

**MORRISTOWN CITY COUNCIL MEETING MINUTES**  
**Regular Meeting – Public Hearing Monday, January 6, 2020**

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski

**Others Present:** City Engineer Rich Revering, Public Works Director Tim Minske, Deputy Sheriff Justin Hunt, Fire Chief Adam Uittenbogaard, EDA Members Steve Felix and Kurt Wolf, Jesse Sanders, Ryan Schiell, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, January 6, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present** – Steve Nordmeier asked to have Dam Days on the next agenda for permission to use the community center.
5. **Consent Agenda**
  - A. **Police Report – December 2019**
  - B. **Fire Department Report – December 2019 – Pulled**
  - C. **Public Works Report – December 2019**
  - D. **EDA Minutes – Meets Quarterly**
  - E. **City Council Minutes – December 16, 2019**
  - F. **Zoning Board Minutes – No December Meeting**
  - G. **Skywarn Report – No Report – Pulled**
  - H. **Financial Report Month Ending – November 30, 2019**  
**(Cash Control Statement, Interim Report, Capital Reserve Balances)**

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the consent agenda, minus the Fire Department Report and the SkyWarn Report.

Adam Uittenbogaard pulled the Fire Department Report, inviting the mayor, city council, city administrator and clerk to the annual firefighter’s meeting on Monday evening, January 13, 2020. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the Fire Department Report. Tim Flaten pulled the SkyWarn Report, with Jesse Sanders requesting permission, from the council, to purchase five iPads (one in SkyWarn room and four in vehicles) @ \$1,299.95, waterproof box cases @ \$337.45, with the choices of the government contracted priced service plans (monthly two gigabytes @ \$27.30 each, peak storm season (April-October) @ \$39.99 unlimited monthly service, then switch to the \$10.00 monthly plans during the remaining months). The SkyWarn has a 2019 capital reserve budget balance of \$16,763.00.

SkyWarn Report (cont.) - Motion by Lisa Karsten, seconded by Jake Golombeski, and carried unanimously to approve SkyWarn to acquire the iPads, cases and 2 gigabytes service plans, out of the SkyWarn funds. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Skywarn Report.

**6. Unfinished Business**

**A. Resolution 2020-1: Authorizing Assessment of Administrative Fines for**

**Collection in 2021** – The assessment of unpaid zoning permit violation fines will be brought back to the January 21, 2020 council meeting. Kurt Wolf, 404 3rd Street S.E., is disputing the zoning board’s recommendation of \$100. Documentation will be presented to validate the fine.

**B. Archambault Bros. Disposal Franchise Agreement** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the contract agreement with Archambault Brothers Disposal. If Archambault’s feel the necessity to change their rates, they must opt out of this contract before November 30th.

**C. City Council Enforcement Priority List** – Brad Potter will focus on the City Council’s list of priorities for enforcing city ordinances, beginning with addressing zoning permits required and businesses and residents keeping sidewalks clean. The City Clerk will have, in the quarterly newsletter, ordinances and information for residential knowledge.

Motion by Tim Flaten, seconded by Lisa Karsten, and carried unanimously to close the regular meeting and open the public hearing at 7:30 p.m..

**Public Hearing – Increase in City Water, Wastewater, Refuse and Recycling Fees** - Due to inflationary increases in expenses, Brad Potter presented the Council with three options on if to increase utility rates and by what percent. Motion by Lisa Karsten, seconded by Tim Flaten, choosing option three, and was carried unanimously to increase the monthly water base charge from \$6.16 to \$7.39, and the monthly water usage per 1,000 gallons from \$3.35 to \$3.52.

Motion by Tim Flaten, seconded by Lisa Karsten, choosing option three, and was carried unanimously to leave the monthly sewer base charge at \$21.50, but increase the monthly sewer usage per 1,000 gallons from \$7.07 to \$7.35. Motion by Tim Flaten, seconded by Lisa Karsten, choosing option three, and was carried unanimously to increase the monthly refuse/recycling rate from \$13.32 to \$14.39. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the public hearing and reopen the regular meeting at 7:52 p.m..

