

**CITY OF PIERZ**  
**Official Minutes of the Pierz City Council**  
**January 10<sup>th</sup>, 2022**  
**7:00 PM**

**MEMBERS PRESENT:** Mayor Dave Fischer, Council Member Don Bujalski, Council Member Lynn Egan, Council Member Jacque Ballou, City Clerk Kyle Bednar, City Treasurer Linda Sczublewski.

**STAFF PRESENT:** City Administrator Bob Otremba

**APPROVAL OF MINUTES:**

A motion was made by Council Member Lynn Egan and seconded by Council Member Jacque Ballou to approve the December 27<sup>th</sup>, 2021, city council meeting minutes. Motion carried unanimously.

A motion was made by Council Member Don Bujalski and seconded by Council Member Lynn Egan to approve the January 3<sup>rd</sup>, 2022, city council workshop minutes. Motion carried unanimously.

**ADDITIONS TO THE AGENDA:**

None

**APPROVAL OF AGENDA:**

A motion was made by Council Member Don Bujalski and seconded by City Clerk Kyle Bednar to approve the agenda as presented. Motion carried unanimously.

**CITY ELECTRIC RATES:**

Mayor Dave Fischer presented the new electric rates and electric rate structure for City of Pierz customers. He explained the city has been working on the structure change to bill customers like most electric utilities and indicated we hired a consultant to work on an electric rate study for the city. He explained the discussion at the January 3<sup>rd</sup> city council workshop where the council considered different phase in options for the new electric rate structure. At the workshop, the council favored a twostep implementation that would be fully implemented by January 2023.

A motion was made by Council Member Lynn Egan and seconded by Council Member Don Bujalski to implement the new electric rate structure in two steps as presented starting in July 2022 and full implementation in January 2023. Motion carried unanimously.

**EMPLOYEE PERSONNEL POLICY:**

Mayor Dave Fischer explained the personnel policy update.

A motion was made by Council Member Lynn Egan and seconded by Don Bujalski to approve the personnel policy as presented. Motion carried unanimously.

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**DESIGNATE OFFICIAL NEWSPAPER:**

A motion was made by City Clerk Kyle Bednar and seconded by Council Member Don Bujalski to designate the Morrison County Record as the city's official newspaper. Motion carried unanimously.

**APPOINT ACTING MAYOR:**

A motion was made by City Clerk Kyle Bednar and seconded by Council Member Don Bujalski to appoint Council Member Lynn Egan as acting mayor. Motion carried unanimously.

**SELECT OFFICIAL DEPOSITORY FOR CITY FUNDS:**

A motion was made by Council Member Lynn Egan and seconded by Council Member Jacque Ballou to select Farmers and Merchants State Bank and Unity Bank as official depository for city funds. Motion carried unanimously.

**2022 ANNUAL DESIGNATIONS AND APPOINTMENTS:**

A motion was made by Council Member Don Bujalski and seconded by Council Member Jacque Ballou to approve the 2022 Annual Designations and Appointments as presented. Motion carried unanimously.

**2022 FEE SCHEDULE:**

City Administrator Bob Otremba explained suggested changes to the 2022 fee schedule. A motion was made by City Clerk Kyle Bednar and seconded by Council Member Jacque Ballou to approve a change for the senior center rental to \$45.00 for four hours or less and \$90.00 for over 4 hours per day. Motion carried unanimously.

A motion was made by City Clerk Kyle Bednar and seconded by Council Member Lynn Egan to approve the 2022 fee schedule with the changes. Motion carried unanimously.

**2022 LOCAL BOARD OF ADJUSTMENT AND EQUALIZATION SCHEDULED:**

Mayor Dave Fischer informed the members of the meeting scheduled for April 14<sup>th</sup>, 2022, at 1:00 pm at Pierz City Hall.

**PINE GROVE ZOO DONATION REQUEST:**

A motion was made by Council Member Don Bujalski and seconded by Council Member Jacque Ballou to approve a donation of \$100.00 to the Pine Grove Zoo in Little Falls. Motion carried unanimously.

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**SCHEDULE CITY COUNCIL WORKSHOP:**

A motion was made by Council Member Lynn Egan and seconded by Don Bujalski to schedule a city council workshop for Monday, January 24<sup>th</sup>, 2022, at 5:30 pm. Motion carried unanimously.

**UPDATE ON PARK COMPLEX EXPANSION:**

Mayor Dave Fischer updated the council that there is no change on the LCCMR grant application. On the nine-hole golf expansion, earth moving continues as weather allows, tree clearing is mostly complete, pond expansion is permitted and will begin as weather allows. The new nine layout has been drawn digitally for construction reference and provide better details for the irrigation designer. Irrigation will be designed soon followed by irrigation bidding.

**DEPARTMENT REPORTS:**

City Administrator Bob Otremba updated the city council on the Conditional Service by Exception Agreement with Minnesota Power, the 2021 audit, the CC ski trail opening, skating rinks, and availability of skates for check out at the Pierz Library.

**TREASURER'S REPORT:**

City Treasurer Linda Sczublewski presented the treasurer's report with a checkbook balance of \$1,915,591.65. A motion was made by Council Member Lynn Egan and seconded by Council Member Jacque Ballou to approve the treasurer's report. Motion carried unanimously.

**CLAIMS:**

Council Member Lynn Egan asked about the payment of the cell phone reimbursement to an employee for the past 17 months. City Administrator Bob Otremba did speak to the employee about the delay in turning in the receipts and will work to remedy this in the future.

A motion was made by Council Member Lynn Egan and seconded by Council Member Don Bujalski to approve the claims for December 2021. Motion carried unanimously.


**UPDATES:**

Council Member Lynn Egan stated there were several areas in town where the snow is not removed from the city sidewalk. City Administrator Bob Otremba will discuss the matter with Police Chief Eric Hanneken.

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**ADJOURNMENT:**

A motion was made by Council Member Don Bujalski and seconded by Council Member Jacque Ballou to adjourn the meeting at 7:30 pm. Motion carried unanimously.

  
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Dave Fischer, Mayor

  
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Kyle Bednar, City Clerk