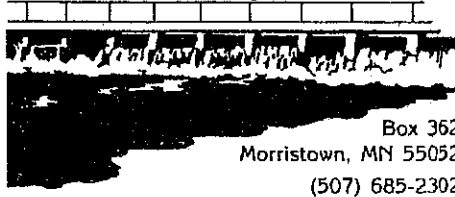


# City of Morristown

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 7:00 p.m. Monday, January 4, 2021

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Linda Murphy, Ralph Barney, Jake Golombeski

**Others Present:** Adam Uittenbogaard, Tim Minske, John Ankrum, John Schlie, Kristin Barney, Jack Schwichtenberg, Troy Dahle, Steve Nordmeier, Justin Hunt, Kyle Green, Lisa Karsten, Matt Rossow, Ryan Schiell, City Attorney Mark Rahrack, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, January 4, 2021 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Oath of Office:** Mayor Tony Lindahl, Council Linda Murphy, Ralph Barney & Jacob Golombeski
4. **Additions/Corrections to Agenda:**
  - Addition to Oath of Office: Jacob Golombeski
  - Addition of New Business E2: Acceptance of new fire fighters: Joe Caldwell & Austin Schultz
  - Correction to New Business item L: remove closed to publicMotioned by Tim Flaten, seconded by Jake Golombeski and was carried unanimously to approve the agenda with the above additions/corrections.
  - Addition of New Business B1 by Tony Lindahl: Monthly Meetings; change New Business B to B2
5. **Comments and Suggestions from Citizens Present:**

None
6. **Consent Agenda:**
  - A. **Police Report – December 2020**
  - B. **Fire Department Report – December 2020**
  - C. **Public Works Report – December 2020**
  - D. **City Council Meeting Minutes – December 21, 2020**Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to approve the consent agenda minus the Fire Department and Public Works Reports.
  - Fire Department Report: Adam Uittenbogaard noted that the Fire Department Annual Meeting has been postponed due to Covid restrictions. Motioned by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to approve the Fire Department Report.
  - Public Works Report: Tim Minske noted that the mobile home park is privately owned including the water lines, sewer lines and streets. He stated that he has brought it up to council in the past and will bring it up again for the new members that the trailer court has issues with their sewer system. It is bubbling up all of the time and should be inspected every 5 years but has not been done since the 70's. Tim stated that if a problem comes up again, he should not be called as he has brought this issue to the council many times in the past. Council asked Michael Mueller to review the mobile home agreement, contact owners to let them know there is an issue and start the ball rolling on correcting the issue. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the Public Works Report.
7. **Unfinished Business:**

**A. Director of Public Works Final Quarter 2020 Compensation for Projects** – Motioned by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to approve compensation for Tim Minske in the amount of \$3,851.78 for projects over and above his normal duties. Tim Minske noted that he and Lisa Duban were working on creating a sheet that can be used to track the over and above hours.

**B. Light post on SW corner of Franklin Street W. & Division Street N.** – Michael Mueller determined that the broken light post is Xcel Energy's responsibility, they are aware that it is broken and if there is any necessary restitution Xcel will pursue. Tim Flaten suggested that if it is feasible, we should move it across the road to the north as it has been hit 4-5 times during his term. Motioned by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to approve Xcel Energy to move this particular light post across the street to the north at their cost if it is feasible or for Xcel to replace it where it is currently located.

## **8. New Business**

**A. 2020 City Community Appointments** – Tony Lindahl made the following changes: Michael Mueller, City Administrator; Lisa Duban, City Clerk/Treasurer; Lisa Karsten clarified the role of the Community Education liaison as a council member appointed to sit on the Community Ed board which meets quarterly because the City contributes funds to their program - Community Education, Linda Murphy; Community Center Linda Murphy with Tim Flaten as backup; Streets Commissioner, Ralph Barney with Tim Flaten as backup; Complaints/Concerns/Comments Committee: Michael Mueller chair, Lisa Karsten and Kurt Wolf as citizen representatives, Tim Flaten and Ralph Barney as Council representatives; Zoning Board Members: add Faye Golombeski; Complaints/Concerns/Comments Committee will have a name change to Solutions Committee. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the 2021 Community Appointments.

**B1. Monthly Council Meetings** – Tony Lindahl noted that he would like to see the city cut costs and suggested monthly meetings vs. bi-monthly meetings. Tim Flaten noted that meetings have been getting shorter but if there is only one meeting it will be very long. Also, there would be late fees incurred on bills that are not approved at the monthly meeting. Lisa Karsten noted that in the past there have been monthly meetings where the council allowed the Mayor to approve claims as necessary outside of the monthly meeting so late fees were not incurred. Tim Flaten noted that if the Mayor is the only one needed to approve claims the Council would not be able to dispute them after they are paid. Tony Lindahl stated he would be willing to approve the claims and is confident that there will not be issues as the City Administrator and City Clerk will also be seeing the claims. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve monthly City Council meetings with the Mayor approving claims as needed outside of the monthly meetings and second meetings scheduled as necessary.

**B2. 2021 Federal Holidays** – Council meeting dates changed due to holidays:

- a. Martin Luther King Jr. Day 1/18/2021 – Council meeting changed to 1/19/2021
- b. July 4th 7/5/2021 (observed) – Council and EDA meeting changed to 7/6/2021
- c. Labor Day 9/6/2021 – Council meeting changed to 9/7/2021

Motioned by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to approve the monthly meeting date changes above.

**C. Resolution 2021-1 Designating Authorized Signors for Official Depositories** - Motioned by Linda Murphy, seconded by Ralph Barney, and was carried unanimously to approve the 2021 Community Appointments.

**D. Resolution 2021-2 A Resolution Designating the Official Newspaper for 2021** - Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve Life Enterprise as the 2021 official Newspaper.

**E. Approve Annual Firefighter's Wages for 2020** – Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to approve 2020 annual firefighters wages in the amount of \$21,800.

**E2. Acceptance of new firefighters** - Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve recommendation of Joe Caldwell & Austin Schultz as permanent firefighters.

**F. City Email Address for Council Members** – City Attorney Mark Rahrlick suggested that Council and department heads have city email addresses. Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to approve city email address for council and dept. heads.

**G. Process for City Residents to Open/Close Permits** – Tim Flaten suggested that all permits that do not have setback, height or conditional use requirements be opened and closed by city hall staff and that the minimum zoning permit fee, other than new construction, be raised to \$50. Residents will open the permits at city hall and then be required to submit pictures via email or in person to city hall staff showing the work has been completed. Thus, the city will not have to pay the zoning administrator to open and close these permits as the city is losing money on permits with a \$25 fee. City Attorney Mark Rahrlick expressed concerns about the city requiring permits when the quality of work is not being examined and no building standards are being enforced. The permit structure is not to make money but to cover the cost of time spent. Michael Mueller stated that the permit cost is covering the zoning board pay and administrative time. Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to allow city hall staff, versus the Zoning Administrator, to open and close permits that do not have setback, height, or conditional use requirements with the owner and/or contractor being responsible to provide proof of completed work.

**H. Zoning Permit Fee Structure** – Motioned by Tim Flaten, seconded by Jake Golombeski, to change the zoning permit fee to \$50 for all permits except new construction, garages, and additions. Further discussion: Ralph Barney and Linda Murphy believe that the \$50 fee is too high. Tim Flaten noted that this will offset the cost of the zoning board meeting pay and with a \$50 flat fee it will simplify the process. All in favor: Tim Flaten and Jake Golombeski. All against: Ralph Barney, Linda Murphy as she feels that we are increasing the fee but decreasing the cities responsibilities, Tony Lindahl as double the cost is too much. Tim Flaten noted that it will take city staff at a minimum a half hour to open and close the permits and we need to cover the cost of the wages. Vote was 3-2 against, motion failed.

**I. Proposed Master Fee Schedule** - Tim Flaten suggest the following changes: Dog License increased to \$10, Council Room Rent increased to \$15, Park Shelter Rent increased to \$35 and Assessment Search Fee increased to \$25. Michael Mueller suggested a maintenance fee be charge for vacant lots that have access to water & sewer but are not hooked up to off-set the cost of the maintenance to the water/sewer lines. Public hearing for the Master Fee Schedule is schedule for January 19, 2021.

**J. Opening of Sealed bids for Fire Department Truck** - Bids were publicly opened and tabulated by Michael Mueller, Lisa Duban and Adam Uittenbogaard. Michael Mueller recommended awarding the contract to the highest bidder, Jeremy Thomas with a bid of \$12,700. Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to award the contract to Jeremy Thomas with a bid of \$12,700 for the Fire Department vehicle with the monies to go into the Fire Department account.

**K. Payrate Review** – Tim Flaten noted that John Ankrum on occasion helps with shoveling, sanding, and salting and works odd hours for this type of work and believes that he should be paid at a higher rate of \$18.00/hr for this type of work. Motioned by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to approve an increase in John's wages to \$18.00/hours for helping with snow or helping the maintenance department at Tim Minski's discretion. Michael Mueller discussed a wage increase for Lisa Duban in lieu of taking health benefits in the amount of \$4.00/hr as other employees had been offered this. Tony Lindahl suggested that Michael Mueller draw up a contract with the terms and bring it to the next meeting for approval for both Lisa Duban and Michael Mueller.

**L. Sheri Gregor** - text message sent to Tony Lindahl from Sheri: Tony, please add to the next council agenda that Sheri Gregor request to be paid 25% of her sick pay, which went into effect October 1, 2020; one week after my last day. I acquired a lot of vacation time because I was a very dedicated employee and not having used hardly any, due to not having coverage. That is the least the city council can do for me after five years of service. I also plan to pursue being paid for years of overtime, late nights and weekends, spent due to the lack of past councils not hiring me an assistant after interviewing on four separate occasions and not selecting anyone. Also, the under pay difference of \$4.00 an hour, in which a new clerk is receiving over what I was being paid after five years. Then there is the discrimination of wanting to get rid of the old and bring in young employees

(Tasia). Mary Knish was more qualified for my assistant, but K and F wanted young to replace me, assuming I may retire, which I had no plans of doing. City Attorney Mark Rahrlick stated that based on what Mrs. Gregor provided, there is no validity to her claim and no pay is due to her at this time. Mark suggested that he write a letter to Mrs. Gregor on his letter head stating this. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to authorize Mark Rahrlick to respond to Mrs. Gregor accordingly.

**9. Correspondence and Announcements:** None

**10. Claims and Accounts:**

a. **Current and Late Claims and Accounts:** Motioned by Jake Golombeski, seconded by Ralph Barney, and was carried unanimously to approve claims and accounts.

**11. Council Discussion and Concerns:** Tim Flaten discussed the importance of the flow chart. He noted that if it is not followed, there is confusion and frustration for the employees as who to follow orders from. Michael Mueller is the City Administrator and communication should go through him.

**12. Adjournment:** Motion by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to adjourn at 9:18 p.m.

**13. Next Meeting:** Tuesday, January 19, 2021 – 7:00p.m.

Attest:

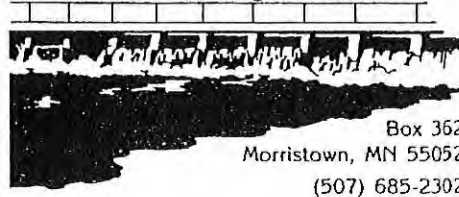
  
\_\_\_\_\_  
Lisa Duban, City Clerk

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

# City of Morristown

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m. Public Hearing 7:15 p.m.

Monday, January 19, 2021

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Linda Murphy, Ralph Barney, Jake Golombeski

**Others Present:** Kristin Barney, Jack Schwichtenberg, Troy Dahle, Steve Nordmeier, Brent Kavitz, Dan Morris, Mike O'Rourke, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Tony Lindahl called the regular meeting of the Morristown City Council to order on Tuesday, January 19, 2021 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:**

- New Business Item D: Resolution 2021-3 A Resolution Accepting a Donation
- New Business Item E: Approve Dollar General Tobacco License
- New Business Item F: § 112.03 LICENSE- (D) Term. All licenses issued under this chapter shall expire on December 31 of the year of issuance.

Motioned by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to approve the agenda with three additions.

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

Dan Morris spoke on behalf of Morristown Township noting how much the Township has donated to the city over the past 15 years. He would like new council and city hall staff to be aware of that. Steve Nordmeier mentioned that members of the Commercial Club have noticed how clean city hall has been and that John is doing a good job. The Commercial Club is moving forward in planning Dam Days for 2021 and it is scheduled for June 4-6.

5. **Consent Agenda:**

- A. **City Council Meeting Minutes – January 4, 2021**

Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the consent agenda.

6. **Unfinished Business:**

- A. **Payrate Review** – Michael has updated the personnel policy to reflect the change in declining healthcare benefits in lieu of a \$4 per hour increase in compensation. In addition, Michael has created the agreement between the City and eligible employees. Motioned by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to approve changes in the personnel policy to reflect a \$4/hour wage increase upon an employee signing a waiver of health insurance benefits.

- B. **Engineering Bids**- SEH & Bolton & Menk have provided their costs to complete the project for 2<sup>nd</sup> & Main. SEH estimate is between \$160k-\$180k and Bolton & Menk came in at \$180k-\$190k.

Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to approve a change in the City Engineer to SEH.

- C. **Zoning Permit Fee Structure** -skipped as discussed during public hearing.

- D. **Community Appointments Addition** –Tony Lindahl, Michael Mueller and the Baseball Association met last week trying to resolve the issue with the school district and the use of the Morristown baseball field. Michael informed council that Jeff Stangler from the school board

responded to his email stating that it would be up to Joel Whitehurst and Jeff Boran to bring the issues to the school board. Tim Flaten suggested that Michael Mueller get on the agenda for the school board to discuss the use of Morristown's baseball field. Addition of Baseball Field Coordinators Rick Vollbrecht & Curtis Spitzack. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the addition of Rick Vollbrecht & Curtis Spitzack as the Baseball Field Coordinators to the 2021 Community Appointments.

Motioned by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to close the regular meeting at 7:15 p.m. and open the public hearing.

**PUBLIC HEARING- 7:15p.m. Master Fee Schedule** – Steve Nordmeier disagreed with an increase to \$100 for tobacco license. Linda Murphy suggested \$50. Steve suggested that before Council approves an increase in the permit fees, they should come up a different fee schedule for small projects. A \$50 permit fee is not justifiable for small projects as replacing one window. Michael Mueller confirmed that a vacant lot maintenance fee as discussed in past meetings was not added to the 2021 master fee schedule. Kristin Barney stated that right now may not be the best time to be increasing fees with the pandemic in place and current financial struggles.

Motioned by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to close the 7:47 p.m. and re-open the regular meeting.

## **7. New Business**

- A. Ordinance 2021-1 Master Fee Schedule** - Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to approve the proposed 2021 master fee schedule with the Tobacco License changed to \$50 and 2<sup>nd</sup> water meter charge changed to \$262.
- B. Office Assistant Title Change** – Michael Mueller noted that Tasia would spend one day per week on water/sewer/trash duties and one day per week on general duties and these departments would be charged accordingly for her payroll. Motioned by Ralph Barney, seconded by Tim Flaten, and was carried unanimously to approve a title change for the Office Assistant to Utility Billing Clerk/Deputy City Clerk.
- C. City Administrator Report** – Michael Mueller reported that Xcel Energy will fix the light pole that had been hit by a vehicle at Franklin & Division but will not move it at no cost to the City. However, if the light pole gets hit again, they will look at other means to light the area. He informed them that the City would not pay to move it. Michael has been working with Lake Country Bank to set up direct deposit for City employees. Upon set up of the direct deposit, the pay period will not change, but the payday would be the Thursday following the end of a payroll period. The pay date change will allow Tony Lindahl to sign off on payroll expenses before they are sent to the bank. Michael has been discussing the terms of the use of the Nordmeier Baseball field with the Baseball Association and WEM school and is waiting on a reply from the school. Michael met with Troy Dunn (Rice County Sheriff) regarding the police contract to review hours and create a cost benefit analysis. A thought would be to reducing the cost of police services to help pay for the 2<sup>nd</sup> and Main street project. This way the City would not have to increase the levy as much the following year. Michael will begin the planning for this road project, and it could most likely be completed in early 2022. Michael informed the Council that he could present more recommendations for the Council to review, he was planning on contacting Waterville to get a cost estimate for their police services to compare with the County. Linda Murphy was concerned whether they could contract with the City of Waterville as they are in another County. Tim Flaten stated they are licensed by the State, not by the County. Michael contacted the School District today to see if they were willing to pay for 10 hours of police services, as the District pays Waterville a police officer to be present at the High School, and if they are willing to help pay for an officer at the Middle School. Michael noted that he reached out to the Faribault Veterinarian that has come to the Vet Clinic in the past to see if they will be able to come in 2021. They will not come to Morristown this year due to COVID.

**D. Resolution 2021-3 A Resolution Accepting a Donation** - Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to approve Resolution 2021-3.

**E. Approve Dollar General Tobacco License** - Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the Dollar General Tobacco License.

**F. § 112.03 LICENSE- (D) Term. All licenses issued under this chapter shall expire on December 31 of the year of issuance** – Michael Mueller noted that tobacco licenses currently end on June 30<sup>th</sup> each year which corresponds with the end date for liquor licenses. However, the city ordinance relating to tobacco licenses states that the license period is to be January 1<sup>st</sup> through December 31<sup>st</sup> of a given year. Michael asked the council if they would like to change the ordinance so that it would correspond with the current tobacco license end date of June 30<sup>th</sup>. Council asked that the ordinance change be put on the agenda for the next meeting and to include that City Hall Staff can approve general tobacco licenses.

**8. Correspondence and Announcements:** None

**9. Claims and Accounts:**

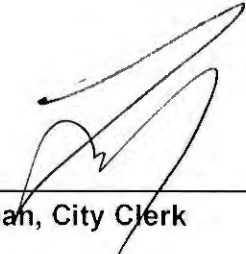
a. **Current and Late Claims and Accounts:** Motioned by Linda Murphy, seconded by Tim Flaten, and was carried unanimously to approve claims and accounts.

