



City Council Regular Meeting Agenda

November 17, 2025 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.](#) November 3 2025 Special Meeting Minutes
- [B.](#) November 3 2025 Regular Meeting Minutes
- [C.](#) November 7 2025 Special Meeting Minutes

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

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

8. **Legal**

9. **Engineering**

- [A.](#) Airport Hangar Pay Request No. 1
- [B.](#) Consider Proposal for Professional Design Services for the Airport Fuel Systems Replacement Project

10. ****Financial**

- A. Payment of Claims-Listing of Bills
- B. October 2025 Financial Report

11. **Old Business**

12. **New Business**

- [A.](#) Resolution 2025-70: A Resolution Ordering Improvement and Preparation of Plans
- [B.](#) Resolution 2025-71: Resolution Declaring the Official Intent of the City of Pipestone to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
- [C.](#) Resolution 2025-72: Resolution Accepting Donation(s)
- [D.](#) Consider Utility Committee Recommendation to Support Driveway Access on 8th Avenue NW
- [E.](#) Consider Utility Committee Recommendation to Relieve Curb Stop Repair Bills
- [F.](#) Schedule Public Hearing for New Home Tax Abatement

13. Council Liaison Reports

- A. Historic Preservation Commission
- B. Utility Commission
- C. Human Rights Commission
- D. Park & Recreation Commission

14. Closing Comments

15. Executive/Closed Session

16. Adjournment

Pipestone, Minnesota
November 7, 2025

Pursuant to due call and notice thereof, a Special Meeting of the Pipestone City Council was duly held in the city council chambers at Pipestone City Hall at 9:00 a.m. on the 7th day of November 2025. Mayor Dan Delaney called the meeting to order. Members present: Dan Delaney, Danielle Thompson, Rodger Smidt, and Verdeen Colbeck. Others present: Kyle Kuphal, Public Access Coordinator Steve Moffitt, Interim City Administrator Stephanie LaBrune, Community Development Director Justin Schroyer, Administrative Assistant Megan DeWitte, City Engineer Travis Winter, Susan Hoskins, Myron Koets, John McCallum, Dave Rambow, Carla Heyl and Paul Everett.

Mayor Delaney called the meeting to order and stated the purpose of the special meeting was to consider a request for council action on the cleaning of the City Hall Building and to discuss and consider taking action on stabilizing and rehabilitating the Carnegie Library Building.

Interim Administrator LaBrune explained the findings and extent of cleaning that would need to be done to the City Hall Building to remedy the mold that was found due to moisture build up. She also explained that the chillers would need to be cleaned as well. She shared that the analysis of the mold was not the harmful black mold that most people think of and added that the recommendation from Intek was to have the rooms cleaned and another test completed after the cleaning to see if there is any change in the samples that were taken. She explained that air tests indicated that the air inside the building is actually cleaner than the samples that were taken outside.

Mayor Delaney said he sees the cleaning is a favorable need for upkeeping healthy spaces for all the persons that occupy the City Hall building.

Smidt made the motion to have staff or a cleaning company hired to clean the mold. The motion was seconded by Swanson, with all in favor. Motion was carried unanimously.

Mayor Delaney explained that the repair of Carnegie Hall has become an emergency project due to the grant funding deadlines of December 1, 2025 and in consideration of the safety and liability that currently stands with the east wall and roof deterioration.

LaBrune shared the amount of city funds that were currently available and explained that the City has another \$50,000 set aside in the 2026 budget for city buildings. LaBrune said there should be enough in total for the grant match funding that is needed. She also stated that the city would need to put in a request for an extension of the grant and/or apply for new grant money in January and March of 2026.

Mayor Delaney asked if there was enough grant money to cover the repair of the roof in addition to the east wall. LaBrune explained that the current grant agreement would have to be modified to include the roof repair because as worded now the funding is only for the east wall

stabilization and repair. Delaney said there was tax money in the levy that is intended solely for this grant match so it is only fair to the tax payer to apply that money as proposed and collected for. He then said, the building cannot be neglected any longer.

LaBrune mentioned that her and the Community Development Director have been working together in communications with state grant issuers and it has been mentioned that the Carnegie Library is high on their priority list and that their overall goal is to get as many grants as they can to cover the project.

Resident Myron Koets shared that he has worked and aided with other grants that have just needed the appropriate wording, such as, “obligated to” instead of “completed”. He said using the word obligated would grant more time to work on grant projects.

John McCollum shared that he agrees with Delaney fully and said the roof is an immediate need and advised getting the roof patched so that there is not any further deterioration to the building until the repairs can be funded and started. He also stated that the Historic Preservation Commission (HPC) really wants to save that building.

Carla Heyl stated that she is a returned Pipestone resident and explained that Carnegie Library is seen as a public and historic asset in this community and in the state as well. She said the City Council has to be good stewards to public assets and as a citizen, her hope is that the wall is shored up and the grants are pursued to fix the roof as she wants the Carnegie Library to keep being preserved as an asset.

Delaney made a motion to repair the roof of the Carnegie Library building and stabilize the east wall with funds the city has available now. Swanson seconded the motion and all were in favor. Motion carried unanimously.

ADJOURNMENT

Motion made by Delaney, seconded by Colbeck and unanimously carried to adjourn the meeting at 9:37 a.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Interim City Administrator

Pipestone, Minnesota
November 3, 2025

Pursuant to due call and notice thereof, a regular meeting of the Pipestone City Council was duly held in-person and via Zoom in the Municipal Building at 6:30 p.m. on the 3rd day of November, 2025. Mayor Dan Delaney called the meeting to order. Roll call was taken and a quorum was declared. Members present: Dan Delaney, Rodger Smidt, Scott Swanson, Danielle Thompson, and Verdeen Colbeck. Absent: None. Others present: Mr. and Mrs. Gene Bloemendaal, Morgan and Chris Miller, James Vaghn, Shauna Kuehl, Erica Volkir, Janet Bush, Russ Bauer, Lee and Karen Blom, Kyle Kuphal, City Engineer Travis Winter, City Attorney Jason Hill via Zoom, Cable Access Coordinator Steve Moffitt, and Interim City Administrator – Clerk Stephanie LaBrune.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA – ADDITIONS, CHANGES OR DELETIONS

Motion was made by Colbeck, seconded by Swanson and unanimously carried to approve the agenda with the addition of item K. Resolution 2025-69: Resolution Consenting to a Transfer of Control of Franchise under new business.

CONSENT AGENDA

Mayor Delaney stated the consent agenda contains the October 20, 2025 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 Smidt and unanimously carried to approve the consent agenda which consisted of the October 20, 2025 Regular Meeting Minutes, and Payment of Claims-Listing of Bills in the amount of \$404,393.91 for warrants #076112 to #076213.

COMMUNITY CONCERNS

None.

PUBLIC HEARING

Public Hearing to Consider Making Street and Utility Improvements on 2nd Avenue SW from 10th Street SW to 7th Street SW Pursuant to Minn. Stat. §429.011 to 429.11. The Area Proposed to be Assessed for Such Improvement is All Adjacent Parcels. The Estimated Cost of the Improvement is \$2,193,391.20.

Mayor Delaney stated, this public hearing allows the public to comment on the proposed street and utility improvements project planned for 2nd Ave. SW from 10th St. SW to 7th St. SW. Each property owner has been sent a letter with an estimated cost that could be assessed to their property if the council chooses to move forward with the project. He then said, Engineer Winter will speak about the improvements being made and the preliminary assessment roll is provided in the council packets.

Motion was made by Swanson, seconded by Thompson and unanimously carried to open the public hearing at 6:35 p.m.

Engineer Winter gave a PowerPoint presentation on the proposed 2nd Avenue SW project and explained that the estimated timeline is to have plans approved by February or 2026, construction to start in May and the final assessment hearing to be held in October of 2027. He added that the schedule could vary based on grant funding availability.

Gene Bloemendaal asked if private sewer lines and driveways would be updated with the project. Winter stated that the city would let each property owner know if their utilities were outdated and in need of being replaced.

Chris Miller who lives on a corner lot asked questions pertaining to the cost per foot on both sides of his property. He said he was assessed in 2023 for a different project. Winter explained that corner lots are looked at differently and said costs do increase from year to year.

James Vaghn shared that he has two lots and would like his main driveway widened. Winter stated that his request could be taken care of with the street project and the extra cost would be on the property owners. Vaghn also asked if the street would be widened. Winter stated that the street is now 30ft. and the standard width is 36ft so it is likely that the street would be widened.

