

RESOLUTION 2025-66

A RESOLUTION ACCEPTING GRANT NAVIGATOR FUNDING

WHEREAS, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Grant”) in which LMC provides grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects.

WHEREAS, the City of Pipestone (“City”) submitted an application for the Grant, a copy of which is attached hereto as Exhibit A (“Application”) for support in finding grant funding for (“Project”).

WHEREAS, the City has been notified that it has been awarded \$4,000.00 from the Grant (“Funding”) to find additional grant funding for the Project.

WHEREAS, the city council has determined that it is in the best interests of the City to accept the Funding and proceed with hiring a contractor to assist in finding additional grant opportunities for the Project as noted in the Application, subject to the terms and conditions of the Grant.

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

1. The City accepts the Funding in order to seek additional grant opportunities to complete the Project consistent with the findings in the Application.
2. The City shall use the Funding to enter into an agreement with Bolton & Menk (“Contractor”) to find additional grant funding for the Project in a manner consistent with the terms and conditions of the Grant and the Application.
3. Justin Schroyer is hereby appointed as the City’s Authorizing Agent related to the Grant and the Project.
4. The Authorizing Agent is granted the authority to commit the City to any terms and conditions required to accept the Grant.
5. The Authorizing Agent is granted the authority and directed to execute any documents necessary to accept the Funding.
6. The Authorizing Agent shall serve as the City’s official liaison with the entity issuing the Grant.
7. The Authorizing Agent is granted the authority to direct City staff and the Contractor in matters related to accepting the Grant and finding funding for the Project.
8. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Grant.

9. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Grant.

Passed by the City Council of Pipestone, Minnesota this 20th day of October, 2025.

Dan Delaney, Mayor

Attest:

Stephanie LaBrune, City Clerk

EXHIBIT A
(Grant Navigator Application)

Name

Justin Schroyer

Title

Community Development Director

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Phone

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Office Address

119 2nd Ave SW
Pipestone, Minnesota 56164
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[Map It](#)

Department

Public Works

Chief Administrative Officer

Deb Nelson

Briefly describe the project

The city of Pipestone is currently working with our engineering firm Bolton and Menk to write a grant from MN DNR. The grant would allow the City to create a forestry management plan as well as a tree inventory. These important plans would assist the City with management of public trees, especially those that are susceptible to emerald ash borer as well as position the city for future DNR grants for forestry management.

What is the project's estimated cost?

The entire Forestry Management Plan and Tree Inventory is expected to cost \$25,000. Bolton and Menk are charging \$4,000 to assist with grant writing for this highly competitive grant.

When do you expect to start and complete the project?

Project will start in early 2026 and must be completed by June 30, 2027.

At what point in development is the project currently? This includes phases such as concept, feasibility study, preliminary engineering, committed project, etc.

The city has committed to pursuing this grant opportunity alongside our engineering firm.

Are there any grants you are currently pursuing or are there grants for which you believe your project may be eligible? If so, what is the anticipated request?

MN DNR ReLeaf grant. We are seeking \$25,000 from this grant to develop a forestry management plan and tree inventory.

OPTIONAL QUESTION: In what ways does this project provide a positive environmental impact?

Funding will allow the City of Pipestone to develop a tree inventory and forestry management plan. Much of the city is in a priority zone based on socio-economic conditions. This forestry management plan will guide the city through the future in

removing diseased and damaged trees and replacing them with more resilient trees. Benefits of tree planting include, carbon absorption, reduced energy costs, improving air and water quality, as well as enhancing community well-being.

Has the city council approved a resolution of support for the project?

Yes

If you responded Yes, upload a copy of the resolution that was passed by the City Council.

- [LMC-Grant-Nav-Res.pdf](#)

Who are the primary city staff involved with the project? Please include names and job titles.

Justin Schroyer--Community Development Director
Mike Bloemendaal--Public Works
Travis Winter--City Engineer

Is the city working with consultants on this project? If so, who?

Bolton and Menk to write the grant as well as develop the forestry management plan.

Have you engaged with an engineer, planning agency, architect, or financial advisor to assess the overall cost of the project, funding options, and the financial impact to the city? If so, who? What stage is the financial planning in?

We have received estimates from our engineering firm and have budgeted funds specifically for tree maintenance and replanting. A forestry management plan will position the city to address the emerald ash borer and develop a healthy public forest.

Who are the consultants you expect to pay using the League grant? Only the primary grant consultants are required. This may be the same consultant as listed above. Cities should have a cost estimate from a consultant for the work to be completed to apply for Grant Navigator funding.

Bolton and Menk are estimating \$4,000 to prepare the grant application. The entire forestry management plan is estimated to cost \$25,000.

If using a consultant, have you received a quote or cost estimate for these grant services, and how much are these services expected to cost? (This information is needed for the Review Committee to assess the total Grant Navigator award.)

Bolton and Menk will prepare the grant application for \$4,000

Feasibility studies are a formal assessment of the practicality of a proposed plan and are recommended to be conducted prior to committing resources and time. Has a feasibility study been conducted for the project?

No

Is there a Capital Investment Plan (CIP) for the project?

Yes

Has a local funding source been identified for the project (e.g., savings, bonds)? If so, please briefly list the source.

Public works has a budget for tree management.

Are there any other regulatory approvals needed (e.g., county, state agency)?

Yes

If so, from whom?

MN DNR