



**MINUTES OF THE PROCEEDINGS OF THE CITY  
COUNCIL OF THE CITY OF STACY IN THE COUNTY OF  
CHISAGO AND THE STATE OF MINNESOTA  
PURSUANT TO DUE CALL AND NOTICE THEREOF**

**REGULAR MEETING  
October 11, 2016, 7:00p.m.  
STACY CITY HALL**

---

---

**Call to Order**

---

---

The Stacy City Council met in regular session and was called to order by Mayor Utecht at 7:00p.m.

---

---

**Roll Call**

---

---

**Present:** Jim Ness, Chuck Lucia, Tony Olivolo, Mark Ness, and Mark Utecht

**Absent:** None

**Others Present:** Anne Thom, Ted Alliegro, Cindi Vogel, Paul Vogel, Melissa Archer, Roderic Olson, Paul Deuth, Steve Lowe, Diana McKeown, Jeff Parenteau, Bobbie Parenteau, and other public not identified.

---

---

**Additions to the Agenda**

---

---

Additions to the agenda:

- GreenStep Cities
- Stacy Sports Grill
- Vacating Easement
- Planning Commission Questions for City Attorney

Motion by J. Ness to approve the agenda as amended. Second by C. Lucia. J. Ness, T. Olivolo, M. Ness, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

---

---

**Public Comment**

---

---

None

---

---

**Consent Agenda**

---

---

Motion by M. Ness to approve the consent agenda as amended. Second by M. Utecht. J. Ness, T. Olivolo, M. Ness, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

---

---

**Staff Reports**

---

---

---

---

**City Attorney**

**Ted Alliegro**

---

---

---

---

**Street Vacation**

This item handled out of order by motion of M. Utecht. Second by J. Ness and carried.

Motion by J. Ness to approve Resolution Number 2016-10-2, Resolution Vacating Easement; the easement lies totally within



real property owned by Paul and Cynthia Vogel. Second by T. Olivolo. J. Ness, C. Lucia, M. Ness, T. Olivolo, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Planning Commission  
Questions**

Member J. Ness stated the Planning Commission is down to three members; is a quorum now two; or is it based on the five.

Attorney Alliegro stated he believed a quorum would be two. Then he was asked if a public hearing can take place if there is no quorum of the commission? He said that he would need to review this. He was also asked to review what the Planning Commission can do if this occurs.

---

**Stacy Wine & Spirits  
Rod Olson**

---

This item handled out of order by motion of M. Utecht. Second by M. Ness and carried.

**Liquor Bank and VISA Account:**

Motion by J. Ness to add Rod Olson to the appropriate bank accounts and liquor VISA account. Second by C. Lucia. J. Ness, C. Lucia, M. Ness, T. Olivolo, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Proposal to Change Hours:**

The council did not object to the recommended change in the hours of operation for the store.

**Employee Dress Code:**

The council said that the dress code for the store is at the discretion of the manager. They do support a “neater” appearance.

**Employee Pay Increases:**

The council told Mr. Olson that it is his discretion to award pay increases; as long as he can accommodate it in his budget. They also told him that he is to prepare a proposed budget for 2017 payroll for council consideration – the proposal is an overall number and not employee specific; it should include how the increase will be incorporated in the budget.

The council then said to Mr. Olson, that it is his discretion to make changes and run the store; they do not need to approve but would like to be kept informed.

---

**City Clerk  
Sharon Payne**

---

**Water Treatment Plant  
Pay Request No. 1**

Motion by J. Ness to approve pay request number 1 for the Water Treatment Plant Project in the amount of \$92,596.50. Second by T. Olivolo. J. Ness, C. Lucia, M. Ness, T. Olivolo, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Utility Bill Late Fees**

The council wants bills to state if paid by (using October as example) October 31<sup>st</sup> pay XX after October 31<sup>st</sup> pay XX. Make it very clear when the late fees are applied.

The clerk will prepare a revision to city code section 50.08:

**Current:**

§ 50.08 CARRYING CHARGE.

All accounts which remain unpaid 30 days after they become due shall be subject to a 10% monthly carrying charge, along with a monthly administrative fee in the amount set forth in the city fee schedule.

**Revision:**

§ 50.08 CARRYING CHARGE.

