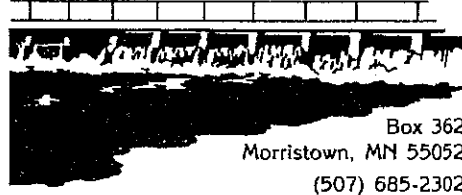


City of Morristown

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 Wednesday, January 03, 2018 7:00 P.M.

Council Present: Mayor Kurt Wolf, Lisa Karsten, Kathy Wolf, Seth Prescher and Tim Flaten

Others Present: City Attorney Mark Rahrlick, City Engineer Rich Revering, Rice County Sheriff Troy Dunn, Pat Kaderlik, Mike O'Rourke, Dan Morris, Steve Nordmeier, Fire Chief Troy Dahle, Adam Uittenbogaard and City Clerk Sheri Gregor

1. The regular meeting of the Morristown City Council was called to order on Wednesday, January 03, 2018 at 7:00 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda:
Additions to the Agenda are under 7. New Business; F. Waive Government Room fee for area Rugby team meeting (1 hour) – January 14, 2018 at 1p.m., G. Approve Annual Firefighter's Salaries for 2017 and H. Approve Fire Department spending on Grain Bin Rescue Equipment. Motion by Lisa Karsten, second at Kathy Wolf, and carried unanimously to approve the Agenda with the additions as presented.
4. Consent Agenda:
Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the Consent Agenda.
5. Comments and Suggestions from Citizens Present:
With the Centennial Park Playground almost complete, Mike O'Rourke asks the Council to send "Thank You" notes to the donators and volunteers that made this project possible. Dan Morris, Commercial Club President, informed the Council he had Phil and Wes Brooks, father and son, look over the Community Center great hall and other areas that need painting. The Council told Dan to have the Brooks' submit bids (per area/rooms). Per policy, a second bid will be required. Steve Nordmeier asked if/when the pop machine is going to be removed. Due to lack of use/purchase, some pop becomes outdated, so you're getting flat tasting pop. The Council had previously stated that we would remove the machine at the end of 2017. Steve also brought to the Council's attention the street lights and holiday decorations on Franklin Street flash on and off for two to five minutes every night around 4:50 p.m. - 5:00 p.m.... Tim Flaten noticed late at night that whole street goes dark, and then a few minutes later lights are back. Seth Prescher will speak with Public Works.

7. New Business:

- A. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to accept the changes as presented to the 2018 City Committee Appointments. You may view the list on our Website, City Hall or at the Post Office. Mayor Kurt Wolf is to complete an outline of responsibilities for each appointment.
- B. Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to approve the 2018 Master Fee Schedule with no changes from 2017.
- C. Motion by Seth Prescher, second by Lisa Karsten, and carried unanimously to accept the annual renewal of the Rice County Yard Waste Agreement as written.
- D. Rich Revering is looking into options to protect the light pole at the intersection of Franklin and Division Streets; due to recent damage issues, by street traffic and/or parking. County right-of-way and DOT regulations have to be considered and the possibility of moving the pole across the street are all to be thought out. The pole is City owned with the light fixture and maintenance Xcel Energy's responsibility.
- E. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to allow the Camp Omega Polar Plunge, to be held February 17, 2018, fundraiser committee to hold their meetings in the Community Center, use the Centennial Park pond for the Polar Plunge, plastic wrap the park pavilion and waive all fees; with insurance in place and plans to keep people safe.
- F. Motion by Seth Prescher, second by Tim Flaten, and carried to waive the rental fee of the Government Room for the area Rugby team one hour meeting on Sunday, January 14, 2018. Lisa Karsten abstained from voting.
- G. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the annual firefighter's salaries for 2017, estimated at \$30,000.00.
- H. Motion by Seth Prescher, second by Lisa Karsten, and carried unanimously to approve labeling \$20,000.00 of the Fire Equipment Fund as Grain Bin Rescue Equipment Fund.

8. Correspondence and Announcements:

None

9. Claims and Accounts:

Motion made by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve to pay the January 03, 2018 Current Claims and Accounts totaling \$6,864.07, from the General Fund, \$990.19 from the Fire Department Fund, \$1,325.40 from the Water Operations Fund and \$3,797.13 from the Wastewater Operations Fund; and the January 03, 2018 Late Claims and Accounts totaling \$3,208.76 from the General Fund, \$2,788.36 from the Fire Department Fund, \$302.88 from the Water Operations Fund, and \$88.58 from the Wastewater Operations Fund.

10. Council Discussion and Concerns:

None

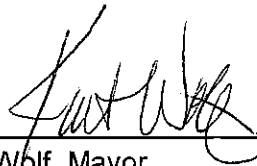
6. Unfinished Business:

- A. Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to approve Resolution 2018-1: A Resolution Appointing a Person to Fill Vacant Zoning Administrator Position. Jesse Sanders is officially the new city zoning administrator.
- B. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve Resolution 2018-2: A Resolution Accepting Donation for \$8,250.00 from the Morristown Township towards the park.
- C. Motion by Seth Prescher, second by Tim Flaten, and carried unanimously to approve Dam Days Committee Meetings and Miss Morristown Pageant in Community Center.
- D. Motion by Lisa Karsten, second by Seth Preacher, and carried unanimously to hire to lower of the two bids, Clean Reflections, to the great hall and bar area for the Community Center floor. Clean Reflections will scrub and apply three coats new floor finish, at the cost of \$2791.75, in March 2018. Lisa Karsten spoke with Clean Reflections, Kevin Smith, requesting they continue to do this annually, having a maintenance plan in place.
- E. Seth Prescher and Tim Flaten will interview the four applicants, who applied for the part-time Custodian position. The interviews will be held Friday, January 12, 2018.
- F. Following the Minnesota Department of Health guidelines, Lisa Karsten and Mark Rahrack will work on developing a policy regarding serving food in a public building (Community Center/City Hall). Lisa will receive input from Adrienne O'Rourke and Barb Morris, in charge of Hall Rentals and the Commercial Club. The Community Center/City Hall Food Policy can supersede the Minnesota statute, but cannot go below what is required.
- G. No city residents have volunteered to serve on the Complaint Committee. Another attempt has been made by promoting the positions in "The Morristown Messenger" quarterly newsletter.
- H. Kurt Wolf will get identical breakdown bids from Pantheon, Marco/BusinessWare and CIT for the City's IT System renovation. The City may purchase the hardware and install on our own to reduce the cost.
- I. The City has two bids, Dahle Enterprises and James Brothers Construction, for the MHC ISO Valve repair. Mark Rahrack will present the bids to management of the Mobile Home Community.
- J. Due to the change in holding two regular monthly meetings, Mark Rahrack will amend the current Section 30.01 Meetings of the Morristown City Code and this amended ordinance will be on the January 22, 2018 meeting agenda.
- K. Draft Ordinance 2018-2: Amending Section 31.15 - Establishing Salaries for the Mayor and City Council will need tweaked to match the instituting of two monthly regular meetings. This ordinance will also be on the January 22, 2018 meeting agenda.

11. Adjournment:

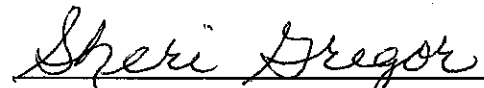
A motion was made by Seth Prescher, seconded by Kathy Wolf, and carried unanimously to adjourn. The meeting adjourned at 8:28 p.m.

12. Next Regular Meetings: Monday, January 22, 2018, and Monday, February 05, 2018.



Kurt Wolf, Mayor

ATTEST:

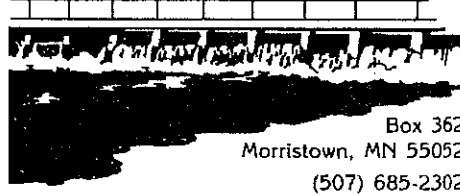


Sheri Gregor, City Clerk/Treasurer

City of Morrystown

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Morrystown, MN 55052

(507) 685-2302

MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting Monday, February 05, 2018 7:00 P.M.

Present: Mayor Kurt Wolf, Council - Lisa Karsten, Kathy Wolf, Seth Prescher and Tim Flaten
Others Present: City Attorney Mark Rahrlick, City Engineer Rich Revering, Rice County Sheriff Troy Dunn, Troy Dahle, Dan Morris, Jack Schwichtenberg, Tim Minske, Mark Morris, Mike O'Rourke, Rick Karsten, Adam Uittenbogaard, Ryan Schiell, Theresa Vold and City Clerk/Treasurer Sheri Gregor

1. The regular meeting of the Morrystown City Council was called to order on Monday, February 05, 2018 at 7:00 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda:
Add 4.5. Comments and Suggestions from Citizens Present and New Business D. 5. Public Works – Interim Recommendation. Motion by Seth Prescher, second by Tim Flaten, and carried unanimously to approve the additions to the Agenda.
4. Consent Agenda:
Tim Minske request to pull the Public Works Report. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the Consent Agenda minus the Public Works Report. Asplundh Tree Service, hired by Excel Energy to trim trees by the electrical lines, will be in town for three months. They have been parking at the Community Center's north parking lot and the Public Works parking lot. Due to snowplowing issues and events being held at the Center, Tim Minske will suggest alternative parking places with phone numbers to Asplundh's foreman to relocate their trucks and employee's vehicles. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the Public Works Report.
- 4.5. Comments and Suggestions from Citizens Present:
None
5. Unfinished Business:
 - A. Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to adopt Ordinance 2018-1: An Ordinance Amending Section 30.01(A) of the Morrystown City Code to Designate a Second Regular Meeting.
 - B. Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to approve Ordinance 2018-2: An Ordinance Amending Section 31.15 of the Morrystown City Code Establishing Salaries for the Mayor and City Council.

5. Unfinished Business: (cont.)

- C. Tim Flaten presented modifications to revise Parking Regulations Ordinance 2016-7. This would allow prohibited commercial vehicles/semi-trailers, construction equipment, agricultural equipment and cargo trucks to park at the owner's property on a hard surface, not impeding sidewalks nor streets, limited up to 30 minute engine warm-up and adhering to the noise nuisance codes. The Council will discuss the proposed revision and revisit our public nuisance Ordinances 90.15 – 92.20. This item is tabled until the next February meeting.
- D. Motion by Seth Prescher, second by Tim Flaten, and carried to offer the part-time custodian position to James Lundin, with starting date based on his availability. The City Clerk will contact James. The two part-time custodians will work together; based on scheduling if one has a conflict the other will work alone. The goal is to clean and meet all timeframes and deadlines we need to. Same point of contact still remains.
- E. Public Works is experiencing excessive amounts of grease and oil at the sanitary sewer plant. This issue needs to be addressed and enforced. This also includes the Mobile Home Community where solids settle out and backs up at the manholes. Also the responsibility of MHC is the broken gate valves, some of which are full of rocks that affect the water quality in MHC. Lisa Karsten will set up a meeting with Cheryl Moriarty-MHC Manager, Mark Rahrlick-City Attorney, Tim Minske-Public Works Director and Lisa Karsten-Council Member in hopes to enter a maintenance agreement.
- F. A part-time City Administrator position was posted on free sites. No applicants applied. Seth Prescher has a contact (Kevin) whom might have some qualified applicants in their funnel. Mark Rahrlick will submit some draft examples of a city administrator job description/ordinance. Motion by Seth Prescher, second by Tim Flaten, and carried unanimously to post the part-time City Administrator position on paid sites as well as free sites; accepting applications through the end of the business day of March 02, 2018.
- G. The Council leaves the application open to any residents who want to volunteer to be on the Complaint Committee.
- H. The Camp Omega Polar Plunge will be held at the Community Center, using the holding pond by the Fire Department for the plunge. The insurance liability certificate has been received.
- I. The two isolation valve repair estimates (bids) have been submitted to the MHC management, per request. Mark Rahrlick has not received any response or commitment from MHC to cover the cost of the repairs. Lisa Karsten is to request a representative from upper management (owner decision maker) be available/conference call for the dated meeting involving the Sanitary Sewer Issue/ Maintenance Agreement /and the ISO Valve Repair.
- J. Mayor Kurt Wolf has scheduled meetings with Pantheon and CIT this week on bids for the IT System. He will also reach out to Marco again. This item is tabled until bids are received.
- K. Lisa Karsten is working on a policy to clarify the Morristown Community Center/Government Room (Council Chamber) food guidelines, per Minnesota Department of Health and the City. This item is tabled.

5. Unfinished Business: (cont.)

- L. Rich Revering asked for agreement, and received from the Council, that the light pole located at the intersection of 100 W. Franklin St. / Division St. has been getting backed into from the private property side, now owned by Convenience Merchandising, tenant planning to open an auto repair business, not the street traffic side. Rich states the best option would be to protect it versus relocating the light pole. Tim Minske mentioned another light pole at Division St. / Ann St. has been damaged from a plow or loader.
- M. Rich Revering informed the Council after this summer would be the best time to hire a land use planner, due to availability, to update the City of Morristown Land Use Plan 2001. The cost to update would run \$10,000.00, not including revisiting goals, research type work, and market studies. Seth Prescher stated after attending the elected officials conference and the fact of how old ours is, we seriously need to update our land use plan. Seth suggests the Council and Zoning Board each have two representatives meet with a planner on an off meeting night. Rich Revering will contact a planner and get an idea of availability. Seth volunteers to be on that committee and names Tim Flaten, EDA member, to be the other Council rep., approved by Mayor Kurt Wolf.

6. New Business:

- A. As Animal Control Commissioner, Tim Flaten presented contract and boarding rate options. Another option, Theresa Vold, director/founder of Rescue 55021, a non-profit animal rescue, offered the option of Morristown residents contacting Rescue 55021, who try in find the owner or foster out lost, strays and unwanted dogs/cats. Tim Flaten conveyed he currently is working on a contact person or designated place to house an animal, but for now, based on availability and hours, options are to deliver the animal to the Premier Veterinary Clinic in Waseca by calling the Waseca Sheriff's Department to drop off animal at the Clinic 24/7, deliver the animal to Muddy Paws in Faribault for boarding up to five days, or contact Rescue 55021. Concerning a dangerous dog, Tim Flaten will work on a plan to arrange a financial agreement with Faribault or Waseca Animal Control and having a procedure in place that allows the dog's owner so many days to pick their dog and pay the charges, etc.
- B. The City of Morristown will participate in hosting "Recycle Day" with the Morristown Township; to be held Saturday, April 7, 2018, from 9am until 1pm. The location is Timm's Trucking, 24366 Holland Avenue. Seth Prescher and Kurt Wolf have volunteered to work the event.
- C. Public Works employee, Randy Krueger, submitted to the City Council, his letter of resignation on Monday, January 15, 2018; noting his last day would be Friday, January 26, 2018. Randy Krueger also delivered a Thank You letter in appreciation of his employment.
- D. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to accept Resolution 2018-3 – Resolution Accepting Resignation of Randy Krueger.
- D.5. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously that during the interim, until a second full – time Public Works person is hired, to re-hire Jerry Voegele, a previous maintenance employee, be an on-call person at the discretion of Tim Minske, at the rate of \$20.00 an hour, not to exceed 40 hours per week.
- E. Motion by Seth Prescher, second by Tim Flaten, and carried unanimously to post the approved job description/advertisement for a Full-Time Morristown Public Works Operator, on paid and free sites, with the deadline of February 23, 2018, end of the business day.

6. New Business: (cont.)

- F. Tim Minske reported that due to the photo eye, across from Barb's Frame Shop, if a vehicle sits too long at the stop sign, it causes the street lights and holiday decorations on Franklin Street to flash on and off and/ or go out for short periods of time at night. LaCanne Electric will install a time delay device to remedy the situation.
- G. Due to conflicting usage of the government room the City Clerk will contact the American Red Cross to move or reschedule their meeting for Monday, February 12, 2018, to be held at 6 pm.
- H. Motion by Tim Flaten, second by Lisa Karsten, and carried unanimously to waive the government room rental fee for Provider's Choice meeting to be held Monday, March 26, 2018 from 5:30 p.m. to 8:30 p.m.
- I. The part-time custodian job description will be looked over at a future meeting, when approximately 15 minutes will be set aside for the making updated changes. A copy was given to the current custodian for his recommendations.
- J. Motion by Tim Flaten, second by Kathy Wolf, and carried unanimously to hold the Faribault Veterinary Annual Dog Vaccination & Licensing Clinic at the Morristown Public Works Dept., Saturday, April 21st, from 1:00pm - 3:00 pm. Tim Flaten and Sheri Gregor will work the clinic. The Clerk will look into the possibility to see if we could also offer microchipping.
- K. Two bids are being pursued, to paint the interior of the Community Center/City Hall. One bid has been submitted. This item will be tabled until the second bid has been obtained.
- L. The Zoning Board recommends the Council amend Morristown Land Usage Zoning Code, R-1 Residential District, §152.091 Dwelling Restrictions (C) (on page 89). The Board would like it to read as follows: "All structures used for residential occupancy shall have a minimum width of 24 feet on its narrowest dimension, **with a living area footprint of no less than 1,100 square feet**, and shall be affixed to a permanent foundation constructed of continuous poured footings. The house must sit directly on a continuous foundation wall that extends to a minimum depth of 42 inches to clay or granular fill". The Council will take the amendment under advisement.
- M. Motion by Tim Flaten, second by Lisa Karsten, and carried unanimously to approve the appointed Morristown Fire Department Officers as presented in our packet.
- N. Three Council members are participating in the all-male play and will have practice every night, Sunday, February 18th through Thursday, February 22nd; with the Cannon Valley Players representing "Squad Room" on February 23, 24 and 25, 2018. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to change the scheduled Wednesday, February 21, 2018 City Council meeting date to Monday, February 26, 2018.
- O. Lisa Karsten brought to the table the fact that there are times when our Public Works employee, Tim Minske, due to significant snow fall/snow emergency, should receive a wage payout for those extra hours. Lisa also mentioned other types of emergencies, such as a water main break. This item is tabled to be talk over at a future "Work Session", to be set at the next meeting, where this and other additional items to be discussed will be stated.

6. New Business: (cont.)

P. Per the historian contract and a 62 page document draft submitted for review, to the historical society, Lisa Karsten turned in the historian's invoice for \$3,000; with hold back of \$500.00 until the project is finished. The historian's mill history project is to recommend not just the mill to be on the "Registry" but the historic district; which includes the mill, mill race and dam.

7. Correspondence and Announcements:

The Council asks the Clerk to post notice that the City Clerk's office will be closed Friday, February 9th through Tuesday, February 13th on the website, cable channel and the City Hall door.

8. Claims and Accounts:

Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to pay the January 22, 2018 Mid-Month Claims totaling \$15,216.35 from the General Fund, \$808.67 from the Fire Department Fund, \$19,475.00 from the Fire Hall Debt Fund, \$221.73 from the Water Operations Fund, \$1,529.54 from the Wastewater Operations Fund and \$4,874.55 from the Refuse Fund; the February 05, 2018 Current Claims totaling \$3,854.61 from the General Fund, \$6,466.45 from the Fire Department Fund, \$870.26 from the Water Operators Fund, \$39,573.68 from the Wastewater Operations Fund; and the February 05, 2018 Late Claims totaling \$11,646.87 from the General Fund, \$105.57 from the Fire Department Fund, \$34.00 from the Water Operations Fund, \$156.87 from the Wastewater Operations Fund and \$34.00 from the Refuse Fund.

9. Council Discussion and Concerns:

None

10. Custodian Evaluation:

The regular meeting was closed for the evaluation review of part-time custodian Rick Karsten. The meeting was reopened at 9:45 p.m. Tim Flaten motioned to increase Rick Karsten's wage by \$1.50 per hour, per review, retro from December 18, 2017. Kathy Wolf will be Rick Karsten's point of contact for any additional fixing, cleaning or equipment needed. Lisa Karsten will be Kathy's back up. Going forward, Rick will have an annual review and a job description. Rick will be the senior custodian, and the Council will rely on Rick to set expectations working with the new employee; to coordinate scheduling on how they want to get things done.

11. Adjournment:

Motion by Seth Prescher, second by Kathy Wolf, and carried unanimously to adjourn.

Adjournment was at 9:50 p.m....

12. Next Meetings –Monday, February 26, 2018 & Monday, March 05, 2018

/s/ Kurt Wolf

Kurt Wolf, Mayor

ATTEST:

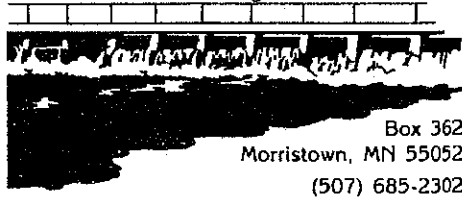
/s/ Sheri Gregor

Sheri Gregor, City Clerk/Treasurer

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MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting Monday, February 26, 2018 7:00 P.M.

