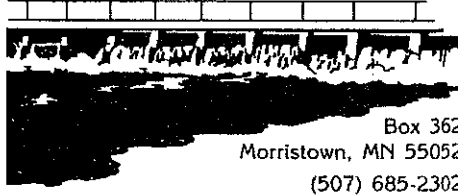


# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



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

## MORRISTOWN CITY COUNCIL MEETING MINUTES

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

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

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

### 5. Unfinished Business: (cont.)

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

5. Unfinished Business: (cont.)

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

6. New Business:

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

6. New Business: (cont.)

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

6. New Business: (cont.)

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

7. Correspondence and Announcements:

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

8. Claims and Accounts:

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

9. Council Discussion and Concerns:

None

10. Custodian Evaluation:

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

11. Adjournment:

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

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

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

/s/ Kurt Wolf

Kurt Wolf, Mayor

ATTEST:

/s/ Sheri Gregor

Sheri Gregor, City Clerk/Treasurer