



City Council Regular Meeting Agenda

February 18, 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. February 1, 2025 Special Meeting Minutes
- B. February 3, 2025 Special Meeting Minutes
- C. February 3, 2025 Regular Meeting Minutes

6. Community Concerns (Maximum 3 Minutes Per Person)

7. Public Hearings, Petitions, and Bid Openings

- A. Public Hearing to Consider Permanent Pavement Improvements to the Gravel Portion of Industrial Road 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 \$261,000.

8. Legal

9. Engineering

- A. Harmon Park Pickle Ball Court Project Pay Requests No. 3 and No. 4

10. **Financial

- A. Payment of Claims-Listing of Bills
- B. January Financial Report

11. Old Business

12. New Business

- A.** Farmers Market Request for Council Action
- B.** Resolution 2025-17: A Resolution Accepting Donations
- C.** Resolution 2025-18: Resolution Declaring Vacancies on the Board of Commissioners of the Housing and Redevelopment Authority of Pipestone

13. Council Liaison Reports

- A.** Heritage Preservation Commission
- B.** Hiawatha Pageant Park Commission
- C.** Housing and Redevelopment Authority
- D.** Human Rights Commission
- E.** Planning Commission

14. Closing Comments

15. Executive/Closed Session

16. Adjournment

Pipestone, Minnesota
February 1, 2025

Pursuant to due call and notice thereof, a special meeting of the Pipestone City Council was duly held in-person in the Municipal Building at 9:00 a.m. on the 1st day of January 2025. Mayor Dan Delaney called the meeting to order. Roll call was taken, and a quorum was declared. Members present: Dan Delaney, Rodger Smidt, Danielle Thompson, Scott Swanson, and Verdeen Colbeck. Absent: none. Others present: Assistant City Administrator/City Clerk Stephanie LaBrune, and City Administrator Deb Nelson.

APPROVE AGENDA - ADDITIONS, CHANGE OR DELETIONS

Mayor Delaney stated that he would like to add 2025 budget before item 6. Other on the agenda.

Motion made by Thompson, seconded by Swanson, and unanimously carried to approve the agenda as presented with the addition of the 2025 budget before item 6. Other.

PRIORITIZE BUILDINGS

Carnegie Library – Administrator Nelson shared with the council the new proposal of \$42,400 from LHB to obtain a full building assessment cost estimates for repair work needed on the building. Mayor Delaney informed the council that there was a full assessment done in 2019 and the cost at that time to repair the building was approximately \$416,000. He said the estimate was before the north wall collapse and said he would guess a new ball park estimate would be around \$700,000 with inflation figured in. Smidt said he would like to get a new estimate done and get a survey from the residents. Delaney said the Heritage Preservation Commission (HPC) would like to make a presentation to the council and talk about the tourism that the library could bring to the city. Delaney also stated that he does not want to levy or referendum for the project, he explained that he would like to fund it through grants and use the building for historical purposes. Discussion was held on whether to pay for a new cost estimate of proceed with fixing the building in phases. Delaney said the wall could be fixed right away with the grant money the city has available to them and then the city could work on fixing the roof so it does not degrade any further.

Delaney said he foresees the building housing the Chamber of Commerce and Visitor's Bureau and display area and continued by saying it could be the beginning of a walking tour that leads downtown to the city's historic district. Smidt stated he would like to have a special council meeting to tour the building. Finally, there was discussion held on the current maintenance of the building and it was noted that the public works department needs to re-install the gutters and keep the grounds in better condition.

Concrete Water tower – Smidt stated that he feels the same way with the water tower as he does for the Carnegie library and said that the city should apply for grants. Delaney said in the 1980's or late 70's the water tower was on a referendum and it failed miserably.

Municipal Building – Discussion was held on the current businesses and organizations leasing space in the municipal building and the age of the 1966 building. Nelson stated that the boiler system is in tough shape and Swanson said that the roof has been an issue for years. Discussion was held on what to do with the old building if a decision was made to build new. Discussion was also held on where a new building could be built. The idea was brought up to combine office space into a new recreation center.

Recreation Center – Discussion was continued. Swanson asked how a new recreation center could be funded. Nelson stated that there were individuals who have expressed interest in donating to a new recreation center and also shared that the city could bond or issue debt for the project.

Liquor Store – Nelson shared that she spoke with Wilson, the liquor store manager and he said that he needs more space but is willing to wait to find a more prominent location so Nelson said that the liquor store could be moved to the bottom of the priority list.

Mayor Delaney called for a recess at 10:15 a.m.

The meeting continued at 10:25 a.m. and additional discussion was held on the city building a new building so the old building could be used to sell marijuana. Delaney said he does not want to be involved in the sale of cannabis. Colbeck also shared that the state of Colorado currently spends a lot of money dealing with social problems that have resulted from the states decision to legalize cannabis.

Public Works Building – Nelson shared that the public works department is in need of storage space after loosing space at the airport. The cost and various locations for a new building were discussed and Swanson questioned if the existing water plant could be torn down to make way for a new building. Nelson said she would look into it.

Aquatic Facility Update/Upgrade – Nelson stated that there have been no upgrades to the aquatic center since its doors opened and explained that there is a company that could do a thorough walk through of the aquatic center for approximately \$14,000. Delaney said he wants to see what updates are needed and wants to see it kept up. Additional discussion was held on adding a splash pad near the aquatic center and possibly other locations in town.

Soccer Field/Paulsen Field In and Out – Maps from Bolton & Menk were provided to the council showing two different options for improving the street entrance to the soccer field and Paulsen Field softball complex. The council was in agreement to proceed right away with working with the school district to widen the entrance for safety purposes.

DISCUSSION TOPICS

City Truck Parking Lot – Nelson shared a proposal from Double D Gravel in the amount of \$100,000 - \$150,000 saying that Jamie Dubbeldee said he would work with the city to develop a parking lot for use by his business and the public on his property along East Highway 30. Delaney said he was against the proposal and did not want the city to pay for developing someone else's property. Further discussion was held and Swanson shared that the tree dump area and the parking area by the city dog park could be two other possible locations. The council liked the area along North Highway 75 near the dog park and felt it was something that could be developed right away in 2025.