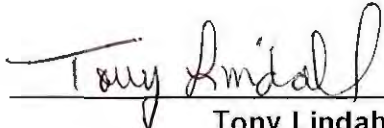
**10. Council Discussion and Concerns:** Ralph Barney mentioned to the public Travis Mullenmeister is our new public works operator. Tim Flaten asked for a volunteer to help go through the city ordinance book to clean it up. Ralph Barney volunteered.

**11. Adjournment:** Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to adjourn at 9:18 p.m.

**12. Next Meeting:** Monday, February 1, 2021 – 7:00p.m.

Attest:

  
\_\_\_\_\_  
Lisa Duban, City Clerk

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

# City of Morrystown

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Box 362

Morrystown, MN 55052

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

**Regular Meeting 7:00 p.m.**

**Monday, February 1, 2021**

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Linda Murphy, Ralph Barney, Jake Golombeski

**Others Present:** Justin Hunt, Kristin Barney, Jack Schwichtenberg, Troy Dahle, Adam Uittenbogaard, Tim Minske, Travis Mullenmeister, Margaret Butler, John Ankrum, Sharon Krenik, Pastor Elden Eklund, Lisa Karsten, Steve Nordmeier, Brian from Bolton & Menk, Troy Dunn, Waterville City Council member Allan Schmidke, Dan Morris, Mark Morris, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Tony Lindahl called the regular meeting of the Morrystown City Council to order on Monday, February 1, 2021 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:**
  - Addition if New Business Item F. Mark Smith- Septic Company.  
Motioned by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to approve the agenda with one addition.
4. **Comments and Suggestions from Citizens Present:**
  - John Ankrum: He appreciates working with Tim & Travis in the Public Works Department and thanks the Commercial Club for their kind words about the cleaning.
  - Dan Morris: Lowering the number of policing hours is ridiculous and the full 5-year police contract should be honored. He is not sure who calculated the \$19k cost savings for the reduction in police hours but those numbers cannot be accurate based on his calculations. If the city is looking to do a street project you should not cut the police hours and take the police away from the school to pay for it. The proper way is to increase taxes and save for it. He believes the council needs to get together with the city hall staff and make sure that they are on the same page.
  - Steve Nordmeier: Noted the New Resident Packet on the website needs to be updated. Tony Lindahl noted that staff is aware of that and is working on it.
5. **Consent Agenda:**
  - A. **Police Report – January 2020**
  - B. **Fire Department Report – January 2020**
  - C. **Public Works Report – January 2020**
  - D. **City Council Meeting Minutes – January 19, 2021**
    - Correction to Council Meeting Minutes 1/19/21, PUBLIC HEARING- 7:15p.m. Master Fee Schedule: Linda Murphy suggested having a \$50 tobacco license vs. Steve Nordmeier.
    - Correction to City Administrator Report: The Faribault Veterinarian that has come to the Vet Clinic vs. Dam Days.  
Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to approve the consent agenda with two corrections to the 1/19/21 meeting minutes.
6. **Unfinished Business:**



**A. Engineering Bids-** Bolton & Menk requested to speak about their proposal to see if council would reconsider. Michael Mueller wanted to correct a statement from the last meeting. He had stated an estimated cost from Bolton of \$180,000- \$190,000 for the 2<sup>nd</sup> and Main project, however the proposal from Bolton was \$124,700 with no cap for construction services which was estimated at \$57,000. Brian with Bolton & Menk confirmed this information and offered to cap the construction costs if it is a council concern. He noted that just because the community appointments were changed that does not mean that the city cannot use other engineering firms for projects. It is his job to make sure that Bolton is serving their clients needs. Morristown has been with Bolton since 2002 and if we are changing engineering firms now there must be an issue and he would like to address it if possible and ask the council to re-consider their decision on changing firms. Tony Lindahl stated that concerns included when Rich Revering was very unhappy with the cities decision to not use Bolton's services for the 2019 street project and the discussion got heated. After that, Rich walked out of the meeting and has not been back since. Brian apologized for any personality issues between the council and Rich. Tim Flaten was also concerned about being charged for 5-10 minute phone calls or emails and that Bolton had not been looking for funding for the city's projects. Tim Minske believes the council based their decision on engineering services at the last meeting solely on cost but there are other factors that should be considered. Tim still has the contact information for the Bolton engineer who completed the sewer plant 20 years ago. He can still call him with questions and the city has never been charged. Brian from Bolton assured the council that if they decide to move forward with Bolton he will make sure to resolve any personality issues with our current engineer. Steve Nordmeier asked why the council is not re-considering their decision on engineering firms as it was based on incorrect information? Linda Murphy believes the city and our public works director are asking for re-consideration of this item. She suggests that we should table the item for the next meeting. Council discussed having a work session to go over details of each bid on 2/8/21 or 2/23/21 with both engineering firms present. Michael will contact the appropriate parties and schedule the work session. Travis Mullenmeister asked council if after the heated meeting with Rich from Bolton, did the city reach out to someone at Bolton to see if the issue could be resolved? Tony stated that he can not speak on behalf of the previous city administrator on what was done after the heated meeting. Mark Rahrick asked and Tony Lindahl confirmed that Bolton's original bid was \$124,700 and it had not changed after both companies had submitted bids.

**B. § 112.03 LICENSE- (D) Term. All licenses issued under this chapter shall expire on December 31 of the year of issuance** –The cities tobacco licenses currently expire on June 30<sup>th</sup> each year which corresponds with liquor licenses. To continue with this expiration date the ordinance will need to be amended as it currently states that tobacco licenses expire on December 31<sup>st</sup>. To accomplish this, a public hearing could be held on March 1, 2021 which would cost approximately \$80 to publish in the paper. Michael recommends avoiding the public hearing and the publishing cost and move the license expiration dates to December 31<sup>st</sup> as stated in the ordinance. Upon renewal of tobacco licenses on July 1, 2021, the council could extend the license to December 31, 2022 at no additional charge. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to keep the tobacco license expiration of June 30<sup>th</sup> and have a public hearing on 3/1/21 to accomplish this.

**C. Community Appointments Correction-** Tabled until next meeting.

**D. Water Meters-** All meters have been replaced with the exception of Lowell Ackerman whose water has been shut off since December due to a broken pipe. Tony Lindahl asked and Tim Minske confirmed that this resident has not attempted to contact the city to get the water turned back on.

**E. 2<sup>nd</sup> & Main Street Project-** Michael Mueller expressed the importance of discussing how the project will be paid for. With a 50% assessment rate the cost to property owners would range from \$14,000-\$36,000. To move forward, a decision would need to be made on how the project will be funded or if we want to hold off on the project, create a capital improvement plan and save for it. Linda Murphy asked if there was money being set aside for streets. Tony Lindahl confirmed that \$20,000 was supposed to be set aside for roads each year and some of that is used for repairs. Linda stated that in minutes from 2018 a council member stated that there was a fund set aside for capital street projects and that fund was growing. Michael Mueller noted that the current accounting

software that the city uses is not capable of tracking reserve funds from one year to the next and he is currently looking at other options.

**7. New Business**

**A. Dam Days Committee-** Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to approve the use of the government room by the Dam Days committee for meetings and to schedule 2021 Dam Days for June 4-6 with the closure of portions of Main Street between Division and 2<sup>nd</sup> Street.

**B. Rice County Sheriff's Contract-** If we cut down to 40 hours per week, instead of 60, the annual cost would be \$101,929.67. Per our contract for 2021, we will pay \$148,922 for 60 hours. We could cut our budget \$46,992.33 in police services and transfer those funds to pay for 2<sup>nd</sup> & Main, which would help the taxpayers by not increasing the levy as much. Michael has asked the School District if they would pay a portion of our contract cost for the 10 hours per week, 9 months of the year, roughly \$18,000, that officers are at the school before and after. Michael has also contacted the City of Waterville to see if there would be options to use their force vs. Rice County. Ralph Barney asked if a roll call vote could be taken on this item. Tony Lindahl agreed. Fire Chief Adam Uittenbogaard noted that the fire department has a good relationship with police. In most cases the officers in town can respond to emergencies quicker than the 3-4 fire fighters that are in town at any given time. Tim Flaten clarified to the council and public that the city is just looking to see if they can cut costs of policing for the 2<sup>nd</sup> and main project. It has not been voted on and is just in the research stage. Linda stated after crunching numbers and looking at the estimates for the 40, 50, 60 hours per week, the savings are not enough to risk the safety of the city or our kids. Annual Property taxes pay for school police presence and the school board has determined that these funds/hours be allocated to the high school as there are typically more issues there. Motioned by Ralph Barney, seconded by Linda Murphy, to leave the police contract as stated and not revisit until the end of the contract. City Attorney Mark Rahrnick noted that since there is a binding contract in place the motion should be to reaffirm the contract as it stands. Roll Call Vote to reaffirm the police contract as it stands: Ralph - Yes, Linda - yes, Tim - yes, Jake - yes, Tony - yes.

**C. Zoning Board Recommendation-** The zoning board is suggesting a 3-month time frame on mobile home move in zoning permits. Tony asked and Ralph confirmed that the mobile home park owners are aware of the proposed 3-month timeframe. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried to have a public hearing at the zoning meeting on 2/18/21 to consider a 3-month time frame on mobile home move in zoning permits.

**D. Fire Department 2021 Elected officials and yearly pay-** Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to approve the 2021 Fire Department Elected Officials and yearly pay.

**E. City Administrator Report-** Michael is looking into creating a new City Website that would cost approximately \$15 a month which would have the ability to update in house verse our current cost of \$100 a month to manage by Two Lakes Design. In addition, the current website platform is adobe muse which is discontinued. Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously for Michael to continue his work on looking at creating a new website that can be updated in house and present to the council at the 3/1/21 meeting.

**F. Mark Smith- Septic Company-** Mark Smith was not present at the meeting. Michael noted that Mark was interested in purchasing the 12-acre lot to the west of city hall which is currently zoned Agricultural for use as a septic company. Council suggested that this individual come to a council meeting to discuss the project.

**8. Correspondence and Announcements:** None

**9. Claims and Accounts:**

**A. Current and Late Claims and Accounts:** Motioned by Ralph Barney, seconded by Linda Murphy, and was carried unanimously to approve claims and accounts.

**10. Council Discussion and Concerns:** None

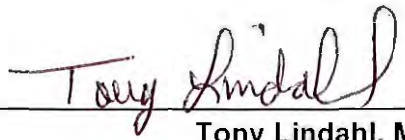
**11. Adjournment:** Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to adjourn at 8:45 p.m.

**12. Next Meeting:** Monday, March 1, 2021 – 7:00p.m.

Attest:



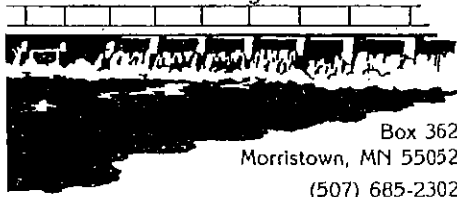
\_\_\_\_\_  
Lisa Duban, City Clerk

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

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



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

## MORRISTOWN CITY COUNCIL MEETING MINUTES

Special Meeting 8:00 p.m.

Monday, February 8, 2021

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Linda Murphy, Ralph Barney, Jake Golombeski

**Others Present:** Michael Waltman – Bolton Menk, Luke Wheeler – Bolton Menk, Tim Minske, Brent Kavitz - SEH, Jack Schwichtenberg, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.


1. **Call to Order:** Tony Lindahl called the special meeting of the Morristown City Council to order on Monday, February 8, 2021 at 8:48 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:**  
None. Motioned by Tim Flaten, seconded by Ralph Barney, and was carried unanimously to approve the agenda as presented.
4. **Comments and Suggestions from Citizens Present:**  
None
5. **Consent Agenda:**
  - A. **City Council Meeting Minutes – January 19, 2021**  
Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the consent agenda.
6. **Unfinished Business:**  
None
7. **New Business**
  - A. **Engineering Services** – Linda Murphy stated that she is leaning toward moving forward with Bolton & Menk because we have history with them, they are knowledgeable with the sewer plant and Tim Minske is comfortable working with Bolton. Jake Golombeski stated that he is leaning toward moving forward with SEH because of the issues with Rich Revering in the past. Tim Flaten, Ralph Barney and Tony Lindahl were currently unsure. Item tabled for additional thought until next meeting.
  - B. **2<sup>nd</sup> & Main Street Project** – Item tabled for additional thought until next meeting.
  - C. **Community Appointments** – Item tabled until decision on engineering firm.
  - D. **City Council Goals:** Summarized by Tim Flaten: roads, safety, filling empty lots.
  - E. **City Administrator Job Description** - No necessary changes at this time
8. **Correspondence and Announcements:** None
9. **Claims and Accounts:**
  - a. **Current and Late Claims and Accounts:** Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve claims and accounts.
10. **Council Discussion and Concerns:** Jake Golombeski expressed concerns about the format of the Council meetings as it relates to public input. He noted that only people who live within the city should be allowed to comment and only under the Comments and Suggestions from Citizens Present portion of the meeting, the public should only be allowed to speak if called upon and there should be

a time limit. Tim Flaten understood Jake's concerns but also expressed that the open format has worked well for the most part in the past and has been helpful to get input from citizens especially when longtime residents are able to share valuable knowledge with the council. He agreed that a few meetings have gotten out of hand. Linda Murphy suggested that we add meeting guidelines to the next agenda.

11. **Adjournment:** Motion by Tim Flaten, seconded by Linda Murphy, and was carried unanimously to adjourn at 9:06 p.m.

12. **Next Meeting:** Monday, March 1, 2021 – 7:00p.m.

Attest:

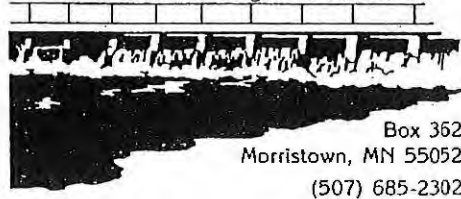
  
\_\_\_\_\_  
Lisa Duban, City Clerk

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

# City of Morristown

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## MORRISTOWN CITY COUNCIL WORK SESSION Monday, February 8, 2021

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Linda Murphy, Ralph Barney, Jake Golombeski

**Others Present:** Michael Waltman – Bolton Menk, Luke Wheeler – Bolton Menk, Tim Minske, Brent Kavitz - SEH, Jack Schwichtenberg, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. Call to Order: NA
2. Pledge of Allegiance: NA
3. Additions/Corrections to Agenda: NA
4. Comments and Suggestions from Citizens Present: NA
5. Consent Agenda:

NA

6. Unfinished Business:

A. NA

7. New Business

### A. Engineering Services –

Bolton & Menk: Michael Waltman presented. He noted some concerns that had been relayed to him regarding our current Bolton Representative Rich Revering ie: charging for short phone calls and emails, argumentative, not coming to meetings. Bolton's bid for the 2<sup>nd</sup> and main project is \$124,700. Bolton is suggesting Luke Wheeler as our new city engineer moving forward vs rich revering. Charges for Luke's service would be \$100/hr for first 8 hours and \$137/hr after that.

Brent Kavits with SEH noted that none of the information that he has provided has changed. His rate is higher than Luke's rate but there are other engineers that would be working on our projects that would soften the costs. Brent wanted to make council aware that he has other council meetings on the same night as the City of Morristown so he will not be able to make it to every meeting but someone from their company could be present. Brent made a point that the cities that he works with are similar in size to Morristown whereas the city that Luke from Bolton works with is larger (ie: Jordan).

Council had concerns as to whether we would have access to plans, project info...if we switch to a different company. Bolton confirmed that we would have access to the records at no cost. Tim Minske disagrees with the point brought up about not getting quick service from Bolton as he has had no issues and a wonderful relationship with all of the Bolton reps he has dealt with. Tim Flaten noted that there were issues in the past with Rich Revering charging for 5 minute calls or emails when we were under the impression that would not be charged, not having the attitude of what he do for the city and what money he could find to do projects. He liked that SEH came in right away saying what can I do for you and how can I get you money for the projects. We are only seeing this attitude now from Bolton as their status is up in the air. Michael from Bolton apologized for the experience we have had in the past and assured the council the issues will not persist.

Bolton does not have anyone at the company specifically titled as a lobbyist, but they do the lobbying as part of their work. SEH noted that they have 2 lobbyists on staff up at the capital and all they do is lobby for their projects.


Ralph asked that both companies just be straight forward with their pricing. Tim Minske noted that he as worked at the City with 5 different mayors over the last 10 years and money was not put away for the street project and the council needs to take ownership of that. He also had concerns as to why no one has talked to him about the street project when he is the one that knows the most about it.

**B. City Council Goals-** Tim Flaten asked each council member to express their goals for their term of office and input on how they can move forward collectively. Ralph: safety around the school and honoring veterans. Linda: streets, signs and safety measures for kids around the school, parks, baseball diamond. Tim Minske noted that there was \$1,500 in the budget last year for signs and he does not know where it went because he does not have a budget. Jake Golombeski: plan for future road projects. Tim Flaten: roads, building on empty lots, growth and cleaning up the ordinance book. Tony Lindahl: roads and building on vacant lots.

**C. City Administrator Job Description-** Tim Flaten asked that if council members have concerns about Michael Mueller's job description and duties, as it needs to be addressed and changed if necessary. Linda would like to see Michael focus on the budget, she is happy that he is working on the website and thinks he should work on finding software that will complement the needs of our city. Tim Flaten suggested a weekly email from Michael with updates on what he is working on, Linda agreed and said that public works and fire should be included. Ralph noted that he does not have an issue with Michael's job description, there was just some confusion for him as the ordinances were not updated the way they should have been and was not aware that there was an ordinance for his job description. He is impressed with Michael's work.

Work session ended at 8:48 p.m. and special meeting was called to order.

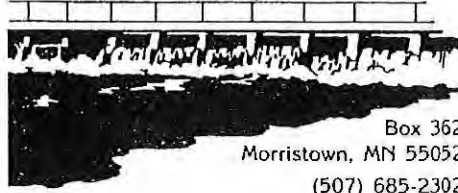
Attest:

  
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Lisa Duban, City Clerk

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## MORRISTOWN CITY COUNCIL WORK SESSION Monday, March 1, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Jake Golombeski

**Others Present:** City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** NA
2. **Pledge of Allegiance:** NA
3. **Additions/Corrections to Agenda:** NA
4. **Comments and Suggestions from Citizens Present:** NA
5. **Consent Agenda:**  
NA
6. **Unfinished Business:**  
A. NA
7. **New Business**
  - A. **Annual Utility Rate Study** – Michael Mueller presented 4 options for utility rates along with the projected income of each option. Council requested that Michael create an option that would include tiered charges for Council to review.