All accounts which remain unpaid ~~30 days~~ after they become due shall be subject to a 10% monthly carrying charge, along with a monthly administrative fee in the amount set forth in the city fee schedule.

**Revision to Water Shut-off Policy**

Motion by M. Utecht to approve changes to the Water Shut-Off Policy. Second by J. Ness. J. Ness, C. Lucia, M. Ness, T. Olivolo, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**2017 Budget Levy Regarding Interfund Loan Balance**

The interfund loan will be fulfilled in most part in 2016; therefore, an adjustment to the 2017 levy can be made. The clerk will prepare an adjustment for the final 2017 levy in December.

**Alarm System**

The clerk will have an additional control panel installed by the main entrance.

---

---

**Committees  
Commissions**

---

---

---

**Chisago Lakes Joint Sewage Treatment Commission**

---

The South Center Sanitary Sewer District wants to be a voting member on the commission; the council said no.

---

**Public Information Committee**

---

The items to include on the website:

- Mobile device compatibility
- Hot buttons
- When you click on a section tab the data comes up on the screen or you can toggle across to the menu items; no blank screen should ever come up.
- No big photo behind the website.
- Data regarding what committees the council member serves on included.

---

**Park and Recreation  
Committee**

---

Member Olivolo said that they are working on the sandbox in Lions Park.

---

**Planning Commission**

---

**Findings of Fact and  
Decision – Kwik Trip**

This item handled out of order by motion of M. Utecht. Second by J. Ness and carried.

Overnight parking will be defined as 10:30pm to 7am.

Motion by J. Ness to approve the Findings of Fact and Decision for Kwik Trip, Inc., for a car wash; with noted changes. Second by T. Olivolo. J. Ness, C. Lucia, M. Ness, T. Olivolo, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Ordinance Accessory  
Dwelling Units**

Motion by M. Utecht to approve Ordinance Number 2016-10-2, "An Ordinance Establishing the Regulation of Accessory Dwelling Units by Adding Section 154.035 and Amending Section 153.045, 153.046, and 154.156 of the Stacy City Code;" as amended with summary publication. Second by C. Lucia. J. Ness, C. Lucia, M. Ness, T. Olivolo, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

---

---

**Old Business**

---

---

---

**City Hall Project**

---

Ebert Construction presented a quotation to add holes to the bullet resistant glass to accommodate speaker holes. The quote is in two parts: \$4,664.00 for 2 Electronic Communicators and \$2,234.00 for 2 Bullet Resistant Speaker Holes.

Because the cost was so high it was determined to move forward with the resistant glass install by Ebert without the speaker holes; the city will install some type of intercom system.

---

**Stacy Sports Grill**

---

This item handled out of order by J. Ness. Second by M. Ness and carried.

Ms. Archer and Paul Deuth were present to discuss proposed changes to the Sports Grill layout.

Ms. Archer was asked to prepare a return on investment report.

After discussion about the proposed changes it was determined to hold a Special Meeting at the Sports Grill on Tuesday, October 25<sup>th</sup> at 7:00pm.

---

**GreenStep Cities**

---

This item handled out of order by J. Ness. Second by T. Olivolo and carried.

Ms. McKeown presented Mayor Utecht with a certificate recognizing Stacy's participation in the GreenStep Cities program; she also presented him the first step block.

---

---

**New Business**

---

---

---

**Projector Purchase**

---

The clerk was directed to research the costs of a projector for use in the council chambers.

---

**Newsletter Item**

---

Member Olivolo asked if we could put in the newsletter information about food distributions; he will check with the sponsors to see it is ok with them. If so then it's ok with us also.

---

---

**Mayor/Council**

---

---

---

**Ground Breaking Water Plant**

---

No ground breaking; however, maybe an open house when the plant is complete.

---

**Table Orientation**

---

One of the tables will be removed from the council seating area to allow for more space for the public.

---

**Stacy Sports Grill**

---

Member M. Ness said that he is concerned that the Sports Grill is showing a loss after bond payments.

---

**City Hall Move**

---

Member J. Ness thanked the clerk for coordinating both moves; it was a success. The rest of the members agreed.

---

---

**Adjourned at 9:40p.m.**

---

---

Mayor Utecht declared the meeting adjourned at 9:40p.m.

---

Sharon MT Payne