City-Owned Electric Utility – Nelson stated that Colbeck was interested in the city taking over the electric franchise so she added it to the agenda for discussion. She said the city has a 20-year franchise agreement in place and the agreement was just signed in 2017. She said the city of Slayton is currently pursuing their own electric utility and will have a meeting next week with their city administrator if any of the council members want to join in on the meeting. Additional discussion was held on the poor internet quality in town. Swanson said that he feels the internet service is more important and would like to see if Woodstock Communications would be interested in coming into Pipestone to provide service. Nelson said she would contact them to find out.

Water/Sewer Base Fee Charge – Nelson clarified that the utility base rate charges for water and sewer will be charged on a monthly basis to all properties that have a water meter. She said the Pipestone Development, Winter, and Southwest Acres lots that have not been built on yet will not be charged the base water and sewer rate, only the storm sewer rate. Additional discussion was held concerning plumbers who are turning the curb stops on and off without letting the city know. Swanson said the city is losing out on the on and off charges when someone decides to go on

vacation. All of the council was in agreement that private plumbers can not shut off water to a property unless it is for an emergency that requires the water to be turned off before water department staff is able to get to the property.

Continue Sanitary Sewer Loan Program – Nelson asked if the council was interested in continuing the sewer loan program. She said the interest rate from the state is no longer 0% and if they apply the new rate would be 1.5%. Swanson said 1.5% is still cheap interest and said the program has gone over very well so far. All agreed that the city should apply for more funds from the state.

Industrial Road Project – Discussion was held on the preliminary cost estimates for paving Industrial Road. Nelson stated that the engineer was off on the footage and said Everett Tire's proposed assessment will likely increase from what they were told in the letter that was recently sent out. Smidt said he spoke with Brian Schneider about the project and said that he is not against the project but had questions about past projects and how they were assessed. Overall, the council agreed that there needs to be consistency with street and utility assessments and there needs to be clear explanation if the council does choose to deviate from the assessment policy. Lastly, Delaney asked Nelson to find out if a business could apply for a deferral of an assessment based on hardship.

REVIEW ONE AND FIVE YEAR PLAN

The council reviewed the existing one and five year plan and agreed to move the recreation center to the top of the priority list combined with making updates to the aquatic center. For the one year plan, the council added the Paulsen field road entrance, splash pad, public works building, safe routes to school sidewalk project, blight enforcement, and the implementation of a 50/50 cost share sidewalk repair program to the list. The east side project (Main Street project) was removed from the list along with the soccer field concessions stand, the Harmon Park pickle ball courts, the PAPI and REIL project, the 622 3rd Ave. project house, and updating the ag lease agreements. Additionally, the Hiawatha Park master plan was put on hold and removed. For the five year plan the council emphasized the need for a street improvement and sealcoat plan and removed the consideration of alternative energy sources for city operations and amenities, the development of the Hiawatha Pageant grounds, and Armory building. The creation of a liquor store task force and the development of new and updating of existing recreational facilities were also removed due to the liquor store project being pushed back and the recreational facility updates being moved to the one year plan. Delaney said the city may not achieve all of the goals but said it is good to aim high when it comes to setting goals.

2025 BUDGET

Delaney started the discussion by saying that 48% of the levy is to pay off debt with the remaining 40% being used on the general fund and 12% going towards the recreation and street departments. He said of the 40% that goes towards the general fund, 40% of that is used for public safety which is mostly the contract with the Pipestone County Sheriff's department. He said everyone should be more involved with the budget so we can figure out ways to reduce the levy and do things more efficiently. He said the elected officials are the financial managers of the city and the watch dogs for the city. He said all of the elected officials need to be more involved with the budget to see where we can trim things. Swanson also said it should be the city's goal to try and provide more services with what we already have. Nelson said she would like to start the budget process earlier, around June. Smidt agreed, saying that it would be good to meet again in May and see how the city is doing before starting the budget.

OTHER

Department Head Reviews - Nelson spoke with the council about department head reviews, saying that it is the council’s responsibility to do department head reviews. Delaney asked if the city’s attorney had example evaluation forms so each department head’s review would be treated the same. Nelson also stated that the reviews could be open or closed. Swanson said he does not want public reviews. He said in all of his years working for the city as a department head the council never did his review and said he would like to see the personnel committee handle reviews. Nelson said the code states that the council has the authority to hire and fire department heads and is responsible for their reviews. LaBrune said the council could consider changing the code with the upcoming recodification of the city code. Nelson said personnel committee meetings are open to the public and cannot be closed according to Attorney Hill. Discussion was held on how to proceed with holding reviews and scheduling special meetings to perform the reviews for department heads.

Bottle Water – Smidt asked how much capacity the city water plant has remaining. Swanson replied by saying it is only operating at approximately 50%. Smidt went on to say that he has been at several events where they have had bottled water from the city of Canby. He said that the city of Pipestone should look into it to see if it is something that the city could do to generate more income.

Peace pipe – Delaney said he is still seeing the peace pipe logo at the liquor store and said the liquor store manager needs to get rid of it. Nelson said she would take care of it.

ADJOURNMENT

Motion made by Smidt, seconded by Colbeck, and unanimously carried to adjourn the meeting at 12:46 p.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator / City Clerk

Pipestone, Minnesota
February 3, 2025

Pursuant to due call and notice thereof, a special meeting of the Pipestone City Council was duly held in-person and via Zoom in the Municipal Building at 5:30 p.m. on the 3rd day of February 2025. Mayor Dan Delaney called the meeting to order. Roll call was taken, and a quorum was declared. Members present: Dan Delaney, Danielle Thompson, Scott Swanson, Rodger Smidt, and Verdeen Colbeck. Absent: none. Others present: City Financial Advisor Rebecca Kurtz, Kyle Kuphal, Cable Access Coordinator Steve Moffitt, EDA Director Justin Schroyer, Assistant City Administrator/City Clerk Stephanie LaBrune, and City Administrator Deb Nelson.

