



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
APRIL 9, 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 M. Utecht at 7:00p.m.

Roll Call

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

Absent: Rebecca LaMotte (note she resigned from the council and the resignation is accepted by the council during this meeting).

Others Present: Amy Schutt, Dan Boyum, Jim Ness, Dennis Thieling, Stefanie Blommer, Dallas Nestvold, Mike Haehnel, Craig Moline, Jim Kultala, Paul Authier, Peggy Korlath, and Matt Silver

Additions to the Agenda

Additions to the Agenda:

1. Bank Access and VISA Card for John Wicklander
2. Revived Iron – Lot Price
3. Resolution Declaring a Vacancy on the City Council
4. Vacancy on the Planning Commission
5. Vacancy on the Liquor Committee

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

**Public Hearing on
Proposed Assessment
7:03-7:08p.m.**

The purpose of the public hearing is to gather public input on an assessment to property owned by James and Michelle Kultala, 30427 Forest Boulevard, 19.00130.97.

Attorney Schutt gave a brief overview of what has occurred this far: the city went through the nuisance abatement hearing last fall, last month the council approved the two resolutions (“Resolution Declaring Costs to be Assessed, and Ordering Preparation of Proposed Assessment” and “Resolution for Hearing on Proposed Assessment”); and tonight consideration of a “Resolution Ordering Assessment to Property”.

Mr. Kultala would like to have the hearing postponed until a different time as his attorney could not be present. After discussion it was decided that the hearing would occur in its entirety tonight; and action on the resolution would be postponed until the May 14, 2019, meeting. It was made clear that this is the

one and only extension on this item and the council will take action at the May meeting.

Public Comment

None

Consent Agenda

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

Staff Reports

City Attorney

Amy Schutt

**Resolution Ordering
Assessment to Property**

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

Motion by Utecht to table "Resolution Ordering Assessment to Property." until the May 14, 2019, council meeting. Second by Lucia. Utecht, Lucia, Olivolo, and Ness voted yes. Mayor Utecht declared the motion carried.

Personnel Policy Update

Motion by Ness to approve the Personnel Policy as amended. Second by Lucia. Ness, Lucia, Olivolo, and Utecht voted yes. Mayor Utecht declared the motion carried.

City Engineer

Dan Boyum

Engineers Report

Mr. Boyum went over his engineering report and addressed questions from the council. Only items that have been changed since the last meeting have been noted:

Snowmobile Trail and Parking Map. We talked to the trail coordinator from the North Branch Sno-Drifters. He feels the trail segment in question is part of the Kiwi Snowmobile Club. He indicated using the Sunrise Prairie Trail to connect to Stacy Trail has some issues in making the turn on bare pavement as well as going into traffic lanes in parked car areas west of the trail connection at Stacy Trail.

Comprehensive Plan. We worked on and forwarded updates to tables and figure drawings from the 2016 Comprehensive Plan related to annexation of the Anderson land from 2017.

County Road 19 (I-35 to Forest Boulevard and possibly east city limits) – The County updated us that they are planning a

resurfacing project to this area in 2020. We are confirming with them their schedule on when they would need information from the City to include in this project. The County would address storm water improvements. We will review with staff and bring back to the Council for discussion, but some items could be:

- Foster Avenue concrete apron
- Any improvements to existing sanitary sewer or water main
- Past discussions on road extensions near Public Works Building
- Other items identified by Staff or Council

The County forwarded some past as-built plans for Stacy Trail for our use.

Forterra Service. I have looked at possible locations for sanitary sewer and water main on 307th Street. I am checking with Forterra on the possibility of a drainage and utility easement along the north side of their property (south side of 307th Street) to help with protecting the new street asphalt. I will review this more with the Council at the April Meeting. Forterra contacted the City about connecting their office facilities to City sewer and water. We have followed up with them to get more information on the immediate and future connection locations. We presented a map of the Forterra site at the December 11, 2019 Meeting. We have had follow-up correspondence with Forterra on sewer depths. We also have checked in with Chisago County on crossing of CR 30 (Forest Boulevard) as it relates to the buildings on the south end of the Forterra site.

