



**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
JULY 18, 2022, 6:30p.m.
30955 FOREST BOULEVARD, STACY MN 55079**

Call to Order

The meeting was called to order by Mayor Utecht at 6:37p.m.

Present

Present: Mark Utecht, Mark Ness, and Tim Sawatzky

Absent: Jennie Carlson, and Marie Lawrence

Others Present: Matt Fehrman, Dan Boyum, Michael Kroll, and Tanner Jones

Purpose of the Special Meeting

The purpose of the meeting is to discuss the Maintenance Supervisor Position due to the resignation of Tanner Jones.

Discussion

Mr. Jones presented a listing of duties that he performs that will need to be addressed, it is not an exhaustive list:

Maintenance worker duties that he cannot complete because of legal law:

- Operate class C water plant, Mr. Kroll can perform daily duties but legally cannot operate.
- Operate sewer collection system, same as above.

Maintenance worker duties that he may need assistance with due to safety or time on the job:

- Breakdowns at water plant. Possible lack of know how to complete and repair or which contractor to call in to repair. Problems for Example-communication issues, problems with the many mechanical parts in the plant, water sampling requirements and procedures, chem feed issues, what to do if/when chemical or mineral levels get out of recommended range, etc.
- Confined Space
- Snowplowing Operations
- City Infrastructure
- Gopher state one call locate requests



- Lift station failures
- Water meter installs, ordering
- Water main breaks
- Sewer main clogs or issues
- Storm sewer clogs or issues at city buildings or city storm
- Truck breakdowns, mechanical repairs
- Special event preparations

Water Treatment Plant Operation

Engineer Boyum reported that they no longer have anyone on staff that carries the licensure to operate the plant. Possible solutions would be to hire a company such as People Service. The members brained stormed other options which included: Veolia, Independent Contractor (used in the past), or retain Mr. Jones.

Engineer Boyum will prepare a proposal to include the options and costs for the council to consider.

Member Sawatzky will reach out to his contacts to see if anyone would be interested in an independent contractor situation.

Wastewater

Member Ness said that Veolia oversees other communities; they may be an option for our situation.

Confined Space, Snowplowing, Parks, Streets, Truck Breakdowns, Storm Sewer, and Special Event Preparations

Mr. Fehrman, Lent Township Maintenance Supervisor, said that he could help out with the following:

- Confined Space
- Snowplowing
- Parks
- Streets
- Truck Repairs
- Storm Sewer
- Special Event Preparations

Mr. Fehrman will get the city the contact information for who Lent uses to clean their buildings.

Filling the Vacancy

The council discussed the need to fill the Maintenance Public Works Supervisor position; they determined that due to the proposed merger of the township and the city it would not be an advantageous move to hire a supervisor as Lent already has one this would possibly create issues in the department after the merger. Therefore, they decided to advertise for a maintenance worker.



Motion to Post Ad

Motion by Utecht to post the Maintenance Worker 1 position with a deadline date of 3p.m. August 10, 2022. Second by Ness.

Motion by Ness to table the motion. Second by Utecht and carried.

After approval of the amended job description motion by Utecht to take the motion off the table. Second by Ness and carried.

Vote on the motion: members Utecht, Ness, and Sawatzky voted yes. Mayor Utecht declared the motion carried.

Amendment to the Job Description

Motion by Utecht to amend the Maintenance Worker 1 job description "Qualifications" to include wording: Candidates that have their Class C water license and Class SD wastewater license will be given preferential consideration. Second by Ness. Members Utecht, Ness, and Sawatzky voted yes. Mayor Utecht declared the motion carried.

Job Description Review

Member Sawatzky will review the current Maintenance Supervisor Job Description and provide his input.

Adjourned at 7:56p.m.

Motion by Ness to adjourn. Second by Utecht. Members Ness, Utecht, and Sawatzky voted yes. Mayor Utecht declared the motion carried.

Sharon MT Payne, City Clerk

