

## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting      Monday, February 06, 2017

Members Present: Mayor Kurt Wolf, Council Lisa Karsten, Scott Allen, Kathy Wolf and new member, Seth Prescher

Others Present: Attorney Mark Rahrlick, City Engineer Rich Revering, Police Officer Chris Langr, Troy Dahle, Pat Kaderlik, Jack Schwichtenberg, Pat Kaderlik, Tim Flaten, Margaret Butler, Steve Nordmeier, Mike O'Rourke, Mark Morris, Adam Uittenbogaard, Dan Morris, Tim Minske, Tony Lindahl, Rick LaCanne, Jenner Moretto and City Clerk Sheri Gregor

1. The regular meeting of the Morristown City Council was called to order on Monday, February 06, 2017 at 7:00 p.m., in the Council Chambers at 402 South Division Street by Mayor Kurt Wolf.
2. The Pledge of Allegiance was recited.
3. Additions/Corrections to the Agenda:  
Lisa Karsten adds under New Business: S. Deputy Clerk Position, T. Community Center Flag Replacement and U. City Center Floor Scrubber. Under Unfinished Business: Lisa adds O. Changing the Locks. A correction to New Business: F. Resolution No. 2017-6 – Accepting Police Chief, David Osborne's **Retirement**. A motion was made by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to approve the Agenda accepting the additions and corrections.
4. Consent Agenda:  
A motion was made by Scott Allen, seconded by Lisa Karsten, and carried unanimously to accept the Consent Agenda as printed. Mayor Kurt Wolf mentioned there was an attempt to hold an EDA meeting tonight, but there wasn't a quorum, so no meeting was held.
5. Comments and Suggestions from Citizens Present:  
Dan Morris had previously mentioned the Round Bank of Waseca would be interested in installing an ATM in the Community Center.

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

Dan received a call from the President of Lake Country Community Bank of Morristown, reconsidered and stated the LCCBank would like to install an ATM.

6. Unfinished Business:

- A. A motion was made by Lisa Karsten, seconded by Scott Allen, and carried unanimously to approve Resolution No. 2017- 3: Resolution Relating To Procedures For Appointing A Person To Fill The Vacant Council Position.
- B. Lisa Karsten commented on how this was one of the toughest decision she has had to make, in her eight years on the Council; on having to choose between the two great applicants. Lisa thanked them both for applying.  
A motion was made by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to appoint Seth Prescher to the seat. Kurt Wolf commented as well saying he felt both applicants were excellent candidates. Kurt would have liked to have seen more (applicants), but was very pleased with the quality of candidates to choose from.
- C. Lisa Karsten made a motion, seconded by Scott Allen, and carried unanimously to approve Resolution No. 2017- 4 Resolution Appointing Person To Fill Vacant Council Seat, naming Seth Prescher appointed to fill the vacant council seat.
- D. Newly appointed Council Member, Seth Prescher, was administered the Oath of Office as recited by Sheri Gregor, City Clerk.
- E. A motion was made by Lisa Karsten, seconded by Scott Allen, and carried unanimously to accept Ordinance 2017-1: An Ordinance Amending Sections 91.11 And 91.12 Of The Morristown City Code, with regards to dangerous animals. Lisa Karsten - Yes, Kathy Wolf – Yes, Scott Allen – Yes, Seth Prescher – Abstained, Kurt Wolf – Yes.
- F. A motion was made by Lisa Karsten, seconded by Scott Allen, and carried unanimously to approve Resolution No 2017- 2: A Resolution Approving Publication Of Ordinance By Title and Summary.
- G. Kurt Wolf has met with Pantheon, and will meet with CIT, so he is still evaluating our options for the IT System improvements. This item is tabled until the next meeting to discuss further findings.
- H. Troy Dahle gave an update on FEMA city flood assistance. Under Category G, they have agreed to give us \$17,673.00 (\$13,254.75 Federal share, \$4,418.25 State share) for the park/playground area. Hopefully more funds will be distributed.

