



**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  
NOVEMBER 28, 2017, 7:00p.m.  
CITY HALL 30955 Forest Boulevard**

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**Call to Order**

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

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**Roll Call**

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**Present:** Jim Ness, Mark Utecht, Tony Olivolo, Chuck Lucia, and Mark Ness

**Absent:** None

**Others Present:** Paul Deuth, Amy Hill, and Jeffrey Mussetter

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**Purpose of the Special Meeting**

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The purpose of the Special Meeting is to discuss personnel staffing, vacancy and appointment.

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**Interim Manager**

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**Appointment:**

Motion by J. Ness to appoint Jeffrey Mussetter as interim manager until a fulltime manager is hired and starts. Second by T. Olivolo. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Compensation:**

Motion by M. Utecht to increase Mr. Mussetter's compensation to \$18.50 per hour effective November 29, 2017, while he is acting as interim manager. Second by T. Olivolo. Members M. Utecht, T. Olivolo, C. Lucia, and J. Ness voted yes. Member M. Ness voted no. Mayor Utecht declared the motion carried 4-1.

**Bank Accounts:**

Motion by M. Ness to remove Melissa Archer from all bank accounts and add Jeffrey Mussetter. Second by M. Utecht. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Interest in Manager Position:**

Mr. Mussetter stated for the record he will be applying for the Manager position and appreciates any communication the council may offer. He also said he is dedicated to the establishment.

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**TV Reimbursement**

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Melissa Archer provided two personally owned TV's for use at the Sports Grill; this had been approved by the council and Ms. Archer did not invoice the Sports Grill for the TV's as she did not want to impact the profitability.



Motion by J. Ness to reimburse Ms. Archer for both the 60-inch and 47-inch TV's at a cost of \$350, contingent upon her signing a receipt stating that the payment is in full satisfaction. Second by M. Utecht. M. Ness, M. Utecht, M. Ness, and T. Olivolo voted yes. C. Lucia voted no. Mayor Utecht declared the motion carried 4-1.

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**Liquor Bookkeeper – Amy Hill**

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**Timecards:**

Does Ms. Hill see the actual timecards for the Sports Grill? She sees the report that shows the clock in/out time. If it's been manually adjusted she does not know. The council asked that she work with Mr. Deuth and Mr. Mussetter to manage "manual time entries;" if a manual entry occurs than a note should be on the timesheet as well as management approval. Also, asked that she watch for anything "funky" on the timesheets.

**Personnel Policy Changes:**

The clerk was directed to amend the City's Personnel Policy to include:

- Wording similar to "any edits to time sheets must have noted reason why and initialed by the manager."
- Non-salaried employees can punch in within five minutes before their shift and up to five minutes after their shift; if there is a variance greater than the five minutes then the manager/supervisor needs to approve.

**Sports Grill Profitability:**

Ms. Hill explained to the council that the bar is making money; it is how the depreciation is recorded on the Profit & Loss (P&L) report. The depreciation on the P&L is for the building and its contents (in the most part); this is also what the bond is for.

After further discussion it was determined that a change in the way the monthly report is presented will help the council see the profitability. Ms. Hill will show the report with the depreciation added back in, this should clarify things.

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**Consultant – Paul Deuth**

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**Ideas/Recommendations:**

Mr. Deuth presented some ideas to increase the profitability at the Sports Grill as well as other items that need to be addressed:

- Reduce entertainment costs; an establishment the size of the Sports Grill cannot afford the ~ \$30K in entertainment per year.
- Review menu prices – currently the food costs, to high at 43%.
- Review Liquor costs, currently 27% should be closer to 25%.
- He assured the council that the bar can be profitable.
- All staff should receive liquor liability training.

The council asked that if it makes sense to cancel the entertainment

for the rest of 2017; this will be determined by Mr. Deuth and Mr. Mussetter.

**Mr. Deuth Hours:**

The council approved Mr. Deuth to continue on working with Mr. Mussetter; no cap was placed on the number of hours but he was directed to use his “best judgement.”

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**Process to Fill Manager Position**

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The following points were made about filling the vacant On-Sale Manager position:

- Both Ms. Hill and Mr. Deuth will be involved in the interview process for the Manager for the Sports Grill.
- Interview in January 2018
- The clerk will provide the “100-point scale” for their input.
- Send pay matrix to Mr. Deuth
- After hire of the position have follow-up meetings every 30 days to make expectations clear.

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**Possible Staff Issues**

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Mayor Utecht will address any staff issues at the Sports Grill during the interim.

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**Meeting Adjourned at 9:20p.m.**

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Motion by J. Ness to adjourn. Second by M. Ness. J. Ness, C. Lucia, M. Ness, T. Olivolo, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

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Sharon MT Payne