Gene Bloemendaal asked if the city ever thought about only widening one side of the road. Winter stated that typically it makes the most sense not to do that.

Karen Blom asked if the sidewalks would be replaced. Winter replied yes.

Chris Miller asked who to contact with additional questions. Winter provided Miller with his contact information.

Motion was made by Smidt, seconded by Colbeck and unanimously carried to close the public hearing at 7:09 p.m.

REPORTS

Chamber of Commerce – Executive Director Erica Volkir provided the council with an update on past, current, and upcoming events taking place in Pipestone.

ENGINEERING

Pickleball Courts Pay Request No. 3 & 4 Final

Engineer Winter provided an update on the pickleball court project. He stated the project is now complete after the contractor completed the punch list and is recommending the project be closed out with approval of Pay Request No. 3 being paid to Duininck, Inc. in the amount of \$472.05 and Pay Request No. 4 being paid to Duininck, Inc. in the amount of \$12,186.28. Smidt stated that the surface is really smooth but the painting isn't even close. Thompson stated that she is satisfied with the final result.

Motion made by Colbeck, seconded by Thompson and unanimously carried to close out the pickleball court project by approving the payments of Pay Request No. 3 to Duininck, Inc. in the amount of \$472.05 and Pay Request No. 4 to Duininck, Inc. in the amount of \$12,186.28.

Airport AWOS Pay Request No. 1

Mayor Delaney stated, this Pay Request application completes payment for the installation of the new AWOS system, removal of the old AWOS, removal of the old non-directional beacon, and site restoration. He then said, Bolton & Menk project manager, Silas Parmar, is recommending council approval to pay Werner Bros Inc. \$88,207.50 for this pay request.

Motion made by Smidt, seconded by Thompson and unanimously carried to approve the payment of Pay Request No. 1 to Werner Bros Inc. in the amount of \$88,207.50.

2nd Street SE Street & Utility Improvements Pay Request No. 9 & Final

Engineer Winter provided an update on the 2nd St. SE project saying that the 2 blocks with cracked pavement has been replaced and the punch list is done. He added that he recommends council approval to pay, Pay Request No. 9 & Final due to Duininck, Inc. in the amount of \$33,069.57.

Motion made by Swanson, seconded by Thompson and unanimously carried to approve the payment of Pay Request No. 9 & Final to Duininck, Inc. in the amount of \$33,069.57.

OLD BUSINESSResolution 2024-62

Delaney shared, in a special work session, this evening, the council reviewed a report outlining the full scope of work that is needed to refurbish the Historic Carnegie Library building and also explained that the Minnesota Historical Society has granted \$122,162.00 to the City of Pipestone to complete repairing the east wall of the Carnegie Library Building. He also added that the deadline to complete the project is December 1, 2025, explaining that the council will need to make a decision on whether or not to apply for an extension.

Project costs and funding were discussed, with LaBrune sharing that a portion of the funds set aside for the match on the project were used to pay LHB for the full scope of work. Following discussion, Colbeck made a motion to have staff move forward with applying for a grant extension. The motion was seconded by Thompson and passed 3 to 2 with Delaney, Thompson, and Colbeck voting in favor of the motion and Smidt and Swanson voting against.

Smidt and Swanson both agreed that they want to be up to speed on exactly how much funding has been set aside for the Carnegie Library before making an official decision on whether or not to proceed with the project.

A second motion was then made by Colbeck, seconded by Thompson and unanimously carried to schedule a special meeting on November 7th at 9:00 a.m. to be able to gather more information on city funding and to consider making improvements to the Carnegie Library building and City Hall building due to running short on time during the 5:30p.m. special meeting.

NEW BUSINESSRequest for Council Action - Chamber

Erica Volkir from the Chamber of Commerce requested permission and assistance to produce the following holiday events:

MERRY & BRIGHT PARADE

Volkir stated, the Chamber is requesting a Parade Permit for Friday, December 5, 2025. Explaining, the parade will begin at 5:30 pm and conclude approximately 6:00 pm. Lineup is at 5:00 pm. starting at West Main St and 3rd Ave NW/SW, heading east 2 blocks, then turning south onto Hiawatha Avenue, continuing south 2 more blocks and ending at the corner of Hiawatha Ave and 3rd St SW. Lineup will be along 3rd Ave NW. Volkir said, they expect between 10 and 20 parade entries for this event. As part of this request, the chamber is also asking for assistance from the Public Works Dept to place “No Parking Signs” on W Main Street, S Hiawatha Ave, and 3rd St SW as well as provide barricades to block cross streets to prevent traffic from entering the parade route. She said, Mike Bloemendaal is supportive of this request and said, the Pipestone Fire Dept has also volunteered to chauffeur Santa Claus through the parade.

SANTA VISIT

Volkir said, the Chamber is requesting to utilize the Municipal Building Saturday, December 6, 2025, for Santa to Visit. In coordination with the North Pole, Santa & Mrs. Claus would like to meet the children of the Pipestone area. The Chamber is requesting the use of the main lobby/hall of the Municipal Building to host Mr. & Mrs. Claus from 10:00 am until Noon. Additionally, she said, they are requesting the use of the Council Chambers and the Conference Room at West end for Santa’s Bookshop. Elves will be providing activities and free books for children.

Motion made by Swanson and seconded by Thompson to approve the Chamber’s request as presented. Motion approved unanimously.

Request for Council Action

Delaney shared with the council that Jeff & Nancy Terry have made a written request for financial relief from their sewer bill. He said, the Terry’s moved to Pipestone in July and put new sod down on their property which led to high water usage. Not knowing that the sewage charges are based on their water usage, they were surprised by their sewage bill and requesting some relief from their sewage usage bill due to the water not actually going down the sanitary sewer system. Delaney said this situation is unique in the fact that the Terry’s are new property owners in Pipestone and do not have prior utility bills to look back at to see what their average water usage is. The Terry’s request does not ask for a specific amount to be relieved, it simply states any amount of credit towards their bill for the months of August and September would be appreciated. Delaney also noted that this may set a precedence and if the council chooses to relieve any of the sewage costs, the city treasurer is recommending that the Terry’s pay no less than \$100 per month toward their sewer charges for the months of August and September.

Discussion was held and Delaney made a suggestion to cap the August and September sewer bills at \$85 each, explaining that he has a household of two and that is approximately what his bill is per month.

Motion made by Smidt and seconded by Swanson to reduce Jeff and Nancy Terry’s sewer bill for the months of August and September 2025 to \$85 per month due to them being new to town and the water they used not going down the sewer. Motion unanimously approved.

Resolution 2025-67 – This resolution accepts the following donations:

- William A. Winter Contractor \$300.00 Lights at the Lodge event

- Charles and Dorie Sendelbach \$500.00 Lights at the Lodge event
- Pipestone Realty LLC \$100.00 Lights at the Lodge event
- Greg’s Welding, Inc. \$100.00 Lights at the Lodge event
- Winter Title & Abstract Companies \$500.00 Lights at the Lodge event
- Pepsi Cola Bottling Co. \$100.00 Lights at the Lodge event
- A&S Drugs LLC \$100.00 Lights at the Lodge event
- O’Neill O’Neill & Barduson \$100.00 Lights at the Lodge event
- Darveaux Foods of Pipestone, Inc. \$200.00 Lights at the Lodge event
- Brownstone Book Fund 100 Books valued at \$1,000 to Encourage Reading

Motion made by Swanson, seconded by Thompson and unanimously carried to approve Resolution 2025-67: Resolution Accepting Donation(s).

Resolution 2025-68

Delaney said, Resolution 2025-68 is a resolution adopting the assessment roll for the 2023 street and utility improvements project. On October 20th, a public hearing was held on the proposed assessments. Following the public hearing, the city’s engineer and staff followed up with property owners where changes to their assessments were warranted. He shared; the full assessment roll is included in the council’s packets with the total of the assessment amount of \$1,126,773.26. The total cost will be assessed onto the property owner’s taxes for a period of 10 years at five percent interest.

Motion made by Swanson, seconded by Thompson and unanimously carried to accept Resolution 2025-68 as read.

Adopt Sanitary Sewer Loan Program Assessments

Delaney explained that council approval is needed to authorize the assessment of \$131,426.82 for 26 new private sewer lines. He said, this year 26 property owners took advantage of the zero percent interest sanitary sewer loan program to update their private sewer services. The total cost will be assessed onto the property owner’s taxes for a period of 7 years at zero percent interest.

Motion made by Smidt, seconded by Colbeck and unanimously carried to adopt the sanitary sewer assessment list and forward the assessments to the County Auditor to be included with the next 7 years’ property taxes beginning with 2026 at a rate of zero percent interest.

