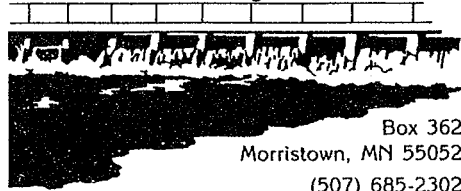


# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

January 7, 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Ed Schmidtke, and Lisa Karsten

Members Absent: Stephanie Culhane

Others Present: Virginia Schmidtke, Deputy City Clerk/Treasurer, Jamie Kuether, City Clerk/Treasurer, Jack Schwichtenberg, Rich Revering, Steve Nordmeier, Dave Osborne, Brandon Noble, Tim Minske, Mike O'Rourke, Troy Dahle, Rebecca Rodenborg, and Pat Kaderlik.

New term council members and mayor, Kurt Wolf, Rick Vollbrecht, Ed Schmidtke, and Lisa Karsten took oath of office.

A regular meeting of the Morristown City Council was called to order on Monday, January 7, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to remove "A" Police report and "B"- Fire Department Report from the Consent Agenda and to approve the Consent Agenda as listed.

Troy Dahle stated the Feasibility Report came in on whether to add on to existing fire hall or build new. Troy also stated they have a time sensitive offer on land. The council will look into the purchase of land. Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve the Fire Department report.

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"

Morristown City Council Minutes

January 7, 2013

Page 2

Chief Osborne stated the new vehicle will arrive later this week. He also introduced and swore in our new part-time police office Brandon Noble. Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried unanimously to approve the Police report. Motion by Lisa Karsten, seconded by Rick Vollbrecht and carried unanimously to accept the resignation of Christopher Langr dated December 20, 2012.

No residents showed up for the Utility Billing hearing

Unfinished Business:

Dental Insurance for the city employees was tabled

New Business:

Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried unanimously to waive the Government Room fee for KCQ, Inc.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to pay the Summer Recreation Program 2012 bill after Lisa Karsten contacts Jeff Boran.

2013 City Appointments was tabled.

Motion by Kurt Wolf, seconded by Ed Schmidtke and carried unanimously to authorize Kurt Wolf, Lisa Karsten, and Jamie Kuether to be signers on the Lake Country Community Bank accounts.

No council member was interested in attending the Newly Elected Leadership Conference.

Master Fee Schedule was tabled

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to approve the December 31, 2012 middle of the month claims totaling \$4,234.53 from the General Fund and \$336.83 from the Fire Department Fund, the January 7, 2013 end of the month claims totaling \$7,250.10 from the General Fund, \$3,843.12 from the Fire Department Fund, \$544.96 from the Water Operations Fund, \$1,541.77 from the Wastewater Operations Fund, January 7, 2013 end of the month late claims totaling \$1,486.40 from the General Fund, \$1,203.50 from the Fire Department Fund, \$285.80 from the Water Operations Fund, \$1,793.11 from the Wastewater Operations Fund, and \$3,574.56 from the Refuse Fund, also \$16,808.00 from the Fire Department Fund.

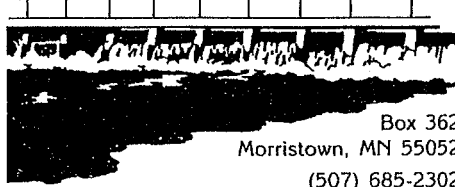
Motion by Lisa Karsten, seconded by Ed Schmidtke and carried to adjourn. The meeting adjourned at 7:50 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

February 4, 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Ed Schmidtke, Stephanie Culhane, and Lisa Karsten

Members Absent: none

Others Present: Jamie Kuether, City Clerk/Treasurer, Jack Schwichtenberg, Rich Revering, Steve Nordmeier, Dave Osborne, Tim Minske, Mike O'Rourke, Troy Dahle, Rebecca Rodenborg, Mark Morris, Gordon Butler, Margaret Butler, Mark Rahrick, City Attorney, Adam Uittenbogaard, and Pat Kaderlik.

A regular meeting of the Morristown City Council was called to order on Monday, February 4, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to remove "D" Girls Scouts – Little free library from New Business and to approve the Agenda as listed.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to remove "F" Zoning Board report from the Consent Agenda and to approve the Consent Agenda as listed.

Mark Morris explained the Zoning Board would like to raise the Siding, Roof, Window permit from \$25.00 to \$50.00. Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to approve the Zoning Board report.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to rescind the approval of the consent agenda.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to remove "B" Fire Department report, "C" Maintenance report, and "F" Zoning Board Report from the Consent Agenda and to approve the Consent Agenda as listed.

Motion by Rick Vollbrecht, seconded by Lisa Karsten and carried unanimously to approve the 2013 Selection of Fire Department Officers and approve the Fire Department report as listed.

There was some discussion as to whether the maintenance position should be salaried or hourly pay rate. Mayor Wolf stated that this issue was discovered while looking into the maintenance position and the pay grade. The city attorney deemed the position should be at an hourly rate and not salary. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to pay out the maintenance employee \$1,690.84 for all hours worked over 40 from June 2012 to February 3, 2013. Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to change the maintenance position to an hourly wage of \$19.55 an hour for a total of 40 hours a week and up to 4 hours of overtime per week at \$29.31 an hour and will need prior approval from the mayor and/or the committee appointed council member for any hours worked over the approved 4 hours of overtime unless an emergency situation arises.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to approve the maintenance report as written.

No comments or suggestions from Citizens Present

Unfinished Business:

Dental/Health benefits was tabled – still waiting on numbers from our insurance agent

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to approve the 2013 Committee Appointments as listed.

The only change in the master fee schedule is the shingle, roof, window permit being raised from \$25.00 to \$50.00 to help cover the costs of maintaining the permits. The Commercial Club questioned the Liquor License fee. All the proceeds from the Commercial Club goes to back into non-profit events for the city. It was decided the city council can discuss the Liquor License fee for the Commercial Club at a later time.

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to approve the "Resolution 2013-1 Master Fee Schedule for the City of Morristown".

Resolution 2013-1 Roll call vote: Karsten: yes, Culhane: yes, Wolf: yes, Schmidtke: yes, Vollbrecht: yes

Lisa Karsten updated the City Council on the Community Ed. Recreation Program. She stated this was not a bill, it was a request. The WEM Community Education is asking us to contribute to the summer recreation program for the youth. The amount we are asked to pay is 30% of what is not covered by the fees the participants pay. Jeff Boran, WEM Community Ed Director would like to see the city budget for this in the future so he can plan fees and expenses accordingly. It was approved to be paid in January 2013 meeting and was put on the claims and accounts to be approved this month.

New Business:

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the CVP to use the community hall for their and play practice at no charge.

Motion by Stephanie Culhane, seconded by Lisa Karsten and carried unanimously to approve the 2013 Dam Days Celebration to be May 31<sup>st</sup> – June 2<sup>nd</sup>, 2013.

There was some discussion as to whether some issues should be added to the personnel policy to address some questions and concerns from the City Council and employees of the city. It was agreed the personnel policy does need to be updated as soon as possible. Motion by Stephanie Culhane, seconded by Ed Schmidtke to add the following items to the current personnel policy as of February 4, 2013:

- All employees are required to punch in to keep accurate records of time worked
- All employees are required to take a 30 minute unpaid lunch break during their 8 hour shift (excluding Police and Fire)
- All overtime should be approved before work being done unless it is an emergency situation
- All city owned vehicles shall be used for city business only and not for personal use

Roll call vote: Karsten: no, Culhane: yes, Wolf: yes, Schmidtke: yes, Vollbrecht: yes

Kurt Wolf would like to appoint Ed Schmidtke and Lisa Karsten to work with City employees to come up with up-to-date personnel policy recommendations.

There was more discussion as to whether to purchase the land for a potential New Fire Hall. This issue was tabled.

Jamie Kuether, the City Clerk, stated her 6 month probation was ending on February 6<sup>th</sup>, 2013. Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to have Jamie Kuether continue as the City Clerk.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve Jamie Kuether's vacation for March 7, 8, and 11<sup>th</sup>, 2013.

The City Council denied a payment of an invoice in October 2012 for an apparent order from Commercial Maintenance Chemical Corp for some Floating Lift-Station degreaser. Tim stated he did not order this material. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to have the City Clerk Jamie Kuether work with Mark Rahrick the City Attorney and Tim Minske to draft a letter to the company denying placing the order.

Motion by Stephanie Culhane, seconded by Rick Vollbrecht and carried unanimously to approve the City Clerk Jamie Kuether to attend the 2013 Annual MCFOA Conference on March 19-22, 2013 which includes mileage, hotel, and conference fees.

Rick Vollbrecht stated that we have not inventoried all city tools and equipment in a while if not at all for insurance purposes. He said it would be nice to have a list in case anything was ever broken into or any other disaster that may happen. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to have Jamie Kuether, City Clerk to inventory at the City Hall, and have Tim Minske, Maintenance, inventory all tools and equipment in the maintenance shop.

The City had problems with the work of Infratech in regards to jetting and televising our sewer lines. Tim Minske stated he had to do more research on how much they televised before bringing the issue to the City Council. The issue was tabled.

There was some discussion as to what to do with the old police squad car. Chief Osborne stated we cannot use it for a backup squad car. Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to no use the old police car as a backup vehicle for the police department. Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to strip down the old police car and not use it as a backup for the Police Department. Lisa Karsten stated she would like to see Tim Minske strip down the police car.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to give the old police light bar to the Fire Department.

February 4, 2013  
Page 5

Motion by Rick Vollbrecht, seconded by Lisa Karsten and carried unanimously to authorize Tim to spend up to \$2,500.00 on the chlorine controls at tower.

Motion by Kurt Wolf, seconded by Lisa Karsten to approve Tim Minske to go to the 29<sup>th</sup> Annual MRWA Water and Wastewater Technical Conference March 5-7, 2013 for conference fees, hotel, and mileage.

