournment**

Pipestone, Minnesota
July 6, 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 6th day of July 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, Danielle Thompson, and Verdeen Colbeck, Absent: none. Others present: John Draper, Myron Koets, Mark Lunn, Scott Wilson, Eric and Chelsea VanderPlaats, Jorge Arellano, Glenn Hubers, Gary Brady, Dan Wildermuth, Edison Dengler, Homero Hernandez, Tyler Soyer, Public Works Director Michael Bloemendaal, Water Wastewater Superintendent Joel Adelman, Senior Municipal Advisor Rebecca Kurtz , City Attorney Jason Hill via Zoom, City Engineer Travis Winter via Zoom, Cable Access Coordinator Steve Moffitt, City Administrator Stephanie LaBrune, and City Clerk Megan DeWitte.

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

APPROVE AGENDA - ADDITIONS, CHANGE OR DELETIONS
Mayor Delaney stated that he would like to amend the agenda by adding item I. Resolution 2026-38: Resolution approving plans and specifications and ordering advertisement for bids under New Business.

Motion made by Swanson, seconded by Thompson, and unanimously carried to approve the agenda by adding item I. Resolution 2026-38: Resolution approving plans and specifications and ordering advertisement for bids under New Business.

CONSENT AGENDA
Mayor Delaney stated the Consent Agenda contains the June 22, 2026 Regular Meeting Minutes and the Payment of Claims-Listing of Bills.

Motion was made by Colbeck seconded by Thompson and unanimously carried to approve the Consent Agenda items which consisted of the June 22, 2026 Regular Meeting Minutes and the Payment of Claims-Listing of Bills in the amount of $596,673.91 for warrants #077780 to #077870 to be issued in payment thereof.

COMMUNITY CONCERNS
Administrator LaBrune announced that there are 4 people listed for Community Concern. Mayor Delaney invited interested parties to the podium.
Myron Koets resident of 103 10th Ave SW. Koets shared concerns about the soccer community.
Administrator LaBrune shared updates on the concerns that Koets had brought forth about the conditions of the soccer fields and the terms of the soccer community contracts with the City for the soccer programs.
Tyler Soyer shared concerns and information about the soccer program and soccer facilities.
Chelsea VanderPlaats shared her questions and concern about the soccer facility maintenance.
Utility Director Joel Adelman shared some questions in relation to the soccer field safety.

Mark Lunn shared some concerns about soccer costs and worry about the goals and future of the soccer community that has been growing.

PROCLAMATION

Delaney shared a proclamation of the City of Pipestone recognizing and the supporting the City's Sesquicentennial and the United States Semi-Quincentennial.

REPORTS

Liquor Store – Wilson provided the council with a verbal report.
Library – Absent
Recreation – Petersen provided the council with a written report.
Water/Wastewater – Adelman provided the council with a verbal and written report.
Public Works – Bloemendaal provided the council with a verbal and written report.
Law Enforcement – Dengler appeared on behalf of Sheriff Vreeman and shared a verbal and written report to council.

LEGAL

ENGINEERING

Pipestone Municipal Airport (PQN) 80'x80' Hangar Project Pay Request No. 3

Delaney stated that the pay application to Everstrong Construction, Inc. for the amount of $347,005.15 completes payment for building concrete, erection, electrical, and plumbing construction for the Pipestone Municipal Airport 80'x80' Hangar project. City project manager, Silas Parmar from Bolton & Menk recommended Council approval of the pay application.

Motion was made by seconded by and unanimously carried to approve the Pipestone Municipal Airport (PQN) 80'x80' Hangar Project Pay Request number three for the amount of $347, 005.15.

Safe Routes to School Pay Request No. 2

Engineer Winter shared updates and details for the Safe Routes to School Project and information related to the second Pay Application Request for the amount of $663,647.44 to Hulstein Excavating, LLC.

Motion was made by Smidt, seconded by Swanson and unanimously carried to approve the Safe Routes to School Project Pay Request number two for the amount of $663,647.44 with the condition that the proper corrections being made to the unlevel parts of the project that need to be fixed.

NEW BUSINESS

Paycom Human Resources Information System and Payroll Services

Delaney introduced Madisyn Rhodes with Paycom, whom attended virtually, to share a presentation on Paycom, a modernized Human Resource and Payroll Software System that provides an integrated platform to manage employee and payroll processes. Staff has recommended council action to approve the partnership between the city and Paycom.

Motion was made by Smidt, seconded by Thompson and unanimously carried to approve the partnership contract with Paycom to implement the modernized Human Resource and Payroll Software System for staff and employee use.

Consider a Resolution 2026-37 Calling for the Sale of General Obligation Bonds, Series 2026A
Delaney introduced Senior Municipal Advisor Rebecca Kurtz with Ehlers and stated the Kurtz is here to discuss the sale of general obligation bonds to the council. The bond is needed to help finance the 2026 Street & Utility Project, the Airport Fuel Tank project, and the 7th Ave. SW Street Improvement project as discussed over the past several months.
Kurtz shared information and terms of the bond proposal with the council.

Motion was made by Colbeck, seconded by Swanson and unanimously carried to approve Resolution 2026-37 approving the sale of general obligation bonds, Series 2026A.

Blight Properties
Delaney turned the meeting over to Community Development Director Justin Schroyer who shared a presentation on blight property concerns with the council. Schroyer was looking for council input on how to move forward with the abatement of the blight properties.

Schedule Public Hearing to Gather Input on the 2027 Municipal Budget
Delaney shared that staff has begun the process of developing the 2027 budget and are requesting to schedule a public hearing on August 3rd at 6:30pm to gather community input on the upcoming budget for the 2027 fiscal year.

Motion was made by Thompson, seconded by Colbeck, and unanimously carried to schedule and approve the public hearing for August 3rd, 2026, at 6:30pm to gather community input on the upcoming budget for the 2027 fiscal year.

Resolution 2026-34: A Resolution Accepting Donations
Delaney share that the resolution would be accepting the following donations for Daycare Day at the Pipestone Family Aquatic Center.

- "More than Lip Service" $100 –Daycare Day at the Pipestone Family Aquatic Center
- Re Active Wellness $50- Daycare Day at the Pipestone Family Aquatic Center

Motion was made by Swanson, seconded by Smidt, and unanimously carried to approve Resolution 2026-34 accepting donations for daycare day at the Pipestone Family Aquatic Center.

Resolution 2026-35: Resolution Granting a Conditional Use Permit for a Secondary Structure at 310 4th Ave NW in the City of Pipestone
Delaney stated that the Planning Commission has received and reviewed a conditional use permit for a secondary structure at 312 4th Ave NW, owned by Gary Brady. The commission has recommended council approve the conditional use permit with the following conditions:
(1) the approval and the issuance of a permit for the Primary Structure, (2) the construction of the Primary Structure within 90 days of the placement of the Secondary Structure and (3)

removal of the Secondary Structure if the Primary Structure is not complete within the 90 days following the placement of the Secondary Structure.

Motion was made by Smidt seconded by Thompson and unanimously carried to approve Resolution 2026-35: A Resolution Granting a Conditional Use Permit for a Secondary Structure at 312 4th Ave NW in the City of Pipestone with the given conditions (1) the approval and the issuance of a permit for the Primary Structure, (2) the construction of the Primary Structure within 90 days of the placement of the Secondary Structure and (3) removal of the Secondary Structure if the Primary Structure is not complete within the 90 days following the placement of the Secondary Structure.

Resolution 2026-36: Resolution Granting a Conditional Use Permit for Southwestern Minnesota Opportunity Council

Delaney shared that the Planning Commission received and reviewed a conditional use permit for the construction of an educational facility at the intersection of Hiawatha Ave and 11th Street NW from Southwestern Minnesota Opportunity Council Inc. (SMOC). The recommendation to the Pipestone City Council by the Planning Commission is to approve the Conditional Use Permit with the following conditions:

(1) the installation of down pointing lights and (2) planting of tall, multi-stage trees to obstruct the sightline of the National Monument.

Motion was made by Swanson, seconded by Thomspon, and unanimously carried to approve Resolution 2026-36, approving the conditional use permit for the construction of an educational facility at the intersection of Hiawatha Ave and 11th Street NW from Southwestern Minnesota Opportunity Council Inc. (SMOC). The recommendation to the Pipestone City Council by the Planning Commission is to approve the Conditional Use Permit with the following conditions:

(1) the installation of down pointing lights and (2) planting of tall, multi-stage trees to obstruct the sightline of the National Monument.

Temporary On-Sale Liquor License Application

Delaney said that staff had received an application for a temporary on-sale liquor permit from the Pipestone Jaycees for August 5th, 2026 through August 8th, 2026, to serve alcohol at the Pipestone County Fairgrounds in the Dugout building during the Pipestone County Fair. Delaney said this is a request that council has approved many times in the past so he recommends the approval for the request.

Motion was made by Thompson, seconded by Colbeck, and unanimously carried to approve the temporary on-sale liquor license application for the Pipestone Jaycees to serve alcohol at the Pipestone County Fairgrounds August 5th 2026 through August 8th 2026.

Resolution 2026-38: A Resolution Approving Plans and Specifications and Ordering Advertisements for Bids

Delaney state that this is a resolution approving plans and specifications and ordering advertisement for bids for the proposed Fuel Systems Replacement project to be completed at the Pipestone Municipal Airport.

Motion was made by Smidt, seconded by Smidt, and unanimously carried to approve Resolution 2026-38: A Resolution Approving Plans and Specifications and Ordering Advertisements for Bids for the Pipestone Municipal Airport Fuel Systems Replacement Project.

CLOSING COMMENTS

Colbeck thanked everyone who participated in the Pipestone Veteran's Memorial Flag Day Burger feed fundraiser. Dahl motors will be having a car show with $10 entry fee that will also be going towards the Veteran's Memorial.

Delaney thanked everyone for their input.

ADJOURNMENT

Motion was made by Swanson, seconded by Thompson, and unanimously carried to adjourn the meeting at 8:50pm.

City of PIPESTONE Minnesota

Park Shelter/Picnic Table Rental Permit

Phone: 507.825.3324 Fax: 507.825.5353

Date Reserved: Aug 5-8 2026 **Total Amt. Due:** N/A **Damage Deposit:** N/A

Rental Times: All day Rental Fee: N/A Tax *(6.875%)*: N/A Delivery fee: N/A

Class I

____Harmon Park Shelter ($15.00)
____Hiawatha Pageant Park Shelter ($15.00)
____Leon Moore Park Shelter ($10.00)
____Southwest Park Shelter ($15.00)
____Watertower Park Shelter ($10.00)
____Westview Park Shelter ($10.00)

Class II

____Harmon Park Shelter ($25.00)
____Hiawatha Pageant Park Shelter ($25.00)
____Leon Moore Park Shelter ($15.00)
____Southwest Park Shelter ($25.00)
____Westview Park Shelter ($15.00)

____Park Shelter Damage Deposit ($25.00)
____Picnic Table Damage Deposit *($25.00 per table up to $100.00)*

X City Picnic Table ($15.00/table)
____Rural Picnic Table ($20.00/table)

City and Rural Picnic Tables are charged a one-time delivery fee

Renter Information

Name: Pipestone Co. Fair

Group Name/Type of Event: Fair 2026

Street Address:

City, State, Zip Code:

Home Phone: **Cell:** 507-227-8170

E-mail Address:

For Office Use Only
☐ DAMAGE DEPOSIT
☐ CONTRACT SIGNED
☐ RENTAL PYMT REC
☐ TO PUBLIC WORKS

PAYMENT: Within 7 days by check, cash, Discover, MasterCard, and Visa. **Credit/debit cards are charged a 3.0% convenience fee and accepted by phone or at the City Hall Office only.**

Make checks payable to: **City of Pipestone**
Mail signed reservation form and payment to: **Shelter Reservations**
119 2nd Ave SW, Suite 9
Pipestone, MN 56164

Additional Instructions:
*Deliver the 4th - place where you normally do. ☺

Rules & Regulations

Shelter Rental Permits will be posted at each shelter. For picnic table rentals, permit must be on user's person and made available to Public Works personnel upon request. Waste paper and trash **MUST BE DEPOSITED IN REFUSE BARRELS.** DO NOT deposit hot charcoal in refuse barrels. Parking allowed in parking lots ONLY. No vehicle is **ALLOWED ON GRASS. SIDEWALKS, ETC.** Reservations for park shelter areas do NOT grant exclusive use of the entire park. Park closing time is **10:00 P.M. CURFEW FOR CHILDREN UNDER 16 is 10:30 p.m. NOTE:** Alcoholic beverages are **NOT** permitted on City parks or open public areas. All shelter restrooms are open to general public. **VIOLATION OF PARK ORDIANCES ARE MISDEMANORS AND CAN RESULT IN REVOCATION OF PERMIT OR ARREST. COMPLETE ORDIANCE IS AVAILABLE UPON REQUEST.**