Present: Mayor Kurt Wolf, Council - Lisa Karsten, Kathy Wolf, Seth Prescher and Tim Flaten

Others Present: Rick Karsten, Jacob Karsten, Tim Minske, Mark Morris, City Clerk/Treasurer Sheri Gregor

1. The second regular February meeting of the Morrystown City Council was called to order on Monday, February 26, 2018 at 7:00 p.m., in the Council Chambers, at 402 S. Division Street, by Assistant Mayor Lisa Karsten.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda:
Add 6. New Business B. WEM Moving Forward Foundation, Bucs Night Out, April 14, 2018, Waive Fees for the Community Center Great Hall. Motion by Seth Prescher, second by Tim Flaten, and carried unanimously to approve the Agenda, with the addition.
4. Comments and Suggestions from Citizens Present:
None
5. Unfinished Business:
 - A. Tim Flaten will contact City Attorney Mark Rahrlick; to draft an amendment of the existing parking regulations ordinance, prohibiting particular vehicles/equipment (see Ordinance 2016-7) parking in the residential district, etc. The Council will discuss, at the next meeting, whether to move forward and hold a public hearing or not amend the ordinance, regarding the revision. Kurt Wolf would like City Engineer's Rich Revering's viewpoint on the effect over time on the roads due to weigh.
 - B. The Council will hold a Work Session on March 26, 2018 at 6:00 p.m. A finalized Work Session Agenda will be approved at the March 19, 2018 Council meeting. Among the items to be discussed include Public Works Snow and Other Emergencies Pay, Custodian Job Description, City Administrator Job Description, and Community Center/Government Room – Fee Waiving.

5. Unfinished Business: (cont.)

- C. The City received 58 applicants for the full-time Public Works Operator position. This week each Council Member will review the applications and select their top 10. The top 10 list will be narrowed down to interview the top six applicants the week of March 5, 2018. The Interview Committee consists of Lisa Karsten, Tim Flaten and Tim Minske.
- D. The City's deadline to apply for the part-time City Administrator position is March 02, 2018. To date, we have received 33 applications.
- E. Motion by Tim Flaten, second by Lisa Karsten, and carried unanimously to waive the Government Room rental fee for the American Red Cross Meeting to be held Tuesday, February 27, 6 p.m. – 7:30 p.m.
- F. Motion by Tim Flaten, second by Kathy Wolf, and carried unanimously to document that James Lundin was offered and accepted the new hire part-time Custodian position, at the starting wage of \$13.50 per hour on February 16, 2018.
- G. The Council requests the two businesses bidding to paint the interior of the community center and city hall clarify their estimates, e.g., paint is/is not included, total door/jams amount, final labor figure includes/does not include materials.
- H. The Council has approved for the Zoning Board to hold a public hearing to amend Morristown Land Usage Zoning Code, R-1 Residential District, Ordinance §152.091 Dwelling Restrictions (C) (on page 89). The Board would like it to read as follows: "All structures used for residential occupancy shall have a minimum width of 24 feet on its narrowest dimension, **with a living area footprint of no less than 1,100 square feet**, and shall be affixed to a permanent foundation constructed of continuous poured footings. The house must sit directly on a continuous foundation wall that extends to a minimum depth of 42 inches to clay or granular fill".

6. New Business:

- A. Motion by Seth Prescher, second by Lisa Karsten, and carried to renew the Two Lakes Design Website Service Agreement from March 7, 2018 through March 6, 2019 for \$1,065.00. Tim Flaten abstained from voting.
- B. The request by WEM Moving Forward Foundation, Bucs Night Out to waive the Community Center great hall rental fee for April 14, 2018 is tabled to the April 2, 2018 Council meeting.

7. Correspondence and Announcements:

Lisa Karsten announced the great hall floor will be cleaned, striped and waxed this weekend. Lisa also informed the Council the meeting with MHC is set for the afternoon of March 15, 2018. Rich Revering will also be invited to attend.

8. Claims and Accounts:

- A. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to pay the February 26, 2018 Mid-Month Claims totaling \$14,445.09 from the General Fund, \$1,177.67 from the Fire Department Fund, \$1,295.39 from the Water Operations Fund, \$2,540.29 from the Wastewater Operations Fund and \$4,183.22 from the Refuse Fund.
- B. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the January 2018 ACH (Automated Clearing House) Claims and Transfers totaling \$250,000.00 transfer from Checking to Money Market, \$2,403.64 for PERA Payroll, \$557.00 for December 2017 MN Dept. of Revenue Sales & Use Tax and \$8,518.71 for December 2017 EFTPS.

9. Council Discussion and Concerns:

None

10. The regular meeting was closed at 8:34 p.m. for the evaluation review of full-time Public Works Director, Tim Minske. The meeting was reopened at 9:35 p.m. The evaluation is tabled to the March 5, 2018 meeting, when the performance evaluation is specific to the Public Works Director job description.

11. Adjournment:

Motion by Seth Prescher, second by Lisa Karsten, and carried unanimously to adjourn. Adjournment was at 9:37 p.m....

12. Next Regular Meetings: – Monday, March 05, 2018 & Monday, March 19, 2018.

13. Work Session Meeting: - Monday, March 26, 2018 at 6 p.m.

/s/ Kurt Wolf
Kurt Wolf, Mayor

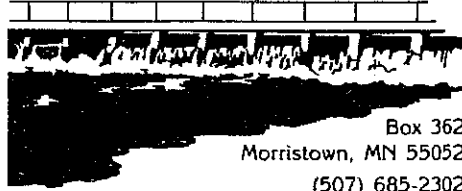
ATTEST:

/s/ Sheri Gregor
Sheri Gregor, City Clerk/Treasurer

City of Morristown

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Box 362
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MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting Monday, March 19, 2018 7:00 P.M.

Present: Mayor Kurt Wolf, Council Members - Lisa Karsten, Kathy Wolf and Tim Flaten

Absent: Seth Prescher

Others Present: City Attorney Mark Rahrick, City Engineer Rich Revering, Rice County Sheriff Troy Dunn, Dave Walz, Steve Willing, Jim Lonergan, Jack Blackmer, Mark Morris, Dan Morris, Jack Schwichtenberg, Steve Nordmeier, Tom Olinger, Pat Kaderlik, Tim Minske, Marissa Babcock, and City Clerk/Treasurer Sheri Gregor

1. The regular meeting of the Morristown City Council was called to order on Monday, March 19, 2018 at 7:00 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda:
Add to Unfinished Business L. Community Center Floor. Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to approve the Agenda with the one addition.
4. Consent Agenda:
The Public Works Report was pulled. Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to approve the Consent Agenda minus the Public Works Report. Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously to move forward with the \$7,499.00 mower purchase, minus \$1,000.00 trade-in (2007 lawnmower), minus \$700.00 (pending exempt sales tax further information) for a total of \$5,799.00, from Nordmeier Bros. Tim Minske asks to address the Bloomer Street storm drain issue. Storm drain will be added to the next regular meeting. Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously to approve the Public Works Report.
5. Comments and Suggestions from Citizens Present:
Dan Morris thanked City Clerk, Sheri Gregor, for the wonderful "Thank You" card, for the playground donation, to the Commercial Club. It was one of the nicest cards they have ever gotten. Steve Willing spoke about the possibility of the Council amending the ordinance that prohibits certain types of commercial vehicles to be housed in residential districts. Steve states people don't want it. More discussion to be heard under Unfinished Business G..
6. Unfinished Business:
 - A. Motion by Tim Flaten, second by Lisa Karsten, and carried unanimously to award the Community Center/City Hall Interior Paint Bid to Final Touch Drywall and Painting LLC for \$4,810.00.

6. Unfinished Business: (cont.)

- B. The downtown boulevard beautification project is tabled; Streets Commissioner, Seth Prescher, was unable to attend the meeting.
- C. 38 applications were received for the part-time City Administrator's position. Kurt Wolf and Lisa Karsten will interview the top six candidates selected by the City Council.
- D. Regarding the Franklin/Division Street Light Pole issue, Rich Revering recommends considering the placement of a flexible bollard. The Council is split on with the property now accommodating a business to just leave as is, or to move the pole. This item is tabled until the commissioner of streets, Seth Prescher, can weigh in on a solution.
- E. We will revisit meeting with a land use planner, in June, to talk through what the City would like to have done, then we'll receive a written proposal.
- F. Kurt Wolf reported he has an IT systems bid from Pantheon, still gathering one from CIT and no response from Marco. This is tabled until the next regular meeting, April 2, 2018.
- G. Members of the community and Zoning Board representatives were present to voice their concerns and issues with the Council's consideration of reversing Ordinance 2016-7, amending Chapter 71 of the Morristown City Code. After discussion, a motion was made by Lisa Karsten, seconded by Kathy Wolf, and carried not proceed on this issue. Tim Flaten abstained from the vote.
- H. The Work Session Agenda was presented for approval. Lisa Karsten requests to add #6. "Community Center Hall Threshold Repair". Motion by Lisa Karsten, second by Tim Flaten, carried unanimously to approve the March 26th agenda for the work session, adding item 6...
- I. Of the 58 applicants, seven were interviewed for the open full-time Public Works Operator position. The interview committee made their recommendation to the Council. Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously to offer the position to Dave Schlie, at the rate of \$18.00 an hour. If Dave Schlie, doesn't accept, to offer the position to Brandon Johnson, at the rate of \$20.00 an hour; due to him having water, wastewater experience.
Upon getting an acceptance, Lisa ask the Clerk notify (phone) the other interviewed applicants and send letters to the other 51 applicants, this week.
- J. Consultants for the City met with the Mobile Home Community local and regional park managers on March 15th to discuss four matters. MHC management agrees to repair, (bid from Dahle Enterprises) their (six/eight) shut off valves and our public works department will continue to flush the water lines. Robert Thomas, MHC Park Utilities Expert will get bids for jetting/televising their system. MHC will look to see if any of their other mobile home parks have a maintenance agreement with their city to adapt, that can be implemented, if agreed upon.

6. Unfinished Business: (cont.)

- J. (cont.) Lisa Karsten/Mark Rahrack will counteroffer the MHC Executive Leadership Team's proposition to share 50% of the approximate \$26,000.00 cost of the water line/water meter/shut off valve project, using city vendor isolation valve repair.
- K. With Community Center Event Coordinators, Barb Morris and Adrienne O'Rourke input, Lisa Karsten created a food and beverage policy. Lisa Karsten asks the Council to review the policy and vote on it at the next regular meeting.
- L. The Council directs Lisa Karsten to contact Clean Reflections to receive the discount at this time, not next year when the floor is to be annually maintained, on the expectation of the work done on the Community Center great hall floor.

7. New Business:

- A. Tom Olinger, Abdo, Eick & Meyers representative, presented highlights of the CPA management letter/audit results. Tom mentioned, with an additional administrative position, to put in place outlined duties for a checks/balances procedure. The audit went smoother than the previous year; cash control balance reconciled with checking balance. Tom outlined each fund with the general fund having a \$562,000.00 unassigned balance, equaling 93% of next year's budget. Tom sited to budget a slight increase each year, oppose to a spike, like we had to in the 2018 tax levy. The fire department saw an increase in funds. EDA consist with last three years. The debt service fund is budgeted with transfers coming over from the general fund. The water fund has a healthy reserve; wastewater does not have much for future capital needs. The refuse fund is breaking even, although trending down due to recycle expenses. The City needs to consider future road improvements through tax levy/assessments.
- B. Marissa Babcock of Weichert Realtors, speaking on behalf of an interested buyer of 508 Sidney Street property, ask if the City would consider amending the ordinance to allow city limits ag zoned land, of 2/3 or more acres, the right to have a hobby farm (chickens and a goat). The Council chooses to stay with our ordinance as written.
- C. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to sign the Ducks Unlimited Lake Region Chapter 50 Gambling Exempt Permit Application.
- D. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to allow spring "Open Burning", in the city limits, April 2nd through May 15th, 6:00 p.m. through 12:00 p.m. (noon).
- E. Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to approve the annual "Streets Maintenance Services" bids for 2018 from Timm's Trucking & Dahle Enterprises, as presented.
- F. Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously to the pay the \$50.00 National Child Safety Council Sponsorship.

8. Correspondence and Announcements:

Microchipping will be offered this year, as part of the animal immunization clinic on April 21, 2018. If interested, your animal **MUST be pre-registered**. The microchip cost is \$40.00. The City Council is invited to participate in the 2018 Morristown Dam Days Parade on Friday, June 1st.

8. Correspondence and Announcements: (cont.)

Effective April 01, 2018; Genesis Cooperative Association will be conducting business under their new merger name, Ag Partners Coop.

9. Claims and Accounts:

Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously to pay the March 05, 2018 Current Claims and Accounts totaling \$6,138.85 from the General Fund, \$290.09 from the Fire Department Fund, \$280.00 from the Water Operations Fund, \$1,335.43 from the Wastewater Operations Fund; the March 05, 2018 Late Claims and Accounts totaling \$8,234.30 from the General Fund, \$156.36 from the Fire Department Fund, \$550.09 from the Water Operations Fund, \$1,876.11 from the Wastewater Operations Fund, \$4,641.89 from the Refuse Fund; and the March 19, 2018 Mid-Month Claims and Accounts totaling \$4,181.21 from the General Fund (minus the floor payment), \$45.19 from the Fire Department Fund, \$92.49 from the Water Operations Fund and \$2,195.80 from the Wastewater Operations Fund.

10. Council Discussion and Concerns:

Tim Flaten has some information on floor scrubbers. He will give the material to Lisa Karsten and she will present her findings at the April 16, 2018 meeting.

11. Public Works Director Evaluation:

The regular meeting was closed at 9:33 p.m. to hold an annual employee review. The regular meeting was reopened at 10:08 p.m. Lisa Karsten gave a brief summary on the annual evaluation for Public Works Director was completed on Tim Minske. Tim is a stellar employee. Tim exceeds the majority of requirements, with a few meets requirements and no areas of improvement listed. Goals set for the coming year are to train in the new employee, to continue towards receiving his wastewater licensure, to continue to improve and itemize his department for budget preparation. Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously that at this time Tim receives a 2% increase in his salary, retroactive back to his anniversary date of February 13, 2018.

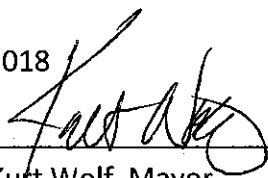
12. Adjournment:

Motion by Tim Flaten, second by Lisa Karsten, and carried unanimously to adjourn.

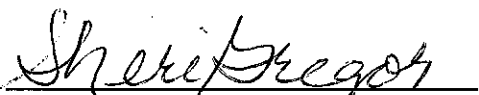
Adjournment was at 10:16 p.m....

13. Work Session: Monday, March 26, 2018 at 6 p.m.

14. Next Meetings: – Monday, April 02, 2018 & Monday, April 16, 2018


Kurt Wolf, Mayor

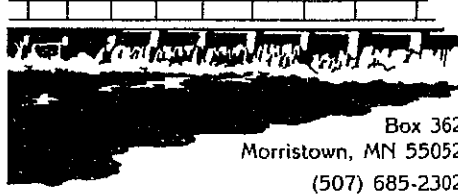
ATTEST:


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 MINUTES

Work Session Meeting

Monday, March 26, 2018 6:00 P.M.

Members Present: Mayor Kurt Wolf, Council Lisa Karsten Seth Prescher, Kathy Wolf, Tim Flaten

Others Present: Dan Morris, City Clerk Sheri Gregor

The work session meeting of the Morristown City Council was called to order, by Mayor Kurt Wolf, on Monday, March 26, 2018 at 6:20 p.m., in the Community Center at 404 S. Division Street.

Lisa Karsten will present a policy draft, at the next meeting, which will apply to all city employees; mainly to address Public Works Department snow and other emergencies compensation. Guidelines will clearly define who will officially authorize the crises and what justifies/defines an emergency; e.g. amount of snow, water main break, natural disaster. The extra overtime hours will be set at an hourly rate above salary and capped. Another proposal is to compensate on a case by case, merit base or a recommendation of compensation as an agenda item.

The Council discussed the revising of the current custodian job posting/description. The City Clerk will have this ready for the Council's review at the April 02, 2018 meeting.

The Council reviewed the City Administrator job description model furnished by Attorney Mark Rahrck. This will also be on the next agenda.

The Council worked on creating a clear and concise policy on waiving the fee for Community Center and Government Room Rentals. Once approved, this policy will be effective January 1, 2019 and the criteria are as follows: No fee charged for all Morristown City Organizations, 501c3 Non-Profit Organizations. Non-Profit Organizations holding a benefit/fundraiser or such, for profit, will be charged the applicable fees. These organizations do need to consult with the Community Center event coordinators or the Government Room city clerk to confirm the date availability and reserving the room(s). Other Non-Profit Organizations holding just a regular meeting, no fund raising or event involved, may reserve the government room free of charge. All other types of events/meetings will be required to pay the set fees.

The review of Nuisance Ordinances §92.15 – §92.20 are tabled to the next work session, to be determined.

Lisa Karsten will get two bids on repair of the Community Center broken flooring, mainly by the thresholds. Those bids will be offered at the May 7, 2018 meeting.

Parking Regulations – No public hearing was necessary to amend Chapter 71- Parking Regulations, i.e. adopting Ordinance 2016-7. Change to a provision set forth in Chapter 152 requires that a public hearing be held prior to adoption of the change.

The Council stands by their decision, made at the Monday, March 19, 2018 meeting to not consider revising the adopted changes in Ordinance 2016-7. Any further inquiries are to be made to the Zoning Board.

The Work Session adjourned at 9:08 p.m.

The next regular City Council meeting will be held Monday, April 02, 2018 at 7:00 p.m.


Kurt Wolf, Mayor

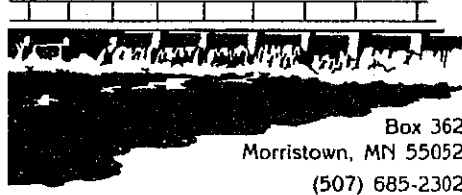
ATTEST:

Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting Monday, April 02, 2018 7:00 P.M.

Present: Mayor Kurt Wolf, Council Members-Lisa Karsten, Kathy Wolf, Seth Prescher, Tim Flaten
Others Present: City Attorney Mark Rahrck, City Engineer Rich Revering, Rice County Sheriff Troy Dunn, Troy Dahle, Mark Morris, Dan Morris, Jack Schwichtenberg, Steve Nordmeier, Mike O'Rourke, Tim Minske and City Clerk/Treasurer Sheri Gregor

1. The regular meeting of the Morristown City Council was called to order on Monday, April 02, 2018 at 7:00 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda: None
4. Consent Agenda:
Motion by Lisa Karsten, second by Seth Prescher and carried unanimously to approve the Consent Agenda minus the Public Works Report. Tim Minske expressed his concern on residential driveways that aren't hard surfaced. These create standing water which is causing the busting up of the roads. Another contributing factor, to this erosion of roads, is when mail is delivered, to the residential mailboxes; the vehicle goes off the road to the dirt/gravel, then back on the road. Tim says filling in the end of the drive to stop the standing water from going under the asphalt. Seth Prescher will work with Tim Minske on this issue. Motion by Seth Prescher, second by Lisa Karsten and carried unanimously to approve the Public Works Report.
5. Comments and Suggestions from Citizens Present: None
6. Unfinished Business:
 - A. Motion made by Seth Prescher, second by Lisa Karsten, and carried by a 3 to 2 vote, to not waive the Community Center hall rental fee for the WEM Moving Forward Foundation, Bucs Night Out to be held April 14, 2018.
 - B. Motion by Tim Flaten, second by Kathy Wolf, and carried unanimously to approve new hire, David Schlie, for the full-time Public Works Operator position, starting wage \$18.00 per hour, beginning Monday, April 02, 2018.
 - C. Kurt Wolf is still waiting on a bid for the IT System. This item will be tabled to the April 16, 2018 meeting.
 - D. Downtown boulevard beautification is tabled until the May 7th Council meeting.
 - E. Seth Prescher amends his motion to approve the city administrator's job description to adopt Ordinance 2018-3: An Ordinance Establishing Section 30.15 of the Morristown City Code Establishing the Position of City Administrator City, second by Lisa Karsten, and carried unanimously; putting in place the job description.