Mayor Delaney stated that the Council is holding a special work session meeting to discuss amending and restating resolution 2014-33 authorizing an interfund loan in connection with tax increment financing (TIF) district no. 1-13.

WORK SESSION

Delaney invited Rebecca Kurtz to the podium to explain the purpose of amending and restating resolution 2014-33.

Kurtz stated at the next regular council meeting, the council will need to consider taking action to adopt and restate the interfund loan that was adopted when TIF District no. 1-13 was created. She said with the TIF redevelopment district the city is able to reimburse itself for items relating to redevelopment such as demo, property acquisition, and rehabilitation expenses. She said it was important to keep the 2017 resolution due to the timing it was adopted, but said that a dollar amount of the interfund loan needed to be established and that is what amending and restating the resolution would do. She explained that she and city staff went through and looked for past expenses that would be eligible and found approximately \$400,000 that could be reimbursed back to the city as funds became available in the TIF district fund. She said with interest, she would recommend setting up the interfund loan for \$450,000. She also said that the council could choose to set the limit lower; however, if that amount was reached then the TIF district would have to be decertified. Thompson asked what the term of the TIF district was? Kurtz stated the TIF district was set up for 26 years and there is 20 years left remaining. Kurtz then went on to say that if the limit is set higher than what is needed there would be no penalty if the funds were not used and the city could decertify the district early if it is found that they are the only ones benefitting from the district. Smidt asked if the EDA could receive reimbursements from the district if they have expenses? Kurtz said yes, the EDA could receive funds. Kurtz then provided some history on why the TIF district was set up and explained the spending plan that was put into place. Further discussion was held on helping new businesses. Kurtz also explained that the TIF district is collecting funds from not only the city but the county and school district as well. Delaney then asked why weren't some buildings included when the district was created? Kurtz said the buildings would have needed to meet blight requirements at the time. Additional discussion was held concerning the option to add buildings to the district. Kurtz stated that it could be done by doing property assessments and modifying the district; however, it would need to be done by the 2026 deadline.

ADJOURNMENT

Motion made by Smidt, seconded by Colbeck and unanimously carried to adjourn the meeting at 6:03 p.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator / City Clerk

Pipestone, Minnesota
February 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 February 2025. Mayor Dan Delaney called the meeting to order. Roll call was taken, and a quorum was declared. Members present: Dan Delaney, Rodger Smidt, Danielle Thompson, Scott Swanson, and Verdeen Colbeck. Absent: none. Others present: Kyle Kuphal, City Attorney Jason Hill via Zoom, City Engineer Travis Winter via Zoom, EDA Director Justin Schroyer, City Financial Advisor Rebecca Kurtz, Cable Access Coordinator Steve Moffitt, Assistant City Administrator/City Clerk Stephanie LaBrune, and City Administrator Deb Nelson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA - ADDITIONS, CHANGE OR DELETIONS

Mayor Delaney stated that he would like to remove from the agenda under old business item A. Resolution 2024-62 and item B. Pipestone Housing and Redevelopment Authority Board Appointment and add under new business item F. Approve the One and Five Year Plan and item G. Consider the Authorization to Allow Staff to File a Claim from the VISA/Mastercard Fee Settlement.

Motion made by Swanson, seconded by Smidt, and unanimously carried to approve the agenda as presented with the two deletions of items A. and B. under old business and the two additions of items F. and G. under new business as stated.

CONSENT AGENDA

Mayor Delaney stated the Consent Agenda contains the January 21, 2025, Regular Meeting Minutes, and Payment of Claims-Listing of Bills. He then asked if there was any discussion regarding these items. No discussion was held.

Motion was made by Smidt, seconded by Thompson and unanimously carried to approve the Consent Agenda items which consisted of the January 21, 2025, Regular Meeting Minutes, and Payment of Claims-Listing of Bills in the amount of \$603,612.76 for warrants #074087 to #074180 to be issued in payment thereof.

COMMUNITY CONCERNS

Administrator Nelson stated that there was no one signed in for community concerns and she did not receive any calls or e-mails with concerns.

PUBLIC HEARING

Public Hearing Relating to the Transfer and Defederalization of Community Development Block Grant Funds to the Southwest Initiative Foundation

Mayor Delaney called for a motion to open the public hearing relating to the transfer and defederalization of community development block grant funds to the Southwest Initiative Foundation.

Motion made by Thomson, seconded by Colbeck, and unanimously carried to open the public hearing at 6:34 p.m.

Delaney then said, this public hearing is required to be held to start the process of defederalizing Community Development Block Grant Funds and transferring the remaining block grant funds to the Southwest Initiative Foundation who is an eligible entity that will be responsible for the administration of the funds on behalf of the city. He explained, following the public hearing, the council will be considering the approval of Resolution 2025-14 and an agreement between the City and the Southwest Initiative Foundation. He then invited EDA Director Schroyer to the podium to speak. Schroyer stated that there have been approximately \$19,000 sitting in a fund from 1999 that could be loaned out with strict regulations; however, due to the small amount there is no one willing to go through all of the red tape to apply for the funds. He said if the funds are defederalized and transferred to the Southwest Initiative Foundation (SWIF), which is an eligible organization, the city could work with SWIF to loan out the money for projects within the city limits of Pipestone. Schroyer said if the city council agrees to move forward, he will be making an application to DEED and SWIF to make sure all parties are agreeable of the plan.

With no one wishing to speak, Delaney called for a motion to close the public hearing.

Motion made by Colbeck, seconded by Thompson, and unanimously carried to close the public hearing at 6:38 p.m.

OLD BUSINESS – None.

NEW BUSINESS

Resolution 2025-13

Delaney said Resolution 2025-13 was discussed during the 5:30 p.m. work session earlier this evening with the city's financial advisor Rebecca Kurtz. This resolution amends resolution 2017-33 that was adopted on June 19, 2017, and amends the terms of the interfund loan, authorizing the city to advance up to \$250,000 from the city's general fund to reimburse itself for qualified costs associated with TIF District No. 1-13. Delaney shared that the resolution that was prepared prior to the meeting states \$250,000 but at the work session, Kurtz advised using the figure of \$450,000.

