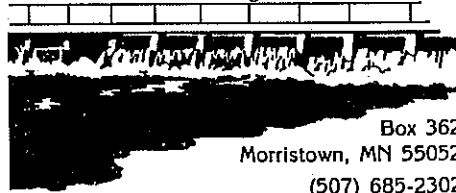


# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362  
Morristown, MN 55052  
(507) 685-2302

## **MORRISTOWN CITY COUNCIL MEETING MINUTES** **Regular Meeting Monday, January 7, 2019 7:00 p.m.**

Council Present: Mayor Tony Lindahl, Lisa Karsten, Kathy Wolf, Seth Prescher, Tim Flaten  
Others Present: City Attorney Mark Rahrlick, City Engineer Rich Revering, Marvin Velzke, Jack Schwichtenberg, Mary Lou Davidson, Tim Minske, Troy Dahle, Mike O'Rourke, Dan Morris, Adam Uittenbogaard, Rice County Sheriff Troy Dunn, Deputy Sheriff Trevor Peterson, Deputy Sheriff Justin Hunt, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Council Member Lisa Karsten called the regular meeting of the Morristown City Council to order on Monday, January 7, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. The Pledge of Allegiance was recited.
3. City Clerk Sheri Gregor administered the "Oath of Office" to newly elected Mayor Tony Lindahl and Council Members Seth Prescher and Tim Flaten.  
Mayor Tony Lindahl expressed a "Thank You" to Kurt Wolf for his service as the City of Morristown's mayor for the previous two years.
4. Additions/Corrections to Agenda:  
Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve the agenda, and pulling Sky Warn from the Consent Agenda.
5. Comments and Suggestions from Citizens Present:  
Fire Chief Troy Dahle announced the Annual Fire Department Meeting will be held Monday, January 14, 2019; social hour 6:00 p.m., meeting at 7:00 p.m.; inviting the mayor, council and city administrative staff. Troy Dahle thanked the council, clerk and everyone for their support of the fire department, as he will be stepping down as fire chief but will remain in the department. With the selection of officers, at the January 14th meeting, Troy will possibly also serve as the assistant to the new fire chief.  
Rice County Sheriff Tony Dunn introduced Sargent Justin Hunt who will replace Deputy Sheriff Trevor Peterson as Morristown's law enforcement supervisor. Trevor Peterson will be heading the Rice County deputy field training and K-9 program
6. Consent Agenda (Reports, Minutes and Finances):  
Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to accept the Consent Agenda, minus the Sky Warn report. Tim Flaten conversed that the Morristown Sky Warn is looking into purchasing a new weather station. Another thought is putting two video cameras on the tower having first hand live feed/ bird's eye view. This would be a direct feed to the Sky Warn room and Fire Department. This would serve the civil defense people in the blind of the inclement weather activity.

7. Unfinished Business:

- A. Brad Potter and Mark Rahrlick spoke on the EDA grant and low interest rate loan programs. Brad Potter will draft a policy for the next council meeting, including but not limited to, defining an established business district, what is eligible and qualifies for a grant and/or loan and with terms of operating requirements. A public hearing will be set, for businesses and the public's input, in the near future.
- B. A work session to discuss/finalize the personnel policy is scheduled for Tuesday, January 29 at 7:00 p.m. Brad Potter proposes for 2019 to pay the Public Works employees their clothing allowance, increased to \$750.00, paid out in half year increments (January 1st and July 1st). The Public Works Director's, Tim Minske, emergency overtime pay, from 2017 through 2018, will be added to the next agenda; to be paid per approval.
- C. Brad Potter will contact Mike Tate who has been offered the full-time Public Works Operator position for a decision.
- D. Motion by Seth Prescher, seconded by Tim Flaten, and was carried unanimously to permit the Morristown Dam Days Committee and the Miss Morristown Pageant use of the Community Center/City Hall as needed for their meetings and events.
- E. The Council requests Brad Potter get estimate quotes for the stripping/waxing maintenance of the Community Center great hall floor.
- F. Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to approve Eckberg Lammers Resolution 2019-1: Resolution Approving State of Minnesota Joint Powers Agreements with the City of Morristown on Behalf of its City Attorney. Seth Prescher amends his motion, seconded by Lisa Karsten, and was carried unanimously to include the additional attachments as described by Sheri Gregor. The CJDN Subscriber Agreement and Joint Powers Agreement were signed by Tony Lindahl and Brad Potter with the Councils approval. Also required by Eckberg Lammers, Tony Lindahl and Brad Potter signed the Agreement for Criminal Prosecution and Tony Lindahl signed the Master Subscriber Agreement.

8. New Business:

- A. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the 2019 City Committee Appointments of Official Depositor Lake Country Community Bank, Public Health Rice County Environmental Services and Official Newspaper Lake Region Life, Waterville.
- B. Motion by Seth Prescher, seconded by Tim Flaten, and was carried unanimously to remove Mayor Kurt Wolf and replace with Mayor Tony A. Lindahl, as an authorized signer, on the City of Morristown's Lake Country Community Bank's checking and money market accounts, with Brad Potter and Sheri Gregor remaining on all accounts.

8. New Business: (cont.)

- C. At the January 23rd meeting, Brad Potter will have the cost of door hangers, conveying the message to all city limits residents awareness of the continuing problem at our wastewater regarding FOG (fat, oil, grease).
- D. Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve the 2018 wages of the Morristown Volunteer Firefighters.
- E. The city administrator's report was in the council's agenda packet. Brad Potter explained why the master fee schedule will be brought to the next meeting. Rich Revering is preparing a proposal for updating the wastewater plant and water memo summarizing the uranium issue.

9. Correspondence and Announcements:

A public hearing will be held Thursday, January 17, 2019 at 7:00 p.m. during the Zoning Board meeting on solar panel systems.

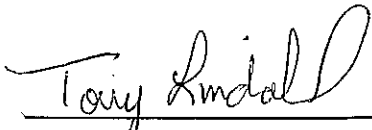
10. Claims and Accounts:

Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve the revised Current Claims and Accounts totaling \$48,621.05 from the General Fund, \$1,364.94 from the Fire Department Fund, \$2,374.81 from the Water Operations Fund, \$5,937.24 from the Wastewater Operations Fund and \$566.66 from the Refuse Fund. Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to approve the Late Claims and Accounts totaling \$88.80 from the General Fund, \$127.00 from the Fire Department Fund and \$4,357.22 from the Refuse Fund.

11. Council Discussion and Concerns:

None

- 12. Adjournment: Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to adjourn. The meeting ended at 7:53 p.m..
- 13. Next Regular Meetings: Wednesday, January 23, 2019 & Monday, February 4, 2019
- 14. Next Work Session: - Tuesday, January 29, 2019

  
Tony Lindahl, Mayor

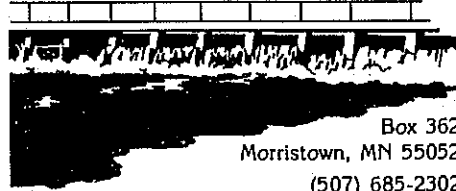
Attest:

  
Sheri Gregor, City Clerk/Treasurer

# City of Morristown

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

**Public Hearing and Regular Meeting Wednesday, January 23, 2019 7:00 p.m.**

Council Present: Mayor Tony Lindahl, Tim Flaten, Seth Prescher, Lisa Karsten, Kathy Wolf  
Others Present: Dan Morris, Mark Morris, Mary Lou Davidson, City Administrator Brad Potter  
and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the mid-month regular meeting of the Morristown City Council to order on Wednesday, January 23, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..

2. The Pledge of Allegiance was recited.

3. Additions/Corrections to Agenda:

Added to the Public Hearing was C. Solar Panels. Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve the agenda with the addition.

4. Comments and Suggestions from Citizens Present:

None

5. Public Hearing:

Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to close the regular meeting and open the public hearing.

A. Amending Chapter 32 of the City Code as it pertains to fees for City services and the Master Fee Schedule.

B. Amending Section 152.295 through Section 152.335 of the City Code that addresses Administration; Enforcement, Fees, Violations, Duties, and Interpretations, Zoning Committee of the City's Zoning Ordinances.

C. Creating standards for the construction of solar energy panels on residential, commercial and agricultural roofs within the city limits was discussed.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the public hearing. Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to reopen the regular meeting.

Motion by Seth Prescher, seconded by Tim Flaten, and was carried unanimously to approve Ordinance 2019-01: An Ordinance Amending Section 32.20 of the City Code.

6. Unfinished Business:

A. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Resolution 2019-2: A Resolution Approving Mike Tate as a Full-Time Public Works Operator, at a wage of \$22.00 an hour, starting Monday, January 28th.

B. A letter will be sent to the property owner of 400 2nd Street S.W., to reaffirm the City's position that they abide by our requirements, which is to have their employees' park on only one side of the street. If necessary, the City will take further action.

6. Unfinished Business: (cont.)

- C. The annual review of the Master Fee Schedule was had and will be brought back to the table at the next regular meeting.
- D. Mayor Tony Lindahl selected the 2019 City Community Appointments; with a couple vacant positions remaining. Motion by Seth Prescher, seconded by Tim Flaten, Tony Lindahl – Yes, Kathy Wolf – Yes, Lisa Karsten – Opposed. The vote was 4 – 1, approving the appointments. Once the remaining appointments are named the list will be posted.

7. New Business:

- A. The City will again participate with the Morristown Township in the annual Recycle Day to be held on April 6, 2019. Motion by Seth Prescher, seconded by Kathy Wolf, and carried unanimously to rent from Archambault Bros. Disposal 4 - 20 yard roll off dumpsters, from Skjeveland Enterprises delivery of 1-30 yard waste disposal, Chuck Smisek for electronics disposal and Wholesale Tire for scrap tire disposal.
- B. Brad Potter spoke with the Council on the possibility of moving some investments into the City's PMA 4M Fund, earning higher interest.
- C. Brad Potter gave his City Administrator's Report, covering getting the State funding storm/tornado processed, the IT presentation from Pantheon, working on end of 2018 State reporting, and critiquing the employee personnel policy.

8. Correspondence and Announcements:

Public hearing on February 4th. The audit team from Abdo, Eick & Meyers will be here on Monday, January 28th and Tuesday, January 29th.

9. Claims and Accounts:

- A. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the January 23, 2019 Mid-Month Claims and Accounts totaling \$57,403.14 from the General Fund, \$1,226.69 from the Fire Department Fund, \$255.08 from the Water Operations Fund and \$569.84 from the Wastewater Operations Fund.

10. Council Discussion and Concerns:

Brad Potter and Lisa Karsten will meet to sum up Tim Minske's emergency overtime. Tim Flaten spoke about the EDA's interest in promoting Morristown with a video presentation on our city's website.

11. Adjournment:

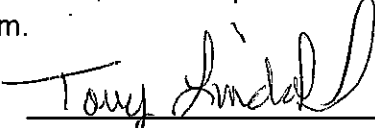
Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to adjourn. The meeting ended at 8:15 p.m..

12. Next Regular Meetings: – Mon., Feb. 4, 2019 and Wed., Feb. 20, 2019 at 7pm

13. Next Work Session: - Tuesday, January 29, 2019 at 7 p.m.

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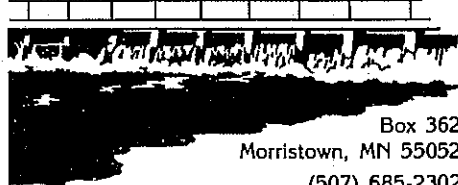
  
Sheri Gregor, City Clerk/Treasurer

  
Tony Lindahl, Mayor

# City of Morristown

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## MORRISTOWN CITY COUNCIL WORK SESSION MINUTES

Tuesday, January 29, 2019 7:00 p.m.

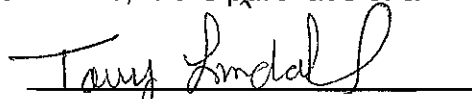
Members Present: Mayor Tony Lindahl, Council Tim Flaten, Seth Prescher,  
Lisa Karsten and Kathy Wolf

Others Present: City Attorney Mark Rahrick, City Administrator Brad Potter and  
City Clerk Sheri Gregor

The work session meeting of the Morristown City Council was called to order, by Mayor Tony Lindahl, on Tuesday, January 29, 2019 at 7:00 p.m., in the City Hall Council Chambers at 402 S. Division Street.

1. The City Employee Personnel Policy draft was reviewed and modified. Copies will be distributed to the employees; then the council and employees will hold a work session to go over the policy.
2. An additional paid holiday, Veteran's Day, will be given to the full-time city employees.
3. The clerk will contact cities of comparable size do ask what they pay their Zoning Board / EDA members for serving on these committees.
4. The council will continue to hold two regular monthly meetings.
5. It will be made a priority to get our Public Works Director, Tim Minske, the time to study, attend class and test to achieve receiving his complete certified water/wastewater licensure. Public Works Operator, Mike Tate, is also offered the city funded opportunity to become a certified water and wastewater operator.
6. A discussion was had on the first street improvements to be Main Street W. and 2nd Street S.W. Water and sewer lines will also be evaluated.
7. Brad Potter and Sheri Gregor are to schedule 8 - 10 hours in the work week, where the clerk's window hours/phone will not be available.
8. The City is in the process of purchasing a new street sweeper. A possible option for gathering leaves, off the streets and gutter trenches, is the purchase of a vacuum as well.

The Work Session adjourned at 8:52 p.m.

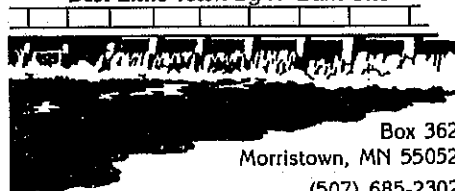
  
Tony Lindahl, Mayor

ATTEST:   
Sheri Gregor, City Clerk/Treasurer

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

### Public Hearing and Regular Meeting Monday, February 4, 2019 7:00 p.m.

Council Present: Mayor Tony Lindahl, Tim Flaten, Seth Prescher, Lisa Karsten, Kathy Wolf

Others Present: City Attorney Mark Rahrick, City Engineer Rich Revering, Tim Minske, Pat Kaderlik, Dan Morris, Adam Uittenbogaard, Troy Dahle, Rice County Sheriff Troy Dunn, Deputy Sheriff Justin Hunt, Lee Bruns, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, February 4, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. The Pledge of Allegiance was recited.
3. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to close the regular meeting and open the public hearing. This hearing to amend Section 152.295 through Section 152.335 of the city code is rescheduled. The hearing will be held and posted for March 4, 2019, when a draft amendment with recommendations becomes available. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to close the public hearing and reopen the regular meeting.
4. Additions/Corrections to Agenda:  
Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve the agenda, with the one new addition; 8. New Business, D. Resolution 2019-4: A Resolution Accepting Donations.
5. Comments and Suggestions from Citizens Present:  
None
6. Consent Agenda:  
Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to approve the consent agenda, pulling the community center report, the capital outlay document out of the financial reports and the fire department report.  
Newly elected fire chief, Adam Uittenbogaard, proposed to increase annual salaries of the elected and appointed fire dept. officers. This item will be on the next meeting agenda.  
The community center ended the year with a deficit of \$20,000. Continued maintenance expenses will arise. Rental fees were previously increased for 2019.  
Some capital outlay general fund accounts are in the red. With the 2019 budget monies added and possibly allocating monies, per audit, will bring capital expenditures into positive balances.  
Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the fire department report, the community center report and the capital outlay document.

7. Unfinished Business:

- A. Add Assistant Mayor to Bank Accounts – Motion by Seth Prescher, seconded by Kathy Wolf, and carried unanimously to add Tim Flaten as assistant mayor to the City of Morristown's Lake Country Community Bank checking and money market accounts, as an authorized signer.
- B. Street Sweeper Discussion – Brad Potter suggested selling the existing street sweeper as is. He and Tim Minske continue to look for and to purchase a used street sweeper. If necessary, for the interim, Brad Potter is obtaining quotes to contract out a truck sweeper. Tim Minske reiterated the importance of having our own sweeper is essential for having sweeping completed in a timely manner
- C. City Hall Server Costs – Brad Potter continues to communicate with Pantheon and Marco in search of a server, networking, computer hardware and maintaining IT services for the City.
- D. Clerk's Window Hours – Motion by Seth Prescher, seconded by Tim Flaten, and was carried unanimously to approve Option 1; the clerk's window will be closed Mondays 1:00 p.m. - 5:00 p.m. and Tuesdays 8:00 a.m. – 12:00 p.m. starting Tuesday, February 5, 2019; amending the start date to Monday, February 11, 2019; then review in three months.
- E. Comparison of Committee Members Annual Salaries – Sheri Gregor presented the council with compensation comparison, in what other small cities stipend their Zoning and EDA committee members.
- F. Tim Minske's Compensation Pay – Brad Potter submitted recommendation information for Tim Minske's emergency compensation pay. Mr. Potter and Lisa Karsten will meet to discuss their proposal.
- G. Wastewater Treatment Facility - Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to go with the lower bid, which is Bolton & Menk, moving forward with the project as outlined in their proposal for the waste water treatment plant.
- H. Pay-Of Community Center Debt Bond – Motion by Tim Flaten, seconded by Seth Prescher, and was carried unanimously to pay- off the Community Center Debt Bond.

8. New Business:

- A. Resolution 2019-3: A Resolution Accepting A Donation – Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve Resolution 2019-3 accepting a donation from the Fire Relief and designated as defined.
- B. City Investments – Brad Potter gave details on the 2.25% interest rate we are making with our liquidity investment with the LMC (League of Minnesota Cities) PMA 4M Fund. Brad is working with LCCB, to see if they could come close to matching this interest rate, versus the .1% to .4% we receive now; as we could move some monies for better returns.



8. New Business: (cont.)

- C. City Administrator's Report - Brad Potter gave his city administrator's report. Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve \$1,000.00 to purchase waste water public relations campaign material FOG (fat, oil, grease) door hangers. Mr. Potter is looking into SOPs (standard operating procedures).
- D. Resolution 2019-4 – Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve Resolution 2019-4 donations from the Fire Relief Assn. designated for rescue truck, landscaping and pumper.

9. Correspondence and Announcements:

Public Hearings – February 20th, February 23rd (Planning Commission) and March 4th

10. Claims and Accounts:

Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve the current claims and accounts totaling \$23,185.65 from the general fund, \$24,226.42 from the fire department fund, \$4,042.94 from the water operations fund, \$43,227.09 from the waste water operations fund and \$694.29 from the refuse fund; the late claims and accounts totaling \$942.55 from the general fund, \$198.00 from the fire department fund and \$108.23 from the water operations fund, as presented.

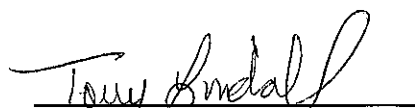
11. Council Discussion and Concerns:

A Community Center manager to be discussed when the next work session is held.

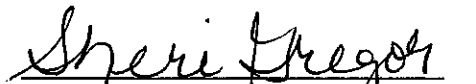
12. Adjournment:

Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to adjourn. Adjournment was at 7:50 p.m..

