



## Regular City Council Meeting Agenda

February 02, 2026 at 6:30 PM

Pipestone City Hall- 119 2nd Ave SW #9, Pipestone, MN 56164

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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.](#) January 20, 2026 Regular Meeting Minutes

[B.](#) January 24, 2026 Special Meeting Minutes

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

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

8. **Legal**

[A.](#) Introduction of Ordinance No. 171, Fourth Series: An Ordinance of the City of Pipestone Amending Chapter 30 of the Pipestone City Code Regarding the Administration of City Staff

9. **Engineering**

10. **\*\*Financial**

[A.](#) Payment of Claims-Listing of Bills

11. **Old Business**

12. **New Business**

[A.](#) Donna Morris Community Concern

[B.](#) iWorkQ Code Enforcement Software

[C.](#) Appointment of Building Maintenance Technician

D. Approve Classification Recommendation for City Clerk Position

**13. Council Liaison Reports**

**14. Closing Comments**

**15. Executive/Closed Session**

**16. Adjournment**

Pipestone, Minnesota  
January 20, 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 20<sup>th</sup> day of January, 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. Others Present: City Administrator Stephanie LaBrune, City Clerk Megan DeWitte, Cable Access Coordinator Steve Moffitt, Kyle Kuphal, Kevin Kellen, Susan Hoskins, Steve Weets, Donna Morris and Erica Volkir. City Attorney Jason Hill and City Engineer Travis Winter appeared by Zoom.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPROVE AGENDA- ADDITIONS, CHANGES, OR DELETIONS**

Mayor Delaney stated that there was an addition to the agenda needed under New Business, item I. Resolution 2026-10, amending Resolution 2025-48, a resolution authorizing the city of Pipestone to enter into the Minnesota Clean Water Partnership Loan Agreement along with the Minnesota Pollution Control Agency to conduct the Pipestone Sanitary Service Improvement Project, Part 2.

Motion made by is Smidt, seconded by Thompson and unanimously carried to approve the agenda.

**CONSENT AGENDA**

Mayor Delaney state that the consent agenda contains the January 5, 2026 Special Meeting Minutes, the January 5, 2026 Regular Meeting Minutes, the December 2025 Financial Report, and the Payment of Claims-Listing of Bills in the amount of \$2,262,434.42 for warrants #076635- #076767.

Motion made by Thompson, seconded by Smidt, and unanimously carried to approve the consent agenda that contained the January 5, 2026 Special Meeting Minutes, the January 5, 2026 Regular Meeting Minutes, the December 2025 Financial Report, and The Payment of Claims-Listing of Bills for warrants #076635- #076767 in the amount of \$2,262,434.42.

**COMMUNITY CONCERNS**

Kevin Kellen property owner of 601 3<sup>rd</sup> Ave NE, Pipestone, shared his complaints from past interactions of trying to obtain building permits from the City. He stated back in 2017 he had made attempts to get a building permit and try to maintain buildings at 601 3<sup>rd</sup> Ave NE. He also disputed that 601 3<sup>rd</sup> Ave NE had now been rezoned into the flood plain zone instead of a flood fringe zone. Kellen shared that he has no plans to build anymore and would be willing to sell the property at 601 3<sup>rd</sup> Ave NE to the City, but stated that it would be costly.

Donna Morris, resident of 420 9<sup>th</sup> Ave NW, appeared to share her concern for a water utility bill at her rental property located at 1003 3<sup>rd</sup> Ave SW. She shared that she was unable to reach staff and she does not feel that she is responsible for the unpaid balance.

Delaney shared that the bottom line is, the city does not get stuck with unpaid utility bills. He informed Morris that she could follow up with staff to put this on the agenda for the next Council meeting if she wants this to be addressed by the Council.

**REPORTS**

**Senior Center**

Director Steve Weets appeared to share the quarterly report with Council. He shared the reports on how many members the Center had in 2025, currently has in 2026, as well as, how many people in total went through the Center’s doors last year.