Motion made by Smidt, seconded by Thompson, and unanimously carried to approve resolution 2025-13: Resolution Amending and Restating an Interfund Loan for Advance of Certain Costs in Connection with Tax Increment Financing District No. 1-13 with a dollar amount of \$450,000 and not \$250,000.

Resolution 2025-14

Delaney stated, this resolution is relating to the public hearing that was held earlier in the meeting. It is being brought forth to better utilize the federal funds set aside from the Community Development Block Grant – Economic Development program fund. If approved, a request will be made to Minnesota Department of Economic Development for approval to designate the Southwest Initiative Foundation as a Local Development Organization (LDO), serving the community and economic development needs of the City of Pipestone and, therefore, authorize them to receive the repayments from the CDBG-ED Set-Aside loan to Ellison Meats.

Motion made by Colbeck, seconded by Thompson, and unanimously carried to approve Resolution 2025-14: A Resolution Defederalizing and Transferring Community Block Grant Funds to the Southwest Initiative Foundation.

Agreement with the Southwest Initiative Foundation

Delaney said this agreement goes along with resolution 2025-14 and is a mutual agreement that designates the Southwest Initiative Foundation as the LDO to administer the \$19,268.16 in defederalized funds remaining from the community development block grant. He said, if approved by the council, it will then be directed to the Southwest Initiative Foundation Board of Directors for their consideration.

Motion made by Thompson, seconded by Colbeck, and unanimously carried to approve the agreement with the Southwest Initiative Foundation as presented.

Resolution 2025-15

Mayor Delaney stated that the following donations have been received and this resolution accepts the donations:

- Prairielands Library Exchange \$496.46 - To assist the Meinder's Library with Innovative Marketing.

Motion was made by Swanson, seconded by Colbeck and unanimously carried to approve Resolution 2025-15: A Resolution Accepting Donations.

Resolution 2025-16

Delaney stated this resolution approves plans and specifications for the AWOS replacement project at the municipal airport and allows the city's engineering firm to prepare the advertisement for bids. If approved, the advertisement will be published for 3 weeks and bids will be opened publicly on March 3rd then tabulated and up for council consideration on March 17th.

Motion made by Thompson, seconded by Colbeck, and unanimously carried to approve Resolution 2025-16: Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.

One and Five Year Plan

Delaney informed the public that the council met on Saturday, February 1st for their annual planning session where the council discussed priorities and updated the city's one and five year plan. He said following that meeting, staff put together the plans that were discussed and the final plan is ready for approval.

Motion made by Swanson, seconded by Thompson, and unanimously carried to approve the one and five year plan as presented.

VISA/Mastercard Settlement Claim

Delaney asked Attorney Hill to speak on the claim. Hill stated that the deadline to file a claim in the case is tomorrow. He said he looked into it and it applies to government entities and businesses. He went onto say that there is not a whole lot of money but for every million dollars in credit card use, the city could receive approximately three to nine thousand dollars. He said the only thing to

submit now is a tax id number and staff should be able to figure out how much credit card usage there was from the timeframe specified in the claim.

Motion made by Thompson, seconded by Colbeck and unanimously carried to move forward with the VISA/Mastercard settlement claim.

CLOSING COMMENTS

Mayor Delaney – Informed the public that the public works department has been working near the city soccer fields and the Hiawatha lodge park to control buckthorn. He explained that buckthorn is a very invasive species and said the parks may look a little different with the vegetation gone.

ADJOURNMENT

Motion made by Swanson, seconded by Colbeck, and unanimously carried to adjourn the meeting at 6:55 p.m.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator / City Clerk



Real People. Real Solutions.

1501 So

Section 7, Item A.

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

January 21, 2025

Honorable Mayor and City Council
City of Pipestone
119 2nd Avenue SW
Pipestone, MN 56164

RE: Preliminary Engineering Report
Industrial Road Improvements
City of Pipestone, MN
Project No.: F18.116289

Dear Mayor and Council;

Per your request, I have completed my analysis on the pavement construction needed to improve the street surfacing on the gravel portion of Industrial Road. See the attached Figure A for the preliminary layout of the improvements. This report summarizes the findings of the investigation and is submitted in accordance with Minnesota Statutes Chapter 429.

I. EXISTING CONDITIONS

The existing street surface is gravel with concrete curb and gutter. This street corridor had major improvements completed in 2009 with utility construction of the sanitary sewer, watermain and storm sewer. At that same time the street was improved with B624 concrete curb and gutter, but due to lack of funds the street was finished with gravel instead of a permanent pavement surface. The existing right-of-way is 60-feet and the existing street is approximately 28-feet from face of curb to face of curb with 18-inches of aggregate base. The existing utilities are expected to be in good condition and have had no issues since installation.

II. PROPOSED IMPROVEMENTS

Since the underground utilities in this corridor are felt to be in good condition, their replacement is not being considered as a part of this improvement. The purpose of this improvement is to provide the permanent hard surface pavement that was not completed in 2009. The improvements include the removal of the existing aggregate material necessary to construct a new concrete pavement with a depth of seven inches. It is anticipated that there will be some removal and replacement of existing curb and gutter needed due to issues accumulated over the last nine years.

A preliminary layout of the proposed improvements is attached to this report.

III. PROJECT CONSIDERATIONS

Construction projects which disturb more than one acre of existing ground cover must obtain an MPCA Storm Water Permit for Construction Activities. At this time, it is not anticipated that the construction will disturb one acre since the underlying soils will not be disturbed in the road bed.

A cost estimate has been prepared for the proposed improvement. Based on the improvements discussed the construction costs are estimated at \$261,000. Cost estimates are based upon recent, public bidding cost information and are subject to variation for many reasons, including number of bidders, weather conditions at the time of bidding, other similar work in the area, construction schedule, changing costs of construction materials, etc. Consequently, no guarantees can be given as to the accuracy of cost estimates prepared for this preliminary investigation. The estimated costs include allowances for normal construction condition variations, and unforeseen construction conditions. Because of the uncertainties in construction estimates, it is recommended that final project funding be based upon actual bid prices with appropriate allowances and contingencies. A detailed preliminary cost estimate is attached with this report.