Roll call vote: Karsten: yes, Wolf: yes, Schmidtke: yes, Vollbrecht: no

Tim stated he hasn't had time to use his 80 hours of vacation and he will lose it on March 1<sup>st</sup>, 2013. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to give Tim Minske until the end of May 2013 to use his 80 hours of vacation.

Tim Minske gave out quotes for a new skid loader to the City Council to look over.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve the January 17, 2013 middle of the month claims totaling \$18,870.87 from the General Fund, \$801.74 from the Fire Department Fund, \$6,545.00 from the Water Fund, and \$50.00 from the Wastewater Fund.

Motion by Rick Vollbrecht, seconded by Lisa Karsten and carried unanimously to approve the February 4, 2013 monthly claims totaling \$6,125.31 from the General Fund, \$1,710.34 from the Fire Department Fund, \$446.29 from the Water Fund, and \$40,026.34 from the Wastewater Fund.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve the February 6, 2013 late claims totaling \$16,945.10 from the General Fund, \$71.62 from the Fire Department Fund, \$280.00 from the Water Fund, \$9,857.25 from the Wastewater Fund, and \$3,574.56 from the Refuse Fund.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried to adjourn. The meeting adjourned at 9:15 p.m.

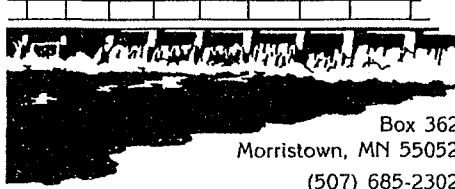
  
Jamie Kuether  
City Clerk/Treasurer



# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

March 4, 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Ed Schmidtke, Stephanie Culhane, and Lisa Karsten

Members Absent: none

Others Present: Jamie Kuether, City Clerk/Treasurer, Jack Schwichtenberg, Rich Revering, Steve Nordmeier, Dave Osborne, Tim Minske, Mike O'Rourke, Troy Dahle, Rebecca Rodenberg, Mark Morris, Gordon Butler, Margaret Butler, Adam Uittenbogaard, Mike Angelo, Tom Olinger – Abdo, Eick & Meyers, Leon Gregor, Allan Roth – A.T. Group, and Pat Kaderlik.

A regular meeting of the Morristown City Council was called to order on Monday, March 4, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Motion by Rick Vollbrecht, seconded by Lisa Karsten and carried unanimously to add items: M. Liability Insurance and item: N. Snow removal to New Business and to approve the Agenda as listed.

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to remove "C" Maintenance report from the Consent Agenda and to approve the Consent Agenda as listed.

Rick Vollbrecht stated he would like Tim Minske to re-write item 1 on the maintenance report. Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried unanimously to move item 1 from the maintenance report to next month's meeting. Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve items 2 – 9 on the maintenance report.

No comments or suggestions from Citizens Present

No residents present for the Utility Billing Hearing

Unfinished Business:

Dental/Medical Insurance for city employees. Al Roth from A.T. Group came down to discuss some changes the City could do to improve the benefits they can give to their full time employees. The premium alone would save the city money enough to put in an H.S.A. account. Mr. Roth also stated we could add other employee benefits other than just health insurance. Since MEDICA is a cheaper premium, the City would not be spending more money than was budgeted. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to purchase the new health insurance (MEDICA), life, disability, and dental insurance with a monthly contribution of \$125.00 per full time employee into an H.S.A savings account as of April 1<sup>st</sup>, 2013.

Rick Vollbrecht asked if we could skip to New Business Item A. Audit report. Abdo, Eick, and Meyers came and walked through the audit and what their findings were and the summary of the audit. The auditors mentioned the city should work on a 5 year capital outlay plan. Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve the 2012 Audit.

Lisa Karsten and Ed Schmidtke worked on the updated Personnel Policy and would like the council and employees to look at the changes that were made. It was suggested the council call a work session to discuss the policy. Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to call a work session on Monday, March 18, 2013 at 7pm to discuss the Personnel Policy and the 5 year capital outlay plan.

Mike Angelo stated he would like to talk to the council about a sign he wants to put up and also to let the council know there is a big convention coming into town at the end of March. Kurt Wolf stated these items are not on the agenda and if he would like to discuss these items to have it added to next month's agenda.

There was more discussion in regards to purchasing land on the north side of town for a potential new fire hall. Troy Dahle will discuss with the Fire Department how much they will pay for and how much they are asking from the city to pay. Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to order an appraisal on the property.

Skid Loader Prices. Tim Minske stated he is looking for more prices on skid loaders. It was mentioned a purchase of a skid loader should be included in our 5 year capital outlay plan that will be discussed at our work session on March 18<sup>th</sup>, 2013.

Old Squad Car. The insurance agent stated it would cost \$300.00 a year to insure it for a city vehicle. Motion by Ed Schmidtke, seconded by Rick Vollbrecht to sell the old squad car and put it out for sealed bids with a deadline of 12pm (noon) March 29, 2013. Call to vote: Wolf: yes, Culhane: yes, Schmidtke: yes, Vollbrecht: yes, Karsten: no

Infratech invoice and issues. Tim Minske stated he watched the tapes of what they jetting and televised and Tim states the billing is accurate. The invoice is included in the claims and accounts to be approved.

#### New Business:

Chief Osborne gave a list of old items the police department has that is outdated and wanted to know what the council would like to do with them. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to have Chief Osborne box it up and see what VP online auctions would pay for the items.

Chief Osborne stated the individual that was originally hired a few months ago would like to come back to the part time police officer position. Chief Osborne stated it would not cost the city money to retrain this individual and he would recommend to re-hire him for the position. Motion by Rick Vollbrecht, seconded by Lisa Karsten and carried unanimously to re-hire the individual for the part time police officer open position.

Lisa Karsten stated there may be a need for another part time or full time maintenance position. There is work that is done within maintenance that requires 2 people to do the job. The part time individuals that we have now do not have set hours where we can get these jobs done when Tim Minske needs another person. Motion by Lisa Karsten, seconded by Ed Schmidtke to move this issue to the work session on March 18<sup>th</sup>, 2013. Call to Vote: Culhane: yes, Wolf: yes, Karsten: yes, Schmidtke: yes, Vollbrecht: no

Lisa Karsten stated she would like the city to start a housing committee. The City was involved in the housing study with Rice County and there were recommendations made and she didn't want to see the study sit on the shelf. Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to set up a housing committee to look at the recommendations the Rice County housing study has to offer. Karsten would like to see someone from the zoning committee and she also stated she would volunteer to chair the committee.

Jamie Kuether, the City Clerk, stated the Dog Clinic will be held Saturday April 27<sup>th</sup>, 2013 from 1-3 pm at the Fire Hall. Kuether will send out a mailing to all residents within the city in regards to this clinic.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve open burning with a permit from the city from April 15 – May 15, 2013 (6pm – noon).

There was some discussion in regards to having the City Attorney attend the council meetings. Mark Rahrck, City Attorney stated he would only charge one hour for the entire council meeting. Motion by Kurt Wolf, seconded by Lisa Karsten to have Mark Rahrck the City Attorney attend City Council meetings and if we do not need him to have the mayor and/or the city clerk can contact him if not needed.

Call to Vote: Culhane: yes, Wolf: yes, Karsten: yes, Schmidtke: yes, Vollbrecht: no

Lake Country Community Bank stated they need to have a backup plan if a disaster happens and they cannot use their building for banking purposes. Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to offer the community center as a backup area for the bank.

Edward Jones stated they have a service where if the city needs funds from our investments, they can have the funds direct deposited into the city bank accounts. Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve the ACH on demand for Edward Jones.

Minnesota Department of Transportation sent a letter stating the "Vehicle Noise Laws Enforced" signs on Hwy 60 needs replacing. Rich Revering will look into if the City is required by state law to replace these signs.

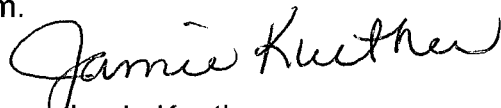
Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to waive the government room fee for the 55 alive class on April 4<sup>th</sup>, 2013.

Ed Schmidtke stated Jim Warnemunde from Faribo Insurance came over and met with him and Jamie the City Clerk on some questions the council had on what liability is out there for city employees working on city equipment on or off the clock. The council was updated on what Jim's answers to the questions were. Karsten stated the city council has been aware for years about the liability of employees working on city vehicles on their own time at their property and its never changed.

Discussion on snow removal was tabled.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the February 13, 2013 middle of the month claims totaling \$3,472.83 from the General Fund, \$300.59 from the Fire Department Fund, \$295.00 from the Water Fund, \$4,562.61 from the Wastewater Fund, and \$142.68 from the Refuse Fund; the March 4, 2013 monthly claims totaling \$893.59 from the General Fund, \$116.48 from the Fire Department Fund, \$378.22 from the Water Fund, \$4,426.77 from the Wastewater Fund, and \$3,574.54 from the Refuse Fund; the March 4, 2013 late claims totaling \$6,884.61 from the General Fund, \$552.59 from the Fire Department Fund, \$929.57 from the Water Fund, and \$8,824.32 from the Wastewater Fund.

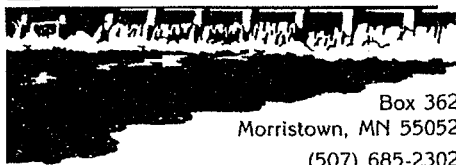
Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried to adjourn. The meeting adjourned at 9:25 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Work Session

March 18, 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Ed Schmidtke, Stephanie Culhane, and Lisa Karsten

Members Absent: none

Others Present: Jamie Kuether, City Clerk/Treasurer, Steve Nordmeier, Dave Osborne, Tim Minske, Mike O'Rourke, Troy Dahle, and Mark Morris

The work session of the Morristown City Council was called to order on Monday, March 18, 2013 at 7:05 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

Discussion was held on the updated version of the personnel policy for city employees.

Discussion was held on coming up with a 5 year Capital Outlay plan for the city.

Discussion was held on the Purchase of Land for a potential new Fire Hall.

Discussion was held on whether there should be a full-time or part-time position in the Maintenance department.

