



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
FEBRUARY 13, 2018, 7:00p.m.
STACY CITY HALL**

Call to Order

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

Roll Call

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

Absent: None

Others Present: Amy Schutt, Jeremy Hauser, Ryan Capelle, Rick Duncan, Michelle Jacobsen, Jim Kultala, Ben Montzka, Dennis Thieling, and Noelle Olson

Additions to the Agenda

Additions to the agenda:

- Chisago County EDA Housing Study
- Board of Review
- FMLA Request

Motion by M. Ness to approve the agenda as amended. Second by J. Ness. Members J. Ness, M. Ness, C. Lucia, M. Utecht, and T. Olivolo voted yes. Mayor M. Utecht declared the motion carried.

Public Comment

Jim Kultala updated the council on the progress of the clean-up of his property. He said that he has moved three cars and one more loaded to be moved today, he also said that he is palletizing items to move them more easily.

Consent Agenda

Motion J. Ness to approve the consent agenda as presented. Second by C. Lucia. Members M. Ness, J. Ness, C. Lucia, M. Utecht, and T. Olivolo voted yes. Mayor M. Utecht declared the motion carried.

Staff Reports

City Attorney

Amy Schutt

Kultala Property

To summarize some progress has been made by Mr. Kultala; does it satisfy the council; the council is concerned if Mr. Kultala will be able to meet the deadline for compliance as progress has been slow. Mr. Kultala said he will do his best. He asked that the



building inspector let him know specifically what he needs to do to comply.

Sports Grill Bands

Attorney Schutt recommended that the city not pay Mr. Absey unless the bands sign-off. The council denied Mr. Absey's request for payment.

FMLA Leave Request

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

Mayor Utecht said that he received an email from the Assistant Manager at the Sports Grill requesting FMLA leave. Attorney Schutt reviewed the request; FMLA does not go into effect until an employee is on the job for a year. If Mr. Mussetter applied for FMLA it appears that it would not be granted. The council can discuss and determine the direction they would like to take.

Motion by T. Olivolo to approve benefit continuation for an intermittent leave for Jefferey Mussetter and pay for hours worked to review in two months. Second by C. Lucia. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

City Engineer
Jeremy Hauser and Ryan
Capelle

Water Treatment Plant

Mr. Capelle gave an update to the council on the progress of the water treatment plant:

- The project is in the "final stretch" and almost ready to put online.
- Magney is excited to give us the keys, but Mr. Capelle is making sure the plant is ready to be turned over to the city.
- The plant will be tested next week and ready to put online Thursday. The council wants the plant put online on a Monday because of the maintenance department staffing.
- The water from the plant will be cleaner and safer than it's ever been, however, the system has scale build up that will take a while to clear out of the system. The water may get worse before it gets better. How long this will last is unknown.
- Funding has been secured for purchase of the spectroradiometer and PH probe.
- The cost to rehab well one was well under the projected amount.
- Overall the project overage is at 2.9% the budgeted overage is 5%.

Motion by J. Ness to approve Pay Request Number 17 in the amount of \$107,200.62 to Magney Construction for the Water Treatment Plant. Second by M. Ness. Members M. Ness, T. Olivolo, J. Ness, C. Lucia, and M. Utecht voted yes. Mayor M. Utecht declared the motion carried.

**CSAH 30 (Forest
Boulevard)
Reconstruction Project**

No Parking and Municipal consent resolutions were passed at last month's City Council meeting and forwarded to the County. 90% review comments were also sent to the County. 100% plans are to be submitted by the County to MnDOT on February 9th for final review prior to bidding. Construction is expected to start mid-May.

Lift Station Controls

The current lift stations have no communication other than light indicators. The proposal for three lift station control panels is \$32,212. The council would like Springsted to review the affordability of this expense. They also requested the engineer provide them the cost for the worst-case scenario.

2018 Street Project

Motion by J. Ness to acknowledge receipt of the bids, the low bid being from Valley Paving, Inc., in the amount of \$559,834.31. Second by M. Ness. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Motion by J. Ness that churches be assessed at the commercial rate of \$16.82/lineal foot. Second by M. Utecht. Members J. Ness, M. Ness, C. Lucia, and M. Utecht voted yes. Member T. Olivolo voted no. Mayor Utecht declared the motion carried four to one.