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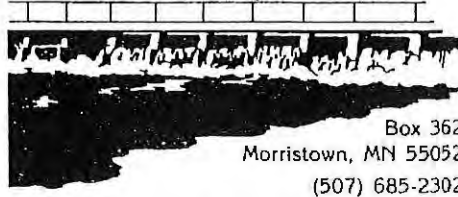
  
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## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m. Work Session to Follow

Monday, March 1, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Jake Golombeski

**Others Present:** Justin Hunt, John Ankrum, Jack Schwichtenberg, Luke Wheeler Bolten Menk, Sharon Krenik, Kyle Green, Adam Uittenbogaard, Tim Minske, Travis Mullenmeister, Margaret Butler, Pastor Elden Eklund, Lisa Karsten, Kristen Barney, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, March 1, 2021 at 7:03 pm., in the Community Center great hall, at 402 Division Street.

2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

3. **Additions/Corrections to Agenda:**

Motioned by Linda Murphy, seconded by Ralph Barney, and was carried unanimously to approve the agenda.

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

None

5. **Consent Agenda:**

A. **Police Report – February 2021**

B. **Fire Department Report – February 2021**

C. **Public Works Report – February 2021**

D. **City Council Meeting Minutes – February 1, 2021**

E. **City Council Meeting Minutes – Work Session, February 8, 2021**

F. **City Council Meeting Minutes – Special Meeting 8, 2021**

Motioned by Ralph Barney, seconded by Jake Golombeski, and was carried unanimously to approve the consent agenda less the Fire Department Report and Public Works Report and with the correction of the 2/1/21 Meeting Minutes, Item 7B – "...the officers in town can respond to emergencies quicker than the 3-4 fire fighters that are in town at any given time."

-**Fire Department Report:** Adam Uittenbogaard would like approval to create a charge account at Dollar General for the Fire Department. Motioned by Linda Murphy, seconded by Jake Golombeski, and was carried unanimously to approve a charge account for the Fire Department at the Dollar General.

-**Public Works Report:** Tim Minske noted that the mixer in the water tower is working well and there were no freeze ups during the cold spell in February. Tim noted that he burnt the brush pile last week and the neighbors across the road called the DNR again. Michael Mueller will look into possible ways to monitor the brush pile fire remotely so the city can be within their rights of the open burning permit. Motioned by Ralph Barney, seconded by Jake Golombeski, and was carried unanimously to approve purchase of parts for the Hidrostal Sludge Pump. Motioned by Jake Golombeski, seconded by Ralph Barney, and was carried unanimously to approve the Fire Department and Public Works report.

## 6. Unfinished Business:

- A. **Engineering Services** - Motioned by Linda Murphy, seconded by Ralph Barney, to approve Bolton & Menk as the 2021 Community Appointment as the City Engineer. Linda Murphy – Yes, Ralph Barney – Yes, Jake Golombeski – No, Tony Lindahl – No. Motion fails.
- B. **2<sup>nd</sup> & Main Street Project** – tabled for future discussion.
- C. **Community Appointments Correction** - tabled for decision on 2021 Community Appointments for City Engineer.

Motioned by Linda Murphy, seconded by Jake Golombeski, and was carried unanimously to close the regular meeting and open the public hearing.

### **PUBLIC HEARING – 7:15 P.M. Tobacco License Term Dates** – no comments by citizens.

Motioned by Linda Murphy, seconded by Ralph Barney, and was carried unanimously to close the public hearing and open the regular meeting.

- D. **Ordinance 2021-3, An ordinance amending Section 112.03 of the Morristown City Code** – § 112.03 LICENSE- (D) Term. All licenses issued under this chapter shall expire on December 31 of the year of issuance –The cities tobacco licenses currently expire on June 30<sup>th</sup> each year which corresponds with liquor licenses. To continue with this expiration date the ordinance will need to be amended as it currently states that tobacco licenses expire on December 31<sup>st</sup>. A public hearing was held at 7:15 PM on March 1, 2021. Motioned by Ralph Barney, seconded by Linda Murphy, and was carried unanimously to approve Ordinance 2021-3.

## 7. New Business

- A. **Resolution 2021-4 Resolution Accepting Donation** – American Legion Post 149 donating 8' x 12' American Flag for the use at City Hall. Motioned by Jake Golombeski, seconded by Ralph Barney, and was carried unanimously to approve Ordinance 2021-4.
- B. **Resolution 2021-5 Resolution Authorizing the Creation of Capital Reserve Funds for City Departments** – creating separate funds for capital reserves for accounting purposes for Streets, Water, Sewer, Fire Department, EDA, Skywarn and Historical Society. Tony Lindahl suggested adding an account for Parks and Linda Murphy suggested an account for the Community Center for the donation of the kitchen funds. Motioned by Linda Murphy, seconded by Ralph Barney, and was carried unanimously to approve Ordinance 2021-5 with the addition of Parks and Community Center funds.
- C. **Rice County Sheriff Annual Safety Education Program Donation**– The City donated \$50 in 2019 – Motioned by Ralph Barney, seconded by Linda Murphy, and was carried unanimously to approve a \$100 donation for the Rice County Sheriff Annual Safety Education Program. In addition, Linda Murphy is donating \$50 of her personal funds to this program.
- D. **Temporary Zoning Board Member** - The zoning board recommends that Council approve and post a temporary zoning board position during Clay Rhetmeyers leave (deployed 3/1/21 until April 2022) with potential to become a full-time position. An interest list was created in 2020 and Kurt Wolf is the next interested party. Motioned by Ralph Barney, seconded by Linda Murphy, and was carried unanimously to post the temporary position from March 3, 2021 through March 17, 2021.
- E. **Spring Open Burning**- Last year Council allowed spring open burning from April 1- May 15 between the hours of 6 p.m. to 12 p.m. noon. No permit required. Motioned by Jake Golombeski, seconded by Ralph Barney, and was carried unanimously to allow spring open burning from April 1- May 15, 2021 between the hours of 6 p.m. to 12 p.m. noon with no permit required.
- F. **Travis Mullenmeister 2 Month Review** – administrator suggesting \$1.00/hr pay increase. Motioned by Ralph Barney, seconded by Linda Murphy, and was carried unanimously to approve the 2 month review for Travis Mullenmeister along with a raise of \$1.00/hr.
- G. **Tim Minske Review** – administrator suggesting 3% pay increase. Tim Minske was called on and stated that he would like to refuse the 3% pay increase. Motioned by Linda Murphy, seconded by Ralph Barney to remove Tim Minske's pay increase from the agenda. Mark Rahrlick noted that there are two separate parts to this agenda item, the review and the pay increase. Linda Murphy noted that she believes that it is the duty of the Council to compensate their employees fairly and

believes that Tim has earned this raise. Tim Minske noted that recently he was given his budget and it was stated that he makes too much money and he will not have it going around town that he is making too much money. Council noted that if Tim is having issues with residents regarding his pay, the council or city hall staff will address. Motioned by Ralph Barney, seconded by Linda Murphy, and was carried unanimously to rescind the previous motion. Motioned by Ralph Barney, seconded by Linda Murphy, and was carried unanimously to approve a 3% increase for Tim Minske. Motioned by Ralph Barney, seconded by Linda Murphy, and was carried unanimously to approve the review of Tim Minske.

**H. Council meeting format/guidelines** – Jake Golombeski stated that it is in our ordinances to follow Roberts Rules of Order so the council should follow them. Ralph Barney agreed.

**I. City Administrator Report- Website Presentation**

**8. Correspondence and Announcements:** None

**9. Claims and Accounts:**


**A. Current and Late Claims and Accounts:** Motioned by Jake Golombeski, seconded by Linda Murphy, and was carried unanimously to approve claims and accounts.

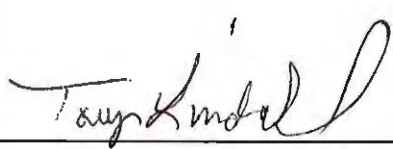
**10. Council Discussion and Concerns:** Ralph Barney suggested that we postpone the work session until all council members can be present. Michael Mueller stated that he will inform Tim Flaten of what happens at the meeting and no action will be taken at the work session.

**11. Adjournment:** Motion by Linda Murphy, seconded by Ralph Barney, and was carried unanimously to adjourn at 8:17 p.m.

**12. Next Meeting:** Monday, April 5, 2021 – 7:00p.m.

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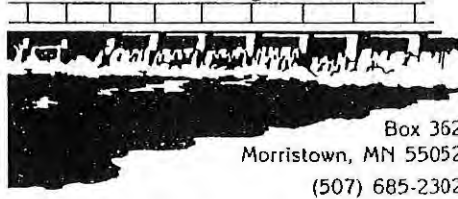
  
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Lisa Duban, City Clerk

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

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## MORRISTOWN CITY COUNCIL MEETING MINUTES EMERGENCY MEETING MINUTES 7:00 p.m. Friday, March 12, 2021

**Council Present:** Mayor Tony Lindahl, Jake Golombeski, Linda Murphy, and Ralph Barney

**Others Present:** City Administrator Michael Mueller

### Call to Order:

Tony Lindahl called the emergency meeting of the Morristown City Council to order on Friday, March 12, 2021 at 7:00 p.m., in the City Administrator office, at 402 Division Street South.

### Additions/Corrections to Agenda:

None.

### Additions/Corrections to Minutes:

No minutes from prior meeting.

### Citizens Comments, Questions or Suggestions:

None.

### I. New Business:

**A. Resolution 2021-6- A Resolution Accepting the Resignation of Tim Minske.** Motion was carried unanimously to approve Resolution 2021-6: A resolution accepting the resignation of Tim Minske, Public Works Director on March 26, 2021.

**B. Post Full-time Public Works Position.** Motion was carried unanimously to approve Michael Mueller, City Administrator to post a full-time Public Works position with the application deadline being 4pm March 29 2021.

**C. Travis Backpay.** Motion was carried unanimously to approve Travis' backpay from his 2-month review starting on 2/1/2021.

**D. Website-** Motion was carried unanimously to approve Michael Mueller to post the website online he created and for it to be the official City website.

**E. Resolution 2021-7- A Resolution Accepting the Resignation of Tim Minske.** Motion was carried unanimously to approve Resolution 2021-7: A resolution accepting the resignation of Tim Minske, Public Works Director on April 11, 2021.

### II. Council Discussion and Concerns:

None

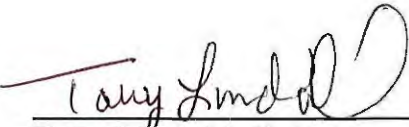
### III. Adjournment:

Motion by Jake Golombeski, seconded by Linda Murphy and was carried unanimously to adjourn at 7:53 p.m..

**Next Regular Meeting:** Monday, April 5, 2021 at 7:00 p.m.

Attest:

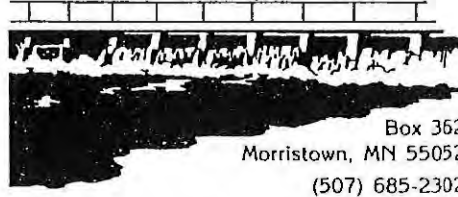
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Lisa Duban, City Clerk

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

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m.

Monday, April 5, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Golombeski, Tim Flaten

**Others Present:** Tom Judd, Justin Hunt, John Ankrum, Jack Schwichtenberg, Luke Wheeler Bolten Menk, Sharon Krenik, Kyle Green, Adam Uittenbogaard, Travis Mullenmeister, Margaret Butler, Pastor Elden Eklund, Kurt Wolf, Marvin Velzke, Steve Felix, Lisa Karsten, Kristina Green, Steve Nordmeier, Rick Vollbrecht, Kristen Barney, Dylan Kiker, Emily Kiker, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Lindahl called the regular meeting of the Morristown City Council to order on Monday, April 5, 2021 at 7:00 pm., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:**  
Motioned by Flaten, seconded by Murphy, and was carried unanimously to approve the agenda with the addition of New Business Item T Purchase Camera and Record Council Meetings and New Business Item Z 205 Main Street W. by Flaten.
4. **Comments and Suggestions from Citizens Present:**  
-Kristina Green inquired as to what the plan is for the repair of Main Street. Lindahl noted that the city is looking to fund the project next year. Public Works is working hard to temporarily solve the issue and will see about getting some signs to post to slow traffic down. Michael Mueller contact the county to see if we can borrow some or will purchase signs.  
-John Ankrum noted that he is frustrated that residents are upset with him about the snow removal from the last snow storm.
5. **Consent Agenda:**
  - A. Police Report – March 2021
  - B. Fire Department Report – March 2021
  - C. Public Works Report – March 2021
  - D. City Council Meeting Minutes – March 1, 2021
  - E. Emergency City Council Meeting Minutes – March 12, 2021Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve the consent agenda.
6. **Unfinished Business:**
  - A. **Engineering Services** - Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve SEH as the City Engineer for 2021.
  - B. **Community Appointments** - Motioned by Flaten, seconded by Golombeski, and was carried unanimously to update the 2021 Community Appointments with the addition of SEH as the City Engineer.
  - C. **Public Works Operator** – Michael Mueller noted that no one applied for this position that had a Wastewater B certificate. Thus, no interviews were conducted and the posting for this position will be removed.

- D. **License B Operator Contract** – Tom Judd has offered to work 6 hours a week to satisfy our permit requirements for both the wastewater license and the water license at a cost of \$1,400/month for a starting period of 6 months. Total cost for the City would be approximately \$1,900/month including PERA, Worker's Comp, Tax Withholdings, and mileage. Mark Rahrick recommends that Tom be employed as an independent contractor. Michael Mueller noted that he could look into the cost of short and long-term disability insurance and that may cover the concerns that Tom has with being possibly injured on the job. Motion by Barney, seconded by Flaten approve Tom Judd as a part-time employee not to exceed \$1,900/month with a base salary of \$1,400/month base salary pending Tom and Mike's outcome of research on short/long term disability.
- E. **Temporary Zoning Board Member** - Zoning Board recommends to Council that the position be re-posted until May 19, 2021 due to lack of time for community to respond to the available position. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to re-post the Zoning Board Member position until 5/19/21.
- F. **Ordinance 2021-2: Zoning Permit time frames** - Zoning Board recommends to City Council for approval - previously, time frames were written on the permits themselves but there was no ordinance stating the time frames – a public hearing was held at the zoning meeting on 3/18/21 and there was no public comment. Motioned by Barney, seconded by Flaten, and was carried unanimously to approve Ordinance 2021-2.
- G. **Ordinance 2021-4: Eliminate 2<sup>nd</sup> Regular Meeting** - Officially change our Ordinance to reflect the council's motion to eliminate the 2nd regular meeting. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve Ordinance 2021-4.

## 7. New Business

- A. **Abdo Audit Presentation**
- B. **Dam Days Preparation – Chairman, Steve Nordmeier** - Concerns: Streets that need repair for Parade lineup and route (County usually takes care of their roads). Maintenance jobs: garbage barrels, parade route signs, detour signs, street sweeping Saturday morning, street sweeping Monday, pulling tent stakes Monday, water hookup from hydrant for carnival and numerous other jobs Public Works will need to take care of. City Staff has passed this information along to Public Works and they will contact Steve to make sure all preparations/clean-up is in place.
- C. **Jory Wittie**- Looking to purchase the land west of City Hall and hook up water/sewer. Will present to Council. Jory Witte was not present; this item was passed over.
- D. **Dam Days Wet Street** - Lindahl requested this item, to allow drinking on the streets, bar to bar during dam days. Justin Hunt and Steve Nordmeier suggest that the city not allow a wet street.
- E. **Nordmeier Baseball Field** - Michael spoke with Jeff Boran, Waterville Community Education Director, on 4/1/2021. The School is willing to pay \$50.00 per game day to use the field. They will supply paint, lime and prepare the fields for games. Council clarified that the \$50/game day will go to the Baseball Association who takes care of the field.
- F. **4-H Club Centennial Park Flower Planting** - Lisa Karsten: 4-H club cleans out and replants the containers at the park every year. Requesting to do this again this year (didn't do it in 2020 because of covid). If the City would have some funds for perennials, that would be great. The 4-H club will buy the annuals for the planters. Rick Vollbrecht noted that he will be willing to donate the funds to purchase the suggested plants and flowers.
- G. **Utility Rate Study** - Council decided to have a work session on 4/12/21 at 7:00PM to discuss.
- H. **Recycle Day** - last year Timm's trucking was awarded the bid to remove the 30 plus years of debris at the compost site at a cost of \$3,960.00 which should be taken from the refuse fund. If we proceed with the compost clean out, recycle day this year we will create a deficit in our account. Council suggested that we do not have recycle day but that we add on our website that residents can call Archambault's to pick up items at a similar cost to Rice County Recycling.
- I. **Seasonal/Summer Maintenance Position** - Michael Muller noted that John Ankrum and Richard Gauthier will mow this season. He suggested posting a Seasonal/Summer Maintenance position as a backup for Travis for heavy equipment/COL. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to post for a Seasonal/Summer Full-Time Maintenance Position which would end on 11/1/21 with a pay range of \$18-\$22/hour with the

requirement that this person hold at the minimum a CDL Class B license with a current health card with the posting to end at 4PM on 4/30/21.

