



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
JANUARY 9, 2024 7:00 p.m.
33155 HEMMINGWAY AVENUE, 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, Jennie Carlson, Marie Lawrence, and Dennis Thieling

Absent: None

Others Present: Dan Boyum, James Monge, Tanya Smolke, Angie Comstock, Michelle Hayes, Troy Nelson, and Craig Griffin

Public: Dick Stiers, Rick Keller, Michele McLane, and Bernice Woods

Additions to the Agenda

Nuevos Amigos Bar & Grill Liquor License Approval was added under the Clerks’/Finance Department as item 6C7. Motion by M. Utecht to approve the agenda as amended. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Public Comment

None.

Consent Agenda

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

Staff Reports

City Attorney

James Mongé

Stacy Sports Grill HVAC Maintenance Contract

Motion by T. Sawatzky to have the Mayor or the Finance Director sign the contract as presented. Second by M. Utecht for discussion. The City Attorney advised the contract should be signed by the Mayor and the City Clerk. T. Sawatzky amended his motion for the Mayor and the City Clerk to sign the contract as presented. Second by M. Utecht. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

City Engineer

Monthly Report

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

- Contractor contacted our inspector about some project quantities. They are checking with their subcontractor on some quantities.

2. Stacy General (193804175)

- **Miscellaneous Items**
 - Certified Operator** – We responded to questions from Mike Huber from AUS on the water treatment plant. Mike updated us that public works staff is looking into the mixer at the water tower.
 - Indoor and Outdoor Storage Facility** – We have reviewed information submitted by the building owner and are forwarding initial comments.
 - Rinker Materials Sewer and Water Extension** – Rinker received feedback from the Department of Labor and Industry (DOLI) on their permit. Some items need the city building official to weigh in on. We have contacted the county building official to review some of the DOLI comments.
 - East Central Electric ROW Permit** – We reviewed ROW permits for both underground and overhead utility work along various streets in Lent Township and provided comments. The work will be done in 2024.
 - Xcel Energy ROW Permit** – We reviewed a ROW permit for transmission line work along Kable Avenue in Lent Township and provided comments. The work will start on or around January 8, 2024.
 - Stacy Hardware Preliminary Site Plan** – The city planner provided comments on preliminary site plan.
 - Structis Insulation (formerly Northstar Specialties, Inc.) Sign Permit** – The city planner reviewed the sign permit for Structis Insulation at 30181 Stacy Pond Road.

**City Clerk/Finance
Department**

**North Branch Area
Education Foundation
Gambling Request**

Motion by T. Sawatzky to approve the gambling request as presented. Second by J. Carlson. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Agenda Memo: Bank Signers for All Accounts

Motion by M. Utecht that we approve the bank signers on all accounts as presented in the spreadsheet. Second by D. Thieling. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Agenda Memo: Town Hall Security & Electronic Key Card System Quotes

M. Utecht asked if this was necessary before the new Council is seated. The clerks' department felt that it would make the Hall rental process easier and more streamlined. Motion by M. Utecht to approve moving forward with CWS according to their quote using ARPA funds. Second by D. Thieling. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried. Motion by M. Utecht to direct the maintenance department to change all locks at the Lent Town Hall that CWS will not be changing. Second by D. Thieling. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Agenda Memo: Lent Township Supervisor Emails

Mayor Utecht stated he feels the most efficient way to handle this is the clerks' department recommendation. The other Council members agreed. No motion needed.

Resolution 2024-1-1 Election Judges

Motion by M. Utecht to adopt Resolution 2024-1-1 as amended with the updated resolution number. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

TBS LLC dba Mug Shots Liquor License Approval

Motion by T. Sawatzky to approve the TBS LLC dba Mug Shots Liquor License as presented. Second by J. Carlson. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Nuevos Amigos Bar & Grill Liquor License Approval

Motion by M. Utecht to approve the Nuevos Amigos Bar & Grill Liquor License as presented. Second by T. Sawatzky for discussion. He asked if we are in danger of exceeding our liquor license limit with the state. The clerks' department verified that the city is not over our license limit. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Maintenance Department

Maintenance Supervisor (Non-Certified)

This item was taken out of order by motion of M. Utecht. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Mayor Utecht stated that he feels the maintenance department needs a supervisor, and he thinks that C. Griffin is the right person for the job. The Non-Certified Maintenance Supervisor job description was passed so that it would be an option for the City. Motion by M. Utecht

to offer the job of maintenance supervisor to C. Griffin at the pay rate of \$32.50 per hour. Second by T. Sawatzky. The Finance Director requested a start date for the pay change be included in the motion should the position be accepted. M. Utecht amended his motion to have the change take effect the next pay period after acceptance of the position. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried. C. Griffin stated that he would like to meet with the maintenance department one more time on this, and would provide an answer by Friday, January 12.