6. Unfinished Business: (cont.)

- F. Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to approve the City of Morristown Food and Beverage Policy and add signatures and date.
- G. The Franklin/Division Streets intersection light pole was discussed. To move this pole would cost \$1,200.00 and the location may not benefit intersection lighting. To add a bollard may interfere more with the lot maneuvering of vehicles/with the new property tenant wishing to leave pole placement as is. Rich Revering will check on the intersection lighting with the County, by the Council April 16, 2018 meeting. Tim Minske to contact LaCanne Electric on what effect changing out the type of the kitty-corner light fixture would have on the intersection/removing the compromised pole and what expert information can we seek to justify the pole as compromised.
- H. Mike O'Rourke updated the Council on the Centennial Park playground project. There is \$4,600.00 remaining for the project. Mike received the Council's permission for the committee to continue to finish the project. The playground committee would like to add some mulch to the grounds and place gutters on the pavilion to lessen erosion.
- I. Lisa Karsten stated the City has not received a response to her March 20th email to the Mobile Home Community top management; with the requested proposal for MHC to pay 50% up front of the obligatory repairs, then assess the remaining 50% extended over 3 years. Due to no reply, Mark Rahrlick is directed, a consensus by the Council, to notify MHC management by letter in which MHC will be assessed 100%; all due in the coming year, 2019. Mark Rahrlick's letter to MHC will give a deadline of April 20, 2018, by which we need a response, or we move ahead. This will determine if an easy assessment process or a Council sponsored local improvement feasibility process is required. Dahle Enterprises will carry out the necessary work beginning the second full week in June 2018; to be completed before the assessing of MHC. In a related issue, an informational notice pertaining to the prohibited substances being disposed in the wastewater sewer system will be in the upcoming newsletter.
- J. Tabled until the May 07, 2018 Council meeting is the policy drafted for overtime/emergency pay. Lisa Karsten would like to work with our attorney, Mark Rahrlick, to make sure it is worded right.
- K. Motion by Seth Prescher, second by Lisa Karsten, and carried unanimously to approve the "Custodian Job Description".

7. New Business:

- A. Mark Rahrlick informed us that once a conditional use permit has been issued, it should be recorded, per an acceptable recordable form, with the County. This will then go with the land. Any purchaser doing a title search would then see a record of the CUP. The Conditional Use Permit created by the City Clerk and Zoning Board could still be given to the property owner beside the County recorded form.
- B. The Council authorizes Mark Rahrlick to compose a letter to be sent to the property owner of 202 Bloomer Street W. regarding the need to place their sump pump drainage line directly into the storm water system so their drainage isn't emptying water into the street; a violation of City Code.
- C. Lisa Karsten congratulated Tim Minske on receiving the Facility Operator Award; accepted for Tim by Pat Kaderlik, at the State Convention in March.

7. New Business: (cont.)

D. The Community Center/Government Room Rental Fee Waiving Policy was studied.

The Clerk will add specific parameters and resubmit at the April 16, 2018 meeting for approval.

E. Motion by Seth Prescher, second by Tim Flaten, and carried unanimously to waive the Community Center hall rental fee, pending on the date availability, for the Morristown American Legion Auxiliary sponsored Blood Drive on Monday, May 7, 2018.

F. The City Council opted not to place an ad in the Faribault Daily News 2018 Profile Publication.

8. Correspondence and Announcements:

The City of Morristown received a "Thank You" note from Sheriff Troy Dunn for our donation and support of the National Child Safety program in Rice County.

Recycle Day on Saturday, April 7th 9am – 1pm

Firefighter's Dance is Saturday, April 7th 8:30pm

American Legion Burger Fry April 12th Council to help 4:45pm

Alcohol Awareness Short Course Training April 17th 6:30pm

Public Hearing Thursday, April 19, 2018 at 7:30pm, during the Zoning Board's meeting.

Amending Ordinance 152.091 Dwelling Restrictions

9. Claims and Accounts:

Clean Reflections deducted \$100.00 off the bill and the sales tax.

Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve to pay the April 02, 2018 Current Claims and Accounts totaling \$13,865.99 from the General Fund, \$962.76 from the Fire Department Fund, \$7,225.68 from the Water Operations Fund, \$4,014.64 from the Wastewater Operations Fund, and \$563.00 from the Refuse Fund; the April 02, 2018 Late Claims and Accounts totaling \$1,702.17 from the General Fund, \$538.75 from the Community Center Debt Fund, \$171.26 from the Water Operations Fund, and \$4,938.04 from the Wastewater Operations Fund.

10. Council Discussion and Concerns:

Tim Flaten brought up the passing on the right on Hwy 60/Holland Ave. intersection. Sheriff Dunn's Dept. continues to monitor this and also informed the State Patrol. People think because it's a paved shoulder they can pass on the right. There must be a sign saying "By-Pass Lane Only".

11. Adjournment:

Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to adjourn.

Adjournment was at 8:12 p.m..

12. Next Regular Meetings: – Monday, April 16, 2018 and Monday, May 07, 2018

/s/ Kurt Wolf

Kurt Wolf, Mayor

ATTEST:

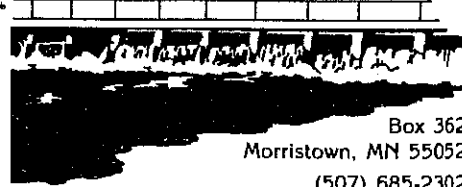
/s/ Sheri Gregor

Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN CITY COUNCIL MEETING MINUTES Special Meeting Monday, April 09, 2018 6:00 P.M.

Members Present: Mayor Kurt Wolf, Council Lisa Karsten, Kathy Wolf, Tim Flaten
Absent: Seth Prescher
Others Present: City Clerk Sheri Gregor

The special meeting of the Morristown City Council was called to order, by Mayor Kurt Wolf, on Monday, April 09, 2018 at 6:02 p.m., in the Council Chambers at 402 S. Division Street.

Added to the Agenda – 4. Approve Resolution 2018-5: A Resolution Approving Publication of Ordinance by Title and Summary.

Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to accept David Schlie's two week notice letter of resignation dated Tuesday, April 03, 2018; noting that David quit on Friday, April 06, 2018.

Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to adopt Resolution 2018-4: A Resolution Accepting the Resignation of David Schlie, effective April 06, 2018.

Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously that the Council offers the Public Works Operator position to Brandon Johnson at \$20.00 per hour, with increases at which point he receives licensing to run the plant and that amount determined at that time.

Motion by Tim Flaten, second by Kathy Wolf, and carried unanimously to approve Resolution 2018-5: A Resolution Approving Publication of Ordinance by Title and Summary; to be published in our official newspaper, a summary of Ordinance 2018-3.

Motion to adjourn by Tim Flaten, second by Kathy Wolf, and carried unanimously. The special meeting adjourned at 6:09 p.m..

The next regular City Council meeting will be held Monday, April 16, 2018 at 7:00 p.m.

/s/ Kurt Wolf

Kurt Wolf, Mayor

ATTEST:

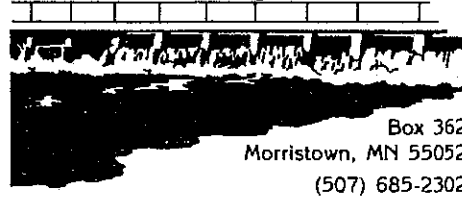
/s/ Sheri Gregor

Sheri Gregor, City Clerk/Treasurer

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MORRISTOWN CITY COUNCIL MEETING MINUTES

Mid-Month Regular Meeting Monday, April 16, 2018 7:00 P.M.

Present: Mayor Kurt Wolf, Council Members-Lisa Karsten, Kathy Wolf, Seth Prescher, Tim Flaten
Others Present: Dan Morris, Steve Nordmeier and City Clerk/Treasurer Sheri Gregor

1. The mid-month regular meeting of the Morrystown City Council was called to order on Monday, April 16, 2018 at 7:03 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda:
Lisa Karsten added under Unfinished Business, H. City Administrator Update. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the Agenda with the one addition.
4. Comments and Suggestions from Citizens Present:
Dan Morris, of Morrystown Township, thanked Kurt, Seth and Lisa for working at the Recycle Day event. Dan Morris also commended the Boy Scouts on their fantastic job.
5. Unfinished Business:
 - A. Recycle Day held Saturday, April 7, 2018 was a success. Many residents expressed their appreciation to the City for sponsoring such an event. The annual Recycle Day is held the first Saturday in April. Going forward, Seth Prescher brought up having signage for the separation of City/Township tires and the Morrystown and Township areas. Motion by Seth Prescher, second by Tim Flaten, and carried unanimously to match the Township and do a \$100 Morris Mart Gift Card for Jesse Ahlman, for hauling away the computer towers and appliances. The City of Morrystown total expenses were \$3,899.01.
 - B. Seth Prescher relayed information from Rich Revering regarding the Franklin/Division Streets intersection light pole. After a discussion, the Council will table this issue to the May 7, 2018 Council meeting, as to leave pole as is or replace the damaged, but non-hazardous, pole. The costs from the previous pole replacement will be reviewed and any monies spent will come from the streets budget funds.
 - C. Kurt Wolf reported he has an updated IT system bid from Pantheon, will receive CIT's bid tomorrow and Marco is reinterested. The item is tabled until two of the three bids are in, which will be presented at the next meeting.
 - D. Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously recognizing that Brandon Johnson has accepted the full-time Public Works Operator position at \$20.00 per hour, with increases based on acquiring licensure to operate the plant, with a start date of April 23, 2018.

5. Unfinished Business: (cont.)

- E. The Community Center/Government Room Fee Waiving Policy being created needs some critiquing of wording, set up/tear down/cleaning fee and specifics of food related events. This policy has been tabled until the Council's next work session; date to be determined.
- F. The Overtime/Emergency Pay Policy will not be put into effect. The terms will only apply to and be written in the job description of any salaried city employee.
- G. Attorney Mark Rahrlick received an email response from Greg Rommes, RV Horizons, Inc. District Manager, regarding the MHC meter and piping project. The Council has concluded that the City will go forward with its plan to proceed with the project in early June, 2018, and assess 100% of the cost to the owners of MHC, over a one year period.
- H. Lisa Karsten informed the Council she and Kurt Wolf interviewed three applicants, all with great qualities and job worthy, for the part-time City Administrator position. Lisa and Kurt recommend a second round of interviews with a city employees panel (Sheri Gregor, Tim Minske, Troy Dahle, Rice County Sheriff's Office representative) facilitated by Seth Prescher.

6. New Business:

- A. Motion by Seth Prescher, second by Kathy Wolf, and carried unanimously to approve the 4-H Club filling the planters in Centennial Park.
- B. Lisa Karsten tables the floor scrubber bids to the Council Meeting on May 21, 2018, to see if the Fire Department is planning to purchase one also; to get a discount.
- C. Public Works employee compensation is tabled to the Council's May 07, 2018 meeting; until Lisa Karsten can consult with Tim Minske.

7. Correspondence and Announcements:

Annual Dog Vaccination & Licensing Clinic Saturday, April 21st 1pm – 3pm

8. Claims and Accounts:

- A. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the revised April 16, 2018 Mid-Month Claims totaling \$17,898.78 from the General Fund, \$690.75 from the Fire Department Fund, \$1,161.67 from the Water Operations Fund, \$2,619.78 from the Wastewater Operations Fund, and \$7,982.23 from the Refuse Fund.

9. Council Discussion and Concerns:

Kurt Wolf spoke about a broadband conference he attended in Mankato. Seth Prescher asks if the Council plans on attending Retreat Camp at St. Cloud in June.

10. Adjournment:

Motion by Seth Prescher, second by Kathy Wolf, and carried unanimously to adjourn.
Adjournment was at 8:22 p.m...

11. Next Regular Meetings: – Monday, May 07, 2018 and Monday, May 21, 2018

/s/ Kurt Wolf

Kurt Wolf, Mayor

ATTEST:

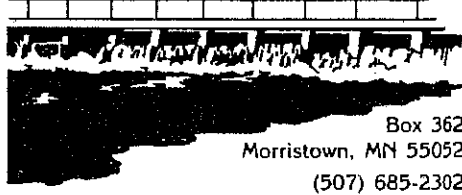
/s/ Sheri Gregor

Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN CITY COUNCIL MEETING MINUTES **Regular Meeting Monday, May 07, 2018 7:00 P.M.**

Present: Mayor Kurt Wolf, Council Members-Lisa Karsten, Kathy Wolf, Seth Prescher, Tim Flaten
Others Present: City Attorney Mark Rahrack, City Engineer Rich Revering, Rice County Sheriff Troy Dunn, Deputy Sheriff Trevor Peterson, Tim Minske, Jack Schwichtenberg, Steve Nordmeier, Mike O'Rourke, Adam Uittenbogaard, and City Clerk/Treasurer Sheri Gregor

1. The regular meeting of the Morristown City Council was called to order on Monday, May 07, 2018 at 7:05 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda:
Lisa Karsten adds to New Business, Making a Verbal Request for a Sheriff's Proposal. Lisa Karsten stated the 04/09/18 Special Meeting Minutes are not listed in the Consent Agenda, to add them. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously approve the Agenda, with the two additions.
4. Consent Agenda:
Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the Consent Agenda.
5. Comments and Suggestions from Citizens Present:
None
6. Unfinished Business:
 - A. Tim Flaten reported on the results of the annual Animal Vaccination and Licensing Clinic. We had 52 pre-registrations and 22 registered at the door. Total animals receiving immunizations were 90 dogs and seven cats. Licensed dogs to date are 99. We encourage city residents who have yet to license their pet to please bring in proof of your dog's up-to-date rabies and distemper vaccinations and purchase the required annual license tag.
 - B. The Council discussed the cost to relocate and replace the light pole or to replace the current compromised light pole. Motion by Seth Prescher, second by Lisa Karsten, and carried unanimously to buy a new light pole for intersection Franklin/Division Streets. Tim Minske reported he has a new pole to replace a damaged one at the intersection of Division and Ann Streets. Tim will use that pole, to remain at the same location, for Franklin/Division intersection, and order another new pole.

6. Unfinished Business: (cont.)

- C. Mark Rahrack and Rich Revering explained two different procedures the Council could take to assess MHC for the necessary isolation value repairs. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to call it a special charge, order a feasibility study, hold an improvement hearing. Mark Rahrack will prepare a resolution initiated by the Council to order a preparation report. The Council authorities Mark Rahrack to send the Mobile Home Park one last letter saying here's what we are doing we're occurring these extra cost and we are assessing you for them.
- D. The Council has budgeted funds for downtown boulevard beautification. Seth Prescher, in charge of streets, reported his research on prices and presented a bid from Nagel Sod & Nursery, on concrete planter boxes, that will be placed where the trees used to line the boulevard (the tree locations will be filled in with cement). The planter boxes will be put out every spring and removed every fall. What types of flowering plants and the maintenance of is yet to be decided. The 4-H Group was asked but is not willing to maintain them all summer. Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously to spend \$1,500.00 for downtown planters.
- E. Lisa Karsten relayed information and recommendations from Floor to Ceiling on repairing the Community Center threshold issues. Seth Prescher will check with Lockerby, sheet metal fabricator, about making metal extensions of the threshold to cover the damaged tiles.
- F. Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously to adopt Ordinance 2018-4: An Ordinance Amending Section 152.091 of the Morristown City Code Regarding Dwelling Restrictions.
- G. Lisa Karsten indicated the second interview panel's overall consensus recommendation, for the part-time City Administrator position, matched the interview committee's opinion and will offer the job to Brad Potter. Stating unallocated budget monies will fund the position, Lisa Karsten motioned to recommend the position be offered 30 hours per week, at \$35.00 an hour, to Brad Potter, seconded by Tim Flaten, and carried unanimously. If he does not accept the position, our recommendation would be to offer it to Tracy Frederick, 30 hours a week at \$23.00 an hour. Those numbers are based on conversations with them. Brad has more direct city administrator and supervisory experience. Tracy would need to learn the clerk's piece of the job if she would be filling in at any point.

6. Unfinished Business: (cont.)

- H. The Council would like to compensate Troy Dahle for the time he operated the wastewater facility; during Tim Minske's vacation. Tim Minske will inform Lisa Karsten on the hours Troy spent at the plant. Tim Minske, expressing his gratitude for Troy, wanted the Council to know, he can't thank Troy enough; how Troy was a tremendous help.
- I. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the revised City of Morristown Food and Beverage Policy, per Julie Isenberg's, Minnesota Public Health Sanitarian, request.
- J. Motion by Lisa Karsten, second by Tim Flaten, and carried to extend the spring open burning, for two extra weeks, through May 29, 2018. Opposed by Seth Prescher.

7. New Business:

- A. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the Commercial Club's liquor license transfer, during Dam Days 2018, for the downtown Beer Garden Friday, June 1st – Sunday, June 3rd and for Centennial Park on Sunday, June 3rd.
- B. Motion by Seth Prescher, second by Kathy Wolf, to increase spending \$400.00, from the \$350.00 spent from last year, due to going through all of the candy even in the rain, on nothing chocolate or that melts on Dam Days/July 4th parades candy. Opposed to the motion of no chocolate candy by Lisa Karsten, Kurt Wolf and Tim Flaten. Motion failed. Motion by Lisa Karsten, second by Tim Flaten, and carried to increase the dollar amount to \$400.00 and Sheri Gregor can pick out the candy for the Dam Days/July 4th parades. Opposed by Seth Prescher.
- C. The Playground Committee will soon begin the planning stage for the Babe Nordmeier Field - Baseball Playground Project. Work will begin after the baseball season ends. The City will receive a progress report by Mike O'Rourke and Steve Nordmeier in August or September.
- D. A discussion was held on where residents are allowed to take their dogs; as in a dog park or designated area. This item will be addressed at a City Council Work Session, to be held Monday, May 14, 2018 at 7:00 p.m... Dogs will no longer be allowed inside the Babe Nordmeier Baseball Field fenced-in area. Motion by Seth Prescher, second by Kathy Wolf, and carried unanimously to amend the current signs at the baseball field to read "No Animals Allowed" inside the baseball park's fenced in diamond.
- E. The Council will also include the topic of ATV/UTV city limits allowances at the Work Session. They will address the possibility of putting an ordinance in place regulating their allowable use, making it easier for police to enforce.

7. New Business: (cont.)

- F. Motion by Lisa Karsten, second by Seth Prescher, and carried unanimously to approve the fee of \$35.00 for the Sheri Gregor to attend the Banyon Report Writer Mini-Session on June 25, 2018.
- G. Tim Minske will provide Seth Prescher with a list of city properties needing County address signs. The City Clerk will send a letter to inform the owners on the intent of posting the address signs and they will be assessed approximately \$86.00; which includes the sign, pole, labor and locate. Tim Minske is to compose a list of the city street signs needing to be upgraded, in the order of which are in the worst shape, and give the list to Seth Prescher to evaluate.
- H. Tim Minske expressed his concern on the poor condition of the city streets, needing to be repaired. Seth Prescher spoke on one of the goals of the new City Administrator will be to implement a long term plan for a streets project. Street (project) funds are being set aside and being built up. Seth Prescher instructs Tim Minske, in the meantime, to make the streets as safe as possible, fix the potholes and submit a list of spots that need emergency repairs.
- I. Kurt Wolf spoke of receiving the verbal, effective immediately, resignation on May 2, 2018 and tonight the written resignation of Community Center/City Hall Custodian Rick Karsten.
- J. Motion by Seth Prescher, second by Tim Flaten, and carried to approve Resolution No. 2018-6: A Resolution Accepting the Resignation of Rick Karsten. Abstained by Lisa Karsten.
- K. Motion by Tim Flaten, second by Seth Prescher, and carried unanimously to hire a second person from our recent applicants and offer Mary Shafer the Custodian position at \$13.50 an hour. If Mary Shafer declines the offer, to then offer the position to Kristine Strobel at \$13.50 an hour. If none of the applicants accept the job offer, to re-open the position by posting; as previously authorized, as soon as possible.
- L. Motion by Seth Prescher, second by Tim Flaten, and carried unanimously to approve Resolution No. 2018-7: A Resolution Establishing Deed Requirements Pursuant to a Department of Natural Resources Outdoor Recreation Grant, and to record the resolution with the County.
- M. With the Rice County Sheriff Office Law Enforcement Services Agreement expiring in one year, Lisa Karsten made a verbal request to Rice County Sheriff Troy Dunn for a new formal contract proposal for five years, subject to review and renewal. Troy Dunn will submit the renewal contract by the May 21st City Council meeting.

8. Correspondence and Announcements:

Sheriff Dunn introduced Deputy Sheriff Trevor Peterson, who is now the supervisor over Morristown's Rice County law enforcement. Colby Hullet will be covering the 40 hour deputy on duty during the week, for the next four month period, May through August. It was asked if a Public Hearing would need to be held before continuing with Rice County Sheriff's Law Enforcement. The answer was "No", just a resolution passed by the Council. Lisa Karsten asked Troy Dunn if he knew how (could help) to disband the Morristown Police Department, if the Council renews the agreement. Seth Prescher received a call thanking Tim Minske for patching up their yard (due to snowplowing). The resident didn't expect it and was appreciative of Public Works. The Council received a "Thank You" for the plant sent for Cindy Lindahl's funeral.

9. Claims and Accounts:

Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously approving to pay the May 07, 2018 Current Claims and Accounts totaling \$13,020.30 from the General Fund, \$2,292.72 from the Fire Department Fund, \$6,137.50 from the Community Center Debt Fund, \$1,461.30 from the Water Operations Fund, \$1,118.95 from the Wastewater Operations Fund and \$5,344.22 from the Refuse Fund. No late claims were submitted.

