



**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**

**SPECIAL MEETING  
MAY 26, 2015, 7:00p.m.  
STACY CITY HALL**

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**Call to Order**

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The meeting was called to order by Mayor Utecht at 7:00pm.

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**Roll Call**

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

**Absent:** None

**Others Present:** Mark Statz

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**Purpose of the Special  
Meeting**

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The purpose of the meeting

**1 Staff Reports**

**A. City Engineer, Mark Statz and Bruce Paulson**

1. City Hall Improvements
2. Drainage on 307<sup>th</sup> Street

**B. City Clerk, Sharon Payne**

1. Utility Billing Report

**2 Committee/Commissions**

- A. Chisago Lakes Joint Sewage Treatment Commission
- B. Personnel Committee
- C. History Committee
- D. Public Information Committee
- E. Park and Recreation Committee
- F. EDA
- G. Planning Commission
  1. Lot Split – 19.00047.00
  2. Ordinance – Burning of Leaves

**3 Old Business**

- A. LED Sign
- B. Merit Based Compensation Policy
- C. Rodney Hestekin – Haven Estates

**4 New Business**

- A. 2015 Land Use Planning Workshops

**5 Mayor/Council Business**

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**Staff Reports**

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**Engineer**

**Mark Statz**

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## **City Hall Improvements**

Mr. Statz presented the plans for the city hall remodel and addressed the council's questions.

One change to the plans is removing two bathrooms into one with an addition of a urinal. This change is contingent upon keeping city hall in ADA compliance.

Another change is to review the plumbing and location for the utility sink.

The abatement of the asbestos was discussed; we need to know how long this will take so we can plan accordingly.

## **307<sup>th</sup> Street Drainage**

There is a storm drainage pipe running north and south along the eastern property line of 5820 307<sup>th</sup> Street in need of repair and cleaning.

Motion by Ness for the maintenance department to conduct the repair. Second by Lucia. Ness, Lucia, Denney, Olivolo, and Utecht voted yes. Mayor Utecht declared the motion carried.

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## **City Clerk**

**Sharon Payne**

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## **Utility Billing Report**

The council asked the status of the Thompson account; the clerk indicated that they had come in and set up a payment arrangement. The council cautioned that if Ms. Thompson does not adhere to the agreement that she be processed for shut-off per the policy.

## **Haven Estates**

The structure of the utility bill for Haven properties was discussed, in particular how the tier up in rates apply. The clerk said they were charged a base rate times 10 units plus the water tier. The council directed that the total water use be divided out among the 10 for the water tier structure. In other words the second tier rates would not apply unless over 60,000 gallons was used. Mr. Hestekin will be contacted regarding this change.

The other apartments in the city will also be handled in the same manner based on the number of units; only if they are not metered separately.

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## **Committee/Commissions**

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## **Chisago Lakes Joint Sewage Treatment Commission (CLJSTC)**

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Member Olivolo presented information regarding Solar and Energy Opportunities; he would like the council to review for the meeting on June 9<sup>th</sup>. The one comment made by the council was to verify the numbers by an un-biased person.

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**Personnel Committee**

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The supervisor's continue to revise the Employee Review Forms. There has been some confusion regarding "measurable" performance items. The council clarified that the review should include "measurable" or "quantifiable" performance items; however, it is understood that there will be other questions on the review that may not be measurable but are at the opinion of the supervisor.

The goal of the review is to give the employee an idea of how they are doing; by using measurable or quantifiable items this could help accomplish that goal.

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**History Committee**

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Member Denney said that a thank you to Sis Frenning for her contribution to the history committee will be included in the newsletter; also, a solicitation for pictures and stories.

Member Olivolo has been in contact with St. John's Lutheran Church and they have agreed for Member Olivolo to meet with their staff for historical items; they also put a notice in their congregational newsletter stating the city is looking for historical items of stories.

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**Public Information Committee**

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A newsletter was prepared and will be presented to the council for approval at their June meeting.