6. Unfinished Business: (cont.)

- I. There was concern over garbage blowing around, due to garbage being set out a few days before the Friday collection. According to our garbage ordinance nothing limits when property owners can set out their garbage. At this time, it's not an ongoing concern.
- J. Mike O'Rourke asks if the City of Morristown plans on making a monetary donation to the city park and baseball playground projects. With the DNR grant the committee is writing, the matching amount depends on the donations received. This item is tabled until the next regular meeting when the Capital Outlay Fund information is available.
- K. Steve Nordmeier announced that Loren Dahle has volunteered to serve as an EDA committee member. If the EDA doesn't fill the other opening, Scott Allen has volunteered to fill the vacancy. EDA meetings will be held quarterly (January, April, July and October).
- L. A Zoning Permit was purchased, by the owner of 206 W. Bloomer St, per violation of City Ordinance 92.21.
- M. Public Works Department - Expectations & Priorities - This item is tabled until the March meeting when we have a full department.
- N. The City Council will hold a Public Hearing on Vacation of Public Alley, during the next regularly scheduled meeting on Monday, March 06, 2017 at 7:30 p.m.
- O. Lisa Karsten motioned, seconded by Kathy Wolf, and carried unanimously to rekey the locks to have one key to match the Community Center front entrance door, the north glass door and the east glass door. Lisa Karsten amended her motion, seconded by Kathy Wolf, and carried unanimously to add putting a new handle with no lock on the foyer kitchen door.

7. New Business:

- A. A motion was made by Scott Allen, seconded by Seth Prescher, and carried unanimously for the City to join the Morristown Township in hosting "Recycle Day" on Saturday, April 1, 2017. Scott Allen will work the event, with Seth Prescher possibly being able to help.
- B. The City Clerk will publish a quarterly newsletter starting in April, and then in July, October and January.
- C. A motion was made by Scott Allen, seconded by Lisa Karsten, and carried unanimously, to allow Lake Country Community Bank to install an ATM in Community Center; subject to the details of the arrangement, with no expense to the City. Seth Prescher will have a conversation with LCCB on the specifics.

7. New Business: (cont.)

- D. A motion was made by Lisa Karsten, seconded by Scott Allen, and carried unanimously to allow the Dam Days Committee to meet here in the Council Chambers free of charge.
- E. A motion was made by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to accept Resolution No. 2017-5; Resolution Accepting Resignation Of Sean C. Smallen.
- F. A motion was made by Lisa Karsten, seconded by Scott Allen, and carried unanimously to accept Resolution No. 2017-6: Resolution Accepting Resignation Of David Osborne. Lisa Karsten noted that Police Chief Dave Osborne is retiring. Kurt Wolf stated that the City will look at options of either hiring a police chief or contracting with Rice County. Kurt Wolf and Lisa Karsten will meet with Troy Dunn and Chris Langr and bring those facts back to the Council at a special meeting.
- G. Lisa Karsten told the assembly that at the last meeting a motion was made to go with the Public Works Operator applications on hand, following the dismissal of Dorian Cornelius. Pat Kaderlik and the four Council Members present all choose the same applicant. Scott Allen and Lisa Karsten met twice with Tim Minske, who was previously employed with the City. They suggested Tim Minske meet with Randy Krueger, our current employee, which he did. A motion was made by Lisa Karsten, seconded by Scott Allen, and carried unanimously to offer the Public Works position to Tim Minske, under the title of Public Works Director, putting him on annual salary starting at \$48, 880.00. At the time Tim obtains his B Wastewater license, his annual salary will increase to \$50,960.00. At the point Tim obtains his Bio Solids certification, his annual salary will increase to \$53,040.00. Alternating week-end rounds will be included in Tim's salary. Tim's seniority date with regard to PTO accrual will be reinstated to what it was when he left his previous City of Morristown employment. Lisa Karsten adds to further discussion, as part of this being the Public Works Director, Tim's responsibilities will include overseeing all the City owned facilities, equipment and Public Works employees. The Council is still the supervisor; hiring, firing, evaluations done under our leadership. A comprehensive job description for this position is being developed and will be ready for the March meeting. In the event of a City flood or winter emergency, those situations will be discuss with him on how to compensate him for the extra time worked; which will be handled on a case by case basis. When Tim gets his licenses, the hired consultant, Pat Kaderlik' s position will be eliminated. Tim would like to carry one cell phone, his own.

