

**CITY OF PIERZ**  
**Official Minutes of the Pierz City Council**  
**May 1, 2018**

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

The City Council Work Session was called to order at 5:00 p.m. at Pierz City Hall by Mayor Toby Egan.

**SHOVELING OF SIDEWALKS:**

The City Council Members discussed the issue of complaints of residents not shoveling the snow on their sidewalks adjacent from their property. Police Chief Eric Hanneken received a higher number of complaints this past winter than usually. Hanneken is looking for a better way to manage the complaints and those houses that are not shoveling their sidewalks. Discussion was held regarding hiring a contractor to remove the snow or possibly sending the Public Works Department out to remove the snow. It was further discussed that next year, if a sidewalk is noticed to be un-shoveled or a complaint comes in, a letter will be sent to the resident giving them a specific amount of time (in the ordinance) to remove the snow, or the city will remove it for the resident and send the resident the bill. Administrator Smude to look into contractors that remove snow in case the Public Works Department is unable to remove the snow. The Administration Department will post on the website and Facebook reminding residents to remove the snow on the sidewalks adjacent to their property. Administration will also send out a one call around November also reminding residence. The Police Department will send a notice in the Record reminding residents as well.

It was advised to have the Public Works Committee discuss doing something about the sidewalk/curb at Louis Leidenfrost location. The snow seems to collect in that location and is hard to remove.

**CITY APARTMENT BUILDING:**

City Clerk Dave Fischer discussed with the Council what they would like to do for the future of the apartment building that was donated to the city. Discussion was held about selling the building and utilizing the money towards the development of the new property adjacent to the golf course. The Council went through the revenues and the expenses of the apartment for the last three months. Council further discussed the demolition of the property and if the city or fire department could utilize the land.

All Council Members asked Administrator Smude to look into the selling of the building and if the city would need to go out for bids or what would be the correct process to sell the building. The City Council Members further discussed doing something in tribute of the person who donated the building (Melvin Schmidtbauer). The Council discussed speaking with Melvin Schmidtbauer about what the city has plans to do with the property.

**NEW CITY PROPERTY:**

City Council Members discussed putting together a smaller committee for the planning of the property. Discussion was had regarding committee members to include: the Park Board, Council, Engineer and staff. Council discussed putting camping on the property, possibly another nine holes for the golf course and walking paths. The original intent of the land was to utilize it towards a campground. Council Members agreed they did not want to utilize tax payer money.

Council discussed needing to get a plan together and working towards an end goal for the property.

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**SENIOR CENTER:**

City Council Members discussed charging the senior center for utilizing the space, putting a permanent council table in the space and not having to put tables back after council meetings.

Administrator Smude brought forward some questions the Senior Center Board had regarding utilizing the space. The Senior Center Board was asking who can utilize the space, how much it is to rent the space, who is in charge, if the kitchen is available to use. Kari and Nicole have taken over managing the calendar and who rents the space. Council Members discussed that if we are charging residents/organizations to utilize the space, we should be charging the senior center to use the space. At this point the space is utilized by governmental entities, the schools, residents and local organizations. The Council Members discussed that if someone wants to use the kitchen, they will need to contact the Senior Center, as for a fee to rent the space, organizations will be free, and residents who want to use the space will be charged \$95.00 for the day.

**MORRISON COUNTY SOIL & WATER CONSERVATION AGREEMENT:**

The City Council discussed re-signing the resolution from Morrison County Soil & Water Conservation. In 1992, when the MN Wetland Conservation Act began, the Morrison County Board of Commissioners delegated the authority to the Morrison SWCD. All cities had that option as well, or they could choose to administer it for themselves. If a city elected to administer the Act, they had to have a trained staff and resources to fulfill the requirements. The City Council discussed not having enough staff to implement this and that the city agrees to give Morrison SWCD the ability to administer it for the City. Smude to bring it forward at the next Council meeting.

**BUILDING OCCUPANCY CHANGE IN USE:**

Mayor Toby Egan informed the City Council that there is a business working in the building located at 14343 Hwy 25. The owner/renter has not applied for a change in use of the building. It is believed that the tenant is manufacturing in a building that is not meant for manufacturing. Egan also stated he spoke with the Chairman of the Planning and Zoning committee and found that the property is zoned Highway Commercial, and a manufacturing business is not allowed to be on that zoned area. A conditional use permit application will need to be submitted as well. The Building Official David Barsody and Mayor Toby Egan both informed the tenants at different times that they need to go to City Hall and apply for the correct permits. Smude to work with Barsody to send letters to the owner and tenants.

**GOLF COURSE FENCE:**

The Council Members reaffirmed that the golf course fence will be addressed at the next Park Board meeting. The Council Members discussed the importance of the fence issue going back to the Park Board and to allow them to bring forward their recommendations.

All Council Members stated they would like to have Park Board meeting minutes submitted to the council for review.

**PARK COMPLEX:**

Discussion was held regarding the park complex and the need for things to get accomplished/changed and the need to restructure employees, the department and how things are processed. There has been pushback from employees and the Park Board to try and make changes at the complex. Mayor Toby Egan discussed putting a clubhouse manager in the clubhouse and that Aimee Tholen, who applied for a position this summer would be a great manager for the clubhouse. Egan stated this would allow the Parks Superintendent more time on the golf course, greens

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campground and more time with his family. It was discussed to have the Public Works Superintendent oversee the Public Works Department and the Parks/Golf Course Department. Further discussion was held about the organization chart and which position manages which positions. Discussed was the clubhouse manager would oversee the clubhouse staff, Parks Superintendent would oversee the grounds crew, and if the Public Works Superintendent accepts the added duties, he will oversee the park complex. It was further discussed if there was a need for the Public Works Department to have another position that the Council would consider it. Mayor Egan expressed the need to meet with the Park Board Members and asked the Council for latitude to remove one member from the Board and approve the replacement at the next Council meeting. Council Members all discussed having Toby reach out to Aimee to see if she would be interested in accepting a clubhouse manager position.

The City Council Members discussed implementing a point of sale system for better tracking of revenues and expenses and security cameras. Direction was given to Administrator Smude to work on a Clubhouse Manager description and updating the Public Works Superintendent and Parks Superintendent job descriptions. Direction was also given to Smude to look into a point of sale system and to bring the job descriptions and point of sale system information forward at the next council meeting. Direction was given to Police Chief Eric Hanneken to research security systems.

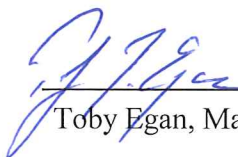
**RICH PRAIRIE SEWER AND WATER DISTRICT:**


City Clerk Dave Fischer brought forward that RPSWD has an employee retiring in the winter and the thought would be to share services with the City regarding to billing. The City of Pierz Utility Billing Clerk/Deputy Clerk would take over the billing for RSPWD and we would combine services/share expenses. The Council stated this would be a nice feature to have and would be great for the residents. Further discussion will take place at future meetings.

**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 adjourn at 8:31 p.m.

  
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Toby Egan, Mayor

  
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Dave Fischer, City Clerk