The social media policy is in draft form and will be presented to the council at their June meeting for consideration of approval.

Member Ness said that the county offers a "Redline" calling system. The clerk will contact the County Administrator to find out the details of using this system. It would have been a perfect tool to communicate the water main break to the citizens.

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**Park and Recreation Committee**

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Member Olivolo is continuing to research handicap playground equipment. He recently discovered a swing that could be utilized both by the handicapped and seniors.

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**EDA**

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Member Denney prepared a business survey that was mailed this week; the survey is asking if the businesses in Stacy are interested in a business event.

The EDA also was approached regarding Economic Gardening; the program helps a local business with marketing. The cost for each business is \$5,000; Chisago County has agreed to \$3,000 of the cost, \$1,000 to the business, and \$1,000 from Stacy EDA. The EDA agreed if the business is interested in the program. Since the meeting the clerk was notified that the original business is not interested, however, there is another business in Stacy interested in the program.

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**Planning Commission**

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**Lot Split – 19.00047.00**

Member Ness vacated his seat for discussion on this item.

Mayor Utecht asked what concerns the Planning Commission had regarding granting of the lot split. Member Olivolo stated that it was the one foot from the building; he would like to see it at least 3-4 feet.

Mayor Utecht said that the property purchase is one foot from the building but that does not mean that is where the road is going to go; the city will have the ability to approve the final plans.

The approval of the lot split is the only item needing council action; the proposed sketches were conceptual and not for approval.

Mayor Utecht said from what he sees there is a buyer and a seller in agreement to the lot split. Is there any other concern the Planning Commission had?

Member Olivolo said that the impact on the neighbors regarding visibility was a safety concern.

Motion by Utecht to approve the lot split for 19.00047.00 as presented. Second by Lucia. Utecht, Lucia, Denney, and Olivolo voted yes. Ness abstained. Mayor Utecht declared the motion carried.

**Ordinance – Burning Leaves**

Member Ness said the commission reviewed the leaf burning ordinance, should they allow leaf burning in Stacy? The commission determined yes, with a change to the time when they are allowed to burn.

Mayor Utecht is not in favor of allowing the burning of leaves, he is concerned regarding the pollution they cause due to chemicals being utilized in lawn care.

Motion by Ness to approve Ordinance Number 2015-5-4, "An Ordinance Amending the Stacy City Code Chapter 91 Burning of Leaves Permitted, Amending Subsection 91.26 Time." Second by Denney. Ness, Denney, Olivolo, and Lucia voted yes. Utecht voted no. Mayor Utecht declared the motion carried.

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**Old Business**

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**LED Sign**

The clerk indicated that Mr. Jones contacted Metro LED Signs regarding the installation; it was determined the City's Maintenance Department could conduct the install.

Motion by Utecht to purchase the sign as quoted from Metro LED signs. Second by Denney. Utecht, Denney, Lucia, Olivolo, and

Ness voted yes. Mayor Utecht declared the motion carried.

The clerk will determine the appropriate account code for the sign; the Mayor said this is repair and maintenance item.

**Merit Based Compensation Policy**

No action. Agenda item for June's meeting.

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**New Business**

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**2015 Land Use Planning Workshops**

Motion by Utecht to approve for two people to attend three classes; the city will pay registration and mileage costs. Second by Olivolo. Utecht, Olivolo, Denney, Ness, and Lucia voted yes. Mayor Utecht declared the motion carried.

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**Mayor/Council Business**

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**Building Inspector**

Member Lucia asked if Mr. Kramer could attend some council meetings; this would allow for easier communication. Mr. Kramer will be invited to attend the June council meeting. He should be prepared to discuss what the big enforcement issues are and what ordinance changes he would like to have considered.

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**Adjourn at 9:00pm**

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Motion by Ness to adjourn. Second by Denney. Ness, Denney, Lucia, Utecht, and Olivolo voted yes. Mayor Utecht declared the motion carried.

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Sharon MT Payne