



**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 15, 2017, 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: Jim Ness, Chuck Lucia, Mark Ness, Mark Utecht, and Tony Olivolo

Absent: None

Others Present: Anne Thom, Ted Alliegro, and Marie Noe

Additions to the Agenda

Additions to the agenda:

Letter of Interest Planning Commission
Board of Appeals and Equalization

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

Public Comment

None

Consent Agenda

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

Staff Reports

City Attorney

Ted Alliegro

Attorney Alliegro explained his recommended revisions to the Isanti Area Joint Operating Fire District Automatic Mutual Aid Agreement.

The clerk was directed to provide the revisions to Brad Schroeder and the clerk of Lent Township.

Motion by J. Ness to table the Isanti Area Joint Operating Fire District Automatic Mutual Aid Agreement until the Joint Powers Meeting on March 6, 2017. Second by T. Olivolo. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.



City Engineer

Motion by M. Utecht to table the items under 6B. Second by T. Olivolo. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

City Clerk

Sharon Payne

**Magney Construction –
Pay Request Number 5**

Motion by J. Ness to approve Pay Request Number 5 in the amount of \$86,075.70 to Magney Construction for the Water Treatment Plant. Second by M. Utecht. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Liquor Accounts

Motion by M. Utecht to remove Jessica Anderson from all liquor accounts. Second by J. Ness. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Monthly Water Graph

The formula on the spreadsheet is incorrect; the clerk will have the utility billing clerk correct.

Reading Meters

The reading of the water meters plus or minus three days of the end of the month is not acceptable. The council directed that they be read Monday-Friday the day closest to the end of the month. For example: Saturday is the 31st, meters should be read on Friday; if the 31st was Sunday then the meters should be read on Monday. If there is a variance from this procedure an explanation should be provided to the city council in writing.

Also, make sure when issuing the utility bills that the period billed reflects the actual usage dates. Example: Meters read March 1 and then on April 1 the bill should say March 1-April 1 (not March 1 to March 31).

Election Judges

The council thanked the election judges for working the Special Election.

**Committees
Commissions**

**Liquor Committee and
Maintenance committee**

Motion by J. Ness to identify Maintenance and Liquor Operation meetings as staff meetings not committees. Second by M. Utecht. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

These items will be moved to staff reports on the agenda.

**Chisago Lakes Joint
Sewage Treatment
Commission (CLJSTC)**

Member Lucia stated that the commission experienced a lot of lift station problems this winter. He also said that it appears as though the budget will remain the same as last year.

Personnel Committee

The committee talked about staffing needs. Ms. Archer stated that she is unable to follow the policy regarding pre-employment background checks; the background check takes about a week. She is in dire need to staff immediately. In one instance she hired a cook at 10am and they started at noon.

The committee proposes that the new hire letter include language stating that a background check will be conducted and if it comes back unsatisfactory then you will be terminated immediately. The employee will sign the letter upon hire.

The Personnel Policy will need to be amended to include this exception and in what instance the exception applies.

History Committee

Member M. Ness said that the committee has prepared wording for the plaques to be placed by the old pictures at city hall, they are discussing putting the 100 anniversary publication online rather than making a book. He also said the committee's goal is to read through the council minutes this year.

**Park Recreation
Committee**

The committee will be meeting February 28, 2017, at 7pm at Lent Town Hall.

Planning Commission

**Ordinance 2017-2-1:
Sidewalks**

Motion by M. Ness to approve ordinance number 2017-2-1, "An Ordinance Amending the Stacy City Code Chapter 151 Subdivision Regulations, Amending Subsection 151.52 Sidewalks and 151.81 Improvements;" with summary publication. Second by J. Ness. Members M. Ness, J. Ness, T. Olivolo, and M. Utecht voted yes. Member C. Lucia voted no. Mayor Utecht declared the motion carried 4-1.

Letter of Interest

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

Motion by J. Ness to appoint Marie Noe to a four year term on the Planning Commission. Second by M. Utecht. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Curbing

The council would like the commission to review insurmountable curbing.

Old Business

Proposal of Legal Services

Motion by M. Ness to appoint Campbell Knutson based on their proposal and supplemental email. Second by T. Olivolo. Members M. Ness, T. Olivolo, J. Ness, and M. Utecht voted yes. Member C. Lucia voted no. Mayor Utecht declared the motion carried 4-1.

This change will be effective immediately.

Motion by M. Ness to authorize the mayor to sign any needed documents for transition to the new legal firm. Second by J. Ness. M. Ness, J. Ness, C. Lucia, T. Olivolo, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

New Business

Xcel Energy LED Street Lighting

Informational, no action necessary.

East Central Regional Development Commission

The benefit to Stacy appears to be minimal; no action.

Board of Appeal & Equalization

The Board of Appeal and Equalization will be on April 12, 2017, at 6pm.

Mayor/Council

Engineer Report – Subdivision Fees

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

Motion by J. Ness to change the fee schedule to mimic what the engineer presented. Second by M. Utecht. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Specifically:

- Admin. Lot Split \$2,000
- Plat 1-5 Lots \$3,000 (if no public improvements)
- Plat 1-5 Lots \$5,000
- Plat 6-20 Lots \$15,000
- Plat 21+ Lots \$25,000 min. (case by case basis)
- Commercial/Industrial Site Plan - \$15,000 (on existing lot)

- Commercial/Industrial Plat - \$25,000 min. (case by case basis)

Recap from Newly Elected Officials Conference

Member M. Ness pointed out a few interesting things from the conference:

- The city attorney usually meets with new council members and discusses any legal issues before them, and any possible conflicts of interest.
- When an employee suspension occurs they recommend the suspension be paid rather than unpaid, the employee can possibly sue for back time. (How does this apply to part-time employees?)
- When voting on a motion you can abstain without a conflict of interest; however this is poor practice. You are on the council to vote.
- The city may want to consider adoption of a medical marijuana ordinance. (At this time the council decided not to take any action).

Approval of Closed Meeting Minutes

Motion by M. Utecht to approve the closed meeting minutes from January 30, 2017, as distributed. Second by J. Ness. J. Ness, M. Ness, T. Olivolo, C. Lucia, and M. Utecht voted yes. Mayor Utecht declared the motion carried.

Adjourned at 8:34p.m.

Mayor Utecht declared the meeting adjourned at 8:34pm.

Sharon MT Payne