13. Next Regular Meetings: Wednesday, Feb. 20th and Monday, March 4th of 2019 7pm

  
\_\_\_\_\_  
Tony Lindahl, Mayor

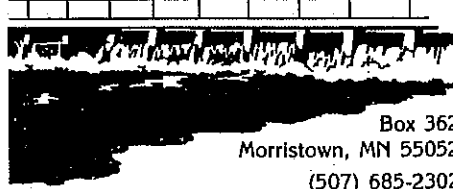
Attest:

  
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Sheri Gregor, City Clerk/ Treasurer

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

### Regular Mid-Month Meeting Wednesday, February 20, 2019 7:00 p.m.

Council Present: Mayor Tony Lindahl, Seth Prescher, Lisa Karsten, Kathy Wolf, Tim Flaten  
Others Present: City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the regular mid-month meeting of the Morristown City Council to order on Wednesday, February 20, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:  
Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve the agenda, with the two additions of New Business B. Fire Department Compressor and to the City Administrator's Report Auto Bill Pay.
4. Comments and Suggestions from Citizens Present:  
None
5. Unfinished Business:
  - A. IT Services Update – Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to move forward with contracting BevComm for the City's IT services, with the continuance of the one year contract.
  - B. Brad Potter has been corresponding with Gordy Olson, of Lake Country Community Bank, on securing higher interest rates in a flexible liquidity account.
  - C. Zoning Administrator Position - Mayor Lindahl recommends the community appointment of Brent Vollbrecht as the Morristown City Zoning Administrator. Motion by Seth Prescher, seconded by Kathy Wolf, and was carried unanimously to approve the appointment of Brent Vollbrecht as the new Zoning Administrator. (Note: This is an interim position, based on the ongoing dialog of possibly adopting the Minnesota State building code.)
6. New Business:
  - A. City Administrator's Report – Brad Potter proposed a few necessary rate increases on the 2019 Master Fee Schedule. These changes will be posted at City Hall, the Post Office, on our City website and Facebook; then brought forth at the public hearing during the City Council meeting on March 4th. The proposed rate increases include the second water meter purchase from \$190 to \$250, the sewer rates increase of 2.5% on the base charge, from \$20 to \$21.50, and the sewer per 1,000 gallons water used, from \$6.90 to \$7.17, and the garbage rate increase from \$12.69 to \$13.32.

6. New Business:

A. City Administrator's Report (cont.) - A Zoning Board public hearing will be held, during their meeting on Thursday, February 21st, on creating an ordinance allowing solar panel installation on residential home's roofs.

Options are being analyzed for funding and a funding application submitted to make upgrades at the Waste Water Treatment Plant.

The Public Works Director's, Tim Minske, two year performance review is to be held Monday, March 4, 2019, after the City Council meeting. The Council and Administrator discussed how to proceed with the manner in which to assess and oversee the evaluation of/with city employees.

Brad spoke on purchasing the \$1,300 Banyon utility billing software module needed to implement PSN (Payment Service Network) at the city's annual cost of \$238 to enable utility customers to pay their utility bill with credit/debit cards, online, mobile, virtual, automated phone, PSN call center or by ePayments. Fees will be applied to the customer; Checking/Savings \$1.00, Credit/Credit Cards 2.75% (+50c if under \$100). (Current automatic bank account withdrawal and paying by cash or check at City Hall remains available and free)

Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to authorize compensating Tim Minske his overtime rate for the 100 emergency hours spent on the September 20, 2018 storm event; at \$36.33 per hour totaling \$3,633. The City will be reimbursed 70% of this amount under the State Public Disaster Declaration.

Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to move forward with PSN, and the purchase of the Banyon module for \$1,300.

B. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to approve the Fire Department compressor, to fill fire fighter's air tanks, purchase for the lowest bid of \$18,535.95 from Emergency Response Solutions.

Brad Potter and Adam Uittenbogaard will be working on a spreadsheet layout of what the Fire Department wants to purchase (spend) in the next two to five years.

7. Correspondence and Announcements:

The Council received a "Thank You" from Sheriff Troy Dunn and Office, for the \$50 donation to the Child Safety Program.

Mayor Lindahl received a letter from the MPCA (Minnesota Pollution Control Agency) stating the Morristown 2018 Biosolids Annual Report, submitted by Pat Kaderlik, was reviewed, recorded, complete and well done.

Local child care providers are being recognized next week

The State Historic Preservation Review Board will consider the nomination of the Morristown Feed Mill, 205 Bloomer Street E., to the National Register of Historic Places, on March 19th.

8. Claims and Accounts:

Motion by Seth Prescher, seconded by Tim Flaten, and was carried unanimously to approve the mid-month claims and accounts totaling \$25,224.40 from the general fund, \$3,996.67 from the fire department fund, \$1,341.58 from the water operations fund, \$2,437.92 from the waste water operations fund and \$4,309.85 from the refuse fund.

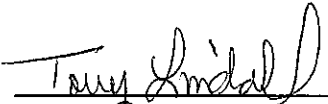
9. Council Discussion and Concerns:

Tony Lindahl and Seth Prescher are attending Elected Official's Leadership Conferences this weekend in Brainerd.

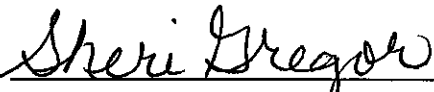
10. Adjournment:

Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to adjourn. Adjournment was at 7:42 p.m..

11. Next Regular Meetings: Monday, March 4, 2019 and Monday, March 18, 2019

  
\_\_\_\_\_  
Tony Lindahl, Mayor

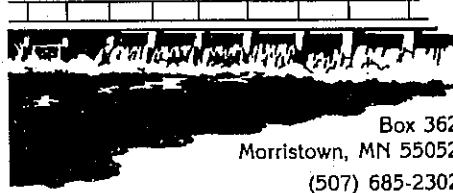
Attest:

  
\_\_\_\_\_  
Sheri Gregor, City Clerk/Treasurer

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

### Public Hearings and Regular Meeting Monday, March 4, 2019 7:00 p.m.

Council Present: Mayor Tony Lindahl, Tim Flaten, Seth Prescher, Lisa Karsten, Kathy Wolf

Others Present: City Attorney Mark Rahrack, City Engineer Rich Revering, Tim Minske, Dan Morris, Adam Uittenbogaard, Mark Morris, Rice County Deputy Sheriff Justin Hunt, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, March 4, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. The Pledge of Allegiance was recited.
3. Public Hearing - Motion by Seth Prescher, seconded by Tim Flaten, and was carried unanimously to close the regular meeting at 7:01 p.m. and open the public hearing to amend Section 152.295 through Section 152.335 of the city code. The first draft was reviewed showing red line changes. The main items covering zoning enforcement will be amending the administrative violation fine process, with the fine amount itself and the Council's decision to issue the fines. If the city did not have a zoning administrator, the position would default to the city administrator. The zoning board will also receive copies of the draft for review and input. Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to close the public hearing at 7:18 p.m. and reopen the regular meeting.
4. Additions/Corrections to Agenda:  
None
5. Comments and Suggestions from Citizens Present:  
None
6. Consent Agenda:  
Lisa Karsten pulled F. Zoning board meeting minutes from February 21st, H. Community center report and I. Cash control report from January 31st. The January 31st interim report will be presented at the March 18th meeting. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to accept the consent agenda, minus the pulled and missing items. Lisa questioned the general fund ending checking account balance. Lisa pointed out a couple discrepancies on the cash control report and a few spellings in the zoning minutes. Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to approve items pulled from the consent agenda.

7. Unfinished Business:

Public Hearing – Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to close the regular meeting at 7:33 p.m. and open the public hearing on Ordinance 2019-2, regarding residential solar panels.

- A. Ordinance 2019-2: An Ordinance Creating Section 152.235 of the Morristown City Code. At this time the only solar panels that are being considered into a city code ordinance refers to residential. A couple minor modifications were made to this creation. Other zoned areas will be considered and added to the city code in the near future. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to close the public hearing at 7:42 p.m. and reopen the regular meeting. Seth Prescher motioned to approve Ordinance 2019-2, seconded by Tim Flaten, with corrections noted by the administrator regarding residential roof solar panels and verbage in the ordinance, was carried unanimously.

Public Hearing – Motion by Seth Prescher, seconded by Kathy Wolf, and was carried unanimously to close the regular meeting at 7:46 p.m. and open the public hearing for master fee schedule fee increases.

- B. Resolution 2019-5 – The fee increases to the 2019 Master Fee Schedule was compared with the surrounding areas by Brad Potter and he recommends approval of said rates, effective April 1, 2019. Motion by Seth Prescher, seconded by Tim Flaten, and was carried unanimously to close the public hearing at 7:51 p.m. and reopen the regular meeting. Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to adopt Resolution 2019-5: Increases on the 2019 Mater Fee Schedule for the City of Morristown.
- C. 2019 City Community Appointments – the EDA Committee has one extra member. In order to comply with the by-laws, someone will need to step down. The final committee will be announced at the City Council meeting on March 18, 2019.  
Council Representative – Currently we do not have a council liaison attending the Commercial Club meetings. The Council requests a copy of the Commercial Club meeting minutes to be included in their agenda packets.  
Zoning Board Vacancy – Interested individuals are invited to attend the next Zoning Board meeting on March 21, 2019 at 7:00 p.m.

8. New Business:

- A. Animal Vaccination and Licensing Clinic – Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to approve the Faribault Veterinary Vaccination and Licensing Clinic at the Public Works Department Building on April 27, 2019 between the hours of 1:00 p.m. and 3:00 p.m.

8. New Business: (cont.)

- B. Fire Department Officers Pay – Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve the Fire Department salary increases as proposed in the report.
- C. Snow Plowing Policy Draft – Brad Potter presented a template draft from the League of MN Cities. This policy would prioritize when you, the public, can expect the city to plow and what streets come first. Council members will study the draft, redline the criteria they want, the verbage to change, then inform Brad Potter with their feedback. Based on the Council's responses, it will be determined if a work session is needed pending the policy being put into practice.
- D. Snow Plowing Thank You – The Mayor spoke on behalf of the Council, the Administrator and most of the citizens to extend a "Thank You" to the Public Works staff, Tim Minske, Austin Schulz, and Mike Tate for keeping the streets open in a timely manner; it has not gone unnoticed. Tim Flaten also "Thanked" the staff.
- E. Resolution 2019-6: - Motion by Tim Flaten, seconded by Seth Prescher, and carried to approve Resolution 2019-6: Accepting a Donation to the Historical Society from Dahle Enterprises in the amount of \$4,000.00. Lisa Karsten abstained due to the fact she is the secretary of the Historical Society, but every much appreciates the donation.
- F. City Administrator's Report – Brad Potter is looking at investing city funds into accounts with the best interest returns. Brad is working on city SOP's (standard operating procedures). The city's IT (Information Technology) system is in the process of being brought onboard through BevComm. City staff will meet with Bolton & Menk regarding upgrades at the Waste Water Treatment Plant. Brad is working with the fire chief to develop a capital outlay strategy for the funding of vehicles over the next three to seven years.

9. Correspondence and Announcements:

Besides the four Morristown daycare providers, (Theresa Meschke 35 years, Suzanne Krause 25 years, Chrissy Melchert 30 years, and Pam Golombeski 15 years), honored at the Rice County appreciation event, Lisa Karsten pointed out that we have another provider, Melissa Boese, with 18 years of child care services. The event only recognized providers hitting the five year marks.

On behalf of the Cannon Valley Players, Mark Morris thanked the city for allowing them to hold their practices and the weekend plays. Mark also hoped the Council was happy with the cast members' clean-up of the facility. This year's plays attendance count was 719.

10. Claims and Accounts:

A./B. Current and Late Claims and Accounts – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the current claims and accounts totaling \$4,498.04 from the general fund, \$26,105.68 from the fire department fund, \$1,050.08 from the water operations fund, \$3,602.32 from the waste water operations fund and \$458.00 from the refuse fund; the late claims and accounts totaling \$10,268.83 from the general fund, \$194.05 from the fire department fund, \$428.81 from the water operations fund, \$49.45 from the waste water operations fund and \$46.66 from the refuse fund, as presented.

11. Council Discussion and Concerns:

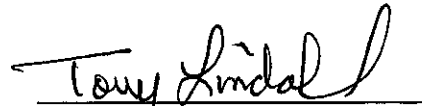
The vacuum cleaner is not working. It will be looked at for repair. There are two barrels of cans that will be picked up by the Boy Scouts.

Tim Minske chose to have a closed meeting for his annual performance review and compensation. Seth Prescher motioned to close the current meeting at 8:20 p.m. and open the closed Tim Minske performance review, seconded by Tim Flaten, and was carried unanimously. Tim Minske's Performance Review was held. Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to close the close meeting at 8:52 p.m. and reopen the regular meeting. Lisa Karsten motioned, at the city administrator's recommendation, to go with a 3% increase with retro pay going back to Tim's anniversary date of February 13, 2019, seconded by Tim Flaten, and was carried unanimously.

12. Adjournment:

Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to adjourn. Adjournment was at 8:55 p.m..

13. Next Regular Meetings: Monday, April 1st and Monday, April 15th of 2019 at 7p.m.

  
Tony Lindahl, Mayor

Attest:

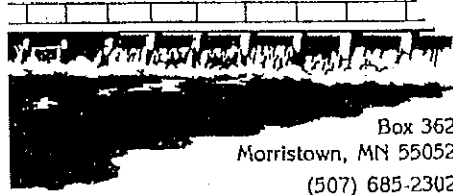
  
Sheri Gregor, City Clerk/ Treasurer



# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362  
Morristown, MN 55052  
(507) 685-2302

## **MORRISTOWN CITY COUNCIL MEETING MINUTES** **Regular Mid-Month Meeting Monday, March 18, 2019 7:00 p.m.**

Council Present: Mayor Tony Lindahl, Tim Flaten, Seth Prescher, Lisa Karsten, Kathy Wolf  
Others Present: Dan Morris, Mark Morris, Rick Vollbrecht, Tom Olinger, Sheila Jungwirth, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the regular mid-month meeting of the Morristown City Council to order on Monday, March 18, 2019 at 7:00 p.m. in the Council Chambers, at 402 Division Street. S..
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:  
Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the agenda.
4. Comments and Suggestions from Citizens Present:  
Rick Vollbrecht would like the Council to address the water ways (ditches) being filled in on city right-of-ways. In response, the neighborhoods affected by this issue, and another storm drainage impacted area, will be invited to attend the April 1, 2019 meeting. A discussion will be held with City Engineer Rich Revering explaining the reasoning behind the design. Danny Morris shared upcoming events that will be taking place in April. Recycle Day is on April 6th at Timm's Trucking, Alcohol Awareness Training is April 4th at 6:30 p.m. in the Community Center, Bucs Night Out is April 5th at the Community Center, Senior Dinner is April 14th at the American Legion Post 149, and the Kid's Easter Egg Scramble is April 20th in the Community Center.
5. Consent Agenda:  
Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve the consent agenda of the City Council meeting minutes from March 4, 2019 and the Interim Report from January 31, 2019.
6. Unfinished Business:
  - A. Tom Olinger and Sheila Jungwirth of Abdo, Eick & Meyers presented their results of the 2018 city audit. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the audit as presented.
  - B. Brad Potter is trying to get comparable bids from three vendors for the maintenance of the community center floor. Brad will submit the bids to the Council at a future meeting.

6. Unfinished Business: (cont.)

- C. Cash Funds/City Investments/CD's – Motion by Lisa Karsten, seconded by Seth Prescher, and was carried unanimously to approve the restructuring of the General Fund/Capital Outlay, to be called Capital Reserve, as presented. Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to move \$300,000 from the Capital Reserve to the 4M Fund (higher interest).

7. New Business:

- A. Tablets for City Council – Brad Potter received government pricing from AT&T and Verizon for electronic tablets, by means of cellular networking. This item will be brought back for further discussion at the April 15, 2019 meeting.
- B. Open Spring Burning – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to allow open burning from April 15th through May 15th, during the hours between 6pm to 12pm (noon).
- C. Streets Maintenance Services – Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to approve the service contracts from Dahle Enterprises and the approval of Timm's Trucking, pending the negotiation of the benchmark summer diesel pricing.
- D. City Administrator's Report – Brad Potter is working on SOPs and the IT project. Tim Minske will be trying out a street sweeper. City streets will be ranked based on their structural conditions and address those with the worst issues.

8. Correspondence and Announcements:

At the next Council Meeting, Mike O'Rourke will update us on the donations given out on behalf of the Cannon Valley Players.

9. Claims and Accounts:

- A. Mid-Month Claims and Accounts – Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve the current claims and accounts totaling \$3,259.71 from the general fund, \$2,229.58 from the fire department fund, \$289,053.20 from the Community Center Debt Fund, \$87.04 from the water operations fund, and \$4,299.22 from the refuse fund, as presented.

10. Council Discussion and Concerns:

There is some damage at the baseball park, due last year's storm. An insurance claim is being turned in.

11. Adjournment:

Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to adjourn. The City Council meeting adjourned at 8:06 p.m..

12. Next Regular Meetings: Monday, April 1, 2019 and Monday, April 15, 2019 at 7pm.

Attest:



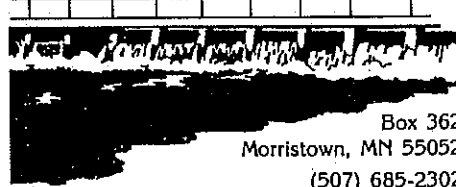
Sheri Gregor, City Clerk/Treasurer

\_\_\_\_\_  
Tony Lindahl, Mayor:

# City of Morristown

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Morristown, MN 55052  
(507) 685-2302

## **MORRISTOWN CITY COUNCIL MEETING MINUTES Public Hearing and Regular Meeting Monday, April 1, 2019**

Council Present: Mayor Tony Lindahl, Tim Flaten, Seth Prescher, Lisa Karsten, Kathy Wolf

Others Present: City Attorney Mark Rahrlick, City Engineer Rich Revering, Tim Minske, Mark Morris, Mike O'Rourke, Jack Schwichtenberg, Adam Uittenbogaard, Rice County Deputy Sheriff Justin Hunt, Pat Kaderlik, Maurine Caspari, Bev Reysack, Loren Dahle, Nicholis Martin, Steve Nordmeier, Kurt Wolf, Brian and Sherrie Brunner, Rick Vollbrecht, Tyler Velzke, Arlen Krause, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, April 1, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. The Pledge of Allegiance was recited.
3. Public Hearing: Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to close the regular meeting and open the public hearing. The input from the Zoning Board was summarized by Brad Potter. The City Council, City Administrator, City Attorney and Zoning Board are revising to amend the Sections 152.295 through 152.335 of the City Code. Motion by Seth Prescher, second by Lisa Karsten, and carried unanimously to close the public hearing and reopen the regular meeting, at 7:06 p.m..
4. Additions/Corrections to Agenda:  
Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to approve the agenda as is.
5. Comments and Suggestions from Citizens Present:  
Rick Vollbrecht commented on the price increase to rent the Community Center great hall. He would like to see the Council give the city tax payers/property owners a reduced rate to rent the hall.
6. Consent Agenda: Motion by Seth Prescher, seconded by Kathy Wolf, and carried was unanimously to approve the Consent Agenda, minus the Skywarn Report. Tim Flaten reported that the siren is fixed and both sirens are in 100% working order. Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to approve the Skywarn report.
7. Unfinished Business:
  - A. Drainage Issues – The public had questions about the drainage in the neighborhood. City Engineer Rich Revering, with the aid of a hand-out, explained the reasoning behind the neighborhood ditch/culvert and pond systems. Rich Revering continued that area was designed to have ditches that would hold storm water back and that this design should continue to stay. If the roadway was to be altered with curb and gutter with storm catch basins and the ditches were filled in, there would have to be an additional holding pond area at the end of the storm water pipe of adequate size and there is not enough space to accomplish this in the area. Basically, said ditches (Sidney Street W, Thruen Street and 3rd Street S.E.) are public right-of-ways and cannot be altered.
  - B. Zoning Board's Feedback on Zoning Amendments – This was covered during the public hearing.

