



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 10, 2023, 7:00 p.m.
30955 FOREST BOULEVARD, STACY MN 55079**

Call to Order

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

Attendance

Present City Council: Mark Utecht, Tim Sawatzky, and Dennis Thieling
Absent: Marie Lawrence and Jennie Carlson
Others Present: Dan Boyum, James Monge, Angie Comstock, Tanya Smolke, Jeff Barrett, Jerry Schroeder, and Matt Silver

Additions to the Agenda

Concrete work at Doyle Field was added to the agenda under New Business (10B) Motion by M. Utecht to approve the agenda as amended. Second by D. Thieling. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Public Comment

None.

Consent Agenda

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

Staff Reports

City Attorney

James Mongé

**Resolution 2023-10-1
Establishing Wards, Precincts
and Combined Polling Place**

Motion by M. Utecht to adopt Resolution 2023-10-1 Establishing Wards, Precincts and Combined Polling Place as presented. Second by T. Sawatzky. Mayor Utecht verified that the map included in the resolution had been generated by the engineering firm, and confirmed with the Lent Clerk that the Town Hall has not had internet issues during past elections. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

City Engineer

Dan Boyum

Monthly Report

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

- We are waiting for feedback from the contractor on quantities. The contractor still needs to address some

restoration related items on Stacy Trail.

2. Stacy General (193804175)

- **Miscellaneous Items**
 - i. **30335 Fox Run Road** - Reviewed that a conditional use permit is needed for a roof mount solar system.
 - ii. **Future CIP Street Improvements** - We identified original construction dates for the streets listed for improvement. We will use that information as well as feedback from Public Works in preparing a proposed schedule. The council could weigh on the following:
 1. What period do we want to use for completing the streets on the list?
 2. Is there a yearly budget we want to try to keep the improvements to or under. We understand improvements on gravel roads may be investigated more in 2024.
 - iii. **Water Plant Operators** - We responded to some general information questions from an operator and reviewed a proposal document from staff.
 - iv. **Legal descriptions and preliminary map for elections** - We reviewed this item with city staff and city attorney and forwarded some descriptions and a map for future use.
 - v. **Equipment Transport** - We contacted the contractor to address erosion that is occurring on the site as well as requesting an update on various items.
 - vi. **Indoor and Outdoor Storage Facility** - We are coordinating a meeting to review 80% opacity, light shields, existing fencing, and maintenance items.

The Engineer asked the Council if there was a budget for street projects or a period of time they are looking at. The preliminary budget for streets is \$30,000 but that could shift after the annexation. The Council requested that the engineer prioritize the potential projects by need and expense for them to review.

Member T. Sawatzky also asked about the as-builts for the city systems and where they are stored, is there physical copies or are they solely on the Infraseek system the City had purchased? Most of the data in Infraseek was provided by the City and uploaded. Stantec was asked to provide the information they have on file to maintenance. A training will also be scheduled on the use of Infraseek for all employees after the annexation is effective.

City Clerk/Finance Department

**Resolution 2023-10-2
Designating ARPA Funds for
the Sports Grill Water Heater**

Motion by M. Utecht to adopt Resolution 2023-10-2 designating ARPA funds for the Sports Grill water heater replacement. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Preliminary Tax Assessment
List Approval**

The Council members requested that additional information be included with the final assessment presented in November. They would like to know how this year compares to last year's assessment total, if there are any repeat assessments to the same individuals, and if the individuals' water usage has been consistent with previous years, particularly the high dollar amounts. The clerks' department will have that information prepared for the November meeting.

Motion by M. Utecht to accept the preliminary tax assessment list as presented. Second by D. Thieling. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Maintenance Department

**Maintenance Department Job
Descriptions**

The members discussed the maintenance department job descriptions, as well as the current pay matrix.

Motion by M. Utecht to adopt the Maintenance Worker II job description and the grade 13 position on the pay matrix. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Motion by M. Utecht to direct the clerks' department to post for the Public Works Supervisor position. Second by D. Thieling. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Motion by T. Sawatzky to strip the current public works supervisor of his supervisory duties. Second by D. Thieling. After discussion of the motion, the motion was rescinded by T. Sawatzky.

Liquor Operations

**Wine & Spirits-Low Potency
Hemp Request**

Motion by M. Utecht to have the liquor store manager move forward with low-potency hemp sales as presented. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Sports Grill-Sidewalk Concrete
Quotes**

Motion by M. Utecht to approve the quote from J & B Concrete for \$6,400.00 as presented. Second by D. Thieling. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried. The Council asked the clerks' office to check the ARPA funds balance and report back at the next meeting as they could potentially be used towards this expense.

