



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
NOVEMBER 12, 2019, 7:00p.m.
STACY CITY HALL**

Call to Order

The Stacy City Council met in regular session and was called to order by Mayor Utecht at 7:00p.m.

Roll Call

Present: Mark Utecht, Tony Olivolo, Dennis Thieling, Mark Ness, and Paul Authier

Absent: None

Others Present: James Mongé, Jim Ness, Dan Boyum, Carolyn Cagle, Tim Sawatzky, Patty Kettles, and Matt Silver

Additions to the Agenda

Additions to the Agenda:

1. Time Off Request – Stacy Wine & Spirits
2. Time Off Request – City Clerk
3. Oberloh – Agreement for Services

Motion by Ness to approve the agenda as amended. Second by Authier. Members Ness, Olivolo, Thieling, Authier, and Utecht voted yes. Mayor Utecht declared the motion carried.

Public Comment

Tim Sawatzky: Mr. Sawatzky asked the council to repair the potholes on 311th Street.

Consent Agenda (City Claims, Liquor Claims, New Hires for Approval)

Motion by Ness to approve the consent agenda as presented. Second by Olivolo. Members Ness, Olivolo, Thieling, Authier, and Utecht voted yes. Mayor Utecht declared the motion carried.

Staff Reports

City Attorney

James Mongé

Public Nuisance Ordinance

Attorney Monge said that he reviewed the City's nuisance violation code; it is enforceable as written.

Financial Advisor
Patty Kettles

Ms. Kettles provided information to the council regarding appropriate fund balances.

General Fund:

- Need to consider the city's credit rating; a fund balance of under \$500,000 would impact the credit rating.
- The outstanding balance on the bond for the Sports Grill in comparison to the valuation of the property. Need \$465,000 in general fund.
- Total general fund balance should be about \$965,000. This is approximately where we were at year end 2018.
- Maintain taxes at a rate to maintain the general fund balance at about \$965,000.

Water Fund:

- At a minimum the water fund should have three months operating expenses and one year of debt service.
- The fund balance is healthy with the projected 3.5% increase each year.
- The minimum fund balance in the water fund \$200,000
- A rate study needs to be done now that the water treatment plant is operational.
- Ms. Kettles will prepare the water rate study.

Sewer Fund:

- At a minimum the sewer fund should have three months operating expenses and one year of debt service.
- The Levy set for 2020 for \$50,000 is ok; after 2020 remove from the levy (Wastewater 2006PFA Bond).
- The fund looks healthy.
- Ms. Kettles will prepare the sewer rate study.

City Engineer
Dan Boyum

Engineers Report

Mr. Boyum reviewed his report with the council and addressed their questions. The report included:

- **Forterra Service** – Discussed a planning project cost estimate (includes 20% contingencies and 20% indirect costs) for directional drilling both sanitary sewer and water lines along 307th Street with Forterra representatives. Directional drilling is more expensive than open cut construction, and this construction method is being reviewed in order to avoid disturbance to the existing street constructed in 2018. A summary of planning estimate is as shown below:

Item	Planning Project Cost Estimate
Base Estimate (Jack new 12" watermain (WM) across CSAH 30 (Forest Boulevard), extend 12" WM and 8" sanitary sewer to west but east of Sunrise Trail)	\$659,600
Alternate 1 – Extend sewer and water utility lines to south of 307 th Street to Forterra Building Location	\$105,800
Alternate 2 – Allow open cut of 12" WM on west side of CSAH 30 versus Jacking 12" WM in the base estimate – This would affect the new asphalt street placed in 2018,	-\$47,300
Alternate 3 – Sewer and Water Service extensions to the north side of 307 th Street	\$22,000

Forterra asked for some follow-up information on utility locations at Foxtail Woods, information if there was a possible past water extension to a property, they bought to the south of 307th Street, Sewer and Water Rates, and WAC and SAC fees. A follow-up meeting will be scheduled with in the near future as they review the information shared with them.

Proposed Improvement map attached.

- **Fox Valley Metrology – Industrial Park** – Responded to follow-up items on final plat.
- **Revived Iron** – Reviewed timing of sewer and water service extension with property owner and city staff.
- **Future Projects** – Discussed with Public Works on possible street improvements on 311th Street to west of CSAH 30 (Forest Boulevard) and paving of gravel streets. We can discuss this with the Council at the upcoming meeting.
- **Well Tower Alarms** – responded to questions from public works staff.