**Museum**

Director Susan Hoskins from the Pipestone Historical Society shared information on grants the Museum was awarded in 2025. She shared what projects the grant funding has covered and the plans for future projects as well.

**Chamber of Commerce**

Erica Volkir shared information on the many events the Chamber hosted in 2025. She shared details of fundraisers the Chamber organized and how much was raised in total by each event.

**EDA**

Community Development Director Justin Schroyer shared new progress that is being made and additions to the community from 2025.

**ENGINEERING**

Delaney shared the two Pay Requests that have been submitted for work being done at the Pipestone Municipal Airport.

**80’x80’ Hangar Pay Request No. 2**

Engineer Winter explained that he is recommending payment for the 80’x80’ Hangar Pay Request No. 2 for the amount of \$124, 406.56. He said this will complete payment for the dirt work and material costs.

Motion was made by Smidt, seconded by Swanson and unanimously carried to approve pay request no. 2 in the amount of \$124, 406.56 to Everstrong Construction, Inc. that completes payment for the civil site work and building material cost.

**AWOS Pay Request No. 2**

Delaney then shared that second request for the updates made to the AWOS system. Engineer Winter stated the pay request is for the amount of \$4,642.50, which will close the project.

Motion was made by Swanson, seconded by Smidt, and unanimously carried to approve the pay request in the amount of \$4,642.50 and to release retainage to Werner Bros Inc. as they have completed construction and submitted all final documentation to close the AWOS project.

**NEW BUSINESS**

Resolution 2026-6

Delaney stated this resolution will grant a permit for the application submitted by the Pipestone County Pheasants Forever, to sell raffle tickets for their annual banquet on March 31, 2026 at the Pipestone National Guard Armory Building. If approved, Delaney said their application will be forwarded to the Minnesota Gambling Control Board with no waiting period.

Motion was made by Smidt, seconded by Swanson, and unanimously carried to approve Resolution 2026-6 approving the gambling permit to the Pipestone County Pheasants Forever chapter raffle ticket sales, for their annual banquet on March 31, 2026.

Resolution 2026-7

Delaney shared that this resolution accepts donations from the Pipestone United Way in the amount of \$500, for Lights at the Lodge, \$2,000 to assist with Parks and Recreation funds, and another \$2,500 to assist with the Rec Center's Afterschool Program and Summertime Fun Program.

Motion was made by Thompson, seconded by Colbeck, and unanimously carried to approve Resolution 2026-7, accepting donations from the Pipestone United Way in the amount of \$500 for Lights at the Lodge, \$2,000 to assist with the Parks and Rec Department, and \$2,500 to assist with the City's Afterschool and Summertime Fun Programs.

Resolution 2026-8

Delaney stated this resolution orders the abatement of a hazardous property and buildings and public nuisances located at 601 3<sup>rd</sup> Ave NE. He shared that this property contains a dwelling and buildings that are in adequately maintained, collapsing, dilapidated, and abandoned. Delaney said that the property also contains unlicensed and presumably inoperable recreational vehicles and motor vehicles and other nuisances also.

Motion was made by Smidt, seconded by Delaney and unanimously carried to approve Resolution 2026-8 ordering the abatement of a hazardous property and buildings and public nuisances located at 601 3<sup>rd</sup> Ave NE.

Resolution 2026-9

Delaney shared this resolution is to appoint election judges and designate St. Leo's Catholic Church as he designated polling place for the 2026 Elections.

Motion was made by Thompson, seconded by Smidt and unanimously carried to approve Resolution 2026-9 appointing election judges and designating St. Leo's Catholic Church as the designated polling place for the 2026 Elections.

Meulebroeck, Taubert & Co. PLLP Audit Engagement Letter

Delaney stated that in the Council packet there is an engagement letter stating that the City of Pipestone recognizes and agrees to Meulebroeck, Taubert & Co. as being the official accounting firm to provide the City's financial auditing services. Delaney called for a motion to enter in to this agreement.

Motion made by Colbeck, seconded by Thompson and unanimously carried to authorize Meulebroeck, Taubert & Co. PLLP to perform the 2025 city audit.

