



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

July 13, 2026

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

Dear Stephanie:

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

Project Understanding

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

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

Planning Approach

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

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

Scope of Services

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

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

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

Task 1 – Daily Planning Services

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

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

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

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

Task 2 – Code Updates

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

Step 1: Convert and Compile the Ordinance

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

Step 2: Identify Issues and Outdated Standards

We will complete a comprehensive review using our checklist, which includes topics such as

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

Step 3: Update the Zoning Map and Zoning District Descriptions

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

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

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

Task 3 – Comprehensive Plan

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

Experience

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

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

Fees

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

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

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

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

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

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

Respectfully submitted,
Bolton & Menk, Inc.

Travis Winter, PE
Municipal Project Engineer

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

APPROVALS AND SIGNATURES

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

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

Accepted by:

Print Name/Title

Signature and Date

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

Print Name/Title	Signature and Date
------------------	--------------------

