

Pipestone, Minnesota
January 5, 2026

Pursuant to due call and notice thereof, a Special Meeting of the Pipestone City Council was duly held in the Municipal Building at 5:30p.m. on the 5th day of January, 2026. Mayor Dan Delaney called the special meeting to order. Roll call was taken and a quorum was declared. Members Present: Dan Delaney, Rodger Smidt, Scott Swanson and Verdeen Colbeck. Absent: Danielle Thompson. Others present: City Administrator Stephanie LaBrune, Administrative Assistant Megan DeWitte, Cable Access Coordinator Steve Moffitt, and City Attorney Jason Hill via Zoom.

Mayor Delaney stated the purpose of the special meeting was to discuss policy changes regarding Department Head Evaluations and to discuss the City Clerk and Administrative Assistant Positions. Delaney then turned the discussion over to the City Administrator LaBrune.

Discuss Policy Changes Regarding Department Head Evaluations

LaBrune explained the current policy for department head evaluations and shared what the new evaluation procedure policy may entail.

City Attorney Hill indicated changes can be made but the City Code and Personnel policy would have to be voted on by Council and changed to adopt any new procedures.

The Council all agreed that it would be a more favorable situation to have just the City Administrator or Personnel Committee conduct the Department Head Evaluations instead of holding special meetings and having the full Council involved. Mayor Delaney also agreed that by making this change it would assist in giving the public reassurance that the City intends to proceed with full transparency when handling employee reviews. He also believed this would give administration the chance to evaluate, negotiate or critique performance with the Department Head employee.

Delaney said he is open to whatever the Council approves. Administrator LaBrune stated she is in favor of whatever the Council decides as well, but she would like to do them independently and involve the personnel committee if problems arise with a Department Head employee. This would better keep and protect the employee's privacy.

Attorney Hill said the personnel policy needs to be very clear and he would be willing to draft language in the code book to support these changes.

There was open discussion about the hiring and firing process of the Department Head level. The majority present agree that it should be delegated to the Personnel Committee as well as any pay grade increases. They also agreed that the City Administrator would still be able to do Department Head reviews independently as well as administer step increases without needing Council or Personnel Committee approval. Then, if any concerns would arise with a Department Head employee, the administrator would be allowed to bring those concerns forward and work with the Personnel Committee to address them.

Mayor Delaney said he suggests that Administrator does the evaluations, Personnel Committee does the hiring and firing process as needed and then they will bring their recommendations to the Council for approval. All other employees will be handled by Administrator only. Any type of job description or title change, as well as, pay grade movements will be assessed by Personnel Committee and brought to Council for approval.

Discuss City Clerk and Administrative Assistant Positions

Mayor Delaney shared that the Personnel Committee has met and has been discussing the delegation of job duties at city hall. Since October the City office has been short staffed and Megan DeWitte has really stepped up in performing many of the city clerk duties. It is the recommendation of the City Administrator and Personnel Committee to appoint DeWitte to the City Clerk position effective January 1, 2026. LaBrune's recommendation is to evaluate DeWitte's performance at her six-month review on July 1, 2026 and with a positive evaluation, move her to pay grade 13 step 1, and prior to January 1 of 2027 conduct another performance evaluation, and if it is a positive evaluation, move her to a final pay grade 14 step 1. LaBrune said, by the end of 2026 Megan should have a full grasp on all of the duties required by the City Clerk.

All in attendance were favorable and agreed upon to allow Council to move forward in their regular council meeting with appointing Megan DeWitte to the City Clerk position and increasing her pay after a job description analysis is done. Delaney stated that we are lucky to have the great staff we do have at city hall. There is a lot that goes on in the office that people are just so unaware of each day.

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

Dan Delaney
Mayor

Attest:

Stephanie LaBrune
City Administrator / Clerk