10. Council Discussion and Concerns:

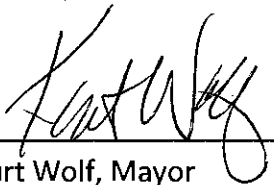
The Council scheduled a "Work Session" for Monday, May 14, 2018 at 7:00 p.m.

11. Adjournment:

Motion by Seth Prescher, second by Tim Flaten, and carried unanimously to adjourn.
Adjournment was at 9:03 p.m...

12. Next Meetings, all at 7:00 p.m.: – (Work Session) Monday May 14, 2018

Monday, May 21, 2018 and Monday, June 04, 2018


Kurt Wolf, Mayor

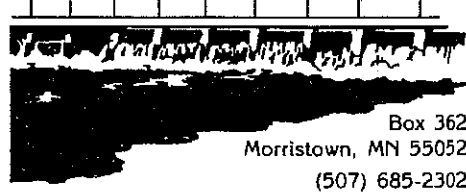
ATTEST:


Sheri Gregor, City Clerk/Treasurer

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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Box 362

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MORRISTOWN CITY COUNCIL WORK SESSION MINUTES

Monday, May 14, 2018 7:00 P.M.

Members Present: Mayor Kurt Wolf, Council Seth Prescher, Kathy Wolf, Tim Flaten

Member Absent: Lisa Karsten

Others Present: City Administrator Brad Potter and City Clerk Sheri Gregor

The work session meeting of the Morristown City Council was called to order, by Mayor Kurt Wolf, on Monday, May 14, 2018 at 7:00 p.m., in the Council Chambers at 402 S. Division Street. Items discussed are as follows:

1. The Council continued to critique the newly recreated policy on waiving the fee for the Community Center and Government Room Rentals. Once approved, by all accounts at the May 21, 2018 regular meeting, this new policy, for the remainder of 2018 will follow the present guidelines, with the new rental rates and following criteria in effect beginning on January 1, 2019: No fees charged for all Morristown City Entities, City Community Organizations, City sponsored open hall, free to the public, community gatherings and residents (walkers and exercise groups) dedicated to health and wellness. 501c3 Non-Profit Organizations are eligible for a 50% reduced rental fee of the normal rate. Contracts may be negotiated for community based single events (using the facility for multiple days in preparation of the event). All other types of events and meetings will be required to pay the set rental rates that are non-negotiable.
2. After consideration of creating an ordinance regulating the use of ATVs and UTVs within the city limits, the Council decided not to enforce any additional constraints, and revert back to the state regulations.
3. While the Babe Nordmeier Baseball Field may no longer be used as a "dog park" for residents, the City Council is looking at other city property possibilities as a location designated for a dog park.


4. With the narrowest of most of our city side streets, the Council discussed current areas of concern where vehicles are parked on both sides of a street causing difficulty in maneuvering through the said streets. These circumstances are also problematic in emergency situations involving emergency vehicles, such as an ambulance or fire trucks. This issue will be addressed by contacting the individual residents or property owner or vehicle owners.
5. Brad Potter will speak with the Public Works Operator to discuss the best option regarding his work cell phone.
6. The new City Administrator, Brad Potter, gave an updated the Council on his first week working for the City.
7. The Council examined the city employees job descriptions and made a few modifications to the custodial and city clerk/treasurer job descriptions. Brad Potter will review the Public Works director and operator descriptions, then report any changes to the Council for approval. Final approval of the custodial and city clerk/treasurer job descriptions will be motioned at the May 21, 2018 regular meeting.
8. The review of Nuisance Ordinances §92.15 – §92.20 are tabled to the next work session, to be determined.

The Work Session ended at 9:36 p.m.

The mid-month regular City Council meeting will be held Monday, May 21, 2018 at 7:00 p.m.



Kurt Wolf, Mayor

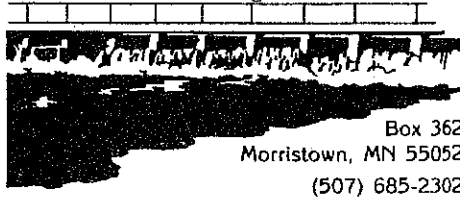
ATTEST: 

Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN CITY COUNCIL MEETING MINUTES

Mid-Month Regular Meeting Monday, May 21, 2018 7:00 P.M.

Present: Mayor Kurt Wolf, Council Members-Lisa Karsten, Kathy Wolf, Tim Flaten

Absent: Seth Prescher

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

1. The mid-month regular meeting of the Morristown City Council was called to order on Monday, May 21, 2018 at 7:02 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.

2. The Pledge of Allegiance was recited.

3. Additions/Corrections to the Agenda:

Lisa Karsten request to remove item Unfinished Business, E. Salaried Overtime/Emergency Pay. This item is specific to Tim Minske's job description that Lisa will work on with the city attorney and Brad Potter. When the position description needs approval, it will come before the Council. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the Agenda for May 21st, deleting the one unfinished business item.

4. Comments and Suggestions from Citizens Present:

None.

5. Unfinished Business:

- A. Two vendors, submitting bids for a new Community Center floor scrubber gave demonstrations for the Council. The Council will make their decision, which to purchase, at the next Council meeting.
- B. The new City Administrator, Brad Potter, was introduced and welcomed. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to announce that Brad Potter accepted the City Administrator position, with the start date of Wednesday, May 09, 2018.
- C. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the March detailed breakdown sheet from the Sheriff's Department and the April complete summary and breakdown report, as presented.
- D. Kurt Wolf is referring the vendors of the IT Systems update over to Brad Potter, to gather the bids. Kurt informed Brad any IT input needed, he will be happy to give it.
- E. Removed Salaried Overtime/Emergency Pay
- F. Public Works backup compensation tabled until the June 18th Council meeting.

5. Unfinished Business:

- G. Motion by Tim Flaten, seconded by Kathy Wolf, and carried unanimously acknowledging that Kristine Strobel accepted the second part-time custodial position with the start date of Thursday, May 17, 2018. Tim Flaten amended his motion to include her wage of \$13.50 an hour, amendment carried.
- H. Troy Dunn submitted the Rice County Sheriff's Department Law Enforcement Services 5 Year Agreement, June 1, 2018 – May 31, 2023, for the Council's review. Brad Potter has a few general questions for Sheriff Dunn, regarding the day to day process. This item will be tabled until the Council's June 18, 2018 meeting.
- I. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to approve Resolution 2018-8: A Resolution Ordering Preparation of Report on Improvement.
- J. Bolton & Menk submitted the requested feasibility report – Rich Revering sees now the extensive urgency to get this repair done. Rich thinks the metering facility repair is necessary, and at risk of rupture.
- K. Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously to approve Resolution 2018-9: A Resolution Receiving Feasibility Report and Calling Hearing on Improvement. A public hearing will be held on June 18, 2018.
- L. Upon review, a motion was made by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to approve the three recordable format Conditional Use Permit documents to be filed with the Rice County Recorder's Office.
- M. With removing the statement "The City Council reserves the right to allow free of charge, the use of the hall, if not rented", Lisa Karsten motioned, and Tim Flaten seconded, and was unanimously carried to approve the revised Community Center/ Government Room Rental Fee Waiving Policy.
- N. Brad Potter will get with Tim Minske, after Dam Days, go over what the Council discussed, at the Work Session, on options for a city dog park or designated area.
- O. At this time, the City will not put an ordinance in place; regulating the use of ATV/UTV's within the city limits. Be advised to follow the Minnesota Department of Natural Resources 2018 OHV Regulations. Booklets are available at City Hall.
- P. After some discussion, a motion was made by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the revised Custodial and City Clerk/Treasurer job descriptions.

6. New Business:

- A. Motion by Tim Flaten, seconded by Kathy Wolf, and carried unanimously to approve the appointment of the 2018 Election Judges as stands: Co-Head Election Judges Brad Potter and Sheri Gregor; Election Judges Virginia Schmidtke, Jack Schwichtenberg, Nyla Wille and Diane Schmidtke;

6. New Business: (cont.)

- A. (cont.) including to pay mileage and wages to attend training, wages for Election Day hours, plus two meals per each judge (lunch and dinner) during the election. Tim Flaten amends his motion to include the wage of \$11.00 an hour; amendment carried.
- B. Motion by Tim Flaten, seconded by Kathy Wolf, and carried to lock in the date of October 21, 2018 and reserve the Community Center Hall for the Historical Society Open House. Abstained from voting was Lisa Karsten.
- C. Motion by Tim Flaten, seconded by Lisa Karsten, and carried unanimously to add City Administrator Brad Potter, to the authorized signers list; Sheri Gregor, Kurt Wolf and Lisa Karsten, on the Lake Country Community Bank City of Morristown Accounts.
- D. The Council accepts the Zoning Board's recommendation to amend the City code ordinance regulating what constitutes a buildable lot area and width. The City will be going through the process to amend Ordinance §152.094 and this is projected to be heard on July 02, 2018.

7. Correspondence and Announcements:

None.

8. Claims and Accounts:

- A. Motion by Lisa Karsten, second by Kathy Wolf, and carried unanimously to approve the May 21, 2018 Mid-Month Claims, correcting the brush pile claim off of the waste water account, totaling \$48,247.93 from the General Fund, \$315.15 from the Fire Department Fund, \$751.19 from the Water Operations Fund and \$4,131.98 from the Wastewater Operations Fund.

9. Council Discussion and Concerns:


None.

10. Adjournment:

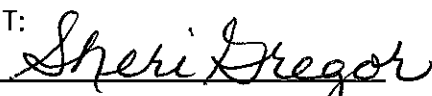
Motion by Lisa Karsten, second by Tim Flaten, and carried unanimously to adjourn.

Adjournment was at 9:28 p.m..

11. Next Regular Meetings: – Monday, June 04, 2018 and Monday, June 18, 2018


Kurt Wolf, Mayor

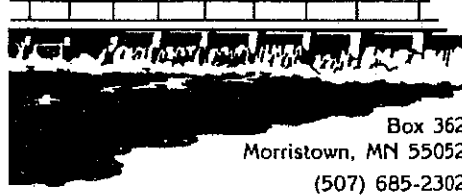
ATTEST:


Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting Monday, June 04, 2018 7:00 P.M.

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Council Present: Mayor Kurt Wolf, Council Members-Lisa Karsten, Kathy Wolf, Tim Flaten

Council Absent: Seth Prescher

Others Present: City Attorney Mark Rahrlick, City Engineer Rich Revering, Rice County Deputy Sheriff Trevor Peterson, Public Works Director Tim Minske, Jack Schwichtenberg, Fire Chief Troy Dahle, Assistant Fire Chief Adam Uittenbogaard, Zoning Board Member Mark Morris, Commercial Club President Dan Morris, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor.

1. The regular meeting of the Morristown City Council was called to order on Monday, June 4, 2018 at 7:04 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda:
 - Brad Potter adds to Unfinished Business, B. Compost/Burn Site. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the Agenda, with the one addition.
4. Consent Agenda:

Troy Dahle asks to pull the Fire Department Report. Sheri Gregor stated the May 17th Zoning Board minutes are not in the Consent Agenda packet. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to approve the Consent Agenda, minus the Fire Department Report and the Zoning Board May 17, 2018 minutes. Fire Chief Troy Dahle requests the Council's approval to open up applications for new fire department members. Currently the department has 23 members, some of which may retire in the next few years. Troy would like to see adding at least four new members. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to allow the Fire Department to advertise for additional firefighters. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to approve the Fire Department Report.
5. Comments and Suggestions from Citizens Present:

None

6. Unfinished Business:

- A. The Council had demonstrations (at the last meeting) and received information on floor scrubbers and their cost, to aid them in their decision making. After conversing, the Council request for the Clerk to look back at minutes and listen to the audio tapes to find what originated this request and what was budgeted to obtain a new scrubber. It was questioned whether we need to purchase one.
- B. Brad Potter presented the Council with options on addressing the problem out at the compost/burn site. Signage, fencing, key entrance, surveillance, camera, motion lights, administrative fines, or to close the compost site were all discussed. This item will be revisited at the Council meeting on Monday, July 02, 2018.

7. New Business:

- A. Due to Monday, September 03, 2018 being Labor Day, the regular City Council meeting is rescheduled for Monday, September 10, 2018 at 7:00 p.m..
- B. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to add "City Administrator" to the "Purpose" and "Scope" sections of the "City of Morristown Investment Policy".
- C. Brad Potter presented the Council with his outlook on city investments and future projects. The Council likes the plan laid out by Brad and updates will be given in future meetings.
- D. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the Public Works Mower-Part-Time job description, to authorize the City Administrator and Public Works Director to post and hire a part-time mowing position at \$12.00 an hour.

8. Correspondence and Announcements:

Zoning Board to hold a Public Hearing Thursday, June 21, 2018 at 7:30 p.m. to consider amending Section §152.092 of the City Code "Construction on Lots of Record" and §152.094 "Lot Design Standards", allowing to reduce the minimum lot width of minimum of 80 lineal feet. Kurt Wolf informed the Council of a "Thank You" note received from the Miss Morristown Committee, for our assistance in the pageant. Kurt Wolf announced he will be attending the 2018 MN Annual Conference, June 20-22 in St. Cloud. Brad Potter will attend, and invited the Council, to the June 12th Rice County Board of Commissioners meeting, where officials from MN-Dot will present the 10-year transportation plan for Southeast MN, and specifically within Rice County.

9. Claims and Accounts:

Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously approving to pay the June 04, 2018 Current Claims and Accounts totaling \$10,871.27 from the General Fund, \$1,336.85 from the Fire Department Fund, \$1,786.16 from the Water Operations Fund, \$5,200.41 from the Wastewater Operations Fund and \$870.50 from the Refuse Fund; and the June 04, 2018 Late Claim and Accounts totaling \$4,171.94 from the General Fund, \$98.63 from the Fire Department Fund, \$329.86 from the Water Operations Fund, \$2,879.11 from the Wastewater Operations Fund and \$35.00 from the Refuse Fund, as presented.

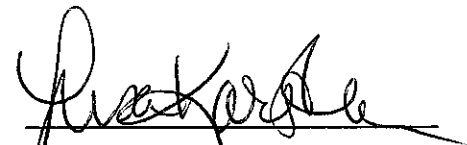
10. Council Discussion and Concerns:

Items such as the Dog Park, Public Works cell phone, overtime/emergency pay and compensation will, at some point, be brought back onto future agendas.

11. Adjournment:

Motion by Tim Flaten, second by Lisa Karsten, and carried unanimously to adjourn. Adjournment was at 8:10 p.m..

12. Next Regular Meetings: – Monday June 18, 2018 and Monday, July 02, 2018



Lisa Karsten, Assistant Mayor

ATTEST:

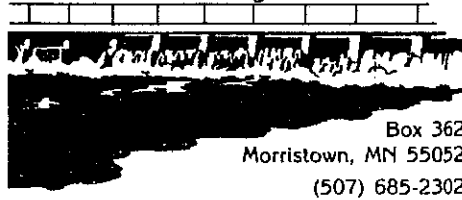


Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting Monday, June 18, 2018 7:00 P.M.

Page 1 of 4

Council Present: Mayor Kurt Wolf, Members-Lisa Karsten, Kathy Wolf, Seth Prescher Tim Flaten
Others Present: Rice County Deputy Sheriff Troy Dunn, Public Works Director Tim Minske,
Zoning Board Members Mike O'Rourke and Mark Morris, Commercial Club President Dan
Morris, Commercial Club/Playground Project Member Steve Nordmeier, City Administrator
Brad Potter and City Clerk/Treasurer Sheri Gregor.

1. The regular meeting of the Morristown City Council was called to order on Monday, June 18, 2018 at 7:06 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda:
Add to Old Business H. Troy Dahle Compensation. Add to New Business F. Morristown/
Township Line Road. Motion by Lisa Karsten, seconded by Seth Prescher, and carried
unanimously to approve the Agenda with the additions.
4. Consent Agenda:
Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve the
Consent Agenda, minus the April 30, 2018 Cash Control Statement to be submitted July 2,
2018.
5. Comments and Suggestions from Citizens Present:
Dan Morris expressed the need to always have security at every great hall event after 9 p.m.
involving music and alcohol. Due to lack of availability, the last dance was unsupervised and
there were causes for concern. The dance security deposit will be refunded for this dance.
More prospects for security coverage are being sought out.
6. Unfinished Business:
 - A. The Council decided to move out the purchase of a Community Center floor scrubber
but to include the cost into the 2019 budget.
 - B. Brad Potter has experience developing comprehensive and land use plans and stated
he could put together an updated effective and simple plan with mapping for the City.
The Council directed Brad to proceed internally. If we need something more
comprehensive and extensive we could use Bolton & Menk's services; adding the
expense to next year's budget. Brad will put together a schedule and present it to the
City Council and Zoning Board.

6. Unfinished Business: (cont.)

- C. The City had four candidates apply for the part-time Parks Maintenance position. Motion by Tim Flaten, seconded by Lisa Karsten, and carried unanimously to approve Resolution 2018-10: A Resolution Accepting the City Administrator's Recommendation To Hire Roland Moesler As The Public Works Part-Time Seasonal Parks Maintenance Employee, at the hourly wage of \$12.00, staying under 30 hours per week, effective June 18, 2018.
- D. Kurt Wolf, Brad Potter and Troy Dunn met last week to go over renewing the law enforcement agreement for a five year period; superseding the current agreement. This agreement will be locked in at an annual 3% increase. Sheriff Dunn explained this is to the City's advantage as the deputy sheriff's pay increases are under review. Motion by Lisa Karsten, seconded by Kathy Wolf, carried unanimously approving the 5 year Rice County Sheriff's Law Enforcement Services Agreement at 60 hours per week.
- E. Tim Minske is getting price quotes for the 14 intersection duo street signs replacements. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to move forward with replacing the street signs, using \$2,000.00, out of the streets fund
- F. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously for the administrator to proceed sending letters, explaining the reasons for placing signs, to the city limits owners of the 25 addresses needing the 911 reflective blue background rural addressing/emergency signs.
- G. The City Council thanks Mary Otto-Meyers for volunteering to get and pot the flowers in the downtown boulevard planters. The business owners will be asked to water the flowers by their businesses this season, with the probability of future budgeting to hire someone to maintain the flowers downtown and in the park.
- H. Troy Dahle filled in for Tim Minske, at the sewer plant, while Tim was on vacation. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to compensate Troy Dahle for 15 hours @ \$25.00 an hour.

7. New Business:

- A. The City Council will be a participant in the annual North Morristown July 4th parade; walking behind the Morristown Fire Department's rescue boat. Motion by Seth Prescher, second by Lisa Karsten, and carried unanimously to purchase \$400.00 worth of candy, for them to throw and donate to the candy throwing house, in the parade.
- B. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to approve the list of 2018 liquor and/or tobacco licenses. The businesses/organizations include Old Town Tavern, Archie's Bar, the American Legion Post 149, Hiller's Last Call Liquor & Bait, Morristown Commercial Club, Morris Mart and the Morristown Baseball Assoc.

7. New Business: (cont.)

B. (cont.) Seth Prescher is questioning why the City requires business licensing for amusement devices (games and machines). The answers; in March of 1981, these terms were adopted as Business Regulations Chapter 113: Amusement Ordinance Sections 113.01 through 113.09. Research is being conducted and a decision will be made at the next meeting if to continue this practice, therefore the approval of gaming and machines licensing and fees are on hold.

C. The Clerk is to notify the liquor establishments of the Optional 2 AM Liquor License, if they don't already know of it, which needs to be purchased from the Minnesota Department of Public Safety, (AGED) Alcohol and Gambling Enforcement Division.

D. The planning phase for the Babe Nordmeier Field Playground Project has begun. Mike O'Rourke presented the arrangement of the equipment area. The project is to begin in August. Brad Potter will look into additional protective fencing and liability coverage.

E. The Commercial Club will again be sponsoring "Drive-In Movie Night", with two events each featuring a different movie. Movie nights are set for Friday, July 6th, and Friday, August 10th; in case of wind/rain, alternative dates are the next night-Saturday. Motion by Seth Prescher, seconded by Kathy Wolf, and carried unanimously to approve the Commercial Club the use of the Community Center parking lot, access to electrical power and the bathrooms, as they did last year.

F. Brad Potter and Dan Morris described the shared line roads, which are common boundary roads, between the Morristown Township and the City of Morristown. They asked the Council for the City to divide the maintenance expenses, which includes gravel maintenance, snow/ice removal and grading, with the Morristown Township of the road and right-of-ways. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to take on the maintenance of 248th Street W. (1,450 feet south and east of State Highway 60, as proposed by the Township; in return they will maintain 255th Street W. (1/2 mile west of S. Division Street), Jackson Avenue (495 feet south of State Highway 60) and 260th Street S. (1,320 feet east of Independence Avenue).