Authorize Change in Bank Signers at First State Bank Southwest and First Farmers and Merchants Bank

Delaney said, due to personnel changes, a motion needs to be made to formally remove Deb Nelson as an authorized signer and user from all First State Bank Southwest and First Farmers and Merchants Bank accounts and add Stephanie LaBrune as a signer and user for all city bank and investment accounts.

Motion made by Colbeck, seconded by Thompson and unanimously carried to remove Deb Nelson as an authorized signer and user from all First State Bank Southwest and First Farmers and Merchants Bank accounts and add Stephanie LaBrune as a signer and user for all city bank and investment accounts.

Consider Appointment to Community Improvement Commission

Delaney shared; Dave Rambow has applied to serve on the community improvement commission and called for a motion to confirm the appointment.

Swanson made a motion to confirm the appointment of Dave Rambow to the Community Improvement Commission. The motion was seconded by Smidt and carried unanimously.

Approve Mike Bloemendaal's Performance Evaluation Summary

Delaney said, Michael Bloemendaal's annual evaluation was held on October 20, 2025 in closed session at the Pipestone City Council meeting. Stating, Mayor Dan Delaney and Council members, Rodger Smidt, Scott Swanson, Verdeen Colbeck, and Danielle Thompson unanimously agreed that the evaluation of Mike's performance is satisfactory and warrants a step increase effective July 1, 2025. The basis of the satisfactory evaluation was due to the following findings:

- Bloemendaal has great organizational skills with all of the departments he manages.
- Bloemendaal has a great personality and is compassionate to customers.
- Bloemendaal does a great job addressing public concerns and keeping up with public demands.
- Bloemendaal makes decisions in the best interest of the city.
- Bloemendaal's goals are to be more efficient by making plans to update equipment and office programs.

Motion made by Smidt, seconded by Colbeck and unanimously carried to approve Michael Bloemendaal's satisfactory performance evaluation and authorize a step increase effective 7-1-2025.

Approve Jody Wacker's Performance Evaluation Summary

Delaney shared, Jody Wacker's annual evaluation was held on October 20, 2025 in closed session at the Pipestone City Council meeting. Mayor Dan Delaney and Council members, Rodger Smidt, Scott Swanson, Verdeen Colbeck, and Danielle Thompson unanimously agreed that the evaluation of Jody's performance is satisfactory and warrants a step increase effective January 1, 2025. The basis of the satisfactory evaluation was due to the following findings:

- Wacker has done an excellent job with the transition and development of a new library.
- Wacker has a contagious and welcoming personality.
- Wacker does a great job obtaining grants and funding to provide unique programs for all of the library's patrons.
- Wacker is proactive and has worked hard to collaborate with other local organizations to provide programming opportunities outside of the library.
- Wacker is fiscally responsible and makes decisions in the best interest of the city.
- Wacker's goals are to increase the library's reach to middle school and high school students, create an outdoor green space, and add more ADA signs in the library.

Motion made by Swanson, seconded by Smidt and unanimously carried to approve Jody Wacker's satisfactory performance evaluation and authorize a step increase effective 1-1-2025.

Consider Amendment to Personnel Policy

Delaney said, due to the new Minnesota Paid Family Medical Leave law, new language needs to be added to the personnel policy. The new language is included in the council packet. Additionally, a request was made to the personnel committee from staff to change the hours of operation at City Hall from 8am – 5pm to 8am – 4:30pm. With this change, staff at city hall would receive a ½ hour lunch period rather than a 1 hr. lunch period. He added, the personnel committee is recommending the council approve the change in working hours.

Motion by Smidt, second by Thompson, and unanimously carried to authorize the amendments to the Personnel Policy as presented.

Resolution 2025-69

Delaney said, this resolution will authorize the consent of a Pro Forma Asset Transfer from the franchisee Clarity Telecom, LLC and Bluepeak subsidiary, who currently holds a cable television franchise agreement with the city. The Bluepeak Subsidiary will assume all duties, rights and responsibilities pertaining to the operation of the cable television system pursuant to the Franchise granted by the City, which will continue unchanged in full force and effect. Delaney then said, the city’s franchise Attorney, Brian Brogan, with Moss and Barnett drafted this resolution and is recommending council approval.

Motion by Swanson, seconded by Thompson, and unanimously carried to approve Resolution 2025-69: Resolution Consenting to a Transfer of Control of Franchise.

CLOSING COMMENTS

None.

ADJOURNMENT

Motion was made by Thompson, seconded by Smidt, and carried unanimously to adjourn the meeting at 8:10 p.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Interim City Administrator - Clerk

Pipestone, Minnesota
November 7, 2025

Pursuant to due call and notice thereof, a Special Meeting of the Pipestone City Council was duly held in the city council chambers at Pipestone City Hall at 9:00 a.m. on the 7th day of November 2025. Mayor Dan Delaney called the meeting to order. Members present: Dan Delaney, Danielle Thompson, Rodger Smidt, and Verdeen Colbeck. Others present: Kyle Kuphal, Public Access Coordinator Steve Moffitt, Interim City Administrator Stephanie LaBrune, Community Development Director Justin Schroyer, Administrative Assistant Megan DeWitte, City Engineer Travis Winter, Susan Hoskins, Myron Koets, John McCallum, Dave Rambow, Carla Heyl and Paul Everett.

Mayor Delaney called the meeting to order and stated the purpose of the special meeting was to consider a request for council action on the cleaning of the City Hall Building and to discuss and consider taking action on stabilizing and rehabilitating the Carnegie Library Building.

Interim Administrator LaBrune explained the findings and extent of cleaning that would need to be done to the City Hall Building to remedy the mold that was found due to moisture build up. She also explained that the chillers would need to be cleaned as well. She shared that the analysis of the mold was not the harmful black mold that most people think of and added that the recommendation from Intek was to have the rooms cleaned and another test completed after the cleaning to see if there is any change in the samples that were taken. She explained that air tests indicated that the air inside the building is actually cleaner than the samples that were taken outside.

Mayor Delaney said he sees the cleaning is a favorable need for upkeeping healthy spaces for all the persons that occupy the City Hall building.

Smidt made the motion to have staff or a cleaning company hired to clean the mold. The motion was seconded by Swanson, with all in favor. Motion was carried unanimously.

Mayor Delaney explained that the repair of Carnegie Hall has become an emergency project due to the grant funding deadlines of December 1, 2025 and in consideration of the safety and liability that currently stands with the east wall and roof deterioration.

LaBrune shared the amount of city funds that were currently available and explained that the City has another \$50,000 set aside in the 2026 budget for city buildings. LaBrune said there should be enough in total for the grant match funding that is needed. She also stated that the city would need to put in a request for an extension of the grant and/or apply for new grant money in January and March of 2026.

Mayor Delaney asked if there was enough grant money to cover the repair of the roof in addition to the east wall. LaBrune explained that the current grant agreement would have to be modified to include the roof repair because as worded now the funding is only for the east wall

stabilization and repair. Delaney said there was tax money in the levy that is intended solely for this grant match so it is only fair to the tax payer to apply that money as proposed and collected for. He then said, the building cannot be neglected any longer.

LaBrune mentioned that her and the Community Development Director have been working together in communications with state grant issuers and it has been mentioned that the Carnegie Library is high on their priority list and that their overall goal is to get as many grants as they can to cover the project.

Resident Myron Koets shared that he has worked and aided with other grants that have just needed the appropriate wording, such as, "obligated to" instead of "completed". He said using the word obligated would grant more time to work on grant projects.

John McCollum shared that he agrees with Delaney fully and said the roof is an immediate need and advised getting the roof patched so that there is not any further deterioration to the building until the repairs can be funded and started. He also stated that the Historic Preservation Commission (HPC) really wants to save that building.

Carla Heyl stated that she is a returned Pipestone resident and explained that Carnegie Library is seen as a public and historic asset in this community and in the state as well. She said the City Council has to be good stewards to public assets and as a citizen, her hope is that the wall is shored up and the grants are pursued to fix the roof as she wants the Carnegie Library to keep being preserved as an asset.

Delaney made a motion to repair the roof of the Carnegie Library building and stabilize the east wall with funds the city has available now. Swanson seconded the motion and all were in favor. Motion carried unanimously.

ADJOURNMENT

Motion made by Delaney, seconded by Colbeck and unanimously carried to adjourn the meeting at 9:37 a.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Interim City Administrator



Real People. Real Solutions.

7533 Sur

Section 9, Item A.

Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

November 10, 2025

Ms. Stephanie LaBrune
Interim City Administrator
City of Pipestone
119 2nd Avenue Southwest
Pipestone, MN 56164

RE: Pipestone Municipal Airport (PQN)
80' x 80' Hangar
FAA AIP 3-27-0079-019-2025 / AIG 020-2025
SP No. A5901-59 & 60

Dear Ms. LaBrune:

Enclosed is Pay Application No. 1 for the above referenced project in the amount of **\$229,224.56**. This Pay Application completes payment for civil site work and building material cost.

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

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

Sincerely,
Bolton & Menk, Inc.

Silas Parmar, P.E.
Project Manager

Enclosures

Contractor's Application for Payment

Owner: CITY OF PIPESTONE	Owner's Project No.: _____
Engineer: BOLTON & MENK, INC.	Engineer's Project No.: 24X.136402
Contractor: EVERSTRONG CONSTRUCTION, INC.	Agency's Project No.: FAA AIP 19-25/AIG 20-25/ SP A5001-49/50
Project: 80' X 80' HANGAR	
Application No.: 1	Application Date: 11/7/2025
Application Period: From 10/6/2025 to 10/31/2025	

1. Original Contract Price	\$	803,732.46
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	803,732.46
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	241,289.01
5. Retainage		
a. 5% X \$ 241,289.01 Work Completed	\$	12,064.45
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	12,064.45
6. Amount eligible to date (Line 4 - Line 5.c)	\$	229,224.56
7. Less previous payments		
8. Amount due this application	\$	229,224.56
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	562,443.45

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: EVERSTRONG CONSTRUCTION, INC.

Signed by:

Signature: Pete U'Ren **Date:** November 10, 2025

Name: PETE U'REN **Title:** PRESIDENT

<p>Recommended by Engineer</p> <p><small>DocuSigned by:</small></p> <p>By: <u>Silas Parmar</u></p> <p>Name: <u>SILAS PARMAR</u></p> <p>Title: <u>PROJECT MANAGER</u></p> <p>Date: <u>11/7/2025</u></p>	<p>Approved by Owner</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
---	--

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: CITY OF PIPESTONE	Owner's Project No.:	Section 9, Item A.
Engineer: BOLTON & MENK, INC.	Engineer's Project No.:	24X.136402
Contractor: EVERSTRONG CONSTRUCTION, INC.	Contractor's Project No.:	
Project: 80' X 80' HANGAR	Agency's Project No.:	FAA AIP 19-25/AIG 20-25/ SP A5001-49/50

Application No.: 1 Application Period: From 10/06/25 to 10/31/25 Application Date: 11/07/25

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		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) (\$)				
Original Contract													
1	80' X 80' HANGAR, COMPLETE DESIGN-BUILD PER RFP	1.00	LUMP SUM	803,732.46	803,732.46			0.300211	241,289.01		241,289.01	30%	562,443.45
Original Contract Totals					\$ 803,732.46			\$ -	\$ 241,289.01	\$ -	\$ 241,289.01	30%	\$ 562,443.45



**BOLTON
& MENK**

Real People. Real Solutions.

1501 So Section 9, Item B.
Suite 100
Fairmont, MN 56031-4467
Ph: (507) 238-4738
Fax: (507) 238-4732
Bolton-Menk.com

November 3, 2025

Ms. Stephanie LaBrune
Interim City Administrator
City of Pipestone
119 2nd Avenue Southwest
Pipestone, MN 56164

RE: Pipestone Municipal Airport (PQN)
AVGAS and Jet A Fuel System Replacement - Design
Proposal for Professional Services

Dear Ms. LaBrune,

Bolton & Menk is pleased to submit our proposal for Professional Services for the AVGAS and Jet A Fuel System Replacement design project at the Pipestone Municipal Airport.

Our understanding of the project is the city desires to replace the existing underground 12,000-gallon AVGAS and 4,000-gallon Jet A fuel tanks and systems with new, above ground systems. The existing underground fuel tanks are at the end of their useful life and groundwater is seeping into the tanks. This project will install new, above ground 10,000-gallon AVGAS and 5,000 gallon Jet A complete fuel systems with concrete pad, card reader, and fuel pump.

This proposal will include design and bid administration services. Construction administration services will be completed under a future work order.

SCOPE OF SERVICES:

TASK 1 DESIGN & BID ADMINISTRATION:

1.1 Project Scoping

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

Consultant shall coordinate with the Sponsor, MnDOT, and other applicable agencies to complete the work elements in Task 1.

1.2 Project Meetings

Up to three (3) meetings with the City and MnDOT are included. It is anticipated that these meetings will include appropriate City and MnDOT personnel and be conducted both virtually and in person. Meetings will be scheduled as necessary for work items included in Task 1.

1.3 Site Selection

Consultant shall complete a site selection survey to identify locations where the new above ground fuel systems can be installed. Consultant shall review FAR Part 77 airspace to ensure the proposed location is not a transitional surface penetration to Runway 18/36. Consultant shall develop up to three (3) site locations for the fuel system and share with the City. One (1) site selection meeting will be held with the City to select the final location for the new fuel systems.

1.4 Topographical Survey

Consultant shall establish survey control for the design survey utilizing existing established control points adjacent to the airport. Pipestone County coordinates shall be utilized for the survey. Survey work will include all utilities, pavement center, edges, and intermediate shots, ground shots, lights, signs, drainage structures, and buildings. It is anticipated survey fieldwork will require one (1) trip to the airport. Consultant shall convert the survey data in CAD format for use in design.

1.5 Geotechnical Investigation

Geotechnical investigation shall be completed in the location of proposed construction. One (1) soil boring to a depth of 15-feet will be completed. A report with a summary of existing soils and a recommendation for the fuel system concrete foundation will be provided. Geotechnical investigation shall be completed by American Engineering Testing.

1.6 Construction Safety and Phasing Plan (CSPP)

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

1.7 Prepare Preliminary Plans, Specifications, and Cost Estimate

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project.

Preliminary plans will include design services for site preparation, civil site work, erosion control, stormwater management, pavement construction, and fuel system construction.

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project and expected to include the following:

- Title Sheet
- Construction Safety and Phasing Plan
- Statement of Estimated Quantities
- Storm Water Pollution Prevention Plan (SWPPP)
- Erosion Control Plan
- Demolition Plan
- Typical Sections
- Civil Site Plan
- Fuel System Location
- Fuel System Details

- Electrical System Plan
- Electrical System Details

Consultant will assemble the technical specifications necessary for the intended work. Standard MnDOT specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by MnDOT specifications. Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare preliminary construction cost estimate.

Subconsultants supporting design services related the new fuel systems will include Endpoint Solutions for all mechanical engineering and Barr Engineering for all electrical engineering.

1.8 Final Plans, Specifications, and Cost Estimate

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor for review. One (1) virtual design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

1.9 Prepare Final Bidding Documents

Consultant shall prepare the final bidding documents for the project and make available for download through the Quest Construction Document Network website (QuestCDN). Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

1.10 Pre-Bid and Bid Opening

No pre-bid meeting will be scheduled for this project.

Consultant shall attend the virtual bid opening and process the bidding proposals.

1.11 Bid Assistance, Review, and Award

During the bidding process, Consultant will be available to clarify bidding questions with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required. Addenda will be made available to the plan holders through Quest CDN. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and Consultant shall be reimbursed for this effort as an amendment

to this contract.

Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids submitted. If rejection is recommended, Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made, Consultant will distribute the bid tabulations on request of the Sponsor.

1.12 Prepare Grant Application

Consultant shall prepare the State Grant Application after project design has been completed and the bids accepted. Consultant shall submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to MnDOT for further processing.

CONSIDERATION:

The services described above in this proposal shall be completed on a **LUMP SUM** basis of **\$85,000**.

The anticipated funding participation is as follows:

- State (60%): \$ 51,000.00
- Local (40%): \$ 34,000.00

SCHEDULE:

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

- Design: November 2025 – March 2026
- Bid Letting: April 2026
- Construction: September – October 2026

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

Sincerely,

Bolton & Menk, Inc.



Silas Parmar, P.E.
Aviation Project Manager

Authorization and acceptance of this letter proposal.