Schedule Planning Work Session

Delaney share that the Council needs to schedule the annal Council work session for the one year and five-year plan. The date selected is Saturday, January 24, 2026, with at 9.am. start time.

Motion was made by Colbeck, seconded by Swanson, and unanimously carried to schedule the special work session council meeting for January 24, 2026 at 9.am.

Schedule Public Hearing

Delaney stated that a public hearing needs to be scheduled for the Pipestone County Assessor’s office for a Local Board of Appeals and Equalization Hearing. Delaney shared that the Assessor’s would like to schedule that Public Hearing date for Tuesday April, 7, 2026 at 7p.m., and to have it be located in the Council Chambers of City Hall.

Motion was made by Smidt, seconded by Thompson, and unanimously carried to schedule a Public Hearing for Tuesday April 7, 2026 at 9a.m. for the Pipestone County Assessor’s Local Board of Appeals and Equalization Hearing.

Accept Employee Resignation

Delaney shared the news that Building Maintenance Technician Bob Bullerman will be retiring on January 30, 2026 and there will also be a retirement open house at the Hiawatha Lodge on January 30<sup>th</sup> from 2-5p.m. Delaney asked for a motion to accept Bullerman’s resignation.

Motion was made by Swanson, seconded by Thompson, and unanimously carried to accept the resignation of Building Maintenance Technician Bob Bullerman.

The council members then thanked Bullerman for his work with the city.

Resolution 2026-10

Delaney state that this resolution is amending Resolution 2025-48 to remove past Administrator Nelson’s name as the Project Representative and designate that authority to current Administrator Stephanie LaBrune.

Motion was made by Thompson, seconded by Smidt, and unanimously carried to approve Resolution 2026-10 which amends Resolution 2025-48 to transfer Project Representative Authority to the current City Administrator Stephanie LaBrune.

**CLOSING COMMENTS**

Delaney shared that it has been quite a month in Minnesota and that we need to remain non-partisan on the Council level. Delaney said people on all levels are doing the best they can and our collected hope is for Pipestone to be the best it can be. Delaney encouraged everyone to try to be more positive and more kind.

**ADJOURNMENT**

Motion was made by Colbeck, seconded by Smidt, and unanimously carried to adjourn the meeting at 7:43p.m.

\_\_\_\_\_  
Dan Delaney, Mayor

ATTEST

\_\_\_\_\_  
Megan DeWitte, City Clerk

Pipestone, Minnesota  
January 24, 2026

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 24th day of January 2026. 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: City Administrator Stephanie LaBrune, and City Clerk Megan DeWitte.

### **APPROVE AGENDA - ADDITIONS, CHANGE OR DELETIONS**

Motion made by Swanson, seconded by Thompson, and unanimously carried to approve the agenda.

### **CURRENT ONE, FIVE, AND TEN-YEAR CITY PLANS**

Delaney shared that there has been good progress made on the items that were set in the plan from the previous year and LaBrune then shared with the Council the progress and completions that have been made to that one-year plan from the 2025 list.

2025 One-year Plan- Administrator LaBrune shared with the council that extensions have been granted for the grant period allocated for repairs to the library and that the east wall has been stabilized to get by until the repairs and maintenance can be made to Carnegie. She also said. there is continued work towards getting grants and funding for further developments to be made in expanding an Industrial Park, building a new community splash pad, selling remaining lots in Southwest Acres Frist and Third Additions, expanding childcare opportunities, attracting new businesses, promoting vacant properties for new development and continuing to address and utilize programs that address blight properties, as well as updated and maintaining our sidewalks, water-sewer lines and close in on the completion of the Safe Routes to School Sidewalk project.

Delaney said he feels that the Hiawatha Pageant Grounds trail may need to move down to a five-year plan instead. Delaney also shared that he thinks there needs to be more informative connections being advertised to the public that would be addressing and keeping the public involved and up to date on things going on in at the city level.

Smidt and Thompson agreed stating that getting the education out there would help city employees and council to stay ahead of public concerns.