8. Correspondence and Announcements:

None

9. Claims and Accounts:

Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously approving to pay the Mid-Month Claims and Accounts, dated June 18, 2018, totaling \$10,552.96 from the General Fund, \$2,565.87 from the Fire Department Fund, \$1,287.07 from the Water Operations Fund, \$1,248.00 from the Wastewater Operations Fund and \$4,325.35 from the Refuse Fund.

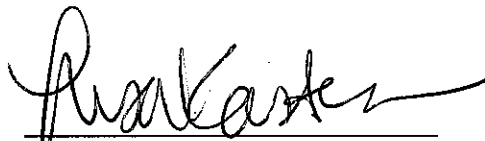
10. Council Discussion and Concerns:

Brad Potter suggested ideas to compile the meeting consent agendas to be more time efficient. Seth Prescher asked for the emailed meeting agendas to be broken down into individual files per categories. Assistant Mayor Lisa Karsten will lead the July 2, 2018 Council meeting, in Mayor Kurt Wolf's absence.

11. Adjournment:

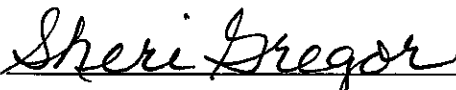
Motion by Seth Prescher, second by Tim Flaten, and carried unanimously to adjourn. Adjournment was at 8:46 p.m..

12. Next Regular Meetings: – Monday, July 02, 2018 and Monday July 16, 2018



Lisa Karsten, Assistant Mayor

ATTEST:

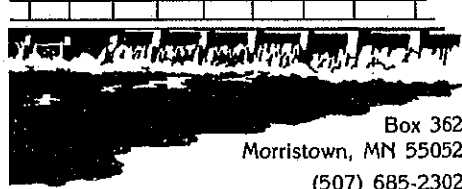


Sheri Gregor, City Clerk/Treasurer

City of Morristown

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Box 362

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MORRISTOWN CITY COUNCIL MEETING MINUTES

Monday, July 02, 2018

Page 1 of 4

Regular Meeting 7:00 p.m. Public Hearing 7:30 p.m.

Council Present:, Council Members-Lisa Karsten, Kathy Wolf, Seth Prescher, Tim Flaten

Council Absent: Mayor Kurt Wolf

Others Present: City Attorney Mark Rahrck, City Engineer Rich Revering, Rice County Deputy Sheriff Trevor Peterson, Public Works Director Tim Minske, Jack Schwichtenberg, Linda Dahle, Babe Nordmeier Field Playground Project Steve Nordmeier, Fire Chief Troy Dahle, Zoning Board Member Mike O'Rourke, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor.

1. The regular meeting of the Morristown City Council was called to order on Monday, July 2, 2018 at 7:02 p.m., in the Council Chambers, at 402 S. Division Street, by Assistant Mayor Lisa Karsten.

2. The Pledge of Allegiance was recited.

3. Additions/Corrections to the Agenda:

Lisa Karsten adds New Business E. Tim Minske's schooling and cost. Brad Potter announced there will not be an official public hearing in regards to Mobile Home Community improvements at 7:30 p.m. tonight.

The improvement issue will be moved to Unfinished Business F.. Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to approve the Agenda, with the corrections. From the Consent Agenda, Lisa Karsten wished to discuss F. City Council's June 18th meeting minutes. Brad Potter removes G. Zoning Board June 21st meeting minutes and J. April 30th and the May 31st Cash Control statements. These removed items will be on the Consent Agenda for the July 16, 2018 meeting. A verbal report will be given on the Zoning Board's June 21st meeting. Motion by Seth Prescher, seconded by Kathy Wolf, and carried unanimously to approve the Consent Agenda.

4. Comments and Suggestions from Citizens Present:

None

5. Consent Agenda (Reports, Minutes and Finances):

Lisa Karsten wishes to correct the wording on the June 18, 2018 City Council minutes from "administration to precede" to "administrator to proceed". Motion by Seth Prescher, seconded by Kathy Wolf, and carried unanimously to approve the minutes with the one correction.

5. Consent Agenda (Reports, Minutes and Finances): (cont.)

Mike O'Rourke announced the Zoning Administrator, Jesse Sanders, is resigning as of December 31, 2018. Mike reported the Zoning Board continues to have an issue with a property owner in violation of the ordinance regarding building maintenance/appearance. He has not responded to the many contact attempts, (first-class and certified mail), alerting him to the mounting administrative fines. The Council will follow up on these items at their next meeting. The Council will hold an upcoming public hearing in regards to deleting Business Regulations, Chapter 113: Amusements, from the Morristown City Code.

6. Unfinished Business:

A/ B. The Zoning Board held a Public Hearing June 21, 2018 to receive the public's comments regarding amending ordinances pertaining to allow preexisting 66' width lots of record, prior to May 06, 2002, be allowed as buildable, for a primary structure; whereas now subdivisions must be a minimum of 80' width. Brad Potter spoke on behalf of the property owner of 305 1st Street N.E wanting to have the Council approve to amend the quick claim deed, removing the easement of the 12 foot trail. Seth Prescher noted that trail was for a snowmobile entrance off the river.

Lisa Karsten called the Public Hearing to order to hear public comments on amending Ordinance §152.023 Construction of Nonconforming Lots of Record. No comments were given. Lisa Karsten closed the public hearing.

Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to adopt Ordinance 2018-5: An Ordinance Amending §152.092 Construction of Lots on Record, §152.094 Lot Designs Standards and §152.023 Construction of Nonconforming Lots of Record.

- C. Brad Potter reported on items that may help improve the situation concerning the compost site. Brad is getting quotes from Excel Energy for lights, quotes on fencing and signs. Brad spoke of maybe having trash cans for garbage bags. Also having separated areas for brush, logs, mulch, etc.. Brad will contact Lonny Dahle to get permission to install lighting and other forms of surveillance, if deemed necessary. The Council stated that city residents may freely take logs, mulch and the nice black dirt (by hand, using buckets for transport, no heavy equipment allowed to dig). The clerk will post this to get word out in the community.
- D. Brad Potter and Sheri Gregor met with the City's insurance agents for our annual renewal. The future Babe Nordmeier Baseball Field playground project was discussed and will be added to our liability coverage. The agents were fine with the proposed playground location and were informed that steps were going to be taken to add extra protection;

6. Unfinished Business: (cont.)

D. (cont.) regarding foul balls during games from entering the play area.

Steve Nordmeier and Brad Potter will meet with Caron Fence to get quotes on extended fencing. Mike O'Rourke said the funding of the playground equipment is covered (the source(s) to be named at a later date). Steve Nordmeier asks for the City to fund only the fence extension.

E. We contacted MN DOT to cut the long weeds at the intersection of Holland Avenue and Highway 60. Ideas were discussed in ways to discourage vehicles from passing on the right shoulder at that intersection. Brad Potter emailed MN DOT and the County Engineer suggesting a study be done. Troy Dunn and Trevor Peterson have alerted their deputies of this problem and will increase patrolling these intersections at Hwy 60/Holland Avenue and Hwy 60/4th Street N.W.. Updates will be given at future meetings.

F. Brad Potter detailed the agreement reached with the owners of the Riverview Mobile Home Community Park and the City to make the necessary metering infrastructure repairs. The owner will escrow \$35,000.00 to the city. With the high water table, work will begin no sooner than October 2018. Others agreements will be negotiated with the Park, such as public works maintenance/flushing water mains, etc.. Motion by Tim Flaten, seconded by Seth Prescher, and carried unanimously to accept the agreement with the mobile home park and authorize execution.

7. New Business:

A. Brad Potter presented his plan (calendar) on beginning the process for the 2018 proposed budget. Brad will meet with department heads to estimate their revenues and expenditures.

B. Brad Potter asks the Council's approval of the City Services Survey to be circulated. Motion by Kathy Wolf, seconded by Tim Flaten, and carried unanimously to send out the City Services Survey in the quarterly newsletter and put it out on the morristownmn.org website.

C. Brad Potter requests to be hired as an independent contractual consultant rather than an employee. Brad submitted a contract where the language is basically the same as the part-time City Administrator job description at 30 hours per week. Mark Rahrck pointed out the terms of the contract has Brad being an independent contractor providing city administrator services, doesn't necessarily mean he holds the title of Morristown's City Administrator. Brad will revise the phrasing of the contract to include "with the title of acting City Administrator on behalf of the City of Morristown".

7. New Business: (cont.)

- D. Motion by Seth Prescher, seconded by Kathy Wolf, and carried unanimously approving Faribo Insurance Agency (Brent Peroutka and Jacob Cook) as Agent of Record and not to waive our city statutory limits; per the LMC Insurance Liability Coverage Waiver Form.
- E. Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to approve \$125.00 for Tim Minske to attend training in preparation to renew his wastewater license, at the end of the month.

8. Correspondence and Announcements:

The Council will participate in the North Morristown July 4th parade.
Commercial Club – Drive-In Movie Night is Friday, July 6th, featuring “The Goonies”, at the Community Center Parking Lot.
National Night Out (Night to Unite) will be held Tuesday, August 7th at Centennial Park.

9. Claims and Accounts:

Motion by Seth Prescher, seconded by Kathy Wolf, and carried unanimously approving to pay the July 02, 2018 Current Claims and Accounts totaling \$41,147.18 from the General Fund, \$334.44 from the Fire Department Fund, \$851.59 from the Water Operations Fund, \$2,062.41 from the Wastewater Operations Fund and \$586.00 from the Refuse Fund; and the July 02, 2018 Late Claims and Accounts totaling \$648.16 from the General Fund, \$619.23 from the Fire Department Fund, \$2,797.47 from the Water Operations Fund and \$3,663.31 from the Wastewater Operations Fund, as printed.

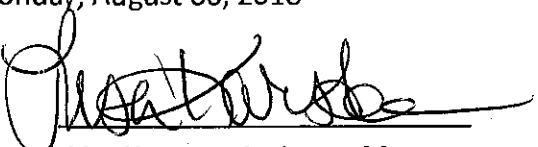
10. Council Discussion and Concerns:

Add Community Center Door Thresholds and Street Parking on Thruen and 2nd Streets to the July 16th meeting agenda.
Mark Rahrck and Brad Potter will work on removing the 12’ trail from the Quick Claims Deed for Linda Dahle’s property at 305 1st Street N.E..

11. Adjournment:


Motion by Seth Prescher, second by Kathy Wolf, and carried unanimously to adjourn.
Adjournment was at 7:58 p.m..

12. Next Regular Meetings: – Monday, July 16, 2018 and Monday, August 06, 2018



Lisa Karsten, Assistant Mayor

ATTEST:

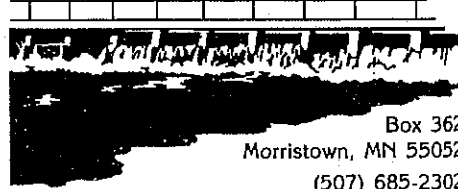


Sheri Gregor, City Clerk/Treasurer

City of Morrystown

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MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m. Monday, July 16, 2018

Page 1 of 4

Council Present: Mayor Kurt Wolf, Council Members-Lisa Karsten, Kathy Wolf, Tim Flaten

Council Absent: Seth Prescher

Others Present: Public Works Director Tim Minske, Babe Nordmeier Field Playground Project Steve Nordmeier, Zoning Board Members Mike O'Rourke and Mark Morris, Commercial Club President Dan Morris, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Kurt Wolf called the regular meeting of the Morrystown City Council to order on Monday, July 16, 2018 at 7:05 p.m., in the Council Chambers, at 402 Division Street S.

2. The Pledge of Allegiance was recited.

3. Additions/Corrections to the Agenda.

Added to Unfinished Business is J. Community Center Fee Waiving Policy and to New Business G. Street Patching.

Motion by Tim Flaten, seconded by Kathy Wolf, and carried unanimously to accept the Agenda, with the additions.

4. Comments and Suggestions from Citizens Present:

Mike O'Rourke reported that the Drive-In Movie Night went well. Mike thanked Tim Minske for bringing over the safety/traffic cones and garbage cans.

5. Consent Agenda (Reports, Minutes and Finances):

Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the three items on the Consent Agenda.

6. Unfinished Business:

A. Brad Potter was working on getting fencing bids and Xcel Energy lighting for improvements out at the compost site. The property owner of the compost site land would rather sell the land before allowing permanent improvements. It was discussed on how to deter violators from using the site. Brad Potter will review the City's Rice County Yard Waste Agreement, speak with the County Board and will give a report when more information is available. Lisa Karsten wishes to appoint a Council Member to be in charge of the compost site.

B. One fence extension quote has been acquired from Caron Fence for the Babe Nordmeier Field. Per policy, a second quote will be pursued.

6. Unfinished Business: (cont.)

- C. With contracting Rice County Sheriff's Office, the Council needs to officially disband our local police department. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve Resolution 2018-11: A Resolution Disbanding The Morristown Police Department.
- D. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to approve Resolution 2018-12: A Resolution Designating Brad Potter and Community-Fix As Acting City Administrator.
- E. Brad Potter informed the Council on his visit with the owner of 206 Bloomer Street W.; on his violation of Ordinance §92.21 Building Maintenance and Appearance. The owner has not complied with the ordinance nor responded to the many notices of mounting fines that have and continue to occur. Brad will urge the owner to attend the Zoning Board meeting on Thursday, July 19, 2018.
- F. With the resignation of Jesse Sanders, effective December 31, 2018, Brad Potter volunteered to serve as the Zoning Administrator. Brad will shadow Jesse for the remainder of the year. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to appoint Brad Potter to take over as Zoning Administrator on January 1, 2019; on a six month trial period and revisit the position in June of 2019.
- G. Law enforcement continues to watch the Highway 60 intersections for passing on the right (shoulder). This is a major concern of the Council. Also mentioned was suspicious activity in the parking lots of the park and at the car wash.
- H. Bids were received to repair the Community Center door thresholds. Discussion was had that these repairs may only be a band-aid and not a permanent fix. Other bids for other options of repair will be acquired. Thresholds tabled to the next meeting.
- I. Concerns continue on street parking, where vehicles are parked on both sides of the narrow side streets. This may cause emergency vehicles not to have access of that roadway. Brad Potter will contact the manager of one residence, in particular, on 2nd Street S.W.
- J. The Community Center Fee Waiving Policy was revisited regarding the American Red Cross's usage of our facility, and if a community organization hosts a blood drive. The Council clarified the new policy states any and all non-profits be charged 50% of the rental fee.

- B. Brad Potter will issue a RFP (Request For Proposal) for backup snowplowing services, for the City, on the city website and a summary, of the RFP in the Lake Region Life newspaper. Sealed bids will be accepted until Wednesday, August 15, 2018 at 4:00 p.m..
- C. Brad Potter reviewed the City Services Survey responses. As of the deadline, the City received 37 replies. General comments looked good. The biggest concern was the condition of the roads; which were rated fair to poor.
- D. Brad Potter will sit down with department heads to begin the 2019 Proposed Budget. The Council will review general budget practices and receive an update on proposals.
- E. Dan Morris announced National Night Out (Night to Unite) is Tuesday, August 7, 2018, from 6 p.m. to 8 p.m., in Centennial Park. The Fire Department will provide the hot dogs; the SAL (Sons of the American Legion) provides the potato chips, baked beans, plates and the cone ice; and the Commercial Club provides the root beer/ice cream floats. The Commercial Club requests the City Council presence, wearing name badges so the public can identify them.
Motion by Kurt Wolf, seconded by Kathy Wolf, and carried unanimously to reimburse the Commercial Club \$100.00 for the bug spray; used to spray for mosquitos before the two drive-in movie nights and the National Night Out.
- F. Questions have been raise on the difference between the produce stand permit application/permit issuance process and the farmer's market. Zoning Board members Mike O'Rourke and Mark Morris highlighted the reasons for last year's decision to create this process; which protects the produce stand and enforces the City Code.
- G. Brad Potter and Tim Minske laid out a plan identifying four to five street areas which are in the most need of asphalt repair. The Public Works team would do the prep work, and then hire out the paving. The estimated cost is \$20,000 to \$30,000. With the Council's permission to go ahead, Brad, Seth Prescher and Tim will continue planning and implementing the repair project; keeping the Council informed.

8. Correspondence and Announcements:

The "Affidavits of Candidacy" filing period for City Offices, up for election, on Tuesday, November 6, 2018, is from Tuesday, July 31, 2018 8:00 a.m. to Tuesday, August 14, 2018 5:00 p.m.. The City Council will hold a Public Hearing on Monday, August 6, 2018 at 7:30 p.m. to accept public comment on deleting Business Regulations Chapter 113: Amusements. The Morristown Fire Department received a grain bin rescue equipment grant from CenterPoint Energy for \$2,000.00.

9. Claims and Accounts:

Motion by Tim Flaten, seconded by Kathy Wolf, and carried unanimously approving to pay the revised check numbered July 16, 2018 Mid-Month Claims and Accounts totaling \$8,987.11 from the General Fund, \$797.54 from the Water Operations Fund, \$37,673.29 from the Wastewater Operations Fund and \$4,218.22 from the Refuse Fund.

10. Council Discussion and Concerns:

None

11. Adjournment:

Motion by Tim Flaten, second by Kathy Wolf, and carried unanimously to adjourn. Adjournment was at 9:27 p.m..

12. Next Regular Meetings: Monday, August 06, 2018 and Monday, August 20, 2018

Kurt Wolf, Mayor

ATTEST:

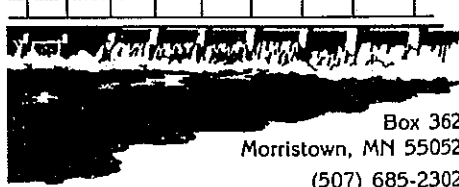
Sheri Gregor
Sheri Gregor, City Clerk/Treasurer

DRAFT

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MORRISTOWN CITY COUNCIL MEETING MINUTES

Monday, August 06, 2018

Page 1 of 3

Regular Meeting 7:00 p.m. Public Hearing 7:30 p.m.

Council Present: Mayor Kurt Wolf, Members-Lisa Karsten, Kathy Wolf, Seth Prescher, Tim Flaten

Others Present: City Attorney Mark Rahrack, City Engineer Rich Revering, Rice County Sheriff Troy Dunn, Assistant Fire Chief Adam Uittenbogaard, Zoning Board Member Mike O'Rourke, Fire Relief Assn. President Leon Gregor, Joe Caldwell and City Clerk/Treasurer Sheri Gregor

1. The regular meeting of the Morristown City Council was called to order on Monday, August 6, 2018 at 7:00 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda:
None
4. Comments and Suggestions from Citizens Present:
None
5. Consent Agenda (Reports, Minutes and Finances):
Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the Consent Agenda, minus the June 30th Interim Report.
6. Unfinished Business:
 - A. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to approve the Sun-Up Construction quote of \$7,940.00 replacement, pending clarification from the contractor that it does include removing the existing fence; funds to be taken out of Parks 530 Baseball Field. Mike O'Rourke reported the work on the playground project, at the Babe Nordmeier Field, is to begin by the end of this month (August).
 - B. Tim Flaten suggested going with Lockerby's bid to repair the Community Center thresholds, focusing only on the great hall's two doors and the overhead door. The Council directs Brad Potter to get an organized proposal/pricing on exactly what is to be repaired, and then brought back to the Council, at the next meeting, for approval.
 - C. The City Administrator submitted a written report to the Council.
 - D. The City Administrator also submitted a written report updating the Council on the progress regarding the 2019 Proposed Budget preparation.
7. New Business:
 - A. Leon Gregor submitted the Firefighter's Relief Association Annual Audit Report.
Summarization of the report: Beginning 2018, assets were \$977,000.00, liabilities were \$803,536.00 in the special (retirement) fund.

7. New Business:

A. (cont.) 2017 year end surplus was \$174,000.00. 2017 saw a gain of \$199,279.000, bringing the total balance to \$ 1,176,279.00. Monies are received through the City contribution (\$5,000.00), State Aid (2017 - \$22,000.00) and Appreciation of Investments (2017 - \$170,000.00). As of now assets are at approximately \$1,175,000.00, \$849,032.00 in accrued liabilities, with a surplus of \$326,000.00.

The Fire Relief Board of Directors was in agreement to raise the retirement benefit. Leon gave examples of the amounts, per each \$100 increment, would equal with benefit increases. The Fire Department will vote at their next meeting if they are in favor of the increase. The State maximum allowable benefit level is \$3,100 per year of service. A \$400 benefit increase, from \$2,200 to 2,600, would still leave a \$160,000.00 surplus. With today's investment appreciation of \$59,422.00, with or without any gains or losses, the 2018 year-end projection reflects the surplus amount will be approx. \$252,000.00. Leon will attend the September 17, 2018 meeting to seek Council approval for whatever increase the firefighter's want.

Motion by Seth Prescher, second by Kathy Wolf, and carried unanimously to give the City Clerk, Sheri Gregor, permission to sign the paperwork forms, to then be submitted to the State, completing the audit, in order for the Relief Association to receive State Aid.