Sports Grill-Hail Damage

The Council reviewed the photos provided by the contractor and determined that they will not be pursuing a hail damage insurance claim at this time.

**Sports Grill-Gutter
Replacement Quote**

Motion by M. Utecht to direct the Sports Grill manager to work with Sysco's insurance company on the damage caused by their truck, and then award the bid to RJI for their quote of \$3,581.00 for the remaining gutter work. Second by D. Thieling. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Sports Grill-RISE
Contract/Custodial Duties**

Motion by T. Sawatzky to discontinue the contract with RISE for custodial services at the Sports Grill. Second by M. Utecht. They discussed current custodial staffing at the Grill and the estimated savings presented by the Sports Grill manager. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Committee/Commissions

CLJSTC

Member T. Sawatzky provided an update from CLJSTC.

Personnel

The Council reviewed the communication provided on ESSL. There will not be an October Personnel meeting.

Public Info

Public Information Committee has not met.

Parks & Recreation

The Parks & Recreation Committee has not met.

**Stacy Lions Club Christmas
Tree Request**

This item was handled out of order by motion of M. Utecht. Second by D. Thieling. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Motion by M. Utecht to permit the Lions Club to plant a 10-12 foot spruce tree in Lions Park as presented with the condition that they work with Gopher State One Call and the Stacy maintenance department to establish a safe location for the tree prior to planting. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Planning Commission

Member T. Sawatzky provided the update from the last Planning Commission meeting.

Letter of Interest

Motion by M. Utecht to appoint Jim Willeck to the Stacy Planning Commission. Second by D. Thieling. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Clarification/Discussion on
Storm Water Drain Fee**

Member T. Sawatzky and the Planning Commission requested another discussion on the motion made last month to only charge the stormwater drain fee to city water utility customers. Clarification is needed on who will be charged the fee and why. The Council discussed the stormwater drain fee. Motion by T. Sawatzky to remove the storm drain fee for all residents. The motion died for a lack of second. Mayor Utecht asked that the item be placed on the November agenda for another discussion. The clerks' department was directed to prepare information on what items are actually paid out of the storm drain fund as well as a breakdown of the current utility billing for water customers.

Notices & Communications

None.

Old Business

None.

New Business

Ordinance 2023-10-3 Amending §51.07 Pertaining to Restricted Hours

This item was handled out of order by motion of M. Utecht. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Motion by M. Utecht to approve Ordinance 2023-10-3 Pertaining to Restricted Hours. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, M. Lawrence, J. Carlson, and M. Utecht voted yes. Mayor Utecht declared the motion carried. The Council would like to see further clarification in the ordinance for the future distinguishing the types of air conditioning allowed and not allowed during a drought period. The clerks' department will pass that along to the Commission.

Concrete Work at Doyle Field- Addition to Agenda

This item was handled out of order by motion of M. Utecht. Second by D. Thieling. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Lion Jerry Schroeder was present to discuss the invoice for the concrete work. There is a tombstone monument at Doyle Field that was damaged due to its placement in a rock bed. The work done was to repair the monument and lay a matching concrete pad underneath it to prevent future damage. Motion by M. Utecht to approve payment of the City's portion of the bill in the amount of \$3,450.00. Second by D. Thieling. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes. Mayor Utecht reminded Mr. Schroeder that in the future, please involve the city early in the project so bids can be taken. Mr. Schroeder agreed.

Mayor/Council

Mayor/Council Pay Analysis

Mayor Utecht proposed keeping the Council salary the same as it has been and increasing the pay per meeting to \$60.00. This would apply to all meetings that a Council member attends. He reminded the Council that this would not take effect until the new City Council is seated in May after the special election. Member T. Sawatzky asked about the Planning Commission and other committees' rates per meeting. Mayor Utecht said that could be adjusted at any time and that the new council could make that change. Motion by T. Sawatzky to increase the pay per meeting to \$60.00 for Council, Commission, and committees. Second by D. Thieling. Mayor Utecht requested that an effective date be included in the motion. Member T. Sawatzky amended the motion to be effective at the same time the new Council rate would be effective (May 14, 2024). Member D. Thieling seconded the amended motion. Members T. Sawatzky, D. Thieling, and M. Utecht voted yes.

Adjourned at 8:54 p.m.

Mayor Utecht declared the meeting adjourned at 9:06 p.m.

Angie Comstock, Deputy City Clerk