2026-2030 Five-Year Plan- LaBrune shared with the council that the Community Development Director Justin Schroyer has been working hard on moving development forward in the city. LaBrune said there is a lot left to do on codification of City Code and that the 2021 Street Maintenance plan needs to be updated. Additionally, there was discussion held on how to connect the Casey Jone's trail through the city.

2020-2030 Ten-Year Plan- Discussion was held on the current seal-coating program and how to address the current infrastructure and keep the costs down. Delaney thinks maybe getting a small committee together to work with the county commissioners to help share some of these

maintenance issues. All agreed that efforts in strengthening communications with the county and trying to build a relationship with commissioners should be a priority going forward.

Delaney shared that the current condition of the Ewert Rec Center and the Aquatic Center were actually better than anticipated, but the state of the Municipal Building really needs to move into a one-year or five-year plan.

LaBrune informed the council that there is grant money available for energy efficiency updates to address the heating and cooling issues. Delaney shared ideas of trying to attract new business to lease open office space in the Municipal Building. Smidt thought maybe combining a few offices together to create some time of indoor entertainment space for the youth in our community.

There was discussion on building ownership potential. Discussion was had about possibly giving Carnegie Library to the Historical Society. There was also discussion on the potential purchasing of the National Guard Armory building and the open lot across from it and what development could be made if that purchase is made.

Delaney asked what more could we as a city be doing to attract visitors to our area. He feels the need to capitalize on the monument's visitors more and do more things to replace the other tourist events that have disappeared now.

## **CITY DEPARTMENT GOALS**

### **AIRPORT**

Smidt shared that the airport does have a good plan put together and a master plan in the works. They are working on the fuel system replacement project. LaBrune shared that the airport's plan is crucial to getting funding and grants for new things. The airport is hoping to complete the property repair and maintenance plan, as well as, construct additional hangars to increase their rental space capabilities within their five-year plan.

### **PUBLIC WORKS**

LaBrune shared that Schroyer has been working on grants towards the Carnegie Library and explained that LHB is working to finalize plans to continue moving forward with the east wall project. LaBrune shared that both public works and the water department want to see 2<sup>nd</sup> Ave SW Street reconstruction done. There are plans to update the Maintenance Plans and some discussion needs to be had about the Concrete Water tower and how to proceed with that.

### **LIBRARY**

The library provided a very detailed report of their one-year and five-year goals. In their one-year plan, website accessibility is a main priority so they can become handicap accessible. Getting emergency exit signs, which needs to be done immediately, is also in their one-year plan.

## **CITY HALL & COMMUNITY DEVELOPMENT**

Ideas were shared about rebranding the city and the city's mission statement. Ideas of community or commission's involvement in the rebranding were given. LaBrune stated there is also a need to bring the cemetery records and recording process up to date with the technology that is available.

LaBrune shared other things that really need to be updated at City Hall also like, software, the City Code and Policies, computers, financial management Plan and Capital Improvement Plan, along with maintenance and updates to the building itself.

Due to it being past noon, a motion was made by Smidt, seconded by Thompson, and unanimously carried to table the remaining agenda items and hold a special work session meeting on February 2<sup>nd</sup> at 5:00p.m. in the council chambers.

**ADJOURNMENT**

Motion was made by Smidt, seconded by Thompson, and unanimously carried to adjourn the meeting at 12:20p.m.

\_\_\_\_\_  
Dan Delaney, Mayor

ATTEST

\_\_\_\_\_  
Megan DeWitte, City Clerk

CITY OF PIPESTONE

ORDINANCE NO. 171, FOURTH SERIES

AN ORDINANCE OF THE CITY OF PIPESTONE AMENDING CHAPTER 30 OF THE PIPESTONE CITY CODE REGARDING THE ADMINISTRATION OF CITY STAFF

The City Council of the City of Pipestone ordains:

**Article I.** Legislative Findings. The City Council of the City of Pipestone hereby finds and determines as follows:

- (A) The City Council and City staff conducted a review of the current duties and responsibilities of the City Council, the Personnel Committee and the City Administrator with regard to the administration of City employees, including City department heads.
- (B) Upon completing its review, the City Council determined that it would be in the best interests of the City to update and amend its personnel policies and ordinances to provide clarity with regard to duties and responsibilities of the City Council, the Personnel Committee and the City Administrator in the administration of City employees, including department heads.
- (C) The amendments set forth in this ordinance are adopted in accordance with Section 30.015 of the Pipestone City Code (“City Code”) and Section 4.04 of the Charter of the City of Pipestone.