HOLD HARMLESS AGREEMENT:

☐ *I agree to release, indemnify, and hold harmless the City of Pipestone from and against all claims, demands, actions, liens, rights, subrogated, or contribution interests, debts, liabilities, judgement, costs, and attorney's fees, arising out of, claimed on account of, or in any manner predicated upon the undersigned's use of any of the City of Pipestone's park shelters and picnic tables, including loss or damage to property of the personal injury of any person which may occur as a result of the undersigned's use of any of the City of Pipestone's park shelters, even where that loss, damage, or personal injury is caused or contributed to, in any manner, by the City of Pipestone.*

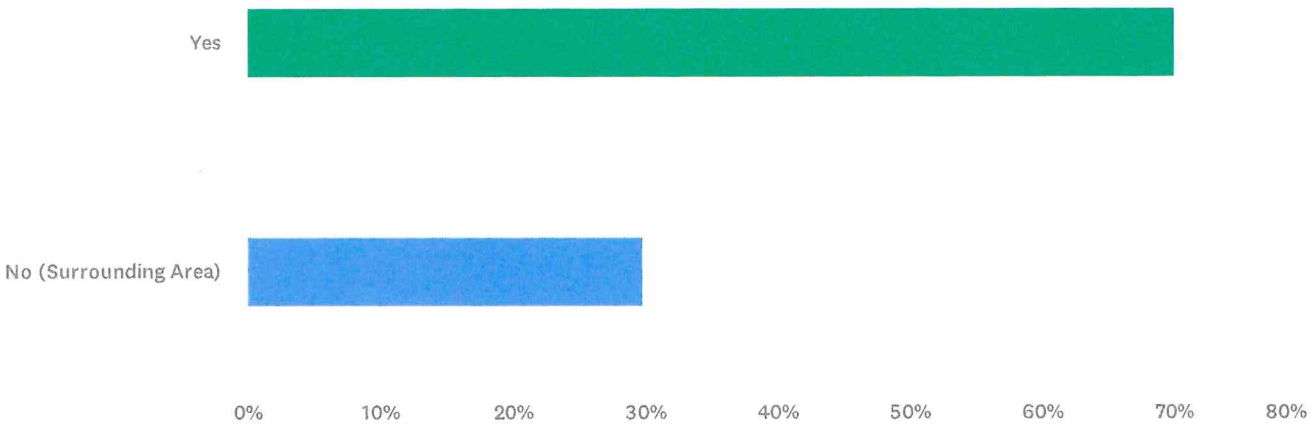
Your signature affirms that you are the person named on this contract, that you have read this contract, and that you are at least 18 years old. You will receive a final copy for your records.

SIGNATURE: _____ DATE: 7-15-26
Renter

SIGNATURE: Jessica Maple DATE: 07/15/26
Approved by

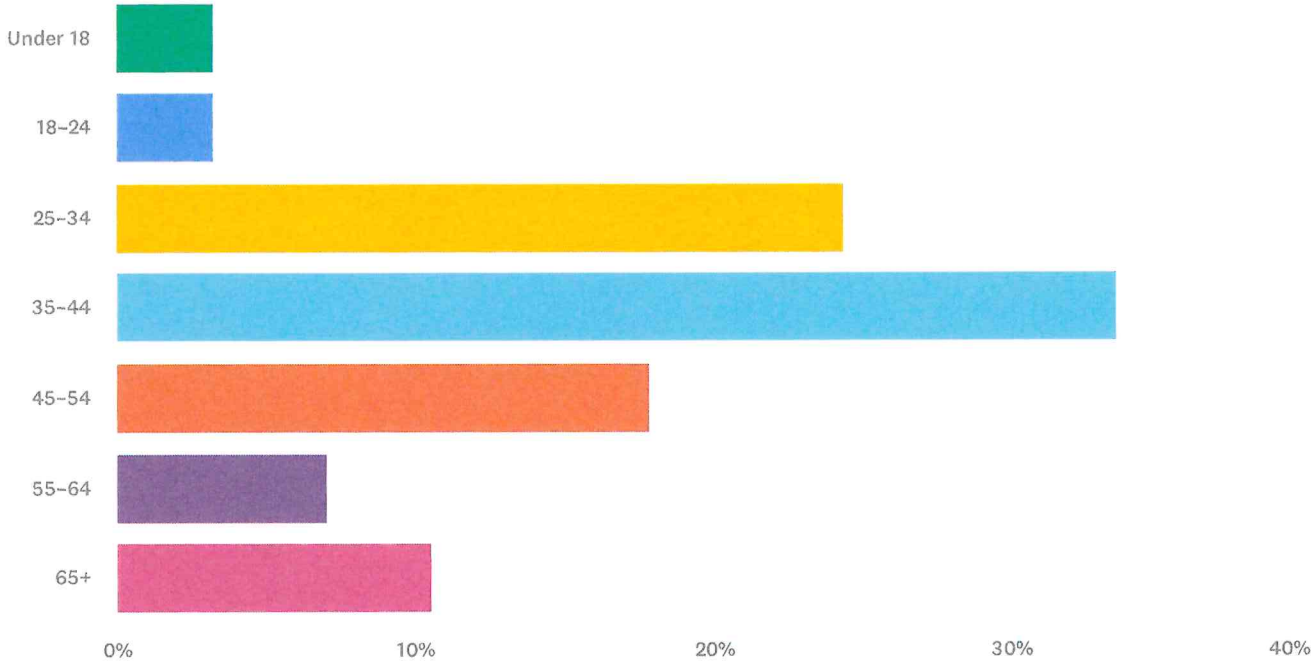
Q1 368 responses

Do you live within Pipestone City limits?



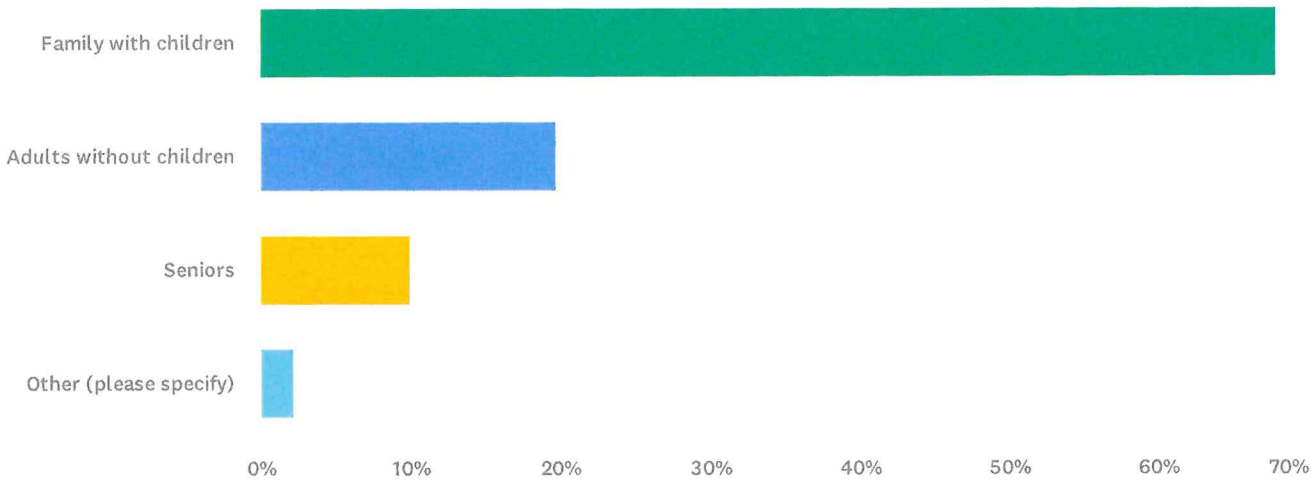
Q2 369 responses

Age range:



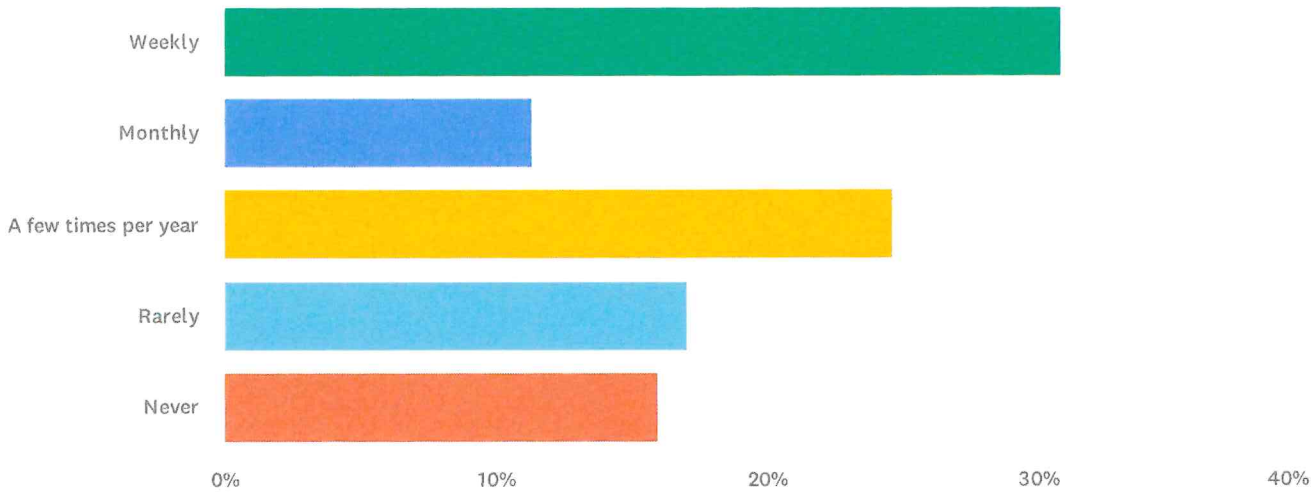
Q3 369 responses

Household type:



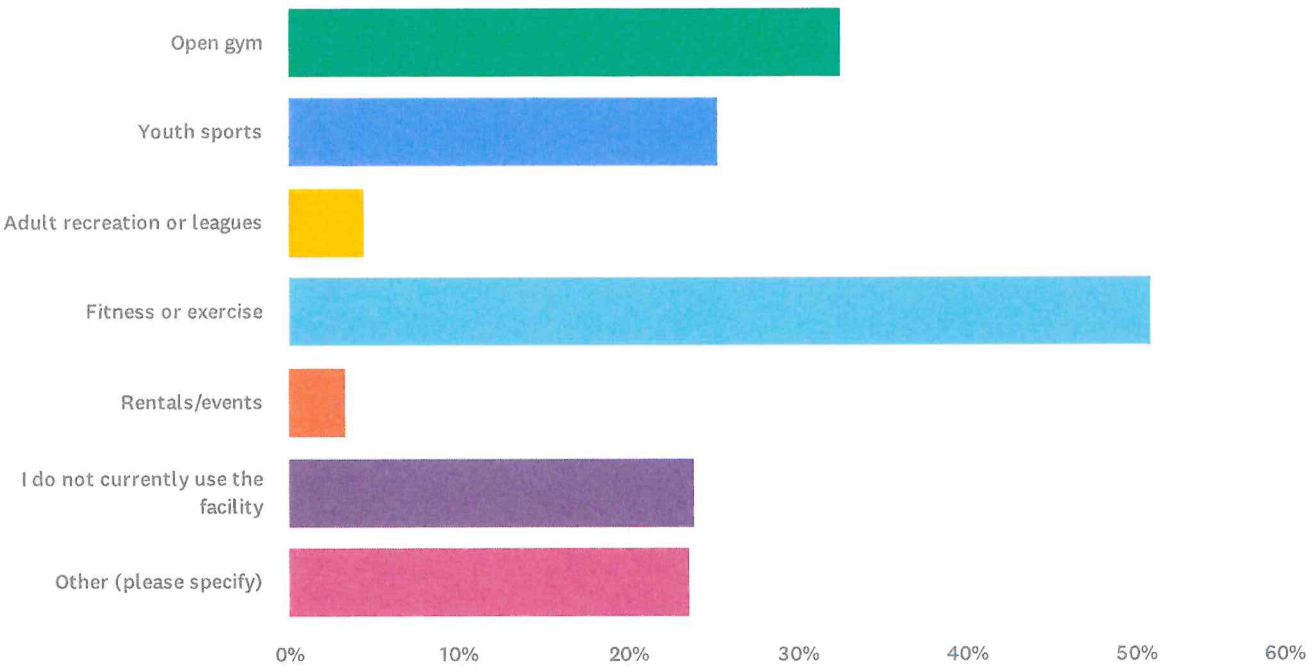
Q4 369 responses

How often do you currently use the Ewert Recreation Center?



