

CITY OF PIERZ
Official Minutes of the Pierz City Council Workshop
May 19th, 2021
6:00 PM

MEMBERS PRESENT: Mayor Dave Fischer, Council Member Lynn Egan, Council Member Jacque Ballou, Treasurer Linda Sczublewski

STAFF PRESENT: City Administrator Bob Otremba, Police Chief Eric Hanneken, Park Complex Superintendent Zach Baert

PERSONNEL POLICY:

Council Member Lynn Egan presented the draft personnel policy that with the first revisions and restructure. Council members discussed combining sick time and vacation to create PTO. Employees with current “sick” time banks would keep these banks and would be able to use them until they no longer exist. The PTO would accrue at the same rate as the current sick time and vacation based on years of employment. Council members would like to solve the problem of employees leaving shortly after earning vacation time and being paid out this newly accrued time. The city council discussed a requirement of a four week notice for department heads leaving employment, the Drug Free Workplace policy, Bereavement Pay, cell phone policy, payday change, relation to supervisors/city council members, golf privileges, uniforms, pre-employment requirements, and other items. Council Member Lynn Egan and City Administrator Bob Otremba will work to change the items that were discussed for future review by the city council.

RENTAL INSPECTIONS:

City Administrator Bob Otremba presented the application for landlords to fill and return to start the rental inspection program in the City of Pierz. New Beginnings Home Inspections, LLC. has submitted a proposal to the City of Pierz to perform the inspections. A spreadsheet was discussed outlining the costs to the city for administering the program including contracted inspections, inspection administration, and billing. City Administrator Bob Otremba will present the proposed rates for review at the June 14th, 2021 city council meeting. The goal is to have the program administration in place to begin billing landlords as part of the annual landlord billing in August for mosquito spraying and storm water utility.

GARAGE SALE AT 320 PARK AVE SE:

Police Chief Eric Hanneken informed the city council of the numerous complaints from residents and motorists with the garage sale at 320 Park Ave SE. Complaints include bus drivers having a difficult time because of the increased traffic, increased foot traffic in the area, delivery trucks blocking the traffic lanes, and zoning concerns of operating a retail business in a residential zoned district. Other possible legal issues that were discussed were sales tax collections and the proper licensing to sell the merchandise. City staff will hold a meeting with the property owner to address these concerns.

PAY EQUITY REPORT:

City Administrator Bob Otremba informed the city council of the notification of non-compliance with the pay equity report that was submitted earlier in 2021. The pay equity report submitted every three years, takes into consideration the years of service, points scale of the job, and job descriptions. He informed the council that the

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deadline by which adjustments must be effective is July 7th, 2021 with a new report submitted by August 7th, 2021. City Administrator Bob Otremba has reached out to a consultant from David Drown Associates for a review and recommendation for the adjustments.

ADJOURNMENT:

A motion was made by Council Member Jacque Ballou and seconded by Council Member Lynn Egan to adjourn the workshop at 8:05 pm. Motion carried unanimously.



Dave Fischer, Mayor



Kyle Bednar, City Clerk