**Article II.** Table of Contents. The table of contents for Chapter 30 of the City Code is hereby amended by adding the following double-underlined language:

*Departments and Commissions*

- 30.030 Departments generally
- 30.031 Fire Department
- 30.032 Legal Department
- 30.033 Building and Zoning Department
- 30.034 Public Works Department
- 30.035 Assessment Department
- 30.036 Airport Department
- 30.037 Park and Recreation Department
- 30.038 Boards and commissions generally
- 30.039 Planning Commission
- 30.040 Airport Commission
- 30.041 Board of Zoning Adjustments and Appeals
- 30.042 Law Enforcement Liaison Committee
- 30.043 Community Education/ Active Living Commission
- 30.044 Park and Recreation Commission
- 30.045 Pageant Grounds Park Commission
- 30.046 Woodlawn Tree Board Commission

- 30.047 Public Access Advisory Committee
- 30.048 Joint city/school public library
- 30.049 Joint Library Board
- 30.050 Housing Advisory and Appeals Board
- 30.051 Municipal Cemetery
- 30.052 Disposal of excess property
- 30.053 The budget and capital improvements program
- 30.060 Personnel Committee

**Article III. City Administrator.** Section 30.004 (D)(2) of the City Code is hereby amended by adding the double-underlined language and deleting the ~~stricken~~ language as follows:

(2) Serve as Chief Personnel Officer with authority to hire, fire, promote, demote, discipline, and transfer all employees, excluding department heads. ~~through any affected department head,~~ provided that any final action in the hiring or termination of a department head shall require Council concurrence;

**Article IV. Department Heads.** Section 30.030 (B) of the City Code is hereby amended by adding the double-underlined language and deleting the ~~stricken~~ language as follows:

(B) *Appointments and Management.* All department heads shall be appointed by the Council. All appointments shall be for an indefinite term. The City Council, upon the recommendation of the Personnel Committee, shall be responsible for hiring, firing, promoting, demoting, discipline and transfer of department heads.

**Article V. Personnel Committee.** Chapter 30 of the City Code is hereby amended by adding a new Section 30.060 with the following language:

**§ 30.060 PERSONNEL COMMITTEE.**

(A) *Establishment and composition.* The establishment of the Personnel Committee, composed of three (3) members, is hereby ratified. The Personnel Committee shall consist of two (2) members of the City Council, appointed by the City Council, and the City Administrator. The appointments shall be made at the first regular Council meeting in January of each year. Any vacant position shall be filled for the unexpired term of office by the City Council.

(B) *Duties and responsibilities.* The duties and responsibilities of the Personnel Committee shall be as follows:

(1) The Committee shall conduct meetings at such times as it deems appropriate. The Committee shall adhere to all public meeting and data privacy laws in determining whether or not the meeting shall be open to the public.

(2) The Committee shall maintain records as required by law. Any such records shall be filed with the City Clerk.

(3) The Personnel Committee shall advise the City Council regarding personnel matters and assist the City Council in the development and maintenance of a uniform and equitable system of personnel administration for City employees.

(4) The Personnel Committee shall review and approve recommendations to the City Council with regard to the hiring, firing, promoting, demoting, discipline and transfer of department heads.

**Article VI. Severability.** Should any section or part of this ordinance be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the ordinance as a whole or any part other than the part declared invalid.