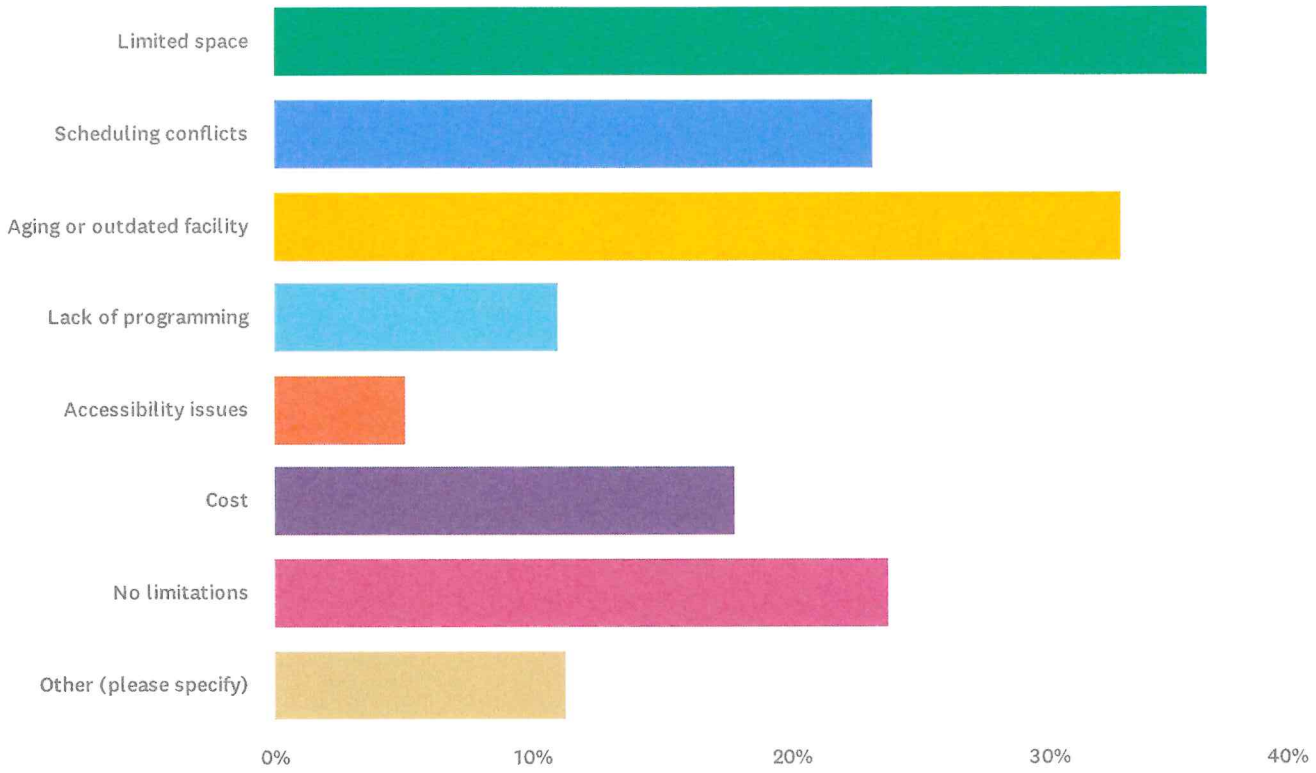
Q5 355 responses

What indoor activities do you currently use the facility for? (Check all that apply)



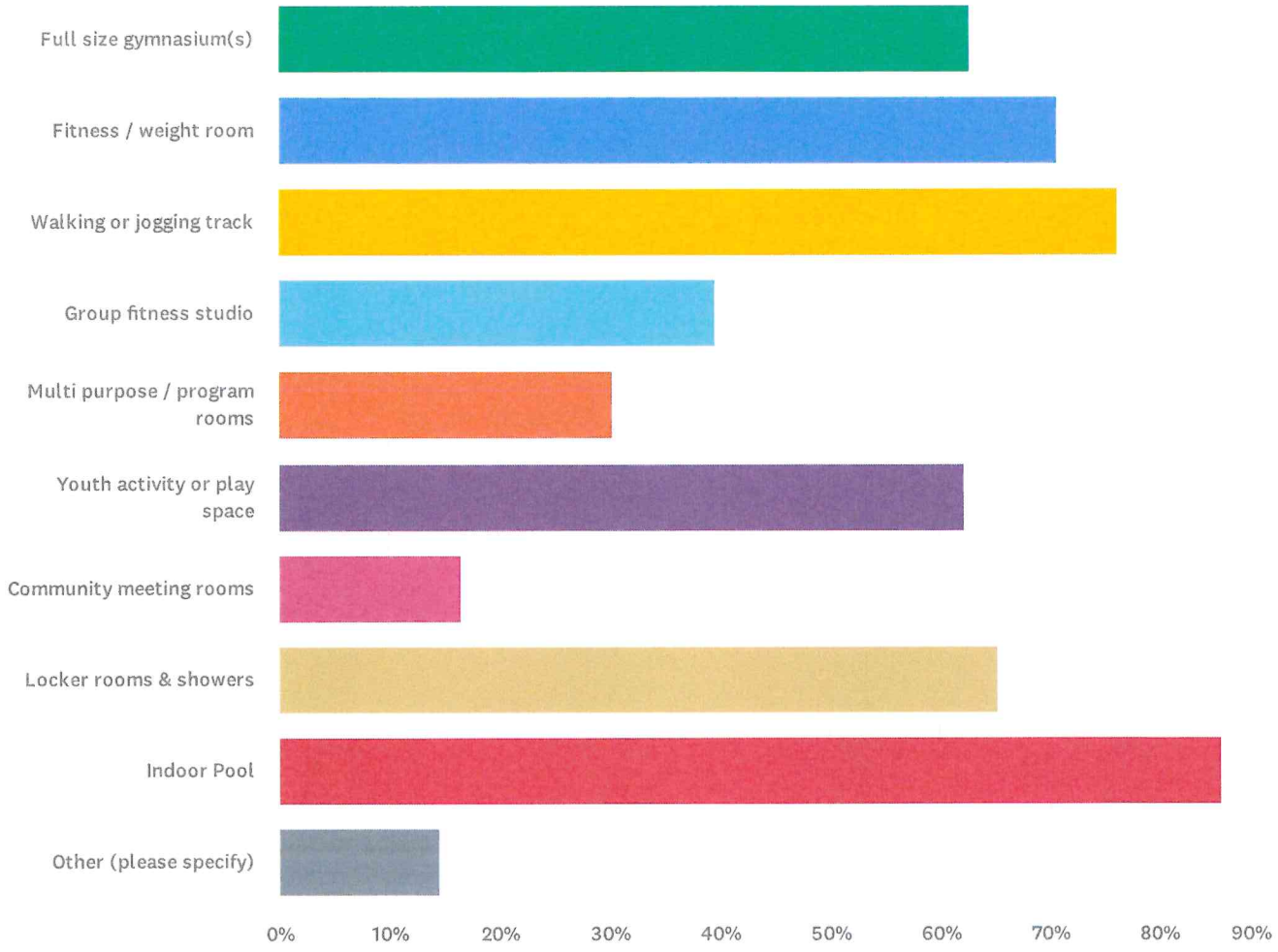
Q6 353 responses

What limits your use of the current facility, if anything? (Check all that apply)



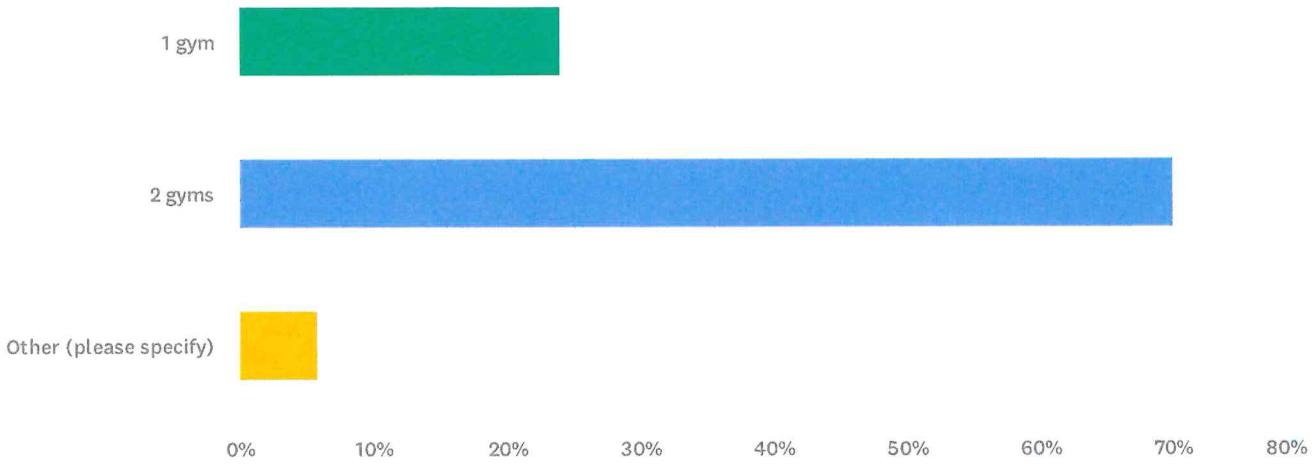
Q7 363 responses

Which indoor amenities should be included in a new Ewert Recreation Center? (Check all that apply)



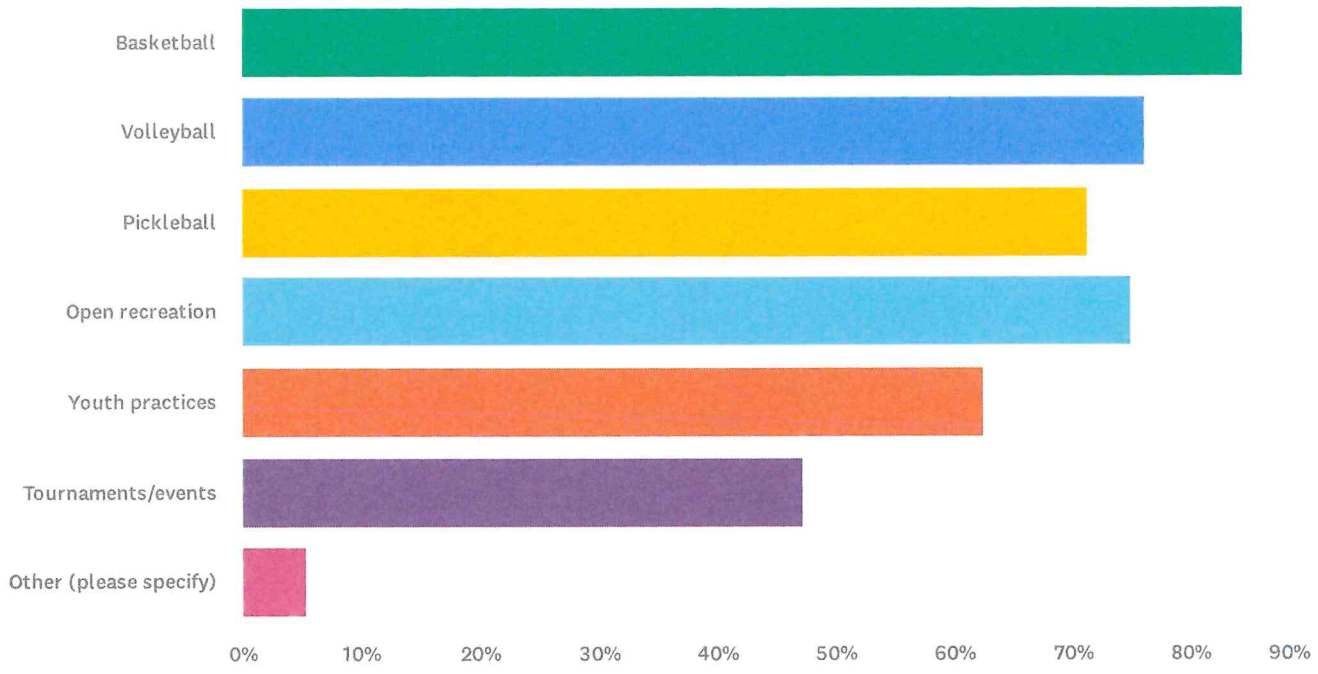
Q8 354 responses

How many gymnasiums should a new facility include?