It is our understanding that the Council would anticipate funding this project with assessments to benefited property owners. Council and staff are advised that specialized appraisal services may be useful for establishing project benefits and assessments. It is recommended that the City consult with its public financial consultant regarding funding sources, bonding and other cost matters. Preliminary assessments for the benefited property owners is attached based upon 30% funding through assessments.

IV. CONCLUSION

To the best of our knowledge and in our professional opinion, the proposed improvement is feasible as described herein and is necessary to complete the street surface construction. The improvement, as described, represents a cost-effective means of providing the desired service in a manner that is compatible with the standards used on similar projects in similar situations in area communities.

The procedures necessary to continue forward with the project are described in Minnesota Statutes Chapter 429 and reference is made thereto regarding necessary process. If the Council wishes to proceed with the proposed project, a public hearing should be scheduled with affected property owners to advise them of the results of this report.

Sincerely,

Bolton & Menk, Inc.



Travis L. Winter, P.E.
City Engineer

Enclosures



PRELIMINARY ASSESSMENT ROLL
INDUSTRIAL ROAD IMPROVEMENTS
PIPESTONE, MINNESOTA

1/8/2025

GENERAL DESCRIPTION					STREET ASSESSMENT LENGTH (FT.)	STREET ASSESSMENT
P.I.N.	TAXPAYER NAME & ADDRESS	LOT DESCRIPTION	FRONTAGE (FT.)			
INDUSTRIAL ROAD						\$42.00
18.500.0020	GORTER CLAY & DAIRY EQUIPMENT 1400 7TH ST SE E HWY 30 PIPESTONE, MN 56164	1ST SUB-DIV SEC 18 LOT 2 1769	135.8	67.9	\$2,851.80	
18.500.0040	SCHNEIDER LIVING TRUST 912 PARK DR PIPESTONE, MN 56164	1ST SUB-DIV SEC 18 LOT 3 & 4 1771	230.0	115.0	\$4,830.00	
18.740.0020	EVERETT JNT RLT/STEVEN & LORI 723 5TH AVENUE SW PIPESTONE, MN 56164	2ND SUB-DIV SEC 18 LOTS 1, 2, 3, & 4 1854	509.8	254.9	\$10,705.80	
18.740.0030	B.D.H. LLC PO BOX 603 HUMBOLDT, IA 50548	2ND SUB-DIV SEC 18 LOT 5 1855	145.2	145.2	\$6,098.40	
18.740.0070	PBM LAND MANAGEMENT LLC 812 INDUSTRIAL ROAD PO BOX 424 PIPESTONE, MN 56164	2ND SUB-DIV SEC 18 LOTS 6 & 7 1859	294.1	294.1	\$12,352.20	
18.740.0100	SCHNEIDER LIVING TRUST PO BOX 185 PIPESTONE, MN 56164	2ND SUB-DIV SEC 18 LOTS 9, 10, 11, 12, 13 & 14 1860	987.0	987.0	\$41,454.00	
TOTAL PRELIMINARY ASSESSMENTS					1,864.1	\$78,292.20

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 118513

Today's Date: 11/27/2024

To Owner: PIPESTONE, CITY OF
119 2ND AVE SWProject: 239226. PIPESTONE, MN - HARMON PAR
PICKLEBALL COURTSApplication No.: 3
Invoice Description: JB App #3

Distribution to:

- ☐ Owner
☐ Architect
☐ Contractor
☐ Field
☐ Other

PIPESTONE MN 56164

From Contractor: Duinick Inc. - MN
PO Box 208
Prinsburg, MN 56281Via
Architect:

Period To:

Project Nos:

Contract Date:

Contract For:

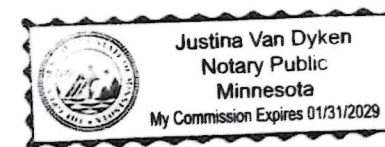
CONTRACTOR'S APPLICATION FOR PAYMENTApplication is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. Original Contract Sum	\$243,725.00
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$243,725.00
4. Total Completed and Stored To Date	\$243,725.00
5. Retainage :	
a. 5.00% of Completed Work	\$12,186.28
b. 0.00% of Stored Material	\$0.00
Total Retainage	\$12,186.28
6. Total Earned Less Retainage	\$231,538.72
7. Less Previous Certificates For Payments	\$231,066.67
8. Current Payment Due	\$472.05
9. Balance To Finish, Plus Retainage	\$12,186.28

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Duinick Inc. - MN

By: [Signature]
 State of: Minnesota
 County of: Kandiyohi
 Subscribed and sworn to before
 me this 27th day of Nov 2024
 Notary Public:
 My Commission expires: 1/31/29

Date: 11/27/24**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 472.05

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

OWNER/CONSTRUCTION MANAGER

By: _____ Date: _____

DocuSigned by:

ENGINEER:By: Travis Winter Date: February 11, 2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 3
Application Date : 11/26/2024
To:

Contract : 239226. PIPESTONE, MN - HARMON PARK PICKLEBALL COURTS

A	B				C	D	E	F	G	H	I	J	
Element Item No.	Description of Work	Est. Qty	Unit	Unit Cost Per	Scheduled Value	Work Completed		Materials Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	% (G / C)	Balance To Finish (C-G)	Retainage	
						From Previous Application	Units This Period						This Period In Place
						(D+E)							
10	MOBILIZATION	1	LSM	\$9,675 00	\$9,675 00	9,675 00	0 000	0 00	0 00	9,675 00	100 00%	0 00	
20	EROSION CONTROL AND RESTORATION	1	LSM	\$4,969 00	\$4,969 00	4,472 10	0 100	496 90	0 00	4,969 00	100 00%	0 00	
30	REMOVALS AND GRADING	1	LSM	\$49,369 00	\$49,369 00	49,369 00	0 000	0 00	0 00	49,369 00	100 00%	0 00	
40	BITUMINOUS PAVING	1	LSM	\$77,793 00	\$77,793 00	77,793 00	0 000	0 00	0 00	77,793 00	100 00%	0 00	
50	SITE FENCE	1	LSM	\$19,910 00	\$19,910 00	19,910 00	0 000	0 00	0 00	19,910 00	100 00%	0 00	
60	NET POSTS AND COLOR COATING	1	LSM	\$82,009 00	\$82,009 00	82,009 00	0 000	0 00	0 00	82,009 00	100 00%	0 00	