**Article VII. Effective Date.** This ordinance shall become effective the day after its legal publication.

Adopted this \_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Dan Delaney, Mayor

ATTEST: \_\_\_\_\_  
Megan DeWitte, City Clerk

Date of Publication \_\_\_\_\_

Effective Date \_\_\_\_\_

**MEMO**

**RE: Donna Morris Community Concern**

At the January 20<sup>th</sup> City Council Meeting, Donna Morris expressed concerns over an unpaid final utility bill from one of her renters at 1003 3<sup>rd</sup> Ave. SW. Donna stated that she felt she was not responsible for the renter's outstanding bill because when she had called to have the water turned off at the property for her tenant having a past due bill and city staff informed her that the renter had a payment agreement in place. Past Administration advised staff to never turn off water to a property if a payment arrangement was in place.

Following the incident, there has been a utility disconnection form created and it is available at city hall to allow property owners at any time to have their water disconnected by signing off on the form acknowledging their request to disconnect the water service and pay the \$70 on/off fee. The purpose of this new form places the liability on the property owner who is making the request and it also ensures that the renter does not end up responsible for the \$70 fee when they did not make the request.

Concerning Donna's complaint, staff have investigated the billing situation and it was found that staff regularly sent shut off notices to the renters and Donna when their bill became 30 days past due. When shut off letters are received, the person holding the bill has the option to pay the bill or make a payment agreement. The former renters of this property had held a payment agreement with the city nearly every month while they resided at the residence, which resulted in the renters being behind on average approximately one month, each month. When the renters moved out, their final bill was added to the amount already past due along with late fees.

Over the past few months, the city has attempted to bill both Donna and the renters, who now reside at another location in Pipestone. The city has yet to receive the outstanding amount of \$544.66 that is due. If the renters made an attempt to put their current utility bill in their name, the city would require them to pay their past due amount; however, the former renters do not have the utility bill in their name so the city is unable to collect from them.

This is not the only property Donna owns where a renter has left their final bill unpaid with the city. According to city code, if a renter leaves an outstanding bill, the city will assess the amount to the property owner's taxes to recover the cost. If these bills remain unpaid, they will be assessed to the property taxes.



## **IWORQ SERVICE AGREEMENT**

### **For iWorQ applications and services**

Pipestone City, MN. here after known as (“Customer”), enters into THIS SERVICE AGREEMENT (“Agreement”) with iWorQ Systems Inc. (“iWorQ”) with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

#### **1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:**

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ’s authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

#### **2. CUSTOMER RESPONSIBILITY:**

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

#### **3. TRAINING AND IMPLEMENTATION:**

Customer agrees to provide the time, resources, and personnel to implement iWorQ’s service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer’s data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.



**4. CUSTOMER DATA:**

Customer data will be stored in AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage customer data. IWorQ does backups twice per week and onsite backups twice per week. Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).

Data upload and usage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data usage on AWS GovCloud. Additional upload file sizes and managed data usage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

**5. CUSTOMER SUPPORT:**

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

**6. BILLING:**

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer. Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.



Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

**7. TERMINATION:**

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.

Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

**8. ACCEPTABLE USE:**

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

**9. MISCELLANEOUS PROVISIONS:**

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.



**10. CUSTOMER IMPLEMENTATION INFORMATION:**

Primary Implementation Contact \_\_\_\_\_ Title \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell (required) \_\_\_\_\_

Email \_\_\_\_\_

Secondary Implementation Contact \_\_\_\_\_ Title \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell (required) \_\_\_\_\_

Email \_\_\_\_\_

**11. CUSTOMER BILLING INFORMATION:**

Billing Contact \_\_\_\_\_ Title \_\_\_\_\_

Billing Address: \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

PO# \_\_\_\_\_ Tax Exempt ID # (required) \_\_\_\_\_

NOTE: If a tax-exempt number is not provided, a 10% service increase will be added to the yearly invoice.

