

CITY OF PIERZ
Official Minutes of the Pierz City Council
August 27, 2018

Members Present: Dave Fischer, Kyle Bednar, Mike Menden, Stephanie Fyten and Linda Sczublewski.

Members Absent: Toby Egan.

The City Council meeting was called to order at 7:00 p.m. at Pierz City Hall by Acting Mayor Mike Menden.

APPROVAL OF COUNCIL MINUTES:

A motion was made by Council Member Stephanie Fyten and seconded by City Clerk Dave Fischer to accept the minutes from the August 13, 2018 City Council Workshop meeting. Motion carried unanimously.

A motion was made by Council Member Stephanie Fyten and seconded by Council Member Kyle Bednar to accept the minutes from the August 13, 2018 City Council meeting Motion carried unanimously.

APPROVAL OF AGENDA:

A motion was made by City Clerk Dave Fischer and seconded by Council Member Kyle Bednar to accept the agenda as presented with the addition of an exempt permit application from Holy Trinity. Motion carried unanimously.

MN INVESTMENT FUND (MIF) PROGRAM APPLICATION:

A motion was made by Council Member Mike Menden and seconded by Council Member Stephanie Fyten to approve the MN Investment Fund Program Application for Midwest Processors, LLC. Motion carried unanimously.

A motion was made by Council Member Kyle Bednar and seconded by Council Member Stephanie Fyten to approve Resolution # 08272018-03 A Resolution approving Minnesota Investment Program. Motion carried unanimously.

CITY APARTMENT BUILDING:

A motion was made by City Clerk Dave Fischer and seconded by Council Member Stephanie Fyten to approve moving forward with selling the apartment building located at 220 Main Street South, Pierz, MN 56364. Motion carried unanimously.

Nicole Smude, City Administrator to research the option of how the City can move forward with selling and bring forward the different options at a future meeting for City Council approval.

EMPLOYEE STEP SCALE:

A motion was made by Council Member Stephanie Fyten and seconded by Council Member Kyle Bednar to approve the updated job description evaluation points as listed below:

Job Description	Points
Clubhouse Manager	201
Deputy Clerk	207
Park Complex Assistant Superintendent	234
Park Complex Superintendent	303
Police Officer	354
Director of PW/Parks & Rec	483
Chief of Police	501
City Administrator	544

Motion carried unanimously.

CITY OF PIERZ
Official Minutes of the Pierz City Council
August 27, 2018

A motion was made by Council Member Kyle Bednar and seconded by City Clerk Dave Fischer to approve an updated open range pay system as listed below:

Job Description	Open Range Scale
Clubhouse Manager	\$14.61 - \$19.72
Deputy Clerk	\$15.63 - \$21.10
Park Complex Assistant Superintendent	\$16.49 - \$22.26
Park Complex Superintendent	\$18.35 - \$24.77
Police Officer	\$19.36 - \$26.13
Director of PW/Parks & Rec	\$21.78 - \$29.40
Chief of Police	\$22.65 - \$30.57
City Administrator	\$24.50 - \$33.07

Motion carried unanimously.

PAY PHILOSOPHY:

A motion was made by City Clerk Dave Fischer and seconded by Council Member Kyle Bednar to approve the following pay philosophy:

The City of Pierz offers employees a competitive pay plan. The City of Pierz Pay Plan reflects the City’s Total Compensation Philosophy. This philosophy includes being an employer of choice in Pierz/Morrison County by attracting and retaining highly talented and engaged employees. Developed in Partnership with the members of City Council, this philosophy serves to guide staff in the management of the City’s compensation practices. It ensures that the pay plan is updated with competitive market-based salaries and managed in a manner that is fiscally responsible and within the City’s ability to fund.

Motion carried unanimously.

PLANNING AND ZONING REPORT:

A motion was made by City Clerk Dave Fischer and seconded by Council Member Mike Menden to approve the following building permit applications:

Jeff Virnig	Deck Permit	316 Vincent St NE
Matt Hoyt	Shed Permit	105 Summer St S.
Lorelee Beto	Building & Sign Permit	237 Main St N
Bob’s Lumber	Concrete Permit	304 Edward St S.
Kevin Block	Concrete Permit	209 3 rd Ave NE

With the recommendation of Planning and Zoning, motion carried unanimously.