- J. Treatment Plant Weekend Help** - Rick Vollbrecht is willing to help at the treatment plant on weekends to complete rounds. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to hire Rick Vollbrecht as a part-time employee to complete weekend rounds as needed at \$50/day.
- K. Public Works Phone** - the city paid \$41.50 per month for Tim Minske's phone. Motioned by Flaten, seconded by Barney, and was carried unanimously to purchase a phone for public works and phone plan which can be used by anyone that is on-call.
- L. Habitat for Humanity Lots** - Murphy is looking for clarification as to what is happening with the 5 lots owned by Habitat for Humanity as she has heard rumors that the city is purchasing them. Lindahl informed council that the EDA had inquired about purchasing the lots but was not happy with the price, so they did not move forward.
- M. Zoning Administrator** - Skylar Gregor, the Zoning Administrator, has not been responsive to contact from City Staff or the Zoning Board. Golombeski spoke with Skylar Gregor last week and Skylar stated that he is resigning. Motioned by Golombeski, seconded by Flaten, and was carried unanimously to remove Skylar Gregor from the Zoning Administrator position. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to post the Zoning Administrator position until 4/30/21.
- N. Ordinance 2021-5** - §152.227 was used twice for two different codes, use of garbage containers and garage sales. Motioned by Flaten, seconded by Barney, and was carried unanimously to approve Ordinance 2021-5.
- O. 502 & 508 Sidney Street Split** - Zoning Board reviewed and confirmed all zoning ordinances are being followed. Zoning Board recommends that City Council approve the property split at 502 & 508 Sidney Street. Motioned by Barney, seconded by Flaten, and was carried unanimously to hold a public hearing on May 3, 2021 to receive public input on this item.
- P. Update of City Policies** - Red flag policy, purchasing policy, credit card policy, investment policy, and out of state travel policy. Motioned by Barney, seconded by Flaten and was carried unanimously to approve the updates suggested by Michael Mueller.
- Q. WEM After Prom Donation** - They are requesting a donation. Mark Rahricks response: "all city expenditures must have a public purpose. Cities often run into these grey areas where they are asked to make a donation to an organization, and the question is whether the expenditure can be justified as a public purpose. My opinion is that donating to the after prom would not be a valid public expenditure." Council agrees with the City Attorney's opinion.
- R. Employees to Request Emergency Paid Sick Leave (EPSLA)** - Under the Families First Coronavirus Response Act (FFCRA), updated by the 2021 American Rescue Plan Act, local governments could be reimbursed tax credits for employees effected or affected by COVID for up to two weeks (80 hours). Motioned by Barney, seconded by Flaten, and was carried unanimously to approve the EPSLA Policy.
- S. Gordy Adams** -He has more than 4 vehicles on his property. Per city code §92.19 B (3a) Unlawful Parking and Storage, no more than 4 vehicles per dwelling anywhere on the property. Motioned by Flaten, seconded by Barney, and was carried unanimously to allow the City Attorney to get a court order to remove the extra vehicles.
- T. Purchase Camera**- Flaten suggests that the city purchase a camera to record meetings to hopefully reduce the rumors in town. Motioned by Barney, seconded by Flaten, and was carried unanimously to purchase a camera to record meetings with a maximum cost of \$2,000.
- U. City Administrator Report** -COVID Funds by the American Rescue Plan were approved in March 2021. The city should receive a portion in June and the other portion in 2022 and will have to spend them by 2024. Monies can be used for water, sewer, broadband infrastructure and wages and must be spent by the end of 2024. Michael Mueller noted that he did not approve Verizon to disconnect Tim Minske's phone on March 27th. Per Verizon's policy a formal request is required to disconnect a line. The phone was shut off/disconnected without Verizon following the proper procedure.
- V. Open Meeting Law** -Mark Rharick reviewed the purpose and regulations of open meeting law.

**W. Unemployment** - closed meeting.

**X. Moesler** - closed meeting

**Y. Council Member Concerns** - Golombeski requested a discussion of the incident that occurred with the City Administrator and a council member on 3/1/2021. Barney explained that this incident occurred because this was the only way that he could get copies of the bank statements. He had been asking for them since October 2020 and after the incident he received them at 1am the next morning. Barney stated that it is against MN state law to record someone without their knowledge. Mark Rahrick clarified that it is not illegal provided at least one party in the recording is aware it is being recorded. Mark Rahrick noted that at the end of the day there were members of the staff that felt threatened, maybe Ralph did not mean to threaten, but they felt threatened. The staff has a right to be treated in a professional manner which he and Ralph have discussed. Ralph noted that there have not been any incidents since that time and he will not behave this way in the future. Golombeski stated that this cannot happen again.

**Z. 205 Main Street W** – Flaten expressed concerns about the number of recreational vehicles, unlicensed vehicles, possible public health concern due to possible cats living in the campers; city staff notified council that they have been in contact with this resident. There are 3 recreational vehicle and only one is allowed. They have been given a timeline of 1 month to remove the 1<sup>st</sup> and 2 months to remove the second.

**8. Correspondence and Announcements:** Steve Nordmeier noted that the community dinner and the Easter Egg hunt went very well. Adam Uittenbogaard noted that the Fireman’s Dance is this weekend. Flaten asked if the city wanted to open the bathrooms or to use porta potties again this year due to covid. Council suggested that the City Administrator set up service for 3 handicap portable restrooms.

**9. Claims and Accounts:**

**A. Current and Late Claims and Accounts:** Motioned by Barney, seconded by Flaten, and was carried unanimously to approve claims and accounts.

**10. Council Discussion and Concerns:** None

Motioned by Flaten, seconded by Golombeski, and was carried unanimously to close the regular meeting and open the closed meeting at 9:13pm.

Motioned by Flaten, seconded by Golombeski, and was carried unanimously to close the closed meeting, open the regular meeting, close the regular meeting and open the second closed meeting at 9:21pm.

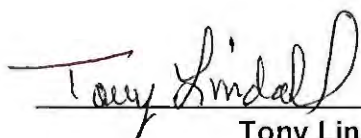
Motioned by Flaten, seconded by Barney, and was carried unanimously to close the closed meeting and open the regular meeting at 9:29pm.

**11. Adjournment:** Motion by Flaten, seconded by Golombeski, and was carried unanimously to adjourn at 9:30 p.m.

**12. Next Meeting:** Monday, May 3, 2021 – 7:00p.m.

Attest:

  
\_\_\_\_\_  
Lisa Duban, City Clerk

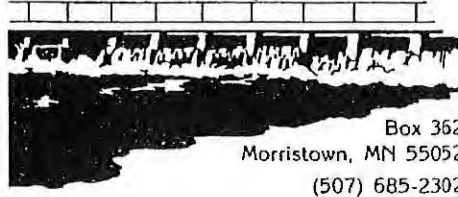
  
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Tony Lindahl, Mayor



# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



## MORRISTOWN CITY COUNCIL WORK SESSION Monday, April 12, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Jake Golombeski, Tim Flaten


**Others Present:** City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** NA
2. **Pledge of Allegiance:** NA
3. **Additions/Corrections to Agenda:** NA
4. **Comments and Suggestions from Citizens Present:** NA
5. **Consent Agenda:**  
NA
6. **Unfinished Business:**  
A. NA
7. **New Business**
  - A. **Annual Utility Rate Study** – Options were presented to council for discussion on utility rates. Council noted that they would like to present Water Option 3 and Sewer Option 4 at a public hearing on 5/3/21. They would also like to present a new base rate plan that will charge based on the number of dwelling units (ie: duplex would be charged 2 base rates, 4-plex would be charged 4 base rates, mobile home would be charged 68 base rates). An exception to this will be the school which will continue to be charged a base rate of \$120/month.

Water Option 3: base rate increase to \$7.76

Sewer Option 4: base rate increase to \$23 and charge per 1,000 gallons increase to \$7.90

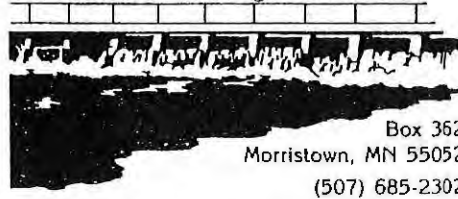
Attest:

  
\_\_\_\_\_  
Lisa Duban, City Clerk

# 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

Regular Meeting 7:00 p.m.

Public Hearing 7:15 p.m. (Property Split & Master Fee Schedule)

Work Session to Follow

Monday, May 3, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Tim Flaten

**Others Present:** John Ankrum, Jack Schwichtenberg, Sharon Krenik, Adam Uittenbogaard, Travis Mullenmeister, Justin Hunt, Pastor Elden Eklund, Lisa Karsten, Steve Nordmeier, Kristen Barney, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Lindahl called the regular meeting of the Morristown City Council to order on Monday, May 3, 2021 at 7:00 pm., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:**  
Motioned by Barney, seconded by Murphy, and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:** Sheriff Dunn noted that Aaron Snyder will be the new assigned deputy for the next 4 months.
5. **Consent Agenda:**
  - A. **Police Report – April 2021**
  - B. **Fire Department Report – April 2021**
  - C. **Public Works Report – April 2021**
  - D. **City Council Meeting Minutes –**
    - March 1, 2021 Work Session
    - April 5, 2021 Regular Meeting
    - April 12, 2021 Work Session
  - E. **Financial Reports Month Ending – April 30, 2021 (Cash Control Statement, Budget Report)**  
Motioned by Murphy, seconded by Barney, and was carried unanimously to approve the consent agenda.
6. **Unfinished Business:**
  - A. **Seasonal/Summer Maintenance Position –** The City Administrator noted that we had three applicants for the position. The top two applicants were Ellen Scheffler and Anthony Dulas. Both have their Wastewater C Certificate and Water Certificate. Scheffler would like to be full-time during the summer, part time when she starts school in August, receive pay of \$24-\$25 per hour and possibly have benefits during the summer of offered. She was informed that there will be no benefits if she was hired as a regular employee, working under 32 hours. Dulas is currently making \$30 per hour and would like to be a full-time regular employee with family health coverage. His annual cost to the City would be approximately \$80,000 to \$90,000 benefits included. Motioned by Flaten, seconded by Murphy, and was carried unanimously to hire Scheffler at \$25/hour as a full-time seasonal employee with no benefits for the summer and switching to a part-time employee with no benefits in August when she starts school.

Motioned by Flaten, seconded by Murphy, and was carried unanimously to close the regular meeting and open the public hearing.

**PUBLIC HEARING – 7:15 P.M. Property Split** – no comments from citizens.

Motioned by Barney, seconded by Flaten, and was carried unanimously to close the public hearing and open the regular meeting.

Motioned by Flaten, seconded by Barney, and was carried unanimously to close the regular meeting and open the public hearing.

**PUBLIC HEARING – 7:15 P.M. Master Fee Schedule (Utility Rate Study & Chicken Permit Fee)** – Steve Nordmeier asked for a summary of the rate changes. In summary, the water base rate will increase from \$7.39 to \$7.76/month; sewer base rate will increase from \$21.50 to \$23.00/month; sewer per 1,000 gallon charge will increase from \$7.35 to \$7.90; commercial flat rate water will be \$13/month and sewer \$35/month; the residential flat rate water will be \$20/month and sewer will be \$50/month; all base rates will be charged based on the number of dwelling units on a property. One exception is that the school will continue to have a sewer base rate of \$120/month.

Motioned by Flaten, seconded by Barney, and was carried unanimously to close the public hearing and open the regular meeting.

**B. 502 & 508 Sidney Street Split**- Zoning Board reviewed and confirmed all zoning ordinances are being followed. The Zoning Board recommend that the City Council approve 508 Sidney Street W. to sell a portion of the property to be split off to 502 Sidney Street W. Motioned by Flaten, seconded by Barney, and was carried unanimously to approve the 502 & 508 Sidney Street split as presented.

**C. Utility Rates** – The water base rate will increase from \$7.39 to \$7.76/month; sewer base rate will increase from \$21.50 to \$23.00/month; sewer per 1,000 gallon charge will increase from \$7.35 to \$7.90; commercial flat rate water will be \$13/month and sewer \$35/month; the residential flat rate water will be \$20/month and sewer will be \$50/month; all base rates will be charged based on the number of dwelling units on a property (ie: duplex would be charged 2 base rates, 4-plex would be charged 4 base rates, mobile home would be charged 68 base rates). Motioned by Flaten, seconded by Barney, and was carried unanimously to approve the utility rate increases as presented.

**D. Chicken Permit Fee** – Motioned by Flaten, seconded by Murphy, and was carried unanimously to approve a \$25 initial and \$25 annual permit fee for the Chicken Keeping Permit.

## **7. New Business**

**A. Resolution 2021-8 Resolution Accepting Donation** – Motioned by Flaten, seconded by Murphy, and was carried unanimously to accept a \$50 donation to the Fire Department from Sue & Dale Standke.

**B. Resolution 2021-9 Resolution Accepting Donation** – Motioned by Flaten, seconded by Murphy, and was carried unanimously to accept a donation for the supplies and services to put a fresh coat of mulch in the front of City Hall from Nagel Nursery & Landscaping.

**C. Resolution 2021-10 Increases on the 2021 Master Fee Schedule** - Motioned by Flaten, seconded by Murphy, and was carried unanimously to approve updated 2021 Master Fee Schedule as presented.

**D. Dam Days Participation** – The City Council will participate in the Dam Days Parade. Motion by Flaten, seconded by Murphy, and was unanimously carried to spend what was spent in previous years on parade candy (Dam Days & July 4th), capped at \$800.00.

**E. Morristown Commercial Club Liquor License & Dam Days** – Motioned by Flaten, seconded by Barney, and was carried unanimously to approve the transfer of the Morristown Commercial Club liquor license to Dam Days on June 4, June 5 & June 6, 2021 to serve alcohol at the beer garden and to approve a one-day temporary liquor license at Centennial Park for the BBQ Cook-off Contest on June 6, 2021.

**F. Liquor Licenses – COVID-19** – Due to COVID-19 the City Council previously reduced the on-sale and Sunday liquor license fees by 50% for the period of 7/1/20-6/30/21 and waived the quarterly bar rental fee of \$300 for the Commercial Club until events can be held again. This

was to compensate for the time frame in which they were shut down by the Minnesota government and decline in business due to COVID-19. Wondering if council would like to reinstate the licensing fees prior to COVID-19 or consider reduced fees for the licensing period of 7/1/21-6/30/22. Motioned by Flaten, seconded by Murphy, and was carried unanimously to approve liquor license fees for the period of 7/1/21-6/30/22 to be 75% of the fees charged pre-covid and to charge 75% of the Commercial Club quarterly bar rental fee.

**G. Hoop Shed Letters/Violations** – the zoning board asked that city staff contact three residents regarding hoop-sheds/carports which are not approved in the city. One resident has removed the shed but the remaining two (202 Washington Street E. Michael & Lynette Bohner & 105 1<sup>st</sup> Street NE David El/Kim Halvorson) have not. Suggesting that we send a warning letter that if they are not removed by 5/31/21 they will be fined \$100.00. Council agreed.

**H. City Council Meeting Location** – discussion - It has been difficult for the citizens to hear in the Community Center during meetings and trying to think of a plan to start having Council Meetings in the Council Chambers again.

**I. Correspondence and Announcements:** None

**J. Claims and Accounts:**


**A. Current and Late Claims and Accounts:** Motioned by Barney, seconded by Murphy, and was carried unanimously to approve claims and accounts.

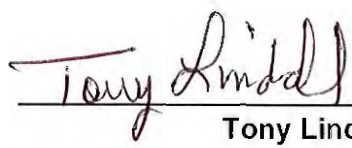
**K. Council Discussion and Concerns:** Murphy addressed a citizen complaint regarding her statement during the April 5, 2021 meeting. She apologized for her statement and noted that it was not her opinion but that she was passing along a concern from a citizen.

**L. Adjournment:** Motion by Flaten, seconded by Barney, and was carried unanimously to adjourn at 7:59 p.m.

**M. Next Meeting:** Monday, June 7, 2021 – 7:00p.m.

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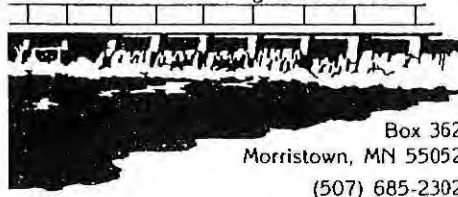
  
\_\_\_\_\_  
Lisa Duban, City Clerk

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

# City of Morristown

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

## MORRISTOWN CITY COUNCIL MEETING MINUTES EMERGENCY MEETING MINUTES 6:00 p.m. Saturday, May 15, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Jake Golombeski

**Others Present:** City Administrator Michael Mueller via phone

**Call to Order:** Tony Lindahl called the emergency meeting of the Morristown City Council to order on Saturday, May 15, 2021 at 6:03 p.m., in the City Administrator office, at 402 Division Street, Morristown, MN 55052.

**Additions/Corrections to Agenda:**

None.

**Additions/Corrections to Minutes:**

No minutes from prior meeting.

**Citizens Comments, Questions or Suggestions:**

None.

**1. New Business:**

**A. Termination of Tasia Voegele** - Motioned by Golombeski, seconded by Murphy and was carried unanimously to terminate Tashia Voegele, Utility Billing Specialist, on May 15, 2021.

**2. Council Discussion and Concerns:**

None.

**3. Adjournment:**

Motioned and was carried unanimously to adjourn at 6:16PM

**Next Meeting:** Monday, June 7, 2021 at 7:00 p.m.

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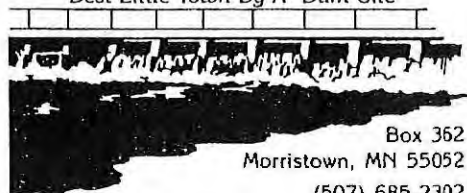
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Lisa Duban, City Clerk

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

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m.

Work Session to Follow

Monday, June 7, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Tim Flaten, Jake Golombeski

**Others Present:** City Attorney Mark Rahrlick, Ellen Scheffler, Travis Mullenmeister, Brent Kavitz, Brian Brunner, Sherrie Brunner, Margaret Butler, Sharon Krenik, Pastor Elden Eklund, Kristen Barney, Deputy Justin Hunt, Troy Dahle, John Ankrum, Jack Schwichtenberg, Adam Uittenbogaard, Steve Nordmeier, Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.