**7. Unfinished Business: (cont.)**

- C. 2019 Community Appointments – The final appointments were noted. An enabling resolution to amend the current EDA by-laws, to have one city council member seated on the EDA Board, instead of two council members, will be presented at a future public hearing. By Zoning Board recommendation, Mayor Lindahl appoints a new zoning board member with a motion by Seth Prescher, seconded by Lisa Karsten, to appoint Lee Bruns to the Zoning Board. In addition, upon the confirmation of a written end-of-the-year date of resignation by a sitting zoning member, the Council approves the appointment of Tyler Velzke to fill that vacancy, and was carried unanimously.
- D. Street Sweeper – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to authorize the purchase of a used street sweeper at the cost of up to \$35,000.00. (New street sweepers cost \$230,000.00)

**8. New Business:**

- A. City Website/Social Media sites – Seth Prescher motions to move forward with Two Lakes Design, at \$1,500 from EDA funds, for a promotional video featuring our City to be posted on the City website and City social media, seconded by Lisa Karsten, and was carried unanimously.
  - B. Lisa Karsten stated the 4-H Warsaw Willing Workers will furnish and replant the small planters in Centennial Park and will clean out the big permanent planter on May 5th at 2:30 p.m..
  - C. Seth Prescher motioned, seconded by Tim Flaten, and was carried unanimously to approve Resolution 2019- 7: Accepting the Resignation of Mike Tate.
  - D. Public Works Staffing Levels – Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously that for two weeks post a public works part-time position, at 20/30 hours a week, with the potential to move into a full time hourly position.
  - E. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously at approve Resolution 2019-8: Hire Part-Time Public Works Operator, John Schlie for 10/15 hours a week at \$14.00 an hour, with beginning date of April 2, 2019. Note: This hire does not impact needing a secondary person. The 10/15 hours replaces the temporary winter seasonal hire.
  - F. Mike O'Rourke, on behalf of the Cannon Valley Players, reported the cast donated \$3,700 of their proceeds to local churches, school activities, a Wet/Dry Vac for the Community Center and earmarked \$500.00 toward the Centennial Park restroom.
  - G. Park Improvements – Tim Flaten spoke about the automatic locks (with set hours) to be installed on the restrooms at Babe Nordmeier Field. Before Dam Days, Tim would like to get the trees removed by the volleyball and basketball courts; due to their interference and if they were to just be trimmed up, there wouldn't be much left. Also the volleyball court needs updating and the basketball court oil coated. Tim Flaten will bring costs of these improvements to the next meeting. Additional lighting by the grandstand will also be looked into. It was discussed that Public Works will trim the trees by the volleyball court before we decide to remove them.
  - H. Water Treatment Plant – City Engineer Rich Revering spoke on radium, rust and upcoming projects.
  - I. City Administrator's Report – The deterioration of the streets to be prioritized and addressed; being done in phases, per budget. The condition of water mains below the streets will also be addressed and done as needed. The Council will discuss the streets at their April 15, 2019 Work Session.
- 9. Correspondence and Announcements:**  
Bucs Night Out April 5th, Recycle Day April 6th, Spring Open Burning April 15th - May 15th,  
Dog Clinic April 27th, Firefighter's Benefit Dance April 27th.

10. Claims and Accounts:

A/B. Current and Late Claims and Accounts – Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to approve the current claims and accounts totaling \$14,061.80 from the general fund, \$2,201.15 from the fire department fund, \$1,992.43 from the water operations fund, \$6,620.29 from the waste water operations fund and \$291.00 from the refuse fund; the late claims and accounts totaling \$11,917.87 from the general fund, \$692.65 from the water operations fund, \$780.5 from the waste water operations fund and \$35.00 from the refuse fund.

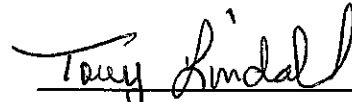
11. Council Discussion and Concerns:

Awaiting word on the Morristown Feed Mill being listed on the National Register of Historic Places.

12. Adjournment: Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn. The meeting adjourned at 8:35 p.m..

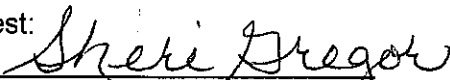
13. Next Work Session: Monday, April 15, 2019 immediately following the regular meeting.

Next Regular Meetings: Monday, April 15, 2019 and Monday, May 6, 2019 at 7p.m.



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Tony Lindahl, Mayor

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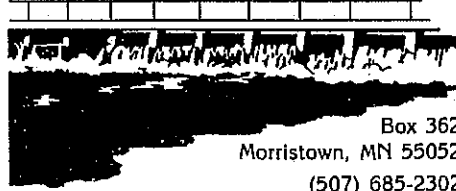
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Sheri Gregor, City Clerk/ Treasurer

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## MORRISTOWN CITY COUNCIL WORK SESSION MINUTES

Monday, April 15, 2019 7:45 p.m.

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf

Council Absent: Seth Prescher

Others Present: City Engineer Rich Revering, Public Works Director Tim Minske,  
City Administrator Brad Potter and City Clerk Sheri Gregor

The work session meeting of the Morristown City Council was called to order, by Mayor Tony Lindahl, on Monday, April 15, 2019 at 7:45 p.m., in the City Hall Council Chambers at 402 S. Division Street.

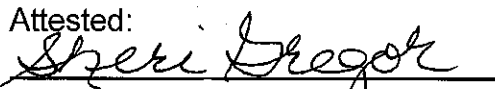
1. Rehabilitation and Rebuilding of Streets Plan – Rich Revering provided much information on different options to repair our city roadways. The foremost matter to begin this process will be drainage improvement; using storm sewers, yard basins and/or catch basins where ever most effective.

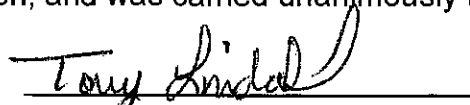
A priority list of streets that needs the most attention will be dealt with a temporary fix. Mentioned areas were to cut out and patch 3rd St. S.E., 4th Street S.E., a small area of Washington St., 2nd Street S.W./Sidney Street W. and 3rd St. N.W.. At the City Council meeting to be held on May 6, 2019, a Bolton & Menk feasibility study report by resolution may be presented. Within the process following this study will be a public hearing(s), on reconstruction of deteriorated roadways including water mains and assessment costs. The most affordable options will be implemented; one being ditch drainage using a perforated tile system w/crushed rock. The plan to begin reconstruction is by late summer and early fall.

2. Property owners of 309 and 311 Thruen Street will be notified that the ditches, which were altered, need to put back to their original state. The owners will be given the option to hire their own choice of contractor following outlined specifics to meet requirements, then inspected by the city or the city will do the repair and a signed waiver of assessment by the owner(s).

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 8:47 p.m.

Attested:

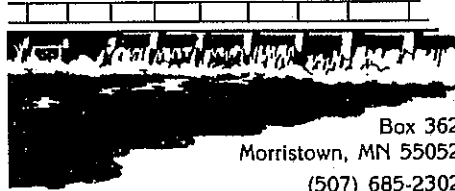
  
Sheri Gregor, City Clerk/Treasurer

  
Tony Lindahl, Mayor

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## MORRISTOWN CITY COUNCIL WORK SESSION MINUTES

Monday, April 15, 2019 7:45 p.m.

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf

Council Absent: Seth Prescher

Others Present: City Engineer Rich Revering, Public Works Director Tim Minske,  
City Administrator Brad Potter and City Clerk Sheri Gregor

The work session meeting of the Morristown City Council was called to order, by Mayor Tony Lindahl, on Monday, April 15, 2019 at 7:45 p.m., in the City Hall Council Chambers at 402 S. Division Street.


1. Rehabilitation and Rebuilding of Streets Plan – Rich Revering provided much information on different options to repair our city roadways. The foremost matter to begin this process will be drainage improvement; using storm sewers, yard basins and/or catch basins where ever most effective.

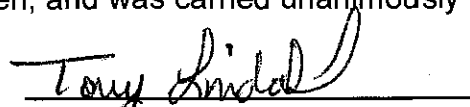
A priority list of streets that needs the most attention will be dealt with a temporary fix. Mentioned areas were to cut out and patch 3rd St. S.E., 4th Street S.E., a small area of Washington St., 2nd Street S.W./Sidney Street W. and 3rd St. N.W.. At the City Council meeting to be held on May 6, 2019, a Bolton & Menk feasibility study report by resolution may be presented. Within the process following this study will be a public hearing(s), on reconstruction of deteriorated roadways including water mains and assessment costs. The most affordable options will be implemented; one being ditch drainage using a perforated tile system w/crushed rock. The plan to begin reconstruction is by late summer and early fall.

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Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 8:47 p.m.

Attested:

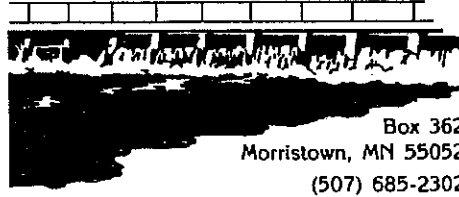
  
Sheri Gregor, City Clerk/Treasurer

  
Tony Lindahl, Mayor

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## **MORRISTOWN CITY COUNCIL MEETING MINUTES Public Hearings and Regular Meeting Monday, May 6, 2019**

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten and Kathy Wolf

Others Present: City Attorney Mark Rahrck, City Engineer Rich Revering, Jack Schwichtenberg, Mike O'Rourke, Adam Uittenbogaard, Rice County Deputy Sheriff Justin Hunt, Kurt Wolf, Loren Dahle, Steve Nordmeier, Rick Vollbrecht, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, May 6, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:  
Add as follows: 7. A. Study Resolution, 7. I. Spring Open Burning, 8. D. City Administrator's Report - Roland Moesler. Pull the Two Lakes Design Video Contract and the Letter of Intent Resignation from the Consent Agenda. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the corrected and amended Agenda.
4. Comments and Suggestions from Citizens Present:  
Steve Nordmeier asked in case of inclement weather, could the American Legion Memorial Day Program be held in the Community Center on May 27, 2019. This was approved by the Council.  
Loren Dahle asked about the upcoming zoning public hearing, on access drives; if a corner lot is allowed two drives for parking, regarding having an in-home business. Loren will attend the hearing.
5. Consent Agenda:  
Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the Consent Agenda minus D. April 15, 2019 City Council Work Session Minutes, F. Skywarn Report, G. Two Lakes Design Video Contract and H. Zoning Board Letter of Resignation Intent..  
Lisa Karsten noticed the clerk's signature was on the mayor's signature line of the work session draft.  
Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the City Council's Work Session meeting minutes, with the signature correction, from April 15, 2019.  
Tim Flaten wanted to inform the Council that the Skywarn weather station is down. The problem could be just a battery (to be replaced next week) issue. If not, a new station will need to be purchased, at the cost of \$949.00 before credit (for our weather station) is applied. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Skywarn report. The Two Lakes Design Video was approved at the last council meeting. This item was on the Consent Agenda to be approved to sign the contract, which Mayor Lindahl signed. The zoning board resignation letter will be presented at the next council meeting.



6. Unfinished Business:

- A. Rich Revering, Bolton & Menk Engineer, spoke about the comprehensive street project process, including drainage tile, street repairs and street reconstruction. Some replacements also involve options of sewer and water renovation. The feasibility study will cost around \$10,000.00, of which the cost can be rolled over into the adjacent properties street assessments. The City's current assessment policy reads that 50% of street reconstruction and drainage may be assessed to the adjacent properties; following the Minnesota State 429 Statue guidelines. This matter will be brought back for discussion at the next council meeting. At that time, a decision will be made if to approve the resolution to order preparation on report on improvement.
- B. Park Improvements and City Lawn Spraying Service – Tim Flaten submitted bids for the improvements of the volleyball court and basketball court. The low bids were Met-Con's pricing of 96 – 8' green treated landscaping logs for \$461.76 and Witte Bros. for sand, 52 – 70 ton at \$3.50 per ton; \$182.00 – \$245.00 (donating the trucking fee). The volleyball court's labor will be volunteer/donated by the Dam Days volleyball committee. Also one dead tree was removed and the others trimmed as to not obstruct the volleyball court.

**Public Hearing:**

Motion by Tim Flaten, seconded by Lisa Karsten, and carried unanimously to close the regular meeting at 7:31 p.m. and open the public hearing.

\*\* Amending Sections 152.295 through Section 152.335 of the City Code that addresses Administration; Enforcement, Fees, Violations, Duties, and Interpretations, Zoning Committee of the City's Zoning Ordinances.

Brad Potter spoke on continuing to clarify the amendment where the responsibilities fall be it the City Council or Zoning Board. After discussion, it was decided have the zoning board finalize their references at the Zoning Board's May 16th meeting. At their mid-month meeting, the Council will review the final draft for approval. A public hearing will be held on Monday, June 3, 2019 to present the amendments for public input.

Brad is also working with Justin Hunt on law enforcement of nuisance and possibly zoning related city ordinances and corrective actions.

\*\* Amending the By-Laws of the Morristown Economic Development Authority in accordance with Minnesota State Statute 469.093.

Brad Potter explained the proposed resolution to amend the EDA (Economic Development Authority) by-laws to state the EDA five member committee to consist of a minimum of one but no more than two council members.

Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously to close the public hearing at 7:42 p.m. and reopen the regular meeting.

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Resolution 2019-16: Amending the City of Morristown EDA Policy.

6. B. (cont.) Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Tim Flaten's recommendation for Met-Con for the lumber and Witte Bros for the sand to make the improvements of the volleyball court.

6. Unfinished Business: (cont.)

- B. (cont.) Tim Flaten quoted the only bid he received back was from LaCanne Paving to sweep, clean, fill cracks, spray a sealer coat and re-stripe the basketball court for \$1,500.00. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to move forward with the improvements of the basketball court cost of \$1,500.00 for LaCanne Paving. Tim Flaten presented two bids for auto-locks on the baseball field restroom. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to go with the \$1,885.00 Four Seasons of Owatonna for the time locks on the bathrooms at the baseball field, coming out of parks capital outlay funds. Tim Flaten offered the pricing of the two bids for city lawn spraying services, per application. After further review of these bids, a decision will be made at the Council's May 20, 2019 meeting. (The Morristown Baseball Assn. hires and pays for the fenced in baseball field maintenance.)
- C. Part-Time Public Works Operator – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Resolution 2019-13: Approving the Hire of Adam Schlie as a Part-Time Public Works Operator with his start date of April 20, 2019, up to 30 hours per week and with an hourly wage of \$22.00.
- D. Floor Maintenance – Brad Potter has three bids for the community center great hall floor maintenance. Without the bids being in total comparison, more information will be gotten as to select a company. (There is a procedure of number of wax coats to be applied and removed on an annual schedule.)
- E. Placing Resolution 2017-20: Procedure for Appointing a Person to Fill the Vacant Council Position – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Resolution 2019-17.
- F. Announcing to the City an opening on the City Council – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to post the council opening for one month, seeking applicants. The deadline to apply is June 10th, with an appointment to be made at the June 17th council meeting.
- G. Resolution 2019-14: Motion by Lisa Karsten, seconded by to approve Resolution 2019-14: Accepting the DNR Grant for a total of \$67,000.00 for the Centennial Park Playground Project. Adam Uittenbogaard has submitted a copy of the grant paperwork and submissions to the city clerk and reported that a final DNR inspection will be taking place.
- H. Resolution 2019-15: Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Resolution 2019-15: Accepting a Donation of \$5,000.00 from the Morristown Firemen's Relief designated to the Historical Society.
- I. Open Burning – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to extend spring open burning through Tuesday, May 28, 2019.

7. New Business:

- A. City Hall/Community Center Landscaping – Nagel Sod & Nursery have renovated the building entrance landscaping, plants and shrubs. Nagel have donated over 2/3's of the cost with the city's share being \$1,000.00. The walkway pavement needs repair and Brad Potter will get bids, looking into concrete, paving or stamping.
- B. Dog Vaccination Clinic & Licensing – Tim Flaten reported that 73 dogs and eight cats were immunized at our vaccination clinic. At this time 103 dog licenses have been purchased.

7. New Business: (cont.)

C. Zoning Board – Public Hearings May 16, 2019 – Dwelling Restrictions and Access Drive

D. City Administrator's Report – Brad Potter is working with Bolton & Menk on a plan for the Mobile Home Community sewer utilities. There has been a couple of sewer backups in the MHC and these backups have been jetting through and pushed down the line directly to the WWTP. The agreement with MHC would acknowledge such occurrences, their discharge limit, possibly televising and cleaning. Baseball Assn members Dennis Schmidtke and Rick Vollbrecht, Mayor Tony Lindahl, Administrator Brad Potter and Council Member/Parks Commissioner Tim Flaten will meet Wednesday, May 8th to discuss the baseball field shared agreement with the WEM school district. The compost burn site signage is down. The sign needs to be reposted. We are still having problems with unauthorized dumping (persons not within the city limits). Brad and Adam Uittenbogaard are working on the Fire Department capital outlay budget and the 2020 contracts. Brad is working on the land use plan with the Zoning Board. Brad request the council hire Roland Moesler with a wage increase. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to rehire Roland Moesler as a seasonal employee to mow city properties at \$13.50 an hour. City park signage will be discussed at the next meeting. Brad is starting work on a Wellhead Management Plan with the Minnesota Department of Health.

E. Jim Lundin's Employee Review – Brad Potter detailed his evaluation of Jim Lundin. No wage increase will be given at this time. Jim is to be properly informed that another review is slated for June 30, 2019, where required marked improvement needs to be shown and an employment decision will be made.

8. Correspondence and Announcements:

The 4-H Club has rescheduled planting in Centennial Park for May 25th, with May 26th being the back-up in case of rain date. The Morristown Feed Mill's application of historic places to be listed on the National Register is in Washington D.C. Word should be received if the Mill is accepted within the next 40 days.

9. Claims and Accounts:

A/B. Current and Late Claims and Accounts – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the current claims and accounts totaling \$53,966.01 from the general fund, \$2,384.44 from the fire department fund, \$403.57 from the water operations fund, \$2,938.02 from the waste water operations fund and \$3,643.86 from the refuse fund; for the late claims and accounts totaling \$2,965.85 from the general fund, \$352.10 from the fire department fund, \$970.30 from the water operations fund, \$1,450.50 from the waste water operations fund and \$4,348.22 from the refuse fund.