RESOLUTION #08272018-01 CENTERPOINT ENERGY DONATION:

A motion was made by City Clerk Dave Fischer and seconded by Council Member Stephanie Fyten to approve Resolution #08272018-01 A Resolution Accepting a Donation to the City from CenterPoint Energy in the amount of \$944.00 to be utilized by the Police Department. Motion carried unanimously.

CITY OF PIERZ
Official Minutes of the Pierz City Council
August 27, 2018

RESOLUTION #08272018-02 MILLE LACS CORPORATE VENTURES DONATION:

A motion was made by Council Member Kyle Bednar and seconded by City Clerk Dave Fischer to approve Resolution #08272018-02 A Resolution Accepting a Donation to the City from Mille Lacs Corporate Ventures in the amount of \$1,000.00 to be utilized by the Police Department. Motion carried unanimously.

2019 VOLUNTEER FIRE ASSISTANCE MATCHING GRANT CONTRACT:

A motion was made by Council Member Mike Menden and seconded by Council Member Kyle Bednar to approve the Fire Department entering into a Grant Contract with Minnesota Department of Natural Resources, Division of Forestry in the amount of \$1,720.00. Motion carried unanimously.

WORKSHOP MEETING:

A motion was made by Council Member Mike Menden and seconded by City Clerk Dave Fischer to approve a workshop meeting for September 10, 2018 at 5:00 p.m. Motion carried unanimously.

PRELIMINARY LEVY AND BUDGET PUBLIC HEARING:

A motion was made by City Clerk Dave Fischer and seconded by Council Member Mike Menden to approve scheduling a public hearing to discuss the preliminary levy and 2019 budget on September 24, 2018 at 6:30 p.m. Motion carried unanimously.

TRUTH-N-TAXATION PUBLIC HEARING:

A motion was made by Council Member Stephanie Fyten and seconded by City Clerk Dave Fischer to approve holding the Truth-N-Taxation Public Hearing on December 10, 2018 at 6:30 p.m. Motion carried unanimously.

EXEMPT PERMIT APPLICATION:

A motion was made by Council Member Stephanie Fyten and seconded by Council Member Kyle Bednar to approve the exempt permit application for Holy Trinity Catholic School to hold a Bingo October 28, 2018. Motion carried unanimously.

DEPARTMENT REPORTS:

POLICE DEPARTMENT REPORT:

Eric Hanneken, Police Chief informed the City Council that the department has been working at the school and incorporating safety measurers in the event there were to be an active shooter.

Eric Hanneken, Police Chief presented the report for July through August 2018.

PUBLIC WORKS/PARKS REPORT:

A motion was made by Council Member Stephanie Fyten and seconded by Council Member Mike Menden to table the decision on seasonal staff increases until the Park Board has reviewed the request. Motion carried unanimously.

A motion was made by Council Member Kyle Bednar and seconded by Council Member Stephanie Fyten to approve hiring Julie M. Lappegard as Clubhouse Staff at \$10.50. Motion carried unanimously.

ADMINISTRATION REPORT:

Nicole Smude, City Administrator informed the City Council Members that she is working on getting the July Statement balance, as well as working on the 2019 budget.

CITY OF PIERZ
Official Minutes of the Pierz City Council
August 27, 2018

FINANCIAL REPORTS:

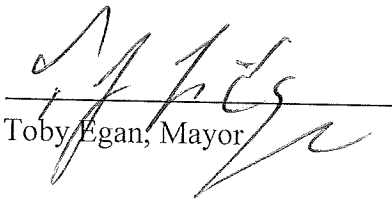
CLAIMS:

A motion was made by Council Member Stephanie Fyten and seconded by City Clerk Dave Fischer to approve the claims in the amount of \$114,881.55. Motion carried unanimously.

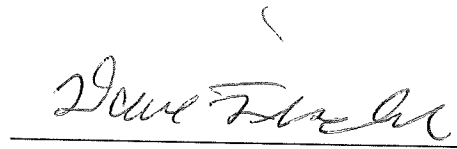
UPDATES: None.

ADJOURNMENT:

Meeting was motioned to adjourn at 7:34 p.m. by Council Member Stephanie Fyten and seconded by City Clerk Dave Fischer. Motion carried unanimously.



Toby Egan, Mayor



Dave Fischer, City Clerk