PUBLIC HEARING: Mayor Wolf opened the public hearing at 7:30 p.m. to receive public input on deleting the Morristown City Code Business Regulations, Chapter 113: Amusements. This regulation, adopted in 1982, applied a per gaming fee onto businesses that housed electronic gaming and/or machines; as in pool tables, dart machines, pin ball, juke box and the likes. Due to the city not spending any time or resources administering these games, the Council has decided to eliminate the fees. The public hearing was closed at 7:35 p.m..

6. Unfinished Business: (cont.)

E. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve Ordinance 2018-6: Eliminating Section 113 of the Morristown City Code.

F. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to reimburse the establishments that paid the amusement licensing fees in 2018, as they are listed on the claims.

7. New Business: (cont.)

B. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve the Southern Lakes Angling & Spearing application exempt permit, as in the past.

8. Correspondence and Announcements:

Commercial Club – Drive-In Movie Night is Friday, August 10th, featuring “Cars 3”, at the Community Center Parking Lot.

National Night Out (Night to Unite) will be held Tuesday, August 7th in Centennial Park.

Filling for candidacy for mayor and two council seats is open until August 14th.

9. Claims and Accounts:

A/B. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously approving to pay the August 6, 2018 Current Claims and Accounts, as presented, totaling \$291,401.33 from the General Fund, \$4,522.24 from the Fire Department Fund, \$3,966.71 from the Water Operations Fund, \$3,811.53 from the Wastewater Operations Fund and \$349.00 from the Refuse Fund; and the August 6, 2018 Late Claims and Accounts totaling \$2,557.76 from the General Fund, \$4,304.95 from the Fire Department Fund, \$174.74 from the Water Operations Fund, \$3,124.32 from the Wastewater Operations Fund, and \$5,243.78 from the Refuse Fund.

10. Council Discussion and Concerns:

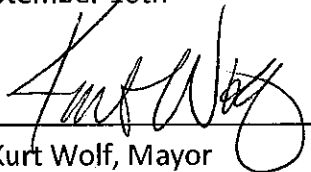
Lisa Karsten wants in the minutes and to notify the public that a complaint was filed with the Minnesota Duty Officer claiming the Morristown Wastewater Facility is discharging into Cannon River. Lisa Karsten wants to go on record saying that the Morristown Wastewater Facility has never, doesn't currently and will never intentionally and/or illegally discharge into the Cannon River. An inspector is coming from Minnesota Rural Water to view the Wastewater Treatment Plant on Wednesday.

11. Adjournment:

Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to adjourn. The meeting adjourned at 7:40 p.m..

12. Work Sessions: August 13th 7pm, August 20th 6pm, August 27th 7pm

13. Next Regular Meetings: Monday, August 20th & Monday, September 10th


Kurt Wolf, Mayor

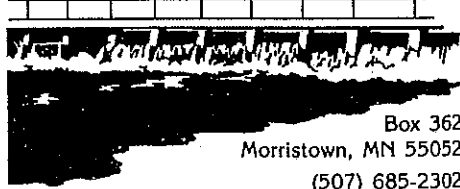
ATTEST:


Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting 7:00 p.m. Monday, August 20, 2018

Page 1 of 3

Council Present: Mayor Kurt Wolf, Council Members-Lisa Karsten, Kathy Wolf, Seth Prescher and Tim Flaten

Others Present: Public Works Director Tim Minske, Commercial Club President Dan Morris, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Kurt Wolf called the regular meeting of the Morristown City Council to order on Monday, August 20, 2018 at 7:10 p.m., in the Council Chambers, at 402 Division St. S..
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:
Added to New Business is F. Resolution 2018-14: Accepting the Resignation of Kristine Strobel, G. Post Custodian Position Opening and H. Stop Signs at Ann and 2nd Streets. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve the Agenda, with the three additions.
4. Consent Agenda:
Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve the June Interim Report.
5. Comments and Suggestions from Citizens Present:
Dan Morris reported on the condition of the Community Center, common area, water fountain, bathrooms, ATM and parking lot, after the Saturday night rental event. The total cost of maintenance and repairs will be discussed and submitted to the renter. The Council talked over what steps could be taken to prevent this type of situation in the future. Dan Morris also asks if the City would consider crack filling the alley south of the Methodist Church. This item will be on the next meeting agenda.
6. Unfinished Business
 - A. Tim Flaten presented the Council with the Lockerby cost to repair just the two double doors and overhead door thresholds in the Community Center great hall, at this time. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to proceed with the Lockerby bid of \$1,322.00, to repair the door entries in the great hall. Brad Potter will contact Lockerby.
 - B. Mr. Potter informed the Council that Attorney Mark Rahrlick drafted a "Maintenance Agreement" between the City and the Morristown Mobile Home Community; in which the MHC owner(s) will sign. The City Public Works Department will maintain their utilities system of water, sewer, storm sewer and flush the hydrants.
 - C. The 2019 Proposed Public Works Budget was reviewed and critiqued.

7. New Business:

- A. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to accept Resolution 2018-13: A Resolution Accepting Donation, for the Babe Nordmeier Field playground, from the Morristown Firemen's Relief Association for \$5,000.00.
- B. Tim Minske is looking into a backup generator for the Public Works Building. The generator would be placed on a platform and be mobile; in case it would be needed at the wastewater treatment plant or well house. The projected cost is \$3,500.00 to \$4,000.00
- C. Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to purchase, not to exceed \$38,000.00 from Macqueen Equipment Group, a 2004 Elgin Pelican Street Sweeper. The current 1982 street sweeper will be sold; cutting the working motor out and scrap out the rest.
- D. The 60-month copier rental agreement with Toshiba expires in November. The administrator and clerk will obtain one or two more vendor dealers bids, before reaching a decision on which technology business to enter an agreement with.
- E. Brad Potter had the Community Center roof inspected. He received a list of needed repairs (membrane and scoffers) at the estimated cost of \$3,500.00. A bid has been received from Ballman Roofing & Coating and expecting a bid from Lockerby. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to authorize Brad Potter to move forward with the roof repairs, not to exceed \$3,500.00
- F. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to approve Resolution 2018-14: A Resolution Accepting the Resignation of Kristine Strobel.
- G. Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to post the open custodian position, using the traditional posting methods with a two week deadline. The Interview Committee will be Kathy Wolf, Seth Prescher and Brad Potter. Discussion was had to; in the near future; possibly hire a Community Center Manager to oversee, market, schedule, rent, lineup security and delegate tasks for rental and community events.
- H. Concerns have been raised on the safety of children, with the traffic/speed on 2nd Street S.W. and the Ann Street W. intersection. The Council is looking at safety options, especially with the soon-to-be playground area, in addition to the volleyball and basketball courts located by the Babe Nordmeier Field. A few considerations are painted cross walks, law enforcement, signage, speed bumps and 3-way stop signs. The Council wishes to consult with Rich Revering, City Engineer, at the next Council meeting, on this issue.

8. Correspondence and Announcements:

None

9. Claims and Accounts:

Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously approving to pay the August 20, 2018 Mid-Month Claims and Accounts totaling \$6,271.11 from the General Fund, \$31,929.24 from the Fire Department Fund, \$19,475.00 from the Fire Hall Debt Fund, \$2,437.35 from the Water Operations Fund and \$1,674.47 from the Wastewater Operations Fund.

10. Council Discussion and Concerns:

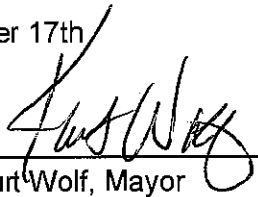
None

11. Adjournment:

Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to adjourn. The meeting adjourned at 9:40 p.m.

12. Budget Work Session: August 27, 2018 at 7pm

13. Next Regular Meetings: – September 10th and September 17th



Kurt Wolf, Mayor

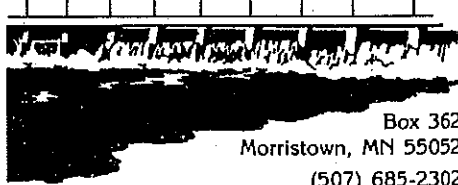
Attest: 

Sheri Gregor, City Clerk/Treasurer

City of Morristown

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

MORRISTOWN CITY COUNCIL MEETING MINUTES **Budget Work Session Monday, August 27, 2018 7:00 P.M.**

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

Others Present: Fire Chief Troy Dahle, Assistant Fire Chief Adam Uittenbogaard, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

The Budget Work Session meeting of the Morristown City Council was called to order, by Mayor Kurt Wolf, on Monday, August 27, 2018 at 7:05 p.m., in the Council Chambers at 402 S. Division Street.

The City Council, City Administration and Fire Department Chiefs met to evaluate the 2019 Preliminary Fire Department Budget and Funds. Priority future (short and long term) equipment purchases were discussed. Topping the list is a generator, grass rig, and then rescue truck. Wi-Fi and IT updates were also spoke about. -

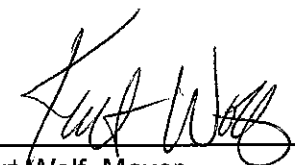
Fire Chief Dahle praised the City Council for their 100% backing (of the Fire Dept.) and great citizens of Morristown. It means a lot to the Fire Department (firefighters).

The budget work session meeting was adjourned at 8:02 p.m..

The next regular City Council meeting will be held Monday, September 10, 2018 at 7:00 p.m.

ATTEST:

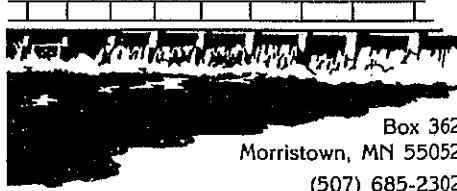

Sheri Gregor, City Clerk/Treasurer


Kurt Wolf, Mayor

City of Morrystown

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MORRISTOWN CITY COUNCIL MEETING MINUTES

Monday, September 10, 2018

Page 1 of 4

Regular Meeting 7:00 p.m. Public Hearing 7:30 p.m.

Council Present: Mayor Kurt Wolf, Members-Lisa Karsten, Kathy Wolf, Seth Prescher, Tim Flaten
Others Present: City Attorney Mark Rahrack, Rice County Deputy Sheriff Trevor Peterson, Mark Morris, Jack Schwichtenberg, Fire Relief Assn. President Leon Gregor, Tony Lindahl, Jake Karsten, Ramon Medina, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. The regular meeting of the Morrystown City Council was called to order on Monday, September 10, 2018 at 7:00 p.m., in the Council Chambers, at 402 S. Division Street, by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Lisa Karsten rescinds her resignation as assistant mayor, removing 7. New Business D. and E. from the Agenda. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve the Agenda with the two corrections.
4. Comments and Suggestions from Citizens Present:
None
5. Consent Agenda:
Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the Consent Agenda, minus the Fire Department Report and the Zoning Meeting Minutes (to be available at Monday's September 17th meeting) and pulling the Council Minutes from August 20, 2018. Council Meeting Minutes, August 20, 2018 – Lisa Karsten questioned why item 5. Alley crack filing, as stated in the minutes, was not on the Agenda. Brad Potter explained that he and Tim Minske went around the city and felt it wasn't really warranted this year. Lisa Karsten pointed out a type-o and asked for clarification on what the city was doing with selling the old street sweeper, "cutting the working motor out and scrap out the rest". Lisa Karsten said it wasn't clear the way it was written. Lisa Karsten also pointed out, in another sentence, that the verbage isn't quite right; to remove the word "to", in the item about the copier rental. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the August 20th minutes with the corrections.
6. Unfinished Business:
 - A. Mark Morris updated the Council on the baseball field playground. The sod has been cut out for the exact space needed and sand was added. The sign removed and black dirt put down in that spot (new Nordmeier Field signage will be installed).

6. Unfinished Business: (cont.)

- A. (cont.) This week a pattern will be made where all the holes will go. On Friday, the plan is to get volunteers together to drill the holes and install all of the playground equipment (a concrete slab has to be poured before the merry-go-round can be added). Tim Minske will coordinate putting down the tough timbers around the exterior. The Centennial Park remaining pieces may also be mounted by or on Friday.
- B. Safety measures were previously discussed on 2nd Street S.W. road traffic and speed; especially with the new playground going in at the Babe Nordmeier Field. Brad Potter reported on our City Engineer's, Rich Revering, recommendation to take no action at this time, other than possibly painting a crosswalk. Law enforcement monitored the area and found no speeding violators.
- The Hwy 60, passing on the right, matter was discussed. Kurt Wolf and Brad Potter met with Brian Daniels, Representative for MN District 24B, about some things in the community, with one being the Hwy 60 problem. Mr. Daniels has asked for engineering designs for a designated left turn and a sub-grade trail. Deputy Trevor Peterson reported that Sheriff Troy Dunn is working with the Hwy. State Dept. to possibly have some turns arrows painted on the road by the intersection of Hwy 60/Holland Avenue.

Public Hearing: At 7:30 pm., Seth Prescher motioned to open the public hearing, seconded by Tim Flaten, and was carried unanimously. Brad Potter explained the specifics for the hearing and request. The public hearing was open for public input on a variance request on the East front yard setbacks at 105 2nd Street S.E.. No citizens had any comments. Lisa Karsten motioned to close the public hearing at 7:40 p.m., seconded by Tim Flaten, and was carried unanimously.

Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to approve the variance, for the improvement as presented, at 105 2nd Street S.E.. Mark Morris and Mark Rahrlick stated the variance is to allow within a certain distance of the right-of-way, as set forth in the owner's drawing; subject to if the owner were to vary from the drawing, the owner would need to modify the drawing plans.

- C. Brad Potter presented a report from Tom Olinger, Abdo, Eick & Meyers, on the Fire Relief Association retirement benefits. Leon Gregor also spoke on behalf of the association and firefighters requests. Tom Olinger and Leon Gregor will attend a future meeting to assist with the Council's decision on the increase amount.
- D. Brad Potter shared with the Council his 2019 Proposed Budget and Preliminary Property Tax Levy. Brad Potter suggests a 2.5% levy increase. Reviewal of the final preliminary property tax levy is to be at the September 17, 2018 Council meeting.

7. New Business:

- A. A potential solar farm is being planned to be located in Morristown Township, at 9713 255th Street, owned by Mark and Barb Morris. This area is situated in an Urban Reserve District, due to the proximity to the City of Morristown. Therefore Brad Potter replied to the Rice County Zoning Administrator stating the City has other growth corridors that will be developed before that property. Brad asked the Council for their input. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously that the City Council has no objection to the plan as presented. Seth Prescher made the point that he and the Council previously objected to the development of solar farms to be located within the city limits. This proposed area lies outside city limits.
- B. A licensed, insured, and bonded fireworks operator wanted to notify the City Council that he will be putting on a five minute fireworks display at 9 p.m. Saturday, September 15th. This is for a private event at the Community Center where he will set up on private property southeast of the Community Center. The consensus of the Council was there is no formal objection. The operator is strongly encouraged to reach out to local law enforcement about this activity and have the Fire Department on stand-by.
- C. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve Resolution 2018-15: Resolution Recognizing National Pregnancy and Infant Loss Awareness Day, as in our packet. The Council would like Mike O'Rourke and Mark Morris to light the front of the Community Center with pink and blue lights on the eve of October 15, 2018, like last year.
- D. As stated above - Resolution 2018- 16: A Resolution Accepting Assistant Mayor Resignation was rescinded by Lisa Karsten.
- E. As stated above - Lisa Karsten asked to remove appointing a new assistant mayor and adding the appointee to the Lake Country Community Bank accounts.
- F. Brad Potter would like to continue on the public hearing, at a future meeting. To discuss adopting an ordinance and creating standards in Morristown City Code Chapter 93 for Public Right-of-Ways as to what you can do and not do, such as excavating, grading, drainage, fiber optics, etc.. A draft ordinance will be presented to the Council at the October 1, 2018 meeting to review and approve and then a public hearing will follow at a later date.
- G. Jake Karsten, of WEM Boy Scouts Troop 231, ask the Council for their approval to replace the existing school house museum ramp, this fall, with a composite wood ramp. Jake has gotten two bids for materials ranging from \$1,700.00 - \$2,000.00. Funding will be from the historical society (whom approve of his project) and city funds allocated to the historical account. Jake will also pursue other donations and the labor will be done by volunteers.

7. New Business: (cont.)

G. (cont.) Motion by Seth Prescher, seconded by Tim Flaten, and carried to approve Jake Karsten's Eagle Scout project as described; with the funding coming from available funds minus any donations Jake receives from the public. Lisa Karsten abstained from voting.

8. Correspondence and Announcements:

There was a discussion about the duplication of plants for Jack Blackmer's funeral; Lisa Karsten suggests the Council pay Brad Potter. The plant from the City of Morristown was not paid for with City funds.

9. Claims and Accounts:

A/B. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously approving to pay the September 10, 2018 Current Claims and Accounts totaling \$58,102.15 from the General Fund, \$10,378.37 from the Fire Department Fund, \$3,108.31 from the Water Operations Fund, \$12,802.63 from the Wastewater Operations Fund and \$4,502.22 from the Refuse Fund; and the September 10, 2018 Late Claims and Accounts totaling \$2,087.77 from the General Fund.

10. Council Discussion and Concerns:

As part time City Administrator, Brad Potter, stated his plan to shift his hours to be Mondays, Wednesdays and Fridays, 8:30 a.m. to 5 p.m...

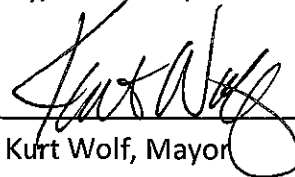
11. Adjournment:

Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to adjourn. The regular meeting adjourned at 8:28 p.m..

12. Closed Review:

It was decided to open the City Clerk/Treasurer performance evaluation. The clerk was concerned that her 90 day revisit set from the previous review didn't happen. After some discussion, it was decided, with the next annual review due in just a couple weeks, the Council will do a new evaluation for that anniversary date. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to adjourn, at 9:10 p.m..

13. Next Regular Meetings: Monday, September 17th and Monday, October 1, 2018

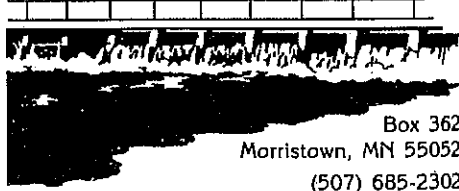

Kurt Wolf, Mayor

ATTEST: 
Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN CITY COUNCIL MEETING MINUTES **Regular Meeting 7:00 p.m. Monday, September 17, 2018**

Page 1 of 3

Council Present: Mayor Kurt Wolf, Council Members - Kathy Wolf, Seth Prescher, Tim Flaten
Members Absent: Lisa Karsten

Others Present: Commercial Club President Dan Morris, Mike O'Rourke, Tony Lindahl, Barb Morris, Adrienne O'Rourke, Mark Morris, Steve Nordmeier, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Kurt Wolf called the regular meeting of the Morristown City Council to order on Monday, September 17, 2018 at 7 p.m., in the Council Chambers, at 402 Division St. S.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:
None – Brad Potter said the reason that the Fire Relief benefits are not on this agenda is due to scheduling conflicts. Tom Olinger, from Abdo, Eick & Meyers, and Leon Gregor will attend the October 1, 2018 Council meeting to present information on this item.
4. Comments and Suggestions from Citizens Present:
Tony Lindahl asked why last week's items New Business D. and E. were not discussed. The reason was they were withdrawn under "Additions or Corrections to the Agenda", before Tony arrived.
5. Consent Agenda:
Motion by Seth Prescher, seconded by Kathy Wolf, and carried unanimously to approve the Consent Agenda. (Fire Department Report for August 2018 and the Zoning Board Meeting Minutes from August 20, 2018)
6. Unfinished Business:
 - A. Mike O'Rourke updated the Council on the progress made on the Babe Nordmeier Field Playground project. The majority of the equipment went in last Friday. Left to do is the exterior tough timbers, fabric and mulch, then the Space Swirl (merry-go-round). Donations will still be coming in from the Sons of the American Legion, WEM Moving Forward, and the Commercial Club. The landscaping, signage and driveway access into the ballfield are being evaluated. Brad Potter stated we are on the books with the fence company for the backstop and additional fencing to be done within the next two weeks, depending on weather. Centennial Park playground update – Mike stated that also on Friday, the volunteers installed the monkey bars and poured cement for the bench and the bench has been put together. That playground will be complete once the bench is set in place. At that point, Adam Uittenbogaard will have the DNR Grant issuant come look over the playground to make sure it is in compliance with the State Grant requirements, to receive the rest of the funding.

6. Unfinished Business: (cont.)

- A. Tim Flaten is looking to remedy the water spigot issue in Centennial Park. Mike asks if the Public Works Department could regularly rake the mulch under the swings and around the merry-go-round to maintain the safety aspects.
- B. After reviewing and discussion on the 2019 Final Preliminary Property Tax Levy and Budget, a motion was made by Seth Prescher, seconded by Tim Flaten, and carried unanimously to adopt Resolution 2018-16: A Resolution Adopting the Proposed 2018 Property Tax Levy collectible in 2019 and the proposed budget for 2019; at a 3% property tax levy increase.