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 118519

Today's Date: 11/27/2024

To Owner: PIPESTONE, CITY OF
119 2ND AVE SWProject: 239226. PIPESTONE, MN - HARMON PAR
PICKLEBALL COURTS

Application No.: 4

Invoice Description: JB App #4

Distribution to:

- ☐ Owner
☐ Architect
☐ Contractor
☐ Field
☐ Other

PIPESTONE MN 56164

From Contractor: Duinick Inc. - MN
PO Box 208
Prinsburg, MN 56281Via
Architect:

Period To:

Project Nos:

Contract For:

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENTApplication is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. Original Contract Sum	\$243,725.00
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$243,725.00
4. Total Completed and Stored To Date	\$243,725.00
5. Retainage :	
a 0.00% of Completed Work	\$0.00
b 0.00% of Stored Material	\$0.00
Total Retainage	\$0.00
6. Total Earned Less Retainage	\$243,725.00
7. Less Previous Certificates For Payments	\$231,538.72
8. Current Payment Due	\$12,186.28
9. Balance To Finish, Plus Retainage	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Duinick Inc. - MN

By: _____

State of

Minnesota

County of: Kandiyohi

Subscribed and sworn to before

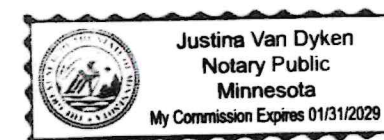
me this 27th day of Nov 2024

Notary Public:

My Commission expires:

1/31/29

Date: 11/27/24

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 12,186.28

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

OWNER/CONSTRUCTION MANAGER

By: _____

Date: _____

DocuSigned by:

ENGINEER:

By: Travis Winter

Date: February 11, 2025

DB35E5F7D7F9471...

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

CONTINUATION SHEET

Page 2 of 2

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 4

Application Date : 11/27/2024

To:

Contract : 239226. PIPESTONE, MN - HARMON PARK PICKLEBALL COURTS

A	B				C	D		E	F	G	H	I	J
Element Item No.	Description of Work	Est. Qty	Unit	Unit Cost Per	Scheduled Value	From Previous	Units	This Period	Materials Presently Stored	Total Completed and Stored To Date	% (G / C)	Balance To Finish (C-G)	Retainage
						Application	This	In Place					
						(D+E)	Period						
10	MOBILIZATION	1	LSM	\$9,675 00	\$9,675 00	9,675 00	0 000	0 00	0 00	9,675 00	100 00%	0 00	
20	EROSION CONTROL AND RESTORATION	1	LSM	\$4,969 00	\$4,969 00	4,969 00	0 000	0 00	0 00	4,969 00	100 00%	0 00	
30	REMOVALS AND GRADING	1	LSM	\$49,369 00	\$49,369 00	49,369 00	0 000	0 00	0 00	49,369 00	100 00%	0 00	
40	BITUMINOUS PAVING	1	LSM	\$77,793 00	\$77,793 00	77,793 00	0 000	0 00	0 00	77,793 00	100 00%	0 00	
50	SITE FENCE	1	LSM	\$19,910 00	\$19,910 00	19,910 00	0 000	0 00	0 00	19,910 00	100 00%	0 00	
60	NET POSTS AND COLOR COATING	1	LSM	\$82,009 00	\$82,009 00	82,009 00	0 000	0 00	0 00	82,009 00	100 00%	0 00	
Grand Totals						243,725 00	243,725 00	0 00	0 00	243,725 00	100 00%	0 00	0 00

C I T Y O F P I P E S T O N E PAGE: 1

STATEMENT OF REVENUES - BUDGET VS. ACTUAL

AS OF: JANUARY 31ST, 2025

Section 10, Item B.

FUNDS	CURRENT PERIOD	YEAR TO DATE	CURRENT BUDGET	PERCENT BUDGET
GENERAL FUND				
TAXES	9,680.03	9,680.03	1,073,283.00	0.90
LICENSES & PERMITS	2,593.95	2,593.95	53,980.00	4.81
INTERGOVERNMENTAL REV	0.00	0.00	1,803,241.00	0.00
CHARGES FOR SERVICES	1,175.00	1,175.00	33,750.00	3.48
FINES & FORFEITS	2,423.84	2,423.84	20,000.00	12.12
MISCELLANEOUS INCOME	11,759.26	11,759.26	19,881.00	59.15
LIBRARY	721.89	721.89	0.00	0.00
OTHER FINANCING SOURCES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL GENERAL	28,353.97	28,353.97	3,004,135.00	0.94
CEMETERY	2,530.69	2,530.69	33,800.00	7.49
AIRPORT	18,583.59	18,583.59	262,800.00	7.07
RECREATION				
TAXES	1,075.11	1,075.11	146,292.00	0.73
INTERGOVERNMENTAL REV	0.00	0.00	560,556.00	0.00
CHARGES FOR SERVICES	31,128.03	31,128.03	249,200.00	12.49
MISCELLANEOUS INCOME	46.56	46.56	0.00	0.00
OTHER FINANCING SOURCES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECREATION	32,249.70	32,249.70	956,048.00	3.37
STREET	1,560.23	1,560.23	802,624.00	0.19
MUNICIPAL BUILDING	2,450.00	2,450.00	81,474.00	3.01
CAPITAL EQUIPMENT	0.00	0.00	634,900.00	0.00
STORM SEWER	22,017.27	22,017.27	294,000.00	7.49
ECONOMIC DEVELOPMENT	2,583.65	2,583.65	26,160.00	9.88
CABLE ACCESS	500.00	500.00	55,500.00	0.90
SCDP GRANT	1.66	1.66	0.00	0.00
FARMERS MARKET	5,000.00	5,000.00	1,000.00	500.00
2017 STREET IMP D/S	10,609.55	10,609.55	200,555.00	5.29
FIRE HALL EXPANSION D/S	0.00	0.00	0.00	0.00
2022 ERV	750.81	750.81	89,875.00	0.84
2010 STREET IMP D/S	238.06	238.06	43,680.00	0.55
TAX INCREMENT D/S	0.00	0.00	23,000.00	0.00
2016 STREET IMP D/S	807.04	807.04	102,710.00	0.79
2015 STREET IMP D/S	325.30	325.30	54,020.00	0.60
2007 STREET IMP D/S	0.00	0.00	0.00	0.00
2019 STREET IMP D/S	612.13	612.13	46,941.00	1.30
2012 STREET IMP D/S	1,189.16	1,189.16	93,534.00	1.27
2018 STREET IMP D/S	2,036.81	2,036.81	182,837.00	1.11
2013 STREET IMP D/S	527.96	527.96	73,342.00	0.72
2020 STREET IMPR D/S	2,383.94	2,383.94	186,165.00	1.28
2021 STREET IMPR D/S	1,371.54	1,371.54	102,656.00	1.34
2022 STREET IMPR D/S	3,296.92	3,296.92	254,427.00	1.30
2023 STREET IMPR D/S	1,257.80	1,257.80	298,936.00	0.42