The council provided input regarding the location of the lines; move to the south side of 307th Street, that way only Forterra would have to connect under the street should the property owners connect in the future.

Fox Valley Metrology (30447 Stacy Ponds Drive) – The business is planning to expand their existing building and is looking at purchasing the lot to the south of their existing building for this expansion. We have reviewed various items with the City Attorney and Clerk and forwarded comments to their site engineer's questions. A replat of the two lots will be needed if they build across property lines. We contacted the site engineer and forwarded additional information to them on storm water runoff requirements. The consultant for the business is gearing up to start on site plan work the week of April 8. We have responded to recent questions from the business's engineering firm.

Revived Iron Lot Line Adjustment. We reviewed items with the potential business owner related to the lot line adjustment. We also reviewed some items related to next steps with city staff, the city attorney, and the potential business owner.

City Clerk

Sharon Payne



First State Bank of Wyoming – Wire Transfer Agreement

Motion by Utecht to approve the wire transfer agreement as presented. Second by Olivolo. Utecht, Olivolo, Lucia, and Ness voted yes. Mayor Utecht declared the motion carried.

Pay Matrix Review

The city council will review the documents and discuss at the May meeting.

Member Ness had a couple questions:

1. Have the department heads reviewed the documents and provided comment?
2. If the pay matrix is adjusted how does that impact this year's budget? Mayor Utecht said his intention was the matrix would not be in effect until January of 2020.

**Liquor Operations
John Wicklander**

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

Advertising at North Branch High School – Scoreboard

Mr. Wicklander asked the council to review the advertising proposal from North Branch High School for advertisement on their scoreboard.

Mayor Utecht said that he was cautious this was micro-managing, which he wants to stay away from. Mr. Wicklander said it wasn't micro-managing as some of the advertising options are over the \$2,000, he is approved to spend.

Mr. Wicklander will get the information to the clerk for distribution to the council; May agenda item.

Stacy Daze Band Contract

Motion by Lucia to approve the contract with Acts-Treme Talents, LLC, for the band Shirts and Skins for Stacy Daze in the amount of \$2,000 and authorized the Mayor to sign. Second by Olivolo. Lucia, Olivolo, Ness, and Utecht voted yes. Mayor Utecht declared the motion carried.

VISA Account

Motion by Utecht to approve issuance of a VISA card to John Wicklander with a credit limit of \$3,000. Second by Ness. Utecht, Ness, Lucia, and Olivolo voted yes. Mayor Utecht declared the motion carried.

Liquor Manager Guidelines

Motion by Utecht to adopt the changes to the Liquor Manager Guidelines. Second by Ness. Utecht, Ness, Lucia, and Olivolo voted yes. Mayor Utecht declared the motion carried.

ATM

Member Ness said at the Liquor Operations meeting they discussed establishing a limit on the amount for the ATM; the committee did not come up with an amount.

Mr. Wicklander said that he would like to have someone notified if a withdrawal from the ATM account exceeds \$10,000; this protects both him and the city.

The council discussed this and determined the following process beneficial:

1. If Mr. Wicklander takes out over \$10,001 then Michelle Hayes will be notified by the bank.
2. This is for notification purposes only and not a requirement for approval to receive the funds.
3. Mr. Wicklander will notify the council when he makes a withdrawal over \$10,001.
4. Ms. Hayes will send an FYI email to the council regarding the withdrawal.

Motion by Utecht to request that the bank notify Ms. Hayes the liquor operations bookkeeper whenever \$10,001 or more is taken from the ATM account. Second by Ness. Utecht, Ness, Lucia, and Olivolo voted yes. Mayor Utecht declared the motion carried.

