



**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
FEBRUARY 13, 2024, 7:00p.m.
33155 HEMMINGWAY AVENUE, STACY MN 55079**

Call to Order

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

Attendance

Present: Mark Utecht, Tim Sawatzky, Dennis Thieling, Marie Lawrence, and Jennie Carlson

Absent: None

Others Present: Dan Boyum, James Mongé, Troy Nelson, Tanya Smolke, Angela Comstock, Michelle Hayes, Carolyn Cagle, Jeff Barrett, Rick Keller, Bernice Woods, Ben Montzka, T.J. Potrament, Dick Stiers, Mike Hubner, and Matt Silver

Additions to the Agenda

Additions to the agenda:

06C9-Maintenance Door Hanger Approval

Motion by Utecht to approve the agenda as amended. Second by Sawatzky. Members Sawatzky, Lawrence, Carlson, Thieling, and Utecht voted yes. Mayor Utecht declared the motion carried.

Public Comment

Montzka asked the council what his commission could do for them. He is working on the ARMER user agreement for emergency services. Levy increased by 3.3% with homes rising by 23%. Utecht said the County 19 bridge should be priority and Montzka said he will need the council's vote to push that forward. He will let the mayor know when the next discussion on the County 19 bridge will happen so he can attend.

Consent Agenda

Motion by Sawatzky to approve the consent agenda as presented. Second by Thieling. Members Sawatzky, Lawrence, Thieling, Carlson, and Utecht voted yes. Mayor Utecht declared the motion carried.

Staff Reports

City Attorney
James Mongé

City Engineer
Dan Boyum

Monthly Report

Motion by Utecht for himself and the City Clerk to sign the contract reviewed by the City Attorney for the Water Tower Maintenance Contract with Corpro for \$650 per year. Second by Thieling. Members Sawatzky, Lawrence, Thieling, Carlson, and Utecht voted yes. Mayor Utecht declared the motion carried.

1. 2021 Street and Utility Improvements (307th Street and 311th Street – 193805157 and 193805158)

- We received some updated quantities from the subcontractor and general contractor that we are reviewing.

2. Stacy General (193804175)

- **Miscellaneous Items**
 - Miscellaneous Operations and Public Works Items** – Following the discussions at the council meeting on January 9, 2024, we:
 1. Forwarded the 2018 Water Supply Plan to staff for reference. This has general information on wells, tower, and water treatment plant.
 2. Forwarded the 2014 Preliminary Engineering Report for the water treatment plant for their reference. This report provided history and background on the existing water system before the WTP was constructed. I thought this would also be helpful to the new team as they get familiar with the water system.
 3. Forwarded a past “winterizing action plan” for the new water tower. This gave staff history on discussions associated when the new water tower was replacing the old 75,000-gallon water tower.
 4. Forwarded a Stantec contact list for new staff. We also included a table of the issues discussed at the January 9, 2024 Council Meeting along with the appropriate Stantec contact person for that issue. (See attached).
 5. We forwarded information to Public Works staff on the original mixer in the water tower, cutsheets on that mixer, and the contact information for the sales representative. We answered some other questions on the water tower.
 - Indoor and Outdoor Storage Facility** – We received feedback from staff on our draft memo on next steps and forwarded it to the facility owner for comments.
 - Rinker Materials Sewer and Water Extension** – We received additional information from Rinker related to questions from the Department of Labor and Industry (DOLI) on their permit. We also talked to the county building official. We need to forward information to the county building official to approve and then forward information back to Rinker for processing with DOLI.
 - Xcel Energy ROW Permit** – We reviewed a two ROW permits for power line work at Falcon/320 or Falcon/Fir Trail. We also reviewed some road closure requests by Xcel Energy for their transmission line work on Kable Avenue.
 - Parking Requirements and Zoning Code** – The city planner received questions from an apartment developer apartment on parking requirements. They thought the city had changed requirements. Staff found information related to past code updates, and no changes were made to parking requirements. The city planner updated them.
 - 5563 Athens Trail – gas station parking expansion** – The city planner reviewed some preliminary information on this property for an Interim Use Permit. A detailed plan is being requested to make the application complete.

City Clerk/Finance
Department

Local Board of Review
Date-April 25, 2024 at
6:00 p.m.

Mayor Utecht reiterated the date and time; and acknowledged there are good options from the county for the review. No discussion or motion is needed.

Water Meter Replacements

Options to replace water meters were shared to fix failing meters and radios in the system. This has become a large issue for staff and impacts the city's water reports to the state. The council requested more quotes. Mayor Utecht noted that a special meeting may be called to handle this quickly once quotes are received.

Employee Attendance at City Council Meetings Policy Draft

Motion by Utecht to approve the Employee Attendance at City Council Meetings Policy Draft as presented. Second by Sawatzky. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried.