Department Update

This item was taken out of order by motion of M. Utecht. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

T. Nelson provided an update on the maintenance department activities since the former department supervisor resigned. The following items were discussed:

- The water treatment plant is designed to run off of well 3. Wells 1 & 2 are backup wells. The new water operator has requested that the backup wells be tested for radium, as they have not been tested since 2016. The Mayor asked that the department work with our new operator in collaboration with the City Engineer and form some options to present to the Council.
- The corrosion protection on water tower 1 has been out. He has scheduled an appointment to have the issue looked at with the company that put it in. The company has suggested an annual contract for maintenance. The Mayor directed that the issue be looked at and if it is something that needs to be addressed, go through the appropriate channels to have the repair approved. The annual contract will be addressed separately.
- The mixing valve in the water tower has had a warning light on indicating that the valve is not running. In Control had put the system in, but our current company Total Control can take that over and remedy the problem. The Mayor directed that this be handled in the same manner as the last issue discussed.
- The new operator has been adjusting the chemical makeup in the treatment plant, which may result in some savings to the city. They are also replacing lines in the plant to correct previously installed lines.
- The lift stations will be serviced in May as part of their regular maintenance.
- The transfer switch on the water treatment plant is bad, and will be replaced this month.

- The gate valves will be exercised in the spring. The clerks' department is scheduling the use of MNRWA's equipment to assist with this.
- The water heater down at the maintenance shop was recently replaced with a new, smaller water heater.
- The RPC valves in the water treatment plant have been certified.
- Maintenance is in the process of servicing the well pumps in the treatment plant. There is a small leak that may resolve itself with the service, but they will keep an eye on it.
- The clerks' department and maintenance have been troubleshooting issues taking water meter readings for the utility service. The amount of no-reads has been increasing each month. Once the issue is isolated, the matter will be brought to the Council.
- Maintenance and the clerks' department have been in communication with the Department of Health, and testing should be current.
- The new water operator has asked for information on our Wellhead Protection Plan.

Mayor Utecht thanked T. Nelson for the update on the department.

**Maintenance Department
Pay for Council Meeting
Attendance**

Mayor Utecht stated that in his opinion if the Council asks any staff to attend the meeting, they will get paid for it. If staff want to attend the meeting to stay informed, they can do so, but it isn't at their hourly wage. If that staff has something they want to discuss, they can let the Mayor or two Council members know and we can approve their pay for that time if it is something they should be present for. The Council agreed with this. The Mayor directed the clerks' department to figure out where this should be in the policy and come up with a draft for the February meeting.

**Maintenance Department
Authorized Individuals**

Motion by M. Utech to approve the first paragraph of the action requested in the agenda memo. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Motion by M. Utecht if C. Griffin accepts the maintenance supervisor position to issue a VISA card in his name. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Liquor Operations

M. Utecht provided an update on Liquor Operations. The Sports Grill will be hiring for an assistant manager with front and back-of-house experience.

Committee/Commissions

Committee Appointments

The committee appointments are reviewed annually. M. Utecht suggested he replace member D. Thieling on the maintenance committee. For the personnel committee, C. Griffin will be added if he accepts the supervisor position. On the EDA, he would like to add D. Thieling and asked J. Carlson to step down. For Parks & Recreation, C. Griffin would also be added if he takes the supervisor position. M. Utecht would also like to be on the Lent Town Hall Rental Committee. The Council had no questions or objections. The Finance Director suggested that the Fire Chief be added to the Personnel committee and the Mayor agreed. Motion by M. Utecht to accept the changes as presented at the meeting. Second by D. Thieling. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

CLJSTC

Member T. Sawatzky provided an update from CLJSTC.

Personnel

M. Utecht provided a personnel committee update. There will be an employee appreciation event, tentatively scheduled for March 3rd, 2024.

Public Info

The Public Information committee has not met.

Parks & Recreation

The Parks & Recreation Committee has not met.

History Committee

The History Committee has not met.

Letter of Interest

Motion by M. Utecht to appoint Cheri Roloff to the History Committee. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

EDA

The EDA has not met.

Planning Commission

The Planning Commission did not meet in December.

Letter of Interest

Motion by M. Utecht to change T. Sawatzky to a Council liaison and appoint D. Stiers to the Commission. Second by D. Thieling. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Emergency Plan

The committee hasn't met.

Lent Town Hall Rental Committee

The committee hasn't met.

Letter of Interest

Motion by M. Utecht to appoint Dave Benson to the Lent Town Hall Rental Committee. Second by T. Sawatzky. Members T. Sawatzky, D.

Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Notices & Communications

None.

Old Business

None.

New Business

**Resolution 2024-1-2
Establishing Appointments
for 2024**

Motion by M. Utecht to adopt Resolution 2024-1-2 Establishing Appointments for 2024. Second by D. Thieling. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Ordinance 2023-12-5
Amending Snowmobiles**

Motion by M. Utecht to approve Ordinance 2023-12-5 Amending Snowmobiles as presented with the summary for publication. Second by T. Sawatzky. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Mayor/Council

**Monetary Approval Limits
for Department Heads &
Mayor**

The frequency of the need for the Mayor to approve purchases for department heads is increasing and he asked the Council to discuss. He proposed increasing the existing limits by \$1,000 each, to \$3,000 for the department heads and \$4,000 for the Mayor. Member T. Sawatzky proposed increasing the limit to \$5,000 for the department heads and \$6,000 for the Mayor. Motion by T. Sawatzky to increase the monetary approval limit for department heads to \$5,000 and the Mayor's to \$6,000 with a notification requirement to the City Council for expenses over \$2,000. Second by D. Thieling. Members T. Sawatzky, D. Thieling, J. Carlson, M. Lawrence, and M. Utecht voted yes. Mayor Utecht declared the motion carried. The clerks' department will draft a policy for the Council to review in February.

Adjourned at 8:42 p.m.

Mayor Utecht declared the meeting adjourned at 8:42 p.m.

Angie Comstock, Deputy City Clerk