



**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 28, 2024 5:00 P.M.
33155 HEMINGWAY AVENUE, STACY, MN 55079**

Call to Order

The meeting was called to order by Mayor Utecht at 5:10 p.m.

Present

Present: Mark Utecht, Tim Sawatzky, Carolyn Cagle, Dennis Thieling, and Jeff Barrett (arrived at 5:22 p.m.)

Absent: None

Others Present: Troy Nelson, Michelle Hayes, Angie Comstock (arrived at 5:25 p.m.), and Dick Stiers

Purpose of the Special Meeting

The purpose of the meeting is:

- Maintenance Department Discussion (including the maintenance supervisor bullet point and part-time job descriptions)
- 35805 Forest Blvd.
- Youth Ball Support
- Council Training Budget
- Function of City Planning Commission

Maintenance Department Discussion

The City Council members and the Maintenance Department Supervisor reviewed and discussed the April Bullet report submitted before the last meeting. An updated version was provided for this meeting. The following action items were identified:

- Water Treatment Plant- No action items.
- Water Treatment Plant Windows
 - The Council members discussed having the supervisor install a tint that can be easily replaced on the treatment plant windows to help with the cloudiness issues and to keep the public from looking in.
- Flow Control - No action items.
- Lift Stations
 - The Stacy Ponds lift station issues were discussed. All the lift stations besides Stacy Ponds are thought to have a 5-horsepower motor, they had all been replaced at one point using PFA funds. The Stacy Ponds lift station has a 3-horsepower motor and consistently has issues while the others do not. The maintenance supervisor was directed to get a quote

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on upgrading the Stacy Ponds lift station motor to 5 horsepower, and the Finance Director was asked to check on the City's PFA funds. A letter is to be drafted by the clerks' department regarding flushable wipes, with a line at the end directing anyone noticing suspicious activity in their neighborhood to contact Chisago County Sheriff's Office.

- Hydrant Flushing
 - The maintenance supervisor explained that the department changed how they are flushing hydrants this year. Rather than use the 4" side to flush all hydrants, they have switched to the 2.5" side for the 6" water mains, and only used the 4" side for water mains larger than 6". This hopefully absolved the issues certain residences and businesses had due to the hydrant flushing. Member J. Barrett had questions regarding the line tracing training and Consumer Confidence report. The approved quotes for the interior and exterior water tower cleaning were also requested.
- Parks - No action items.
- Roads
 - The maps marked with the roads in the City needing attention provided by the maintenance supervisor were reviewed. The former Lent Township and City road budgets were discussed. More information is needed regarding the Lent bond payment, the Finance Director is working on this. There were questions about what specifications the roads needed to be repaired to and if there are statutory requirements for tonnage. The maintenance and clerks' department were directed to work with the City Engineer to determine what statutory requirements need to be met, assess what exactly needs to be done to repair the roads in question, and get assistance in putting together a Request for Proposal to obtain quotes for the work that needs to be done. The Council then reviewed the options for funding the repairs and determined that there would be another discussion after receiving the bids. The maintenance supervisor felt it is too late in the year to complete these repairs this summer and Council members agreed, but they would like to start the process to help with budgeting for next year and to ensure that we are ready next spring. In the meantime, the maintenance department will do the patching and repairs that they can on these roads. The maintenance supervisor has moved forward with the crack sealing and repairs that were approved at the last Council meeting and the



- department will start filling potholes in the City in the next couple of weeks.
 - There were no updates to the dust control discussion from the previous Council meeting.
 - The new City signs were discussed. Members agreed that we could do one sign on CSAH 18 rather than the two on CSAH 14 as recommended by the County. The clerks' department recommended using the estimated population of 4,418 provided by Stantec on the signs.
 - The Mayor confirmed that the spot behind the well house on Sherman Oaks Road that needs a second layer of paving does belong to the City and could be dealt with when the supervisor is ready.
- Sweeping - No action items.
- Sales of Equipment
 - North Branch Township decided against purchasing the John Deere tractor. The maintenance supervisor would also like to sell the four-wheeler and get rid of some other items that are stored in the garage at City Hall. The clerks' department needs more information from MNBid before listing any items. Member T. Sawatzky has some experience with MNBid and will contact the Deputy City Clerk to see if he can help clear up some of the questions.
- Miscellaneous
 - The Council reviewed the request to remove the bathroom building in Lions Park as well as the storage shed north of the well house at City Hall. Mayor Utecht requested a quote for the demolition of the bathroom building for the next Council meeting. The members approved the demolition of the shed at City Hall.
 - The Maintenance Supervisor's performance review was discussed, and it will be done with the rest of the department head reviews in July.

**Part-Time Maintenance
Job Descriptions (I & II)**

Motion by M. Utecht to approve the part-time maintenance I and II job descriptions as presented. Second by T. Sawatzky. Motion by M. Utecht to adjourn. Second by T. Sawatzky. Members M. Utecht, D. Thieling, C. Cagle, J. Barrett, and T. Sawatzky voted yes. Mayor Utecht declared the motion carried.

35805 Forest Blvd.

The clerks' department was directed to work with the City Attorney to start the enforcement process.

**Stacy-Lent Youth Ball
Support**

The information provided by the clerks' department indicated that the Township had not donated to youth ball in 2023 or 2022. The Council determined a donation was not necessary at this time.



Council Training Budget

Mayor Utecht stated that if any Council Members wanted to attend/take any training before the next regular Council meeting, they could contact him and he would authorize the expense.

Function of City Planning Commission

The Mayor explained that the Planning Commission is an advisory body in place to make recommendations to the City Council on land use and ordinances. Member T. Sawatzky said that they are not in place to enforce the City Code and Mayor Utecht agreed, adding that the City has not had a zoning inspector since Jack Kramer left. Member Cagle said that in the former Township, their Planning Commission would send a representative out to properties that were in violation and have a "neighborly" conversation with them before proceeding with violation letters or other actions to correct the issue. In the City, if a property visit is deemed necessary, the Chisago County Sheriff's Department would be provided with the ordinance or statute that is being violated and they would investigate on behalf of the City. There are statutory reasons why the City Planning Commission does not enforce code or visit property owners, and the clerks' department will provide the information from the City Attorney about that.

Adjourned at 6:59 p.m.

Motion by M. Utecht to adjourn. Second by T. Sawatzky. Members M. Utecht, D. Thieling, C. Cagle, J. Barrett, and T. Sawatzky voted yes. Mayor Utecht declared the meeting adjourned.

Angie Comstock, Deputy City Clerk