**D. Street Project Update (Main Street and 2nd Street SW) Bolton and Menk**

Rich Revering is concerned with assessment costs. Rich mentioned a USDA street grant based on cost of project, property values and incomes, and street reconstruction bonds. Rich spoke on options of delaying the levels of work to do based on costs/assessments, to strategize to keep assessments and taxpayers’ dollars down. Suggestions on the street/water mains project will be brought to the February 3, 2020 council meeting on options, USDA numbers and assessment policy.

**6. Unfinished Business (cont.)**

**E. Electronic Tablets for City Council** - Discussions were had on the purchase of Samsung 8 iPads (government contract) from Verizon for the Council, Clerk and Public Works (city use only). This would cut down on the paper used. Security from our vendor, BevComm, will be the emphasis at the January 21st meeting.

**7. New Business:**

**A. 2020 City Community Appointments** – Motion by Tim Flaten, seconded by Jake Golombeski, and was carried to approve the city community appointments for 2020 as printed; with one zoning board member to be appointed on February 3, 2020. Opposed by Lisa Karsten.

**B. 2020 Master Fee Schedule** – Rate changes were discussed and approved. The revised Master Fee Schedule for 2020 will be submitted for approval January 21, 2020.

**C. 2020 Water, Sewer, and Garbage Rates Review** – This item was discussed during the public hearing and the increased rates were accepted.

**D. Approve Annual Firefighter’s Wages for 2019** – Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried to approve the Morristown Fire Department 2019 annual firefighter’s wages for \$24,388.00, as presented. Abstained was Tim Flaten.

**E. Tim Minske – Final Quarter 2019 Compensation for Projects** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve compensation for Tim Minske for the final quarter of 2019 for above and beyond events at \$865.54.

**F. City Administrator Report** – Brad Potter continues to review and revise the personnel policy. A pre-construction meeting is to be held with all parties involved on 3rd St. S.E./ Jane St. E, etc. streets improvements to take place after Dam Days. Brad is working on the State required Pay Equity Report. Brad and Tim Minske met with DNR, next MPCA, on the wastewater outflow pipe. There is property for sale located in-between the west end of the city limits; and Brad informed the county this falls in our urban overlay district. The 112 Division St. N. property has been sold. The EDA met and viewed a mockup of the city website video; and after the council meeting, Tim Flaten will go through this to give your thoughts and moments with any council and public that wish to stay afterwards. The ditch cleanout, south of Sidney St. W., coming soon. The plow truck expenses have been high, due to hydraulic issues. The Clerk asked for clarity on the 1.5% COLA, effective January 1, 2020. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously that the cost-of-living adjustment be given to full time and part time city employees; seasonal and temporary employees increases are to be negotiated.

**8. Correspondence and Announcements**

Dan Morris sent word to invite the City to once again participate in “Recycle Day” to be held in April. The Council agrees to take part.

**9. Claims and Accounts**

**A.B. Current Claims and Late Claims and Accounts** - Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the current claims and accounts, for January 6, 2020, totaling \$17,381.98 from the general fund, \$5,263.10 from the fire department fund, \$3,244.60 from the water operations fund, and \$8,220.73 from the waste water operations fund; and the late claims and accounts totaling \$5,692.45 from the general fund, \$1,130.63 from the fire department fund, \$46.66 from the water operations fund, and \$111.74 from the wastewater operations fund and \$4,692.54 from the refuse fund.

**10. Council Discussion and Concerns**

None

**11. Adjournment** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 8:36 p.m..

**12. Next Regular Meetings Tuesday, January 21, 2020 & Monday, February 3, 2020 7 pm**

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Tony Lindahl, Mayor

Attest:

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Sheri Gregor, City Clerk/ Treasurer

**MORRISTOWN CITY COUNCIL MEETING MINUTES**  
**Regular Mid-Month Meeting Tuesday, January 21, 2020**

**Council Present:** Assistant Mayor Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
Mayor Tony Lindahl arrived at 8 p.m..