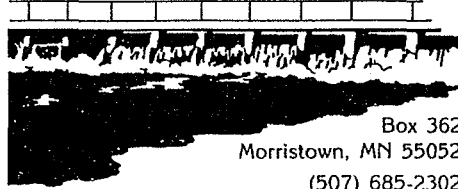


Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

April 1, 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Ed Schmidtke, and Lisa Karsten

Members Absent: Stephanie Culhane

Others Present: Jamie Kuether, City Clerk/Treasurer, Virginia Schmidtke, Deputy Clerk, Dan Morris, Roland Moesler, Jack Schwichtenberg, Steve Nordmeier, Dave Osborne, Tim Minske, Mike O'Rourke, Troy Dahle, Rebecca Rodenborg, Mark Morris, Gordon Butler, Margaret Butler, Adam Uittenbogaard, Mark Clevergen, Chuck Larsen, Richard Sammon, and Pat Kaderlik.

A regular meeting of the Morristown City Council was called to order on Monday, April 1, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to add items: O. V & M Engineering paint booth to New Business and to approve the Agenda as listed.

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to remove "C" Maintenance report from the Consent Agenda and to approve the Consent Agenda as listed.

Comments or suggestions from Citizens Present:

Dan Morris stated the Commercial Club purchased a sign for the Community Center and would like to have it installed by Dam Days this year. Morris stated the Commercial Club would like the City to pay to have the electrical wiring ran to the sign. This will be put on next meeting.

Richard Sammon stated the drainage creek seems to plug up in some spots and there are a couple of trees on the bank about to fall in. Tim Minske will take care of it.

Chuck Larsen stated the EDA recommends the City purchase the land from Genesis.

Unfinished Business:

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to have a special meeting/work session on April 22, 2013 at 7pm.

Personnel Policy updates will be moved to the special meeting/work session on April 22, 2013.

The City Council is still waiting on the appraisal on the land purchase from Genesis. The appraisal company will be viewing the property on April 16, 2013.

Maintenance Position. Jamie Kuether stated the part time maintenance employee Roland is back from Arizona and can start after April 15<sup>th</sup>. Roland is on call if Tim needs help. Tim had been keeping track of how much time is spent on what when he is punched in. Rick Vollbrecht stated he would like to see the personnel policy updated and have a job description done before hiring another maintenance person. The City Council tabled this issue until we complete the personnel policy.

"Vehicle Noise Laws Enforced" signs on Hwy 60 was tabled until May's meeting.

Sale of the 2005 Vic Interceptor will be tabled until 8pm.

5 year Capital Outlay plan. The City Council stated they need to come up with a list of what needs to be updated or done in each department. Rick Vollbrecht stated some of the water mains need to be updated. Tim Minske will work with City Engineer to come up with a priority list. The issue was tabled until May 2013 meeting.



New Business:

The Zoning Board recommends Steve Felix to fill the vacant position on the board. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to appoint Steve Felix to the Zoning Board.

The Commercial Club stated since they are a non-profit organization, they would like the City Council to lower the on-sale liquor license fee. Jamie Kuether stated the Commercial Club has an on-sale and a Sunday license. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to charge the Commercial Club \$25.00 for on-sale liquor license and \$200.00 for Sunday Liquor License.

Motion by Rick Vollbrecht, seconded by Lisa Karsten and carried unanimously to store the electric lift the Commercial Club purchased at the Community Center.

Motion by Kurt Wolf, seconded by Ed Schmidtke and carried unanimously to have Lisa Karsten attend the Mayor's Conference on April 26<sup>th</sup> and 27<sup>th</sup> with mileage reimbursement and hotel.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to have Jamie Kuether attend the Clerk's Orientation Conference in St. Paul June 19-21 with mileage included.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve Timm's Trucking Crusher in the gravel pit within city limits.

The City received bids from Dahle Enterprises for Street Maintenance and Timm's Trucking for Snow removal for the 2013-2013 season. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the bids.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to have Jamie Kuether purchase candy up to \$250.00 for the Dam Days and 4<sup>th</sup> of July parades.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to let the Dam Days committee use the hall free of charge for the euchre tournament for Dam Days 2013.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to purchase the Alamo PIX refurbished time clock for \$169.00 plus shipping to be place at the plant or maintenance shop.

There was discussion in regards to setting 2 meetings a month for council meetings. It was stated the City Council will call a second meeting if we need one. It was noted the department reports should be in to the City Clerk by Thursday before the meeting to allow the council time to review the information.

Tim Minske stated the water tower needs some work. Tim has a quote from Engineering America and he will get more quotes.

The City Council opened the sealed bids for the 2005 Vic Interceptor.

Bid #1 - \$ 950.00  
Bid #2 - \$2,001.00  
Bid #3 - \$ 599.00

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to accept Bid #2 for \$2,001.00 for the 2005 Vic Interceptor.

Tim Minske stated the city well needs new piping. Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried unanimously to approve the bid from Bemis Well Drilling for the estimated cost of \$3,869.00 and have the part-time maintenance employee drive the pump to St. Cloud for testing.

Tim Minske stated a heater went out at the plant in the chemical room. This issue was tabled.

V & M Engineering would like to purchase a building in town and have a dry powder paint system installed in the building for their business. They explained their process and stated they use bio gradable products. The City Council was worried about the phosphorus levels. V & M Engineering will check on those levels and let the City Clerk know the results. Motion by Ed Schmidtke, seconded by Kurt Wolf and carried unanimously to approve V & M Engineering to proceed with the business.

Morristown City Council Minutes  
April 1, 2013  
Page 5

Discussion on snow removal was tabled.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the March 12, 2013 middle of the month claims totaling \$17,185.94 from the General Fund, \$726.72 from the Fire Department Fund, \$1,052.00 from the Wastewater Fund, and \$1,000.00 from the Fire Relief Fund; the April 1, 2013 monthly claims totaling \$6,173.72 from the General Fund, \$720.83 from the Fire Department Fund, \$608.71 from the Water Fund, and \$2,864.44 from the Wastewater Fund; the April 1, 2013 late claims totaling \$3,088.69 from the General Fund, \$782.47 from the Fire Department Fund, \$280.00 from the Water Fund, and \$2,393.69 from the Wastewater Fund.

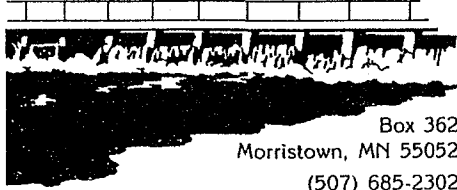
Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried to adjourn. The meeting adjourned at 8:25 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Work Session/Special Meeting

April 22, 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Ed Schmidtke, Stephanie Culhane, and Lisa Karsten

Members Absent: none

Others Present: Jamie Kuether, City Clerk/Treasurer, Dan Morris, Steve Nordmeier, Tim Minske, Mike O'Rourke, Mark Morris, Adam Uittenbogaard, and Mark Rahrick, City Attorney.

A Work Session/Special meeting of the Morristown City Council was called to order on Monday, April 22, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Jamie Kuether, City Clerk, did some research and stated Community Bank Owatonna charged \$1.00 a month fee with debit card on H.S.A. accounts versus Lake Country Community Bank at \$3.00 a month charge with no debit card. Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to open H.S.A. accounts with Community Bank of Owatonna and increase the monthly contribution from \$125.00 to \$126.00 to cover the \$12.00 annual fee. It was noted if we find a similar package in Morristown, we will look at switching in the future.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to accept the bid from Bob's Electric for \$2,037.00 to run the electrical and hook up to the new Community Center Sign.

Discussion was held on the updated version of the personnel policy for city employees.

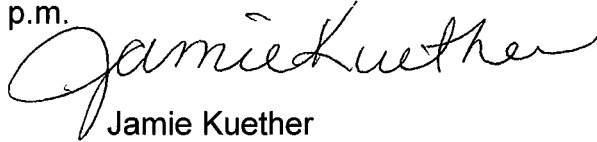
Morristown City Council Minutes  
April 22, 2013  
Page 2

The City Council closed the meeting to discuss the possible offer on land from Genesis.

The City Council re-opened the meeting.

The City Council stated the Mayor will be in contact with Genesis on the Councils decision and once that has been done the appraisal and offer will be made public.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried to adjourn. The meeting adjourned at 8:50 p.m.

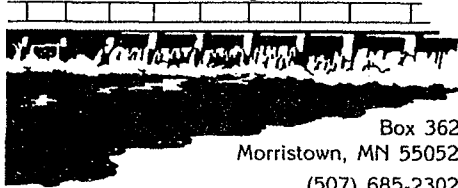
A handwritten signature in black ink that reads "Jamie Kuether". The signature is written in a cursive style with a large, looping initial "J".

Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

May 6, 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Ed Schmidtke, Stephanie Culhane, and Lisa Karsten

Members Absent: none

Others Present: Jamie Kuether, City Clerk/Treasurer, Jack Schwichtenberg, Steve Nordmeier, Dave Osborne, Tim Minske, Mike O'Rourke, Troy Dahle, Rebecca Rodenborg, George Fritz, Rich Revering-Bolten & Menk, Margaret Butler, Adam Uittenbogaard, Mark Rahrick-City Attorney, and Pat Kaderlik.

A regular meeting of the Morristown City Council was called to order on Monday, May 6, 2013 at 7:02 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to add items: O. MN Women in City Government and P. LMC Annual Conference to New Business and to approve the Agenda as listed.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve the Consent Agenda as listed.

Comments or suggestions from Citizens Present:

Jack Schwichtenberg stated there is a resident on Division St that has the drainage tube on the sidewalk and residents are walking around it into the street. Chief Osborne will talk to the resident.

Tim Minske asked if that camper will be allowed to park on the sidewalk across from MorrisMart. Chief Osborne stated there is a sidewalk there and he has talked to them before. It was stated the sidewalk is broke up there. This issue can be brought up when we talk about the sidewalk committee.

Utility Billing Hearing: No residents present

Unfinished Business:

Personnel Policy will be tabled until next meeting.

