

CITY OF PIERZ  
Official Minutes of the Pierz City Council  
January 8, 2007

Members Present: Mike Menden, Herb Broschofsky, Kathy Kahlhamer and Maureen Watercott  
Members Absent: Mary Gritzmacher, Daniel Sauer

Meeting was called to order by Mayor Mike Menden at 7:00 p.m. at Pierz City Hall.

*At this time Kathy Kahlhamer, City Clerk, recited the elected officials' Oath of Office to each member who was elected in November 2006. Mayor Toby Egan, Council members Stephanie Fyten and Roland Hartmann, and Treasurer Maureen Watercott were all officially sworn in and now reside in their respective offices as the four current officials' terms ended.*

Motion by Councilmember Broschofsky, seconded by Kathy Kahlhamer, City Clerk to approve the minutes of the December 11, 2006 meeting with two minor changes in the language of the official fund transfers. Motion carried unanimously.

Motion by Councilmember Broschofsky, seconded by Councilmember Hartmann to approve the Agenda with the additions of discussing a meeting with MN/DOT that occurred this past Friday. Motion carried unanimously.

**Annual Appointments and Designations:**

Members of the City Council and the press were given a draft list of the 2007 appointments and designations. A motion was made by Councilmember Fyten, seconded by Councilmember Broschofsky to approve the draft list of all 2007 annual appointments and designations. Motion carried unanimously.

**New Business:**

**-Clubhouse Manager Position Application Deadline**

The City Administrator proposed a January 19<sup>th</sup> deadline to the Council for the purpose of the new Manager having enough time prior to season's opening to prepare to open promptly for business. The Council had no arguments against the Administrator's proposal. The deadline is set for January 19<sup>th</sup>. No action taken. Additionally, the Administrator proposed application reviews beginning January 22<sup>nd</sup>, clubhouse tours beginning the week of the 22<sup>nd</sup>, and interviews being scheduled for the week of the 29<sup>th</sup>.

**-Confirm Application Deadline, Confirm Hiring Committee, Set tentative application review schedule, Pierz Fire Department**

Mayor Egan explained that the deadline for accepting applications was the 5<sup>th</sup> of this month, and application review will start next week. The hiring committee will be as follows: Toby Egan (Mayor), Mike Lucking (Assistant Fire Chief), Jason Leeb (Assistant Secretary), Brian Boser (Captain), Mike DeRosia (City Administrator). No action taken.

**-Pierz Senior Center Monthly Rent**

The City Administrator explained to the Council that he was approached by a Senior Center volunteer who explained that the monthly expenses for the center were becoming harder to manage and a rent reduction or forgiveness would provide some financial relief. The Council did agree that a reduction could be arranged. Additionally, those organizations who wish to rent out the Senior Center must be charged a damage deposit and reservations must be booked. Collecting and managing the deposits, and booking the center would be the sole responsibility of the seniors if a rent reduction were agreed upon by the Council. A motion was made by Mayor Egan, seconded by Councilmember Hartmann to set the

Senior Center's monthly rent at \$1.00, with a \$25.00 deposit required for those who wish to rent the facility, and reservations being the responsibility of the seniors. Motion carried unanimously.

**-Financial Audit Quotes, Larson Allen/Gary Paulson**

Treasurer Maureen Watercott presented the two audit proposals, with Larson Allen asking for approximately \$8,800 to conduct a full financial audit and Gary Paulson's office in Little Falls proposing \$7,000. The Treasurer added that Gary Paulson's office has been used in the past by the City and they have historically been satisfied with their auditing services. Motion made by Councilmember Hartmann, seconded by Councilmember Broschofsky to approve hiring Gary Paulson's office to conduct a full financial audit for the City of Pierz. Motion carried unanimously.

**-Newly Elected Officials Conference Attendees**

The League of Minnesota Cities holds orientation conferences after each election to introduce new officials to city government. Former Council members who have attended in the past recommended this conference to the new members. Councilmember Hartmann and Councilmember Fyten are attending the January 26 conference; Mayor Egan intends to be at the February 16 conference. No action taken.

**-Board of Appeal and Equalization Training**

Morrison County requires one member of each City Council to attend the board training, which prepares city officials for the annual meeting in which property owners in the City can contest the valuation of their property. The City Administrator recommended that two Council members attend the training, which is held January 24<sup>th</sup>. Councilmember Hartmann and Councilmember Broschofsky each volunteered to attend. No action taken.

**-Region 5 Morrison County Municipalities Commission Nominations**

Any Clerk or member of the Council is eligible to be nominated to this advisory board. No one had any nominations for the board at this time, and the City Administrator was directed to request nominations at the next regular Council meeting.

**-Library Rent Increase**

Melvin Schmidtbauer notified the City that the rental rate at the Pierz Public Library, a building which he owns, has increased to \$275.00. A motion was made by Councilmember Broschofsky, seconded by Kathy Kahlhamer, City Clerk to acknowledge the increase and continue on with regular rent payments as scheduled. Motion carried unanimously.

**Resolution 012207 Adopting 2007 City Fees**

The fees were fully reviewed by each Council member. Mayor Egan introduced the resolution and Councilmember Broschofsky moved for its adoption. The motion was seconded by Councilmember Hartmann, and the motion was carried by unanimous vote.