**Others Present:** Dan Morris, Mike O'Rourke, Kurt Wolf, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order:** Assistant Mayor Tim Flaten called the regular meeting of the Morristown City Council to order on Tuesday, January 21, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, tabling the City Council meeting minutes from January 6, 2020, until Lisa Karsten has a chance to read them.
4. **Comments and Suggestions from Citizens Present:** It had been discussed at a prior council meeting to possibly have the Morristown Commercial Club (MCC) pay more for the rental of the Community Center bar and some expenses. Dan Morris, president of the MCC, submitted the club's 2019 meeting summary and a past list, to bring to the attention of the city council and administrator, all of the monies, events, and hours donated and/or sponsoring the MCC does for the City of Morristown and others.
5. **Consent Agenda:**
  - A. **EDA Meeting Minutes – January 6, 2020**
  - B. **City Council Meeting Minutes – January 6, 2020**

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the consent agenda's EDA meeting minutes, minus the city council meeting minutes as mentioned in additions/corrections to the agenda.
6. **Unfinished Business:**
  - A. **Resolution 2020-1: Authorizing Assessment of Administrative Fines for Collection in 2021**

The assessment of unpaid zoning permit violation fines will be brought back to the February 18, 2020 council meeting. Brad Potter will send a 10-day notification to inform the property owner(s) of this administrative fine assessment. Kurt Wolf, 404 3rd Street S.E., has requested time to review the information provided to the city council. Mr. Wolf is disputing the zoning board's recommendation, on August 15, 2019, and the city council's decision, on August 19, 2019, to enforce the after-the-fact-permit penalty of \$100. The City Clerk, Sheri Gregor, provided the requested factual material, in the city council agenda packet, to inform the council on previous communications, process and both zoning board and city council meeting minutes. Brad Potter presented a memo to have a process protocol set in place to address information on city employees expressing opinions regarding issues. This protocol will be on the next meeting agenda.

**6. Unfinished Business:**

- B. 2020 Master Fee Schedule** – The increases were made on the 2020 Master Fee Schedule and submitted to the council for approval. Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously, to approve the schedule, pending the case by case permit extension rates are established by the Zoning Board. A resolution for the fee changes and the extension fee formula will be brought to the city council meeting, for final approval, on March 2, 2020.
- C. Electronic Tablets for City Council** – After some discussion, it was decided to not purchase iPad tablets, at this time.
- D. Zoning Violations** – Brad Potter and Mark Rahrck are working on the matter of how to approach the shed setback violation, among other issues, on the 412 Sidney St. W. property. Brad Potter has generated an agreement to be signed by the owner of 105 2nd St. S.E.; to record the house structure does not have the required 42” frost footings. Also, at 105 2nd St. S.E., the zoning permit has expired, and the work has yet to be completed. The fence, at 26 Chestnut St., still does not meet the rear yard setback. The council request the city attorney begin the fine process for 412 Sidney St. W., and for the city administrator to invite the above-mentioned property owners to attend the Tuesday, February 18, 2020 meeting

**7. New Business:** - Mayor Tony Lindahl presides.

- A. Proclamation 2020-1 – National School Choice Week** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Proclamation 2020-1: A Proclamation Recognizing January 26 – February 1, 2020 as the National School Choice Week in Morristown.
- B. Data Practices Policy** – Currently the City does not have a data practice policy. Brad Potter presented the standard League of Minnesota Cities data practice policy, for consideration, to the council. If the city attorney agrees with this policy, Tim Flaten motions to apply this Data Practices Policy as our own, seconded by Kathy Wolf, and was carried unanimously.
- C. Replacement Election Judge Approval** – Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to appoint Mary Lou Davidson, to replace Nyla Wille, as an election judge for August and November of 2020. Lisa Karsten asks to make the community aware that if anyone would like to be an election judge for the City of Morristown, to contact the city clerk, for consideration when an opening occurs.
- D. Dam Days Committee** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to authorize the Dam Days committee the use of the Community Center/ Government Room for meetings, setups, practices and events; and to also permit Dam Days 2020 to be held in the City of Morristown. The Miss Morristown Pageant is May 27, 2020, with Dam Days events on May 29th, 30th and 31st of 2020.
- E. Work Session with Zoning Board** – A work session will be arranged between the zoning board and the city council to discuss the possibility of adopting the Minnesota State Building Code. Building inspector, Dan Murphy, will also be invited. The date for this session may possibly be Thursday, February 13, 2020 at 7:00 p.m..
- F. City Administrator Report** - Brad Potter talked about putting information out on the city website on formal zoning ordinance reviews. This would help property owners seeking approval; stating deadlines for the application (for public hearing notifications) to be submitted and zoning board meeting dates. There are residential properties zoned commercial district, due to their locations.