Genesis turned down the offer of \$140,000.00 for the purchase of land. The council would like to know where Genesis comes up with the \$175,000.00 counteroffer. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to have Jamie Kuether, City Clerk, contact Rice County Assessor's Office in regards to the assessed value they have listed on the parcels. Also see if Genesis would pay for another official appraisal so we have something to compare our appraisal to.

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to have Kurt Wolf and/or Jamie Kuether to contact the realtor/Genesis after talking to Assessor's Office.

Motion by Rick Vollbrecht, seconded by Stephanie Culhane and carried unanimously to not replace the "Vehicle Noise Laws Enforced" signs on Highway 60 at this time.

Tim Minske and Ed Schmidtke are working with Rich Revering from Bolten and Menk in coming up with a priority list on what streets needs maintenance on water mains and other improvements. The City will look into if we will assess these improvements to the residents or pay out of city funds that are there.

Kurt Wolf and Chief Osborne mentioned the computers in the office are getting too old to use. This issue will be added to next month's agenda.

Motion by Lisa Karsten, seconded by Stephanie Culhane to have Ed Schmidtke make the decision on the repair of the park bathrooms.

Call to Vote: Karsten: yes, Wolf: yes, Culhane: yes, Schmidtke: yes, Vollbrecht: no

Morristown City Council Minutes  
May 6, 2013  
Page 3

Tim Minske spent a lot of time contacting companies that could clean and repair our water tower. Most companies he contacted would not touch the tower but he needed to contact one more person to see what he says. This issue will be tabled until July's meeting.

**New Business:**

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to waive the fee to American Legion for watering the Memorial Park.

Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried unanimously to move the Commercial Club Bar License to the Beer Gardens for Dam Days.

Motion by Rick Vollbrecht, seconded by Kurt Wolf and carried unanimously to authorize up to \$3,400.00 of maintenance on fire trucks.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve the purchase of pagers the fire department needs.

Motion by Rick Vollbrecht, seconded by Lisa Karsten and carried unanimously to purchase paint to maintain the curbs and handicap spots in town. Tim Minske stated this is enough paint to maintain them twice this year.

Tim Minske stated he has been working on bids for a back-up generator for the well. This issue will be discussed in the Capital Outlay plan.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to hire Dahle Enterprises to stabilize a drainage ditch.

Jamie Kuether stated a resident renting an apartment was charged for garbage service and shouldn't have been. Motion by Rick Vollbrecht, seconded by Kurt Wolf and carried unanimously to refund \$151.90 from the refuse fund to the resident renting an apartment from Lake Country Community Bank.

It was stated that Chief Osborne has not received a raise or cost of living increase since January 2009. Motion by Kurt Wolf, seconded by Ed Schmidtke and carried unanimously to have an evaluation done/raise evaluation and discussed in a closed meeting in June 2013.



The council will discuss a date in which all employee evaluations will be done at once. It will be tabled to Junes meeting.

Kurt Wolf stated he would like to see a sidewalk committee to help assess our sidewalks. Jamie Kuether will ask other cities as to what they do in their cities and also see what is on file for sidewalks. This issue was tabled until June.

Kurt Wolf discussed an idea of having a newsletter sent out to residents in regards to what's happening around town and within the City Council. This issue is tabled until Junes meeting.

Tim Minske has done a lot of work getting bids and prices on some new maintenance and lawn equipment. Ed Schmidtke stated the city needs to purchase a chain saw right away because Tim uses his personal chain saw. Motion by Rick Vollbrecht, seconded by Lisa Karsten and carried unanimously to authorize Tim to purchase an 18" chain saw from Farm and Home.

Motion by Rick Vollbrecht, seconded by Stephanie Culhane and carried unanimously to authorize Lisa Karsten to purchase a security system for the schoolhouse museum.

Motion by Ed Schmidtke, seconded by Kurt Wolf and carried unanimously to order updated street signs from Gopher Sign Company for \$4,031.80.

Tim Minske mentioned the walkway approach to the dam needs repairs. Tim was working with DNR to try to figure out who is responsible to fix this and they came up with it's the cities responsibility. Tim didn't check into any prices yet. Rick Vollbrecht volunteered to go take a look at the walkway.

Chief Osborne stated the sideway on the north side of the community center seems to be pulling away from the building. That is something that will be discussed with the sidewalk committee.


Lisa Karsten came across an organization, MN Women in City Government, while at the Mayors Conference and thought it would be a great organization for Lisa and Stephanie to join. It is \$25.00 per person. Motion by Ed Schmidtke, seconded by Kurt Wolf and carried unanimously to pay \$25.00 a piece to join the organization.

Tim Minske stated he would like to see the city purchase a skid loader. Tim came up with how the city would pay for it by using capital outlay funds along with potential selling of the tractor, street funds, and snow plow funds. Tim stated it could potentially reduce our snow removal bill. Tim will check with Matechek's to see what kind of trade-in value they would give us for the tractor.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to attend the LMC Annual conference in June for Kurt Wolf, Lisa Karsten, and Stephanie Culhane (if they can make it) if we can still get the \$99.00 per person registration.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the April 18, 2013 middle of the month claims totaling \$23,995.05 from the General Fund, \$616.23 from the Fire Department Fund, \$355.27 from the Water Fund, \$1,250.47 from the Wastewater Fund, and \$3,574.56 from the Refuse Fund; the May 6, 2013 monthly claims totaling \$24,677.35 from the General Fund, \$607.38 from the Fire Department Fund, \$9,750.00 from the Bond Project, \$1,611.37 from the Water Fund, \$2,482.22 from the Wastewater Fund, and \$2,482.22 from the Refuse Fund; the May 6, 2013 late claims totaling \$542.27 from the General Fund, \$199.55 from the Water Fund, and \$2,704.56 from the Refuse Fund.

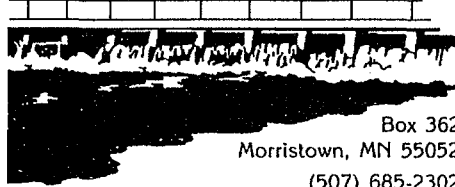
Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried to adjourn. The meeting adjourned at 8:55 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



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

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

June 3, 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Stephanie Culhane, and Lisa Karsten

Members Absent: Ed Schmidtke

Others Present: Jamie Kuether, City Clerk/Treasurer, Jack Schwichtenberg, Steve Nordmeier, Dave Osborne, Tim Minske, Mike O'Rourke, Rich Revering-Bolten & Menk, Margaret Butler, Gordon Butler, Roland Moesler, John Hiller, Adam Uittenbogaard, and Mark Rahrck-City Attorney.

A regular meeting of the Morristown City Council was called to order on Monday, June 3, 2013 at 7:01 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Motion by Stephanie Culhane, seconded by Rick Vollbrecht and carried unanimously to add items: J. Painting of the Mill and K. Resolution 2013-3 Street and Utility Improvement report to New Business, to correct items: E. Lawnmower/Weed Whip, H. City newsletter, I. Repairs on the walkway approach to Dam – Rail is off and to approve the Agenda as printed with these corrections.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to approve the Consent Agenda as printed.

Comments or suggestions from Citizens Present:

Steve Nordmeier stated he noticed some cracks in the parking lot of the Community Center. If Bergen did the repairs before they do guarantee their work. Tim Minske stated since we are talking about the parking lot we should look at repairing the tiles the sign guys hit while putting up the new sign. Tim will talk to Troy Dahle to see what we can do to fix it and get an estimate. Rich Revering stated there was a company that contracted with the county to do so many crack repairs in town.

Mike O'Rourke stated the new Community Center sign is up and running. There was an extra charge for installing a wireless antenna installed on the exterior of the building which will cost roughly \$300.00. The council will approve it when we get the bill.

Roland Moesler stated there is an ordinance in regards to dogs on leashes. There is a red brick house right outside the trailer court that has a dog. While his wife was walking on the other side of the street, the Doberman came running up to her and scared her. Chief Osborne will look into this.

Unfinished Business:

Lisa Karsten had a hard time printing the personnel policy before the meeting but the only changes she has made to it was the table of contents. The council members would like to see the final version before voting on it. This item will be added to the special meeting.

Jamie Kuether stated she talked to Genesis and they thought it would help to get together and talk about a price on the purchase of land. Jamie will contact Genesis and see if the following dates work for them to attend a special meeting with the council: June 17, 24 and July 8<sup>th</sup>.

The maintenance position slipped off the agenda but Kurt Wolf stated we need to address this. There are so many things not getting done and it is way too much for one maintenance person. Rick Vollbrecht stated he would like to approve the personnel policy first before looking into posting another position. It was decided to move this item to the special meeting.

Last month the Council looked at the Capital Outlay and didn't make any decisions on it. It was decided to keep it on the agenda for next month.

Motion by Rick Vollbrecht, seconded by Stephanie Culhane and carried unanimously to approve the purchase of a weed whip from Nordmeier Bros. It was decided to wait on the purchase of a lawnmower.

There was more discussion as to whether to get a backup generator for the well. No decision was made.

There was more discussion on the Sidewalk Committee. Jamie Kuether had some examples from other cities. Due to council member Ed Schmidtke not attending this meeting, this issue was tabled until next month.

Jamie Kuether had some examples of City Newsletter from other cities. There was discussion on what to put in the newsletter. This issue was tabled.

Tim Minske stated the approach walkway to the Dam is the cities responsibility to fix and not DNR's. Also the rail is off so Tim will fix it this week. Tim will work on prices to get the approach fixed in late summer.

#### New Business:

Resolution 2013-2 – Assessment of Administrative fines to property taxes. Motion by Rick Vollbrecht, seconded by Stephanie Culhane to pass Resolution 2013-2. Call to Vote: Vollbrecht: yes, Culhane: yes, Wolf: yes; Karsten: yes.

Motion by Rick Vollbrecht, seconded by Stephanie Culhane and carried unanimously to approve Jim Warnemunde as our insurance agent.

Motion by Rick Vollbrecht, seconded by Stephanie Culhane and carried unanimously to approve the Business application for Hiller's Last Call Liquor and Bait pending the sale of Last Call Liquor.