City of Pipestone, Minnesota

Mr. Dan Delaney
Mayor

Date

Endpoint Solutions

6871 South Lovers Lane
Franklin, WI 53132
Telephone: (414) 427-1200
Fax: (414) 427-1259
www.endpointcorporation.com

Mr. Silas Parmar, P.E.
Aviation Project Manager/Principal
Bolton & Menk, Inc.
111 Washington Ave. S, Ste 650
Minneapolis, MN 55401

August 6, 2025

Subject: Proposal for Professional Services
Pipestone Municipal Airport –Aviation Fueling System Design
13th St SE, Pipestone, MN 56164

Dear Mr. Parmar:

Endpoint Solutions Corp. (Endpoint) appreciates the opportunity to submit this proposal to Bolton & Menk, Inc. for Aviation Fueling System Design Services for Pipestone Municipal Airport, in Pipestone, MN. This proposal is being submitted pursuant to our prior discussions and includes our understanding of the desired scope.

PROJECT UNDERSTANDING & APPROACH

Based on our review of project requirements and our experience with similar systems, Endpoint has developed the following scope of work that will be performed by Endpoint during the preliminary design of the fueling system.

The fueling systems currently include two (2) underground storage tanks (USTs), one (1) 4,000-gallon UST for Jet A fuel, and one (1) 12,000-gallon UST for 100 low-lead aviation gasoline (AvGas). The existing USTs use dispensing cabinets to transfer fuel directly into the aircraft. Attended, self-service fueling is available using a manual system to manage transactions.

It is our understanding that the scope of the fueling system modifications tentatively includes; removal of the existing USTs, piping and dispensers, installation of two (2) new aboveground storage tanks (ASTs), installation of aboveground piping from the ASTs to the dispenser locations, replacement of the existing dispensers with new aviation-style cabinets for 24-hour, self-service fueling for Jet A fuel and AvGas as well as offload filtration (JetA), a card reader/fuel management system for credit card and fleet card transactions, signage, pavement and lighting improvements associated with these upgrades. Other possible upgrades to the fueling facilities may include a card reader shelter.

FUELING SYSTEM DESIGN & BID DOCUMENT PREPARATION

Endpoint will work with Bolton & Menk to finalize a project work scope and will prepare 30%, 65% and 100% design drawings, including the fueling system layout and tank details, site figures, system figures, description of the system and components, product information and other documentation necessary for bidding the project to qualified contractors. The 65% design will include budgetary

cost estimates for the proposed system and will account for considerations discussed with airport staff and Bolton & Menk including:

- Specifications of UST closure/removal requirements;
- Tank design for up to two (2) ASTs;
- Design of secondary containment for ASTs;
- Review available information regarding site soil and groundwater to be managed during the removal of the existing storage tanks and installation of the new tanks;
- Specification of management procedures for excavation dewatering, if needed;
- Dispenser pump cabinet design and specifications for two fuel products;
- Design and specification of piping systems from the ASTs to the dispensers;
- Specification of overfill alarm and transfer shutoff mechanisms to prevent accidental tank overfill;
- Provisions for testing the ASTs for water and contaminants;
- Layout of concrete pavement areas for underneath the ASTs, tanker unloading area and dispenser area;
- Establish radius of reach and setbacks for fueling area;
- Requirements for fuel filtration and fuel system materials of construction;
- Specify off load connections to allow for fuel tanks delivery to site;
- Specification of fuel management system, card reader hardware, and transaction requirements;
- Specification of tank monitor equipment;
- Specification of tank gauging appurtenances;
- Design and specification of crash protection and site safety features as required by code;
- Establish lighting and security operational requirements for unattended fueling;
- Compliance with governing regulations for unattended fueling;
- A list of contractor deliverables including labor, equipment, submittal approvals and authorizations;

- A description of site assumptions that will affect the installation (i.e. power, tank monitor location, snow handling and mowing activities, etc.); and;
- Qualifications requirements for the installation contractor.

Bolton & Menk will be responsible for the following:

- Overall project management and coordination with the airport personnel and MnDOT;
- Development of base map site plan including establishing/verifying property lines;
- Preparation of drawing set cover sheet, construction layout sheet, and construction safety and phase plan sheet;
- Establish location and design details for fueling area pavement; and,
- Prepare electrical/lighting plan and details for system power, to properly illuminate fueling area, provide grounding, and provide security.

Endpoint's design services include up to one (1) visit to the airport to review pre-design conditions. The 30% and 65% design documents and budgetary estimates will be reviewed via virtual meetings with Bolton & Menk and the Airport. Comments from the 30% and 65% design documents will be incorporated into a 90% design and specification package, which will be submitted to Bolton & Menk, the airport and MnDOT for review and comment. The review of the 90% draft design documents will be performed via virtual meeting with Bolton & Menk, airport personnel and MnDOT.

A revised engineer's estimate will be provided for the system along with the 100% design documents.

Bolton & Menk will be responsible for preparing and publishing the Project Specifications and required bidding documents for distribution to pre-qualified bidders. Endpoint will prepare and provide Bolton & Menk with selected specification sections and drawings associated with the fueling system, to be incorporated into Bolton & Menk's overall document. The selected sections of the Project Specifications will include all relevant fueling system design information including drawings and specifications (Special Provisions and Schedule of Prices).

BID ADMINISTRATION ASSISTANCE

Endpoint will assist Bolton & Menk with the identification and prequalification of bidders for the construction of the fueling system installation. Bidders will be prequalified based on their past performance, proper certification, safety record, financial stability and capability to deliver the work scope. Bolton & Menk will be responsible for distributing the bid document to prequalified bidders and Endpoint will serve as the bidder's point of contact for technical questions by bidders related to the fueling system portion of the scope of work. When bids are received, Endpoint will review and provide a recommendation for the contractor to be selected

POST AWARD SERVICES

Endpoint will provide a separate proposal for services after contractor award. These services may include submittal reviews, construction oversight and inspection, as-built documentation, and/or system start-up and training. These services are specifically excluded from this proposal. Endpoint can also provide a separate proposal to assist with operator training for system inspections and or Spill Prevention Control and Countermeasure (SPCC) plan updates, as required.

PROJECT FEES

We propose to complete the work scope described in this proposal on a time-and-materials (T&M) basis utilizing our standard hourly rates (refer to attached *Schedule of Fees and Charges*). A preliminary estimate of our proposed project costs is **\$26,690.00**. Payment of Endpoint invoices will be due either within five (5) days following payment from client on Bolton & Menk's invoice containing the applicable Endpoint services, or within sixty (60) days of invoice submittal from Endpoint, whichever is less.

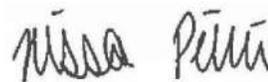
CLOSING

We appreciate the opportunity and look forward to working with Bolton & Menk on this project. To authorize this work please execute the attached Client Agreement & Task Order and return to us via email (marissa@endpointcorporation.com) or mail at the address above. If you have additional questions related to this proposal, please contact us directly at 414-858-1204. We look forward to hearing from you.

Sincerely,

Endpoint Solutions

Wade C. Wollermann, P.E.
Principal



Marissa Pilarski
Associate Engineer

Attachment – Client Agreement
Task Order 2025-001
Schedule of Fees and Charges

August 18, 2025

Mr. Silas Parmar, P.E.

Bolton & Menk, Inc.

7533 Sunwood Drive NW

Ramsey, MN 55303

**RE: PIPESTONE, MN AIRPORT – FUELING STATION PROJECT
PROPOSAL FOR ELECTRICAL ENGINEERING SERVICES**

Dear Silas:

Thank you for contacting us regarding electrical engineering services for design of the Pipestone, MN Municipal Airport Fueling Station project, to install a new fueling station at the airport. We are providing this letter to outline our understanding of the project, our proposed scope of services, and our proposed fees for the design and bid phase of the project.

PROJECT DESCRIPTION

We understand from your email of August 6, 2025, that Pipestone Municipal Airport will undertake a project to replace their existing aviation fueling systems for both Jet A and 100LL. As part of the project electrical systems to power the new pumps, hose reels, area lighting, monitoring, and point-of-sale (POS) systems will be required.

We understand that the design and specification of the fueling systems themselves will be performed by Endpoint Solutions of Franklin, WI, with whom we have recent experience designing fueling systems for other airports.

Based on this understanding Barr will work with you and Endpoint Solutions to develop final plans and specifications to be issued for bidding.

This proposal is intended to outline our scope of service pertaining to design and bid phase activities. However, we are not including construction phase services in this proposal, which may be provided in a separate, future proposal.

SCOPE OF SERVICES

In support of your efforts, Barr proposes to provide the following subconsultant services to Bolton & Menk (BMI):

1. Provide a pre-design site visit to observe existing conditions and collect information related to the electrical design. Travel is anticipated to be by automobile.
2. Provide electrical design and circuiting plan based on the AutoCAD drawing file of the airfield plan, as provided to us by BMI.
3. Provide electrical design installation details.
4. This proposal assumes that there is an existing power source that feeds existing fueling systems which may be used to feed the new replacement system.
5. Provide technical specifications for the electrical work.
6. Provide an estimated construction cost for the electrical systems if so requested.
7. Bid-phase assistance including addressing questions which may arise from bidders and addenda items as necessary.
8. As mentioned above, construction phase services are not included.

