

CITY OF PIERZ
Official Minutes of the Pierz City Council
April 27th, 2020
7:00 PM

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

Staff Present: Bob Otremba

The City Council meeting was called to order at 7:00 p.m. by “zoom” teleconference by Mayor Dave Fischer.

APPROVAL OF COUNCIL MINUTES:

Public Hearing Meeting Minutes - Conditional Use Permit Application – April 13th, 2020

A motion was made by Council Member Lynn Egan and seconded by Council Member Don Bujalski to approve the April 13th, 2020 Public Hearing meeting minutes. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan – Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

City Council Meeting Minutes – April 13th, 2020

A motion was made by City Clerk Kyle Bednar and seconded by Council Member Jacque Ballou to approve the April 13th, 2020 City Council meeting minutes. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan – Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

Local Board of Appeal and Equalization – Meeting Minutes – April 16th, 2020

A motion was made by Council Member Jacque Ballou and seconded by Council Member Don Bujalski to approve the April 16th, 2020 Local Board of Appeal and Equalization meeting minutes. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan – Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

ADDITIONS TO THE AGENDA:

None.

APPROVAL OF AGENDA:

A motion was made by Council Member Lynn Egan and seconded by Council Member Jacque Ballou to approve the agenda as presented. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan – Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

BUILDING PERMIT APPLICATIONS/PLANNING AND ZONING:

A motion was made by Council Member Jacque Ballou and seconded by Council Member Don Bujalski to approve a lot line adjustment at 401 and 403 Park Avenue SW setting the new lot line as the common wall of the town home. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan – Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

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A motion was made by Council Member Lynn Egan and seconded by City Clerk Kyle Bednar to approve a building permit application for Mark Eno at 397 Cody Court for a shed not to exceed 216 square feet. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

DONATION REQUEST FOR SHELTER – JULY 23RD PIERZ AMERICAN LEGION AUXILIARY:

A motion was made by Council Member Lynn Egan and seconded by Council Jacque Ballou to approve the shelter donation to the Pierz American Legion Auxiliary for July 23rd contingent on the shelters being available due to the COVID-19 pandemic. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

DONATION REQUEST – FISHING MUSEUM AND HALL OF FAME:

A motion was made by Council Member Jacque Ballou and seconded by Council Member Lynn Egan to table the donation request by the Fishing Museum and Hall of Fame until next month. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

FOOD SHELF AGREEMENT:

A motion was made by City Clerk Kyle Bednar and seconded by Council Member Lynn Egan to approve the Pierz Area Food Shelf agreement. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

COUNCIL FEEDBACK ON PRESENTATION OF 2019 AUDIT:

After some discussion, the council will move forward with the presentation of the 2019 audit at the May 11th, 2020 city council meeting.

REVISED CLUBHOUSE MANAGER JOB DESCRIPTION AND RECOMMENDATION FOR HIRE:

A motion was made by Council Member Lynn Egan and seconded by Council Member Don Bujalski to approve the clubhouse manager job description with the change of “Will work approximately 2080 hours per hour” to “Will work approximately 2080 hours per year” on page 2 of the job description and hire Mary Caughey as a full-time employee with benefits at \$15.10/hr. starting as of May 3rd, 2020. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

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RESIGNATION OF MATHEW STUMPF:

The resignation of Mathew Stumpf as the Assistant Park Complex Superintendent was discussed. The city council discussed the possibility of Public Works Supervisor Paul Hennessy moving back to the position of Assistant Park Complex Superintendent at his current rate of pay of \$21.00/hr. Members discussed the increase in total cost to the City of Pierz in this scenario and the benefit of having Paul's experience at the golf course justifying the increase in pay. Mayor Dave Fischer stated he is in favor of moving Paul Hennessy to the Assistant Park Complex Superintendent position at a rate of \$21.00/hr. A motion was made by Council Member Jacque Ballou and seconded by City Clerk Kyle Bednar to accept the resignation of Mathew Stumpf and to offer the Assistant Park Complex Superintendent position to Paul Hennessy at \$19.00/hr. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – No. Motion carried 4-1. Bob Otremba will follow up with Paul Hennessy on his decision and post the necessary job opening.

CITY OF PIERZ PROGRAM AND LOCAL INCOME PLAN (SCDP FUNDS)

The council discussed the use of the SCDP funds to create a COVID-19 Business Assistance Program for the City of Pierz businesses affected by the COVID-19 pandemic. City Administrator Bob Otremba and Mayor Dave Fischer have been working with staff at DEED to create a City of Pierz Program and Local Income Plan to define how the City of Pierz plans to spend program and local income generated by the SCDP program. Approval has been given to the City of Pierz if the funds are used to meet the federal objectives. The federal objectives that will be met by the City of Pierz COVID-19 Business Assistance Program are the prevention and elimination of slum and blight and meeting an urgent community development need.

COVID-19 DISCUSSIONS:

COVID-19 BUSINESS ASSISTANCE LOAN/GRANT PROGRAM:

The council discussed the possibility of an assistance program for the City of Pierz businesses affected by the COVID-19 pandemic. Issues that were discussed included: helping businesses that did not receive other assistance, not depleting the fund, a second wave of possible future closures and the question of having the same funding for all businesses. The City of Pierz Economic Development Authority will meet in early May to discuss the administration of the program and the next steps.

UTILITY DISCOUNTS:

The council discussed the possibility of reducing the electric and solid waste rates to provide relief for business owners and residents during the COVID-19 pandemic. A motion was made by Council Member Lynn Egan and seconded by Council Member Jacque Ballou to approve a 5% reduction on the electric rates for May, June, July, and August of 2020. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

Hearing feedback from bar owners the council discussed the possibility of reducing the liquor license fees because of the forced closure by the State of Minnesota. A motion was made by City Clerk Kyle Bednar and seconded by Council Member Lynn Egan to table the liquor license topic until the May 11th city council meeting.

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DEPARTMENT REPORTS:

City Administrator Bob Otremba:

City Administrator Bob Otremba presented a crack sealing bid from Mike Schaefer Sealcoating for \$8,535.00. A motion was made by Council Member Lynn Egan and seconded by Council Member Jacque Ballou to approve the bid. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

A motion was made by Council Member Don Bujalski and seconded by Council Member Jacque Ballou to approve the bid of Anderson Brothers for \$35,000 to overlay Robert St. from Park Ave SW to 4th Ave SW. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

A motion was made by Council Member Jacque Ballou and seconded by City Clerk Kyle Bednar to approve hiring Kegan Scholl at \$10.50/hr. and Madison Hoheisel at \$10.50/hr. for the position of clubhouse staff at the Pierz Golf Course and Campgrounds. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.

City Administrator Bob Otremba updated the council on the status of the park complex, clean-up day, and zoom meeting adjustments.

A motion was made by Council Member Don Bujalski and seconded by Council Member Jacque Ballou to adjourn the meeting at 8:37 pm. Roll Call Vote: Council Member Jacque Ballou – Aye, City Clerk Kyle Bednar – Aye, Council Member Don Bujalski – Aye, Council Member Lynn Egan - Aye, Mayor Dave Fischer – Aye. Motion carried unanimously.



Dave Fischer, Mayor



Kyle Bednar, City Clerk