Motion by Lisa Karsten, seconded by Rick Vollbrecht and carried unanimously to approve the transfer of the liquor license from Last Call Liquor to Hiller's Last Call Liquor and Bait from June 4, 2013 to June 30, 2013 pending the sale of Last Call Liquor.

Motion by Stephanie Culhane, seconded by Lisa Karsten and carried unanimously to approve the Liquor Licenses as listed with the correction of the 3.2 Malt Liquor On-Sale license moved under the Commercial Club.

Motion by Rick Vollbrecht, seconded by Lisa Karsten and carried unanimously to approve Tim's vacation time as listed.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to approve a special meeting on the third Monday in July to do annual evaluations on city employees.

Motion by Rick Vollbrecht, seconded by Kurt Wolf and carried unanimously to approve the purchase of a new Police computer for the office for \$1,218.60.

The purchase of a skid loader was tabled until next month.

Jamie Kuether stated the League of MN cities Loss control Representative came in and talked to Tim and her in regards to safety at the workplace. They sent a letter recommending we purchase 3 items to help do jobs safely. It was recommended to purchase the proper equipment.

Lisa Karsten stated the Mill needs to be re-painted. Motion by Stephanie Culhane, seconded by Kurt Wolf to approve the re-painting of the Mill. Call to Vote: Vollbrecht: yes, Culhane: yes, Wolf: yes, Karsten: no.

Resolution 2013-3 Ordering Preparation of Report on Improvement on Streets and Utilities. Motion by Stephanie Culhane, seconded by Rick Vollbrecht to pass Resolution 2013-3. Call to Vote: Vollbrecht: yes, Culhane: yes, Wolf: yes, Karsten: yes.

Motion by Rick Vollbrecht, seconded by Lisa Karsten and carried unanimously to approve the May 16, 2013 middle of the month claims totaling \$6,913.28 from the General Fund, \$183.22 from the Fire Department Fund, \$1,236.85 from the Water Fund, and \$4,632.07 from the Wastewater Fund; the June 3, 2013 monthly claims totaling \$5,929.16 from the General Fund, \$2,669.97 from the Fire Department Fund, \$5,507.30 from the Water Fund, \$2,698.62 from the Wastewater Fund, and \$142.68 from the Refuse Fund; the May 6, 2013 late claims totaling \$4,032.37 from the General Fund, \$71.62 from the Fire Department Fund, \$456.73 from the Water Fund, and \$2,109.56 from the Wastewater Fund.

Morristown City Council Minutes  
June 3, 2013  
Page 5

Motion by Rick Vollbrecht, seconded by and carried unanimously to close the meeting for Chief Osborne's evaluation and raise.

Meeting was closed at 9:05 pm.

Meeting was re-opened at 10:05 pm.

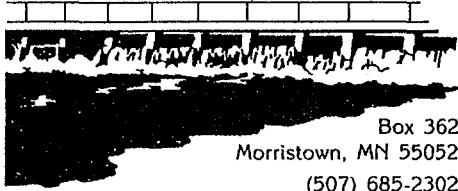
Motion by Stephanie Culhane, seconded by Rick Vollbrecht and carried to adjourn. The meeting adjourned at 10:55 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morrystown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morrystown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

July 1, 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Stephanie Culhane, Lisa Karsten, and Ed Schmidtke

Members Absent: None

Others Present: Jamie Kuether, City Clerk/Treasurer, Jack Schwichtenberg, Dave Osborne, Tim Minske, Mike O'Rourke, Rich Revering-Bolten & Menk, Adam Uittenbogaard, Dan Morris, Mark Morris, Troy Dahle, Pat Kaderlik, Darrel Hopman, Dan Minske, Lucy Minske, Rebecca Rodenborg – Daily News, and Mark Rahrlick-City Attorney.

A regular meeting of the Morrystown City Council was called to order on Monday, July 1, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to add item: Q. move of August council meeting to New Business and to approve the Agenda as printed with the correction.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to pull the Maintenance and Skywarn report and approve the Consent Agenda with the corrections.



Comments or suggestions from Citizens Present:

Darrel Hopman stated while he was in office he talked to somebody about televising the council meetings. He will find the contact information and give to the City Clerk.

Jack Schwichtenberg stated there is a dead tree in front of Ron Wunderlich's. The City Council decided it was ok for the home owner to take it out.

Dan Morris stated he would like to see the Council make a decision on the purchase of land. It has been on the agenda for some time and he stated it is a very important decision to make. He would like to see the Council move forward on the decision soon.

Utility Billing Hearing: No Residents Present

Unfinished Business:

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve the Personnel Policy with the corrections made.

There was more discussion in regards to the purchase of land. It was decided to have Mayor Kurt Wolf contact the realtor to keep the negotiations going. This issue will be tabled until the July 15<sup>th</sup> Special Meeting.

Motion by Lisa Karsten, seconded by Stephanie Culhane to post for a full time maintenance position and have the deadline for applications to City Hall by Friday August 2, 2013. Call to vote: Karsten: yes, Wolf: yes, Culhane: yes; Schmidtke: yes; Vollbrecht: no

There was no further discussion on the 5 year Capital Outlay plan.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to purchase a backup generator for the well and installation from Bob's Electric for \$21,990.00.

Sidewalk Committee will be tabled until next meeting.

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to put a box out at the National Night Out on August 6<sup>th</sup> to help name the City Newsletter.

Repairs on the walkway approach to the Dam was tabled.

Tim Minske received a bid for a skid loader with the tractor included as a trade. The Council would like to see a bid without the trade. This issue was tabled until next month.

The repair of the water tower will be discussed further during budget time.

**New Business:**

The council will be in the 4<sup>th</sup> of July parade. Lisa Karsten, Stephanie Culhane, and Kurt Wolf (tentative) will be in the parade.

Lisa Karsten gave a report on the LMC Annual Conference. Jamie Kuether gave a report on the Clerk's Orientation Conference.

Lisa Karsten gave an update on the Museum Security System.

Motion by Ed Schmidtke, seconded by Kurt Wolf and carried unanimously to waive the fee for the use of the Community Center for Wilmer Schmidtke's funeral luncheon.

Motion by Kurt Wolf, seconded by Lisa Karsten and carried unanimously to have SafeAssure come in and do a Mock OSHA Inspection of the city and its equipment free of charge on Tuesday July 9<sup>th</sup>, 2013.

Motion by Rick Vollbrecht, seconded by Stephanie Culhane and carried unanimously to approve the resident at 206 1<sup>st</sup> St NE to remove the broken up sidewalk in front of their residence.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to accept Officer Noble's resignation. Discussion of a replacement part-time officer will be tabled to the July 15<sup>th</sup> Special Meeting.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve a 60 day extension for Murphy Construction to finish the roof's he bid on for the hail damage.

Motion by Stephanie Culhane, seconded by Rick Vollbrecht and carried unanimously to approve the National Night Out at the park shelter on August 6<sup>th</sup>, 2013 from 6-8pm.

Motion by Rick Vollbrecht seconded by Ed Schmidtke and carried unanimously to accept the new Community Center sign donation from the Commercial Club.

Morristown City Council Minutes  
July 1, 2013  
Page 4

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to approve the Jetting and Televising of the next third of the town.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the pump inspection with Dakota Pump and Control for \$525.00 for 6 pumps.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to purchase a new sampler.

D Watering pump is tabled until July 15<sup>th</sup> Special Meeting.


Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to purchase the decanting water pump.

Jamie Kuether stated we will be working on the budget for 2014 in the coming months and the City Council needs to come up with a date as to when they want to work on it. The Budget will be tabled to the July 15<sup>th</sup> Special Meeting.

There was discussion to move the August 5<sup>th</sup> council meeting due to two council members being gone. It was decided to keep it on August 5<sup>th</sup> because we do have quorum.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the June 17, 2013 middle of the month claims totaling \$9,080.37 from the General Fund, \$390.32 from the Fire Department Fund, \$11.60 from the Water Fund, \$308.85 from the Wastewater Fund, and \$3,717.24 from the Refuse Fund; the July 1, 2013 monthly claims totaling \$7,905.23 from the General Fund, \$183.68 from the Fire Department Fund, \$567.92 from the Water Fund, \$3,242.14 from the Wastewater Fund, and \$1,037.13 from the Refuse Fund; the July 1, 2013 late claims totaling \$1,170.89 from the General Fund, \$3,443.52 from the Fire Department Fund, \$280.00 from the Water Fund, and \$1,120.00 from the Wastewater Fund.

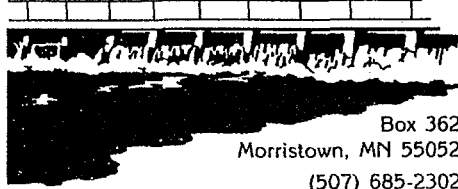
Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried to adjourn. The meeting adjourned at 9:36 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Special Meeting

July 15, 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Stephanie Culhane, Lisa Karsten, and Ed Schmidtke

Members Absent: None

Others Present: Jamie Kuether, City Clerk/Treasurer, Virginia Schmidtke, Deputy Clerk, Jack Schwichtenberg, Dave Osborne, Tim Minske, Mike O'Rourke, Adam Uittenbogaard, Dan Morris, Mark Morris, Troy Dahle, Steve Nordmeier, Rebecca Rodenborg – Daily News, and Mark Rahrck-City Attorney.

The special meeting of the Morristown City Council was called to order on Monday, July 15, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve the Concrete Culvert Repair.

There was more discussion in regards to the purchase of land. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to have the Kurt Wolf contact Joe Spindler from Genesis.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to have Chief Osborne post for a part time police officer position with an application deadline of Friday, August 9<sup>th</sup>, 2013.

Morristown City Council Minutes  
July 15, 2013  
Page 2

Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried unanimously to approve the purchase for a Dewatering Pump for \$500.00.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to have a work session on Monday August 19<sup>th</sup>, 2013 at 7pm to discuss the 2014 Budget.