PROPOSED FEE

Barr Engineering proposes to provide the outlined scope of services to BMI on an hourly basis to an anticipated maximum of \$11,500.

Services are billed monthly according to the work complete. Reimbursables such as automobile mileage are included in the total above.

Thank you for the opportunity to present this proposal. We look forward to working with you on this project.

Sincerely,

BARR ENGINEERING CO.

Mark E. Ziemer, P.E.

Senior Electrical Engineer



October 31, 2025

Silas Parmar, PE
Bolton and Menk Inc.
12224 Nicollet Ave
Burnsville, MN 55337
Silas.parmar@bolton-menk.com

RE: Proposal for Geotechnical Services
Pipestone Airport Fuel Tank Pad
13th Street SE
Pipestone, Minnesota
AET #P-0048212

Dear Mr. Parmar:

American Engineering Testing, Inc. is pleased to submit a proposal for this project. In this proposal, we present our understanding of the project, an outline of the scope of services we are to provide, a fee schedule, and an estimate of charges for our services.

Purpose

The purpose of this geotechnical work is to explore the subsurface conditions at the site, and based on our characterization of the obtained data, to prepare a geotechnical engineering report presenting comments and recommendations to assist you and your design team in planning and construction.

Project Information

We understand that you are planning to construct two new concrete fuel pads to support two 10,000 gallon above ground fuel tanks. We do not have any specific structural loading information; we assume light to moderate loads for the proposed structures. We understand that the site is at the existing Pipestone Airport adjacent to a taxiway area.

Scope of Services

Field Exploration

As requested by you, our subsurface exploration program will consist of the following:

- Perform 1 standard penetration test boring (ASTM:D1586) to a depth of 14.5 feet each.
- Seal the boreholes per Minnesota Department of Health requirements.

We understand the proposed soil boring location will be staked and the surface elevation provided by Bolton and Menk, prior to completion of our Gopher State One Call. We have not

1603 Halbur Road | Marshall, MN 56258

Phone (507) 532-0771 | (800) 972-6364 | Fax (651) 659-1379 | teamAET.com | AA/EEO

This document shall not be reproduced, except in full, without written approval from American Engineering Testing, Inc.

had an opportunity to observe the project site; we assume that the proposed boring locations will be accessible to our truck mounted equipment. Also, if required, snow removal costs have not been included in this proposal.

We will drill the borings using hollow stem augers or by rotary mud drilling, and sampling by the split-barrel method (ASTM D1586). Our crew will keep field logs noting the methods of drilling and sampling, the Standard Penetration Values (N-values, “blows per foot”), preliminary soil classification, and observed groundwater levels. Representative portions of recovered samples will be sealed in jars to prevent moisture loss and submitted to our laboratory for review, testing and final classification. We will backfill the boreholes and soundings to comply with the Minnesota Department of Health Regulations.

The pavement/parking lot will be patched with bituminous cold patch. Even after backfilling, some sloughing of the backfill may occur, resulting in a potential tripping hazard to pedestrians. We assume that the property owner will backfill and repair any boreholes that may slough after our exploration is complete. AET cannot accept any liability associated with pedestrian injury. Accessing the boring locations may leave ruts in the ground. We assume that the property owner will perform any site restoration work. We have not included a fee for site restoration in our cost estimate.

Underground Utilities

Before we drill, we will contact Gopher State One Call to locate public underground utilities. Gopher State One Call does not currently charge for this service, but they will not locate private underground utilities or structures. Examples of private utilities include, but are not limited to, propane lines, sewer laterals, storm sewer, sprinkler systems, site lighting, and electric and data lines between buildings. **The property owner is responsible for locating all private underground utilities and structures.** Please provide us with any maps, plans and records showing the location of all private utilities and structures.

We can provide you with names and contact information for private utility locators. These companies usually charge a fee for their services. Also, please note that private locators cannot guarantee that all private utilities will be located. For the private locator to be accurate and effective, the property owner must provide maps, plans and records showing the location of all private utilities and structures. The property owner must also provide a knowledgeable site representative to meet with the private locator and AET personnel.

AET shall be entitled to rely upon the accuracy of all location information supplied by any source. We will not be responsible for any damages to underground utilities or structures not located or incorrectly identified by the property owner, any maps, plans or records, or public or private utility locator providers.

Laboratory Testing

We will initiate routine laboratory testing by reviewing each recovered soil sample to assess the major and minor soil components, while also noting the color, degree of saturation, and lenses

or seams in the samples. If we encounter cohesive soil, we will test selected samples for dry density, moisture content, Atterberg Limits, and unconfined compressive strength tests.

Engineering Report

Upon completion of the drilling and laboratory work, we will prepare a geotechnical report describing the subsurface conditions encountered and presenting our foundation recommendations for support of the fuel tank concrete pads. The report will also discuss earthwork recommendations and present our geotechnical engineering opinions and recommendations regarding the following:

- Grading procedures to prepare the concrete fuel pad area for structural support, including comments on the suitability of the on-site soils for reuse as fill.
- Foundation types and depths, including allowable soil bearing capacity and estimates of foundation settlement.
- Backfilling procedures, including material types and compaction requirements.
- Comments on other items which may affect final performance or constructability, such as frost heave and drainage considerations

Insurance

For the mutual protection of you and American Engineering Testing, we maintain both general and professional liability insurance. Certificates of such insurance can be provided at your request.

Project Direction

Services we perform on your project will be done under the direction of an experienced geotechnical engineer registered in the State of Minnesota.

Fees

The scope of work defined in this proposal will be performed on a lump sum basis in accordance with the attached schedule of fees. For the scope of work described above, the estimated cost will be as follows:

<u>Task</u>	<u>Cost</u>
Mobilization/Demobilization	\$500.00
Clear Utilities (Soil Boring Layout by BMI)	\$200.00
Soil Borings	\$1,000.00
Pavement Coring	\$0.00
MDH Sealing Notification	\$0.00
Laboratory Testing	\$400.00
Report and Project Management	\$1,400.00
TOTAL	\$3,500.00

We would not exceed \$3,500.00 without prior authorization. If additional drilling is required for proper soil evaluation it would be charged at a unit rate of \$35/foot.

In the event the scope of our services needs to be revised due to unanticipated conditions or for proper evaluation, we will review such scope adjustments and the associated fees with you and receive your approval before proceeding.

Minnesota Department of Health Fees

Effective July 1, 2019, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all licensed drilling companies are required by law to grout the boreholes upon completion. For borings 25 feet in depth or deeper all licensed drilling companies must submit written notification to the MDH prior to drilling along with a fee of \$75. Projects that span multiple properties will require multiple notifications. The MDH also requires that a Sealing Record be submitted to the MDH, with a copy to you, after the borings are completed. The above fee estimate for our geotechnical services includes the MDH fee for the proposed scope of drilling; however, because final boring depths can change, for example, due to possible unanticipated poor soil conditions, the final MDH fee (including an administrative charge of \$75 per notification) will be added, if necessary, to our final invoice to you.

The MDH Notification and Sealing Record requires the Property Owner name and mailing address (the Property Owner will also receive a copy of the Sealing Record). Please provide this information below.

Property Owner's name/company name:

Property Owner's mailing address:

Performance Schedule

Weather permitting; we anticipate drilling operations can begin within about 3 to 4 weeks after receiving authorization to proceed. Verbal results of the drilling activities can be obtained shortly after completion of the drilling. We anticipate the geotechnical report can be prepared within about 2 weeks after completion of the field work. We are available to review special schedule needs with you.

Environmental Concerns

This proposal is presented for engineering services to evaluate the structural properties of the soil at the specified site. This proposed does not cover environmental assessment of the site or environmental testing of the soil or groundwater. If you wish to have us provide these additional services, please contact us.

Terms and Conditions

All AET Services will be performed in accordance with the terms and conditions outlines in the Master Service Agreement between Bolton and Menk and American Engineering Testing.

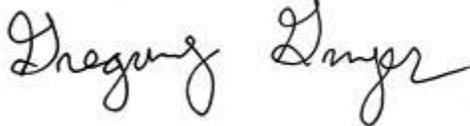
Acceptance

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

We have enclosed with this proposal a copy of the "Environmental/Geotechnical Service Agreement-Terms and Conditions." The terms contained in this attachment are incorporated herein and are an integral part of this contract for professional engineering services.