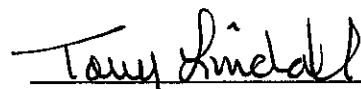
10. Council Discussion and Concerns:

Lisa Karsten will be attending the League of Minnesota Cities 2019 Annual Conference in Duluth.

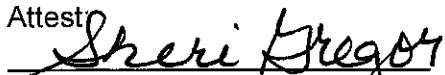
11. Adjournment:

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 9:10 p.m..

12. Next Regular Meetings: Monday, May 20, 2019 and Monday, June 3, 2019 at 7p.m..

  
 \_\_\_\_\_  
 Tony Lindahl, Mayor

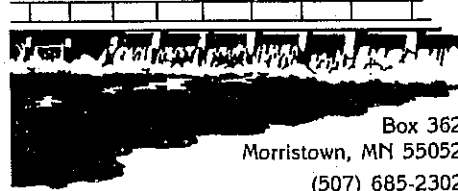
Attest:

  
 Sheri Gregor, City Clerk/ Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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Box 362

Morristown, MN 55052

(507) 685-2302

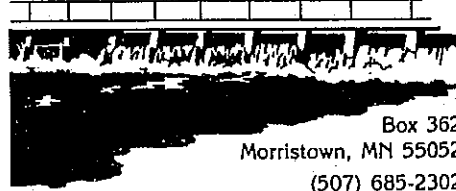
## MORRISTOWN CITY COUNCIL MEETING SUMMARY Monday, May 20, 2019

1. Call to Order – Tony Lindahl
2. Pledge of Allegiance - All
3. Additions/Corrections to Agenda:  
Zoning Board May 16, 2019 meeting minutes tabled to June 3, 2019 Council meeting.  
Add to 6. J. Public Works Unpaid Hours  
Add to 7. F. Parade Candy to Dam Days Parade Entry  
Add to Announcements – Three Public Hearings will be held on June 3, 2019
4. Comments and Suggestions from Citizens Present:  
None
5. Consent Agenda:
  - A. City Council Meeting Minutes –May 6, 2019 – Approved
  - B. Zoning Board Meeting Minutes – May 16, 2019 – Tabled
6. Unfinished Business:
  - A. Resolution 2019-18: Accepting a Donation (Nagel's Sod & Nursery) - Approved
  - B. Skywarn Radios – 2-Way Radio of MN - Approved
  - C. Resolution 2019-19: Ordering Preparation on Report on Improvement - Approved
  - D. City Lawn Spraying Service Bids – Southern Minnesota Lawn Works - Approved
  - E. Resolution 2019-20: Accepting the Resignation of Zoning Board Member- Approved
  - F. Community Center – Great Hall Floor Maintenance Bids – CCS - Approved
  - G. Amended City Code Sections 152.295 – 152.335 – Public Hearing
  - H. Ordinance 152.091: Dwelling Restrictions – Public Hearing
  - I. Ordinance 152.097: Access Drives – Public Hearing
  - J. Tim Minske Owed Overtime for Qualifying Hours - Approved
7. New Business:
  - A. Resolution 2019-21: Accepting a Donation (Faribault Interiors) - Approved
  - B. Bids for Community Center Front Entrance Walkway for (concrete, pavers, stamping) - Tabled
  - C. Signage for City Parks – All About Signs - Approved
  - D. LMC Insurance Liability Coverage Waiver/Faribo Ins. Agency and Agent of Record - Signed
  - E. Ordinance 91.02 Dogs and 91.07 Nuisances Violation – Seeking Eckberg Lammers advice
  - F. Dam Days Parade - City Council Entry – Parade Candy - Approved
  - G. Wellhead Protection Plan, Part 1 - Approved
  - H. Commercial Club Liquor License Dam Days Transfer - Approved
  - I. Public Works Employee, Adam Schlie, made full-time - Approved
  - J. City Administrator's Report – Working on MHC Wastewater Agreement, DNR Floodplain Remapping, Street Repair, Insurance Renewal, 2020 Budget, Baseball Field Usage, Tracking Weekly Department Accomplishments.
8. Correspondence and Announcements:  
Public Hearings Monday, June 3, 2019  
Sections 152.295 - 152.335 - Administration; Enforcement, Fees, Violations, Duties, and Interpretations, Zoning Committee of the City's Zoning Ordinances – 7:15 p.m.  
Sections 152.066 and 152.091 – Dwelling Restrictions – 7:30 p.m.  
Section 152.097 – Access Drives – 7:45 p.m.
9. Claims and Accounts:
  - A. Mid-Month Current Claims and Accounts - Approved
10. Council Discussion and Concerns:
11. Adjournment: 8:47 p.m.
12. Next Regular Meetings: Monday, June 3, 2019 and Monday, June 17, 2019 at 7p.m.

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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Morristown, MN 55052  
(507) 685-2302

## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting and Public Hearings Monday, June 3, 2019

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten and Kathy Wolf

Others Present: City Attorney Mark Rahrlick, City Engineer Rich Revering, Fire Chief Adam Uittenbogaard, Rice County Deputy Sheriff Justin Hunt, Public Works Director Tim Minske, Public Works Operator Adam Schlie, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, June 3, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:  
Added as follows: 6. I. Resolution 2019-22 and 7. E. Resolution 2019-23. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Agenda with the two additions.
4. Comments and Suggestions from Citizens Present:  
None
5. Consent Agenda:  
Items E. Zoning Board Minutes from May 16, 2019 and I. Cash Control Statement from April 30, 2019 are tabled to the City Council June 17, 2019 meeting. The Fire Department Report is pulled. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Consent Agenda minus the Zoning Board Minutes, April Cash Control Statement and the Fire Department Report. Adam Uittenbogaard reported the fire department received state bid pricing from Dodge, Ford and Chevy for the truck part of the grass rig and choose to go with Dodge at \$34,901.00. The department's capital reserve fund has \$60,000.00 in grass rig monies available. Adam asks for the Council's approval for this purchase. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the fire department to move forward with the purchase of the grass rig truck.
6. Unfinished Business:
  - E. The concrete bids for the Community Center front entrance walkway is tabled. The bids presented did not match the same criteria and now additional exterior concrete repairs surrounding the building will also be included.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the regular meeting at 7:15 p.m. and open the public hearings.

### **Public Hearing – Amending Ordinance Sections 152.295 - 152.335 Administration and Zoning Enforcement** The consensus is as follows:

The Zoning Board brings information regarding violations to the zoning administrator, and the zoning administrator can rely upon the zoning board to conduct further investigation, The Zoning Administrator is responsible for enforcing the zoning code and to make sure properties are in compliance.

**Public Hearing – Amending Ordinance Sections 152.295 - 152.335 (cont.)**

The Zoning Administrator may start by having a dialogue with the property owner, which may include a formal warning first class letter. The City Administrator will handle the day to day enforcement. The Zoning Administrator will go in front of the City Council with the recommendations of the Zoning Board. The violator has the option to be heard by the council. Any decisions regarding administrative fines will go to City Council for final action. Once a fine is imposed the City Administrator who will notify the property owner and, if necessary, ensure that the fine is assessed.

**Public Hearing – Amending Ordinance Sections 152.066 and 152.091 - Dwelling Restrictions**

After a discussion, the City Council elected to not amend Sections 152.066 and 152.091 restricting the size of an attached garage to a principal structure.

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to close the public hearing and reopen the regular meeting at 7:35 p.m..

6. Unfinished Business: (cont.)

- A. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adopt Ordinance 2019-3: An Ordinance Amending Sections 152.295 – 152.335 Administration and Zoning Enforcement of City Codes, as written.
- B. It was decided to leave Land Usage Dwelling Restrictions as is, for Agricultural District Section 152.066 and Residential District Section 152.091. There is no restriction on attached garage square footage. Setbacks codes and green space still apply.
- F. The Council looked over the January through April 2019 timecard hours of Public Works Director, Tim Minske. A policy was put into place last fall to compensate Tim for circumstances that qualify for above and beyond what his salaried position pays. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to pay \$3,563.79; and reviewing every quadrimester (four months), the qualifying incidents to be reimbursement.
- G. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to have Bolton & Menk, at the cost of \$2,000.00, set up a 30-day trial period temporary meter at the Mobile Home Community.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the regular meeting and open the third public hearing at 7:45 p.m..

**Public Hearing – Amending Ordinance Section 152.097 - Access Drives**

Whereas the current ordinance states the width of a one stall garage can only have a 20 foot wide access drive and a three stall garage is allowed a 30 foot width. The Zoning Boards recommendation is to propose driveways at the right-of-way may be 24 feet wide for a one stall garage and up to 36 feet wide at the right of way for a two or three stall garage. Town homes that share a driveway are allowed to be 40 feet wide at the right-of-way.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the public hearing and reopen the regular meeting at 7:55 p.m..

6. Unfinished Business: (cont.)

C. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adopt Ordinance 2019-5 An Ordinance Amending Section 152.097 Access Drives as written; changing driveways of one stall garages from 20 feet to 24 feet and two to three stall garages from 30 feet to 36 feet.

D. Brad Potter presented a detailed Preliminary Feasibility Report for the street and drainage improvements that are seriously needed on certain roadways in town. The report covers which projected streets are to be done first, the extent of work needed, and estimated costs and assessments. Brad also mentioned other city projects that have to be considered; which are the upgrades to the waste water treatment plant and water treatment. Property notifications will be sent out and the hearing on improvements, to be held June 17, 2019 at 7:30 p.m., will be published in the Lake Region Life newspaper.

Motion by Tim Flaten, seconded by Lisa Karsten and was carried unanimously to order Rich Revering, of Bolton & Menk, to refresh the 2014 feasibility study for \$1,000.00 or less.

I. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Resolution 2019-22: Receiving Feasibility Report and Calling Hearing on Improvement.

H. Brad Potter is working with Justin Hunt on law enforcement of nuisance and possibly zoning related violations of city ordinances and corrective actions. Brad has proposed hiring a complaint/ordinance enforcer to handle these issues, if the Rice County Sheriff's Office feels it's not part of their responsibilities. No action at the time.

7. New Business:

A. The City Council will hold a "Work Session" on Monday, June 24, 2019 at 7:00 pm..

B. Due to the Labor Day holiday of Monday, September 2, 2019, the regular City Council meeting will be held the following night, Tuesday, September 3, 2019 at 7:00 p.m.:

C. Motion by Kathy Wolf, seconded by Lisa Karsten, and was carried unanimously to raise the park pavilion reserve and rental fee to \$25.00.

D. Brad Potter gave his City Administrator's Report. Brad spent a considerable amount of time this past week doing the streets feasibility report. Highway development with city utilities is being explored. BevComm Business Solutions is updating our phone system. Brad has met with the baseball association and the school district about the usage and maintenance of the baseball field. And also Brad has a quote for a fence to be placed along the front of the compost pile or burn site.

E. The decision to approve Resolution 2019-23: Approving Benefits for Adam Schlie is tabled until the June 17, 2019 council meeting.

8. Correspondence and Announcements:

Public Hearing on Improvements - June 17, 2019 at 7:30 p.m..

9. Claims and Accounts:

A/B. Current and Late Claims and Accounts – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the current claims and accounts totaling \$21,485.69 from the general fund, \$1328.39 from the fire department fund, \$2,440.68 from the water operations fund, \$6,545.22 from the waste water operations fund and \$673.67 from the refuse fund; for the late claims and accounts totaling \$5,750.52 from the general fund, \$140.49 from the fire department fund, \$442.13 from the water operations fund and \$807.50 from the refuse fund.

10. Council Discussion and Concerns:

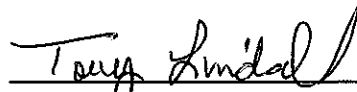
None

11. Adjournment:

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 9:23 p.m..

12. Next Regular Meetings: Monday, June 17, 2019 and Monday, July 1, 2019 at 7p.m..

Next Work Session: Monday, June 24, 2019 at 7:00 p.m..

  
\_\_\_\_\_  
Tony Lindahl, Mayor

Attest:

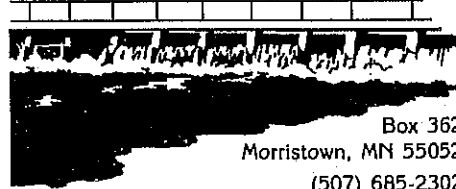
  
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Sheri Gregor, City Clerk/ Treasurer



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## **MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Mid-Month Meeting and Public Hearing Monday, June 17, 2019**

Council Present:: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
Others Present: City Engineer Rich Revering, Deputy Sheriff Justin Hunt, Kristin Velzke, Matt Coulsey, Angela Manthey, Mark Morris, Steve Nordmeier, Jack Schwichtenberg, Mary Lou Davidson, Diane and Arnold Schmidtke, Brian Brunner, Bob Geisler, Larry and Vivian Hagre, MaryAnn Shafer, Koni Flom, Gene and Sandy Lindahl, Kurt Wolf, Chris Anderson, Jim Lundin, Mike and Lynette Bohner, Jim and Stacy Connors, Public Works Director Tim Minske, Public Works Operator Adam Schlie, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the regular mid-month meeting of the Morristown City Council to order on Monday, June 17, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:  
Add to 6. New Business, as part of C., Resolution 2019-24. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Agenda, with the one addition.
4. Comments and Suggestions from Citizens Present:  
Commercial Club member, Steve Nordmeier, stated the club was going to donate \$500 for the new sign and posts for the Babe Nordmeier Baseball Field. They will promote the City-Wide Garage Sale to be held Friday, August 2 and Saturday, August 3, 2019. National Night Out is Tuesday, August 6, 2019 from 6pm – 8pm at Centennial Park.
5. Consent Agenda:  
Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Zoning Board Meeting Minutes from May 16, 2019, Commercial Club Meeting Minutes from May 20, 2019 and the City Council Meeting Minutes from June 3, 2019, minus the Cash Control Statement for April 30, 2019 (tabled to July 1, 2019). Lisa Karsten asks that the additional lighting and an outlet to be installed in the great hall, per the Commercial Club, be on the next agenda for approval.
6. Unfinished Business:
  - A. Following the procedure put in place by Resolution 2019-17, the Council cast three rounds of motions resulting in tied votes, between candidates Kurt Wolf and Jake Golombeski. Thereafter the Mayor made the appointment of Jake Golombeski to fill the vacant city council position.

6. Unfinished Business (cont.)

B. Jake Golombeski recited the Oath of Office as administered by City Clerk, Sheri Gregor.

C. Rich Revering, from Bolton & Menk, presented a copy of the updated (2014) Feasibility Study and assessment roll for the second phase of city street improvements. The improvements for Main Street W. & 2nd Street S.W. will include water main, storm sewer, drainage and street replacement. The Council tables this matter until August, once approved by resolution this phase will begin. Plans for this construction project are anticipated to begin next spring, after Dam Days in 2020. The estimated total cost is \$770,000.00. A new resolution number will be given at the time of approval, of the prepared resolution receiving feasibility report and calling hearing on improvement.

7. New Business:

A. Kristin Velzke and Matt Coulesy, proposed a re-design of the City of Morristown's website to the Council. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to move forward with Two Lakes Design to redesign the city website at \$3,500.00 and approve managing the hosting at \$165/year.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the regular meeting and open the public hearing at 7:30 p.m..

A public hearing on street improvements, sub base, drain, tile and street replacement, began with Brad Potter projecting a presentation to inform citizens and those city benefited properties that will be affected by a 50% assessment; with the City paying the other 50%. A question and answer discussion was held. Residents of Jane Street and 4th Street S.E. are meeting Thursday, June 20th at 5:30 p.m. on Jane Street to discuss how to remedy the drainage issue that exists beyond street repair.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the public hearing at 8:17 p.m.. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to re-open the regular meeting.

6. Unfinished Business: (cont.)

D. Motion by Tim Flaten, seconded by Kathy Wolf, and was carried to approve Resolution 2019-23 Benefits for Adam Schlie as a Full-Time Public Works Operator; as of May 20, 2019 his hourly wage is \$26.25 plus overtime and will annually earn 12 days of vacation. Opposed by Lisa Karsten, stating at the recommendation of the city attorney, the insurance stipend should not be part of Adam's hourly wage. Passed 4-1.

7. New Business: (cont.)

B. Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to approve the list of businesses for 2019 On-Sale, Off- Sale, Sunday, 3.2 Liquor and Tobacco Licenses.

C. The City Council will participate in the North Morristown July 4th Parade; accompanied by one of the Morristown Fire Department vehicles.

7. New Business: (cont.)

- D. Possible Utility Extension to Holland Avenue and Highway 60 is tabled until the July 1, 2019 council meeting.
- E. Tim Flaten expressed the city's appreciation and thank you to the Public Works staff for an awesome job well done; in making the town look great for Dam Days and the quick clean up. A "thanks" also goes out to the crew from Camp Omega whom helped in the clean-up.
- F. City Administrator Brad Potter reported he is looking at plans for the 2020 budget and the personnel policy revision and implementation; including an incentive pay section. Departments are beginning to do time tracking of job tasks. Brad asked for input on the layout of the council chambers for projecting on the wall for the public. With tonight's public hearing held, Lisa Karsten motioned to approve Resolution 2019-24 Ordering Improvement and Preparation of Plans, seconded by Kathy Wolf, and was carried unanimously. Brad will have plans ready for approval, at the next council meeting.

8. Correspondence and Announcements:

None

9. Claims and Accounts:

- A. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the June 17th Mid-Month Claims and Accounts totaling \$8,214.03 from the general fund, \$62.05 from the fire department fund, \$64.80 from the water operations fund, \$270.23 from the waste water operations fund, and \$4,415.22 from the refuse fund.

10. Council Discussion and Concerns:

Tim Flaten reminds the Rice County Sheriff Deputy on duty in Morristown to be watchful of vehicles passing on the right hand shoulder at the Holland Avenue/Hwy 60 intersection.

11. Adjournment:

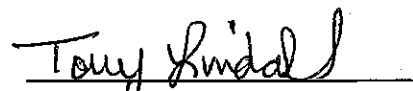
Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to adjourn. The meeting adjourned at 8:53 p.m..

12. Work Session Meeting: Monday, June 24, 2019 at 7:00 p.m.

Next Regular Meetings: Monday, July 1, and Monday, July 15, 2019 at 7:00 p.m.

Attest:

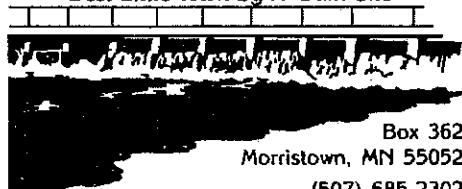
  
Sheri Gregor, City Clerk/ Treasurer

  
Tony Lindahl, Mayor

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL WORK SESSION MINUTES

**Monday, June 24, 2019 7:00 p.m.**

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, and Jake Golombeski

Others Present: City Clerk Sheri Gregor

The work session meeting of the Morristown City Council was called to order, by Mayor Tony Lindahl, on Monday, June 24, 2019 at 7:00 p.m., in the City Hall Council Chambers at 402 S. Division Street.