7. New Business: (cont.)

- G. (cont.) Also Tim's regular evaluations will be using the job description. Lisa Karsten requests a two minute recess. After the recess, Lisa Karsten announced that Tim Minske has accepted the position and will start the 13th of February.
- H. Discussion was held on having an official City of Morristown social media presence. Thoughts were to have a social media manager, one person to post that information, which has been approved by the Council. A nomination will be made when the Council revisits the 2017 City Committee Appointments.
- I. A motion was made by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to move the September Council meeting to Wednesday, September 6th, due to Labor Day.
- J. Rick LaCanne of LaCanne Electric and Jenner Moretto of Lighten Up, presented a proposal for upgrading to LED lighting in the Community Center banquet area, interior and exterior lighting. There would be lower energy usage and less maintenance cost. Xcel Energy offers utility rebates (\$5,200.00) and we could receive a one-time grant from Minnesota Chamber of Commerce of approx. \$2,100.00. Project costs would be \$19,613.00 in materials and \$10,323.00 in labor. A motion was made by Lisa Karsten, seconded by Scott Allen, and carried unanimously to complete the grant application.
- K. A motion was made by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to hold the annual Dog Vaccination & Licensing Clinic at the Morristown Public Works Dept., on Saturday, April 8th, from 1:00pm - 3:00 pm.
- L. A motion was made by Lisa Karsten, seconded by Kathy Wolf, and carried unanimously to waive the hall fee on April 29th for the Commercial Club; who's sponsoring the event "Mayhem in Morristown", AWF Wrestling, for a playground equipment fundraiser.
- M. A motion was made by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to approve the Morristown Fire Department Officers for 2017.
- N. A motion was made by Lisa Karsten, seconded by Scott Allen, and carried unanimously to pay Abdo, Eick & Meyers LLP 2016 Audit Fees of \$10,850.00.
- O. Steve Nordmeier asks the Council if they would pay for or split the costs of new volleyball nets with Dam Days. The cost is approximately \$300 for two nets.

7. New Business: (cont.)

- O. (cont.) Todd Schmidtke and Kristina Green may start up a city volleyball summer league. A motion was made by Scott Allen, seconded by Kathy Wolf, and carried unanimously for the City to pay the \$300 for volleyball nets; Scott amended his motion stating the funds will come out of 580-Parks.
- P. With having a paved access road behind the Community Center, Dan Morris is concerned about the generator being at risk; asking if the Council could fence or add post to protect it. This item will be tabled to the next regular meeting.
- Q. Sheri Gregor asks the Council if would consider hiring a business to deal with pest control. The Council asked her to get two bids by the next meeting.
- R. A motion was made by Scott Allen, seconded by Seth Prescher, and carried unanimously to send a certified letter of Ordinance 92.21 Violation notification to the address of 307 S. Division St.
- S. A motion was made by Lisa Karsten, seconded by Scott Allen, and carried unanimously to advertise for a part-time deputy clerk, working a monthly minimum of 30 hours, municipal experience desired but not required, wage will be based on education and experience and take applications through Wednesday, February 22, 2017. The Council is to look over the applicants and choose their top three candidates and will decide at the March meeting on an interview committee.
- T. A motion was made by Lisa Karsten, seconded by Scott Allen, and carried unanimously to have Kurt Wolf approach the Executive Board of the American Legion Post 149 to ask for the donation of a new American flag for the Community Center.
- U. A motion was made by Lisa Karsten, seconded by Seth Prescher, and carried unanimously to have Scott Allen contact Tim of Hillyard's to service the Community Center's floor scrubber.

8. Correspondence and Announcements:

The Cannon Valley Players presents this year's Annual All Male Cast Play "The Trials of Robin Hood". Performances will be held February 24th and 25th at 7:00 p.m. and February 26th Matinee at 2:00 p.m. Proceeds are distributed among many organizations. Past recipients have been local Sunday Schools and Churches, Boy Scouts, Girl Scouts, Youth Groups, Youth Shooting Team, Air Rifle Team, the Community Center. This year the Playground Project Fund may also benefit from the earnings.

9. Claims and Accounts:

A motion was made by Scott Allen, seconded by Lisa Karsten, and carried unanimously to pay the January 15, 2017 Mid-Month Claims totaling \$24,412.80 from the General Fund, \$386.79 from the Fire Department Fund, \$108.08 from the Water Operations Fund, the February 06, 2017 Current Claims totaling \$19,739.90 from the General Fund, \$1,730.73 from the Fire Department Fund, \$949.84 from the Water Operations Fund, \$39,530.03 from the Wastewater Operations Fund, \$4,183.22 from the Refuse Fund, and the Late Claims totaling \$70.87 from the Fire Department Fund, \$34.00 from the Water Operations Fund, \$1,245.50 from the Wastewater Operations Fund and \$34.00 from the Refuse Fund, as printed.

10. Council Discussion and Concerns:

A special meeting is scheduled for Monday, February 27, 2017 at 7:00 p.m. Items to be discussed will include our Police Dept. situation, Community Center LED lighting, 2017 City Council appointments and City social media presence.

11. Adjourn & Next Meeting:

A motion was made by Scott Allen, seconded by Kathy Wolf, and carried unanimously to adjourn. The meeting adjourned at 8:59 p.m.

The next regular meeting will be held Monday, March 06, 2017 at 7:00 p.m.

/s/ Kurt Wolf

Kurt Wolf, Mayor

ATTEST:

/s/ Sheri Gregor

Sheri Gregor, City Clerk/Treasurer