1. **Call to Order:** Lindahl called the regular meeting of the Morristown City Council to order on Monday, June 7, 2021 at 7:00 pm., in the Council Chambers, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:**
  - New Business Item V: Resolution 2021-15 Honoring World War II Veterans
  - New Business Item W: Public Works LeadMotioned by Barney, seconded by Murphy, and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:** Steve Nordmeier asked if there were any comments or concerns from Council regarding Dam Days and none were noted.
5. **Consent Agenda:**
  - A. Police Report – May 2021
  - B. Fire Department Report – May 2021
  - C. Public Works Report – May 2021
  - D. City Council Meeting Minutes – May 3, 2021 Regular Meeting, May 15, 2021 Emergency Meeting
  - E. Financial Reports Month Ending – May 31, 2021 (Cash Control Statement, Budget Report)Michael Mueller pulled the Police Report from the Consent Agenda. Motioned by Barney, seconded by Golombeski, and was carried unanimously to approve the consent agenda with the removal of the Police Report. Justin Hunt noted that Dam Days went well. Motioned by Murphy, seconded by Golombeski, and was carried unanimously to approve the Police Report.
6. **Unfinished Business:**
  - A. **Hoop Shed Letters/Violations** – the Zoning Board asked that city staff contact three residents regarding hoop-sheds/carports which are not approved in the city. The remaining two residents removed the hoop sheds by 5/31/21.
  - B. **Roland Moesler Ditch Restoration – 309 Thruen Street W.** - The restoration/modification has not been completed by Mr. Moesler as agreed upon at the 7/6/2020 City Council Meeting. At that time, the Council approved sending a letter to Mr. Moesler stating that the restoration be completed by 1/1/2021. If he is unable to correct by that time, he must provide a plan by 1/1/21 on how he will restore the ditch along with a contract agreement with a contractor for the work and the work would need to be completed by 5/10/21. If these terms and deadlines are not met, the city would have the work completed and the cost will be assessed to his taxes. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to have the restoration completed by the city and assess the cost to the property owners' taxes.
7. **New Business**
  - A. **Gordy Adams Hearing-** Hearing regarding violations to Morristown Code §92.19 & §92.20 regarding excess vehicles and inoperable vehicles on the property. Motioned by Flaten, seconded by Barney, and

was carried unanimously to approve the Order of the City Council Relating to Property at 106 1<sup>st</sup> St. SE. The City Attorney will serve the order to both the owner and tenant. If it is not corrected to the City's satisfaction in 20 days, the City Attorney can file with the district court for the city to remove the vehicles.

- B. **Economic Development-** Rebecca Lippert (Edina realtor) and buyer Mohan attended the previous zoning board meeting to discuss a new subdivision in the two parcels of land west of the City Hall (23.65 acres) PID 2027150005 & 2027175002. They would like to know if you will support them moving forward. Flaten summarized that Council is always looking to expand and develop and if it is feasible, they would support the development. Mark Rahrlick explained the process that a developer would go through.
- C. **2<sup>nd</sup> & Main Street Project Update-** Brent Kavitz with SEH will provide a project update to Council at the work session. Motioned by Barney, seconded by Murphy, and was carried unanimously to approve the Supplemental Letter Agreement with SEH with an estimated fee not to exceed \$20,400 to begin Phase 1.
- D. **Resolution 2021-12:** A resolution approving the City Administrator to file an application with the Minnesota Management and Budget for the infrastructure improvement project. Motioned by Barney, seconded by Murphy, and was carried unanimously to approve Resolution 2021-12.
- E. **Resolution 2021-13:** A resolution ordering preparation of report on improvement. Motioned by Barney, seconded by Flaten, and was carried unanimously to approve Resolution 2021-13.
- F. **Resolution 2021-14:** A resolution to accept the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act – the city will receive roughly which is based on the population so \$105,000 is a rough estimate of the funds that will be received. Motioned by Flaten, seconded by Murphy, and was carried unanimously to approve Resolution 2021-14.
- G. **Liquor and Tobacco License Renewal-** see list of 2021 Liquor & Tobacco licenses. The City Administrator noted that the on-sale liquor license fee for the Commercial Club has been \$25 for quite some time, approximately 2013. However, according to our master fee schedule it should be \$1,750. We may want to consider having a separate line item on the Master Fee schedule for the Commercial Club liquor license fee. Council noted that members of the Council and city staff should meet with the Commercial Club to discuss the fee in more detail along with the terms of the Commercial Club lease. Motioned by Flaten, seconded by Barney, and was carried unanimously to approve a liquor license fee for the Commercial Club of \$18.75 for the 2021-2022 license period. Motioned by Flaten, seconded by Barney, and was carried unanimously to approve the 2021 Licenses Issued by the City of Morristown.
- H. **Hoop Shed Restriction Discussion-** Discussion relating to keeping and/or altering Ordinance §152.226 NON-CONFORMING BUILDING MATERIALS which restricts the use of hoop sheds/carports due to the building materials. Flaten asked for council's thoughts as to why we want to restrict them. Murphy noted that safety is the main concern and Lindahl noted that he does not see an issue with them if they are kept up and there are requirements set by the city. Flaten will research and bring it up at a future date.
- I. **City Vehicle Use Policy-** Motioned by Murphy, seconded by Golombeski, and was carried unanimously to approve the City Vehicle Use Policy with the removal of the Fire Department, removal of "remove ignition keys" under item 3g and the addition of item 3n City Sponsored events.
- J. **Compost Site Clean-up Update-** In 2020 council approved Randy Timm's estimate of \$3,960 to remove the debris from the compost site which included 47 loads. To complete the project, we will need double the number of loads, roughly 100. Timm's still comes in a lot lower with this additional bid than the two other bids from last year. We can remove everything off the land which will cost us an additional \$4,590 or remove half off the land, sort through the dirt/debris, remove the trash/branches, and level it out which would cost an additional \$2,565. Total hauled so far is 44 loads for a current expense of \$3,762. Flaten and Golombeski would like to see the compost site closed. Flaten noted that it has been an issue for some time, it costs the city too much money, we have an issue with the neighbors when burning & now we will have to pay someone to monitor the fire during the entire burn. Murphy suggests that we should pay this one-time cost to get it to ground level, burn it weekly so the fires are smaller and find a way to control the site. Flaten suggested that the City Administrator talk with the landowner and find out what it would cost to put the land back into its original state if council decided to close the site down.
- K. **Park Restrooms Remodel Discussion-** We have \$8,800 donated for the Centennial Park bathrooms. It would be too expensive to build new bathrooms so we can remodel the current bathrooms or close them down and use portable restrooms (\$130/month) and ask the donors to move that money to another City fund/account. Council would like an estimate to get the bathroom into working order for the next meeting.
- L. **Weed Control at City Properties-** Lowest estimate is \$1,288.20 for one application of weed spray or \$1,463.20 for weed and fertilizer. Companies have suggested 2 applications/year (spring & fall). The last time we sprayed was 2019. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve one application of weed spray for \$1,288.20.

- M. Charging Water/Sewer for Uninhabitable Units-** According to our master fee schedule, if there is a private line connected to a City connection, they will get charged. Do we want to exclude uninhabitable units (ie: 106 Bloomer St. E. old topper place and 201 Bloomer Street W. old lumber yard building both of which are currently used for storage)? Council agreed that unless places such as these are using water/sewer service or requesting it they should not be charged.
- N. Temporary Zoning Board Member-** Zoning Board recommended Kurt Wolf for the position, he was the only applicant. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to appoint Kurt Wolf for the Temporary Zoning Board Member position.
- O. Recreational Vehicles Zoning Code Clarification:** 152.206 & 152.200 - Zoning board recommending Council to review as it is conflicting. The Administrator spoke with the City Attorney and concluded a property could have one RV or camper and as many boats as they would like. If the Zoning Board has more questions we can deal with on a case-by-case basis.
- P. Recreational Vehicles at 205 Main Street W. -** The city staff contacted resident regarding one pull behind camper, one RV & one boat. Resident agreed to correct but has not followed the plan. There is a bit of confusion as to how 152.206 and 152.200 reads and Mark Rahrlick clarified that this property is in violation of our ordinances. Council directed staff to send a letter to the homeowner and if they do not comply administrative fines will be assessed.
- Q. Lawn Mower Seasonal Position-** Motioned by Flaten, seconded by Barney, and was carried unanimously to approve the City Administrator to hire a part-time seasonal mower with hourly pay between \$15-\$17/hr.
- R. Public Works Tablet, Cellular Plan, & Software -** Motioned by Barney, seconded by Flaten, and was carried unanimously to approve the purchase of a public works tablet, cellular plan and software.
- S. Nuisance Abatement Forms-** The City Administrator and Deputy Hunt described how the nuisance abatement forms would be used. Council directed city staff to create an abatement form and procedure for the City of Morristown and they can review at the next meeting.
- T. Lawn Mowing & Trimming Ordinance Discussion-** Council discussed is 6" is an appropriate maximum height for grass in Ordinance §92.38. Council directed city staff to prepare an updated ordinance changing the height from 6" to 8" and Council can review at the next meeting.
- U. City Administrator Report-** Working with SEH on 2<sup>nd</sup> and Main street project, ARP (American Rescue Plan) spending, and 2022 budget.
- V. Resolution 2021-15** A resolution Honoring World War II Veterans. Motioned by Barney, seconded by Flaten, and was carried unanimously to approve Resolution 2021-15.
- W. Public Works Lead –** Suggesting a title change for Travis Mullenmeister's position to Public Works Lead and he will be directing other public works employees. Motion by Flaten, seconded by Barney, and was carried unanimously to change Travis Mullenmeister's title to Public Works Lead.
- 8. Correspondence and Announcements:** None
- 9. Claims and Accounts:**
- A. Current and Late Claims and Accounts:** Motioned by Barney, seconded by Flaten, and was carried unanimously to approve claims and accounts.
- 10. Council Discussion and Concerns:** Flaten noted that Dam Days was wonderful and would like to extend a thanks to the people that put on the fireworks show, to Public works, the Methodist Church and the confirmation class to picking up trash.
- 11. Adjournment:** Motion by Flaten, seconded by Golombeski, and was carried unanimously to adjourn at 8:47 p.m.
- 12. Next Meeting:** Tuesday, July 6, 2021 – 7:00p.m.

Attest:

  
\_\_\_\_\_  
Lisa Duban, City Clerk

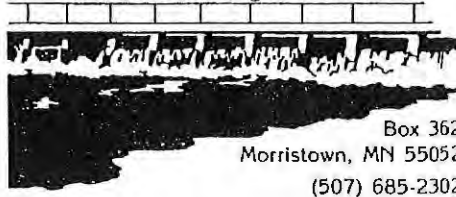
  
\_\_\_\_\_  
Tony Lindahl, Mayor



# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



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

## MORRISTOWN CITY COUNCIL WORK SESSION Monday, June 7, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Jake Golombeski, Tim Flaten

**Others Present:** City Clerk/Treasurer Lisa Duban, City Administrator Michael Mueller, City Engineer Brent Kavitz (SEH)

1. **Call to Order:** NA
2. **Pledge of Allegiance:** NA
3. **Additions/Corrections to Agenda:** NA
4. **Comments and Suggestions from Citizens Present:** NA
5. **Consent Agenda:**  
NA
6. **Unfinished Business:**  
A. NA
7. **New Business**  
A. **2<sup>nd</sup> & Main Street Project Update-** Discussion included water main sizes, project locations, funding, process, timing, and feasibility.

Work session ended at 9:46 p.m.

Attest:

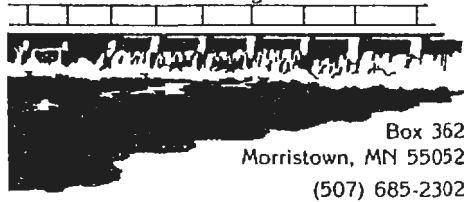
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Lisa Duban, City Clerk

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m.

Tuesday, July 6, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Tim Flaten, Jake Golombeski

**Others Present:** City Attorney Mark Rahrlick, Travis Mullenmeister, Adam Uittenbogaard, Sheriff Troy Dunn, Brent Kavitz (SEH), Scott Hanson (Real Water), John Ankrum, Jack Schwichtenberg, Steve Nordmeier, Steve Felix, Troy Dahle, Lisa Karsten, Kyle Green, Margaret Butler, Kristen Barney, Leon Gregor, Mike O'Rourke, Troy Dunn, Pastor Elden Ecklund, Sharon Krenik, Brian Brunner, Sherrie Brunner, Troy Dahle, Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Lindahl called the regular meeting of the Morristown City Council to order on Monday, July 6, 2021 at 7:02 pm., in the Council Chambers, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:**
  - Remove New Business Item B.: potential buyer is no longer purchasing the lots. Motioned by Barney, seconded by Golombeski, and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:** Mike O'Rourke noted that the new park mulch looks great. Steve Felix noted that he appreciated the dust control that was recently done on Franklin Street and would suggest possibly doing it again when school starts.
5. **Consent Agenda:**
  - A. Police Report – June 2021
  - B. Fire Department Report – June 2021
  - C. Public Works Report – June 2021
  - D. City Council Meeting Minutes – June 6, 2021 Regular Meeting, June 6, 2021 Work Session
  - E. Financial Reports Month Ending – June 30, 2021 (Cash Control Statement, Budget Report)Michael Mueller pulled the Public Works Report from the Consent Agenda. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve the consent agenda with the removal of the Public Works Report. Michael Mueller noted that Travis Mullenmeister has done a wonderful job stepping up and taking the lead with public works and the sewer plant and council concurred. Motioned by Flaten, seconded by Barney, and was carried unanimously to approve the Public Works.
6. **Unfinished Business:**
  - A. **Ordinance 2021-6: Owners Responsible for Trimming, Removal, and The Like** - Grass not to exceed 8 inches instead of 6. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve Ordinance 2021-6.
  - B. **Compost Site Clean Up**- A couple of options, remove everything off the land, which will cost us an additional \$4,590. Remove half off the land, sort through the dirt/debris, remove the trash/branches, and level it out, cost would be an additional \$2,565. Total hauled so far, 44 loads, current payment \$3,762. The City Administrator noted that he does not recommend closing the site, but if Council chooses to close it the only thing the City needs to do is clean the land of all debris (i.e. Timm's Trucking bid for \$4,590). Timm's trucking would consider opening his landfill for the public to drop off compost, rates TBD. Flaten noted that he likes the idea of closing it and letting Timm's Trucking take care of it. Murphy, Barney & Lindahl disagree and would like to find a way to keep the site open. The City Attorney noted that he is not aware of a way to fine people outside of city limits for illegal dumping. Lindahl asked Michael Mueller to put something on the website asking citizens for their opinion on closing or not closing the site and to get

a cost estimate for a fence. Lindahl asked Barney to put together proposal on how to the keep site and bring to the next meeting. Motioned by Flaten, seconded by Murphy, and was carried unanimously to approve Timm's Trucking bid for \$4,590.

Motioned by Barney, seconded by Flaten, and was carried unanimously to close the regular meeting and open the public hearing.

**PUBLIC HEARING – 7:15 P.M. Wellhead Protection Plan:** Scott Hanson from Real Water presented the goals, objectives, and plan of action for the Morristown Wellhead Protection Plan.

Motioned by Flaten, seconded by Golombeski, and was carried unanimously to close the public hearing and open the regular meeting.

## **7. New Business**

- A. Wellhead Protection Plan-** Motioned by Barney, seconded by Flaten, and was carried unanimously to accept the wellhead protection plan as presented by Scott Hanson from Real Water.
- B. Economic Development-** Removed as potential buyer is no longer purchasing lots.
- C. Resolution 2021-16 Resolution Accepting Donation –** \$4,400 donation from American Legion Post 149 for the City of Morristown Babe Nordmeier Baseball Field (irrigation system). Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve Resolution 2021-16.
- D. Resolution 2021-17 Resolution Accepting Donation –** \$5,736 donation from the Fire Relief Association to be used for park mulch. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve Resolution 2021-17.
- E. Resolution 2021-18 Resolution Transferring Donation –** \$9,000 was donated from Dahle Enterprises and the Fire Relief Association in 2019 to the Morristown Historical Society. The Historical Society has requested to have the funds transferred to them for their use. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve Resolution 2021-18.
- F. LMCIT Liability Coverage Waiver/Faribo Insurance Agency & Approve Agents of Record -** Motioned by Flaten, seconded by Golombeski, and was carried unanimously approve signing the LMCIT Coverage Form not to waive statutory limits.
- G. Resolution 2021-19 Resolution Expressing Sympathy and Condolences Upon the Passing of Rice County Sergeant Justin Hunt-** Motioned by Flaten, seconded by Barney, and was carried unanimously to approve Resolution 2021-19.
- H. In remembrance of Justin Hunt – planting of tree & plaque – discussion:** Kurt Wulf & Lisa Karsten were hoping to donate money towards purchasing a tree in the City park and possibly a plaque to honor Justin Hunt and need approval if that is something Council wants to pursue. Flaten noted that he liked the trees around the playground at that Mike O'Rourke was involved with. Mike O'Rourke noted that the trees cost \$200 and the install cost \$200 and were called Autumn Blaze. Multiple attendees agreed to donate toward a tree and possible plaque. City staff will draw up a resolution noting all donors and bring to the next meeting for Council to accept the donations.
- I. City Hall Monument Sign/Scrolling Messaging Board-** Mike O'Rourke, on behalf of the Commercial Club, discussed the proposal in the agenda packet and the two options they were proposing to Council regarding sign replacement. He also noted that the Commercial Club would like the city to cover the cost of a 5-year maintenance plan at the cost of \$3,125 which includes one cleaning per year.
  - Option 1: split the cost with us the City would pay \$22k and the Commercial Club would pay the rest.
  - Option 2: City to waive the rental fee of the bar at the current cost of \$1,200 a year for the next 20 years and the Commercial Club would cover the cost of the new message center.Michael Mueller was asked to comment on the financial implications. He noted that the city will have to increase the levy by \$1,200 for the loss of the bar rental income and should budget for sign replacement as the life span of this type of unit is 12-15 years and the City should think about budgeting for replacement. He suggested that the city consider reducing the size from the proposal to the current sign to lower the cost to approximately \$20,000. Golombeski noted that this cost is not in the budget and does not think it is a good idea to put that much money into a sign. Steve Nordmeier suggested that the City charge businesses to advertise on the sign to cover some of the costs. Motioned by Barney, seconded by Murphy, and was carried unanimously to approve Option 2 as presented by the Commercial Club. Motion passes 3 in favor, 1 opposed. The City Attorney recommended that the City have a written lease agreement with the Commercial Club along with an agreement for the sign purchase.
- J. Commercial Club Bar Lease Agreement-** There is no signed copy of the bar rental agreement. The City Attorney's preference, as stated to the City Administrator, would be for the Commercial Club to pay the

full cost of a liquor license and there be a written bar lease agreement. Lindahl directed the City Administrator along with the help of the City Attorney to draft a lease agreement and sign agreement for Council to discuss at the next Commercial Club meeting on July 19, 2021 at 6:00pm. The agreements can then be discussed at the next Council meeting. Members of the Commercial Club stated that they cannot order the sign until Council agrees to cover the cost of the 5-year maintenance agreement as noted on their proposal. Lindahl noted that in the Commercial Club proposal that was provided in the packet, neither option included the maintenance plan or the cost. Also, Council's motion for Option 2 in Item I did not include the maintenance agreement. Mike O'Rourke gave council an updated proposal that noted "5 Year Service Agreement Includes parts and labor and 1 message center cleaning per year. @ cost of \$3,125.00, Would probably be checked in the spring and fall." Motioned by Barney, seconded by Murphy, and was carried by majority vote to approve the City to pay for the 5-year service agreement in the amount of \$3,125.00. The City Attorney confirmed that the City would own the sign, have control of the sign and advertising, and receive profits from any advertising. Mike O'Rourke noted that the Commercial Club would like to use the sign for their advertising as well.