### 1. Streets:

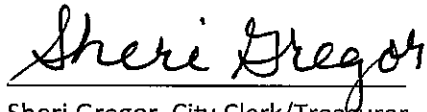
Tony Lindahl, Tim Flaten and Brad Potter met with residents on site, living on Jane Street and 4th Street S.E. on the proposed plan for their street improvements. Mayor Tony Lindahl requests to add streets, 4th Street S.W. and the last block of Main Street W., to the Bolton & Menk feasibility study.

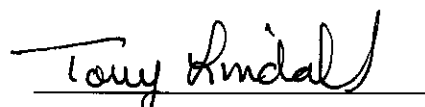
### 2. Personnel Policy:

The Council reviewed the revised updated personnel policy, which partially follows the League of Minnesota Cities template in combination with the current 2016 City of Morristown Personnel Policy. Some critiquing was done, and certain items will be addressed at an upcoming regular meeting. At some point, the City Administrator and full-time employees will meet to go through the policy before it is finalized.

The work session ended at adjourn at 8:57 p.m.

Attested:

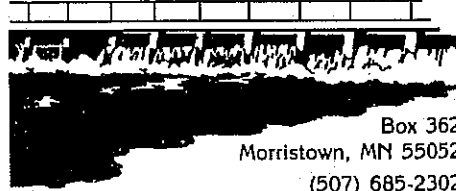
  
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## MORRISTOWN CITY COUNCIL MEETING MINUTES

**Regular Meeting Monday, July 1, 2019**

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
Others Present: City Attorney Mark Rahrlick, City Engineer Rich Revering, Fire Chief Adam Uittenbogaard, Rice County Deputy Sheriff Justin Hunt, Public Works Director Tim Minske, Public Works Operator Adam Schlie, Mark Morris, Steve Nordmeier, Jack Schwichtenberg, Mary Lou Davidson, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Call to Order: Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, July 1, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. Pledge of Allegiance: Allegiance to the flag was recited.
3. Additions/Corrections to Agenda:  
Adding 7. New Business, F. Centennial Park Restroom. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the Agenda with the one addition.
4. Comments and Suggestions from Citizens Present:  
None
5. Consent Agenda:
  - A. Police Report – June 2019
  - B. Fire Department Report – June 2019
  - C. Public Works Report – June 2019
  - D. City Council Meeting Minutes – June 17, 2019 and June 24, 2019
  - E. Zoning Board Meeting Minutes – June 20, 2019
  - F. Skywarn Report – No Report
  - G. Commercial Club Minutes – June 17 2019
  - H. Community Center Report Ending – May 31, 2019
  - I. Financial Reports (Cash Control Statements, Interim Report, Capital Reserve Balances)  
Month Ending – May 31, 2019Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to accept the Consent Agenda as presented.
6. Unfinished Business:
  - A. Street Plans/Specifications – Brad Potter reported on the on-site meeting with residents on Jane St. E. and 4th St. S.E.. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Resolution 2019-26: A Resolution Approving Plans and Specifications and Ordering Work Done by Day Labor, for the 2019 streets project. The 2020 streets project will be discussed at an August city council meeting.
  - B. 2019 City Community Appointments – Motion by Tim Flaten, seconded by Kathy Wolf, and was carried to appoint Tim Flaten for Social Media with Jake Golombeski as Tim Flaten's backup for Animal Control, Community Center, and Streets Commissioner. Motion opposed by Lisa Karsten.

**7. New Business:**

- A. Zoning Permit Applications and Validation Periods Approval – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the updated three zoning permit applications with validation periods of three months, six months and one year; with an additional capped three month extension subject to a valid reason, on the three month application.
- B. Community Center Lighting and Outlet Approval – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the additional Community Center lighting and outlet.
- C. Possible Utility Extension to Holland Avenue and Highway 60 – Discussion was had about a retail store inquiring to locate out by Highway 60 and Holland Avenue, with the possibly of the City extending utility services to them. The approximate cost would be \$160,000.00 water and \$170,000.00 sewer. Their presence would annually generate approximately \$12,000.00 in city property tax. Discussion occurred about what would be a deal breaker. The proposed use has just requested water at this time and is proposing to construct an on-site septic system. The Council thought it was important to extend sewer to the area as well. Tax abatement with the City and with Rice County could be used to lower the expense of the project. The additional cost of the sanitary sewer may make the proposed development at this site, not economically feasible. Brad Potter will talk with the developer about having to have City sewer and water.
- D. Resolution 2019-25: Accepting A Donation – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Resolution 2019-25: Accepting a Donation from the Morristown Commercial Club of \$500.00 for the Babe Nordmeier Field entrance sign.
- E. City Administrator's Report – Brad Potter's report included vacating some unused city alleys and streets, contact with the County on correcting the Main St E./Washington St. E. intersection, EDA affordable housing, 18 available lots for sale in the city limits and preparing for a budget work session in August.
- F. Centennial Park Restroom – Tim Flaten represented a drawing and specifics for a new restroom at Centennial Park. Tim wants to start the process whether to get bids for a new structure or just update/upgrade the existing building. Consensus is to get projected costs and downsize the structure or revamp what we already have.

**8. Correspondence and Announcements:**

A rezoning Public Hearing will be held at the Zoning Board Meeting on July 18, 2019 at 7:15 p.m.

**9. Claims and Accounts:**

A/B. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the July 1, 2019 current claims and accounts totaling \$17,517.33 from the general fund, \$1,281.73 from the fire department fund, \$772.50 from the EDA Revolving Loan Fund, \$2,526.81 from the water operations fund, \$5,466.14 from the waste water operations fund and \$1,180.00 from the refuse fund; for the late claims and accounts totaling \$1,290.54 from the general fund, \$20,099.48 from the fire department fund, \$789.08 from the water operations fund, \$1,366.98 from the waste-water operations fund and \$70.00 from the refuse fund.

**10. Council Discussion and Concerns:**

The Morristown Baseball Assn. will mount the new signage at the Babe Nordmeier Baseball Field.

**11. Adjournment:**

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to adjourn at 8:43 p.m.

**12. Next Regular Meetings: Monday, July 15, and Monday, August 5, 2019 at 7p.m.**

Attest:

Sheri Gregor

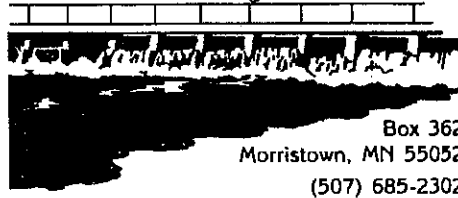
Sheri Gregor, City Clerk/ Treasurer

Tony Lindahl  
Tony Lindahl, Mayor

# City of Morristown

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## **MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Mid-Month Meeting Monday, July 15, 2019**

Council Present:: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
Others Present: Commercial Club President Danny Morris, Zoning Board Member Mark Morris, Public Works Director Tim Minske, Mike Anderson, Chris Anderson, Mike Schumacher, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the regular mid-month meeting of the Morristown City Council to order on Monday, July 15, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:  
Add to 7. New Business, E. Commercial Club Movie Night. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the Agenda, with the one addition.
4. Comments and Suggestions from Citizens Present:  
None
5. Consent Agenda:  
Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the EDA Committee Meeting Minutes from July 1, 2019 and the City Council Meeting Minutes from July 1, 2019.
6. Unfinished Business:
  - A. Mobile Home Community Sewer Metering – Levels were consistent with the water that was consumed. It appears the MHC is not a large contributor to an inflow and infiltration issue. Parameters of certain levels of discharge will be set in a future sewer agreement.
  - B. Community Center Concrete Repair Bids – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to move forward with the concrete work and approve the Voegel Builder's proposal of \$4,961.00.
  - C. Utility Extension Holland Avenue and Hwy 60 – Brad Potter will speak with the land owner on utility options, abatement and deferred assessments.
7. New Business:
  - A. Resolution 2019-27: Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to approve Resolution 2019-27: A Resolution Accepting A Donation of a 12' x 18' U.S. American Flag, value of \$295.00, for the Community Center.
  - B. Mike Anderson of 406 Washington Street E. has applied for a loafing shed permit. The Zoning Board, City Council and Brad Potter are working with the city attorney, the MPCA and the State Feedlot Officer to determine the criteria in order to approve the zoning permit.



7. New Business: (cont.)

- C. City Administrator's Report – Brad Potter plans to meet with the full-time employees on the updated personnel policy draft. Mr. Potter represented a timeline schedule for the budget planning process, starting with meeting with department heads to go over budgets for 2020. Council Budget Work Sessions are scheduled for August 12th and August 19th.
- D. Wastewater Operator – Tim Minske has attained his Class B Wastewater License. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to move forward with the increase of the Class B numbers with the (4.4%) percentage increase based on this calendar year's current salary; beginning on Saturday, July 13, 2019. Pat Kaderlik will continue to be contracted, and upon Tim Minske obtaining his Bio Solids Certification and comfortable with the added responsibilities, Pat's position will basically be eliminated, although compensated in a reduced consulting capacity.
- E. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the Morristown Commercial Club hosting Movie Night on Saturday, August 10th at the Community Center parking lot, with the restrooms available inside the Center.

8. Correspondence and Announcements:

Zoning Rezoning Public Hearing – July 18, 2019 at 7:15 p.m..

"Ways of the Wapakuta Dakota" Highlighting the Morristown Arrow Head Collection  
Presented by Jeff Jarvis and Roy Anderson, Tuesday, July 16th at 6 p.m. at the  
Morristown Community Center.

9. Claims and Accounts:

- A. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the revised July 15th Mid-Month Claims and Accounts totaling \$9,022.12 from the general fund, \$2,358.75 from the fire department fund, \$201.89 from the water operations fund, \$6,388.78 from the waste water operations fund, and \$4,878.22 from the refuse fund, as presented.

10. Council Discussion and Concerns:

None

11. Adjournment:

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to adjourn.  
The meeting adjourned at 8:00 p.m..

- 12. Budget Work Session Meetings: Mon., Aug. 12th 7pm and Monday, Aug. 19th TBA.  
Next Regular Meetings: Monday, August 5, and Monday, August 19, 2019 at 7:00 p.m.

Attest:

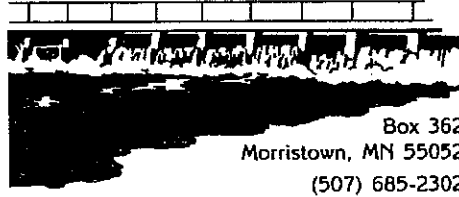
Sheri Gregor  
Sheri Gregor, City Clerk/ Treasurer

Tony Lindahl  
Tony Lindahl, Mayor

# City of Morrystown

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## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting Monday, August 5, 2019

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski

Council Absent: Kathy Wolf

Others Present: City Attorney Mark Rahrlick, City Engineer Rich Revering, Fire Chief Adam Uittenbogaard, Rice County Sheriff Troy Dunn, Public Works Director Tim Minske, Public Works Operator Adam Schlie, Pat Kaderlik, Mark Morris, Steve Nordmeier, Mike O'Rourke, Mark Morris, Leon Gregor, Dan Morris, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Call to Order: Mayor Tony Lindahl called the regular meeting of the Morrystown City Council to order on Monday, August 5, 2019 at 7:05 p.m., in the Council Chambers, at 402 Division Street. S..

2. Pledge of Allegiance: Allegiance to the flag was recited.

3. Additions/Corrections to Agenda:

Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to approve the Agenda.

4. Comments and Suggestions from Citizens Present:

Steve Nordmeier noted that the Agenda was not on the morrystownmn.org website.

5. Consent Agenda:

A. Police Report – July 2019

B. Fire Department Report – July 2019

C. Public Works Report – July 2019

D. City Council Meeting Minutes – July 15, 2019

E. Zoning Board Meeting Minutes – July 18, 2019

F. Skywarn Report – No Report

G. Commercial Club Minutes – July 15 2019

H. Community Center Report Ending – June 30, 2019

I. Financial Reports (Cash Control Statement, Interim Report, Capital Reserve Balances)

Month Ending – June 30, 2019

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to accept the Consent Agenda minus the Public Works Report and Zoning Board's July 18th Meeting Minutes; that were pulled. Tim Minske, Public Works Director, reported on the water flow coming into the sewage treatment plant, due to the current storms and rains. The influx has been 100,000 gallons per day over the amount our plant is designed for. In past years the flow was 250 gallons per minute; whereas for the last couple years the flow has been as much as 500 to 1,000 gallons per minute. This involves a lot of extra work where the public works department needs to spend more time managing the situation. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the public works report. Zoning Board Committee Member, Mark Morris, explained to the council that letters were not sent out as

(cont.) directed, per the July 18th meeting and minutes. The procedure that was executed several years back has now changed course with the revision of Ordinance 2019-3 Amending Sections §152.295 through §152.335. The zoning board would like direction from the council as to how to proceed. A joint work session with the council will be held on Monday, August 19, 2019 at 7:00 p.m. to discuss this matter further. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the zoning board minutes.

6. Appearance:

- A. Morristown Fire Relief Association Annual Report– Leon Gregor described the results of the annual audit of the fire relief association. These monies are used for firefighter's retirement pension. Leon will come back to the council in October with a proposal from the Fire Department's board of directors to request the increase amount from the surplus. The bond may need to be increased which should reflect 10% of the assets. Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to authorize city clerk, Sheri Gregor, to sign the audit forms to send to the State.

7. Unfinished Business:

- A. 2019 Street Project Bids – Brad Potter reported that the City received one bid for the tiling for drainage. Brad will advertise for paving bids on the online construction bidding bulletins Quest CDN. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously for Brad Potter to repost the revised advertisement.
- B. Mike Anderson, 406 Washington St. E., has applied for a loafing shed zoning permit. A contingent livestock (cattle) agreement was proposed between the City and Michael Anderson. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the agreement as revised. Once the agreement is signed the permit will be approved.
- C. Utility Extension to Holland Avenue and Highway 60 – Brad Potter updated the council on the new advances pertaining to the prospect and feasibility of running water and sewer out to the proposed development. The council recommends Brad continue to keep looking into this expansion.
- D. Full-Time Public Works Clothing Allowance – Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to approve to increase the annual clothing allowance for full-time public works employees to \$750.00; to be paid out on the first payroll period of January 1st and July 1st of every year.

8. New Business:

- A. 2019-2020 Worker's Compensation and Property Insurance Options - Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the recommendation of the city administrator to keep the property insurance deductible at \$250.00 and go with a \$1,000.00 deductible on the worker's compensation insurance.
- B. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to accept Zoning Board Member Lee Bruns' letter of resignation. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Resolution 2019-28 Accepting the Resignation of Lee Bruns and Declaring a Vacancy. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to post the zoning board vacant position accepting applicants through Tuesday, September 3, 2019. The zoning board will review applicants at their September 19, 2019 meeting, then recommend their selection to the city council for their October 7, 2019 meeting. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to have Mike O'Rourke serve for the interim until the vacancy is filled.

8. New Business: (cont.)

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to close the regular meeting and open the public hearing for input on revising ordinances on the rezoning of property and allowing hoop structures in the industrial district. There was no public input. Brad Potter explained that a public hearing was also held at the last zoning board meeting, with no public involvement. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the public hearing and reopen the regular meeting.

- C. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adopt Ordinance 2019-4: An Ordinance Amending the City's Zoning Map – To rezone the property located at 24366 Holland Avenue from A, Agricultural to I-1, Industrial and the property at 24374 Holland Avenue from A, Agricultural to R-1, Residential.
- D. Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to adopt Ordinance 2019-6: An Ordinance Amending the City's Zoning Code to Allow Commercial Grade Hoop Structures as a Permitted Use in I-1 Industrial District - §152.168 Accessory Uses.
- E. 2020 Budget – The city council will hold a budget work session Monday, August 12, 2019 at 7:00 p.m.. Brad Potter wishes to look out over the next three years of budgeting for tends, street projects, water and wastewater improvements.
- F. City Administrator's Report – Brad Potter met with the full-time employees regarding the City Personnel Policy revisions. Brad and Tim Minske have started working the wellhead protection program with the MRWA and Dept. of Health. Minor public works city equipment not used any more was sold off. Brad is trying to routinely meet with departments at the beginning of the week. The first phase of the IT and server upgrades are being finished. Bolton & Menk will be at the council meeting on August 19, 2019 to discuss the WWTP project along with a possible sewer agreement with MHC. Brad, Tim Minske and Pat Kaderlik will meet to discuss wastewater reporting.

9. Correspondence and Announcements:

National Night Out – Tuesday, August 6th from 6pm – 8pm. City Council representation requested. The event to be held at the Babe Nordmeier Field, due to the flooding in Centennial Park.

10. Claims and Accounts:

- A. – B. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the current claims and accounts, for August 5, 2019, totaling \$15,292.81 from the general fund, \$17,146.80 from the fire department fund, \$626.25 from the EDA Revolving Loan Fund, \$15,142.11 from the water operations fund, and \$58,820.25 from the waste water operations fund; for the late claims and accounts totaling \$1,545.66 from the general fund, \$874.12 from the fire department fund, and \$1,101.59 from the wastewater operations fund.

11. Council Discussion and Concerns:

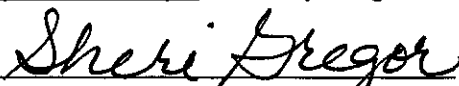
Regarding the personnel policy, clarification needs to be given on who is in charge on a day to day basis, rather than naming several choices of contact. The city administrator is to deal with personnel, issues and tasks. Everything should be run through the city administrator. Employees may contact the community appointee regarding safety matters, relating to a question or research and brought to the council.

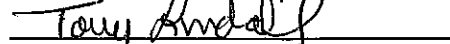
12. Adjournment:

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 9:05 p.m.

- 13. Budget Work Sessions: Monday, August 12, 2019 at 7:00 p.m. & Monday, August 19, 2019, after meeting.
- Next Regular Meetings: Monday, August 19, and Tuesday, September 3, 2019 at 7:00 p.m.

Attest:

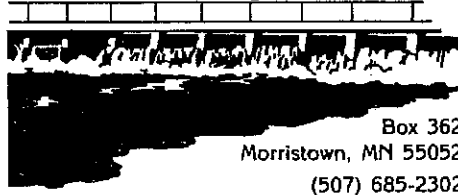
  
Sheri Gregor, City Clerk/Treasurer

  
Tony Lindahl, Mayor

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## MORRISTOWN CITY COUNCIL WORK SESSION MINUTES

Monday, August 12, 2019 7:00 p.m.

**Council Present:** Mayor Tony Lindahl, Lisa Karsten, Kathy Wolf, and Jake Golombeski

**Council Absent:** Tim Flaten

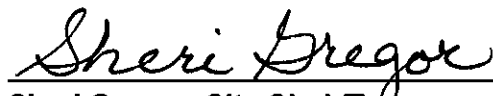
**Others Present:** Nancy Morris, City Administrator Brad Potter, City Clerk Sheri Gregor

The work session meeting of the Morristown City Council was called to order, by Mayor Tony Lindahl, on Monday, August 12, 2019 at 7:00 p.m., in the City Hall Council Chambers at 402 S. Division Street.