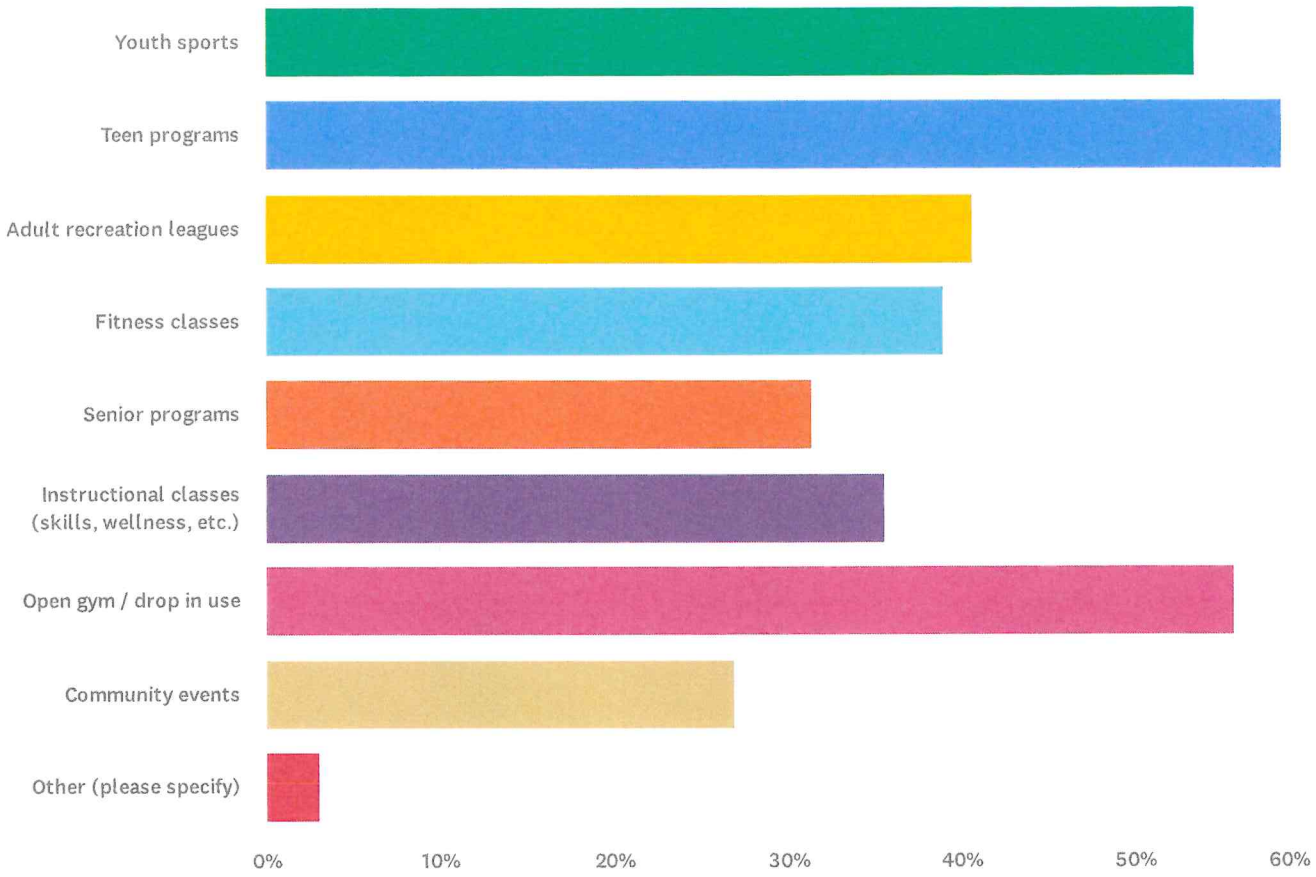
Q9 353 responses

What types of gym/court use should the indoor space support? (Check all that apply)



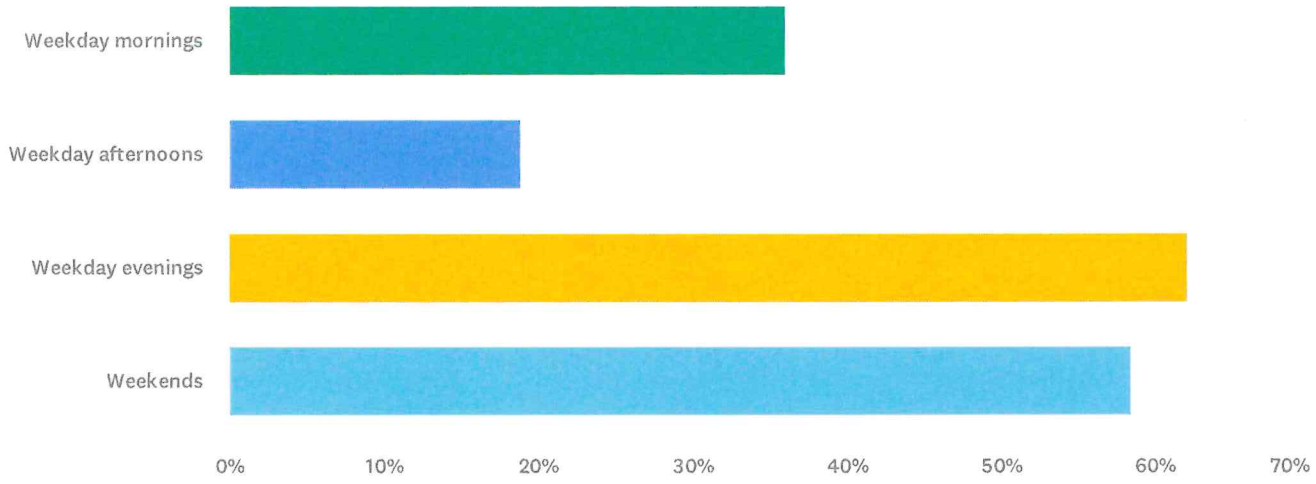
Q10 353 responses

What indoor programs are most needed in Pipestone? (Select up to 3 options)



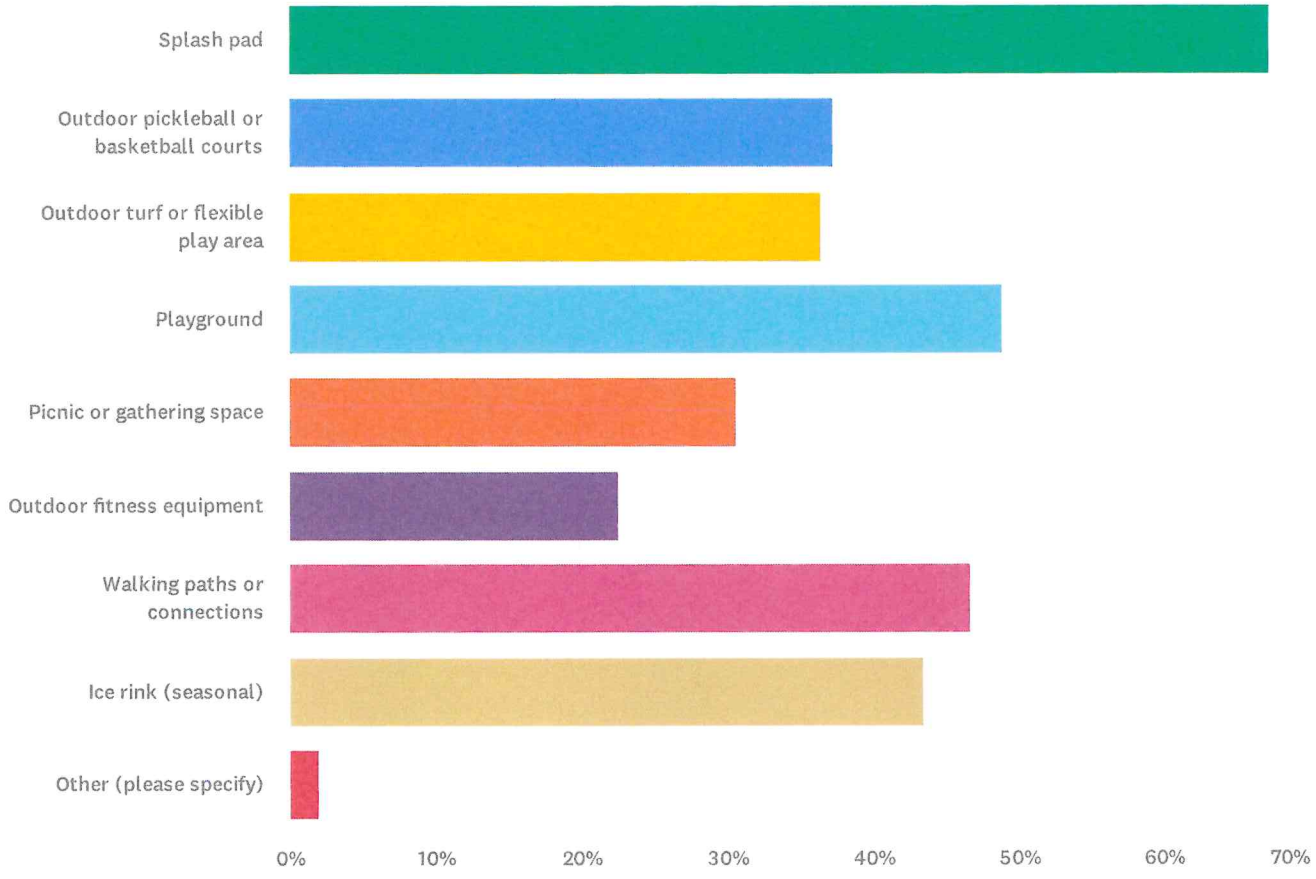
Q11 349 responses

When would you most likely participate in indoor recreation programs? (Select up to 2 options)



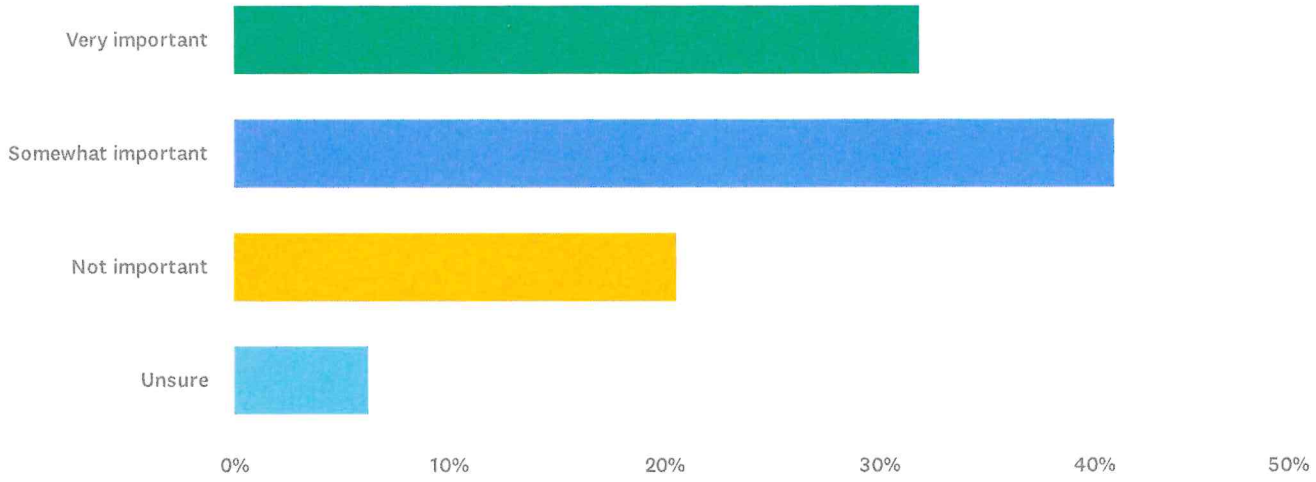
Q12 345 responses

Which outdoor features should be located near or connected to a new recreation center? (Select up to 3 options)



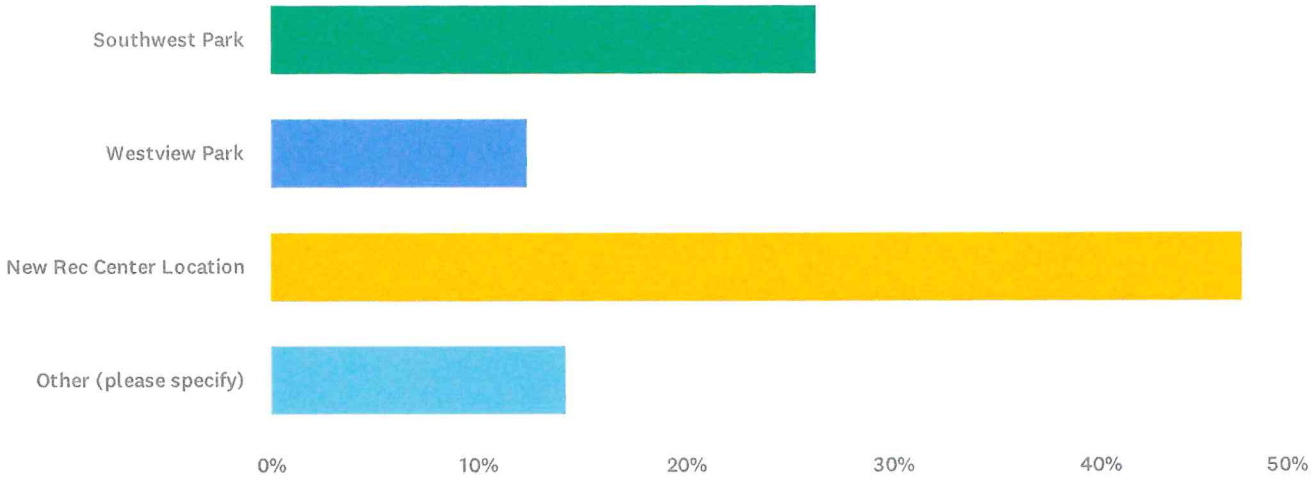
Q13 363 responses

How important is it to have outdoor amenities directly connected to the indoor facility?