- K. Delinquent Utility Bills List** - Delinquent list included in packet - It is the (informal/unwritten) opinion of the Attorney General's office that it is allowable for utility providers to follow their normal shutoff procedures found in their ordinances. This usually includes providing notice and opportunity to be heard about discrepancies to the resident before shutting off utilities for non-payment. Cities may choose to begin this process immediately. Procedure: The council reviewed the monthly list of customers addresses with outstanding water/sewer/garbage utility bills. These customers receive a disconnection notice with a date their utilities will halt unless the requested minimum amount due is paid. The City Clerk noted that Miller from the list is paid in full as of this morning. Council agreed that the City will follow procedure and shut off water as stated in our ordinance and policy. They directed city staff to send a letter stating if not paid in full water will be shut off.
- L. Animal Licenses-** We have only received 14 dog licenses this year. In 2019, when we had the vet clinic we had 120 dog licenses. After the COVID restrictions loosened, the Vet clinic was contacted, and they will not come to Morristown this year. City staff also contacted veterinary clinics in Faribault, Waseca and Janesville. City staff could go through all the addresses who paid for licenses in 2019 and contact them, however, it would be time consuming, people could have moved, or animals passed away. Otherwise, Council could forgive dog licenses this year. If so, we would have to consider reimbursement of \$140 collected thus far. We have already spent \$88.75 on dog tags this year. Motioned by Flaten, seconded by Barney, and was carried unanimously to waive dog license fees for the 2021-2022 licensing period.
- M. City Credit Card for Bill Payment** – approximately 1/2 of the bills can be paid online via credit card. City staff is requesting to apply for a credit card to pay bills which will save time (printing checks, signing checks, stuffing envelopes), money (stamps, envelopes, checks) and we could possibly find a card that has cash back rewards. All claims will still be approved by Council/Mayor prior to payment. Michael Mueller noted that the City Auditor did not see an issue with this process and the City Attorney agreed. Motioned by Golombeski, seconded by Barney, and was carried unanimously to approve the City Administrator to apply for a city credit card to be used for the payment of bills.
- N. Southern Minnesota Initiative Foundation Small Town Grant-** Michael Mueller is looking to submit a grant request in the amount of \$10,000 to repair the walkway above the Dam. He has requested letters from the Commercial Club, Historical Society, American Legion, and Fire Relief Association showing their support of this project. The application is due July 15, 2021 and waiting for letters of support to finish the application, as well as your approval to send. Motioned by Barney, seconded by Murphy, and was carried unanimously to approve the grant request.
- O. City Administrator Report-** The City Administrator noted that water bills are going to be late this month due to an issue with our bulk postal permit. Council and the City Administrator recommend that late fees not be charged until the end of the month as bills were going out late. Michael Mueller noted that his 1-year anniversary is on July 27<sup>th</sup> and is hoping to receive his one-year review at the August 2, 2021 Council Meeting. He noted that he is not requesting a raise but would like Council's thoughts on his performance, what he has done well, what he can work on, and achievable expectations for the next year.

**8. Correspondence and Announcements:** None

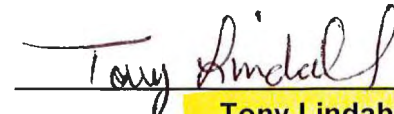
**9. Claims and Accounts:**

**A. Current and Late Claims and Accounts:** Motioned by Barney, seconded by Murphy and was carried unanimously to approve claims and accounts.

10. **Council Discussion and Concerns:** Lindahl noted that a few residents have asked if we are going to have recycling day this year. Michael Muller noted that the money budgeted for recycle day is being used to clean up the compost site this year. Murphy noted that residents can contact Archambault's directly for large pick-up item and they will be invoiced directly. Council asked the City Administrator to talk with Archambault's to see if we can get pricing on large pick-up items. Sherriff Dunn noted that he will be covering Justin Hunt's role for the City until his position is filled. Lisa Karsten noted that National Night Out is on August 3, 2021.
11. **Adjournment:** Motion by Barney, seconded by Murphy, and was carried unanimously to adjourn at 8:57 p.m.
12. **Next Meeting:** Monday, August 2, 2021 – 7:00p.m.

Attest:

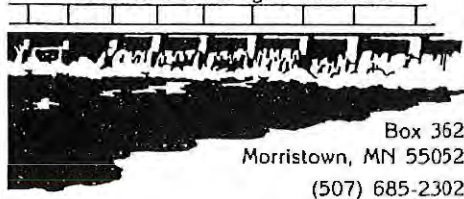
  
\_\_\_\_\_  
Lisa Duban, City Clerk

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

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL WORK SESSION

Monday, August 2, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Jake Golombeski, Tim Flaten

**Others Present:** City Clerk/Treasurer Lisa Duban, City Administrator Michael Mueller

Work session began at 9:28 p.m.

1. **Call to Order:** NA
2. **Pledge of Allegiance:** NA
3. **Additions/Corrections to Agenda:** NA
4. **Comments and Suggestions from Citizens Present:** NA
5. **Consent Agenda:**  
NA
6. **Unfinished Business:**  
A. NA
7. **New Business**
  - A. **2022 Budget** – City Administrator Michael Mueller presented the 2022 Tax Levy and Budget Proposal to Council which included a 14% increase. Discussion included future capital improvements and their costs, the financial implications for residents, and City goals. Council suggested a 17% increase.

Work session ended at 10:13 p.m.

Attest:

Michael Mueller, City Administrator

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

**Regular Meeting 7:00 p.m.**

**Monday, August 2, 2021**

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Tim Flaten, Jake Golombeski

**Others Present:** City Attorney Mark Rahrlick, Ellen Judd, Tom Judd, Adam Uittenbogaard, Sheriff Troy Dunn, Sergeant Nathan Budin, John Ankrum, Jack Schwichtenberg, Steve Nordmeier, Kyle Green, Margaret Butler, Mark Morris, Kristen Barney, Val Kruger, Leon Gregor, Mike O'Rourke, Adrienne O'Rourke, Brian Brunner, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Lindahl called the regular meeting of the Morristown City Council to order on Monday, August 2, 2021 at 7:00 pm., in the Council Chambers, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Ralph Barney requested that Item 10 (Incident that took place during the June 2021 meeting with Tim J. Flaten) be removed from the agenda and tabled until the next meeting. Motioned by Golombeski, seconded by Barney, and was carried unanimously to approve the agenda with the removal of Item 10.
4. **Comments and Suggestions from Citizens Present:** Sheriff Dunn introduced Sergeant Nathan Budin who will be taking over the supervisory position for the City of Morristown.
5. **Consent Agenda:**
  - A. **Police Report – July 2021**
  - B. **Fire Department Report – July 2021**
  - C. **Public Works Report – July 2021**
  - D. **City Council Meeting Minutes – July 6, 2021 Regular Meeting**
  - E. **Financial Reports Month Ending – July 31, 2021 (Cash Control Stmt, Interim Financial Report YTD)**  
Motioned by Barney, seconded by Murphy, and was carried unanimously to approve the consent agenda.
6. **Unfinished Business:**
  - A. **Compost Site Clean Up** - City of Morristown residents responded to a poll on the city website as to whether they would like to see the compost site stay open. It was an overwhelming yes. Council was presented estimates for a fence, signage, and annual staffing cost. Discussion included moving the site into town, maximum diameter of logs allowed to be dumped, and no commercial dumping. Motioned by Barney, seconded by Murphy, to purchase a large sign at a cost of \$144 and one small sign at \$81. Golombeski suggested we purchase 2 large signs at \$144 and include a 4" diameter max on the sign. Barney amended the motion and it was carried unanimously to purchase 2 large signs at \$144 and include a 4" diameter max on the sign.
7. **New Business**
  - A. **Fire Department Constitutional Amendment** - City Attorney Mark Rahrlick expressed concerned about who would have the authority to originate and implement the SOP/SOG/PP as in the amendment it is being taken from the fire chief but is not being delegated to another party. Fire Chief Adam Uittenbogaard noted that there was a lengthy discussion regarding the content of the amendment at the June 2021 Fire Department meeting and he was not present at the July 2021 meeting when it was voted on but he was against it. Council requested that the Fire Department provide additional information and clarification and bring back to council at some future point.
  - B. **Morristown Fire Relief Association Annual Audit Review** - Leon Gregor presented the audit to Council. He noted the decrease in reserves is due to the increase in retirement benefits from \$2,600/year

of service to \$3,000/years of service which was effective 1/1/21. He noted that the maximum benefit per the state is \$4,800 and a lot of cities are going up to that max. He noted that the Fire Relief Board of Directors is discussing an increase to \$3,600/years of service in the near future. Currently, there are no mandatory city contributions because of the surplus. The Relief Association should be bonded at 10% of their assets which would be around \$170,000. In the past, the association was covered under the cities bond which is for \$150,000 but now that assets are higher, he suggested increasing the cities bond. Motioned by Barney, seconded by Golombeski, and was carried unanimously to approve the City Clerk to sign necessary paperwork related to the audit that was presented. Council directed Leon Gregor to contact the City Administrator to discuss an increase of the cities bond to \$200,000 and bring it back to council for review.

- C. Commercial Club Bar Lease** - Council was given the lease version that Mark Rahrick edited from 2006, a version with highlighted changes from the Commercial Club and a version with the changes from the Commercial Club. Barney noted that if you look back in the minutes from February 2012 it shows that Council approved the removal of the 50% of net profits to be given to the City in the 2006 version of the lease with the Commercial Club. Mark Morris noted that he does not understand how so much legality came about from a simple agreement between the Commercial Club and the City to waive the monthly bar rental fee of \$300 for the next 20 years in lieu of the Commercial Club purchasing a new digital sign for City Hall that would be owned by the City. The Commercial Club asked if the City could create an agreement addressing only the purchase of the sign, the maintenance agreement and waiving of the bar rental fee. Until there is a written agreement for this, the Commercial Club will not order the sign. Council agreed that they could sign paperwork of that nature as they motioned agreeance to these items at the last meeting. City Council agreed and asked the City Attorney to draft an agreement for both parties to sign.
- D. Ordinance 2021-8 Golf cart permits** - It is recommended that time frames be set as to when golf cart permits expire (August 1- July 31) as they currently expire all throughout the year. In addition, the Council may want to update the golf cart ordinance (§ 70.02) to include the state regulations and there would be no need for a public hearing. The state regulations apply to the OPERATION OF GOLF CARTS, ALL-TERRAIN VEHICLES, UTILITY TASK VEHICLES, OR MINI TRUCKS. Currently our ordinance only applies to golf carts but residents also use all-terrain vehicles. Also, Council may want to consider changing the age restriction from 18 to must have a drivers license. Motioned by Murphy, seconded by Barney, and was carried unanimously to amend the golf cart ordinance to have a permit time frame for one calendar year from April 1<sup>st</sup> to March 31<sup>st</sup>, to continue with the \$10 permit fee and residents will get a permit sticker for their golf cart.
- E. Resolution 2021-20 Justin Hunt Donations** - To purchase a tree and a plaque for the City park. Motioned by Flaten, seconded by Barney, and was carried unanimously to approve Resolution 2021-20.
- F. Public Works Internet** - Public works is requesting internet in the maintenance shop, it will cost approximately \$75 a month, it is not currently budgeted. If approved, we can budget it for next year, and can move money from another account to cover the costs for this year. They do have internet at the treatment plant. Motioned by Barney, seconded by Murphy, and was carried unanimously to approve internet service at the maintenance shop.
- G. Treatment Plant Update** - SEH visited our treatment plant and I wanted them to present with an update on its condition. However, SEH could not make it to the meeting. They were hoping to schedule a workshop to go over the plant, or they can talk about it during a Council Meeting, dependent on their schedule. If you wanted to have a work session, Tom with SEH is available on either August 11 (Wednesday) or August 12 (Thursday). Council requested that the City Administrator ask SEH to come to the September meeting.
- H. § 92.01 (E) Repair of Sidewalk and Alleys** - (1) Duty of owner of any property within the city abutting a public sidewalk or alley shall keep the sidewalk or alley in repair and safe for pedestrians. Repairs shall be made in accordance with the standard specifications approved by the City Council and on file in the office of the City Clerk /Treasurer. Per our code, the City should inspect sidewalks to determine they are safe for pedestrians. Tom Schwichtenberg, 414 Franklin Street W, wants to remove his sidewalk as it is in poor condition. He would like to take out his boulevard, currently dirt, and widen the street up to his retaining wall using asphalt. What is the expectation for a boulevard? Can anyone remove sidewalks and increase the size of the street? Our code does not specify. Council agreed that asphalt could not be put in the area of the boulevard or sidewalk. Council determined that the homeowner could repair the sidewalk with concrete or fill the entire area with grass. No asphalt other than the driveway.



- I. **Tax Abatement** - Rice County has asked all City Administrators to ask their elected officials if they would consider tax abatement to lessen the tax burden for new developments/housing. Rice County will be discussing their own tax abatement policy. Rice County provided two examples, for your review. Council discussed and decided to wait and see what the County decides, and they can review at that time.
- J. **Solutions Task Force** - There is an opening, we do not officially meet or vote, and nothing has come up to discuss. For informational purposes.
- K. **Ordinance 2021-7 Water Rates** - Morristown City Code § 51.53 (F) In the event a water customer elects to discontinue the use of the municipal water, the regular or minimum charge shall continue ~~until the date~~ as (Add: regardless if the) service is disconnected at the curb box. Motioned by Murphy, seconded by Barney, and was carried unanimously to approve Ordinance 2021-7.
- L. **Delinquent Utility Bills/Water Shut Off Recommendations** - The council reviewed the monthly list of customer addresses with outstanding water/sewer/garbage utility bills. The City Clerk noted that from the list, only Adams has followed the payment plan and that Luna did not make the payment in full today. Council agreed that the City will follow procedure and shut off water for anyone who is not following their payment plan as stated in our ordinance and policy. They directed city staff to send letters stating if not paid in full, water will be shut off per our ordinances.
- M. **City Administrator Report** - MN Legislature passed \$18 million small cities assistance appropriation during the special session this year, we will receive \$22,637 from the Department of Transportation. This funding is for construction and maintenance of roadways. We have already received half of the payment and will receive the other half in December. The City Administrator submitted the grant for the Walkway above the dam. The Administrator requested approval to attend a MCMA Conference in Duluth. Funds are budgeted and the cost will not exceed \$790.00. Motioned by Golombeski, seconded by Flaten, and was carried unanimously to approve Michael Mueller to attend the MCMA Conference in Duluth at a cost not to exceed \$790.00.
- N. **City Administrator Review** - The City Administrator requested for the review to be closed to the public. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to close the regular meeting for Item N and open the closed meeting for Item N.

**Closed Meeting**

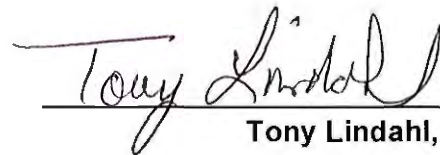
Motioned by Barney, seconded by Flaten, and was carried unanimously to close the closed meeting for Item N and open the regular meeting. Motioned by Flaten, seconded by Golombeski, and was carried unanimously for a 2% merit increase for the City Administrator.

- 8. **Correspondence and Announcements:** Tomorrow night is National Night Out. Council gave permission to the Commercial Club to have a drive-in movie at the Community Center on 8/20/21.
- 9. **Claims and Accounts:**
  - A. **Current and Late Claims and Accounts:** Motioned by Barney, seconded by Golombeski and was carried unanimously to approve claims and accounts.
- 10. **Council Discussion and Concerns:** None
- 11. **Adjournment:** Motion by Flaten, seconded by Barney, and was carried unanimously to adjourn at 9:21pm.
- 12. **Next Meeting:** Tuesday, September 7, 2021 – 7:00p.m.

Attest:



Michael Mueller, City Administrator

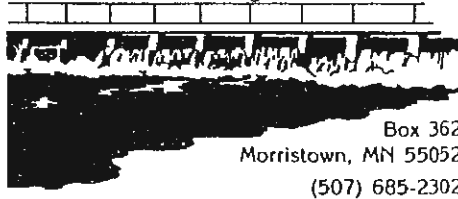


Tony Lindahl, Mayor

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting 7:00 p.m. Tuesday, September 7, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Tim Flaten, Jake Golombeski

**Others Present:** City Attorney Mark Rahrick, Adam Uittenbogaard, Travis Mullenmeister, Sergeant Nathan Budin, John Ankrum, Jack Schwichtenberg, Steve Nordmeier, Kyle Green, Pastor Elden, Margaret Butler, Kristen Barney, Leon Gregor, Mike O'Rourke, Sharon Krenik, Joe Caldwell, Eric Lindberg, City Administrator Michael Mueller.