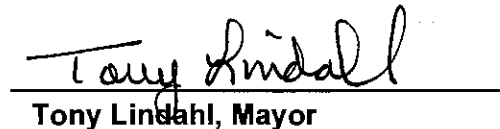
The 2020 Preliminary Budget was discussed. Certain funds were the focus of this budget meeting. Nancy Morris, on behalf of the Morristown Skywarn, requested a new vendor/ expenditure to be added to their budget. Some primary amounts were forecasted out for future purchases/projects. Different strategies were reviewed on paying bonds. The budget planning process will continue next Monday, August 19, 2019, after the regular mid-month meeting.

The work session ended at 8:47 p.m.

**Attested:**

A handwritten signature in cursive script that reads "Sheri Gregor".

Sheri Gregor, City Clerk/Treasurer

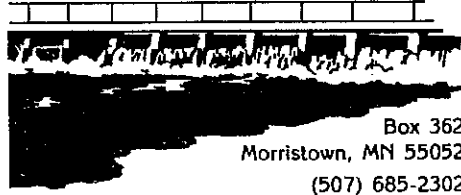
A handwritten signature in cursive script that reads "Tony Lindahl".

Tony Lindahl, Mayor

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

Zoning Board Work Session - Regular Mid-Month Meeting - Budget Work Session

Monday, August 19, 2019

Council Present:: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski

Zoning Board Present: Chairman Jim Lonergan, Mark Morris, Mike O'Rourke

Members Absent: Steve Felix

Others Present: City Attorney Mark Rahrick, Public Works Director Tim Minske, Public Works Operator Adam Schlie, Lisa Ingebrand, Erin Olson, Rich Imberg, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Tony Lindahl called the regular mid-month meeting of the Morristown City Council to order on Monday, August 19, 2019 at 7:00p.m., in the Council Chambers, at 402 Division Street. S..
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:  
Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Agenda.
4. Comments and Suggestions from Citizens Present:  
None
5. Consent Agenda:
  - A. City Council Meeting Minutes – August 5, 2019 and August 12, 2019
  - B. Zoning Board Meeting Minutes – August 15, 2019Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the City Council Meeting Minutes from August 5, 2019 (with one spelling correction), the City Council Work Session Minutes from August 12, 2019 and the Zoning Board Meeting Minutes from August 15, 2019.
6. Unfinished Business:
  - A. 2019 Street Project Bids – Brad Potter received three sealed bids for the street project to be done this fall from LaCanne Paving, Crane Creek and M&W Blacktopping. After reviewal, companies will be asked to rebid with "like to like" comparisons; with results communicated to the council on Wednesday, August 21st. Dahle Enterprises previously was awarded the bid for the drainage tiling part of the project at \$88,563.00.

Joint Work Session:

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the City Council regular meeting and open the joint work session with the Zoning Board.

In June 2019, Ordinance 2019-3: Amending Sections §152.295 - §152.335 was adopted. This ordinance places the responsibility of enforcing violation fines of the city and zoning codes onto the City Council. At the recommendation of the Zoning Board, a list of unresolved violations was reviewed, requesting the City Council to take further action. Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to close the joint work session and reopen the regular meeting at 8:25 p.m..

6. Unfinished Business: (cont.)

- B. Riverside Mobile Home Community Sewer Agreement Reviewal – Brad Potter presented an agreement to propose to the owners of MHC, requesting notification before they jet/vacuum their sewer lines and collect all residue, so it doesn't reach and clog at the sewage plant. If the residue would make it to the plant and cause clogs, the MHC will be subject to a fine up to \$500; to recoup for the extra labor cost. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to move forward with the MHC agreement and send recommendations on how to properly jet/vacuum the sewer lines.
- C. Ordinance 2019-3: Administrative Enforcement/Administrative Fines – The Council directed the city clerk and the city administrator to send letters to the following property owners of these addresses, issuing violation notice and/or administrative violation fines: 206 Bloomer St. W., 105 1st Street N.E., 412 Sidney St. W., 204 Tower Circle, 105 2nd Street E., 402 Washington St. W., 24797 Holland Ave., and 404 3rd Street S.E., 26 Chestnut St. E. Also, notification shall be sent out 45 days prior to permit expiration, if projects are not completed. |
- D. Resolution 2019-24: Street Reconstruction Feasibility Study – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve \$1,000.00 to prepare the feasibility study for the 2020 street reconstruction of Main St. W., 2nd St. N.W., 3rd St. N.W., 4th St. N.W.

7. New Business:

- A. Election Judge Wages/Zoning Board Committee Wages – The Council approved to raise the election judges hourly wage from \$11.00 to \$12.00 and the zoning board committee members stipend from \$15.00 to \$25.00 per meeting in the 2020 budget.
- B. New Housing Construction Incentive – Brad Potter and the EDA Committee would like to see an application agreement offered to facilitate and encourage new construction; which would waive some of the city fees. The Council directs Brad Potter to create an application. This could possibly be extended to new businesses.
- C. City Administrator's Report – Brad Potter reported that Tim Minske and Tony Lindahl will meet with the school principal tomorrow. Tim, Tony and Brad are working with Bolton & Menk on a wastewater treatment plant plan. Instead of planning on everything we'd like, the project will be scaled back to only everything we need.

C. (cont.) Brad spoke about the joint meeting between the EDA Committee and the Zoning Board. The meeting went very well with the overall goals of the future land use plan discussed and housing and business growth potentials.

8. Correspondence and Announcements:

A motion was made by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the request by Mike O'Rourke, Commercial Club member, to allow the club to host the Kid's Halloween Party on October 26th, Halloween Trick or Treating on October 31st, and the annual Christmas Drawing on December 14th, all in the Community Center.

9. Claims and Accounts:

A. Mid-Month Claims and Accounts - Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the August 19, 2019 Mid-Month Claims and Accounts totaling \$28,383.31 from the general fund, \$6,895.39 from the fire department fund, \$19,475.00 from the fire hall debt fund, \$2,300.74 from the water operations fund, \$6,037.66 from the wastewater operations fund, and \$4,769.22 from the refuse fund, as presented. Also paid was the League of Minnesota Cities Insurance Trust/Worker's Compensation, that was approved during the City Council meeting on August 5, 2019 totaling \$10,125.00 from the general fund, \$8,344.00 from the fire department fund, and \$2,312.00 from the wastewater operations fund.

10. Council Discussion and Concerns:

Lisa Karsten stated the complaint committee reviewed a written complaint that came in. It was discussed, and more information needs to be gathered before making a recommendation.

11. Adjournment:

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn. The meeting adjourned at 8:40 p.m..

12. Budget Work Session Meeting: The Mayor, Council, City Administrator, City Clerk, Fire Department Chief Adam Uittenbogaard, Public Works Full-Time Employees met to go over the 2020 proposed budget for those two departments. The work session ended at 9:55 pm.

13. Next Regular Meetings: Tuesday, Sept. 3, 2019 and Monday, Sept, 16, 2019 at 7:00 p.m.

Attest: Sheri Gregor  
Sheri Gregor, City Clerk/ Treasurer

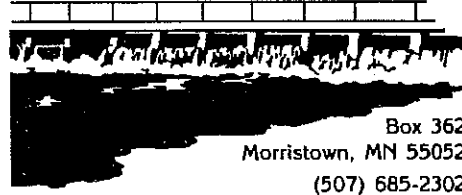
Tony Lindahl  
Tony Lindahl, Mayor



# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## **MORRISTOWN CITY COUNCIL MEETING MINUTES** **Regular Meeting Tuesday, September 3, 2019**

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
Others Present: City Attorney Mark Rahrick, City Engineer Rich Revering, Fire Chief Adam Uittenbogaard, Rice County Deputy Sheriff Justin Hunt, Public Works Director Tim Minske, Public Works Operator Adam Schlie, Jack Schwichtenberg, Steve Nordmeier, Lee Martin, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Call to Order: Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Tuesday, September 3, 2019 at 7:05 p.m., in the Council Chambers, at 402 Division Street. S..
2. Pledge of Allegiance: Allegiance to the flag was recited.
3. Additions/Corrections to Agenda:  
Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the agenda.
4. Comments and Suggestions from Citizens Present: None
5. Consent Agenda:
  - A. Police Report – August 2019
  - B. Fire Department Report – August 2019
  - C. Public Works Report – August 2019
  - D. City Council/Joint Zoning Work Session/Budget Meeting Minutes – August 19, 2019
  - E. Skywarn Report – No Report
  - F. Commercial Club Meeting Minutes – August 19, 2019
  - G. Community Center Report Ending – July 31, 2019
  - H. Financial Reports (Cash Control Statement, Interim Report, Capital Reserve Balances)  
Month Ending – July 31, 2019Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to accept the consent agenda minus the Commercial Club Meeting Minutes and to pull the Public Works Report.  
Public Works Director, Tim Minske, reported on the cost of bids he has received on a mixer for the water tower and he is doing more research. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the public works report.
6. Appearance:
  - A. Lee Martin of Metering and Technology Solutions gave a break down presentation for city utilities, updating our software, meters and reading system to cellular/remote, using Beacon AMA. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the installment of the Beacon software at \$5,000.00 out of the water fund.

7. Unfinished Business:

- A. 2019 Street Improvement Project Bids – Brad Potter reported that bids are expected in by Thursday, September 12, 2019. Bids will be distributed to the Council, then discussed at the council meeting on September 16, 2019. Rich Revering is working on the feasibility study (scope of project/extent/cost) for the 2020 (Main /2nd) streets improvement project.
- B. Zoning/Permit Compliance Process –Brad Potter has sent letters and met with homeowners in regards to violation issues and problems. Mark Rahrick and Brad Potter have created a formatted process to follow in notification, opportunity for a hearing, and administrative fines.
- C. Utility Extension to Holland Avenue and Highway 60 Update – The Dollar General business is proposing to drill their own private well and septic system. This site would be annexed into the city. Mark Rahrick advises to negotiate a developer's agreement. To move forward, additional information needs to be gathered, such as their site plan, County approval of an access drive or a city street to access this site, city sewer/water when feasible, etc..
- D. Resolution 2019-29: Adoption of Fines for Administrative Violations – The administrative zoning permit fine is set at \$200.00. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Resolution 2019-29: Adoption of Fines for Administrative Violations, as drafted.

8. New Business:

- A. Tim Minske's Emergency Compensation Pay – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to compensate Tim Minske for emergency situations, which arose from May through August of 2019, equaling 21.5 hours, at the rate of \$26.43 @ 6 hours & \$39.64 @ 15.5 hours.
- B. City Administrator's Report – Brad is addressing permit issues. The RFP (request for proposal) went out for back-up snowplowing. Brad is reviewing numbers for the city department budgets.
- C. 2020 Budget Update – The Council and Administration are aiming to keep the tax levy at a 3% increase. The proposed levy will need to be finalized at the next council meeting.

9. Correspondence and Announcements: None10. Claims and Accounts:

- A./B. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the current claims and accounts, for September 3, 2019, totaling \$15,151.65 from the general fund, \$1,988.58 from the fire department fund, \$2,733.87 from the water operations fund, and \$10,047.14 from the waste water operations fund; for the late claims and accounts totaling \$10,836.14 from the general fund, \$249.94 from the water operations fund, \$2,892.47 from the wastewater operations fund and \$46.66 from the refuse fund, as presented.

11. Council Discussion and Concerns:

Lisa Karsten is concerned about the gravel access drive off of Franklin St. W. into the mini-storage site at 9868 Morristown Blvd.. Conditions of the development will be reviewed to determine if this access is allowed. Tim Flaten is suggesting a speed limit reduction on Hwy 60 through the area of the roads that access Morristown. Rich Revering cautions if the State does a speed study, it could go the other way. Brad Potter will check on this matter.

12. Adjournment:

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 8:08 p.m.

13. Next Regular Meetings: Monday, September 16, 2019 and Monday, October 7, 2019 both at 7:00 p.m.

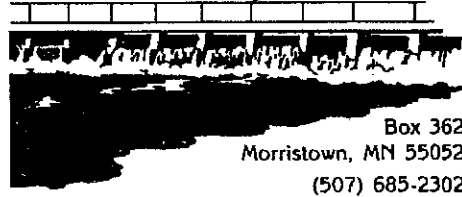
Attest: Sheri Gregor  
Sheri Gregor, City Clerk/Treasurer

Tony Lindahl  
Tony Lindahl, Mayor

# City of Morristown

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## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Mid-Month Meeting - Monday, September 16, 2019

Council Present:: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
Others Present: Chad Wendel, Mike O'Rourke, John Anhorn, Public Works Director Tim Minske, Public Works Operator Adam Schlie, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** Mayor Tony Lindahl called the regular mid-month meeting of the Morristown City Council to order on Monday, September 16, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. **Pledge of Allegiance** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Added to the agenda was New Business G. TNT Public Hearing and H. Public Works. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda with the two additions.
4. **Comments and Suggestions from Citizens Present:** None
5. **Consent Agenda:** Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Commercial Club meeting minutes from August 19, 2019 and the City Council meeting minutes from Monday, September 3, 2019, as printed.
6. **Unfinished Business:**
  - A. **Chad Wendel – 412 Sidney Street W.** Chad Wendel will apply for a variance for his utility shed. According to city code, a conditional use permit application would also need to be gotten to hard surface a second driveway or remove the gravel.
  - B. **2019 Street Project Bids** - Bids were submitted by four contractors. After much discussion, at the council's discretion and with discussion via telephone with the City Attorney, they expressed concerns that gave them pause on going with the lowest bid. The Council decided to accept the bid of Lacanne Paving, which was \$200,480. The Council thought LaCanne had done reputable work before for the City, understood the project scope in the full matter, have completed the other work in a timely manner and have met specifications. There was concern over the workmanship completed by the M&W Blacktopping in the past, and there was an incomplete bid by Crane Creek with no specified cost to adding Class 5. Motion by Lisa Karsten, seconded by Tim Flaten, to award the 2019 street project bid to LaCanne Paving at \$200,480.00.  
Roll Call Vote: Lisa Karsten – Yes, Kathy Wolf – Yes, Tim Flaten – Yes, Jake Golombeski – Yes. Motion Passed.
  - C. **2020 Street Feasibility Study** – As the study is still in development, Rich Revering, of Bolton & Menk, believes the 2020 street project overall cost looks to be \$1.17 million dollars.
  - D. **Vacant Zoning Board Seat** – The council requests to repost the open seat on the zoning board. This public notice will be posted at City Hall, the Morristown Post Office, on the BevComm cable channel, our morristownmn.org website, Facebook and in the Lake Region Life newspaper. Any interested persons may contact the administration office in City Hall or call 507-685-2302 by October 15, 2019.

**6. Unfinished Business: (cont.)**

- E. Fines for Administrative Violations/Enforcement Responsibility of Zoning Compliance** – Brad Potter spoke on properties that received violation notices. It was decided to table the revision of fines and enforcement matter until the October 7, 2019 Council meeting to include law enforcement’s input and involvement.
- F. Resolution 2019-30: 2020 Proposed Property Tax Levy and Budget** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Resolution 2019-30: A Resolution Adopting the Proposed 2019 Property Tax Levy Collectable in 2020 and the Proposed Budget for 2020. The proposed levy is to increase 3%.

**7. New Business:**

- A. Set Dates for Fall Open Burning** - Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to set the open fall burning for October 15 through November 15, 2019, following the established burn guidelines.
- B. Resolution 2019-31: Recognizing National Pregnancy and Infant Loss Awareness Day** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Resolution 2019-31: Recognizing National Pregnancy and Infant Loss Awareness Day; asking the Commercial Club to set-up the light display.
- C. Resolution 2019-32: Accepting Tyler Nusbaum as a Seasonal Public Works Employee** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Resolution 2019-32: Accepting Tyler Nusbaum as a Seasonal Public Works Employee, at the starting wage of \$25 an hour beginning November 1, 2019. Tyler will assistance in the snow plowing this winter.
- D. Resolution 2019-34: Prohibiting Commercial Vehicles on Bloomer Street E. and 2ndStreet N.E.** – After consideration, this resolution would affect some industrial businesses and residents from their main or only access. Brad Potter will speak with Rice County, Dennis Luebke, about putting truck route signage to deter excessive heavy commercial traffic on Bloomer Street E.
- E. Review of Feedlot Ordinance** – A public hearing will be held on October 7, 2019 at 7:30 p.m. to amend conflicting statements in the ordinance.
- F. City Administrator’s Report** – None

**7. New Business: (cont.)**

- G. Truth-In-Taxation Public Hearing** – Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to hold the Truth-In-Taxation public hearing Monday, December 2, 2019 at 7:30 p.m., in the Council Chambers in City Hall, at 402 Division Street S.
- H. Public Works Operations** – Tim Flaten wanted to commend and thank Adam Schlie on his good work dealing with the rising water, in Tim Minske’s absence while attending training.

**8. Correspondence and Announcements: None**

**9. Claims and Accounts:**

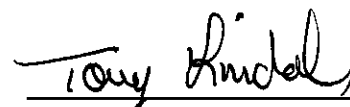
**A. Mid-Month Claims and Accounts** – Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to approve the September 16, 2019 Mid-Month Claims and Accounts totaling \$51,132.24 from the general fund, \$1,304.90 from the fire department fund, \$856.59 from the water operations fund, \$2,194.10 from the wastewater operations fund, and \$4,830.22 from the refuse fund, as presented.

**10. Council Discussion and Concerns:**

Citizens concerns were brought to the council on cats. The ordinance was reviewed and persons to be notified. A City property line is to be established before notification of a property fence violation is addressed. Street pavement on Tower Circle needs repair by contractor who damaged the road during a home construction.

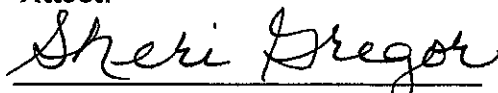
**11. Adjournment:** Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to adjourn. The meeting adjourned at 9:23 p.m.

**12. Next Regular Meetings: Mon., October 7, 2019 and Mon. October 21, 2019 - 7 p.m.**



\_\_\_\_\_  
Tony Lindahl, Mayor

Attest:

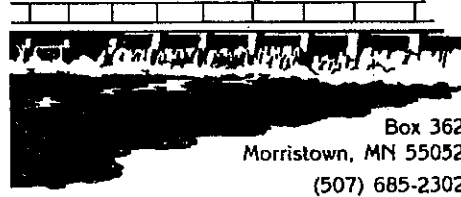


\_\_\_\_\_  
Sheri Gregor, City Clerk/ Treasurer

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## **MORRISTOWN CITY COUNCIL MEETING MINUTES** **Regular Meeting and Public Hearing Monday, October 7, 2019**

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski

Others Present: City Attorney Mark Rahrack, City Engineer Rich Revering, Fire Chief Adam Uittenbogaard, Rice County Deputy Sheriff Justin Hunt, Public Works Director Tim Minske, Public Works Operator Adam Schlie, EDA Chairman Steve Nordmeier, Richard Prescher, Liz Prescher, Justin Duncan, Jason Skurkay, Annabelle Skurkay, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Call to Order: Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, October 7, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. Pledge of Allegiance: Allegiance to the flag was recited.
3. Additions/Corrections to Agenda:  
Added to the agenda was New Business G. Approval of the Southern Lakes Angling & Spearing Gambling Permit. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda with the one addition.
4. Comments and Suggestions from Citizens Present:  
Richard and Liz Prescher came to the council in hopes of getting some ordinance violations of neighboring properties resolved. Since the beginning of July, they have one neighbor running a generator all day long until 1 a.m. or 2 a.m. in the morning, until the gas runs out. The Prescher's cannot open their windows or enjoy their outdoor patio without listening to the generator run. Same thing applies with their rental property. The tenant cannot enjoy the deck or open windows. This is a public nuisance violation; when it unreasonably annoys, disturbs the comfort, peace and precludes the enjoyment of neighboring properties. It also appears a prohibited auto repair business is being ran with more than the four-car outdoor maximum allowed at the residence; with some parked on the grass. This is a parking and storage nuisance. All these issues are in violation of city codes. Currently, the city does not have a rental policy or ordinance to be able to implement immediately. The responsibility falls on the owner. The city administrator is instructed to send written letters. One to the property owner, of 106 1st Street S.E., of the violations and fines to be administered until these issues are resolved, and a letter to the renter of all the above-mentioned violations.  
Another neighbor, at 105 2nd Street S.E., has had large piles of cluttered and unsightly construction debris in the yard for over a year; of which some has now been removed. The house has been under construction for more than a year and the building appearance detracts from the surrounding area. The property owner is to reapply and pay for a three-month extended permit, at which time the construction and clean up must be finalized.  
Randy Werner, of 204 Tower Circle, was to attend this meeting to discuss his non-compliance utility shed. Randy was not in attendance.