City Clerk
Sharon Payne

Copier/Printer Quote

Motion by Utecht to authorize the city clerk to arrange a contract with Coordinated Business Systems for the quote as presented. Second by Thieling. Utecht, Thieling, Ness, Olivolo, and Authier voted yes. Mayor Utecht declared the motion carried.

Utility Billing Clerk – Pay Increase Request

Motion by Olivolo to increase Lynda Schmidt to \$20.00/hour effective 2020. Second by Authier. Members Olivolo, Authier, and Thieling voted yes. Members Ness, and Utecht voted no. Mayor Utecht declared the motion carried 3-2.

Time Off Request

Motion by Ness to approve the time off for the city clerk. Second by Utecht. Ness, Utecht, Olivolo, Authier, and Thieling voted yes. Mayor Utecht declared the motion carried.

Oberloh – Agreement for Services

This item handled out of order by motion of Utecht. Second by Ness and carried.

Motion by Utecht to approve and sign the Agreement for Services with Oberloh & Oberloh, Ltd. for the 2019 Audit. Second by Ness. Utecht, Ness, Olivolo, Thieling, and Authier voted yes. Mayor Utecht declared the motion carried

Maintenance

Mueller Agreement

This item handled out of order by motion of Ness. Second by Utecht and carried.

Motion by Utecht to approve the contract with Mueller, as long as they approve the city attorney changes. Second by Ness. Utecht, Ness, Authier, Thieling, and Olivolo voted yes. Mayor Utecht declared the motion carried.

Hennepin Technical College Contract

Motion by Utecht to present the amended contract to Hennepin Technical College. Second by Authier. Utecht, Authier, Thieling, Olivolo, and Ness voted yes. Mayor Utecht declared the motion carried.

Liquor Operations

Quote – Stacy Wine & Spirits POS

Motion by Ness to approve the Quote from ECRS for a new point of sale system for the Stacy Wine and Spirits as presented in the amount of \$4,356.60. Second by Authier. Ness, Authier, Olivolo, Utecht, and Thieling voted yes. Mayor Utecht declared the motion carried.

Wage Proposal for Wine & Spirits

Motion by Utecht to table until the December 10, 2019, meeting. Second by Ness. Utecht, Ness, Olivolo, Thieling, and Authier voted yes. Mayor Utecht declared the motion carried.

Time Off Request

Motion by Ness to approve the time off request for the Stacy Wine and Spirits manager. Second by Utecht. Ness, Utecht, Authier, Thieling, and Olivolo voted yes. Mayor Utecht declared the motion carried.

**Committees
Commissions**

Personnel Committee

Personnel Policy Changes

Motion by Utecht to approve the Personnel Policy changes as presented. Second by Olivolo. Utecht, Olivolo, Ness, Authier, and Thieling voted yes. Mayor Utecht declared the motion carried.

Background Checks

Motion by Utecht to adopt the revision to the background check document as presented. Second by Authier. Utecht, Authier, Thieling, Olivolo, and Ness voted yes. Mayor Utecht declared the motion carried.

Public Information Committee

Member Ness said that the committee is working on the city newsletter for distribution in December. He also reported that the committee did a “test run” of uploading a video of the meeting to the city’s website. It did not work, so the committee decided to upload audio recordings of the meeting and then review site statistics to see if that data is being utilized. Based on that data research can occur further regarding uploading videos.

Park and Recreation Committee

Member Thieling reported that the grant was not a good fit for updates to Lions Park; the city would need to still come up with about \$120,000.

Planning Commission

Building Permit Fees

The clerk will summarize the data; item for the December 10, 2019, agenda.

Review Minutes

The council reviewed the proposed changes to the city code:

- Pet Licensing – agreed with the changes
- Septic System Inspections – have the city attorney review, what does the state say?

Notices and Communications

MIDCO – Notice of New FCC Franchising Order

This item handled out of order by motion of Utecht. Second by Ness and carried.

Mayor Utecht asked if this order impacts the city’s desire to have the entire city serviced by MIDCO. It does not.