Q14 330 responses

What would be the best location for a new city splash pad?



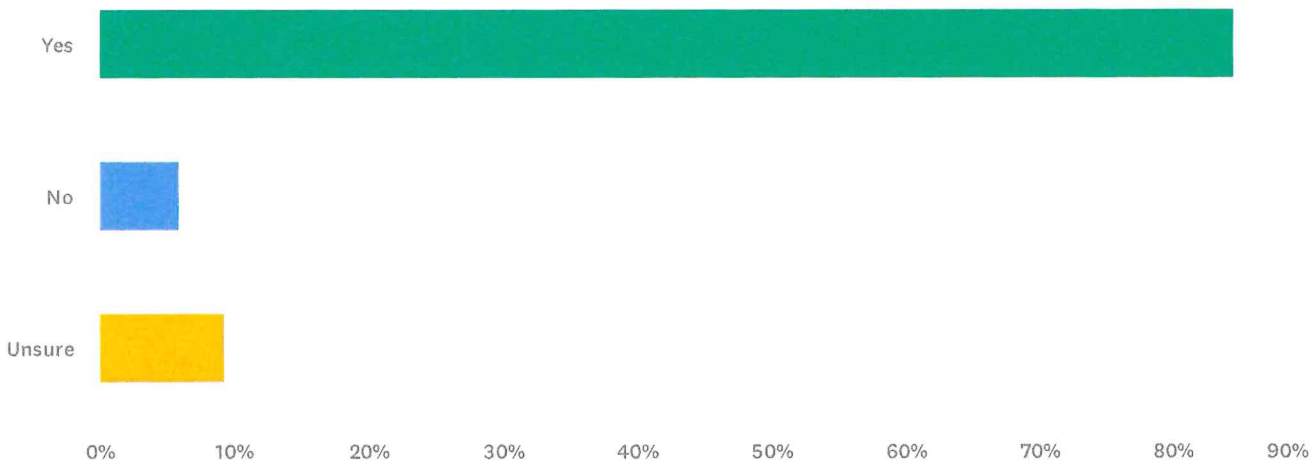
Q15 352 responses

What should be the top priorities for a new Ewert Recreation Center? (Rank your choices)



Q16 365 responses

Overall, do you believe Pipestone needs a new or expanded indoor recreation facility?



Q17 If the City could make one major improvement to indoor recreation in Pipestone, what would it be?

Answered: 237 Skipped: 132

Q17 If the City could make one major improvement to indoor recreation in Pipestone, what would it be?

Answered: 237 Skipped: 132

#	RESPONSES	DATE
1	More space in the weight room and updated equipment	6/30/2026 6:33 AM
2	More space and stuff for teens	6/30/2026 6:31 AM
3	larger pool	6/29/2026 8:10 AM
4	Sauna instead/with steam room and an elevator	6/29/2026 8:08 AM
5	Lap pool	6/17/2026 9:32 PM
6	Add more machines/weights in the gym and more space, add more basketball courts, pool/hot tub	6/1/2026 1:28 PM
7	A big enough building to be able to have families have something to do together	6/1/2026 9:01 AM
8	I have never been there when the facility is full. New facility only one level to cut expense of elevator. I am very thankful for the Rec Center	5/28/2026 7:15 AM
9	Lifelong fitness training	5/28/2026 7:11 AM
10	I think kids and teens should get whatever they need	5/27/2026 6:43 AM
11	concerned that a new facility could raise membership prices, better, newer safer machines and weightlifting tools, more cleanliness	5/27/2026 6:41 AM
12	Barre Fitness? Dance Fitness?	5/26/2026 12:49 PM
13	larger building	5/22/2026 8:57 AM
14	Larger weight room/new/more equipment	5/22/2026 8:56 AM
15	Hack Squat machine, More then one bench press, t bar row machine	5/22/2026 8:52 AM
16	larger pool	5/22/2026 8:49 AM
17	1/8 mile or bigger running track esp indoor	5/22/2026 7:51 AM
18	Gym younger kids, another indoor pool. free for 4 and under	5/22/2026 7:40 AM
19	pool length/depth, windows, better speakers	5/22/2026 7:38 AM
20	a racquet ball court	5/22/2026 7:35 AM
21	improved equipment, More spacing of equipment	5/22/2026 7:33 AM
22	unsure	5/22/2026 7:31 AM
23	more parking	5/22/2026 7:07 AM
24	elevator to top floor	5/22/2026 7:04 AM
25	I think you do a fantastic job as is	5/22/2026 7:02 AM
26	more parking	5/22/2026 7:00 AM
27	Everything would be handicap accessible, all on one floor	5/22/2026 6:58 AM
28	new one	5/21/2026 12:47 PM
29	Rec Leagues, Fresher environment	5/8/2026 10:42 AM
30	Batting cages!	5/7/2026 11:04 PM

31	It's too small for a town this size. I have been to multiple towns comparable to Pipestone with rec centers three to four times the size of the current one.	5/7/2026 9:26 PM
32	Indoor lap pool.	5/7/2026 9:04 PM
33	Price for membership - make it affordable	5/7/2026 3:05 PM
34	No sure	5/7/2026 4:44 AM
35	A bigger pool	5/6/2026 11:19 PM
36	Similar to the rec center but bigger and newer.	5/6/2026 10:27 PM
37	walking track	5/6/2026 9:45 PM
38	Splash pad	5/6/2026 9:00 PM
39	Space	5/6/2026 6:47 PM
40	I think they should focus on more outdoor recreation.	5/6/2026 5:36 PM
41	Lower the taxes	5/6/2026 5:33 PM
42	Providing something for the Teens (ex. Jump park)	5/6/2026 4:34 PM
43	A new state of the art facility would be great. Something like a Life Time Fitness...	5/6/2026 1:51 PM
44	Indoor walking space	4/30/2026 2:21 PM
45	A large indoor pool	4/30/2026 1:36 PM
46	Pool for lap swim and water exercise.	4/28/2026 9:12 PM
47	Better pool	4/26/2026 9:20 PM
48	Olympic size swimming pool	4/26/2026 6:23 PM
49	Updated facility	4/24/2026 8:15 AM
50	Indoor lap pool	4/23/2026 10:21 PM
51	New updated building	4/23/2026 3:53 PM
52	Childcare option while training	4/23/2026 9:33 AM
53	Appeal to younger-middle age groups	4/23/2026 9:32 AM
54	more space, better hours, use for hosting events/games	4/23/2026 9:26 AM
55	Full size Lap pool	4/23/2026 9:21 AM
56	Largeweight room upgraded equipment, sauna in the fitness area for 24/7 members access	4/22/2026 10:11 PM
57	More little kid toddler stuff and added things to pool	4/22/2026 9:20 AM
58	More things for kids and pre teens	4/21/2026 9:35 PM
59	Family oriented	4/21/2026 11:38 AM
60	an updated facility similar to Marshall's YMCA, but scale to our community	4/21/2026 9:39 AM
61	Accessibility	4/20/2026 7:46 PM
62	Updated cardio equipment	4/20/2026 7:46 PM
63	A larger indoor pool to swim laps. Similar for play as pool in Luverne	4/20/2026 12:08 PM
64	One space with accessibility that allows growth to community	4/7/2026 5:19 PM
65	larger pool	4/7/2026 4:56 AM
66	Indoor pool	4/4/2026 10:34 PM
67	An indoor track around basketball courts	4/2/2026 5:24 PM
68	larger variety of gym machines	3/31/2026 7:25 PM

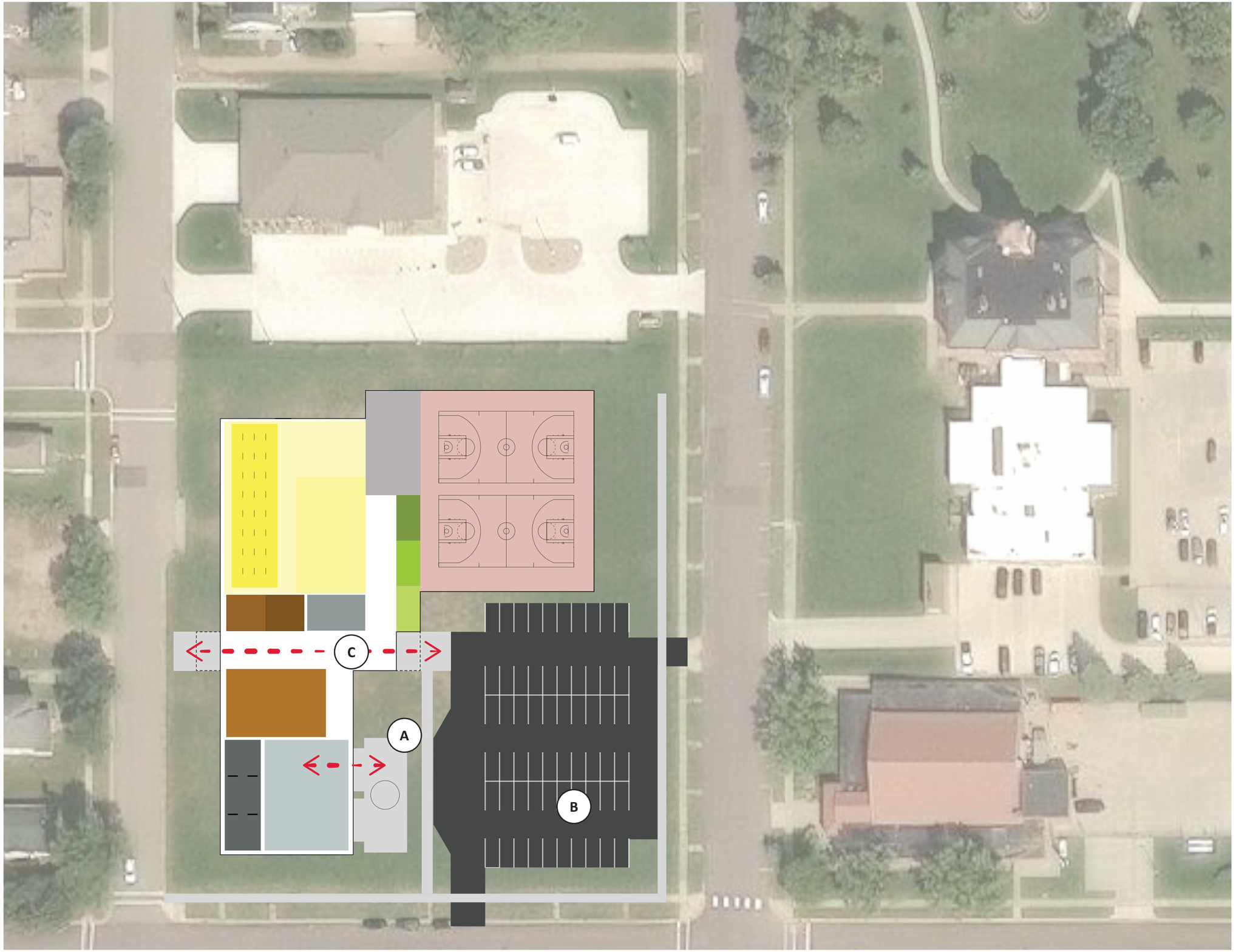
69	More space	3/30/2026 8:05 PM
70	Walking tracks. Our winters are long. Those of us with vision issues and balance issues cannot use treadmills.	3/30/2026 6:52 PM
71	Bigger gym	3/30/2026 5:03 PM
72	More weight rooms with more squat racks.	3/30/2026 5:03 PM
73	More machines	3/30/2026 5:02 PM
74	Updated space and weight room	3/30/2026 10:50 AM
75	Slides for kids in pool	3/29/2026 5:35 PM
76	Walking track	3/29/2026 8:14 AM
77	Bigger pool and more gym space	3/28/2026 8:23 PM
78	More gym space	3/28/2026 7:43 PM
79	Indoor Pool improvement.	3/28/2026 2:35 PM
80	Adult leagues	3/28/2026 2:02 PM
81	Increased space and weights	3/28/2026 11:17 AM
82	More room for Kids to play in gym.	3/28/2026 8:57 AM
83	Larger indoor pool	3/28/2026 8:27 AM
84	Larger facility, kid friendly	3/27/2026 10:39 PM
85	More basketball courts and indoor gym equipment	3/27/2026 9:40 PM
86	Pool/sauna	3/27/2026 5:19 PM
87	New pool & splash pad	3/27/2026 1:23 PM
88	Longer open hours	3/27/2026 9:25 AM
89	Indoor volleyball open gyms and adult volleyball programs!	3/27/2026 9:19 AM
90	Newer facility	3/27/2026 7:42 AM
91	More space for working out and more weights and machines. There's a lack of space currently making it hard to work out after work when everyone goes	3/27/2026 7:13 AM
92	More and better quality weight/cardio machines	3/27/2026 2:10 AM
93	Bigger pool	3/27/2026 12:00 AM
94	A walking track and making it more kid friendly	3/26/2026 11:31 PM
95	More space	3/26/2026 10:53 PM
96	Make the buildings handicap accessible.	3/26/2026 7:29 PM
97	The rec center now is just fine.	3/26/2026 6:04 PM
98	More parking spaces	3/26/2026 5:58 PM
99	More gym space	3/26/2026 1:28 PM
100	Better exercise rooms	3/26/2026 12:27 PM
101	Larger Pool!	3/26/2026 11:15 AM
102	Indoor walking track that allows dogs and more gym space for basketball	3/26/2026 10:20 AM
103	More teen programs	3/26/2026 10:02 AM
104	More gym space, town lacks gym space.	3/26/2026 9:43 AM
105	The ability to use the pool/gym at all times without it being interrupted by youth	3/26/2026 8:55 AM