1. **Call to Order:** Lindahl called the regular meeting of the Morristown City Council to order on Monday, September 7, 2021 at 7:00 pm., in the Council Chambers, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Addition to the agenda: Unfinished Business C. New Development. Motioned by Flaten, second by Golombeski, and was carried unanimously to approve the agenda as presented.
4. **Comments and Suggestions from Citizens Present:** Mike O'Rourke asked if there were any plans to add gravel on Main Street to fill holes in before winter. Travis Mullenmeister will take care of it.
5. **Consent Agenda:**
  - A. **Police Report – August 2021**
  - B. **Fire Department Report – August 2021**
  - C. **Public Works Report – August 2021**
  - D. **City Council Meeting Minutes – August 2, 2021 Regular Meeting, August 2, 2021 Work Session**
  - E. **Financial Reports Month Ending – August 31, 2021 (Cash Control Stmt, Interim Financial Report YTD)**Motioned by Flaten, seconded by Barney, and was carried unanimously to approve the consent agenda.  
Motioned by Barney, second by Flaten to purchase a microscope, \$703.80 before tax, for Public Works.
6. **Unfinished Business:**
  - A. **Treatment Plant Update-** SEH visited our treatment plant and gave an update on its condition. SEH will present a proposal in the October Council meeting.
  - B. **Compost Site Clean Up -** Michael Mueller informed Council that Timm's Trucking has taken 45 loads, there are 5 loads left. However, there is a lot of fresh compost that we need to start burning. Travis Mullenmeister will put the signs up this week or next.
  - C. **New Development-** Eric Lindberg, the realtor trying to sell the two parcels of land west of City Hall, had a few questions for Council. There are a lot of potential buyers, who want to purchase the land, but he needed to clarify on well and septic or city sewer and water in that area. Council agreed that any potential buyer could install well and septic. However, there was concern of the requirement for a frontage road. Council would like the Zoning Board to review.
7. **New Business:**
  - A. **Morristown Fire Relief Association Benefit Level –** Leon Gregor requested a \$600 increase for the fire relief association, for a total benefit level of \$3,600. Motioned by Barney, second by Murphy to approve the \$600 increase. Motion passes 3-2, Opposed by Flaten & Golombeski.
  - B. **Babe Nordmeier Park Sign –** Steve Nordmeier submitted an invoice \$1,750 from V & M Landscape & Design for the installation and landscaping of the new sign in hopes the city would pay for it. We did

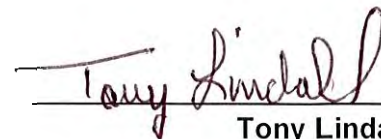
not receive any bids for this work and the work has been completed. Tim Flaten wanted the City to listen to the minutes on 5/20/19, 6/3/19, 6/17/19 and 7/1/19. Motioned by Flaten, second by Barney, and was carried unanimously to pay the bill only if the City listens to previous minutes on who would pay the bill in the first place, if the City agreed to pay for it, we will write a check, if not will discuss again.

- C. **Ordinance 2021-8 Golf Cart Permits**- Currently our ordinance only applies to golf carts but residents also use all-terrain vehicles which at this time are not allowed on our streets. Council did not want to make citizens get permits for all-terrain vehicles, instead they updated the version regarding only golf carts. The ordinance change adds a permit period of April 1-March 31, changes "18 years of age" to "A driver's license is required" and adds can be operated after sunset if equipped with original equipment headlights, taillights, and rear-facing brake lights in our current golf cart ordinance. Motion by Murphy, second by Barney, and was carried unanimously to approve ordinance 2021-8.
  - D. **Resolution 2021-21 – Proposed Tax Levy**- Motion by Barney, second by Flaten, and was carried unanimously to approve Resolution 2021-21, proposed tax levy, a 17% increase from last year.
  - E. **Demolition Permit Time Frame** – Zoning board is suggesting a change to the demolition permit time frame from 180 days to 60 days; Council was interested in this change, we will add onto the next public hearing. Motion by Flaten, second by Murphy, and was carried unanimously to reduce the time frame, from 180 days to 60 days, at the next available public hearing.
  - F. **Board/Authority/Club Meeting Minutes** – If any committee is interested in bringing back minutes/reports for council's approval can do so.
  - G. **Delinquent Utility Bills/Water Shut Off**- None
  - H. **City Administrator Report**- The MDH has received our Wellhead protection plan, they have until October 18 to review and comment and approve/disapprove by November 14. Unfortunately, the City of Morristown was not awarded the grant funds from the Southern Minnesota Initiative Foundation Small Town Grant to repair the walkway above the Dam. Thank you to the Commercial Club, Historical Society, American Legion, and Fire Relief Association for taking the time to write letters showing your support of this project. We may have to look at what might be more impactful in the community moving forward when applying for another grant.
  - I. **Member Learn Courses**- Communication for Community Engagement & Data Practices training courses, offered by LMC was discussed. Motion by Flaten, second by Golombeski, and was carried unanimously to approve Council training, \$15, per course.
  - J. **Employee Reviews** – Richard, John, & Travis had reviews. Motioned by Flaten, second by Barney, and was carried unanimously to increase Richard's pay \$2.00 per hour. Motioned by Flaten, second by Murphy, and was carried unanimously to increase Travis' pay by 3%. Further, Travis now will get OT for any phone call where he needs to come into work, 1 hour minimum of pay, and Travis will track those phone calls in a spreadsheet. Motioned by Flaten, second by Barney, and was carried unanimously to increase John's pay to \$18 an hour for all his jobs.
8. **Correspondence and Announcements:** Light parade on December 17, 2021. Legion has a hog roast, October 2, 2021. Morristown open is September 18, 2021.
9. **Claims and Accounts:**
- A. **Current and Late Claims and Accounts.** Motion by Barney, second by Flaten and was carried unanimously to approve claims and accounts.
10. **Council Discussion and Concerns:** None
11. **Adjournment:** Motion by Flaten, second by Barney, and was carried unanimously to adjourn at 10:09pm.
12. **Next Meeting:** Monday, October 4, 2021 – 7:00p.m.

Attest:



Michael Mueller, City Administrator

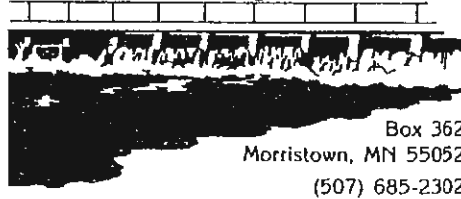


Tony Lindahl, Mayor

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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## MORRISTOWN CITY COUNCIL MEETING MINUTES Emergency Meeting - Saturday, September 25, 2021

**Council Present:** Tim Flaten, Linda Murphy, Ralph Barney, Jake Golombeski

1. **Call to Order:** Flatten called the emergency meeting of the Morristown City Council to order on Saturday, September 25, 2021 at 10:38 a.m., in the Council Chambers, at 402 Division Street.
2. **Additions/Corrections to Agenda:**  
None
3. **Comments and Suggestions from Citizens Present:**  
None
4. **Consent Agenda:**  
None
5. **Unfinished Business:**  
None
6. **New Business**
  - A. **Discussion of what position to hire for and the job description** - discussion included the possible positions to hire such as City Administrator, Project Manager or Deputy Clerk.
  - B. **Resignation of City Administrator Michael Mueller:** Motion by Murphy, seconded by Barney, and was carried unanimously to accept the resignation and post the possible position as City Administrator, Project Manager or Deputy Clerk up to 30 hours/week and keep the city hall staff at two members.
  - C. **Declining pay for Emergency Meeting on 9/25/21** - Motion by Flaten, seconded by Golombeski, and was carried unanimously to decline payment for the Emergency Meeting held on 9/25/21.
7. **Correspondence and Announcements:** None
8. **Claims and Accounts:**  
None
9. **Council Discussion and Concerns:**  
None
10. **Adjournment:** Motion by Barney, seconded by Murphy, and was carried unanimously to adjourn at 11:15 a.m.
11. **Next Meeting:** Monday, October 4, 2021 – 7:00p.m.

Attest:

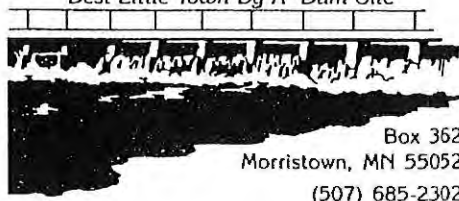
  
\_\_\_\_\_  
Lisa Duban, City Clerk

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

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m.

Monday, October 4, 2021

Joint Work Session to Follow - Fire Department Board of Directors

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Tim Flaten, Jake Golombeski

**Others Present:** City Attorney Mark Rahrick, Adam Uittenbogaard, Travis Mullenmeister, Jack Schwichtenberg, Steve Nordmeier, Pastor Elden Ecklund, Leon Gregor, Mike O'Rourke, Sharon Krenik, Kyle Morris, Kyle Green, Kristen Barney, Tom Judd, Brian Brunner, Todd Schmidtke, Johnathan Chmelik, Jackie Saemrow, Lisa Karsten, Brent Kavitz, Bruce Morris, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Lindahl called the regular meeting of the Morristown City Council to order on Monday, October 4, 2021 at 7:00 pm., in the Council Chambers, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Addition to the agenda: Unfinished Business C. Street Project Update. Motioned by Flaten, second by Golombeski, and was carried unanimously to approve the agenda as presented.
4. **Comments and Suggestions from Citizens Present:** None
5. **Consent Agenda:**
  - A. **Police Report** – September 2021
  - B. **Fire Department Report** – September 2021
  - C. **Public Works Report** – September 2021
  - D. **City Council Meeting Minutes** – September 7, 2021 Regular Meeting & September 25, 2021 Emergency Meeting
  - E. **Financial Reports Month Ending** – Sept. 30, 2021 (Cash Control Stmt, Interim Financial Report YTD)  
Travis Mullenmeister from the Public Works Department requested that the Public Works Report be pulled for further discussion. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve the consent agenda minus the Public Works Report. Motioned by Flaten, second by Barney, and was carried unanimously to approve the Public Works Department to purchase a printer for \$261, have the plow truck inspected for \$390 by Freightliner Truck Center Companies and to move forward with the proposal from Great Plains Structure to complete an interior and exterior inspection on the aquastore tank in the amount of \$3,500 and to replace cathodic protection anode bars for \$650 each as needed based on their inspection.
6. **Unfinished Business:**
  - A. **Treatment Plant Update** - Brent with SEH presented an agreement for professional services to include preparation of a Wastewater Treatment Facility Plan dated 9/29/21 at a cost not to exceed \$47,600 with additional costs estimated at \$7,500. Motioned by Barney, seconded by Murphy, to table this discussion for further review. Vote was 3-2 against; motion failed. Motioned by Flaten, seconded by Golombeski, and was carried unanimously to approve the agreement for professional services not to exceed \$47,600 with up to \$7,500 in additional costs subject to review and recommendation by the city attorney as to the contract language. Vote was 3 for, 0 opposed, 2 abstained; motion passed.
  - B. **Babe Nordmeier Park Sign** – baseball assoc/commercial club submitted an invoice \$1,750 from V & M Landscape & Design for the installation and landscaping of the new sign in hopes the city would pay

for it. At the September meeting Council asked city staff to listen to the minutes on 5/20/19, 6/3/19, 6/17/19 and 7/1/19 and to pay the bill if the minutes reflect that the City agreed to pay. If not, we will discuss again. In review of the 7/1/19 meeting minutes the discussion alluded to the baseball association to install and landscape around the sign and the work would likely be done by Kyle Morris. Motioned by Flaten, seconded by Barney, and was carried unanimously to approve payment of \$1,750 to V & M Landscaping for the installation and landscaping of the new Babe Nordmeier sign.

- C. **Street Project Update** – Brent with SEH provided an update on the project along with Resolution 2021-24 Receiving Report and Calling Hearing on Improvement for Council to consider. Motioned by Barney, seconded by Flaten, and was carried unanimously to accept the feasibility study as presented by SEH along with Resolution 2021-24 calling for a public hearing on 11/1/21 on such improvement.

**7. New Business:**

- A. **Resolution 2021-22** Recognizing National Pregnancy and Infant Loss Awareness Day on October 15, 2021 – Council recognized this day from 2017-2019. If approved, Lisa Karsten will head-up lighting City Hall. Motion by Flaten, second by Golombeski, and was carried unanimously to approve Resolution 2021-22.
- B. **Tom Judd Contract** - Tom is a part time employee and Wastewater license holder for the city. Upon hire, Tom requested a six-month contract which is due to expire. Motioned by Flaten, seconded by Barney, and was carried unanimously to continue the contract on a month-to-month basis upon expiration.
- C. **Delinquent Utility Bills/Water Shut Off** - Council reviewed.
- D. **Resolution 2021-23 Resignation of Michael Mueller** - Motioned by Barney, seconded by Flaten, and was carried unanimously to approve Resolution 2021-23.
- E. **City Administrator Report** - The League of MN Cities has informed us that Senator John Jasinski who represents our City at the state legislature, has been selected as a League of MN Cities Legislature of Distinction for 2021. The enclosed letter in your packet describes the reasons our legislature was chosen.
- F. **City Clerk Annual Review** - Lisa Duban requested the review to be closed. Motioned by Flaten, seconded by Barney, and was carried unanimously to close the regular meeting for New Business Item F.

**Closed Meeting**

Motioned by Flaten, seconded by Barney, and was carried unanimously to close the closed meeting for Item F and open the regular meeting. Motioned by Golombeski, seconded by Flaten, and was carried unanimously for a 3% merit increase for the City Clerk effective on her one-year anniversary.

8. **Correspondence and Announcements:** Steve Nordmeier informed Council that the Commercial Club will be doing the 2<sup>nd</sup> stop candy and costume contest on 10/31/21 and the Christmas drawing on 12/18/21. Mike O'Rourke informed Council that the new sign for City Hall will be in stock on 10/24/21 and will be installed shortly after. Lisa Karsten informed Council that the mover for the Justin Hunt tree will be contacting her this week to schedule the planting.

**9. Claims and Accounts:**

- A. **Current and Late Claims and Accounts.** Motion by Barney, second by Flaten and was carried unanimously to approve claims and accounts.

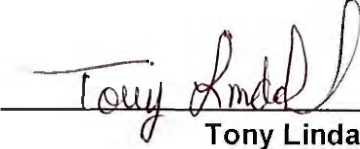
**10. Council Discussion and Concerns:** None

11. **Adjournment:** Motion by Flaten, second by Barney, and was carried unanimously to adjourn at 8:26 pm.

12. **Next Meeting:** Monday, November 1, 2021 – 7:00p.m.

Attest:

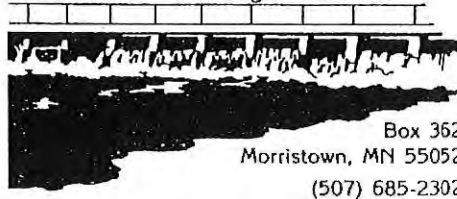
  
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Lisa Duban, City Clerk/Treasurer

  
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Tony Lindahl, Mayor

# City of Morristown

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## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting 7:00 p.m. Public Hearing 7:00 p.m. (2022 Street Project) Monday, November 1, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney

**Council Absent:** Tim Flaten, Jake Golombeski

**Others Present:** City Attorney Mark Rahrick, Adam Uittenbogaard, Travis Mullenmeister, Jack Schwichtenberg, John Ankrum, Marvin Velzke, Bruce Morris, Dave Schlie, Lynda Schlie, Kristen Barney, Sheriff Troy Dunn, Jesse Thomas, Chris Cavett with SEH, Doug Scott with SEH, Brian Brunner, Tom Judd, Ellen Scheffler, Troy Dahle, Leon Gregor, Tim Strobel, Carla & Mike Minervini, Dylan Kiker, Rick Vollbrecht, Lisa Karsten, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Lindahl called the regular meeting of the Morristown City Council to order on Monday, November 1, 2021 at 7:00 pm., in the Council Chambers, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Addition to the agenda: New Business Item M & Item N. Motioned by Barney, seconded by Murphy, and was carried unanimously to approve the agenda with the addition of New Business Item M & N.

Motioned by Barney, seconded by Murphy, and was carried unanimously to close the regular meeting and open the public hearing.

### **PUBLIC HEARING – 7:00 P.M. 2022 Street Project**

Motioned by Barney, seconded by Murphy, and was carried unanimously to close the public hearing and open the regular meeting.

4. **Comments and Suggestions from Citizens Present:** Rick Vollbrecht suggested that the city complete a street overlay around Thruen and Second. Dylan Kiker suggested that the city fill some potholes on west main street.
5. **Consent Agenda:**
  - A. **Police Report** – October 2021
  - B. **Fire Department Report** – October 2021
  - C. **Public Works Report** – October 2021
  - D. **City Council Meeting Minutes** – October 4, 2021 Regular Meeting & October 4, 2021 Work Session
  - E. **Financial Reports Month Ending** – Oct. 4, 2021 (Cash Control Stmt, Interim Financial Report YTD)  
Motioned by Barney, seconded by Murphy, and was carried unanimously to approve the consent agenda.
6. **Unfinished Business:**
  - A. **Fire Department Constitutional Amendment** an amendment to Section 4 of the Morristown Fire Department Constitution. Fire Chief Adam Uittenbogaard noted that the amendment was passed by membership and it is now being presented to Council. Motioned by Barney, seconded by Murphy to approve the Fire Department Constitutional Amendment as presented. Vote was 2 for, 0 opposed, 1 abstained; motion passed.
7. **New Business:**

- A. **Resolution 2021-25 Council Authorizes Preparation of Plans and Specifications; Authorizes Soil Borings** – Motioned by Barney, seconded by Murphy, and was carried unanimously to approve Resolution 2021-25. Per SEH and the City Attorney we may need 4 members of Council for this type of motion. Thus, this agenda item will be added to next month's agenda and voted on again.
- B. **SEH Proposal for Professional Services** – Item was tabled for December meeting.
- C. **Resolution 2021-26 Polling Places for 2022** - Motioned by Barney, seconded by Murphy, and was carried unanimously to approve Resolution 2021-26.
- D. **Zoning Administrator Posting** - Tony Lindahl will be the temporary zoning administrator and will not require any compensation for his work. The Zoning Board made a motion to Council for recommending posting the Zoning Administrator Position, open until filled. Motioned by Barney, seconded by Murphy, and was carried unanimously to post for a Zoning Administrator position until filled. Motioned by Barney, seconded by Murphy, and was carried unanimously to appoint Tony Lindahl as acting Zoning administrator until position is filled.
- E. **Public Works- Request Full Time for Ellen Scheffler & 6-month review** - Ellen Scheffler requested the review to be closed. Motioned by Barney, seconded by Murphy, and was carried unanimously to close the regular meeting for New Business Item E.