Old Business

Contract for Building Inspection Services

The council approved the building inspector contract at their October 9, 2019, meeting; however, the following needed to be completed:

33. This Agreement shall commence [redacted] and shall be in

effect October 1, 2019, and shall be in effect through December 31, 2019 (“Initial Term”). Thereafter, this agreement shall automatically renew for successive one-year periods (each, a “Renewal Term”). Either party may terminate this agreement after giving written notice to the other party at least _____ prior to the end of the term.

Motion by Utecht to insert into the contract: shall commence on October 9, 2019, and the termination provision be 180 days. Second by Authier. Utecht, Authier, Olivolo, Thieling, and Ness voted yes. Mayor Utecht declared the motion carried.

**Resolution Granting
Deferral of Assessment**

Motion Utecht to approve Resolution Number 2019-11-1,” A Resolution Approving Deferral of Assessment – 2018 Street Improvement Project and Placing Assessment Against Property,” as presented. Second by Thieling. Utecht, Thieling, Ness, Olivolo, and Authier voted yes. Mayor Utecht declared the motion carried.

**Community Solar Garden
Subscriptions**

This item handled out of order by motion of Utecht. Second by Ness and carried.

The council concurred they did not want to own a solar garden, rather a subscription is their preference.

Motion by Utecht to move forward with Novel Energy. Second by Ness. Utecht, Ness, Authier, Olivolo, and Thieling voted yes. Mayor Utecht declared the motion carried.

New Business

Review City Policies

Motion by Ness to approve the following policies: Utility Shut-Off Process, Disposal of Unsafe City Equipment and Property, City Website Links, Issuance of City Checks, Sanding and Removal of Ice and Snow from the City Maintained Street System, Sound Testing Procedure, Street Sign Inventory, Retro-Reflectivity Compliance Evaluation and Replacement, and Boulevard Tree Maintenance, as presented. Second by Utecht. Ness, Utecht, Thieling, Authier, and Olivolo voted yes. Mayor Utecht declared the motion carried.

Clean-up Day

This item handled out of order by motion of Utecht. Second by Ness and carried.

Carolyn Cagle asked the council if they would be interested in partnering with Lent Township to co-host a community clean-up. The township has hosted a spring and fall clean-up day and have great success. The dates for 2020 are set for May 20th and September 23, from 4-7p.m. The company they utilize is Evergreen. The cost would be about \$1,200 split 50/50.

**Ordinance Amending
Chapter 93.02 – Snow,
Ice, Dirt**

The council unanimously supported partnering with the township on this endeavor

Motion by Utecht to table until the December 10, 2019, meeting; and request the city clerk contact the city attorney to see if snow removal fees can be certified to property taxes. Second by Ness. Utecht, Ness, Olivolo, Thieling, and Authier voted yes. Mayor Utecht declared the motion carried.

Motion by Utecht to see if mowing fees can be certified to taxes. Second by Ness. Utecht, Ness, Olivolo, Thieling, and Authier voted yes. Mayor Utecht declared the motion carried.

The council directed city staff to prepare a listing of outstanding fees that are over 90 days past due.

**Ordinance Amending
Chapter 33 – Emergency
Management**

Motion by Ness to approve Ordinance 2019-11-2, "An Ordinance Amending Chapter 33 of the Stacy City Code Regarding Emergency Management," as presented. Second by Utecht. Utecht, Ness, Olivolo, Thieling, and Authier voted yes. Mayor Utecht declared the motion carried.

Motion by Ness to approve summary publication. Second by Utecht. Utecht, Ness, Olivolo, Thieling, and Authier voted yes. Mayor Utecht declared the motion carried.

Letter from Clarence Genz

Mayor Utecht said that he agrees with the letter from Mr. Genz, however, the city council has made the city's desires very clear to all officials with authority regarding the bridge. He appreciates the resident expressing his concern.

**Liquor License Rustic Inn,
and Liquor License Stacy
Lions Club**

Motion by Olivolo to approve the liquor license for the Rustic Inn, and the Stacy Lions Club, for January 1, 2020-December 31, 2020. Second by Authier. Olivolo, Authier, Ness, Thieling, and Utecht voted yes. Mayor Utecht declared the motion carried.

Mayor/Council

Adjourned at 9:23p.m.

Mayor M. Utecht declared the meeting adjourned at 9:23p.m.

Sharon MT Payne



PROPOSED SANITARY SEWER AND WATER MAIN LOCATION

CITY OF STACY
 307TH STREET UTILITY IMPROVEMENTS

FIGURE 1