The meeting will be closed to discuss employee evaluations for Dave Osborne, Jamie Kuether, and Tim Minske.

The meeting was closed at 8:05 pm.

The meeting was re-opened at 10:02pm.

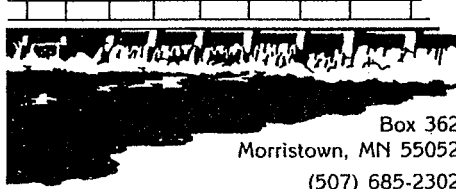
Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried to adjourn. The meeting adjourned at 10:02 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

August 5, 2013

Members Present: Mayor Kurt Wolf and Council Members Stephanie Culhane and Lisa Karsten

Members Absent: Rick Vollbrecht and Ed Schmidtke

Others Present: Jamie Kuether, City Clerk/Treasurer, Jack Schwichtenberg, Dave Osborne, Tim Minske, Mike O'Rourke, Rich Revering-Bolten & Menk, Adam Uittenbogaard, Darrel Hopman, Steve Nordmeier, Nicole Gehrke, Margaret Butler, Gordon Butler, Leon Gregor, Mike Ahlman, Loren Dahle, Tom Judd, Jim Lonergan, Jared Taylor, and Mark Rahrck-City Attorney.

A regular meeting of the Morristown City Council was called to order on Monday, August 5, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Motion by Stephanie Culhane, seconded by Lisa Karsten and carried unanimously to add item: H. Bids from Dahles and I. Taylor Expire Permit Citations to New Business and to approve the Agenda as printed with the correction.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to pull the Skywarn report and approve the Consent Agenda with the corrections.

Comments or suggestions from Citizens Present:

None

Variance Hearing was tabled until the scheduled time of 7:30 pm.

Unfinished Business:

There was more discussion in regards to the purchase of land. It was decided to have 2 of the council members meet with the Fire Department to further discuss the land purchase. This is tabled until the August 19, 2013 Special Meeting/Work Session.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to approve the Variance on Thomas Judd's property to build a garage at 203 4<sup>th</sup> St NW. Call to Vote: Karsten, yes; Culhane, yes; Wolf; yes

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to remove 5 year Capital Outlay plan from the agenda.

Lisa Karsten stated she made a box to put suggestions to name the City Newsletter. The box will be at National Night Out on August 6<sup>th</sup>. It is still in discussion as to who will be in charge of the newsletter but Stephanie Culhane is working on a template.

Tim Minske still has to get prices for the repairs on the walkway approach to the Dam. This issue was tabled until Tim gets prices.

Motion by Stephanie Culhane, seconded by Lisa Karsten and carried unanimously to approve the purchase of the skid loader and blade with the trade-in of the tractor. The cost will be divided into thirds out of Capital Outlay for Snow Plow, Streets, and Unallocated.

Jamie Kuether updated the City Council about the findings of the Mock OSHA Inspection. She will come up with prices on what we need and bring back to the council for approval. It was tabled until we get prices.

New Business:

Motion by Stephanie Culhane, seconded by Lisa Karsten and carried unanimously to authorize the City Clerk to sign the Fire Relief Audit Report.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to approve a 3% raise effective August 1<sup>st</sup> for employees Tim Minske, Dave Osborne, and Jamie Kuether.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to have one or two council members meet with Tim Minske and narrow it down to 6 applicants for interviews. This issue will be table until August 19<sup>th</sup> Special Meeting/Work Session.

Motion by Lisa Karsten, seconded by Kurt Wolf and carried unanimously to make August 19<sup>th</sup> meeting at Special Meeting/Work Session.

Fun on Wheels LLC asked if the City Council would reduce the yearly fee of \$150.00 for the Peddlers License. It was decided to not reduce the Peddlers License.

Dead Trees along Division St was removed.

Motion by Stephanie Culhane, seconded by Kurt Wolf and carried unanimously to approve the event for Barb's Custom Framing and Gift Shop Grand Re-Opening/10<sup>th</sup> Anniversary Celebration on September 28 and 29<sup>th</sup>, 2013 from noon to 6pm.

Motion by Stephanie Culhane, seconded by Kurt Wolf and carried unanimously to approve Barb's Custom Framing and Gift Shop to borrow city barricades for the September 28 and 29<sup>th</sup> event.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to waive the fee for the rental of the government room for the 55 Alive class on October 2, 2013.

Motion by Stephanie Culhane, seconded by Lisa Karsten and carried unanimously to approve the quotes 30, 31, and 32 from Dahles to drainage ditch cleaning, tile line repair, and storm sewer installation. Estimate 31 will come out of Community Center – Parking Lot Capital Outlay. Estimate 30 and 32 will come out of Storm Sewer Capital Outlay and Unallocated Capital Outlay.

Jared Taylor would like the City Council to waive the \$6,000.00 citation for expired permit. The City Attorney will look into this issue. It will be tabled until August 19<sup>th</sup> Special Meeting/Work Session.



Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to approve the July 15, 2013 middle of the month claims totaling \$11,820.24 from the General Fund, \$1,378.73 from the Fire Department Fund, \$317.50 from the Water Fund, \$1,373.48 from the Wastewater Fund, and \$3,574.56 from the Refuse Fund; the August 5, 2013 monthly claims totaling \$9,609.67 from the General Fund, \$6,270.30 from the Fire Department Fund, \$2,008.22 from the Water Fund, \$43,919.35 from the Wastewater Fund, and \$132.70 from the Refuse Fund; the August 5, 2013 late claims totaling \$324.46 from the General Fund, \$72.41 from the Fire Department Fund, \$293.82 from the Water Fund, \$1,303.14 from the Wastewater Fund and \$3,574.56 from the Refuse Fund.

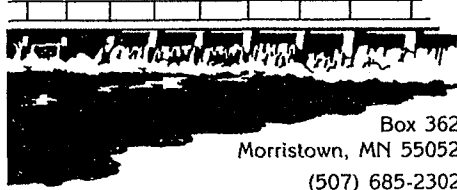
Motion by Stephanie Culhane, seconded by Lisa Karsten and carried to adjourn. The meeting adjourned at 9:03 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Special Meeting

August 19 2013

Members Present: Mayor Kurt Wolf and Council Members Rick Vollbrecht, Lisa Karsten, and Ed Schmidtke

Members Absent: Stephanie Culhane

Others Present: Jamie Kuether, City Clerk/Treasurer, Dave Osborne, Jim Lonergan, Tim Minske, Mike O'Rourke, Dan Morris, Mark Morris, Darrel Hopman, and Mark Rahrick-City Attorney.

The special meeting of the Morristown City Council was called to order on Monday, August 19, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

There was more discussion in regards to the purchase of land. No actions taken.

There were a little over 30 applications for the Full Time Maintenance Position. The council narrowed it down to 7 candidates and will set up interviews with Rick Vollbrecht, Lisa Karsten, and Tim Minske.

There was more discussion on the removal of Jared Taylors citation for an expired permit. It was decided to not change the citation.

The purchase of the skid loader was tabled until next meeting.

The City Council discussed the 2014 Budget.

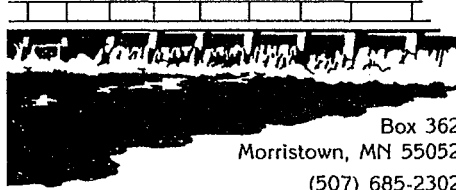
Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried to adjourn. The meeting adjourned at 09:15 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

September 3, 2013

Members Present: Mayor Kurt Wolf and Council Members Stephanie Culhane, Ed Schmidtke, and Lisa Karsten

Members Absent: Rick Vollbrecht

Others Present: Jamie Kuether, City Clerk/Treasurer, Jack Schwichtenberg, Dave Osborne, Tim Minske, Rich Revering-Bolten & Menk, Adam Uittenbogaard, Darrel Hopman, Mike O'Rourke, Troy Dahle, Steve Nordmeier, Margaret Butler, Gordon Butler, Mark Rahrick-City Attorney, Jason Hoffman, Rebecca Kurie – Faribault Daily News, Nancy Morris, Dan Morris, Mark Morris, Jake Jacobsen, Globaltech Energy LLC and Steve Shablott, Globaltech Energy LLC.

A regular meeting of the Morristown City Council was called to order on Tuesday, September 3, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

Troy Dahle asked the Fire Department report to be pulled from the Consent Agenda. Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to pull the Fire Department report and approve the Agenda with the corrections.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve the Consent Agenda with the corrections.

Troy Dahle stated the Fire Department received a FEMA grant for \$43,388.00 and the department is responsible for the balance of \$5,805.00. Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to pay the \$5,805.00 out of the Fire Department Equipment Fund.

Morristown City Council Minutes  
September 3, 2013  
Page 2

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve the sale of the old Fire Department radios.

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to approve the Fire Department Report.

Comments or suggestions from Citizens Present:

Darrel Hopman would like to know what is being done with the two trees that are down. One is in the river by the Dam and the other one is by the trailer park. Tim Minske contact DNR and stated they are the cities responsibility. Tim Minske will wait until later this year to remove the trees.

Unfinished Business:

There was more discussion in regards to the purchase of land. It was decided to appoint a land purchase committee to contact DNR and the watershed to see if they would be interested in land by the river. The committee would look at what would have to be done if the city does purchase the land. Mayor Kurt Wolf appointed Lisa Karsten and Stephanie Culhane to this committee.

Ed Schmidtke stated Tim Minske and he looked at the sidewalks in town and some of them need attention. He stated he will work with Tim to get a map together to show where the repairs are needed.

Stephanie Culhane stated she is still working on a sample template of the city newsletter. City Clerk Jamie Kuether stated she will work with Stephanie on this project.

Lisa Karsten stated Rick Vollbrecht, Tim Minske, and her interviewed 6 applicants and narrowed it down to 2 applicants. Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to offer applicant #2 the full time maintenance position at \$15.00 an hour and after the 6 month training period, the wage is increased to \$16.00 an hour.