If you have any questions regarding our services, or need additional information, please do not hesitate to contact us.

Sincerely,
American Engineering Testing



Gregory Guyer, PE (MN, SD, IA, ND, NE)
Senior Engineer
gguyer@teamAET.com
C: 507.420.3867



PROJECT FEE ESTIMATE

CLIENT:	City of Pipestone, MN						DATE:	11/3/2025
PROJECT:	Pipestone Municipal Airport (PQN) - AVGAS and Jet A Fuel System Replacement - Design						PREPARED BY:	SP
		Estimated Person Hours Required						
Task	Task Description	Sr. Eng.	Proj. Eng.	Grad. Eng.	Surveyor	Sr. Planner	Admin.	Totals
1	Design & Bid Administration							
1.1	Project Scoping	8	4	4	0	0	0	17
1.2	Project Meetings	12	8	0	0	8	4	32
1.3	Site Selection	4	8	24	0	24	0	60
1.4	Topographical Survey	0	4	0	20	0	0	24
1.5	Geotechnical Investigation	0	2	0	0	0	0	2
1.6	Construction Safety and Phasing Plan (CSPP)	2	4	8	0	0	2	16
1.7	Prepare Prelim. Plans, Specs., and Cost Est.	8	20	40	0	0	12	80
1.8	Prepare Final Plans, Specs., and Cost Est.	4	10	20	0	0	4	38
1.9	Prepare Final Bidding Documents	2	4	0	0	0	4	10
1.10	Pre-Bid and Bid Opening	1	2	0	0	0	2	5
1.11	Bid Assistance, Review, and Award	2	4	0	0	0	2	8
1.12	Prepare Grant Application	2	4	0	0	0	2	8
Total Person Hours		45	74	96	20	32	32	300
Direct Labor Rate		\$60.00	\$40.00	\$30.00	\$45.00	\$37.00	\$27.00	
Total Direct Labor Cost		\$2,700.00	\$2,960.00	\$2,880.00	\$900.00	\$1,184.00	\$873.99	\$11,562.99
Overhead Rate 2.257		\$6,093.90	\$6,680.72	\$6,500.16	\$2,031.30	\$2,672.29	\$1,972.60	\$26,097.67
Subtotal Labor Cost								\$37,660.66
Direct Expenses								
		Geotechnical Investigation - AET						\$3,500.00
		Mechanical Engineering - Endpoint Solutions						\$26,690.00
		Electrical Engineering - Barr Engineering						\$11,500.00
Total Expenses								\$41,690.00
Fixed Fee 15% x Subtotal Labor Cost								\$5,649.10
Total Task 1								\$85,000.00

RESOLUTION 2025-70

A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS.

WHEREAS, a resolution of the city council adopted the 6th day of October 2025, fixed a date for a council hearing on improvement

- 2nd Avenue SW from State Highway 30 to 10th Street SW; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given and the hearing was held thereon on the 3rd day of November 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PIPESTONE, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 7th day of July 2025.
3. Such improvement has no relationship to the comprehensive municipal plan.
4. Bolton & Menk, Inc. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
5. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Passed and adopted by the City Council of the City of Pipestone this 17th day of November 2025.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Interim City Administrator / City Clerk

RESOLUTION 2025-71

RESOLUTION DECLARING THE OFFICIAL INTENT OF THE CITY OF PIPESTONE TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PIPESTONE AS FOLLOWS:

1. The City proposes to undertake the following projects in the City in 2026 (the “Projects”): Airport Fuel Tank Project, 2nd Avenue SW Street & Utilities Improvement Project, and 7th Avenue SW Street Repair Project.

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Projects from the proceeds of bonds in an estimated maximum principal amount of \$3,300,000.00. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the City Council of Pipestone, MN this 17th day of November, 2025.

CITY OF PIPESTONE, MINNESOTA

Dan Delaney
Mayor

Attest:

Stephanie LaBrune
Interim City Administrator / Clerk

RESOLUTION 2025-72

RESOLUTION ACCEPTING DONATION(S)

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

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

<u>Name of Donor(s)</u>	<u>Amount</u>	
• Pipestone Community Foundation and Southwest Initiative Foundation	\$2,000.00	Grant for the Farmer’s Market PoPs Program
• Kozlowski Insurance (First MainStreet Insurance)	\$200.00	Lights at the Lodge event
• Mark Morgan	\$25.00	Lights at the Lodge event
• Windy Ridge Veterinary Clinic PLLC	\$200.00	Lights at the Lodge event
• Sons of the American Legion Squadron #6	\$250.00	Lights at the Lodge event
• Pipestone Jaycees	\$200.00	Lights at the Lodge event
• Ann Miller-Pipestone Pickleball	\$50.00	Lights at the Lodge event
• First Bank & Trust		
• Fischback Financial Corporation	\$200.00	Lights at the Lodge event
• Latham Insurance Agency, Inc.	\$100.00	Lights at the Lodge event
• Steve & Sheryl Moffitt	\$200.00	Lights at the Lodge event
• Marlyce Logan	\$200.00	Lights at the Lodge event
• Keith & Desda Nettik	\$100.00	Lights at the Lodge event

WHEREAS, such donations have been contributed to assist the city as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations and/or gifts offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PIPESTONE, MINNESOTA, AS FOLLOWS:

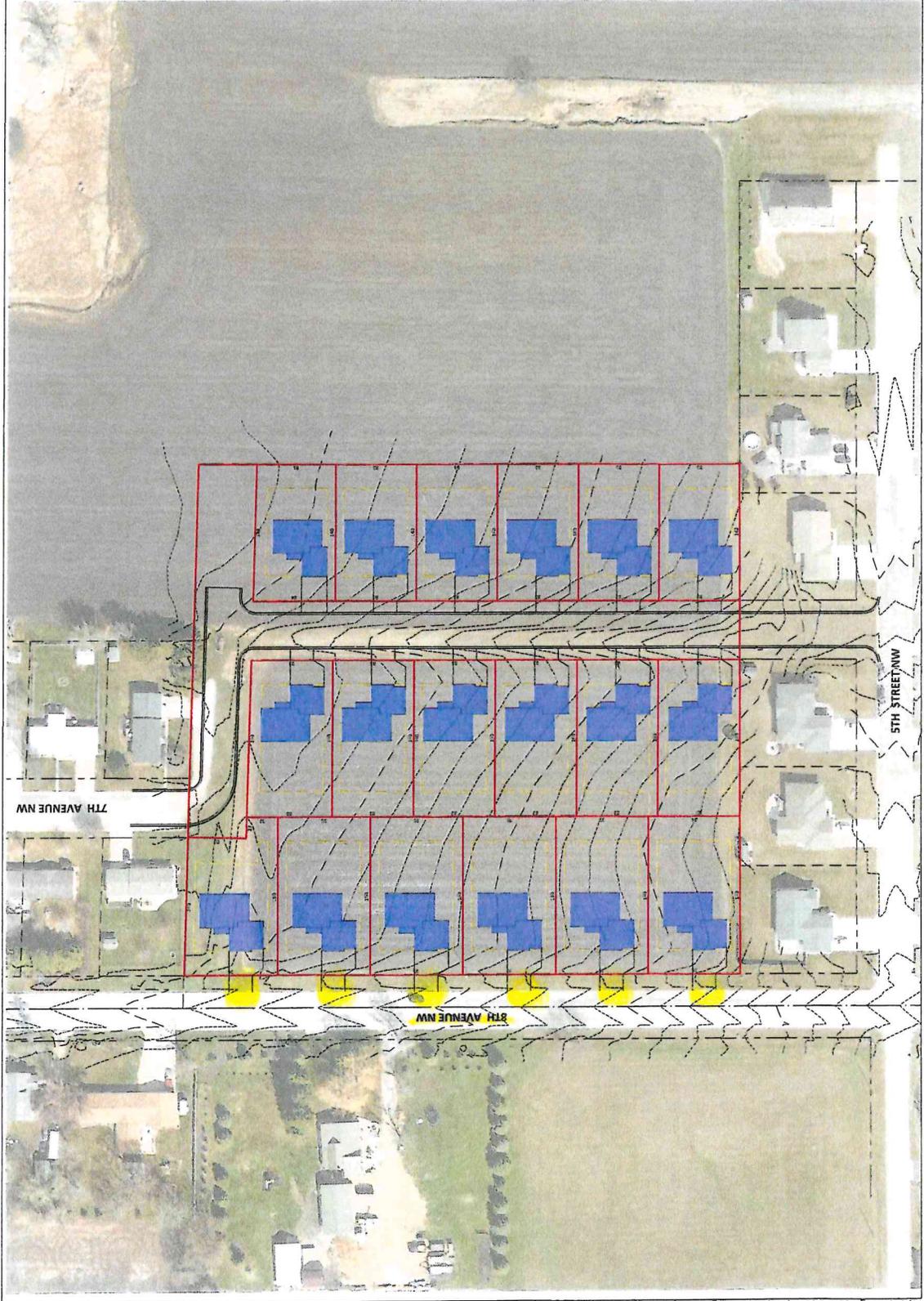
1. The donations and/or gifts described above are accepted.
2. The City Clerk is hereby directed to issue a receipt to the donors acknowledging the City’s receipt of the donors’ donations/gifts.