**Department Reports:**

**Fire:** Toby Egan submitted his resignation as Chief of the Pierz Fire Department to the City Council. A new Chief will be hired from within the department after the job is posted internally.

**Public Works:** Bob Otremba was present to discuss the following issues with the Council.

Bob explained that it is in the City's best interest to contract with Saehr Backhoe&Gravel to provide ice-breaking and ice removal services if it becomes needed. The Council directed Bob to go forward with hiring Saehr if their services are needed this winter. Also, Bob will be doing chip-sealing on multiple roads that need servicing. Chip-sealing is understood to be a "last fix" before a road needs to be over-layed with bituminous surface again.

**Police:** Steve Boser was present to discuss the following issues with the Council.

Steve presented the monthly activity report to the Council, showing an increase in police calls. Also, Steve briefly explained that the owner of a dilapidated trailer in the Pierz Mobile Home Park will be

sent a certified letter ordering him to repair or demolish the structure within 20 days of the official notice.

It was explained that 3 officers have been contacted and are interested in part-time work with the Pierz police department. One officer named Eric Hanneken is ready to work for the City as soon as it is necessary. Chief Boser has officially requested permission to hire Eric. A motion was made by Mayor Egan, seconded by Councilmember Broschofsky to hire Eric Hanneken as a part-time patrol officer. Motion carried unanimously. Furthermore, the Police Chief requested that the pay for part-time officers be set at \$16.00/hour with a 6-month performance review done by the Chief. Motion made by Councilmember Broschofsky, seconded by Councilmember Fyten to set the hourly rate for part-time officers at \$16.00, with a 6-month review. Motion carried unanimously.

**Administration:** Mike DeRosia was present to discuss the following issues with the Council.

The City Council met with MN/DOT Friday, and it was proposed that a joint powers agreement could be entered into for the engineering and pre-construction portion of the Highway 25/Main Street Project. A motion was made by Councilmember Broschofsky, seconded by Mayor Egan to enter into the agreement contingent upon the City Attorney's approval prior to signing. Motion carried unanimously.

Mike presented the 2007 annual salaries for full-time employees and an increase proposal for a part-time employee.

-Bob Otremba, Public Works Director: \$38,833.60 Motion by Mayor Egan, Seconded by Councilmember Fyten to approve the salary. Carried unanimously.

-Steve Boser, Police Chief: \$52,520.00 was the proposed 2007 annual salary. Motion by Councilmember Fyten, seconded by Councilmember Hartmann to re-enter into salary negotiations with Chief Boser without approving the salary that was initially proposed. Voting Yes: Broschofsky, Hartmann, Egan, Fyten. Voting No: Kahlhamer. Motion carried.

-Daniel Baert, Parks Complex Superintendent: \$37,960.00 Motion by Councilmember Hartmann, seconded by Councilmember Fyten to approve the salary. Carried unanimously.

-Mike DeRosia, City Administrator: \$43,742.40 Motion by Councilmember Fyten, seconded by Councilmember Broschofsky to approve the salary. Carried unanimously.

-Zach Baert, Assistant Parks Complex Superintendent: \$29,120.00 Motion by Kathy Kahlhamer, City Clerk, seconded by Councilmember Broschofsky to approve the salary. Carried unanimously.

-Wanda Lundblad, Utility Billing Clerk: \$12.50/hour. Motion by Councilmember Fyten, seconded by Kathy Kahlhamer, City Clerk to approve the hourly rate. Carried unanimously.

Also, Mike proposed that the City start using a fleetwatch program where a third party monitors the City drivers, their license status, and the registered city vehicles. The cost per year is under \$400.00 and it would be taken from the Administrator's budget. Motion made by Mayor Egan, seconded by Councilmember Fyten to begin using the "fleetwatch" program. Motion carried unanimously.

-Jim Schulz, a City Engineer, was present to explain the final payment to Tom's Backhoe Service. Tom's is the contractor on the city's storm water project that was completed this fall. Jim further recommended the City approve the final payment and close out the project. Motion made by Councilmember Broschofsky, seconded by Kathy Kahlhamer, City Clerk to approve the final payment of \$40,903.40 to Tom's Backhoe Service. Motion carried unanimously.

**Treasurer's Report::**

Checkbook Balance	\$551,247.12

Motion by Councilmember Hartmann, second by Councilmember Broschofsky to approve the Treasurer's Report as presented. Motion carried unanimously.

Also, the Treasurer requested to transfer money into a 12-month CD due to the checking account balance being unusually high. A motion was made by Councilmember Broschofsky, seconded by Councilmember Fyten to pursue a 12-month CD with F&M Bank. Motion carried unanimously.

**Claims:** The claims for the month were reviewed by the Council and total \$260,275.86. Motion made by Kathy Kahlhamer, City Clerk, seconded by Councilmember Broschofsky to pay claims as presented. Motion carried unanimously.

**Updates:**

**Correspondence:**

Motion by Councilmember Broschofsky, second by Kathy Kahlhamer, City Clerk to adjourn the meeting at 8:53 p.m. Meeting adjourned.

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Toby Egan, Mayor, City of Pierz

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Kathy Kahlhamer, Clerk, City of Pierz