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to offer applicant #1 the full time maintenance position at \$15.00 an hour and after the 6 month training period, the wage is increased to \$16.00 an hour if Applicant #2 doesn't accept the position.

Motion by Lisa Karsten, seconded by Stephanie Culhane and to approve the increase of the Skid Loader spending from \$35,000.00 to the amount of \$39,165.66.

Call to Vote: Karsten: yes, Wolf: yes, Culhane: yes; Schmidtke: no

Motion by Ed Schmidtke, seconded by Kurt Wolf and carried unanimously to pay the part-time police position \$15.00 an hour starting, \$15.50 after 90 days, and \$16.00 after 180 days.

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to approve the increase of pay for Officer Langr \$15.50 an hour as of September 3, 2013, and pay \$16.00 an hour when he hits his 180 days.

Chief Osborne stated Mayor Kurt Wolf and he interviewed applicants for the part-time police officer position. Motion by Kurt Wolf, seconded by Ed Schmidtke and carried unanimously to offer the part-time police position to applicant #1 pending background check and if the applicant does not accept the position offer it to applicant #2 pending background check, and if applicant #2 does not accept the position offer it to applicant #3 pending background check.

**New Business:**

Jake Jacobsen and Steve Shablott from Globaltech Energy gave a presentation on a water powered generator that they would like to put in the river somewhere near the dam. They will work with Lisa Karsten on the project.

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to approve the Lot Division Request subject to verification of a separate curb shut off for the duplex at 311 Thruen St S.

Rich Revering, City Engineer – Bolten & Menk, presented the 2014 Street and Utility Improvement project. This project will be discussed next month.

Motion by Ed Schmidtke, seconded by Lisa Karsten to adopt Resolution 2013-4 Admin Fines to Property Taxes. Call to Vote: Karsten: yes, Wolf: yes; Culhane: yes; Schmidtke: yes.

Motion by Ed Schmidtke, seconded by Stephanie Culhane to adopt Ordinance Correction 2013-2. Call to Vote: Karsten: yes, Wolf: yes; Culhane: yes; Schmidtke: yes

Motion by Ed Schmidtke, seconded by Stephanie Culhane to adopt Resolution 2013-4 adopting the proposed property tax levy of \$278,229 collectible in 2014. It is noted the property tax levy is the same as the past four years. Call to Vote: Karsten: yes, Wolf: yes; Culhane: yes; Schmidtke: yes

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to hold the Truth and Taxation Hearing Monday, December 2, 2012 at 8:00 pm to discuss 2014 budget and tax levy.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve open burning from 09/15/2013 to 11/15/2013.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve the business application for VIM Engineering and Associates, LTD.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve bids 1, 2, and 3 from Bob's Electric for work at the wastewater plant in addition to an electric heater.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve \$400.00 bid to take care of trees by the plant.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve the purchase of 12 new water meters to keep on hand.


Motion by Ed Schmidtke, seconded by Kurt Wolf to and carried unanimously approve the bid of \$3,495.00 to repair broken asphalt on Washington and 4<sup>th</sup> St.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve up to \$10,000.00 on street repairs.

Ed Schmidtke stated there should be something done to the areas on Division St where the trees were removed. Rich Revering stated they might be in Rice County's right of way. Tim Minske and Ed Schmidtke will contact Rice County to see what can be done.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to approve the August 19, 2013 middle of the month claims totaling \$17,416.92 from the General Fund, \$4,485.16 from the Fire Department Fund, \$513.00 from the Water Fund, and \$1,450.00 from the Wastewater Fund; the September 3, 2013 monthly claims totaling \$24,039.62 from the General Fund, \$9,959.94 from the Fire Department Fund, \$1,485.57 from the Water Fund, \$5,615.06 from the Wastewater Fund, and \$285.35 from the Refuse Fund; the September 3, 2013 late claims totaling \$2,887.79 from the General Fund, \$284.62 from the Fire Department Fund, \$24,290.56 from the Water Fund, \$1,315.76 from the Wastewater Fund and \$33.00 from the Refuse Fund.

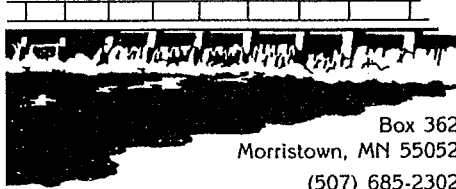
Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried to adjourn. The meeting adjourned at 9:40 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morrystown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morrystown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

October 7, 2013

Members Present: Mayor Kurt Wolf and Council Members Stephanie Culhane, Ed Schmidtke, Rick Vollbrecht, and Lisa Karsten

Members Absent: none

Others Present: Jamie Kuether, City Clerk/Treasurer, Dave Osborne, Tim Minske, Rich Revering-Bolten & Menk, Adam Uittenbogaard, Mike O'Rourke, Troy Dahle, Steve Nordmeier, Margaret Butler, Gordon Butler, Mark Rahrick-City Attorney, Dan Morris, Mark Morris, Allan Roth – AT Group, Jim Hilpipre, and Joseph Kabes.

A regular meeting of the Morrystown City Council was called to order on Monday, October 7, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

No Additions or Corrections to the Agenda.

Tim Minske asked for the Maintenance report to be pulled from the Consent Agenda. Motion by Lisa Karsten, seconded by Rick Vollbrecht and carried unanimously to pull the Maintenance report and approve the Consent Agenda as printed.

Tim Minske introduced Corey Schwartz the new full time maintenance worker. He is working out great.

Tim stated there are some repairs to one of the maintenance trucks. It needs a new tailgate and grill. It was decided to wait until after the first of the year to address the repairs.



Tim stated there were some glass lenses on the street lights that need to be replaced. Some were cracked from kids shooting them out with bee bee guns. Those glass lamps are \$600.00 apiece and 3 need to be replaced. It was decided to look for other options on glass lenses.

Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve the Maintenance Report.

Comments or suggestions from Citizens Present:

None

Unfinished Business:

There was more discussion in regards to the purchase of land. Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to approve a purchase agreement for the 7 parcels from Genesis for the asking price of \$175,000.00. Call to vote: Karsten – yes; Wolf – yes; Culhane – yes; Vollbrecht – no; Schmidtke – no

Ed Schmidtke stated he came up with a map of sidewalks that need to be repaired or replaced. Ed will work with the City Clerk to clarify what the cities ordinances state.

The City Newsletter is tabled until next month.

There was discussion in regards to the 2014 Street and Utility Improvements Feasibility Study. It was decided to look at the assessment policy first before this project.

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to approve up to \$1,000.00 to take care of trees on Division St.

New Business:

Al Roth gave a presentation on what is changing for health insurance for employees. Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve the health insurance renewal dated 12/1/2013.

Motion by Stephanie Culhane, seconded by Lisa Karsten and carried unanimously to approve the pay \$120.00 for Continuation Administration.

Nick Thissen discussed the Administrative Fines on his property with the City Council. No action was taken on this issue.

There was discussion in regards to Mr. Dulas addition request to the zoning board. The Zoning board stated they had some questions before they could approve this permit. No action was taken by the council.

Dan Morris would like 2 council members meet with the township on Monday October 14, 2013 at 8pm to discuss an annexation joint agreement with the township. Rick Vollbrecht and Ed Schmidtke will attend the township meeting.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve the rollover of two certificates of deposit.

Motion by Rick Vollbrecht, seconded by Kurt Wolf and carried unanimously to approve a payment of \$300.00 to the State Auditor for the Version 8 upgrade of our fund accounting software.

Sanitary Sewer Repair under county road was tabled until Tim gets more prices to fix.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the purchase of Eye Wash Stations, Flammable Storage Cabinets and gas cans.

Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to approve the purchase of paint striper.

Tim Minske stated he discovered Verdev Drive is owned by the City. This road is in the trailer park that leads to the wastewater plant. It is not a public street from what the attorney stated. The attorney suggests the city contact the trailer court owners and come up with some type of maintenance agreement on the road.

Motion by Rick Vollbrecht, seconded by Stephanie Culhane and carried unanimously to approve the maintenance contract from Minnesota Comfort Solutions.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the bid from Minnesota Comfort Solutions for the installation of heating system for Maintenance Shop.


Motion by Ed Schmidtke, seconded by Stephanie Culhane and carried unanimously to approve up to \$10,000.00 to be spent on repair of roads with Bargaen. Tim Minske will let LaCannes know we switched vendors to do this work.

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to approve maintenance worker hours to 7am – 3:30 pm. Call to vote: Wolf – no; Culhane – yes; Schmidtke – yes; Vollbrecht – yes

Jamie Kuether updated the City Council on what was changing in 2014 for Sales and Use Tax. The class she went to in September was a big help.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the September 18, 2013 middle of the month claims totaling \$6,762.76 from the General Fund, \$1,230.31 from the Fire Department Fund, \$5,493.58 from the Water Fund, \$1,098.29 from the Wastewater Fund, and \$3,574.56 from the Refuse Fund; the October 7, 2013 monthly claims totaling \$7,467.83 from the General Fund, \$1,083.78 from the Fire Department Fund, \$1,801.76 from the Water Fund, \$29,009.01 from the Wastewater Fund, and \$3,939.74 from the Refuse Fund; the October 7, 2013 late claims totaling \$322.70 from the General Fund and \$372.99 from the Wastewater Fund.

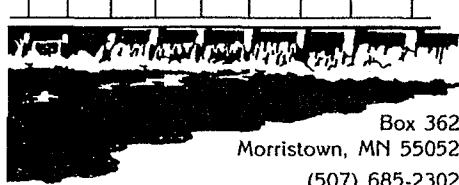
Motion by Rick Vollbrecht, seconded by Stephanie Culhane and carried to adjourn. The meeting adjourned at 9:40 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morrystown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morrystown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

November 4, 2013

Members Present: Mayor Kurt Wolf and Council Members Stephanie Culhane, Ed Schmidtke, Rick Vollbrecht, and Lisa Karsten

Members Absent: none

Others Present: Jamie Kuether, City Clerk/Treasurer, Dave Osborne, Tim Minske, Rich Revering-Bolten & Menk, Adam Uittenbogaard, Mike O'Rourke, Troy Dahle, Margaret Butler, Gordon Butler, Mark Rahrlick-City Attorney, Pat Kaderlik, Jack Schwichtenberg, Dan Morris, Mark Morris, and Joseph Kabes.

