

CITY OF PIERZ
Official Minutes of the Pierz City Council
City Council Meeting
January 8th, 2024
7:00 PM

MEMBERS PRESENT: Mayor John Perleberg, Council Member Don Bujalski, Council Member Jacque Johnson, Council Member Gary Berg, City Clerk Kyle Bednar, City Treasurer Sarah Fyten

STAFF PRESENT: Park Complex Superintendent Zach Baert, Chief Police Eric Hanneken, Clubhouse Manager Toni Meyer

APPROVAL OF MINUTES:

A motion was made by Council Member Don Bujalski and seconded by Council Member Jacque Johnson to approve the regular city council meeting minutes from December 28th, 2023. Motion carried unanimously.

ADDITIONS TO THE AGENDA:

Update Toni and Lydias laptops
Allocate Tonis Hours

APPROVAL OF AGENDA:

A motion was made by Council Member Jacque Johnson and seconded by Council Member Gary Berg to approve the agenda with the additions. Motion carried unanimously.

A motion was made by Council Member Don Bujalski and seconded by Council Member Gary Berg to close the regular Pierz city council meeting for a public hearing on ordinance NO. 231 Interim Ordinance Cannabis Sales and ordinance NO. 232 No Use in Public. Motion carried unanimously.

Public hearing minutes recorded separately.

A motion was made by Council Member Jacque Johnson and seconded by Council Member Gary Berg to open the regular Pierz city council meeting. Motion carried unanimously.

PUBLIC HEARING ORDINANCE NO. 231 INTERIM ORDINANCE CANNABIS SALES:

A motion was made by Council Member Jacque Johnson and seconded by Council Member Don Bujalski to approve the ordinance NO. 231 Interim Ordinance Cannabis Sales. Motion carried unanimously.

PUBLIC HEARING ORDINANCE NO. 232 NO USE IN PUBLIC:

A motion was made by Council Member Don Bujalski and seconded by Council Member Jacque Johnson to approve ordinance NO. 232 No Use in Public. Motion carried unanimously.

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City Council Meeting
January 8th, 2024
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PLANNING AND ZONING/BUILDING PERMIT APPLICATIONS:

Myron Kujawa wants to split his property, 26264 HWY 27 W. He wants to sell NAPA and the strip of land but keep his shed on the North end of the lot. He had it surveyed and there is a 15-foot easement to get back there on this survey.

A motion was made by Council Member Don Bujalski and seconded by Council Member Gary Berg to approve the 26264 HWY 27 W lot split. Motion carried unanimously.

DESIGNATE OFFICIAL NEWSPAPER:

A motion was made by Council Member Don Bujalski and seconded by Council Member Gary Berg to make the Morrison County record the city of Pierz official newspaper. Motion carried unanimously.

SELECT OFFICIAL DEPOSITORY FOR CITY FUNDS:

The city uses F&M bank.

A motion was made by Council Member Gary Berg and seconded by Council Member Jacque Johnson to use Farmers and Merchants State Bank in Pierz to be the city's official bank. Motion carried unanimously.

2024 ANNUAL DESIGNATIONS AND APPOINTMENTS:

Instead of using specific names titles such as City Administrator and Clerk will be used. The only adjustment is under the Employee Advisory Committee it needs to switch from clerk to treasurer. Under the Finance Committee switch Sarah Fyten to the title Treasurer. Rich Sczublewski will go on for another 3-year term. Mark Fyten and Dave Fischer will go on an additional 2-year term. Gary Berg has been added to the Economic Development Board and Sharon Bell will continue for another 3-year term.

A motion was made by Council Member Gary Berg and seconded by Council Member Don Bujalski to approve the 2024 annual designations and appointments. Motion carried unanimously.

2024 FEE SCHEDULE:

Updates are still being looked into.

A motion was made by Council Member Gary Berg and seconded by Council Member Jacque Johnson to approve the 2024 fee schedule. Motion carried unanimously.

FARMERS AND MERCHANTS STATE BANK SIGNATURE CARD AND SAFTEY DEPOSIT BOX DESIGNATIONS:

Mayor John Perleberg, City Treasurer Sarah Fyten, and City Clerk Kyle Bednar are on the F&M signature cards, safety deposit box designations, and checks. The old city clerk Kyle Bednar needs to be removed from

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City Council Meeting
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the F&M signature cards, safety deposit box designations, and checks. When a new city Clerk and city Administrator are appointed, they will be added to the accounts. There needs to be a major and clerk signature on the checks.