	practices/swimming lessons. Indoor pool to be enjoyed yearround versus the summer only pool.	
106	SPACE	3/26/2026 8:55 AM
107	Bigger indoor pool	3/26/2026 8:54 AM
108	Adding more gym space	3/26/2026 8:53 AM
109	Walking track, bigger pool, open football/gym	3/26/2026 8:52 AM
110	Roller skating/ ice skating	3/26/2026 8:46 AM
111	None. It still has plenty of life left and it's affordable, that's why we choose the Rec over the other place.	3/26/2026 8:01 AM
112	Separate kids pool indoors	3/26/2026 6:53 AM
113	More Teen Activities	3/26/2026 1:47 AM
114	bigger pool and make it more fun and swimming team could be added for school use in future	3/26/2026 12:55 AM
115	Walking track	3/25/2026 10:35 PM
116	Zero depth indoor pool area with all age appropriate fun;)	3/25/2026 10:14 PM
117	We really need more space.	3/25/2026 10:08 PM
118	Updated equipment	3/25/2026 9:04 PM
119	More options for youth classes	3/25/2026 9:04 PM
120	Family restroom	3/25/2026 8:39 PM
121	Times available for usage	3/25/2026 8:07 PM
122	Indoor walking or running path	3/25/2026 8:01 PM
123	A spot for kids. There isn't much to do during cold months.	3/25/2026 7:53 PM
124	Please make the exercise & gym equipment accessible to people who struggle with stairs. Mobility is that affect stair use do not always mean someone can't lift or exercise.	3/25/2026 7:53 PM
125	Indoor walking track	3/25/2026 7:36 PM
126	I think you do a great job with what you have, but the idea of expanding is SO exciting!	3/25/2026 7:33 PM
127	Splash pad	3/25/2026 6:49 PM
128	Gym space	3/25/2026 6:12 PM
129	Bigger pool	3/25/2026 5:18 PM
130	Making it handicapped accessible and at least 1 or 2 family bathroom	3/25/2026 5:13 PM
131	A larger indoor pool space	3/25/2026 5:03 PM
132	Pool	3/25/2026 5:01 PM
133	Walking track	3/25/2026 4:52 PM
134	Larger pool	3/25/2026 4:51 PM
135	Larger pool	3/25/2026 4:28 PM
136	More affordable	3/25/2026 4:28 PM
137	All on one level.	3/25/2026 4:11 PM
138	Make 24/7 pass available for younger ages	3/25/2026 3:51 PM
139	Keep the cost low. Offer exercise programs mid to late morning.	3/25/2026 3:49 PM
140	The current recreation center and all who are employed there are WONDERFUL. I simply think just expanding the space would make a huge difference	3/25/2026 3:44 PM

141	Larger pool and new gymnasium	3/25/2026 3:41 PM
142	Something for smaller children that can't swim by themselves. Even a walk in entry pool instead of stairs/ladder only	3/25/2026 3:39 PM
143	New larger facility to accommodate the needs of the community	3/25/2026 3:18 PM
144	Youth Programming above age 7	3/25/2026 3:15 PM
145	Walking path	3/25/2026 3:10 PM
146	Larger pool and spa	3/25/2026 3:02 PM
147	This is a poorly written survey! The number one question should be if someone is willing to pay for it. The city of Pipestone is out pricing Excel for people to afford to live here already with the water treatment facility and paying for water. I am not OK with paying any tax money to support this at all when the city bill is already so high as well as property taxes.	3/25/2026 2:56 PM
148	Another gym and indoor pool	3/25/2026 2:47 PM
149	Affordability	3/25/2026 2:43 PM
150	Splash pad	3/25/2026 2:41 PM
151	Pool/more gym space for youth	3/25/2026 2:38 PM
152	Update pool area it is gross	3/25/2026 2:17 PM
153	I personally would utilize the rec center more frequently if there were adult rec leagues ran through it, the high school is used for sports practices during week day evenings leaving no space for a league. I also as an adult with no kids would love to do lap swim in the winter at a pool that was larger/cleaner than the one we currently have. If cost was to be an issue with all ideas however I would prefer more gyms be built over a splash pad as the PFAC has a "splash pad" of sorts in the zero depth	3/25/2026 2:16 PM
154	Walking path with bigger weight room and better pool	3/25/2026 1:59 PM
155	Hours n wellness evening classes	3/25/2026 1:52 PM
156	Indoor track	3/25/2026 1:33 PM
157	Space large enough to hold indoor sports tournaments with pool large enough for swim team/meets	3/25/2026 1:33 PM
158	More offerings for teenagers.	3/25/2026 1:27 PM
159	Larger pool	3/25/2026 1:22 PM
160	Offer things for kids to do!	3/25/2026 1:20 PM
161	Elevator in rec center	3/25/2026 1:14 PM
162	Size! Sometimes we go but no room in gym	3/25/2026 1:07 PM
163	N_a	3/25/2026 1:05 PM
164	Expand true value lot is rare opportunity vacate street	3/25/2026 1:05 PM
165	The cost of buying a family membership. It keeps me from going.	3/25/2026 1:02 PM
166	Walking track	3/25/2026 1:00 PM
167	Walking track	3/25/2026 12:55 PM
168	More modern workout space. You have the numbers as far as people using the facility, but sometimes it's frustrating working out there when there are too many people. We have very limited machines and space.	3/25/2026 12:50 PM
169	Tournament hosting	3/25/2026 12:39 PM
170	Better air conditioning/air circulation in workout areas	3/25/2026 12:17 PM
171	Multiple gyms	3/25/2026 12:13 PM

172	Na	3/25/2026 12:11 PM
173	Walking track for year round	3/25/2026 12:08 PM
174	Increased and updated space	3/25/2026 12:06 PM
175	An expanded pool for indoor activities during the winter	3/25/2026 12:01 PM
176	Group fitness	3/25/2026 11:48 AM
177	Open longer hours all year.	3/25/2026 11:32 AM
178	No steps to equipment!	3/25/2026 11:26 AM
179	Bigger indoor pool	3/25/2026 11:25 AM
180	Build larger	3/25/2026 11:23 AM
181	Larger kid friendly pool	3/25/2026 11:22 AM
182	Larger indoor pool and a better layout than the current pool	3/25/2026 11:18 AM
183	No steps	3/25/2026 11:08 AM
184	Need to have people employed to keep the place clean. The current pool area is not kept up at all, dirty showere & floorrs. Needs to be cleaned 1-2x's/ day not weekly!	3/25/2026 11:08 AM
185	Gym floor!	3/25/2026 11:02 AM
186	Big indoor pool	3/25/2026 10:59 AM
187	Build a new facility. Use the same property and buy the hardware store and combine the properties.	3/25/2026 10:55 AM
188	Include more sport such as proper place for soccer and equipment for such sport	3/25/2026 10:54 AM
189	More gym space	3/25/2026 10:44 AM
190	More gym space and indoor activities with longer facility hours.	3/25/2026 10:43 AM
191	Larger space, larger pool, sauna, more indoor space for movement,play, activities	3/25/2026 10:39 AM
192	Walking track	3/25/2026 10:39 AM
193	Cheaper rates	3/25/2026 10:37 AM
194	Large indoor pool for swimming lessons all year round	3/25/2026 10:32 AM
195	Larger indoor pool	3/25/2026 10:32 AM
196	Lower cost	3/25/2026 10:29 AM
197	Longer/more hours throughout the year.	3/25/2026 10:28 AM
198	Nothing!	3/25/2026 10:27 AM
199	Splash Pad	3/25/2026 10:27 AM
200	More gym space	3/25/2026 10:26 AM
201	Impact in Sioux Falls has a good layout for different sports and surfaces. When we are there it's always a topic of conversation between parents.	3/25/2026 10:19 AM
202	Larger weight room. It is way too tight	3/25/2026 10:14 AM
203	Childcare options	3/25/2026 10:12 AM
204	Senior programming	3/25/2026 10:03 AM
205	Spot for gymnastics	3/25/2026 9:54 AM
206	Pickleball courts	3/25/2026 9:54 AM
207	Larger pool/toddler and small kid play places	3/25/2026 9:52 AM
208	Indoor turf field for baseball, softball, soccer, etc use	3/25/2026 9:49 AM

209	Better indoor pool	3/25/2026 9:46 AM
210	Updated pool	3/25/2026 9:41 AM
211	Improve the one you have now.	3/25/2026 9:34 AM
212	Larger pool & pool area	3/25/2026 9:33 AM
213	More space	3/25/2026 9:23 AM
214	New indoor aquatic as it is pretty dated and small making it hard for those who want to use the space for fitness and kids/families who are burning energy. Should be able to coexist.	3/25/2026 9:23 AM
215	Bigger pool area	3/25/2026 9:22 AM
216	Have more youth program opportunities	3/25/2026 9:20 AM
217	Larger indoor pool, more gym space	3/25/2026 9:17 AM
218	Indoor walking track	3/25/2026 9:17 AM
219	Lifeguards routinely instead of just school breaks.	3/25/2026 9:11 AM
220	Large tournament/ event host. Multi-school capacity	3/25/2026 9:09 AM
221	Offering a child care option for moms/dads who need a drop in style care for X amount of time per day. Thinking specifically 2 hours of care strictly while using gym/locker room/showers or something of that nature.	3/25/2026 8:43 AM
222	A Larger pool with a slide or lilipads with a zero entry	3/25/2026 8:34 AM
223	More handicap accessible. Better floor option by pool so it is not as slippery	3/25/2026 8:27 AM
224	A larger indoor lap pool and an indoor walking track	3/25/2026 8:16 AM
225	Updates	3/25/2026 8:09 AM
226	New pool!	3/25/2026 8:03 AM
227	Indoor walking track and better indoor pool	3/25/2026 7:44 AM
228	Space for toddlers or younger kids	3/25/2026 7:40 AM
229	Larger space to indoor recreation	3/25/2026 7:40 AM
230	Elevator to get upstairs.	3/25/2026 7:39 AM
231	Indoor walking track	3/25/2026 7:37 AM
232	Gym space and would love a splash pad in town	3/25/2026 7:34 AM
233	More kid friendly for the 0-7 years.	3/25/2026 7:30 AM
234	Fitness classes for all abilities and advertisement/promotion of those classes.	3/25/2026 7:27 AM
235	Bigger pool and hot tub area	3/25/2026 7:24 AM
236	Expansion, may be some room at the old brown school location, close to the hospital!	3/25/2026 7:19 AM
237	larger pool	3/24/2026 2:55 PM