#### Closed Meeting

- Motioned by Barney, seconded by Murphy, and was carried unanimously to close the closed meeting for Item E and open the regular meeting. Motioned by Murphy, seconded by Barney, and was carried unanimously to approve a 3% wage increase for Ellen Scheffler. Motioned by Murphy, seconded by Barney, to hire Ellen Scheffler as a full-time public works employee at 40 hours per week with cross training availability at her current hourly wage which includes the 3% increase from the previous motion. Barney amends motion, as stated by Tony Lindahl, to hire Ellen Scheffler full-time with a Water B License with the option of cross training up to how many hours a week or what would be deemed necessary to keep her eligible for her B Wastewater license at her current wage which includes the 3% increase from the previous motion subject to any other increases depending on licenses she acquires between now and said such time. Barney, so moved. Murphy, second. Motioned by Barney, seconded by Murphy for the previously stated motion by Lindahl. Carried unanimously, motion passes. Motioned by Barney, seconded by Murphy, and was carried unanimously to relieve Tom Judd of his responsibilities as the Cities Class D Water License holder, pass those responsibilities to Ellen Scheffler and to change Tom Judd's contract to reflect a reduction in pay of \$200 per month.
- F. **Snowplow Backup Posting** - Motioned by Barney, seconded by Murphy, and was carried unanimously to approve a job posting for two seasonal snowplow positions at \$25/hr for the 2021-2022 season with the requirement of a health card at a minimum but a CDL license would be preferred, open until 12/1/21.
  - G. **Emergency Snowplow Backup** - Motioned by Barney, seconded by Murphy, and was carried unanimously to approve Timm's Trucking as the emergency snowplow backup.
  - H. **City Hall Hours** – Motioned by Barney, seconded by Murphy, and was carried unanimously to approve new City Hall office hours of Monday through Thursday from 8:00am-3:30pm.
  - I. **City Clerk Job Description** - Motioned by Barney, seconded by Murphy, and was carried unanimously for City Council to accept all duties of the City Administrator effective 11/12/21 until 12/6/21 at which time it will be discussed again.
  - J. **Delinquent Utility Bills/Water Shut Off** – council reviewed
  - K. **Authorized Users** - Motioned by Barney, seconded by Murphy, and was carried unanimously to remove Michael Mueller from all accounts related to the City after 11/12/21.
  - L. **R.F.M. Update** - The City Attorney gave an update. The case has been dismissed as Mr. Moesler did not show up to the hearing. The city attorney will be submitting a motion requesting reimbursement from Mr. Moesler for attorney fees.
  - M. **Resolution 2021-27 A Resolution for Recognition and Appreciation for Troy Dunn** - Motioned by Barney, seconded by Murphy, and was carried unanimously to approve Resolution 2021-27.
  - N. **Resolution 2021-28 A Resolution Accepting a \$350 donation to the Fire Department from Joseph & Staci Martin** - Motioned by Barney, seconded by Murphy, and was carried unanimously to approve Resolution 2021-28.
8. **Correspondence and Announcements:** John Ankrum noted that the Halloween event at City Hall went well and the Holiday Light Parade will be on 12/17/21 at 7pm. Rick Vollbrecht reported concerns about the ditch repair completed at Mr. Moesler's property.



**9. Claims and Accounts:**

**A. Current and Late Claims and Accounts.** Motioned by Barney, seconded by Murphy and was carried unanimously to approve claims and accounts.

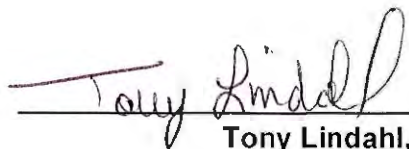
**10. Council Discussion and Concerns:** Linda Murphy noted that she completed a walk-through of City Hall with the Commercial Club and that the piano in the boiler room needs to be removed.

**11. Adjournment:** Motioned by Barney, seconded by Murphy, and was carried unanimously to adjourn at 9:11 pm.

**12. Next Meeting:** Monday, December 6, 2021 – 7:00p.m.

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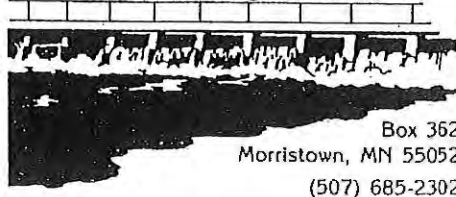
  
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\_\_\_\_\_  
Tony Lindahl, Mayor

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Morristown, MN 55052  
(507) 685-2302

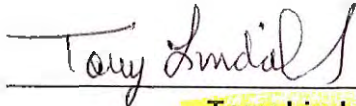
## MORRISTOWN CITY COUNCIL MEETING MINUTES Emergency Meeting - Saturday, December 4, 2021

**Council Present:** Tim Flaten, Linda Murphy, Ralph Barney

1. **Call to Order:** Flaten called the emergency meeting of the Morristown City Council to order on Saturday, December 4, 2021 at 9:10 a.m., in the Council Chambers, at 402 Division Street S.
2. **Additions/Corrections to Agenda:**  
None
3. **Comments and Suggestions from Citizens Present:**  
None
4. **Consent Agenda:**  
None
5. **Unfinished Business:**  
None
6. **New Business**
  - A. **Hiring Emergency/Seasonal employee:** Motion by Murphy, seconded by Barney, and was carried unanimously to hire a new emergency/seasonal employee at \$25/hour for up to 31 hours/week unless otherwise approved.
  - B. **Declining pay for Emergency Meeting on 12/4/21** - Motion by Murphy, seconded by Barney, and was carried unanimously to decline payment for the Emergency Meeting held on 12/4/21.
7. **Correspondence and Announcements:** None
8. **Claims and Accounts:**  
None
9. **Council Discussion and Concerns:**  
None
10. **Adjournment:** Motion by Murphy, seconded by Barney, and was carried unanimously to adjourn at 9:42 a.m.
11. **Next Meeting:** Monday, January 3, 2021 – 7:00p.m.

Attest:

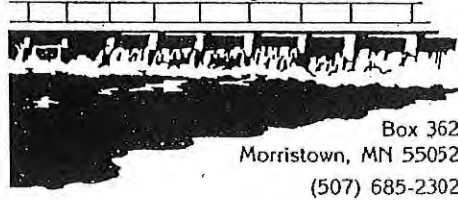
  
\_\_\_\_\_  
Lisa Duban, City Clerk

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

# City of Morrystown

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## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting 7:00 p.m. Public Hearing 7:15 p.m. (Truth in Taxation Hearing) Monday, December 6, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Jake Golombeski  
**Council Absent:** Tim Flaten

**Others Present:** City Attorney Mark Rahrick, Adam Uittenbogaard, Jack Schwichtenberg, Brent Kavitz with SEH, Brian Brunner, Tom Judd, Ellen Judd, Kyle Green, Sharon Krenik, Pastor Elden, Sergeant Nathan Budin, Steve Nordmeier, Mike O'Rourke, Lisa Karsten, Zach Timm, Randy Timm, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Lindahl called the regular meeting of the Morrystown City Council to order on Monday, December 6, 2021 at 7:01 pm., in the Council Chambers, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Addition to the agenda from Barney – Motioned by Golombeski, seconded by Murphy, and was carried unanimously to approve the Agenda with the addition of New Business item 7K Tom Scheffler Emergency Seasonal Part-time public works.
4. **Comments and Suggestions from Citizens Present:** Mike O'Rourke noted that the new Community Center sign has been installed. He also noted that the company who installed the City Hall boilers mentioned that they had serviced the boilers for the first five years after install but have not done so since. Thus, Council may want to consider having them serviced. Murphy noted that she will be looking into this in January.
5. **Consent Agenda:**
  - A. **Police Report** – November 2021
  - B. **Fire Department Report** – November 2021
  - C. **Public Works Report** – November 2021
  - D. **City Council Meeting Minutes** – November 1, 2021 Regular Meeting
  - E. **Zoning Board Meeting Minutes** – November 18, 2021
  - F. **Financial Reports Month Ending** – November 30, 2021 (Cash Control Stmt, Interim Financial Report YTD, Account Balances)  
Motioned by Barney, seconded by Golombeski, and was carried unanimously to approve the consent agenda. Sergeant Nathan Budin with Rice County Sheriff's office noted that he would be willing to do some educational training at our meetings if the City is interested.
6. **Unfinished Business:**
  - A. **Resolution 2021-25 Council Authorizes Preparation of Plans and Specifications** – Motioned by Barney, seconded by Golombeski, and was carried unanimously to approve Resolution 2021-25. Vote was 4 for, 0 opposed; motion passed.
  - B. **SEH Proposal for Professional Services** – Motioned by Murphy, seconded by Barney, and was carried unanimously to approve the Professional Services Agreement for SEH with a cost of \$125,600 to complete final design, project bidding & assessment services. Vote was 4 for, 0 opposed; motion passed.
  - C. **Community Center Utility Room Storage** – Bob Lewis with the Historical Society is working with a person from Northfield that may be interested in the piano. Murphy noted that Bob Lewis is thinking that it will be removed by the end of the year.

- D. **Zoning Administrator Posting** - no applications to date
- E. **Snowplow Backup Posting** - Received one application. Motioned by Golombeski, seconded by Murphy to hire Rick Vollbrecht as a seasonal part-time public works employee for snow plowing at \$25/hour and not to exceed 30 hours per week. Vote was 3 for, 1 opposed; motion passed. Council requested that the position be posted again through 12/31/21 in hopes of getting a second person.
- F. **City Administrator/City Clerk** – Motioned by Barney, seconded by Murphy, and was carried unanimously to hire a part-time Deputy Clerk up to 20 hours per week at a pay rate up to \$18/hour. Murphy noted that she and the City Clerk will work together to complete a Deputy Clerk job description for the next meeting. Motioned by Barney, seconded by Murphy, and was carried unanimously for City Council to be the acting City Administrator through 1/3/22 at which time it will be discussed again.

Motioned by Golombeski, seconded by Barney, and was carried unanimously to close the regular meeting and open the public hearing.

**PUBLIC HEARING – 7:15 P.M. Truth in Taxation Hearing**

Motioned by Murphy, seconded by Barney, and was carried unanimously to close the public hearing and open the regular meeting.

**7. New Business:**

- A. **Resolution 2021-29 A Resolution Adopting the Final 2021 Property Tax Levy, Collectible in 2022 and the Final Budget for 2022** – Barney suggested lowering the tax levy increase to 5% versus the 17% proposed. Golombeski and Murphy suggested 10%. Lindahl suggested 8%-9%. Motioned by Golombeski, seconded by Murphy, and was carried unanimously to approve Resolution 2021-29 with the levy amount adjusted to reflect an increase of 10% from the 2021 Levy. Council scheduled a special meeting for 12/13/21 at 7:00pm to approve the final budget.
- B. **Water D License holder and pay** - Motioned by Barney, seconded by Murphy, and was carried unanimously to approve compensation of \$200/month to Ellen Judd for having her Class B Water License and for taking on the responsibility as the Class D Water License holder for the city.
- C. **Tom Judd Contract** - Tom Judd noted that there are more responsibilities that have come along with the job than originally discussed and suggested compensation of \$1,400/month to be the wastewater license holder. Motioned by Barney, seconded by Murphy, and was carried unanimously to extend Tom Judd's contract for 6-months at \$1,400/month to be the city's Wastewater license holder and relieve him of his responsibilities as the water license holder.
- D. **Community Center and Fire Hall 5-year Sprinkler Internal Piping Inspection** – Olympic fire completed the annual sprinkler system inspection for the community center and fire hall and noted deficiencies that include the lack of our 5-year inspection of the internal piping and missing spare sprinklers. The cost of the inspections is \$1,770 for the Community Center and \$1,660 for the fire hall. Motioned by Barney, seconded by Murphy, and was carried unanimously for Olympic Fire to complete the inspections as presented for the community center and fire hall.
- E. **Resolution 2021-30: A resolution in Honor of National Pearl Harbor Remembrance Day.** Motioned by Barney, seconded by Murphy, and was carried unanimously to approve Resolution 2021-30.
- F. **Donation of Fire Hydrant** – Motioned by Murphy, seconded by Barney, and was carried unanimously to donate the fire hydrant that was removed from the corner of 2<sup>nd</sup> and Ann to the City of Morristown Historical Society.
- G. **COLA 1/1/22** - Motioned by Barney, seconded by Murphy, and was carried unanimously to approve a 3% COLA increase effective 1/1/22 for all full-time city employees.
- H. **Proposed Master Fee Schedule** – Motioned by Barney, seconded by Murphy, and was carried unanimously to approve the 2022 Master Fee Schedule as presented. Motioned by Barney, seconded by Golombeski, and was carried unanimously to schedule a public hearing on the water and sewer rates at 1/3/22 meeting.
- I. **Ordinance Language** – The Zoning Board would like to revisit the request for redefining language in some of the ordinances which was discussed at the 1/19/21 council meeting and the 1/21/21 zoning meeting to see if there are any updates or suggestions from Council. Barney noted that he and Flaten are still in the process of reviewing.
- J. **Delinquent Utility Bills/Water Shut Off** – council reviewed
- K. **Tom Scheffler Emergency Maintenance** – Barney noted that Travis Mullenmeister is in the hospital with Covid and temporary help is needed until he is back. Motioned by Barney, seconded by Murphy,

and was carried unanimously to hire Thomas Scheffler effective 12/6/21 for up to 31 hours per week at \$25/hour. Council discussed that they would like Timm's trucking to complete plowing of the roads in the event of snow of 3" or more until Travis is back. City employees will continue to take care of sidewalks and parking lots.

8. **Correspondence and Announcements:** Christmas drawing and the parade are on December 18, 2021.

9. **Claims and Accounts:**

A. **Current and Late Claims and Accounts.** Motioned by Golombeski, seconded by Barney and was carried unanimously to approve claims and accounts.

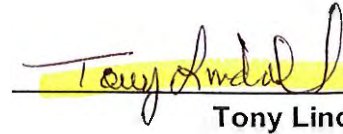
10. **Council Discussion and Concerns:** None

11. **Adjournment:** Motioned by Golombeski, seconded by Barney, and was carried unanimously to adjourn at 8:27 pm.

12. **Next Meeting:** Monday, January 3, 2022 – 7:00p.m.

Attest:

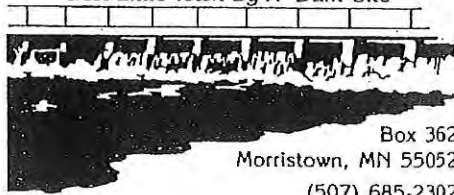
  
\_\_\_\_\_  
Lisa Duban, City Clerk/Treasurer

  
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Tony Lindahl, Mayor

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## MORRISTOWN CITY COUNCIL MEETING MINUTES Special Meeting 7:00 p.m. Monday, December 13, 2021

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Linda Murphy, Ralph Barney, Jake Golombeski  
**Others Present:** None

1. **Call to Order:** Lindahl called the special meeting of the Morristown City Council to order on Monday, December 13, 2021 at 7:00 p.m., in the Council Chambers, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** None
4. **Comments and Suggestions from Citizens Present:** None
5. **Consent Agenda:** N/A
6. **Unfinished Business:**
  - A. **Resolution 2021-29 A Resolution Adopting the Final 2021 Property Tax Levy, Collectible in 2022 and the Final Budget for 2022** - Motioned by Barney, seconded by Golombeski, and was carried unanimously to approve Resolution 2021-29.
7. **New Business**
  - A. **Resolution 2021-31 A Resolution To Accept The Redistribution Of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under The American Rescue Plan Act** - Motioned by Flaten, seconded by Barney, and was carried unanimously to approve Resolution 2021-31.
8. **Correspondence and Announcements:** None
9. **Claims and Accounts:**
  - a. **Current and Late Claims and Accounts:** Motioned by Barney, seconded by Flaten, and was carried unanimously to approve claims and accounts including Annual City Council and Zoning Board pay.
10. **Council Discussion and Concerns:** Discussion on additional fees and where costs can be cut.
11. **Adjournment:** Motion by Flaten, seconded by Golombeski, and was carried unanimously to adjourn at 7:56 p.m.
12. **Next Meeting:** Monday, January 3, 2022 – 7:00p.m.

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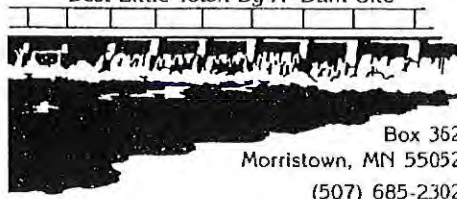
\_\_\_\_\_  
Lisa Duban, City Clerk

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Tony Lindahl, Mayor

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## MORRISTOWN CITY COUNCIL WORK SESSION Monday, October 4, 2021

**Council Present:** Mayor Tony Lindahl, Linda Murphy, Ralph Barney, Jake Golombeski, Tim Flaten

**Others Present:** City Clerk/Treasurer Lisa Duban, City Administrator Michael Mueller

Work session began at 8:29 p.m.

1. **Call to Order:** NA
2. **Pledge of Allegiance:** NA
3. **Additions/Corrections to Agenda:** NA
4. **Comments and Suggestions from Citizens Present:** NA
5. **Consent Agenda:**  
NA
6. **Unfinished Business:**  
A. NA
7. **New Business**
  - A. Fire Department Board of Directors - Fire Chief Adam Uittenbogaard expressed his concerns with the Fire Department Constitutional Amendment that was presented to council at the 8/2/21 meeting and as amended and presented by Bruce Morris at this work session. Members of the Fire Department and Fire Department Board of Directors expressed their individual opinions.

Work session ended at 9:41 p.m.

Attest:

  
\_\_\_\_\_  
Lisa Duban, City Clerk/Treasurer