

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 _____