A motion was made by Council Member Jacque Johnson and seconded by Council Member Don Bujalski to add the city administrator when hired, add a new clerk when appointed, and remove the old city clerk Kyle Bednar from F&M signature cards, safety deposit box designations, and checks. Motion carried unanimously.

EMPLOYESS POLICY:

There is a non-DOT and drug-free workplace act that needs to be added and approved for Pro Resources. The city may do drug testing for certain pre-employment. The drug testing for commercial drivers' policy also needs to be added and sent to Pro Resources.

A motion was made by Council Member Don Bujalski and seconded by Council Member Gary Berg to approve the policies. Motion carried unanimously.

There was a workshop and comments from current employees to review and change any policies in the current employee handbook.

A motion was made by Council Member Gary Berg and seconded by Council Member Don Bujalski to approve the new employee handbook and changes in the policies. Motion carried unanimously.

UPDATE TONI AND LYDIA'S LAPTOPS:

A motion was made by Council Member Jacque Johnson and seconded by Council Member Don Bujalski to update Toni and Lydia's laptops. Motion carried unanimously.

ALLOCATE TONI'S HOURS:

A motion was made by Council Member Jacque Johnson and seconded by Council Member Don Bujalski to allocate Toni's hours to the city of Pierz instead of the golf course from the first day she began. Motion carried unanimously.

DEPARTMENT REPORTS:

The council is looking to use a consent agenda for future recurring items.

A motion was made by Council Member Jacque Johnson and seconded by Council Member Gary Berg to use the new format for a consent agenda. Motion carried unanimously.

The city has had twelve applications for the city administrator position and four candidates that have had a second interview.

CITY OF PIERZ
Official Minutes of the Pierz City Council
City Council Meeting
January 8th, 2024
7:00 PM

A motion was made by Council Member Don Bujalski and seconded by Council Member Jacque Johnson to allow Mayor John Perleberg to make an offer and state the wages for the new city administrator. Motion carried unanimously.

Mayor John Perleberg recommends Sarah Fyten to become the new city Clerk and swear her in at the next city council meeting.

A motion was made by Council Member Jacque Johnson and seconded by Council Member Gary Berg to swear Sarah Fyten in as the new city clerk during the next city council meeting. Motion carried unanimously.

A motion was made by Council Member Jacque Johnson and seconded by Council Member Gary Berg to post the city treasurer position as open. Motion carried unanimously.

Park Complex Superintendent Zach Baert states Weston Woitalla will not be returning the summer of 2024.

A motion was made by Council Member Jacque Johnson and seconded by Council Member Gary Berg to accept Weston Woitalla's resignation. Motion carried unanimously.

The clubhouse manager and assistant will make and sell the scorecards and hole signs at the golf course. It will be \$500 to advertise on a hole for 2 years and \$300 to advertise on a sign for 2 years. Those who have had advertising on holes will get first choice on advertising again. There will be stickers available to advertise on golf carts at a cost of \$200 for 2 years. There is now a 3.5% convenience fee for any credit cards used at the Pierz clubhouse. Scott Saehr is taking on the task of looking into billboard advertising on the city's land, which is on the North side of town.

TREASURER'S REPORTS:

As of 12-31-23 the bank account is \$2,055,932.57.

A motion was made by Council Member Don Bujalski and seconded by Council Member Gary Berg to approve the treasurer's report. Motion carried unanimously.

CLAIMS:

The claims are \$414,072.44.

A motion was made by Council Member Gary Berg and seconded by Council Member Don Bujalski to approve the claims. Motion carried unanimously.

UPDATES:

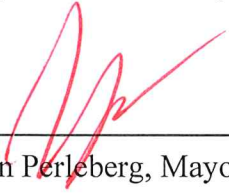
Robert Otremba needs to be paid payout 766 hours. Pro Resources will make the payout.

CITY OF PIERZ
Official Minutes of the Pierz City Council
City Council Meeting
January 8th, 2024
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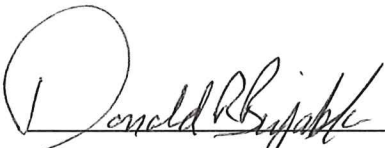
A motion was made by Council Member Jacque Johnson and seconded by Council Member Gary Berg to payout Robert Otremba 766 hours through Pro Resources. Motion carried unanimously.

ADJOURNMENT:

A motion was made by Council Member Don Bujalski and seconded by Council Member Gary Berg to adjourn the city council meeting at 7:36 pm. Motion carried unanimously.



John Perleberg, Mayor



Don Bujalski, Acting Mayor