C I T Y O F P I P E S T O N E PAGE: 2

STATEMENT OF REVENUES - BUDGET VS. ACTUAL

AS OF: JANUARY 31ST, 2025

Section 10, Item B.

FUNDS	CURRENT PERIOD	YEAR TO DATE	CURRENT BUDGET	PERCENT BUDGET
2020 STREET PROJECT	0.00	0.00	0.00	0.00
2021 STREET PROJECT	0.00	0.00	0.00	0.00
2022 STREET PROJECT	0.00	0.00	0.00	0.00
2023 STREET PROJECT	0.00	0.00	0.00	0.00
WATER	153,621.19	153,621.19	1,768,110.00	8.69
SEWER	121,215.59	121,215.59	1,367,950.00	8.86
GARBAGE	44,872.79	44,872.79	495,350.00	9.06
LIQUOR	142,755.79	142,755.79	2,020,600.00	7.07
DATA PROCESSING	0.00	0.00	55,000.00	0.00
PERPETUAL CARE	150.32	150.32	1,600.00	9.40
GRAND TOTAL REVENUES	603,853.46	603,853.46	13,613,729.00	4.44

*** END OF REPORT ***

CITY OF PIPESTONE
STATEMENT OF EXPENSES - BUDGET VS. ACTUAL
AS OF: JANUARY 31ST, 2025

FUNDS	CURRENT PERIOD	YEAR TO DATE	CURRENT BUDGET	PERCENT BUDGET
GENERAL FUND				
CITY COUNCIL	1,973.60	1,973.60	24,940.00	7.91
MAYOR	650.39	650.39	8,675.00	7.50
ELECTIONS	0.00	0.00	16,123.00	0.00
CITY OFFICE	56,119.88	56,119.88	549,350.00	10.22
CITY ATTORNEY	0.00	0.00	72,000.00	0.00
PLANNING & ZONING	10,900.87	10,900.87	126,859.00	8.59
GENERAL GOVERNMENT	40,597.83	40,597.83	280,420.00	14.48
PUBLIC SAFETY	2,639.90	2,639.90	1,039,143.00	0.25
FIRE DEPT	1,473.96	1,473.96	208,820.00	0.71
FIREMAN'S RELIEF	0.00	0.00	80,000.00	0.00
TRAFFIC SIGNAL	0.00	0.00	2,750.00	0.00
STREET LIGHTING	0.00	0.00	85,000.00	0.00
SENIOR CENTER	0.00	0.00	30,055.00	0.00
LIBRARY	33,556.57	33,556.57	225,955.00	14.85
COMMUNITY DEVELOPMENT	1,000.00	1,000.00	168,235.00	0.59
TRANSFERS	0.00	0.00	0.00	0.00
OTHER FINANCING USES	<u>7,000.00</u>	<u>7,000.00</u>	<u>85,810.00</u>	<u>8.16</u>
TOTAL GENERAL	155,913.00	155,913.00	3,004,135.00	5.19
CEMETERY				
CEMETERY	1,439.73	1,439.73	52,731.00	2.73
AIRPORT	2,883.34	2,883.34	299,254.00	0.96
RECREATION				
RECREATION ADMINISTRATION	6,838.92	6,838.92	142,138.00	4.81
RECREATION CENTER	50,068.21	50,068.21	249,145.00	20.10
PARKS & PLAYGROUNDS	13,644.84	13,644.84	222,220.00	6.14
OUTDOOR POOL	5,536.39	5,536.39	165,903.00	3.34
HIAWATHA LODGE	861.78	861.78	22,783.00	3.78
SOCCER	0.00	0.00	1,495.00	0.00
ALL VOLLEYBALL	0.00	0.00	1,062.00	0.00
YMCA TUMBLING	370.04	370.04	8,810.00	4.20
YMCA TENNIS	0.00	0.00	581.00	0.00
YMCA GOLF	0.00	0.00	689.00	0.00
FITNESS FANTASIA	793.29	793.29	10,400.00	7.63
3-ON-3 BASKETBALL	0.00	0.00	1,262.00	0.00
FOOTBALL	0.00	0.00	831.00	0.00
AFTER SCHOOL PROGRAM	2,109.00	2,109.00	95,437.00	2.21
SOFTBALL	0.00	0.00	10,153.00	0.00
YMCA YOUTH TRACK	0.00	0.00	639.00	0.00
TANNING BED	0.00	0.00	600.00	0.00
OTHER FINANCING USES	<u>0.00</u>	<u>0.00</u>	<u>71,900.00</u>	<u>0.00</u>
TOTAL RECREATION	80,222.47	80,222.47	1,006,048.00	7.97
STREET				
STREET	40,349.08	40,349.08	802,624.00	5.03
MUNICIPAL BUILDING	136.22	136.22	81,474.00	0.17
CAPITAL EQUIPMENT	28,646.75	28,646.75	575,200.00	4.98
STORM SEWER	0.00	0.00	252,775.00	0.00
ECONOMIC DEVELOPMENT	0.00	0.00	26,160.00	0.00
CABLE ACCESS	6,680.27	6,680.27	61,768.00	10.82
SCDP GRANT	0.00	0.00	0.00	0.00
FARMERS MARKET	0.00	0.00	5,200.00	0.00

STATEMENT OF EXPENSES - BUDGET VS. ACTUAL

AS OF: JANUARY 31ST, 2025

Section 10, Item B.