**Committees
Commissions**

Personnel Committee

Item forwarded to the committee; review policy on issuance of city checks.

**Public Information
Committee**

The newsletter mailing will be postponed until it is determined how we will be handling the council member vacancy.

**Park and Recreation
Committee**

Mr. Thieling said that the committee has been reviewing the park plan and will be working with the Maintenance Department regarding items in Lions Park. They have been reviewing equipment needs and costs.

They are continuing to work on the Easter Festival with the Lions Club.

EDA

**Revived Iron – Lot Sale
Price**

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

Mr. Nestvold from Revived Iron asked the council what the asking price is for the property in the business park: the amount they were quoted prior to the meeting is \$1.62/square foot as the lot abuts Forest Boulevard. Mr. Nestvold said that the history of lot sales in the park varies. After calculation by Member Ness the average is \$1.40 square foot.

Mayor Utecht said the city gave them the price the city is asking; they can make an offer and the city can decide if they will take the offer. The city will need to contact their financial advisor prior to acceptance of an offer.

After further discussion it was decided to have the city's financial officer, Springsted, provide a recommendation on what we should price the land for based on the debt we owe. The council would like Springsted to provide amounts based on the fair market value of the property per square foot and also a per square foot amount based on what we owe.

Once the information is known the clerk will contact Mr. Nestvold to attend the May council meeting.

**Planning Commission
Vacancy**

Member Ness stated that the commission did not meet in March due to a lack of a quorum.

It is not clear if Ms. LaMotte also resigned from the Planning Commission; the clerk will contact her.

**Council Vacancy on the
Commission**

Motion by Utecht to appoint Member Olivolo to the Planning Commission. Second by Lucia. Utecht, Olivolo, Lucia, and Ness voted yes. Mayor Utecht declared the motion carried.

**Liquor Operations
Committee**

Motion by Ness to appoint Mayor Utecht to the Liquor Operations Committee. Second by Olivolo. Ness, Olivolo, Lucia, and Utecht voted yes. Mayor Utecht declared the motion carried.

**Notices and
Communications**

The following items were informational in nature and did not require any council action:

- A. Stantec Open House
- B. ISO Update
- C. League of MN Cities Annual Conference

Old Business

**Job Description – On Sale
Manager**

Motion by Ness to approve the job description for the On-Sale Manager as amended. Second by Olivolo. Ness, Olivolo, Lucia, and Utecht voted yes. Mayor Utecht declared the motion carried.

**Job Description – Off Sale
Manager**

Motion by Ness to approve the job description for the Off-Sale Manager as amended. Second by Lucia. Ness, Lucia, Olivolo, and Utecht voted yes. Mayor Utecht declared the motion carried.

Data Access Policy

Motion by Utecht to approve the Data Access Policy as amended. Second by Olivolo. Utecht, Olivolo, Lucia, and Ness voted yes. Mayor Utecht declared the motion carried.

New Business

Hockey Arena

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

Mr. Moline, representative of the North Branch Hockey Association, provided an update to the council on the project. They are currently working with Xcel Energy to bring power into the building and are finding it difficult to work with them. He said the project is moving forward; he does not know when the project will be complete but did say if the city has heard any rumors that the Association has vacated the project it is not true; it is only true if it comes from him.

Mayor/Council

**Council Member
Resignation**

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

Motion by Utecht to authorize the Mayor to sign Resolution Number 2019-4-2, "Resolution Declaring a Vacancy on the City Council." Second by Olivolo. Utecht, Olivolo, Ness and Lucia voted yes. Mayor Utecht declared the motion carried.

Staff was directed to review what the requirements are for a special election, what are our options if we don't want to wait until the 2020 general election to hold the special election.

It will be determined at the May meeting if letters of interest will be solicited to fill the vacancy; depending on the timeline for a special election.

Adjourn at 8:56p.m.

Mayor M. Utecht declared the meeting adjourned at 8:56p.m.

Sharon MT Payne