4. Comments and Suggestions from Citizens Present: (cont.)

Justin Duncan has concerns about the loud live music coming from Archie's Bar's outdoor fenced enclosure; which occurs once a month during the spring/summer months. The city ordinance allows indoor and/or outdoor music in the Commercial Business District from 12 noon until 12 midnight.

5. Consent Agenda:

- A. Police Report – September 2019
- B. Fire Department Report – September 2019
- C. Public Works Report – September 2019
- D. City Council Meeting Minutes – September 16, 2019
- E. Zoning Board Meeting Minutes – September 19, 2019
- F. Skywarn Report – No Report
- G. Commercial Club Minutes – September 16, 2019
- H. Community Center Report Ending – August 31, 2019
- I. Financial Reports (Cash Control Statement, Interim Report, Capital Reserve Balances) Aug. 31, 2019  
Items C. and D. were pulled. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the consent agenda, minus the Public Works Report and the City Council meeting minutes from September 16, 2019. Tim Minske reported that Division Street curb shut offs don't work and never did, due to the installation. Tim and Adam are working to repair them, and some are in sidewalks. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the Public Works report as presented. Lisa Karsten pulled the Council's September 16th minutes for the sentence on city property abutting a neighboring property regarding a fence violation to be rewritten. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the September 16th minutes.

6. Unfinished Business:

- A. Chad Wendel, of 412 Sidney Street W., will receive notification that the city is starting the formal process for the unpermitted utility shed and setback zoning code violation. Chad will have until the next City Council meeting on October 21, 2019 to come in compliance and get an approved permit or the administrative fines will begin.
- B. 2020 Streets Project - Resolution 2019- 35: Receiving Feasibility Report and Calling Hearing on Improvement – Tabled to reconsider scope and timing of project.
- C. Water Tower Improvements – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to purchase a new mixer for the water tower from KLM Engineering for \$16,993, and not obtaining the 10 year service agreement; using funds from the water capital reserve.
- D. Public Works Equipment Rental/Acquisition– A conversation was had on whether to rent a payloador or contract out for snow removal/loading this winter. More information on comparisons will be reviewed at the October 21st council meeting. A motion was made by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to move forward to purchase a televising camera and transmitter (80% sewer capital reserve/20% storm water capital reserve), and a ferromagnetic locator (100% water capital reserve) from Copperhead Innovations for \$9,468.00, \$4,456.00 and \$1,009.79 respectively.
- E. Fines for Administrative Violations/Enforcement Responsibility for Zoning Compliance – Resolution 2012-4 was reviewed, assigning responsibilities of enforcing ordinance violations between law enforcement, city administration and the public works department.

**PUBLIC HEARING FEEDLOTS - Section §91.04 Farm Animals/Section §152.072 Permitted Uses**

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the regular meeting and open the public hearing amending General Regulations Animals Section §91.04 Farm Animals and Agricultural District Land Usage Section §152.072 Permitted Uses of the City Code to clarify that feedlots are not allowed in the City limits. There was not any input from the public. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the public hearing and reopen the regular meeting.

**7. New Business:**

- A. Ordinance 2019-7; Amending General Regulations/Animals and Agricultural/Land Usage – Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to approve Ordinance 2019-7: An Ordinance Amending the City's Zoning Code Clarifying the Definition of Feedlot in the City Limits of Morristown.
- B. Approve 2020 Election Judges – Motion by Lisa Karsten, seconded by Tim Flaten and was carried unanimously to approve Sheri Gregor, Brad Potter, Virginia Schmidtke, Jack Schwichtenberg, Nyla Wille and Diane Schmidtke as the election judges for the three elections in 2020.
- C. Resolution 2019-34: Adoption of the Rice County All-Hazard Mitigation Plan – Brad Potter wishes to read over the lengthy plan to be totally aware as to what we are approving. This item will be brought back on the October 21st agenda.
- D. Community Center/Government Room Rental Fee Waving Policy –The debate as to what is considered a community organization, in which the rental fee is waived will be left to the discretion of the city administration.
- E. Property Lines and City Property around Feed Mill Site – The area in question is the peninsula located by the property at 203 Bloomer Street E.. Not wanting the peninsula, Lisa Karsten wishes for the City to help fund a survey of their property to see who the peninsula really belongs to. Mark Rahrack suggests the Karsten's survey their land and if the peninsula is theirs, they can do a quick claim deed to relinquish it to the City, with no cost to the City. Motion by Jake Golombeski, seconded by Tim Flaten, and was carried unanimously to pay 33% of the surveying cost of the property at 203 Bloomer Street E., to establish their property lines from that of the City at 205 Bloomer Street E..
- F. City Administrator's Report – Small Cities Development Grant Program and Possible Grant – The Council advises Brad Potter to submit a preliminary application for State money offered to small cities for housing rehabilitation grants.
- G. Southern Lakes Angling & Spearing Gambling Permit – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously for city approval of an application for exempt permit for gambling on a premise located within city limits for the Southern Lakes Angling & Spearing Org.

**8. Correspondence and Announcements:**

October 15th - 7-8 p.m. Recognizing National Pregnancy and Infant Loss Awareness Day

October 17th - 9-10 a.m. Flu Shots at Community Center

Public Hearing – Rezoning – Zoning Board on October 17, 2019 and City Council October 21, 2019

Public Hearing – Variance – Zoning Board on October 17, 2019 and City Council October 21, 2019

**9. Claims and Accounts:**

- A./B. Current and Late Claims and Accounts – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the current claims and accounts, for October 7, 2019, totaling \$21,329.01 from the general fund, \$4,714.65 from the fire department fund, \$4,216.25 from the water operations fund, \$12,630.64 from the waste water operations fund and \$4,266.60 from the refuse fund; for the late claims and accounts totaling \$7,843.91 from the general fund, \$593.57 from the water operations fund, \$1,936.48 from the wastewater operations fund, and \$46.67 from the refuse fund.



10. Council Discussion and Concerns: - Concerns about semi and heavy trucks that are just going through town, using city streets that aren't built for their tonnage. This may be the case where their GPS is routing them. The council would like to see weight limit signage restrictions posted on those streets. With signage to route through traffic over the weight limit to encourage use the county roads through town. Brad Potter will speak with Rice County Highway Department about signs.  
Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to begin the fine process for the zoning violation at 204 Tower Circle.
11. Adjournment: Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to adjourn the meeting. The meeting was adjourned at 9:45 p.m..
12. Next Regular Meetings: Mon., Oct. 21, 2019 and Mon., Nov. 4, 2019 - 7 p.m.

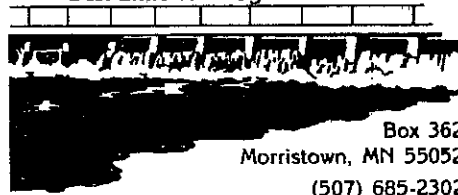
Attest: Sheri Gregor  
Sheri Gregor, City Clerk/Treasurer

Tony Lindahl  
Tony Lindahl, Mayor

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## **MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Mid-Month Meeting - Monday, October 21, 2019**

Council Present:: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
Others Present: Clay Rhetmeyer, Steve Nordmeier, Kelsey Sanborn, Hailee Honken, Katie Sanborn, Anna Nielsen, Ellen Nielsen, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

- 1. Call to Order** - Mayor Tony Lindahl called the regular mid-month meeting of the Morristown City Council to order on Monday, October 21, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
- 2. Pledge of Allegiance** - The Pledge of Allegiance was recited.
- 3. Additions/Corrections to Agenda:** - Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the agenda as presented.

**4. Comments and Suggestions from Citizens Present:**

Clay Rhetmeyer, of 204 Sidney Street E., submitted photos of the rainwater which pools at his residence. The runoff comes down from Tower Circle and 3rd Street S.E. then curves onto Sidney Street E.. The catch basins and culverts aren't large enough to keep up with the overwhelming flow, causing flooding. Clay also has a 2" deep x 22' wide X1' long section of asphalt needing

to be filled in. The Council requests the Public Works Department to video and possibly clean out the couple clogged culverts on Sidney and to patch the approach with recycled asphalt. A solution which will be looked at will be adding another catch basin/manhole or larger culverts near 3rd Street S.E./Sidney Street E..

Steve Nordmeier alerted the council of a bog at Schmidtke's Dam. Tony Lindahl reported the DNR is to come either Tuesday or Wednesday to assess the situation. Steve also questioned the council on their decision to go with a \$30,000 higher bid for the 2019 street project. The council responded that LaCanne's have previously done quality work and is in good standing with the City. LaCanne's took measurements for full project accuracy. There was concern over the workmanship completed by another bidder in the past and the questionable submitted lower bid amount with more material than the previous bid.

**5. Consent Agenda:**

**A. EDA Meeting Minutes – October 7, 2019**

**B. City Council Meeting Minutes – October 7, 2019**

Lisa Karsten pulled the EDA Minutes. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to accept the Council Minutes with one spelling correction (change rebate to debate). Tim Flaten reported that the website video is coming along. Video of fall colors is being added, a 3-5-minute script produced. A mockup will be presented to the EDA, at a special meeting, before bringing it to the

council.

**Morristown City Council Meeting Minutes**

**Monday, October 21, 2019**

**5. Consent Agenda: (cont.)**

Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to approve the EDA report.

**6. Unfinished Business:**

- A. Payloader Contract or Rental** – After weighing the city’s cost and manpower involved, the Council decided the best option is to continue current practices. The City will not contract or rent a payloader.
- B. Resolution 2019-34: Adoption of the Rice County All-Hazard Mitigation** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adopt Resolution 2019-34: The City of Morristown Adoption of the Rice County All-Hazard Mitigation Plan.
- C. Zoning Board Vacancy** – The Council has heard of interested parties, therefore the vacancy will be reposted until November 19, 2019.

**7. New Business:**

- A. Southeast Service Coop – Health Insurance Increase** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to renew and approve the 6.5% increase for full-time employee’s health insurance, with Adam Schlie’s, in lieu of health coverage, wage increase of \$0.27 per hour, per Brad Potter’s memo.
- B. EDA Recommendation – WAC and SAC 25% reduction in hookup fees** – To entice the sale of lots in Morristown, Lisa Karsten motioned to reduce the water access charge and the sewer access charge and hookup fees by 25%, effective now through 2020, seconded by Tim Flaten, and was carried unanimously.
- C. Backup Snow Removal Bids for the winter of 2019-2020** – Two bids were submitted for the city backup snowplowing. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to select Dahle Enterprises, for backup snow removal.
- D. City Administrator’s Report** – Small City Development Program Update – The Council approves Brad Potter to pursue the application for the single-family housing rehabilitation grants. This will require additional stipend hours on behalf of the city administrator.

Inflow and Infiltration Program – Brad Potter suggests the possibility of increasing the monthly wastewater rates by \$20 to \$25 in 2021, if the problem isn’t corrected.

**8. Correspondence and Announcements: None**

**9. Claims and Accounts:**

- A. Mid-Month Claims and Accounts** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the October 21, 2019 mid-month claims and accounts totaling \$6,801.72 from the general fund, \$7,013.31 from the fire department fund, \$2,824.50 from the water operations fund, \$357.09 from the wastewater operations fund and \$466.00 from the refuse fund.

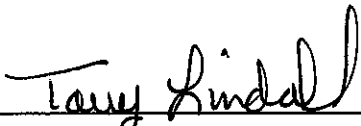
**10. Council Discussion and Concerns:**

**Sheri Gregor – Open Annual Performance Review** – The Council held an open performance review on the city clerk/treasurer position held by Sheri Gregor. A motion was made by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to grant a 3% increase of \$0.58 per hour; retroactive to October 5, 2019.

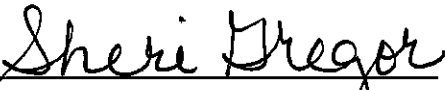
**11. Adjournment:**

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 8:35 p.m..

**12. Next Regular Meetings: Mon., November 4, 2019 and Mon., November 18, 2019 - 7 pm**

  
\_\_\_\_\_  
Tony Lindahl, Mayor

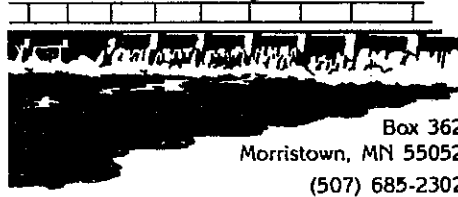
Attest:

  
\_\_\_\_\_  
Sheri Gregor, City Clerk/ Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362  
Morristown, MN 55052  
(507) 685-2302

## **MORRISTOWN CITY COUNCIL MEETING MINUTES** **Regular Meeting Monday, November 4, 2019**

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
Others Present: City Attorney Mark Rahrlick, City Engineer Rich Revering, Fire Chief Adam Uittenbogaard, Rice County Deputy Sheriff Justin Hunt, Public Works Director Tim Minske, Jack Schwichtenberg, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Call to Order:

Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, November 4, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..

2. Pledge of Allegiance:

Allegiance to the flag was recited.

3. Additions/Corrections to Agenda:

Motion by Kathy Wolf, seconded by Lisa Karsten, and was carried unanimously to approve the agenda.

4. Comments and Suggestions from Citizens Present:

With the closing of Phil's Coffee Shop, Adam Uittenbogaard asked approval for the coffee drinkers to come socialize at the Morristown Community Center, in the Government Room, beginning at 5:00 a.m.. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to give a key to Troy Dahle (to open) for the north door entrance. The coffee hour continues through 9:00 a.m..

5. Consent Agenda:

- A. Police Report – October 2019
  - B. Fire Department Report – October 2019
  - C. Public Works Report – October 2019
  - D. City Council Meeting Minutes – October 21, 2019
  - E. Zoning Board Meeting Minutes – No Meeting
  - F. Skywarn Report – No Report
  - G. Commercial Club Minutes – October 21, 2019 – Not Available
  - H. Community Center Report Ending – September 30, 2019
  - I. Financial Reports (Cash Control Statement, Interim Report, Capital Reserve Balances) Sept. 30, 2019
- Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Consent Agenda, minus the Zoning Board minutes (no meeting) and the Commercial Club minutes (not available).

6. Unfinished Business:

- A. Chad Wendel – 412 Sidney Street W. – The utility shed has been moved to meet to rear yard setback, although the 20' corner lot side yard setback code is in violation, at 7'. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to move forward and have the city administrator begin the zoning violation fine process, due to non-compliance with the zoning code.
- B. Randy Werner – 204 Tower Circle – An agreement was signed documenting the utility shed must be moved, by November 15, 2019, to be within setback compliance.
- C. Beacon AMA System City Utilities – The City will be changing to a new water meter and cellular meter reading system. Preparations are being made with Beacon finalizing their cell tower study, Banyon Data System (utility software) upgrade to be compatible with Beacon software, and new water meters will be installed in all homes receiving city water service. The cost of this upgrade is forecast between \$80,000 to \$100,000.

7. New Business:

- A. City Administrator Report – WWTP - While a large-scale project is not scheduled, the most cost-effective plan for the wastewater treatment plant will be having crucial components replaced and continue to do so as necessary.  
A new agreement will be made with Pat Kaderlik, our wastewater licensed contractor, being paid at an hourly rate as needed. Tim Minske has received licensure and will take over more responsibilities and receive additional pay.  
When contracting with the Rice County Sheriff's Office for law enforcement, the City ceased to receive police state aid with this amount transferred to the Sheriff's Office and is used partially for the officer's Public Employee Retirement Association (PERA). Therefore, the city will be reimbursed for the 2018-2019 PERA funds, with the refund to be taken off the next quarterly law enforcement billing.  
Brad Potter attended a FEMA meeting, also present was MNDOT, DNR, Senator John Jasinski, in Waterville.  
Brad Potter and Sheri Gregor met with Two Lakes Design reviewing the redesigning the Morristown's website.  
1st St. N.E., 2nd St. S.W., Division St. S., Franklin St., and Main Street W. have a few properties to be rezoned from commercial to residential.  
The water tower must be drained for the mixer to be installed on November 15th. This however will not affect the water supply to the community.  
Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to move forward approving the Public Works Department to purchase a new truck at approximately \$31,000 and a skid loader at \$24,000; based on the city administrator's breakout of monies from the public works capital reserve funds.

8. Correspondence and Announcements:

Jacob Karsten has completed building the ramp at the school museum, for his Eagle Scout project. The museum is adjacent to the feed mill located at 205 Bloomer Street E.

9. Claims and Accounts:

A./B. Current and Late Claims and Accounts – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the current claims and accounts, for November 4, 2019, totaling \$8,511.35 from the general fund, \$36,925.85 from the fire department fund, \$9,119.80 from the water operations fund, \$14,028.59 from the waste water operations fund and \$46.67 from the refuse fund; for the late claims and accounts totaling \$7,212.71 from the general fund, \$423.02 from the fire department fund, \$2,485.53 from the water operations fund, and \$5,460.75 from the wastewater operations fund, as presented.

10. Council Discussion and Concerns:

The white oak feed mill water wheel needs repair before it freezes. Arrangements must be made with the DNR to channel the water. The stop sign at the intersection of 2nd St. S.W. and Main St. W. has been distorted. Public Works will straighten the stop sign.

11. Adjournment:

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 7:48 p.m.

12. Next Regular Meetings: Monday, November 18, 2019 and Monday, December 2, 2019 - 7 p.m.

Public Hearing: Truth- In-Taxation – Monday, December 2, 2019 at 7:30 p.m.