**12. ACCEPTANCE:**

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature \_\_\_\_\_ Effective Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Office Number \_\_\_\_\_ Cell Number \_\_\_\_\_

**iWorQ Service(s) Agreement  
APPENDIX A**



## iWorQ Price Proposal

<b>Pipestone City, MN.</b>	<b>Population- 4,092</b>
119 2nd Ave. SW, Pipestone, MN. 56164	<b>Prepared by: Chad Watterson</b>

### Annual Subscription Fees

Application(s) and Service(s)	Package Price	Billing
<b>Code Enforcement (Stand-Alone module)</b>  -Available on any computer, tablet, or mobile device using Chrome Browser -Track activities and follow ups -Configurable violations & fees, track payments -Configurable reporting -Quarterly parcel update -OpenStreetMap tracking abilities -Free letters, utilizing iWorQ's template library, and up to 3 custom letters -Includes Sensitive File Uploads that are required to finish permit, licensing or code enforcement process (i.e Driver's License)	\$3,250	Annual
<b>Subscription Fee Total (This amount will be invoiced each year)</b>	<b>\$3,250</b>	<b>Annual</b>

### One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Package Price	Billing
Implementation and Setup cost year 1	\$2,150	Year One
Up to 5 hours of GIS integration and data conversion	Included	Year One
Data Conversion	Included	Year One

<b>Grand Total Due Year 1</b>	<b>\$5,400</b>	<b>Year One Total</b>
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### NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out on **May 1<sup>st</sup>, 2026**, upon execution of the contract. Payment terms are net 30 days from the invoice date.
- II. Annual Invoice will be dated and sent 30 days prior to the period start date each year.
- III. This subscription Fee and Agreement have been provided at the Customer's request and is valid until **Friday, February 27<sup>th</sup>, 2026**.
- IV. This cost proposal cannot be disclosed or used to compete with other companies.

# iWorQ

100% U.S. Owned & Operated



## Free, Unlimited Support, Training, & Updates

iWorQ offers a straightforward pricing structure with no per-seat licensing fees. Enjoy free, unlimited support, training, & updates.



## Secure

iWorQ uses AWS GovCloud for our application housing. This ensures that sensitive information is protected.



## Quick Implementation

The software is simple & user-friendly, so anyone can learn it. We can have you up & running in 60 days, or less!



## Mobile Capabilities

Our cloud-based software applications allow you to work from a tablet or smart phone while you're in the field.



## Product Information





# CODE ENFORCEMENT SOFTWARE

## BENEFITS

- 1 SAVE TIME
- 2 CLEAR CASE DOCUMENTATION
- 3 STREAMLINE FEE COLLECTION
- 4 CREATE LETTERS IN ONE CLICK



## HOW IT WORKS



### SCHEDULE & ASSIGN CASES

Schedule inspections, citations, and warnings while assigning inspectors and fees.



### INSPECT & COLLECT EVIDENCE

Upload violation photos, attach ordinance descriptions, and update cases in real time.



### AUTOMATE LETTERS & NOTICES

Generate violation notices and letters in one click with pre-filled case information.



### MAP & MANAGE PROPERTY DATA

Link cases to parcels, view properties on an interactive GIS map, and store historical data.

## WHAT OUR CLIENTS ARE SAYING

"Saves sooooo much time when starting a new case. Eliminates the guessing when a property doesn't have a visible house number."

- Tatiana, Ohio

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**M E M O**

**RE:           Appointment to Building Maintenance Technician**

With the resignation of the former Building Maintenance Technician, the Public Works Director and City Administrator are recommending to promote Eric Carstensen, current Public Works Operator to the position. Eric has acquired his been working closely with the current building maintenance technician and has received his boilers license. He is also working towards getting his pool operator certification later this year. As a seasoned employee, City Administrator LaBrune is recommending Eric be placed at grade 10, step 2 of the city’s current pay scale effective 1/31/2026.

**MEMO**

**RE:            Approve Classification Recommendation for City Clerk Position**

On January 2, 2026 Megan DeWitte was appointed to the City Clerk position effective January 1, 2026. The job description has been evaluated by David Drown & Associates who is recommending the position be placed on range 15 of the city’s current pay scale. City Administrator LaBrune is recommending Megan be placed at grade 15, step 1 of the city’s current pay scale effective 1/1/2026.