Purchasing Policy Draft

The Finance Director noted that a wording amendment was needed to the elected official travel policy language per attorney feedback. Mayor Utecht clarified that, if a cost is budgeted, it does not pertain to this policy. Motion by Utecht to approve the Purchasing Policy Draft as amended. Second by Thieling. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried.

Chicken/Duck License Application Form Approval

Motion by Utecht to adopt the Chicken/ Duck License Application Form. Second by Sawatzky. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried.

Town Hall Custodian Agreement

This item was handled out of order by motion of Utecht. Second by Sawatzky and carried. Council discussion to hire the Lent Town Hall Custodian/ Event Supervisor as a regular employee versus a contractor after weighing the options. After the job description and hourly wages are approved, this position will work under the maintenance department. The OAA bound the city to hire all township employees. No council action was needed as the employee will continue as he was until the new position is formed.

The Hideout Liquor License Application

This item was handled out of order by motion of Utecht. Second by Sawatzky and carried. Motion by Utecht to approve the liquor license for Hideout contingent upon the sale of the property to the new owners. If the sale falls through, the current license will remain. Second by Thieling. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried.

Vacation Request- Michelle Hayes

Motion by Sawatzky to approve the vacation request for Hayes. Second by Carlson. Members Utecht, Lawrence, Carlson,

Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried.

**Maintenance Door
Hanger Approval**

Motion by Utecht to approve the Maintenance Door Hanger for use by the Maintenance Department. Second by Sawatzky. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried.

Maintenance Department

**Advanced Utility
Solutions-Mike Hubner**

Hubner asked the council if they have any questions about the report he had the Maintenance Department give last month. He said the maintenance staff is doing really well. The Maintenance Committee meets once per month and highlights will be relayed to the council.

Mixer Cord

The mixer cord is within the Maintenance Supervisor's purchasing limit and should be replaced.

**Tri-State Pump & Control
Estimate for Lift Stations**

Quotes were previously gathered and are now being readdressed. The mayor instructed Nelson to discuss the work needed with the vendors to verify what needs to be done and the priority level.

**Quotes for Water Tower
Mixer-KLM & Great
Northern Environmental**

This item was handled out of order by motion of Utecht. Second by Sawatzky and carried. Two estimates were reviewed by the council. A cleaning would suffice for now as it is required with or without a new mixer. Quotes on cleaning were requested.

**Maintenance Supervisor
Discussion**

Motion by Utecht to offer Maintenance Worker Nelson the Maintenance Supervisor position with a pay increase to \$32.50 per hour. Nelson accepted the position. Second by Sawatzky. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried. Utecht amended his motion to start the pay increase at the beginning of the next payroll period. Second by Thieling. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried. Motion by Sawatzky to approve a new city VISA card for Maintenance Supervisor Nelson. Second by Thieling. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes.

Committee/Commissions

CLJSTC

Member Sawatzky provided a CLJSTC update.

Public Information

**Social Media Policy
Review & Proposed Draft**

This item was handled out of order by motion of Utecht. Second by Sawatzky and carried. Mayor Utecht shared the backstory; this stemmed from shoplifting at the liquor store and social media was used to catch the transgressor. The best way to allow for this without facing any backlash is to turn off comments on posts, informing the public to message or call the store directly. This is a small way the city can help channel information to the county to assist with prosecution. Motion by Utecht to approve the Social Media Policy Draft as written. Second by Sawatzky. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried.

**Website Provider
Recommendation**

Motion by Utecht to move forward with a website overhaul using CivicPlus®. Second by Sawatzky. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried.

Parks & Recreation

Mayor Utecht will reach out to the committee members and set a meeting schedule.

Planning Commission

Member Sawatzky provided an update, reporting that the Commission elected Jim Ness as Chair, and Telise Schroeder as Acting Chair.

Emergency Plan

Fire Chief Potrament will be attending the Chisago County Hazard Mitigation Plan Update Planning Team Meeting on February 14, 2024 on behalf of the City.

**Notices and
Communications**

**Communications System
User Agreement with
Chisago County**

Mayor Utecht will attend the ARMER Subscriber/User Advisory meeting on February 16, 2024.

Old Business

None.

New Business

None.

Mayor/Council

Election Canvassing & Recount Period

Mayor Utecht would like to handle this in a way that would get the newly elected council seated and sworn in as soon as possible.

2024 Caucus

No quorum post will be needed.

Candidate Forum for Special Election

Motion by Utecht to authorize the Candidate Forum organizer to use a city building and city technology. Second by Sawatzky. Members Utecht, Lawrence, Carlson, Sawatzky, and Thieling voted yes. Mayor Utecht declared the motion carried.