Passed and adopted by the City Council of the City of Pipestone this 17th day of November, 2025.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Interim City Administrator / Clerk

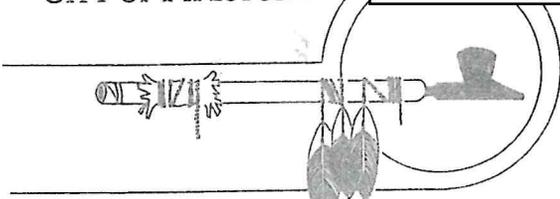


CITY OF PIPESTONE

119 2ND AVE. SW
PIPESTONE, MN 56164
(507) 825-3324

CITY OF PIPESTONE

Section 12, Item E.



Peacepipes, Pioneers, and Progress

INVOICE

hit acct ID

*\$1,360.96
Balance.*

205 4th St. NE.

PIPESTONE MN 56164-1225

INVOICE#: 202501304494
DATE: 1/31/2025
CUST NO#: 0768
AMOUNT DUE: 1,781.81

PLEASE DETACH AND RETURN THIS TOP PORTION WITH PAYMENT

DESCRIPTION : WATER FUND INVOICE
INVOICE DATE : 1/31/2025
DUE DATE : 2/28/2025
GROSS AMOUNT : 1,667.19
TAX AMOUNT : 114.62
A/R CODE : 601IN

*pd 3-17-25 50⁰⁰ Ch# 7555
pd 4-18-25 50⁰⁰ Ch# 7559
pd 5-30-25 50⁰⁰ Ch# 7569
pd 6-27-25 50⁰⁰
pd 7-18-25 50⁰⁰
pd 8-15-25 50⁰⁰
pd 9-19-25 50⁰⁰
pd 10-24-25 50⁰⁰*

CHARGE DETAIL

CODE	ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
PARTS	CURB STOP REPAIR & PART	0.00	0.00	1,667.19
	TAX:WATER FUND INVOICE	0.00	0.00	114.62

Agree to pay 50⁰⁰/month until paid. No finance charges will be charged and this will not be charged or certified against taxes at the end of 2025. will not be charged for digging up & repairing parking lot on North side per myself and Water/Wastewater Superintendent Joe Paulsen.

*Joe Paulsen
3-14-25*

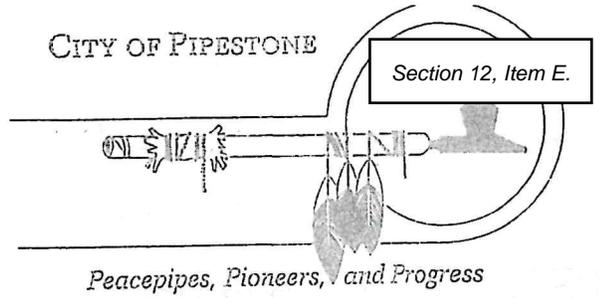
*****THANK YOU *****

TOTAL DUE : 1,781.81

A FINANCE CHARGE OF 1.17% WILL BE ASSESSED TO YOUR ACCOUNT IF NOT PAID BY DUE DATE

CITY OF PIPESTONE
119 2ND AVE. SW
PIPESTONE, MN 56164
(507) 825-3324

\$832.45



Peacepipes, Pioneers, and Progress

INVOICE

420 WEST MAIN
PIPESTONE MN 56164-1618

INVOICE#: 202503314656
DATE: 3/31/2025
CUST NO#: 1357
AMOUNT DUE: 1,132.45

PLEASE DETACH AND RETURN THIS TOP PORTION WITH PAYMENT

DESCRIPTION : WATER FUND INVOICE
INVOICE DATE : 3/31/2025
DUE DATE : 4/30/2025
GROSS AMOUNT : 1,059.60
TAX AMOUNT : 72.85
A/R CODE : 601IN

CHARGE DETAIL				
CODE	ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
PARTS	CURBSTOP REPAIR/SRVC LI	0.00	0.00	1,059.60
	TAX:WATER FUND INVOICE	0.00	0.00	72.85

\$50⁰⁰ Monthly payments until paid off beginning May 28, 2025 and no finance charge or assessed to taxes at end of 2025 per Joel Adelman and myself.

Joel Adelman

pd \$100 on 10-1-25

4-8-25

*****THANK YOU *****

TOTAL DUE : 1,132.45



A FINANCE CHARGE OF 1.17% WILL BE ASSESSED TO YOUR ACCOUNT IF NOT PAID BY DUE DATE

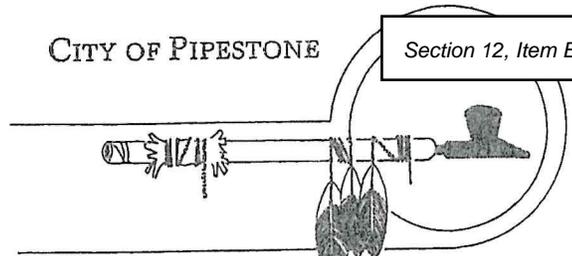
CITY OF PIPESTONE

119 2ND AVE. SW
PIPESTONE, MN 56164
(507) 825-3324

\$423.48

CITY OF PIPESTONE

Section 12, Item E.



Peacepipes, Pioneers, and Progress

INVOICE

512 2ND AVE SW
PIPESTONE MN 56164-1516

INVOICE#: 202408273945
DATE: 8/28/2024
CUST NO#: 2154
AMOUNT DUE: 973.48

PLEASE DETACH AND RETURN THIS TOP PORTION WITH PAYMENT

DESCRIPTION : WATER FUND INVOICE
INVOICE DATE : 8/30/2024
DUE DATE : 9/30/2024
GROSS AMOUNT : 910.86
TAX AMOUNT : 62.62
A/R CODE : 601IN

===== CHARGE DETAIL =====				
CODE	ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
PARTS	CURBSTOP	0.00	0.00	96.92
PARTS	MUNICI PEX INSERTS	0.00	0.00	2.04
PARTS	BOX & ROD	0.00	0.00	42.43
PARTS	COUPLINGS	0.00	0.00	19.47
PARTS	1/2 DOUBLE D BILL	0.00	0.00	750.00
	TAX:WATER FUND INVOICE	0.00	0.00	62.62

*1-29-25 - \$150.00
2-26-25 - \$100.00
4/24/25 - \$100.00
7/2/25 \$100.00
8/13/25 \$100.00
10/14/25 \$200.00*

\$423.48 Balance

*****THANK YOU *****

TOTAL DUE :

~~973.48~~
923.48 Remain

A FINANCE CHARGE OF 1.17% WILL BE ASSESSED TO YOUR ACCOUNT IF NOT PAID BY DUE DATE

PUBLIC HEARING NOTICE

A public hearing is hereby scheduled at approximately 6:30 p.m. on December 1, 2025 in the Council Chambers of the Municipal Building, 119 2nd Ave SW, Pipestone, Minnesota to be held on a proposed property tax abatement request from Alison Douty pursuant to Minnesota Statute 469.1813 and 116J.993 through 116J.995 consisting of new home construction on Lot Three (3), Block Two (2), Third Addition in Southwest Acres Subdivision to the City of Pipestone, Minnesota. It has been proposed that the City of Pipestone grant a Property Tax Abatement on this property in an amount not to exceed 100 percent (100%) of the city’s portion of the real estate taxes related to new residential home construction on the subject property for a period not to exceed three (3) years. The Council will hold a public hearing on the proposed Property Tax Abatement as required by Minnesota Statutes, Section 469.1813, subdivision 5. The proposed abatement percentage and terms may be modified at the public hearing.

/s/ Stephanie LaBrune
Stephanie LaBrune
Acting City Administrator-Clerk