FUNDS	CURRENT PERIOD	YEAR TO DATE	CURRENT BUDGET	PERCENT BUDGET
2017 STREET IMP D/S	168,500.00	168,500.00	194,175.00	86.78
FIRE HALL EXPANSION D/S	0.00	0.00	156,550.00	0.00
2022 ERV	37,077.50	37,077.50	37,685.00	98.39
2010 STREET IMP D/S	40,800.00	40,800.00	42,000.00	97.14
TAX INCREMENT D/S	14,400.90	14,400.90	2,000.00	720.05
2016 STREET IMP D/S	87,225.00	87,225.00	89,825.00	97.11
2015 STREET IMP D/S	56,966.25	56,966.25	58,660.00	97.11
2007 STREET IMP D/S	0.00	0.00	0.00	0.00
2019 STREET IMP D/S	37,202.50	37,202.50	45,530.00	81.71
2012 STREET IMP D/S	84,540.00	84,540.00	85,511.00	98.86
2018 STREET IMP D/S	151,143.75	151,143.75	178,713.00	84.57
2013 STREET IMP D/S	64,925.00	64,925.00	71,250.00	91.12
2020 STREET IMPR D/S	158,650.00	158,650.00	178,700.00	88.78
2021 STREET IMPR D/S	89,358.75	89,358.75	99,043.00	90.22
2022 STREET IMPR D/S	193,650.00	193,650.00	249,600.00	77.58
2023 STREET IMPR D/S	137,375.00	137,375.00	122,825.00	111.85
2020 STREET PROJECT	0.00	0.00	0.00	0.00
2021 STREET PROJECT	0.00	0.00	0.00	0.00
2022 STREET PROJECT	0.00	0.00	0.00	0.00
2023 STREET PROJECT	0.00	0.00	0.00	0.00
WATER	117,447.08	117,447.08	2,033,976.00	5.77
SEWER	116,284.78	116,284.78	1,339,735.00	8.68
GARBAGE	15,017.70	15,017.70	755,343.00	1.99
LIQUOR	67,337.05	67,337.05	1,888,171.00	3.57
DATA PROCESSING	255.00	255.00	71,345.00	0.36
PERPETUAL CARE	0.00	0.00	700.00	0.00
ALL FUNDS TOTAL EXPENDITURES	1,954,427.12	1,954,427.12	13,868,706.00	14.09

*** END OF REPORT ***

REQUEST FOR COUNCIL ACTION

Section 12, Item A.

Meeting of
Date: February 18, 2025

Agenda Section: New Business	Originating Dept: Administration	Item No. A
Item Description: Request of Pipestone Farmers Market		Prepared By: Deb Nelson
<p>The Pipestone Farmers Market vendors are requesting permission to close the south half of the city parking lot located behind the Historic Calumet for their Farmers Market every Saturday beginning June 14th through October 25th from 7:30 a.m. to 1:00 p.m. and every Wednesday evening beginning July 2nd through October 29th from 4:00 p.m. to 6:30 p.m.</p>		
<p>COUNCIL ACTION: Motion by _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

RESOLUTION 2025-17

A RESOLUTION ACCEPTING DONATIONS.

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

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

<u>Name of Donor(s)</u>	<u>Amount</u>
• Prairielands Library Exchange	\$600.00 – to assist Meinder’s Library with craft supplies

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

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

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

Passed and adopted by the City Council of the City of Pipestone this 18th day of February 2025.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator / City Clerk

RESOLUTION 2025-18

RESOLUTION DECLARING VACANCIES ON THE BOARD OF COMMISSIONERS OF
THE HOUSING AND REDEVELOPMENT AUTHORITY OF PIPESTONE

WHEREAS, the Housing and Redevelopment Authority of Pipestone (“HRA”) was established by the City of Pipestone (“City”), in accordance with Minnesota Statutes, section 469.003, to advance the purposes set forth in Minnesota Statutes, section 469.001 and to exercise the powers granted to the HRA in Minnesota Statutes, section 469.001 through 469.047; and

WHEREAS, Minnesota Statutes, section 469.003, subd. 5 provides that the HRA “shall consist of up to seven commissioners, who shall be residents of the area of operation of the authority”; and

WHEREAS, the area of operation of the HRA is the City of Pipestone, and therefore, members of the HRA Board of Commissioners must reside within the City; and

WHEREAS, the City has determined that three (3) current HRA Board of Commissioners members do not reside within the City; specifically, Dustin Seiler, Emaleigh Rippentrop and Linda Erickson; and

WHEREAS, due to the fact that Dustin Seiler, Emaleigh Rippentrop and Linda Erickson do not reside within the City, they are disqualified for service upon the HRA Board of Commissioners, and therefore, their seats on the HRA Board of Commissioners become vacant in accordance with Minnesota Statutes, section 351.02; and

WHEREAS, Minnesota Statutes, section 469.003, subd. 6 provides that a vacancy in an unexpired term on the HRA Board of Commissioners “shall be filled for the remainder of the term for which the original appointment was made.”

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

1. Vacancies are hereby declared, effective immediately, in the positions on the HRA Board of Commissioners held by Dustin Seiler, Emaleigh Rippentrop and Linda Erickson.
2. In accordance with Minnesota Statutes, section 469.003, subd. 5, the Mayor, with the approval of the City Council, shall appoint commissioners to the HRA Board of Commissioners to fill the vacant positions.

Passed and adopted by the City Council of the City of Pipestone this 18th day of February 2025.

Dan Delaney
Mayor

ATTEST:

Stephanie LaBrune
Assistant City Administrator / City Clerk