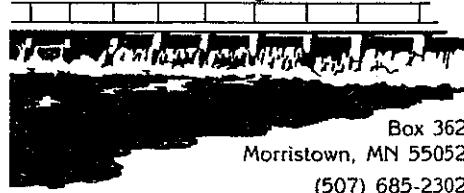


City of Morristown

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, March 19, 2018 7:00 P.M.

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

Absent: Seth Prescher

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

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

6. Unfinished Business: (cont.)

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

6. Unfinished Business: (cont.)

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

7. New Business:

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

8. Correspondence and Announcements:

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

8. Correspondence and Announcements: (cont.)

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

9. Claims and Accounts:

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

10. Council Discussion and Concerns:

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

11. Public Works Director Evaluation:

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

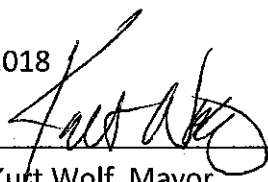
12. Adjournment:

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

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

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

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


Kurt Wolf, Mayor

ATTEST:


Sheri Gregor, City Clerk/Treasurer