Motion by M. Utecht to approve Resolution Number 2018-2-1, "Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment," adding the appropriate information regarding the 2018 Street Improvement Project with the total project cost of \$650,960 and the amount to be assessed at \$136,411.71. Second by M. Ness. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Motion by M. Ness to approve Resolution Number 2018-2-2, "Resolution for Hearing on Proposed Assessment," filling in applicable data as presented by the engineer for hearing date of March 13, 2018, at 7:05p.m. Second by J. Ness. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Motion by M. Utecht to amend the resolution to set the term of 20 years at a 6% interest rate. Second by J. Ness. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

City Clerk
Sharon Payne

Motion by M. Ness to approve the vacation request for Ms. Payne. Second by J. Ness. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Maintenance

Mayor Utecht reported that Mr. Armstrong will be taking a phased retirement. This will allow him to work for the city up to 1,040 hours per year and the city will no longer be contributing PERA. This will work great in the transition to a new employee and to accommodate future needs.

Liquor Operations

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

Motion by M. Ness to add Stephanie Schneider to all Sports Grill Accounts and VISA credit card. Second by J. Ness. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Committees
Commissions

Park & Recreation
Committee

This item handled out of order by motion of M. Utecht. Second by T. Olivolo and carried.

Motion by M. Utecht to appoint Dennis Thieling to the Park and Recreation Committee. Second by J. Ness. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Personnel Committee

Performance Review
Forms

Several changes recommended on the review forms:

- For the Wine & Spirits Manager, need to add some wording regarding the criteria that the establishment makes money.
- On all the review forms that state "self-manages" need to define what that is.
- Change the grading criteria to match 5-point scale as not all the review forms have 20 questions. You will take the total points awarded divided by the number of questions that will give you a rating of 1-5.
- Wine & Spirits statement appropriately groomed and attired should be changed to say per dress policy and personnel policy.
- It is appropriate that the Wine & Sprits clerks attend three seminars?
- Maintenance Supervisor change snow removal statement to adherence to policy section.

**Public Information
Committee**

Who will be preparing the council article for next months publication: Mayor Utecht, and Member Olivolo will prepare something regarding the Easter Festival.

The committee will also be placing the unapproved minutes on the website after the council has had time to review.

Old Business

All items under old business not discussed.

Pay Matrix Review

Tablets for Council

**Preventing Sexual
Harassment**

New Business

**Pay Equity Report
Approval**

Motion by J. Ness to approve the pay equity report as presented. Second by M. Utecht. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**Chisago County Sheriff's
Office**

This item handled out of order by motion of M. Utecht. Second by T. Olivolo and carried.

Michelle Jacobsen presented the crime statistics for 2017. Stacy's total calls for 2017 are 2,782 about 7% of the total calls for the County.

Sheriff Duncan talked about the radio user fees going up (Mayor Utecht reported Stacy's from about 28K/year to 70K/year). He said that a committee has been formed to discuss the radios, the increase may not be what was anticipated.

Board of Review

This item handled out of order by J. Ness second by M. Ness and carried.

The Board of Review will be held on April 10, 2018, at 6p.m.

Mayor/Council

**Establishing Clear
Guidelines for
Department Heads**

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

Member M. Ness would like to establish clear expectations for the manager's; this will benefit both the employee and council.

The council will first meet to determine what the council wants from the managers and then meet with the managers. The first meeting will discuss the Sports Grill Manager and take place on February 27, 2018, at 7:00p.m.

**Chisago County EDA
Housing Study**

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

The council would be interested in the information, see if they can come to the April 10, 2018, council meeting.

MMBA Conference

Motion by M. Utecht that Mark Ness and Jim Ness attend the MMBA conference on behalf of Stacy; the city will cover registration, mileage and lodging. Second by C. Lucia. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

**County Commissioner,
Ben Montzka**

Commissioner Montzka apologized for the radio issue. He said that he does not see the need to replace the radios as they are still functioning and we have extras; the ones ordered can be returned without a fee.

Recessed at 10:00p.m.

Motion by J. Ness to recess until February 27, 2018, at 7:00p.m. Second by M. Ness. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Sharon MT Payne