7. New Business:

- A. Concerns were brought forward about the quality of cleaning and set-up in the Community Center. We advertised for the open custodial position, but did not have much of a pool of applicants. An individual helped out over the weekend and will meet with Brad Potter; to see if he would be interested in the position. The possibility of hiring a part-time manager for the facility and hall rentals was discussed. Brad Potter does not want to be heavily involved in the rental of the Community Center. Seth Prescher asks Barb Morris and Adrienne O'Rourke for a written list of what they do in regards to booking hall rentals, showing the hall, etc. Brad Potter has taken over the role of lining up dance security for the events with music and alcohol.
- B. Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to set the Fall Open Burning dates from October 15th through November 15th, 2018, with the timeframe of 6pm to 12 noon. This notice will be posted on the City website, City Hall, Facebook, BevComm Cable Channel and the Post Office.
- C. It was discussed when a good time would be to close the City Hall office for a half day, once a week. Ultimately the Council will leave that up to the City Administrator and Clerk to choose a time which would least impact City business.

8. Correspondence and Announcements:

Mark Morris asked what has resulted with the ditch filling in the Meschke South Haven addition. The City Administrator sent out letters saying not to (fill) do anything to your ditch. The ordinance addressing City right-of-ways is yet to be determined.

Steve Nordmeier announced the Commercial Club will host Halloween "2nd Stop" for kids on the eve of Wednesday, October 31st, in the Community Center foyer. The Fire Department being the "1st Stop" hoping that the kids would stop there first and get Safety stuff, plus candy, before it gets dark. Steve also stated the Commercial Club has set Saturday, December 15th for their annual Christmas Drawing.

Brad Potter informed the Council that the water meter was fixed today, at the Morristown Mobile Home Community, by Tim Minske, Troy Dahle and others. Residents were notified of the repair, and they would be out of water for a number of (6 or 7) hours, on Facebook, the City website and door to door delivery. Back filling will take place tomorrow, Tuesday. Brad stated everything went well.

9. Claims and Accounts:

Motion by Seth Prescher, seconded by Kathy Wolf, and carried unanimously to approve the September 17, 2018 Mid-Month Claims and Accounts totaling \$2,064.85 from the General Fund, \$2,371.11 from the Fire Department Fund, \$1,304.09 from the Water Operations Fund and \$2,009.39 from the Wastewater Operations Fund.

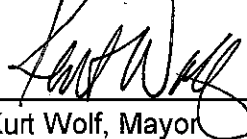
10. Council Discussion and Concerns:

Steve Nordmeier informed the Council that the Fire Department's Rescue Squad's defibrillator (AED) went bad (10 years old). Through the County program, as long as the Fire Dept. was purchasing a new Zoll AED, Steve ask Brad Potter if the City would want to replace ours with a new updated machine. So both City sites have a new AED, the same AED carried by the Rice County Sheriff's Deputies.

11. Adjournment:

Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to adjourn. The meeting adjourned at 8:55 p.m..

12. Next Regular Meetings: – Monday, October 1, 2018 & Monday, October 15, 2018



Kurt Wolf, Mayor

Attest:

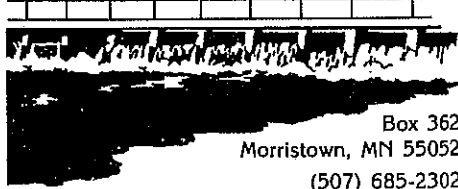


Sheri Gregor, City Clerk/Treasurer

City of Morrystown

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MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting 7:00 p.m. Monday, October 01, 2018

Page 1 of 4

Council Present: Mayor Kurt Wolf, Lisa Karsten, Kathy Wolf, Seth Prescher, Tim Flaten
Others Present: City Attorney Mark Rahrick, Dan Morris, Mike O'Rourke, Mark Morris, Troy Dahle, Tim Minske, Adam Uittenbogaard, Tony Lindahl, Sheriff Troy Dunn, Deputy Trevor Peterson, Jack Schwichtenberg, Abdo, Eick & Meyers, Tom Olinger, Leon Gregor, Jacob Karsten, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Kurt Wolf called the regular meeting of the Morrystown City Council to order on Monday, October 1, 2018 at 7 p.m., in the Council Chambers, at 402 Division St. S..
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:
Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to add to the Agenda Unfinished Business C. Mobile Home Water Project Update and New Business G. SkyWarn.
4. Comments and Suggestions from Citizens Present:
Dan Morris, Commercial Club President, informed the Council of the possibility that the Commercial Club may not open the Community Center bar for certain reception/dance events. Dan explained that if they aren't there, the Council will need to have someone present to monitor the Great Hall/Community Center from roughly 3 p.m. until 2 a.m..
5. Consent Agenda:
Motion by Lisa Karsten, seconded to Seth Prescher, and carried unanimously to approve the Consent Agenda to include only items A, E, and H.. The Public Works Report, Interim Report and Zoning Board September 24th Meeting Minutes will be presented at the October 15, 2018 Council meeting. Troy Dahle asks how the sale of the Fire Dept.'s old compressor was going. Brad Potter explained it will be posted and opened up for bids during a windowed time frame. Sealed bids will be opened at the Council's October 15th meeting, with proceeds going back into the Fire Department Fund. The Fire Hall was without generator power in the aftermath of the September 20th storm. Troy Dahle has received a bid of \$48,000.00 (new generator and electrical work) for the Fire Hall and will seek a second bid, in compliance with City policy. Delivery would be 10 to 12 weeks out. Future practice, if necessary, will be to set up a Command Center at the Fire Hall and the Relief Aid in the Community Center. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve the Fire Department Report for September.
6. Unfinished Business:
 - A. Mike O'Rourke provided an update on the Babe Nordmeier Field playground. It is pretty much complete, except for a few pieces of equipment to be placed.

6. Unfinished Business: (cont.)

A. (cont.) A couple more donations, for the playground, are anticipated.

B. Tom Olinger, Abdo, Eick & Meyers, gave scenarios on his "Summary of Benefit Projections", in assessing the Fire Relief Association's retirement benefits. Leon Gregor spoke on behalf of the Fire Relief with his breakdown of assets, liability and appreciation figures. Leon also stated even without making any money for the rest of the year and adding in the desired increase, the relief association will still have a \$260,000.00 surplus at the end of 2018. Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to approve the \$400.00 increase for the annual Fire Relief Association retirement benefit, effective January 1, 2019. Going forward, Tom Olinger suggests a yearly gradual increase to mitigate the risks.

C. Tim Minske spoke about the water meter repair project at the Mobile Home Community. The project got finished and went very well. Dahle Enterprise had dewatering set up for a week and the area was waterless 8' below water table. Mark Rahrick reminds us that if the repair costs come in lower than projected, the extra monies are to be used to reimburse the City for legal costs. Brad Potter and Tim Minske request the go ahead to purchase a Public Works stand-by generator w/manual throw switch, for approximately \$3,500.00 to \$4,000.00. Seth Prescher asks Brad Potter to bring the account number of the fund, to the next meeting, where this purchase will come out of.

Tim Minske touched on the sludge, from the sewage plant, that gets hauled away (spring and fall). But first Public Works sends in bio solid samples for testing at the UC lab to see if the sludge can be land spread. One of the samples came back off the charts from "moly" (a metal in lubricants/grease/oil) which is hazardous waste. In this case it would have to be shipped out of state. A second sample was taken and the level went down, so was able to be spread. This hazardous waste is most likely coming from home owners and businesses garages and shops dumping oil and grease. Seth Prescher asks Brad Potter to create a letter to go out to all city limits occupants. Lisa Karsten request the letter also be printed in bilingual language.

7. New Business:

A. Brad Potter informed the Council that a second person has been helping Jim Lundin with set-up and tear down for events. We are still working on either hiring or contracting this person. Another suggestion is to re-advertise the (on-call/part-time) custodian position or hire a service provider. Brad will post the position and is tabled until the October 15, 2018 meeting. Brad also would like to hire someone with water/waste water knowledge to work the part-time weekend shifts to help out Tim doing checks at the plant.

B. Per the recommendation of the Zoning Board, a motion was made by Lisa Karsten, seconded by Seth Prescher, and carried to waive the code requirement of zoning (building) permit fees for property owners having September 20, 2018 storm damage being reported by November 1, 2018, with permit(s) being obtained by April 1, 2019 and then the process follows the pre-storm existing footprint condition of the permit. Abstained from voting were Kurt Wolf and Tim Flaten.

7. New Business: (cont.)

- B. (cont.) Mark Rahrlick had planned to meet with the Zoning Board on the night of (the storm) Thursday, September 20, 2018. Mark will attend the next Board meeting to discuss the City's options for getting property owners in violation of Ordinance §92.21 to comply. With owners receiving monthly administrative fines and no action being taken, assessing the owner's property tax is one choice. If that doesn't get results, the City has the power to take the owner to court and get permission to do the necessary repairs, at the owner's expense. The ordinances also provide that the City can charge the owner with a misdemeanor. The Board will furnish the Council with a recommendation after their Thursday, October 18, 2018 meeting.
- C. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to approve Resolution 2018-17: A Resolution Accepting A Donation of \$1,500.00 from the Sons of the American Legion, for the Babe Nordmeier Field playground.
- D. Brad Potter furnished the Council a right-of-way ordinance template from the League of MN Cities. Brad and Mark Rahrlick will have a final form ready for the Council's review and schedule a public hearing for Monday, November 05, 2018 during the Council meeting. This ordinance will encompass standard basic rules on what can you do, what can't you do, requiring a City issued permit before you dig, pertaining to easements, drainage, water and sewer access, and such. This also includes utility companies, e.g. BevComm, Excel Energy and CenterPoint.
- E. Brad Potter and Mark Rahrlick made revisions to the City utility services language of Ordinance §50.117: Disconnection for Late Payment for the Council to examine. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to hold a Public Hearing October 15, 2018 at 7:30 p.m., to revise the ordinance.
- F. Brad Potter recommended 2019 goals and actions for the City Council. The goals include keeping the public informed of City information, make processes easier for the public, examine and plan for infrastructure needs, assure traffic safety for citizens and clearly define processes, rules and procedures. Lisa Karsten added, now with having a city administrator, city committee appointments and the chain of command should be revisited.
- G. SkyWarn is looking for permission to spend up to a \$4,000.00 cap to upgrade some equipment including replacing their weather station that went out and other technology (possibly a drone to do damage assessments). Tim Flaten stated in the two SkyWarn accounts there should be approximately \$5,338.29 and \$17,945.57 available. Bids will be gotten and a final dollar amount presented to the Council, at the next meeting.

8. Correspondence and Announcements:

Lisa Karsten wants to give a big public shout-out "Thank You" to all of the volunteers, Adam, Troy, Troy, Kurt, and Brad who was here, for the clean-up, brush and tree removal, after the September 20th storm. Lisa stated the last tornado in the City limits was back in the 1900's and we hope it is that long before we have another one. Lisa, for one, is honored to live here, in a community that's got each other's backs.

8. Correspondence and Announcements: (cont.)

Mayor Kurt Wolf echoed Lisa expressing his gratitude and amazement at how clean and quickly storm damage was cleaned up. Kurt stated his home, on 3rd Street S.E., was one in disarray, due to the tornado, with his garage ending up in his back yard. Volunteers stepped up and chain saws were everywhere. Kurt thanked everyone in the room for their efforts and the long hours they put in. Tim Minske heard a lot of good positive things about the curfew and the deputies monitoring the roads. Troy Dunn wanted to thank all the volunteers and commended the Morristown Fire Department for their involvement also escorting people to their homes, City workers and the support of City staff. Tim Flaten enjoyed working together (at the Community Center relief staging area) with the small group, Rice County investigator and officer as they all handled the game plans every day and getting information out on social media. Tim Flaten stated there were 58 registered volunteers and probably 10 more volunteers for Sunday's clean-up of the school, park and baseball field. Tim Flaten wanted to express a "special thanks" to the few citizens that stepped up alone and worked very closely with Dahle's and Public Works, all three days, cleaning up/hauling away the piles of brush/trees. Tim Minske praised all the citizens for doing a fabulous job, having their trees and brush stacked really nice for pickup. Mark Morris relayed an outside thank you from the wedding party and guests, who were very appreciative for allowing their wedding reception and dance to go on Saturday, at the Community Center, during the town's disaster. Mark also emphasized the importance of the decision, a few years ago, to put that generator in. To sum it up, Kurt Wolf emotionally voiced being proud to be a resident of Morristown.

9. Claims and Accounts:

Motion by Lisa Karsten, seconded by Seth Prescher and carried unanimously to approve the October 01, 2018 Current Claims and Accounts totaling \$15,023.09 from the General Fund, \$779.08 from the Fire Department Fund, \$3,255.20 from the Water Operations Fund, \$8,082.71 from the Wastewater Operations Fund and \$1,407.04 from the Refuse Fund, as presented.

10. Council Discussion and Concerns:

Seth Prescher requests the clerk send "Thank You's" to the Waseca Hockey Association, Hy-Vee, New Richland school system, BA, WEM School, and all the other whom donated supplies and volunteered to clean-up.

11. Adjournment:

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

12. Next Regular Meetings: – Monday, October 15, 2018 & Monday, November 05, 2018

Attest:

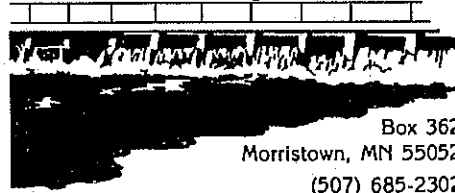

Sheri Gregor, City Clerk/Treasurer

Kurt Wolf, Mayor

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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Box 362
Morristown, MN 55052

(507) 685-2302

MORRISTOWN CITY COUNCIL MEETING MINUTES

Monday, November 05, 2018

Council Present: Mayor Kurt Wolf, Lisa Karsten, Kathy Wolf, Seth Prescher, Tim Flaten
Others Present: City Engineer Rich Revering, Mary Schulz, Mark Morris, Mike O'Rourke, Troy Dahle, Tim Minske, Steve Nordmeier, Adam Uittenbogaard, Tony Lindahl, Deputy Trevor Peterson, Jack Schwichtenberg, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Kurt Wolf called the regular meeting of the Morristown City Council to order on Monday, November 5, 2018 at 7 p.m., in the Council Chambers, at 402 Division St. S..
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:
Added to the Agenda is New Business I. Cannon Valley Players All-Male Play Practice. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to accept the Agenda, with the one item added.
4. Comments and Suggestions from Citizens Present:
None
5. Consent Agenda: (Reports, Minutes and Finances):
Items K. Fire Department Compressor Bids, F. Zoning Board Minutes and J. Backup Snowplowing were pulled. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to approve the Consent Agenda, minus items K., F. and J..
F. Lisa Karsten requests the October 18th Zoning Board Minutes be moved to the November 19th meeting agenda, for approval, after she goes over them with Brad Potter.
J. Brad Potter had Tim Flaten explain the reasoning behind increasing the benchmark fuel surcharge rate from \$3.20 to \$3.40 per gallon. The Council approved Timm's Trucking's backup snowplowing and removal bid and it will be adjusted per the projected benchmark fuel surcharge rate as shown. K. Brad Potter presented the two sealed bids received for the purchase of the air compressor. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to award the compressor to the highest bid, from Troy Dahle at \$223.00.
6. Unfinished Business:
A. Brad Potter described what the Zoning Board, based on the minutes of their October 18th meeting, recommends to the Council following the suggestions of City Attorney Mark Rahrick. The Board would like to initiate the next actions to be taken on the 206 Bloomer Street W. property bringing this appearance and maintenance issue into compliance. In addition, the Board makes the updated and necessary ordinance revisions to enforce violations and clarity per §10.98 Supplemental Administrative Penalties.

6. Unfinished Business: (cont.)

- A. (cont.) A joint City Council and Zoning Board work session will be held Wednesday, November 14th at 7:05 p.m. to discuss these matters, pending notification to the Board members and our city attorney.

7. New Business:

- A. Ordinance 2018-8: An Ordinance Amending §51.54 Payment of Charges; Late Payment; Collection to be proposed at the December 17, 2018 meeting.
- B. Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to accept Resolution 2018-20: The Resignation of Brandon Johnson, effective November 2, 2018.
- C. Brad Potter has posted the full-time Public Works Operator position with the deadline of November 19, 2019. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to post it the way you have the application written with the job description.
- D. Brad Potter and Public Works Director Tim Minske will review filling roles with part-time back-up help for water, waste water, storm sewers, parks, snowplowing, and take the maintenance of the compost pile off of Tim Minske's responsibilities. Brad plans to post, on the city's web site, these jobs and details of what the job would be. An open house and skills test could be held for interested persons to go around with Tim to see what the job entails. Brad asks for feedback from the Council.

Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to call the public hearing to order. Brad Potter discussed finding more issues as he looks into the Right-of-Way ordinance; such as boulevard trees, sidewalk questions, broad band installation and small cell towers. Brad would like to do a neighbor meeting on the drainage, on the 300 block of Thruen Street. It was discussed that other streets that have ditches would be addressed at the same time. The Public Hearing regarding the creation of the Chapter 93 Right-of-Way Ordinance was postponed until more information is obtained. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to close the public hearing.

- E. Dennis Luebbe, Rice County Highway Engineer, has opened the option to Public Works of doing the snow and ice removal on county roads in the city, at the hourly rate of \$95. The County would salt and sand. No action taken at this time.
- F. Mary Schulz would like to get the process started on annexing her home (building) site (approx. 1.2 acres), not her whole property, into the city from the township. Mary will continue to have a private water well and septic tank. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to annex in her property as described to us, into the city limits.
- G. Motion by Lisa Karsten, seconded by Seth Prescher, and carried to approve Resolution 2018-21, with the five potential provisional firefighters as presented. Abstained by Tim Flaten.
- H. Brad Potter gave his City Administrator's report. The mobile home water project is done and paid for complete. EDA talked about doing a very small grant/loan program for downtown business.

- H. (cont.) Street drainage issues to be addressed on Tower Circle, 3rd Street S.E., Thruen and Sidney Streets. Brad talked with Sheriff Dunn to discuss between the Sheriff's Department and the City, who is responsible for enforcing which ordinances. Brad attended a mandatory emergency management funding meeting and submitted an initial estimate of over \$30,000.00. Dakota Wood Grinding said the compost pile was not enough to set up and do mobilization. Brad will look into a grinder or call regional emergency management for a solution. Waiting on a final bid for repair of the well house/ water tower fence due to storm damage. Brad filed an insurance claim on the waste water pump that went out. The City has a snow storage agreement with V&M Engineering. Jake Womeldorf of Edward Jones will come speak about city investments.
- I. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously for the Cannon Valley Players to use the Community Center, starting in January 2019, to practice for the all-male play.

Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to go to our second public hearing of the night. Included in the revision of Ordinance §51.54 will be the owner of the premises is responsible for the City utility services billing, if their renter leaves a delinquent balance. The procedure in which unpaid balances will be handled was discussed and will be addressed at a future council meeting. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to close the public hearing.

8. Correspondence and Announcements:

Truth-In-Taxation Hearing Monday, December 3, 2018 at 7:30 p.m.

9. Claims and Accounts:

A. /B. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve to pay the November 5, 2018 Current Claims and Accounts totaling \$31,363.33 from General Fund, \$4,640.32 from the Fire Department Fund, \$7,131.44 from the Water Operations Fund, \$9,031.38 from the Wastewater Operations Fund and \$478.00 from the Refuse Fund; the Late Claims and Accounts totaling \$27,718.23 from the General Fund, \$388.57 from the Water Operations Fund, \$6,242.57 from the Waste Water Operations Fund and \$46.66 from the Refuse Fund.

10. Council Discussion and Concerns:

An update from Tim Flaten that the National Weather Service up the number of September 20, 2018 tornadoes in the area to 26.

11. Adjournment:

Motion by Lisa Karsten, seconded by Tim Flaten, and carried unanimously to adjourn. The meeting adjourned at 8:15 p.m..

12. Special Meetings: Wednesday, November 14, 2018 at 7:00 p.m. and 7:05 p.m.

Canvas City Election Results of the General Election and Work Session

13. Next Regular Meetings: Monday, November 19, 2018 & Monday, December 3, 2018.

Attest:

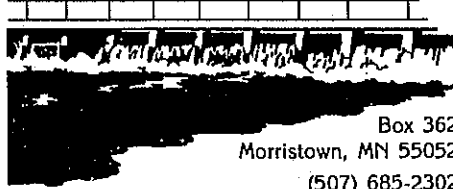
Sheri Gregor
Sheri Gregor, City Clerk/Treasurer

Kurt Wolf
Kurt Wolf, Mayor

City of Morristown

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Box 362

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(507) 685-2302

MORRISTOWN CITY COUNCIL AND ZONING BOARD MINUTES JOINT WORK SESSION

Wednesday, November 14, 2018 7:05 P.M.