LEGEND

A SPLASH PAD

B PARKING

C CHECK-IN

PROGRAM

GYMNASIUM

INDOOR TRACK

FITNESS CENTER

GROUP FITNESS

CLINIC ROOM

COMMUNITY HALL

SENIOR LOUNGE

TEEN SPACE

INDOOR PLAYGROUND

DROP-IN DAYCARE

MULTI-PURPOSE YOUTH

LOCKER

STORAGE

OFFICES

CAFE

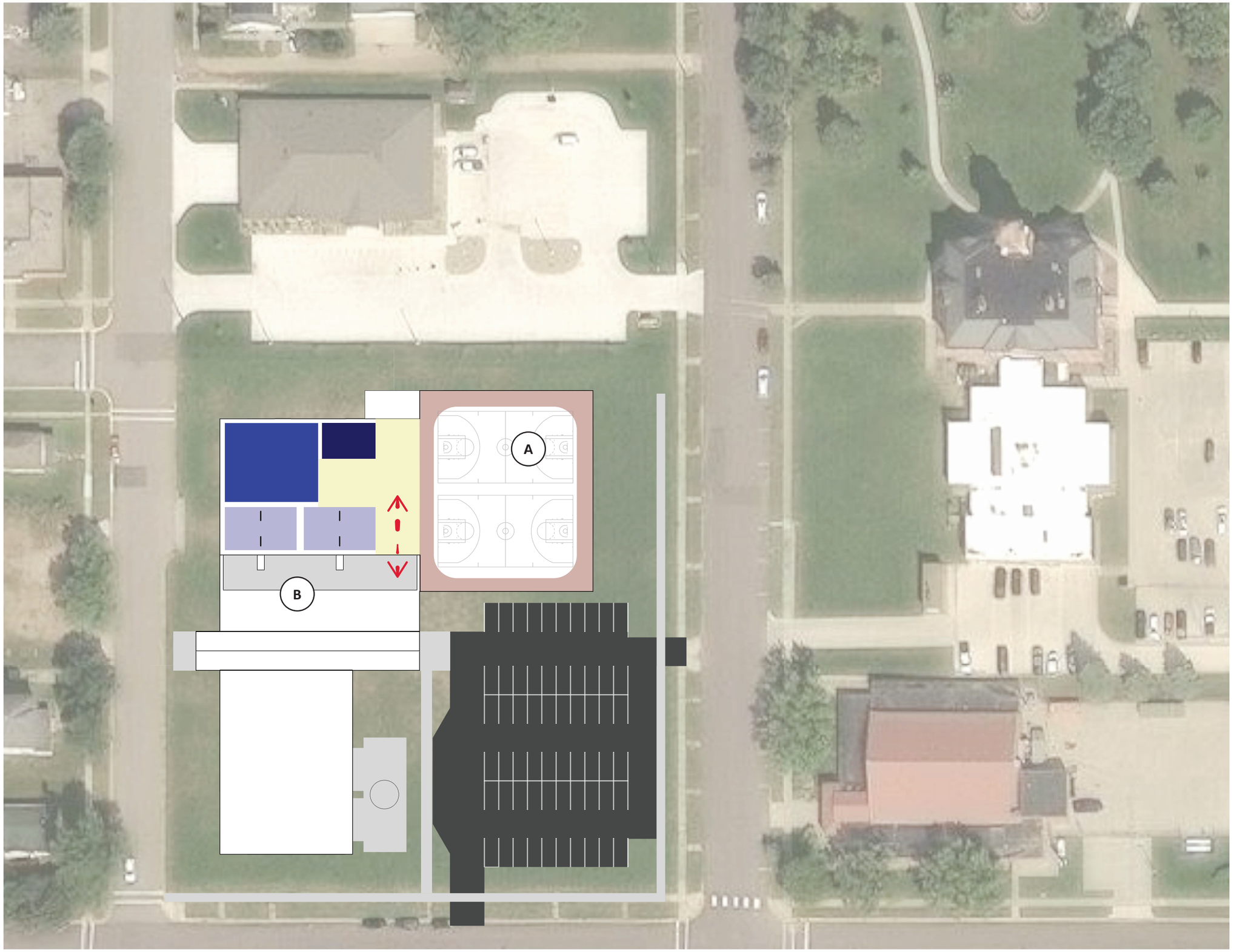
LEISURE POOL

LAP POOL

POOL DECK

BOLTON & MENK

Real People. Real Solutions.



LEGEND

A OPEN TO BELOW

B ROOFTOP PATIO / EXERCISE OVERFLOW

PROGRAM

- GYMNASIUM
- INDOOR TRACK
- FITNESS CENTER
- GROUP FITNESS
- CLINIC ROOM
- COMMUNITY HALL
- SENIOR LOUNGE
- TEEN SPACE
- INDOOR PLAYGROUND
- DROP-IN DAYCARE
- MULTI-PURPOSE YOUTH
- LOCKER
- STORAGE
- OFFICES
- CAFE
- LEISURE POOL
- LAP POOL
- POOL DECK

BOLTON & MENK

Real People. Real Solutions.

PROGRAM	*AREA*	*DESCRIPTION*
RECREATION	23,800sf	
GYMNASIUM	16,800sf	TWO (2) FULL SIZE BASKETBALL COURTS, UNOBSTRUCTED HIGH CEILINGS
INDOOR TRACK	7,000sf	FOUR (4) LANE WALKING TRACK
FITNESS + WELLNESS	7,800sf	
FITNESS CENTER	4,000sf	CARDIO EQUIPMENT, FREE WEIGHTS AREA
GROUP FITNESS	3,000sf	CLASSES, YOGA, SPIN. ROOMS WITH OPERABLE PARTITIONS, EXPANDABLE ON TO ROOFTOP PATIO
CLINIC ROOM	800sf	HEALTH SERVICES, TRAINING, AND SCREENINGS
COMMUNITY SPACES	8,000sf	
COMMUNITY HALL	5,000sf	LARGE GATHERINGS (WEDDINGS, ETC)
SENIOR LOUNGE	1,500sf	INFORMAL GATHERING
TEEN SPACE	1,500sf	LOUNGE SPACES
YOUTH + FAMILY	6,000sf	
INDOOR PLAYGROUND	3,000sf	YEAR ROUND PLAY, TALL INDOOR PLAY STRUCTURES
DROP-IN DAYCARE	1,000sf	SHORT TERM CARE WHILE USING OTHER SERVICES IN THE FACILITY
MULTI-PURPOSE YOUTH	2,000sf	AFTER SCHOOL PROGRAMS. RESERVABLE FOR CHILDREN'S BIRTHDAYS
AQUATICS	11,000	
LAP POOL	3,500sf	FOUR (4) LANES
LEISURE POOL	4,000sf	MULT-PURPOSED PLAY
POOL DECK	3,500sf	SUPPORT AREA
SUPPORT	5,500sf	
LOCKER	2,500sf	GENDERED AND FAMILY RESTROOMS
STORAGE	1,000sf	STORAGE
OFFICES	1,500sf	OFFICES
CAFE	600sf	
CIRCULATION	7,000sf	~15%- 20% OF OTHER PROGRAM AREAS IS TYPICAL
TOTAL	***62,500sf***	

SITE

SPLASH PAD		ADJACENT TO OTHER CHILDREN'S ACTIVITIES
SCIENCE GARDEN		RESTORED PRAIRIE WITH WALKING PATHS AND OUTDOOR CLASSROOMS
PARKING		VISITOR PARKING + BUS DROP-OFF

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1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

July 13, 2026

Stephanie LaBrune, City Administrator
City of Pipestone
119 2nd Avenue SW
Pipestone, MN 56164
RE: Proposal for Providing Planning Services

Dear Stephanie:

This letter presents Bolton & Menk's understanding of the City of Pipestone's planning needs and outlines our approach to providing planning services that support both your immediate priorities and long-term goals. Our team regularly assists communities experiencing staffing transitions and undertaking efforts to update and streamline their planning documents. We have helped communities bring their regulations up to current standards and made them easier to use in a cost-effective manner. We understand what needs to be accomplished and will work with the city to develop the appropriate documents to meet your goals.

Project Understanding

The City of Pipestone has a community development director whose responsibilities will include a focus on planning and zoning. The city is seeking support to help train and guide this staff member, as well as to develop forms and processes that will simplify day-to-day planning tasks.

Pipestone's comprehensive plan was last updated in 2022, but the zoning code has not been updated or compiled for many years. While the city would like to update the comprehensive plan in the future, it is not the highest priority at this time. The zoning ordinance, however, needs to be updated to meet current state laws, incorporate past amendments, and better address community needs.

Planning Approach

Bolton & Menk will serve as an extension of city staff and take a team approach. Mojra Hauenstein will serve as project manager and be your primary contact. Based on our experience and understanding of the city's needs, we have assembled a team of planners who are ready to provide support:

- **Mojra Hauenstein, AICP, Senior Planner** – Mojra will support zoning edits, workshops and engagement tasks and attend meetings in person.
- **Kristi Trisko, Senior Planner** – Kristi will support daily planning and training of staff while completion of staff reports for planning applications, such as variances, and zoning requests.
- **Brenna McConnell Jansen, Planner I** – Brenna will support zoning code edits, workshops and any daily planning needs.
- **Dylan Edwards, Planner I** – Dylan will assist with research, application reviews, and staff reports.

Scope of Services

Based on our understanding of the city's needs and objectives, we propose the following scope of work, organized into three tasks:

- Daily planning services to support the city immediately, including
    - Reviewing, updating, or creating applications and templates to support better processes

  - Training the community development coordinator
  - Training of Planning Commissioners and Workshops to discuss code changes
- Review and update the zoning code and zoning map
- Future update to the comprehensive plan

Task 1 – Daily Planning Services
We are available to begin assisting the city with planning services, zoning administration, and plan reviews. Our team will serve as an extension of city staff, using a team-based approach to ensure timely and thorough service. We are prepared to assist with

- Holding monthly Teams check-in meetings to provide project updates and coordinate tasks
- Reviewing planning and zoning submittals and preparing staff reports
- Assisting with planning commission agendas and public hearing notices
- Attending planning commission or city council meetings when items require presentation
- Responding to inquiries from residents and developers
- Assisting with shoreland and floodplain reviews
- Supporting development-related site plan and subdivision reviews

Mojra will be the primary point of contact and will delegate tasks to planning team members for research, reviews, report writing, and in-person meeting support. We will mentor the community development director by walking through review processes, preparing materials, and facilitating meetings. This approach provides the city with senior-level planning expertise while assigning routine tasks to staff with lower hourly rates to support the community development director.

As part of the initial daily planning services, we will review and update your application forms and instructions to make them more user-friendly. These improvements will benefit applicants, property owners, and developers, as well as city staff involved in review and decision-making.

Task 2 – Code Updates
We recommend reviewing and updating the city's zoning code to ensure it complies with current state and federal regulations and is formatted in a clear, user-friendly way.

Step 1: Convert and Compile the Ordinance
We will convert the current zoning code into an editable Microsoft Word document and format it so it is searchable, easy to navigate, and incorporates all amendments made since its original adoption.

Step 2: Identify Issues and Outdated Standards
We will complete a comprehensive review using our checklist, which includes topics such as

- Native landscapes
- Cannabis
- Temporary healthcare dwelling
- Religious Land Use and Institutionalized Persons Act
- Gilbert vs Reed (sign ordinances)
- Group homes and childcare
- Manufactured home parks

Step 3: Update the Zoning Map and Zoning District Descriptions
Establishing clear, updated zoning and subdivision standards will help promote development, protect community character, and support long-term investment. We will review and update the Zoning Map

and Zoning District details to reflect current land uses, best practices, and applicable standards. This process ensures that the ordinances align with the vision, goals, and priorities outlined in the strategic plan, thereby creating a consistent framework for land use and development. Our GIS team will complete the map updates.

