

Pipestone, Minnesota
February 2, 2026

Pursuant to due call and notice thereof, a regular meeting of the Pipestone City Council was duly held in the Municipal Building at 6:30p.m. on the 2nd day of February, 2026. Mayor Dan Delaney called the meeting to order. Roll call was taken and a quorum was declared. Members Present: Dan Delaney, Rodger Smidt, Scott Swanson, Verdeen Colbeck, and Danielle Thompson. Absent: None. Others present: City Administrator Stephanie LaBrune, City Clerk Megan DeWitte, Cable Access Coordinator Steve Moffitt, and Kyle Kuphal. City Attorney Jason Hill appeared via Zoom.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE AGENDA- ADDITIONS, CHANGES, OR DELETIONS

Mayor Delaney added one change to the agenda. Donna Morris was could not attend the meeting, Delaney asked to remove Donna Morris from Item A, under New Business. Motion made by Smidt, seconded by Swanson and unanimously carried to approve the agenda with the change of removing Item A under New Business.

CONSENT AGENDA

Mayor Delaney stated the consent agenda contains the January 24, 2026 Special Meeting Minutes, January 20, 2026 Regular Meeting Minutes, and the Payment of Claims-Listing of Bills for warrants # 076768 to #076840 in the amount of \$496,094.05. Delaney asked if there was any further discussion regarding these items. No further discussion was held.

Motion made by Thompson, seconded by Colbeck, and unanimously carried to approve the consent agenda contents of the January 24, 2026 Special Meeting Minutes, January 20, 2026 Regular Meeting Minutes and the Payment of Claims-Listing of Bills for warrants # 076768 to #076840 in the amount of \$496,094.05.

COMMUNITY CONCERNS

LEGAL

Introduction of Ordinance No. 171, Fourth Series- Delaney stated as introduction only, this is an amendment of Chapter 30, Pipestone City Code, regarding Administration procedures of City Staff. A review of current administration duties by the Council, Personnel Committee and City Administrator were previously addressed in the Personnel Committee meeting. Delaney shared the committee deemed it necessary to recommend an amendment to the personnel policy, and the ordinance, to provide clarity of the administrative duties and responsibilities of City Council, Personnel Committee and City Administrator in the administration of City employees, including department heads. Delaney stated the amendments will be considered at the February 17 council meeting.

ENGINEERING

OLD BUSINESS

NEW BUSINESS

Review the iWorQ Code Enforcement Software- Delaney shared a proposal for purchasing a new code enforcement software program, recommended by Community Development Director Justin Schroyer. Delaney explained the benefits this program would bring for staff and the community in issuing citations and the other capabilities the program would provide for staff use. Delaney informed the Council of approximately \$9,000 of current available funds are in the building and zoning budget. The software program has a one-time fee of \$5,400 and an annual fee of \$3,250. Delaney believes this is a great idea to support documentation, aid blight procedures, make community progress, as well as, enhance staff safety.

Motion was made by Thompson, seconded by Colbeck and unanimously carried to approve the purchase of the iWorQ Code Enforcement Software.

Appointment of Building Maintenance Technician- Delaney shared the Public Works Director and City Administrator are recommending to promote Public Works Operator Eric Carstensen to Building Maintenance Technician. As a seasoned employee, City Administrator LaBrune is recommending Carstensen be placed at grade 10, Step 2, of the city's current pay scale effective January 31, 2026.

Motion was made by Swanson and seconded by Thompson and unanimously carried to approve the promotion of Eric Carstensen to Building Maintenance Technician position, and approve the pay increase to grade 10, Step 2, of the city's current pay scale effective January 31, 2026.

Approve Classification Recommendation for City Clerk Position- Delaney shared that January 2, 2026, Megan DeWitte was appointed to City Clerk. Staff had the job description evaluated by David Drown & Associates. Delaney said it is the recommendation of David Drown & Associates, as well as, Administrator LaBrune to place DeWitte at pay grade 15, step 1, of the city's current pay scale effective January 1, 2026.

Motion was made by Colbeck, seconded by Thompson, and unanimously carried to approve the pay scale increase for DeWitte to pay grade 15, Step 1, taken effect as of January 1, 2026.

COUNCIL LIAISON REPORTS

Council Member Smidt- Smidt shared that he attended the January Airport Commission Meeting. Smidt reported the airport hangar work is being held off until spring and said the airport is working on their Master Plan to give to the FAA, which is vital to acquire grant funding. The airport is hoping to add a flight school program and is working on the fuel replacement project.

Smidt also spoke on the Fire Relief Association meeting from the previous month and that there had been all new officers elected and the finances were discussed at that meeting as well.

Council Member Swanson- Swanson spoke on the Utility Commission Meeting updates. Swanson said the Utility Commission is working on the lead lines and sewer replacement project planning. Swanson also shared the 2026 Street and Utility project is ready for bids, and the street and sidewalk program will be starting this summer. Swanson ended with an update to the Safe Routes to School project being started this year.

Council Member Colbeck- Colbeck shared that he and Delaney had met with the Law Enforcement Liaison committee. Discussion was held on the Dynamic Breaking Ordinance the Council had just approved. Colbeck reported the Hiawatha Pageant Park Commission also met and went over finances. Colbeck informed Council that the Hiawatha Pageant Park Commission will have a

special meeting on Monday, February 9, 2026, to go over the five-year outlook and plans for the Hiawatha Pageant Park.

Council Member Thompson- Thompson shared that there was no quorum for the Parks and Rec Board, and the Library Board will be meeting next week, she has no reports to share at this time.

Mayor Delaney- Delaney shared that he attended five commission meetings. Delaney reported the mold test done in the City Hall building came back favorable, so just some cleaning and new carpet in the west offices needed to remedy the situation. Utility commission discussed the hurdles of the North Hiawatha update, but continuing to look into it. Delaney reported the Planning Commission met on January 14, and approved a CUP for Rico's Tacos building but it wouldn't be able to support the proposed apartments as multi-use like originally planned. Delaney stated the Law Enforcement Liaison meeting went well. The members have decided to continue to meet the 2nd Monday each month. Delaney and Colbeck were also informed at the January LEC meeting that the ordinances of the city need to be updated in court to be enforceable by Law Enforcement. Delaney shared that the Human Rights Commission wants to eliminate their by-laws. City Attorney Jason Hill will review this. Delaney shared the Personnel Committee made the recommendation of amending the ordinance and personnel policy for employee review process.

CLOSING COMMENTS

ADJOURNEMENT

Motion was made by Smidt, seconded by Colbeck, and unanimously carried to adjourn the meeting at 6:50 p.m.

Dan Delaney
Mayor

ATTEST:

Megan DeWitte
City Clerk