Members Present: Kurt Wolf, Lisa Karsten, Seth Prescher, Kathy Wolf, Tim Flaten,
Jim Lonergan, Mark Morris, Mike O'Rourke, Steve Felix

Others Present: Attorney Mark Rahrick, Tony Lindahl, City Administrator Brad Potter,
City Clerk/Treasurer Sheri Gregor

The joint work session of the Morristown City Council and Zoning Board was called to order, by Mayor Kurt Wolf, on Wednesday, November 14, 2018 at 7:05 p.m., in the Council Chambers at 402 S. Division Street.

The goal of the zoning board and city council is to keep all properties in compliance with the city code of ordinances. However there are times when other measures need to be taken.

The reason for this work session is to revise and update the city ordinances regarding ordinance violations. Also to clarify (the interpretation) and outline a resolution of the fine structure.

The steps in which to approach such matters is notification of the ordinance violation, application for a zoning permit (if relevant) and approval and a time frame in which to come into compliance. If the work isn't done in the time allotted administrative fines will be in effect until violation has been taken care of or a cutoff date where noncompliance may result in civil legal action (with costs assessed to the owner's property tax). A public hearing for dialogue could be held and preferably an agreement can be reached.

However the next step would be a legal letter indicating court proceedings to allow the city to hire someone to come onto your property and do the work required. The cost of repair, labor, materials, legal fees and court cost will be assessed.

If the violator should happen to fix the violation during the legal process, any and all accrued cost will be assessed, without going to back to court.

Mark Rahrick will revise the ordinance(s) and create an updated resolution.

The zoning board and city council will hold another work session inviting the county building official and a building inspector to collect information on the Minnesota state building code and learn how it works.

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to adjourn.

The session ended at 8:54 p.m..


Kurt Wolf, Mayor

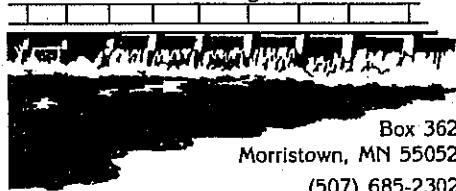
ATTEST:


Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN CITY COUNCIL SPECIAL MEETING MINUTES Certifying the Municipal Results of the November 6, 2018 Election Wednesday, November 14, 2018 7:00 P.M.

Members Present: Mayor Kurt Wolf, Lisa Karsten, Seth Prescher, Kathy Wolf, Tim Flaten
Others Present: Attorney Mark Rahrck, Tony Lindahl, Mark Morris, Mike O'Rourke, Jim Lonergan, City Administrator Brad Potter, City Clerk/Treasurer Sheri Gregor

The meeting of the Morristown City Council was called to order, by Mayor Kurt Wolf, on Wednesday, November 14, 2018 at 7:00 p.m., in the Council Chambers at 402 S. Division Street.

Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve Resolution 2018-22 certifying the municipal results of the November 6th election, with Kurt Wolf receiving 156 votes for mayor, Rick Vollbrecht receiving 97 votes for mayor and Tony Lindahl receiving 182 votes for mayor, with one write-in. Also Council Member Seth Prescher receiving 208 votes for council member, Tim Flaten 270 votes for council member, Justin Dustin 106 votes for council member and Jake Golombeski 168 votes for council member, with three write-ins.

The city council also signed an "Affidavit of Canvass Board" document.

Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to adjourn. The meeting adjourned at 7:04 p.m..


Kurt Wolf, Mayor

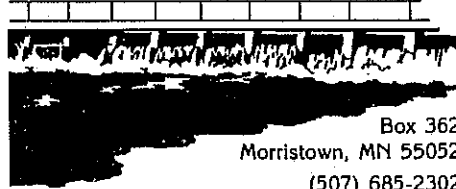
ATTEST:


Sheri Gregor, City Clerk/Treasurer

City of Morristown

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MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting 7:00 p.m. Monday, November 19, 2018

Council Present: Mayor Kurt Wolf, Lisa Karsten, Kathy Wolf, Seth Prescher, Tim Flaten
Others Present: City Attorney Mark Rahrck, Jacob Womeldorf, Scott Scheafer, Tony Lindahl,
Tim Minske, Troy Dahle, Mark Morris, Dan Morris, Mike O'Rourke, Steve Nordmeier,
Miranda Hopkins, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Assistant Mayor Lisa Karsten called the regular meeting of the Morristown City Council to order on Monday, November 19, 2018 at 7 p.m., in the Council Chambers, at 402 Division Street. S., with Mayor Wolf arriving at 7:10 p.m..
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to Agenda:
Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to approve the Agenda as presented.
4. Comments and Suggestions from Citizens Present:
None
5. Appearance:
Jake Womeldorf, the City's Edward Jones Financial Adviser, explained what accounts we are invested in and the interest received. Jake gave details why we are seeing so much fluctuation and a drop in ending value and long term stated that the City has made annualized rate of return of 4.71% since 2009.
6. Unfinished Business:
 - A. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve the corrected Zoning Meeting Minutes.
 - B. Brad Potter spoke on the future ordinance amendments for past due accounts of the City utility services billing. Also talked over were options in additional ways to pay your utility bill; such as by credit card and online.
 - C. Brad Potter recommends prepaying the Community Center bond, of \$356,137.00, with an interest savings of \$26,076.00 or prepaying two years of payments at approximately \$140,000.00. This item is tabled until the December 3, 2018 meeting.

6. Unfinished Business: (cont.)

- D. Brad Potter suggests the City enter into an agreement with Rice County where Morristown provides snowplowing services (not sanding or salting) of county streets within our city limits; being reimbursed at the approximate rate of \$95.00 per hour. This item will be brought back to the Council once the Public Works department is fully staffed.
- E. Brad Potter is working on a replacement for the City's retiring attorney-at-law, Kurt S. Fischer. Current considerations are Rice County or Smith, Tollefson, Rahrnick & Cass law firm.
- F. The City received three bids for a Fire Department backup gas generator. Tim Minske recommends Blue Star at \$31,604.00. Electrical work will cost approximately \$16,000.00. Motion by Lisa Karsten to go with the Blue Star generator as presented, identifying it as the lowest responsible bid to be paid out of the fire account as identified including the electrical and the site prep and possibly a perimeter fence to keep it secured. Lisa Karsten amended her motion to exclude the fence, seconded by Seth Prescher, and carried unanimously.
- G. The City received 20 - 25 Public Works Operator applications. Brad Potter and Tim Minske will choose the finalists to be interviewed. Field tests and interviews will be held the week of November 26th - 30th by Brad Potter, Tim Minske and Lisa Karsten (Tim Flaten alternate).
- H. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the corrected resolution for the annexation of Mary Schulz property.

7. New Business:

- A. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve Resolution 2018-24: Authoring Assessments of Standard Emergency Signs, for Collection in 2019, per the list as presented.
- B. Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to pay the current Zoning Administrator for any permits that transitioned from the previous administrator then closed in the current administrator's time frame.
- C. The Council requests the End-of-the-Year Claims to be on the December 3rd Agenda.
- D. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to go with the Todd Zimmerman 912/913 plan, as presented on insurance.
- E. Discussion was had on implementing an EDA grant loan program, encouraging reinvestment in downtown businesses. Mark Rahrnick will provide clear criteria suggesting either up or down in considering this program; for the December 17, 2018 Council meeting.
- F. AE2S, Scott Schaefer, engineer specialist, conversed on our waste water treatment plant upkeep, updates and major equipment improvements. The Council asks for a cost from Scott Schaefer and Bolton & Menk, Rich Revering.

8. Correspondence and Announcements:

Mike O'Rourke presented the City with a donation check from the Morristown Commercial Club, which pays the remaining cost of the Babe Nordmeier Field playground project, excluding one last bill yet to be paid.

An Assessments of Delinquent Utility Bills Hearing is scheduled for Monday, December 3, 2018 at 7:00 p.m..

The Truth-in-Taxation Hearing is scheduled for Monday, December 3, 2018 at 7:30 pm..

9. Claims and Accounts:

A. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve the November 19, 2018 Mid-Month Claims and Accounts totaling \$22,349.17 from the General Fund, \$5,690.76 from the Fire Department Fund, \$967.05 from the Water Operations Fund, \$4,668.16 from the Wastewater Operations Fund and \$4,776.72 from the Refuse Fund.

10. Council Discussion and Concerns:

Due to 2019 federal holidays, the meeting dates for the mid-month Council meetings have been rescheduled for the following Wednesdays; January 23, 2019 and February 20, 2019. The September 3, 2019 regular meeting will be rescheduled at a later date.

The requested open annual performance evaluation of City Clerk/Treasurer, Sheri Gregor, was held. After Sheri's review, a motion was made by Seth Prescher, seconded by Tim Flaten, and carried, to give a 2% raise. Opposed were Kurt Wolf and Lisa Karsten.

11. Adjournment:

Motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to adjourn. The meeting adjourned at 10:35 p.m..

12. Next Regular Meetings: – Monday, December 3, 2018 and Monday, December 17, 2018



Kurt Wolf, Mayor

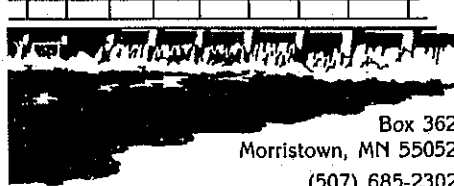
Attest: 

Sheri Gregor, City Clerk/Treasurer

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MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m. Public Hearings 7:00 p.m. & 7:30 p.m.

Monday, December 3, 2018

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

Council Absent: Seth Prescher

Others Present: City Attorney Mark Rahrick, City Engineer Rich Revering, Jade Smuda, Jason Kes, Jack Schwichtenberg, Tony Lindahl, Tim Minske, Troy Dahle, Mark Morris, Dan Morris, Steve Nordmeier, Ms. Smuda, Rice County Sheriff Steve Bauer, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Mayor Kurt Wolf called the regular meeting of the Morristown City Council to order on Monday, December 3, 2018 at 7:05 p.m., in the Council Chambers, at 402 Division Street. S.
2. The Pledge of Allegiance was recited.

Tim Flaten motioned to open the public hearing, seconded by Kathy Wolf, and was carried unanimously. Brad Potter explained the situation on the assessment of unpaid 2018 City utility services to the property taxes of the owner Larry Tiedemann of 304 Division St. N., payable in 2019. Tim Flaten motioned to close the public hearing, seconded by Kathy Wolf, and was carried unanimously.

3. Additions/Corrections to Agenda:

Removing 6. New Business F. Resolution 2018-27: Authorizing Assessment of Administrative Fines for Collection in 2019. Move the November 14, 2018 joint city council/zoning board work session and the November 15, 2018 zoning board meeting minutes to the December 17, 2018 agenda. Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, minus the above mentioned items.

4. Comments and Suggestions from Citizens Present:

At the request of the city, Jade Smuda and Jason Kes, 26 Chestnut Street E., received a letter requiring them to move their rear yard fence posts a minimum of 1 foot inside their property line. At present, the fence on the rear yard is on city property. Jade Smuda and Jason Kes asked if they could be allowed to wait until the spring thaw to move the fence. The Council felt the property owner was given ample notice and time to relocate the posts and yet went ahead and put up the panels. The decision was made that this matter needs to be corrected by December 12, 2018. The fence posts and panels have to come off city property.

Tim Flaten motioned to open the Truth-in-Taxation hearing, seconded by Kathy Wolf, and was carried unanimously. Brad Potter publicized the proposed 2019 budget increase of a 3% levy on city property taxes for 2019. Tim Flaten closed the public hearing, seconded by Kathy Wolf, and was carried unanimously.

5. Consent Agenda (Reports, Minutes and Finances):

Motion by Kathy Wolf, seconded by Tim Flaten, and was carried unanimously to accept the consent agenda, minus the November 14, 2018 joint city council/zoning board work session minutes and the November 15, 2018 zoning board meeting minutes.

6. Unfinished Business:

- A. Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to adopt Resolution 2018-26: A Resolution Accepting a Donation from the Commercial Club of \$6,005.21.
- B. A scheduled payment of \$71,137.50 was made on December 1st for the community center bond. If the council approves, the city has the potential, in 40 days, to make a prepay payment of approximately \$279,000.00 that would pay off the debt. This item will be discussed at the December 17th meeting, when a full council is in attendance.
- C. Brad Potter is talking with three firms, in selecting a city criminal attorney-at-law. Brad will bring forth information at the December 17th meeting.
- D. Some interviews were held last week for the full-time Public Works operator position. The choices have been narrowed down, producing a forerunner. The plan is to have a decision by the next meeting. The city has hired Austin Schulz as a temporary back-up snow plow employee to assist public works. The city is looking for talented people willing to work part-time filling in as public works back-ups.
- E. Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to adopt Resolution 2018- 25: Authorizing Assessment of Delinquent Utilities for Collection in 2019.
- F. Resolution 2018-27 was moved to the next meeting.

7. New Business:

The Macqueen purchased street sweeper doesn't fulfill what the Public Works Department was looking for. An attorney from Mark Rahricks firm, Ben Cass, has looked at the steps taken by the city to get the sweeper returned. The city council agrees with the city staff and took the formal action of Tim Flaten motioning, seconded by Kathy Wolf, and was carried unanimously to push forward, between Tim and Brad and what was stated here (at the meeting), to get the sweeper gone and back to Macqueen's. The city council, staff and our attorney don't feel a need for the requested meeting with Macqueen's representative. Brad Potter will send a letter to Macqueen to come pick up their sweeper or the city will start charging them to store it. Abstained by Lisa Karsten, as she arrived at 7:55 p.m., and was not in on the conversation.

8. Correspondence and Announcements:

None

9. Claims and Accounts:

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to pay the current claims and accounts totaling \$3,368.86 from the general fund, \$418.08 from the fire department fund, \$2,175.72 from the water operations fund, \$3,358.89 from the wastewater operations fund and \$367.00 from the refuse fund; the late claims and accounts totaling \$76,670.55 from the general fund, \$1,689.97 from the fire department fund, \$470.13 from the water operations fund, \$6,057.49 from the wastewater operations fund and \$46.67 from the refuse fund; and the end-of-the-year claims totaling \$10,060.00 from the general fund and \$3,510.00 from the fire department fund.

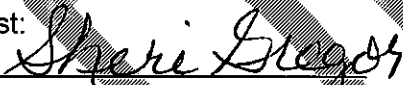
10. Council Discussion and Concerns:

Brad Potter informed the assembly on the status of the September 20th storm brush piles. The city is waiting to see if the cost to chip will be reimbursed and/or covered under Governor Dayton's \$2.8 million dollars in disaster assistance awarded to Rice County.

11. Adjournment: Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn. The meeting ended at 8:10 p.m..

12. Next Regular Meetings: Monday, December 17, 2018 & Monday, January 07, 2019

Attest:



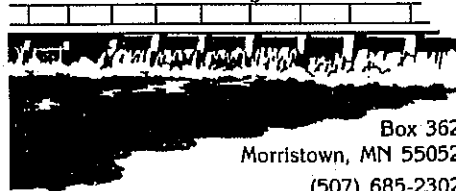
Sheri Gregor, City Clerk/Treasurer

Kurt Wolf, Mayor

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MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular 7:00 p.m. Public Hearings 7:15 p.m. & 7:30 p.m. December 17, 2018

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

Others Present: Jack Schwichtenberg, Tony Lindahl, Mark Morris, Steve Nordmeier,
City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. Assistant Mayor Lisa Karsten called the regular mid-month meeting of the Morristown City Council to order on Monday, December 17, 2018 at 7 p.m., in the Council Chambers, at 402 Division Street. S.. Kurt Wolf arrived at 7:06 p.m..

2. The Pledge of Allegiance was recited.

3. Additions/Corrections to Agenda:

Item 6. Unfinished Business A. EDA Grant Loan Program is tabled until the January 7, 2019 meeting. Motion by Seth Prescher, seconded by Tim Flaten, and was carried unanimously to approve the agenda, with the said correction.

4. Comments and Suggestions from Citizens Present:

Steve Nordmeier noted that no November City Council meeting minutes were on the website and today's meeting agenda wasn't on the site as of this morning. Brad Potter and Sheri Gregor will get those on the website.

5. Consent Agenda:

Motion by Seth Prescher, seconded by Kathy Wolf, and was carried unanimously to approve the Joint City Council/Zoning Board Work Session minutes from November 14, 2018 and the Zoning Board Meeting minutes from November 15, 2018.

6. Unfinished Business:

A. The EDA Grant Loan Program item is tabled until the January 7, 2019 meeting

B. Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to pay off the principal on the Community Center bond.

C. Motion by Seth Prescher, seconded by Lisa Karsten, and was carried to move forward with Eckberg, Lammers as the city's criminal attorney, with a three year contract.

Tim Flaten abstained.

Seth Prescher motioned, seconded by Tim Flaten, and was carried unanimously to open the 7:15 p.m. public hearing. The hearing was open to public input on the assessment of administrative penalties to the taxes of a property, for unpaid violation fines. Motion by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to close the hearing at 7:20 p.m.

- E. Motion by Seth Prescher, seconded by Tim Flaten, and was carried unanimously to approve Resolution 2018-27: Authorizing Assessment of Administrative Fines for Collection in 2019.
- D. Options were discussed on the open Public Works Operator position. The leading candidate will be offered the job. If he declines the position, it will be reposted for on call part-time employees.

Tim Flaten motioned, seconded by Seth Prescher, and was carried unanimously to open the 7:30 p.m. public hearing. Brad Potter explained the proposed amendments to Chapter 50 Sewers, Ordinances §50.116 Administration and §50.117 Disconnection for Late Payment and Chapter 51 Water, Ordinance §51.54 Payment of Charges; Late Payment; Collection. Promoting automatic withdrawal (from customer's bank account) and future online and credit card payments were talked over. Lisa Karsten motioned, seconded by Seth Prescher, and was carried unanimously to close the public hearing at 7:48 p.m..

- F. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to approve Ordinance 2018-7: Amending Chapter 50 Sewer, Section User Rate Schedule for Charges, Ordinance §50.116 and §50.117; with Brad Potter amending the structure as discussed.
- G. Motion by Seth Prescher, seconded by Lisa Karsten, and carried unanimously to approve Ordinance 2018-8: Amending Chapter 51 Water, Section Rates and Charges, Ordinance §51.54; with Brad Potter amending the structure as discussed.
- H. Motion by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve Resolution 2018-28: A Resolution Adopting the Final 2018 Property Tax Levy, Collectible in 2019 and the Final Budget for 2019.

7. New Business:

- A. Brad Potter asks the council to review the sewer and water budget funds for water and wastewater improvements needed next year.
- B. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to confirm the hiring of Austin Schulz, on November 15, 2018, as a part-time city public works employee for snowplowing at \$25.00 per hour.
- C. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously verifying the hiring of Richard Gauthier, on September 16, 2018, as a part-time city public works and custodial employee at a wage ranging from \$13.85 to \$24.01; dependent on his responsibilities.
- D. Per the August 13, 2018 work session discussion, motion by Seth Prescher, seconded by Tim Flaten, and carried unanimously to approve that current employees receive a cost of living raise of 1.5%, effective January 1, 2019 and based upon employee's anniversary performance review an annual employee 0%-3% merit increase.

7. New Business: (cont.)

E. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Proclamation 2018-1: A Proclamation Officially Recognizing January 20-26, 2019 as the National School Choice Week (NSCW) in Morristown.

8. Correspondence and Announcements:

Received a Christmas card from Amy Klobuchar, from Bolton & Menk a large 2019 calendar, "The Night Before Christmas" storybooks and Funky Chunky popcorn and from BevComm a box of chocolates.

9. Claims and Accounts:

A. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to pay the December 17, 2018 mid-month claims and accounts totaling \$20,023.44 from the General Fund, \$6,809.20 from the Fire Department Fund, \$406.76 from the Water Operations Fund, \$6,425.58 from the Wastewater Operations Fund and \$5,675.13 from the Refuse Fund. Claims needing to be paid before the end of the year, authorized by Brad Potter and Sheri Gregor, were \$4,139.00 from the General Fund and \$651.10 from the Water Operations Fund

10. Council Discussion and Concerns:

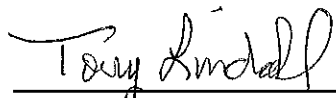
Lisa Karsten thanked Kurt Wolf for his two years of excellent mayor service. Seth Prescher reminded the council of Leadership Conferences for Newly Elected Officials and Experienced Officials. Seth will be attending the Brainerd, MN conference on February 22-23, 2019.

11. Adjournment: Motion by Seth Prescher, seconded by Lisa Karsten, and was carried unanimously to adjourn the meeting. The meeting adjourned at 8:25 p.m..

12. Next Regular Meetings: Monday, January 07, 2019 and Monday, January 21, 2019

Attest:


Sheri Gregor, City Clerk/Treasurer


Tony Lindahl, Mayor