We will also review additional sections to address current issues or priorities. As an example, other communities have recently updated areas such as short-term rentals, accessory structures, and home occupations. We recommend that we facilitate a few workshops with the city leadership (city council and/or planning commission or mixture of both) to identify priority topics to address in the initial update; lower-priority topics could be addressed in subsequent years to manage costs.

Task 3 – Comprehensive Plan
We understand the city is interested in updating its comprehensive plan after higher-priority items are addressed. We can work with the city at a later time to develop an appropriate scope and budget to fit your needs.

Experience

We are experienced in providing planning and zoning services for communities like Pipestone. The following list highlights several greater Minnesota communities we have supported over the past year in developing user-friendly plans, ordinances, and maps. We've included links to project websites so you can review examples of our work. Feel free to reach out to the references listed.

City	City Administrator	Email	Sample Project
Arlington	Jennifer Ferguson	jferguson@arlingtonmn.gov	**In-progress:** Daily Planning and Zoning
Dassel	Renee Eckerly	renee.eckerly@dassel.com	Planning and Zoning | City of Dassel, Minnesota
Lanesboro	Mitchell Walbridge	MWalbridge@lanesboro-mn.gov	City of Lanesboro Comprehensive Plan Update
Waverly	Carrie Krienke	ckrienke@waverlymn.gov	Zoning Code Update and Daily Planning Assistance

Fees

We will only invoice the city for time spent working on planning tasks, such as responding to public inquiries, attending meetings, or preparing staff reports. For budgeting purposes, a typical variance or planning application usually requires four to six hours (depending on complexity) to review materials, conduct research, and prepare a staff report, public hearing notice, and resolution. Most of these costs are typically covered by the application fee. We can work with you to review and update your fee schedule to ensure that applicants cover most or all related costs.

For more complex projects, such as development proposals or subdivisions, we usually track hours separately and make sure that the city's zoning and subdivision code is structured to allow these expenses to be passed on to the developer.

The following table shows the 2026 hourly rates for our key personnel; rates are adjusted annually.

Employee	Hourly Rate
Mojra Hauenstein, Senior Planner, Project Manager	$230
Krsiti Trisko, Senior Planner	$174
Dylan Edwards, Planner I	$142
Brenna McConnell Jansen, Planner I	$161

Based on our understanding of the city's needs, the following table outlines tasks and cost estimates for each. We propose a standard monthly fee of $4,500 for 25 hours of work. We would first use the time for Task 1 daily planning services activities and orientating the new community development coordinator. Any time not used for daily planning would be used for updating the zoning code. We could do this on a 6-month trial basis starting in August and re-evaluate in February.

We are excited about the opportunity to provide the City of Pipestone with technical assistance to support future development and enhance the quality of life. Please contact Travis or Mojra if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Travis Winter, PE
Municipal Project Engineer

Mojra Hauenstein, AICP, LEED ND, NCARB
Senior Planner, Project Manager

APPROVALS AND SIGNATURES

City of Pipestone acknowledges that it is the client of the property described above or is a legally authorized representative of the property client with sufficient interest and authority to enter into this agreement for the purpose of making improvements to and upon the property.

Bolton & Menk, Inc. and City of Pipestone agree to the Terms and Conditions as stated above and on the reverse side of this Agreement. The undersigned represents that it is the City of Pipestone or has been authorized to accept this Agreement on behalf of City of Pipestone. Unless also executed by a person(s) or firm guaranteeing payment, the undersigned accepts financial responsibility for all services and costs of collection incurred by Bolton & Menk including reasonable attorney's fees, in the event of default by City of Pipestone.

Accepted by:

_____

_____

Print Name/Title

_____

Signature and Date

I/We personally guarantee payment of all obligations for services to be provided by Bolton & Menk, Inc. under this Agreement. I/We further agree to pay all costs of collection incurred by Bolton & Menk, Inc. including reasonable attorney's fees.

_____ _____

Print Name/Title **Signature and Date**

PIPESTONE ECONOMIC DEVELOPMENT TAX ABATEMENT POLICY

Authority
The City of Pipestone (the "City") is authorized by Minnesota Statutes 469.1812 to 469.1815 (the "Abatement Act") to grant abatement of all or a portion of the City property tax amount on specified tax parcels to achieve development objectives of the City.

Objectives for Use of Tax Abatements The City will consider using tax abatement financing to assist private development projects and public improvements to achieve one or more of the following objectives:

- To enhance and diversify the City's economic base.
- To encourage additional unsubsidized private development in the area.
- To facilitate the development process and to achieve development on sites which would not be developed without assistance or would not be developed at a level of quality acceptable to the City Council and the community
- To encourage redevelopment of commercial and industrial areas in the City that result in high quality redevelopment and private reinvestment
- To encourage the removal of blight or the rehabilitation of a high profile or priority site.
- To offset increased costs of redevelopment (i.e. contaminated site clean-up, demolition expenses, etc.) over and above the costs normally incurred in development.
- To increase the tax base.
- To create affordable housing opportunities.
- To retain local jobs or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
- To finance the costs associated with public infrastructure and public facilities.

To contribute to the implementation of other public policies as adopted by the City, such as the promotion of quality architectural design, enhanced recreational opportunities, and decreasing capital and/or operating costs of local government.

Tax Abatement Available
The amount of tax abatement available in any given year may not exceed (i) ten (10) percent of the net tax capacity of the City for the taxes payable year to which the abatement applies; or (ii) $200,000, whichever is greater.

Consistent with the Abatement Act, the City Council may further limit the amount of abatement by:

a. A specific dollar amount per year or in total;
b. The increase in property taxes resulting from improvement of the property;
c. The increase in the property taxes resulting from increases in the market value or tax capacity of the property;
d. The interest and penalty that would otherwise be due on taxes that are deferred;
e. In any other manner the Council determines if appropriate.

Criteria
In determining whether the Council should grant tax abatement for a specific project, the following criteria will be evaluated:

a. The benefits to the City of the proposed abatement agreement are expected to at least equal the costs to the City of the proposed abatement agreement or the City intends the abatement to phase in a property tax increase; and the City finds that doing so is in the public interest because it will:
    i. Increase or preserve tax base;
    ii. Provide employment opportunities in the City;

iii. Provide or help acquire or construct public facilities;
iv. Help develop or renew blighted areas;
v. Help provide access to services for City residents;
vi. Finance or provide public infrastructure;
vii. Phase in property tax increases on a parcel that results from an increase of fifty (50) percent or more in one year of the estimated market value of the parcel, other than increase attributable to improvement of the parcel;
viii. Stabilize the tax base through equalization of property tax revenues for a specified period of time with respect to a taxpayer whose real and personal property is subject to valuation under Minnesota Rules, Chapter 8100;
ix. Provide for the development of affordable housing to households at or below 80 percent of area median income as estimated by the United States Department of Housing and Urban Development for the political subdivision in which the project is located; or
x. Allow the property to be held by a land bank organization for future development.

b. Meeting policy criteria does not guarantee the award of tax abatement to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

Application and Review Process

An application for tax abatement shall be completed and submitted to the City Administrator for processing. The application is attached as Exhibit A to this policy. The following information shall be submitted:

a. Complete City Application
b. 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.
c. 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.
d. A statement identifying the public benefits of the proposal, including estimated increase in property valuation and other community benefits.
e. 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
f. Statement showing the private investment and any public investment dollars for the project
g. A written prospectus of the applicant's company, corporation, principles, history, and past projects. A sole proprietor applicant shall also provide credit history information.
h. Financial information including past performance and pro forma future projections for the project.
i. Fee as set by City Council. See current fee schedule.

Review Process

Within sixty (60) days of receipt, the application packet shall be reviewed by a Committee comprised of the City Administrator, Community Development Director, and Building Administrator.

The Committee shall review the staff report, the project, the financial analysis, meet with the applicant, if applicable, and make a recommendation to the City Council regarding the tax abatement request.

Approval

A public hearing shall be conducted on the request of the tax abatement. Notification for the public hearing shall be made as required by the Abatement Act. The City Council will determine if tax abatement should be granted based on the staff analysis and recommendations from the Committee. Approval for tax abatement shall be made by resolution which specifies the following:

a. The terms of the abatement,
b. The nature and extent of the public benefit resulting from the abatement, and
c. The duration of the abatement period.

Once tax abatement financing has been provided, the file shall be reviewed annually to determine consistency with the original approval. The applicant and City shall execute a Tax Abatement Agreement outlining the terms and conditions of approval and payment of tax abatement financing.

Tax abatement shall be provided only once per project unless a substantial expansion is proposed. "Substantial expansion" is defined as an expansion that is equal to or greater than fifty (50) percent of the original project.

Payment

The abatement will be paid only after the taxes have been paid in full for the year on the property and the applicant has submitted a completed Department of Employment and Economic Development Minnesota Business Assistance Form to the City. Deadlines for submittal of the report will be determined by the City Administrator. Failure to comply with the reporting requirement will be cause for default of the abatement.

The applicant will be required to submit proof of employment levels, wages and insurance benefits; such proof may be in the form of payroll reports or other reports as agreed by the City. The City will pay the abatement to the property owner, lessee, or a representative of the bondholders as provided by the abatement resolution or separate agreement, if applicable.

CITY OF PIPESTONE
PIPESTONE COUNTY, MINNESOTA

RESOLUTION 2026-39

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:

Name of Donor(s)	**Amount**
Deb Shroeder	$25 General Use
Sioux Valley Energy Grant	$1,000- Parks & Rec Communication Boards
Grow SW MN & Sioux Valley Energy	$800- Park Swing Set

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 20th day of July, 2026.

_____
Dan Delaney
Mayor

ATTEST:

_____
Megan DeWitte
City Clerk

SIOUX VALLEY ENERGY

December 12, 2025

GrowSWMN
Joan Stout
101 4th St NE
Pipestone, MN 56164

Dear Joan:

I am pleased to inform you that the GrowSWMN has been selected to receive an Operation Round Up® contribution in the amount of $800.00. The Sioux Valley Energy Customers' Trust Board of Directors approved funding at its most recent meeting.

Operation Round Up® funding comes from Sioux Valley Energy members who round up their electric bill to the next highest dollar along with many employees who deduct a small amount from their paychecks. That money is collected and then placed into a trust. At the latest quarterly meeting, $42,000.00 in Operation Round Up grants were awarded. Since the year 2000, more than $2.5 million has been awarded to worthy causes.

The funds you were awarded must be used for the purposes identified in your application and for expenses incurred after the date the award was approved by the Sioux Valley Energy Customers' Trust Board of Directors unless otherwise specified. Please submit a copy of detailed receipts with expenses incurred for your project. Upon confirmation of the use of the dollars towards your approved project, a check will be written to your organization.

Additionally, we would like to help tell your story and highlight how you used the funding. Please email an electronic photo showcasing your event, project, or cause to **Amy Voelker** at amy.voelker@siouxvalleyenergy.com. You can also contact me by calling **800-234-1960 Ext. 1603**. We plan to utilize these photos in our newsletter, on social media and in other various communication avenues. Please ensure that individuals featured in any photos that you send have given you permission for publication.

If you have any questions about Operation Round Up® or the paperwork needed to process this grant, please feel free to contact me. Again, congratulations on your award.

Sincerely,

Amy Voelker

Amy Voelker
Public Relations Coordinator
Operation Round Up Assistant

CITY OF PIPESTONE
PIPESTONE COUNTY MINNESOTA

RESOLUTION 2026-40

A Resolution Governing Write-In Vote Counting

WHEREAS¸ Minnesota Statutes 204B.09, subd. 3(c), allows cities to establish a resolution governing the counting of write-in votes for city offices;

WHEREAS¸ the statute provides that cities may choose to record the write-in votes for individual candidates only if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate;

WHEREAS, opting not to record the write-in votes for an individual ballot office when the total number of write-in votes for that office is unlikely to result in an error in the administration of the election;

WHEREAS, the administration of the city election requires significant investment of human and financial resources;

WHEREAS, a reduction in the time and resources necessary to administer the election provides a benefit to the city and is in the best interests of city;

WHEREAS, the orderly and efficient administration of elections increases confidence in the election process;

NOW, THEREFORE, BE IT RESOLVED, votes for write-in candidates for city office will be individually recorded only if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for the same office.

BE IT FURTHER RESOLVED, this resolution will remain in effect until a resolution on the same subject is adopted by the city council.

Passed and adopted by the City Council of the City of Pipestone this 6th day of July 2026.

_____
Dan Delaney
Mayor

ATTEST:

_____
Megan DeWitte
City Clerk