Council Discussion

Member Thieling said that there are grant possibilities via the Stauber Community Funding Projects that might be available to bring water and sewer to the west side of Highway 35. Mayor Utecht said the County 19 bridge would be a higher priority with any grant opportunities. Thieling also noted possible playground equipment could be potentially purchased with these funds.

Adjourned at 9:26p.m.

Mayor Utecht declared the meeting adjourned at 9:26 p.m.

Tanya Smolke, City Clerk

To: City Staff
 City of Stacy
 File: 193804175

From: Dan Boyum
 City Engineer
 Date: January 10, 2024

Reference: Stantec Contacts and 1/9/2024 Discussion Items

New staff are starting in Stacy. Below is a list of Stantec contacts for various municipal areas.

Name	Area	Email	Cell
Dan Boyum	City Engineer – Street, Sewer, Water, Storm	dan.boyum@stantec.com	651-775-5098
Ryan Capelle	Water Treatment Plant-WTP	ryan.capelle@stantec.com	651-775-5027
Daryl Kirschenman	Water Tower, Lift Station	daryl.kirschenman@stantec.com	612-240-7402
Mark Janovec	Wells & Wellhead Protection	mark.janovec@stantec.com	651-775-6532
Chuck Oehrlein	Electrical/Generators	chuck.oehrlein@stantec.com	651-775-6538
Phil Carlson	City Planner	phil.carlson@stantec.com	612-202-6474

Various items were discussed at the 1/9/2024 Council Meeting. Below is a list that Dan Boyum put together based on the discussion as well as corresponding Stantec contacts if staff has further questions.

No.	Item	*Stantec Contact
1	Plant operations and well usage is being reviewed by Mike from AUS. He has been adjusting and sorting through chemical feeds for Well 3. Some discussion on chemical equipment at Well 2 was discussed. Well 2 is not connected to the WTP. Some general information on depth of wells, quality, etc. was discussed. Well 1 in the deeper (Mount Simon aquifer). Radium was last tested in 2016. See discussions below on Mike from AUS recommendations to retest radium in wells.	Capelle
2	Corrosion protection is not working. Red light is on. Last serviced in 2011 or 2015. Can get company in to look and then fix. Corppower installed originally. PW can approve up to \$2000. Mayor can approve up to \$3000. Above \$3,000 needs council approval. Council directed staff to get Corppower out to identify what the costs will be to correct. The amounts above were changed later in the meeting to staff approving up to \$5,000 and Mayor up to \$6,000.	Kirschenman
3	Corrosion is not working. Red light is on. Last serviced in 2011 or 2015. Can get company in to look and then fix. Corppower installed originally. PW can approve up to \$2000. Mayor can approve up to \$3000. Above \$3,000 needs council approval. Council directed staff to get Corppower out to identify what the costs will be to correct. The amounts above were changed later in the meeting to staff approving up to \$5,000 and Mayor up to \$6,000.	Kirschenman

4	Mike – AUS – is dialing back chemicals with Well 3.	Capelle
5	WTP – Replacing new plastic pipe. Past operators added a lot of valves.	Capelle
6	LS Servicing – Tri State has done in the past. They will come out in May 2024 to service LS pumps.	Kirschenman
7	Generator at WTP – Transfer switch is not working. Been not working for 3 months. Kodiak Electric or Power was hired to fix.	Oehrlein
8	GV in streets – operating is difficult for Troy. He has contacted Rural Water for hydraulic trailer to come out in spring and operate.	Boyum
9	Water heater in PW building has been leaking for some time. Replacing	N/A
10	RPZ backflow presenter at WTP – Not sure when they were last certified. Troy got Kramer in to certify them.	N/A
11	High Service Pumps at the WTP – staff has greased with a food grade grease. There was still masking tape on grease areas, so staff does not think they were greased since startup. There is a leak in high service pump #3. Mayor asked for Mike’s recommendation. Troy said Mike indicated to grease and then review	Capelle
12	Meters – some non-reads. Staff is working with Mueller to address. Could be antennas that need to be changed.	Various
13	MDH – they have checked, and the city is up to date on testing. They are shifting the date for bacteria testing based on Mike from AUS’s schedule.	Capelle
14	Mike from AUS is asking if they have a Wellhead Protection Plan. Office staff will forward it to him.	City Staff sending
15	Mike from AUS would like to test the radium on Well 1 and 2 to see if the levels have changed since the last testing.	Capelle and Janovec
16	Mike from AUS has trained staff in on Hawk testing equipment. Craig, Sam, and Troy are taking the tests. They are taking tests out in the water distribution system and not at the WTP currently due to the piping configuration at the WTP.	Capelle
17	Alarms are down currently, so that is good.	Various