A regular meeting of the Morrystown City Council was called to order on Monday, November 4, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

No Additions or Corrections to the Agenda.

Motion by Lisa Karsten, seconded by Ed Schmidtke and carried unanimously to approve the Consent Agenda as printed.

Comments or suggestions from Citizens Present:

Dan Morris gave a report on the Haunted Trail. Dan would like to have a party for all the volunteers on November 23<sup>rd</sup>, 2013 at the hall. Motion by Ed Schmidtke, seconded by Lisa Karsten and carried unanimously to waive the hall rental fee for the party.

Unfinished Business:

There was more discussion in regards to the sidewalk repairs in town. It was decided to table this issue until February 2014 until we update the assessment policy.

Jamie Kuether stated the City should purchase Microsoft Publisher to handle the newsletter. Motion by Kurt Wolf, seconded by Ed Schmidtke and carried unanimously to purchase the software for the newsletter.

There was discussion in regards to the 2014 Street and Utility Improvements Feasibility Study. It was decided to look at the assessment policy first before this project. The council will look into their schedules and see if Wednesday January 22, 2014 works for everyone for a special work session to work on updating the assessment policy.

Rick Vollbrecht stated Lisa Karsten, Corey Schwartz, and he met earlier today to discuss the hours that are needed for the maintenance department on weekends. Rick reported everyone is on the same page and understands the rotation of the weekends.

The council discussed the annexation of some of Randy Meyers land. Mr. Meyers would like to remodel a barn on his property and turn it into a venue for outside/inside celebrations. The City council stated they wouldn't have a problem with annexation of that property into city limits pending an annexation agreement with Morristown Township.

Jamie Kuether stated she contacted the manager of the trailer park in regards to Verdev Drive. She is still waiting on an answer back. This issue was tabled until next month.

Ed Schmidtke stated some of the businesses downtown does not want trees put in on Division St. Lisa Karsten stated we could order the trees now and then decide later if we move forward to put them on Division St or put them in the park somewhere. Motion by Lisa Karsten, seconded by Stephanie Culhane and to purchase the trees and decide where to put them later. Call to vote: Karsten: yes, Wolf: yes, Culhane: yes, Schmidtke: yes, Vollbrecht: no Stephanie Culhane volunteered to talk to the businesses downtown to see how they feel about the trees being installed on Division St. The issue of placement is tabled until February 2014.

New Business:

Joseph Kabes updated the council on his house issues. The City Council took no action on this issue

Chief Osborne updated the council on the 800 Radio issues. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to authorize Rice County to install what they need to in order to fix this issue.

Chief Osborne stated he would like to attend the MSCIC Winter Law Enforcement Conference January 13 and 14<sup>th</sup>, 2014. Motion by Rick Vollbrecht, seconded by Kurt Wolf and carried unanimously to approve his training request.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to adopt Resolution 2013-5 Delinquent Utility Billing. Call to Vote: Karsten: yes, Wolf: yes, Culhane: yes, Schmidtke: yes, Vollbrecht: yes

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the upgrade on the copier/printer/fax and to approve the purchase of the bridge software.


There were not issues with the Skating Rink. The City Council took no action on this issue.

Motion by Stephanie Culhane, seconded by Ed Schmidtke and carried unanimously to Acknowledge a request from the MN Darkhouse & Angling Association for a one day lawful gambling permit.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to waive the Hall Rental Fee for the Girl Scouts Wreath distribution November 19-21<sup>st</sup>.

Motion by Lisa Karsten, seconded by Stephanie Culhane and carried unanimously to approve the October 16, 2013 middle of the month claims totaling \$6,163.40 from the General Fund, \$1,006.61 from the Fire Department Fund, and \$538.78 from the Wastewater Fund; the November 4, 2013 monthly claims totaling \$10,619.47 from the General Fund, \$39,396.95 from the Fire Department Fund, \$69,750.00 from the Bond Project Fund, \$475.05 from the Water Fund, \$2,209.41 from the Wastewater Fund, and \$277.67 from the Refuse Fund; the November 4, 2013 late claims totaling \$4,769.79 from the General Fund, \$120.86 from the Fire Department Fund, \$425.00 from the Bond Project Fund, \$2,163.47 from the Water Fund, \$372.99 from the Wastewater Fund, and \$33.00 from the Refuse Fund.

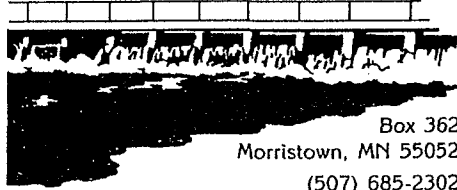
Motion by Stephanie Culhane, seconded by Rick Vollbrecht and carried to adjourn. The meeting adjourned at 8:20 p.m.

  
Jamie Kuether  
City Clerk/Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting

December 2, 2013

Members Present: Mayor Kurt Wolf and Council Members Ed Schmidtke, and Rick Vollbrecht

Members Absent: Stephanie Culhane and Lisa Karsten

Others Present: Jamie Kuether, City Clerk/Treasurer, Dave Osborne, Tim Minske, Corey Schwartz, Rich Revering-Bolten & Menk, Adam Uittenbogaard, Margaret Butler, Gordon Butler, Mark Rahrick-City Attorney, Jack Schwichtenberg, Dan Morris, Steve Nordmeier, Mark Morris, Justin Ohnstad – ERA Gillespie Real Estate, and Charles O'Hallom.

A regular meeting of the Morristown City Council was called to order on Monday, December 2, 2013 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Kurt Wolf.

The Pledge of Allegiance was recited.

No Additions or Corrections to the Agenda.

Tim Minske would like the Maintenance Report pulled from the Consent Agenda. Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried unanimously to approve the Consent Agenda minus the Maintenance Report.

Tim Minske stated he needed ABS 4" guide Rail Assembly. Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried unanimously to approve the purchase from Dakota Pump and Control, Inc after January 1<sup>st</sup>, 2014.

Motion by Ed Schmidtke, seconded by Kurt Wolf and carried unanimously to approve the Maintenance Report.

Comments or suggestions from Citizens Present:

Justin Ohnstad from ERA Gillespie Real Estate stated he is the realtor in charge of the property at 508 Sidney St W. He understands the driveway on the property is non-compliant and wanted to know the proper steps to fix the issue. The council stated the owners of the property will have to either pave the entire driveway per the ordinance or file for a variance to have it partly paved, in which the variance would have to be approved by the City Council. He also asked about the administrative fines that are assessed onto the property and if there was any possible way for reducing them. The City Council took no action on the administrative fines.

Dan Morris reminded everyone of the Christmas Drawing at the Community Center on December 14, 2013.

Dan Morris asked about the Kitchen Fund that was set up when the Community Center was built. Jamie Kuether and Virginia Schmidtke will look through the archives and see what they can find for record.

The City Newsletter was tabled until next month.

Jamie Kuether stated she has not heard from the owners or the manager of the trailer park in town in regards to Verdev Drive. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to have our City Attorney draw up a Maintenance Agreement and send to the owners and manager of the trailer park.

New Business:

Justin Duncan reported he has a sewer back up in his basement and he believes it is from when Infratech jetted and televised the lines. Tim Minske will work with Justin to determine what the issue is. It was determined we need to find where the dip is in the line and whose responsibility it is to fix it. Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to get a camera to look in the sewer mains to determine where the 90 degree bends are.

8:00 Truth and Taxation Hearing: There were 0 in attendance for the hearing. Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried unanimously to close the hearing.

Motion by Ed Schmidtke, seconded by Rick Vollbrecht and carried unanimously to approve the "Resolution 2013-6 adopting the final 2013 Proposed Property Tax Levy and Final Budget for 2014. Roll Call Vote: Wolf: yes, Schmidtke: yes, Vollbrecht: yes



Chief Osborne stated he will be on Medical Leave starting Monday December 9, 2013 and not sure when he will be back. Chris Langr has volunteered to work more hours to make up for Osborne's absence.

Ordinance 2013-3 amendment was tabled until next month.

Motion by Ed Schmidtke, seconded by Kurt Wolf and carried unanimously to approve the 2013 audit with Abdo, Eick, & Meyers.

The Zoning Board wanted the City Councils opinion on the culvert issue at 207 Main St W. The City Council took no action on this issue.

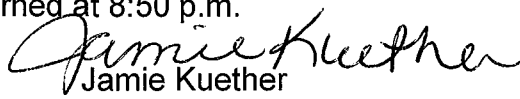
Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve Jamie Kuether, City Clerk, to attend the Municipal Clerks Institute April 28 – May 2, 2014.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to schedule a Work Session on Wednesday January 22, 2014 at 7pm.

Mark Rahrlick, City Attorney, updated the City Council on the Land Purchase agreement issues.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to approve the November 19, 2013 middle of the month claims totaling \$8,297.35 from the General Fund, \$11,484.36 from the Fire Department Fund, \$1,329.83 from the Water Fund, \$5,824.13 from the Wastewater Fund, \$3,574.56 from the Refuse Fund; the December 2, 2013 monthly claims totaling \$13,140.56 from the General Fund, \$704.28 from the Fire Department Fund, \$322.02 from the Water Fund, and \$1,597.12 from the Wastewater Fund; the December 2, 2013 late claims totaling \$696.00 from the General Fund, \$144.54 from the Fire Department Fund, \$280.00 from the Water Fund, and \$1,120 from the Wastewater Fund; December 2, 2013 End of Year Claims totaling \$9,050.00 from the General Fund, and \$3,510.00 from the Fire Department Fund.

Motion by Rick Vollbrecht, seconded by Ed Schmidtke and carried unanimously to adjourn. The meeting adjourned at 8:50 p.m.

  
Jamie Kuether  
City Clerk/Treasurer