Attest: Sheri Gregor  
Sheri Gregor, City Clerk/Treasurer

Tony Lindahl  
Tony Lindahl, Mayor

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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## **MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Mid-Month Meeting - Monday, November 18, 2019**

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
Others Present: Steve Nordmeier, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** - Mayor Tony Lindahl called the regular mid-month meeting of the Morristown City Council to order on Monday, November 18, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S..
2. **Pledge of Allegiance** - The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** - Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:**  
None
5. **Consent Agenda:**
  - A. **City Council Meeting Minutes –November 4, 2019**
  - B. **Commercial Club Minutes – October 21, 2019**  
Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the consent agenda of the city council minutes from November 4, 2019 and the commercial club minutes from October 21, 2019.
6. **Unfinished Business:**
  - A. **Zoning Violators** – The 412 Sidney St. W. property is still not in compliance with the side corner lot setback of 20 feet, and administrative fines will be enforced for violations. The 204 Tower Circle property owner has corrected the utility shed rear yard setback.
  - B. **Wastewater Agreement with Pat Kaderlik** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the attorney endorsed new wastewater agreement with Pat Kaderlik; motion amended to include, at \$80 per hour, not to exceed five hours a month, beginning December 1, 2019.
  - C. **Approval for Tim Minske Additional Compensation for WWTP** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to increase the Public Works Director Tim Minske's salary pay to the hourly rate of \$32.18, an hourly increase of \$5.75, effective December 1, 2019; in lieu of the discontinuance of the full-time consultant contract.
  - D. **2020 City Budget Review Update** – The City's 2020 budget currently has a \$50,000 cushion. In February 2020, the sewer treatment plant bond will be paid off, although essential electrical panels and components need to be replaced at the wastewater plant.



**D. (cont.) 2020 City Budget Review Update** – Possible 2019 and 2020 street projects are projected to cost \$1.5 million and \$2.0 million respectively.

Moving forward we need to look at all our options as to raise revenue, reduce expenses (budget cuts), etc. to finance future expenditures.

In 2023, the current fire hall interest payments will begin to include the loan principal of \$75,000.

**7. New Business:**

**A. Mayor, City Council, Zoning Board & Fire Department Officers Annual Pay Out**

The annual salaries for the positions mentioned above will be on the end-of-the-year claims and accounts at the Monday, December 2, 2019 city council meeting.

**B. Council Representative Appointment for Commercial Club** – Motion by Lisa

Karsten, seconded by Tim Flaten, and was carried unanimously to appoint Brad Potter to represent the city in attending Morristown Commercial Club meetings, as seeing fit.

Going forward, the commercial club meeting minutes will no longer be part of the consent agenda, but be replaced by an instantaneous report (commercial club meetings occur immediately before the city's mid-month meeting) to be of interest to the city or this citizens from Brad Potter.

**C. Inflow and Infiltration - Home Inspections** –Typically the public works department inspects household sump pumps to ensure the discharge is being properly transferred into the stormwater drainage system, and not into the sanitary sewer system. The City will be doing I and I inspections on for sale homes before they are sold. Further discussion will be had on this subject. The City may also provide free sewer line inspections to property owners.

**D. City Administrator Report** – The application for a small city development grant was not submitted, however Brad Potter is looking into applying for small cities grants to see what financing could be approved for the City to provide assistance for the houses that would meet the criteria. A review of necessary update improvements at the wastewater treatment plant will be evaluated. The 2020 water, sewer and garbage rates will be reviewed at the December 16th meeting.

**8. Correspondence and Announcements:**

**Abdo, Eick & Meyers – Preliminary Audit December 5, 2019, Field Audit January 22-24, 2020** – The City Clerk, Sheri Gregor, will begin working with our auditors in December 2019 to prepare of the field audit in January 2020.

**9. Claims and Accounts:**

**A. Mid-Month Claims and Accounts** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the November 18, 2019 mid-month claims and accounts totaling \$3,201.73 from the general fund, \$1,680.63 from the fire department fund, \$229.05 from the water operations fund, \$4,247.73 from the wastewater operations fund and \$5,138.24 from the refuse fund.

**10. Council Discussion and Concerns:**

Tim Flaten brought concerns over the rash of break-ins that has been occurring around town. Residents are encouraged to report these incidents to law enforcement, even if nothing or nothing of much value was stolen.

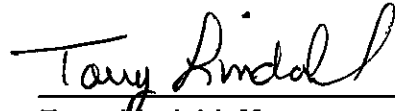
Jake Golombeski asked if the resident with the generator and vehicles has been notified of our noise and nuisance ordinances and is this issue going to be resolved? Brad Potter reported he will follow up with the tenant and owner.

**11. Adjournment:**

Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to adjourn at 8:30 p.m..

**12. Six-Month Performance Review – The City Public Works Operator employee's, Adam Schlie, closed six-month performance review is tabled until the December 16, 2019 city council's meeting.**

**13. Next Regular Meetings: Mon., December 2nd and Mon., December 16th, 2019 - 7 p.m. Public Hearings: – Monday, December 2, 2019 – 7:15 p.m. Administrative Fines, 7:25 p.m. Utility Assessments, 7:30 p.m. Truth-In-Taxation**

  
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Tony Lindahl, Mayor

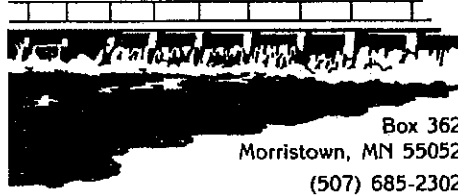
Attest:

  
\_\_\_\_\_  
Sheri Gregor, City Clerk/ Treasurer

# City of Morristown

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Box 362  
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(507) 685-2302

## **MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting and Public Hearings Monday, December 2, 2019**

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
Others Present: City Attorney Mark Rahrack, City Engineer Rich Revering, Fire Chief Adam Uittenbogaard, Rice County Deputy Sheriff Justin Hunt, Public Works Director Tim Minske, Public Works Operator Adam Schlie, Zoning Board Member Mark Morris, Commercial Club Members Dan Morris and Steve Nordmeier, Kurt Wolf, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

### 1. Call to Order:

Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, December 2, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street. S.

### 2. Pledge of Allegiance:

Allegiance to the flag was recited.

### 3. Additions/Corrections to Agenda:

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, with the addition of New Business J. Mark Morris letter to the Morristown City Council.

### 4. Comments and Suggestions from Citizens Present:

### 5. Consent Agenda:

- A. Police Report – November 2019
  - B. Fire Department Report – November 2019
  - C. Public Works Report – November 2019
  - D. City Council Meeting Minutes – November 18, 2019
  - E. Zoning Board Meeting Minutes – November 21, 2019
  - F. Skywarn Report – No Report
  - G. Community Center Report Ending – October 31, 2019
  - I. Financial Reports (Cash Control Statement, Interim Report, Capital Reserve Balances) Oct. 31, 2019
- Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Consent Agenda, minus the Public Works report. Public Works Director, Tim Minske, gave an oral report for November. Due to the weather, the water hydrants did not get flushed, in November, (for the last time " until next April). The mixer installation went well in the water tower. Tim, having concerns on the installation, is asking for a written guarantee, from the KLM Engineering company, and that the mixer won't freeze. Adam Schlie and Austin Schulz snowplowed the 6" snowfall for the City over the weekend. Tim expressed how impressed he was on how quickly Dahle Enterprise hauled away the snow and they did a fantastic job. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve of the public works report.

6. Unfinished Business:

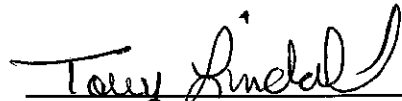
- A. Zoning Board Vacancy – Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the zoning board's recommendation and appoint Skylar Gregor to fill the vacant seat on the zoning board, effective January 1, 2020.

7. New Business:

- A. Commercial Club Christmas Drawing – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to permit the Morristown Commercial Club to use the Community Center to host the Annual Christmas Drawing on Saturday, December 14, 2019, registration at 1pm, drawing at 2pm. Please bring a nonperishable food item or cash donation for the Food Shelf. Santa and Mrs. Claus will arrive at 1pm for pictures. The winners of the Outdoor Christmas Lighting Contest will be announced. New this year, the Commercial Club will be sponsoring a Christmas Tree Lighting Contest. The first 15 people to come in and sign up can decorate a tree starting on December 11th. The club would like them to come in during the business hours, but if for some reason they can't let Adrienne O'Rourke know and a she can let you in later. The trees will be judged and the one (1) winner, of \$50.00, will be announced during the drawing. Also, this year the Commercial Club and the Miss Morristown Royalty host a Grinchmas Party (a family event). Kids games at 5pm. Take your picture with the "Grinch". The Grinch Movie at 6pm. Pajama Party. Concessions available.
- B. School Museum Ramp – Motion by Tim Flaten, seconded by Kathy Wolf, and was carried to approve an Eagle Scout plaque be affixed on or near the museum ramp acknowledging Jacob Karsten's project. Abstained by Lisa Karsten.
- F. Resolution 2019- 38 A Resolution Accepting a Donation – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Resolution 2019-38; accepting the donation of replacement LED lightbulbs for the street snowflake decorations from the Morristown Commercial Club.
- G. Cannon Valley Players Play Practice and Performances – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to permit the Cannon Valley Players the use of the Council Chambers in December 2019 and the Community Center in February 2020 on Sunday afternoons and Wednesday evenings, Hell Week February 23rd through February 27th, and play dates of Friday, February 28th, Saturday February 29th, and March 1st.
- H. 2020 Master Fee Schedule – Zoning Permit Extension Fee – The Zoning Board would like to recommend to the Council to add a permit extension fee on the 2020 master fee schedule.
- PUBLIC HEARINGS – Motion by Lisa Karsten, to close the regular meeting and open the administrative fines public hearing at 7:15 p.m., seconded by Tim Flaten, and was carried unanimously. One property owner was present to state his case. After a discussion, Tim Flaten closed the first public hearing and open the utility assessments public hearing at 7:25 p.m., seconded by Lisa Karsten, and carried unanimously. Brad Potter explained the individual situations of the delinquent accounts. Tim Flaten motioned to close the second hearing, seconded by Lisa Karsten, and was carried unanimously to open the Truth-In-Taxation public hearing at 7:40 p.m... Brad Potter represented a final draft of his projected budget. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to close the third public hearing and reopen the regular meeting at 7:48 p.m..
- C. Resolution 2019-35: Authoring Assessment of Administrative Fines for Collection in 2020.  
A motion was made by Jake Golombeski to adhere to the ordinances, resolutions and policies in place and assess the unpaid administrative violation fines to the property taxes of the owners as stated in Resolution 2019-35. There was no second to the motion, therefore the motion died.

7. New Business: (cont.)

- D. Resolution 2019- 36: Authoring Assessment of Delinquent Utilities for Collection in 2020 – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Resolution 2019-36, assessing to the three property owners of delinquent utility payments to their property taxes, payable in 2020. Brad Potter will speak with one owner, if paying in January 2020, the assessment can be removed.
  - E. Resolution 2019- 37: A Resolution Adopting the Final 2019 Property Tax Levy, Collectible in 2020 and the Final Budget for 2020 – The Council wishes to re-evaluate the 3% levy increase with their decision to be finalized at the December 16, 2019 meeting.
  - I. City Administrator Report – Dollar General contractors inquired about permits for the 1-million-dollar project – site plans are being created. Water, sewer and garbage rates will be discussed at the next council meeting. Mr. Potter is working to finalize the city personnel policy. Brad and Tim Minske will discuss the treatment plant plans and this item will be on the next meeting agenda. Brad provided the Council with worksheets on fill out before the next meeting. As elected officials, what is the Council hearing from constituents, to prioritize items for compliance, things to address, etc.
  - J. Mark Morris Letter of Resignation – Zoning Board committee member, Mark Morris; submitted his resignation letter to the council. Motion by Lisa Karsten, seconded Tim Flaten, and was carried unanimously to approved Resolution 2019-39, accepting the resignation of Mark Morris from the Morristown Zoning Board, after his replacement is appointed. The City Clerk will notify the other individuals that are interested in serving on the zoning board, to attend the January 16, 2020 zoning board meeting. The Zoning Board will recommend a nominee to the Council for appointment at the February 3, 2020 City Council meeting.
8. Correspondence and Announcements: None
9. Claims and Accounts:
- A. Current and Accounts – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the current claims and accounts, for December 2, 2019, totaling \$26,789.47 from the general fund, \$309.90 from the fire department fund, \$1,615.96 from the water operations fund, and \$4,228.76 from the waste water operations fund.
  - B. Late Claims and Accounts – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the December 2, 2019 late claims and accounts totaling \$4,501.61 from the general fund, \$198.45 from the fire department fund, \$338.78 from the water operations fund, and \$1,919.54 from the wastewater operations fund.
  - C. End-of-the-Year Claims and Accounts – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the end-of-the-year claims and accounts, totaling \$6,397.92 from the general fund for the Mayor and City Council totaling \$2,197.50 for the Zoning Board, Administrator and Clerk, and \$7,800.00 for the Fire Department officers.
10. Council Discussion and Concerns: None
11. Adjournment:  
Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 7:59 p.m.
12. Next Regular Meetings: Monday, December 16, 2019 and Monday, January 6, 2020 - 7 p.m.

  
Tony Lindahl, Mayor

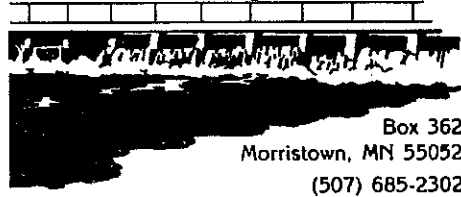
Attest:

  
Sheri Gregor, City Clerk/Treasurer

# City of Morristown

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## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Mid-Month Meeting - Monday, December 16, 2019

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski

**Others Present:** City Engineer Rich Revering, Skylar Gregor, Chris Anderson, Mark Morris, Mike O'Rourke, Public Works Director Tim Minske, Public Works Operator Adam Schlie, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** Mayor Tony Lindahl called the mid-month meeting of the Morristown City Council to order on Monday, December 16, 2019 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the agenda with two additions; adding to Unfinished Business A. Ordinance/Policy Enforcement and to New Business G. 2020 Federal Holidays.
4. **Comments and Suggestions from Citizens Present** – None
5. **Consent Agenda**
  - A. **City Council Meeting Minutes – December 2, 2019** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the City Council meeting minutes from December 2, 2019, after correcting two spelling errors.
6. **Unfinished Business**
  - A. **Zoning Administrative Fines – 404 3rd St. S.E. and 402 Washington St. E.** – At the last council meeting, a motion died to approve Resolution 2019-35 Assessment of Administrative Fines. The council approved to fine the above-mentioned properties at their August 19, 2019 meeting. Due to non-payment, the fines are to be assessed to their property taxes. Tim Flaten presented ten pages of policies and procedures/ordinances he feels the city does not follow, if we were to adhere strictly to policies. One of these was Ordinance 92.01 H. stating the city clerk must list on or before October 31 the unpaid charges to be assessed. After a long debate, these ordinances will be examined at another time, and a new resolution for these assessments to be collectable in 2021 will be on the January 6, 2020 agenda.
  - B. **Resolution 2019- 37: A Resolution Adopting the Final 2019 Property Tax Levy, Collectible in 2020 and the Final Budget for 2020** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adopt Resolution 2019-37. This resolution approves a 3% tax levy for a budget of \$408,017.00.
  - C. **City of Morristown Personnel Policy Revision** – Brad Potter's focus at this time is on employee's possible compensation time in lieu of overtime, vacation and sick time to be combined as PTO (paid time off), allotment of carryover hours, and payouts. This item will be brought back to the January 6, 2020 meeting.
7. **New Business**
  - A. **Archambault Bros. Disposal Franchise Agreement** – This item is tabled to the January 6, 2020 meeting, so the council has time to review the revised agreement.

**7. New Business (cont.)**

- B. Prioritized Worksheet Discussion** – Brad Potter has asked the Council to prioritize what issues are the most immediate threat to the health, safety and welfare to the public and in the order to be addressed.
- C. 2020 Water, Sewer, and Garbage Rates Review** – It is the likelihood that the city utility services rates need to be slightly increased. This will be determined during the January 6, 2020 meeting; as the 2020 master fee schedule is announced.
- D. Wastewater Treatment Plant – Minor Improvements** – There are certain components at the plant that need to be replaced and/or added. Such parts are electrical panels, pump(s), cameras, and a standby lift station generator. A list with the approximate cost and eventually bids will be presented in January. The riverbanks are eroding due to the high water levels over the last couple years, and the river has changed its course. This has caused the WWTP discharge pipe to extend 25' out into the river (compared to previously 4'). Brad and Tim Minske will work with the MPCA and the DNR on a solution to shorten the pipe and add rip rap.
- E. Resolution 2019-40: A Resolution Designating A Polling Place** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Resolution 2019-40, designating the Morristown Community Center, 402 Division Street South, Morristown, Minnesota, as our election polling place.
- F. City Administrator Report** – Brad Potter would like to subcontract out the setup and tear down for events in the Community Center. Brad mentioned attending a meeting with LeSueur and Rice Counties on the Cannon River Watershed Plan. Jake Golombeski spoke about the possibility of the DNR removing Schmidtke's Dam. In late January, the drainage ditch channel, west of Division Street S. to Lawrence Street, will be dredged out. Brad is planning on creating a shared 2020 calendar among the staff and council.
- G. 2020 Federal Holidays** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to change three 2020 city council meeting dates; from Monday, January 20th (Martin Luther King, Jr. Day) to Tuesday, January 21st; Monday, February 17th (President's Day) to Tuesday, February 18th; and Monday, September 7th (Labor Day) to Tuesday, September 8th.

**8. Correspondence and Announcements**

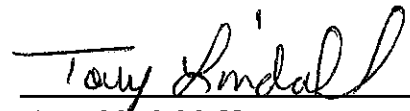
**2020 Elected Leaders Institute: Advanced Program January 24-25 Plymouth**  
Council members were informed of the annual conference offered to elected officials.

**9. Claims and Accounts**

- A. Mid-Month Claims and Accounts** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the December 16, 2019 mid-month claims and accounts totaling \$20,476.16 from the general fund, \$2,855.56 from the fire department fund, \$287.40 from the water operations fund, \$1,518.28 from the wastewater operations fund and \$5,507.30 from the refuse fund.



- 10. **Council Discussion and Concerns** Jake Golombeski voiced his concerned about a newly built unattached garage, at 807 Division St. S., where the setback looks tight. Jake asked about the possibility of adopting the state residential building code. Tim Flaten reported on meeting with auditors from Abdo, Eick & Meyers on their findings. One thing mentioned was if an invoice is being disputed or 45 days have passed without being paid, to note the reasoning for the delay. Otherwise things are looking great. The zoning issue with the 26 Chestnut St. E. backyard fence setback on the city property line has yet to be resolved. Another letter will be sent. The electrical pole, in the alley by the memorial park is being unjustly billed to the American Legion. Brad Potter will look into this.
- 11. **Adjournment** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 8:45 p.m..
- 12. **6 Month Public Works Performance Review** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to open the performance review of Adam Schlie. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to increase Adam Schlie’s wages by \$2.50 per hour; retroactive to November 20, 2019. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to close Adam Schlie’s performance evaluation at 9:10 p.m..
- 13. **Public Hearing** – Monday, January 6, 2020 at 7:30 p.m.  
Next Regular Meetings Mon., January 6, 2020 and Mon., January 20, 2020 – 7 p.m.

  
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Tony Lindahl, Mayor

Attest:

  
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Sheri Gregor, City Clerk/ Treasurer