

**CITY OF PIERZ**  
**Official Minutes of the Pierz City Council**  
**April 29, 2019**

**Members Present:** Dave Fischer, Kyle Bednar, Don Bujalski, Lynn Egan, Jacque Ballou and Linda Sczublewski.

**Others Present:** Terry Lehrke, Eric Hanneken and Nicole Smude.

The City Council Work Session was called to order at 5:45 p.m. at Pierz City Hall by Mayor Dave Fischer.

**F & M/UNITY BANK DISCUSSION:**

The Finance Committee informed the City Council Members about a program Unity Bank is offering called Insured Cash Sweep. The Finance Committee met with Unity Bank to discuss the program, the Committee also met with Farmers and Merchants to see if they were offering the same program and if they would be willing to match interest rates. F & M stated they are working on implementing the Insured Cash Sweep program by the end of May and would be more than willing to match interest rates. Further discussion was had regarding both banks and whether or not the city should utilize Unity Bank over F & M.

**RIGHT OF FIRST REFUSAL INDUSTRIAL PARK:**

Discussion was held regarding granting rights of first refusal in Industrial Park with only two lots left. The City Council Members asked Administrator Smude, to inform Midwest Processors that the City Council will consider removing the ability to have rights of first refusals in the current industrial park. Smude to put on city council agenda. Further discussion was had regarding the fee for rights of first refusal. The current fee is \$10.00, it was discussed having the fee cover the cost of recording with the county at a minimum.

**MILEAGE POLICY:**

Discussion was held regarding the current mileage policy or lack thereof. Administrator Smude was directed to work on a mileage policy that lays out employee mileage and elected official mileage reimbursements. Discussion was had regarding the content of the policy. It was discussed to have the policy state that the reimbursement will be at the federal rate and that elected officials will be allowed to redeem mileage for meetings outside of city limits.

Discussion was also had regarding having Administrator Smude put together a welcome packet for elected officials. This packet should include what the elected official makes per month and anything related to what you do on the City Council.

It was mentioned that City hall should not be closed at any point and that it always needs to be open.

**EDA/SCDP:**

Discussion was had regarding creating a separate loan policy for existing SCDP funds. As soon as Administrator Smude hears back from the state regarding the SCDP funds, she will bring forward the information and start working towards a loan policy for the funds.

**PUBLIC COMMENT AT COUNCIL MEETINGS:**

The City Council Members discussed different time frames and options for public comment at meetings. The City Council Members would like Administrator Smude to gather other city public comment procedures and report back.

**PROPERTIES WITH LONG GRASS:**

Discussion was held regarding long grass on empty lots in city limits. The City Council advised Smude to send a letter to everyone in town who has an empty lot within city limits reminding them of the long grass ordinance.

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**SENIOR CENTER:**

Discussion was held regarding the contract/agreement between the Senior Center and Lutheran Social Services. The City Council advised Smude to gather a list of questions for Lutheran Social Services regarding the Senior Center and the process/program of Lutheran Social Services.

The water heater in the basement was also discussed. The water heater is leaking, it was advised that the senior center pay for the replacement of the water heater.

**CELL PHONE POLICY:**

Further discussion was had regarding the current cell phone policy and \$40.00 reimbursement. The City Council advised Smude to create a cell phone policy that explains in detail who gets reimbursed (Department Heads and staff at the discretion of the department head) and the amount reimbursable (\$40.00) the reimbursement can only go as far back as three months.

A social media policy was also discussed. Smude stated she will work on updating the Personnel Policy and have a cell phone, social media and mileage section in that policy.

**GREEN STEP CITIES**

Information was included in the workshop packet for City Council Members to review and understand the City of Pierz's participation in the program. The city has been a green step city since 2014.

**ST. NICK NIGHT:**

Administrator Smude was approached by the St. Nick Night Committee about possibly hosting St. Nick at City Hall on the senior center side. The senior center side can hold approximately 150 people at any one given time. The City Council Members advised Smude to inform the committee that it would not be a good fit for the city to host.

**FOOD VENDOR FEE:**

Discussion was held regarding vendor fees and who should be charged the fee. Mayor Dave Fischer to discuss with the Commercial Club and gather ideas.

**CREDIT CARD POLICY:**

Discussion was held regarding city owned credit cards for employees. It was discussed to have two credit cards one to keep at City Hall and one to check out. Purchases over \$1,000 will need to have prior approval from the City Council and there will be a \$2,500 credit limit on the card. Smude to update the credit card policy and bring to a future council meeting for approval.

**APARTMENT BUILDING:**

Discussion was held regarding a property management company managing the old library apartments run by the city. Mayor Dave Fischer has scheduled a meeting with a property management company and will get a quote to compare to Renter's Warehouse.

**COMMITTEE RECAPS:**

**FINANCE COMMITTEE:**

The Committee will be working on the budget in the next couple months.

**PUBLIC WORKS COMMITTEE:**

Staff to supply electrical outage contact information to all council members. There will be a Kickoff meeting for the trail project held on May 2, 2019.

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**PARK BOARD COMMITTEE:**

There is discussion about working with a golf course architect and adding another 9 holes to the golf course and working with fifty lakes campground to discuss what it would take to develop a campground like that.

**SOLID WASTE COMMITTEE:**

Mayor Dave Fischer informed the City Council Members that Pierz Sanitation is interested in signing a five-year contract for services instead of a three-year contract.


**ADMINISTRATOR REQUEST:**

Administrator Smude explained to the City Council the need to work remotely a few times a week starting mid-to-late July through the fall. Smude to contact Design Electronics to have the capability setup. The City Council Members were considerate of this request.

**No decisions were made in regards to any of the above discussions. Further discussion and approval will take place at future meetings.**

**ADJOURNMENT:**

Meeting was adjourned at 8:17 p.m.



Dave Fischer, Mayor



Kyle Bednar, City Clerk