**7. New Business: (cont.)**

**F. City Administrator Report-** A future public hearing will be held to rectify these parcels. The pre-construction meeting will be rescheduled for the 3rd St. S.E./Jane St. E, etc. streets improvements. The advertisement and wages for hiring the setup and tear down of community center events were reviewed. The administrator is preparing a project calendar to share with the council and add updates as they occur.

**8. Correspondence and Announcements: – None**

**9. Claims and Accounts:**

**A. Mid-Month Claims and Accounts** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the January 21, 2020 mid-month claims and accounts totaling \$35,257.82 from the general fund, \$2,884.47 from the fire department fund, \$435.00 from the Fire Hall Bond Project Debt Fund, \$773.19 from the water operations fund, \$3,109.79 from the wastewater operations fund and \$461.00 from the refuse fund.

**10. Council Discussion and Concerns:**

Jake Golombeski feels the new owners of 112 Division St. N., should be made aware there will be loud live music, in the business district, at specific times during the year. Brad Potter, Lisa Karsten and Tim Flaten will meet after this meeting to address a complaint received by a city resident.

**11. Adjournment:** Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 9:03 p.m..

**12. Next Regular Meetings: Monday, February 3, 2020 & Tuesday, February 18, 2020 at 7 pm**

**Attest:**

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**Tony Lindahl, Mayor**

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**Sheri Gregor, City Clerk/ Treasurer**

**MORRISTOWN CITY COUNCIL MEETING MINUTES**  
**Regular Meeting Monday, February 3, 2020 7:00 p.m.**

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski

**Others Present:** City Engineer Rich Revering, City Attorney Mark Rahrick, Public Works Director Tim Minske, Adam Schlie, Sheriff Troy Dunn, Fire Chief Adam Uittenbogaard, Steve Nordmeier, Mark Morris, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, February 3, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the agenda, with the additions Unfinished Business E. Complaint committee member and New Business D. Hall key.
4. **Comments and Suggestions from Citizens Present** – None
5. **Consent Agenda**
  - A. **Police Report – January 2020**
  - B. **Fire Department Report – January 2020**
  - C. **Public Works Report – January 2020**
  - D. **EDA Minutes – Meets Quarterly**
  - E. **City Council Minutes – January 6, 2020 and January 21, 2020**
  - F. **Zoning Board Minutes – January 16, 2020**
  - G. **Skywarn Report – No Report**
  - H. **Financial Report Month Ending – December 31, 2019**  
**(Community Center Report, Cash Control Statement, Interim Report, Capital Reserve Balances)**

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the consent agenda, minus the Public Works Report and the January 6 and 21, 2020 City Council Meeting Minutes.

Public Works Director, Tim Minske, thanked the council for the purchase of the 2020 Case skid loader and the 2020 Chevy Silverado 3500 truck. They, Tim and Adam, are very happy with the new equipment. Tim Minske presented two bids for a plow with installation onto the new Chevy truck. Tim also spoke about Crysteel's cost of a head rack, strobe light with installation at \$1,950.00. Tim Minske stated he and Adam Schlie could purchase and attach the head rack, strobe light, including an aluminum toolbox for the cost of \$1,000.00. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to purchase the plow including installation from Sirek's Hydraulic Service, Inc.



**5. Consent Agenda: (cont.)**

**H. (cont.)** of Faribault for \$7,568.00 and purchase the accessories mentioned and install them; using funds from the public works capital reserves. Tim Minske explained about the new MPCA phosphorus limits in conjunction with the Cannon River Watershed standards means more testing and paperwork. Tim Minske described to the council his disappointment over the absence of designated responsibilities (snowplowing) and occurrences while he was on vacation. The council agreed and going forward to stick with the initial plan upon Tim's absence. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the Public Works Report. Consent Agenda City Council meeting minutes – Lisa Karsten disagrees with both January meeting minutes that at the recommendation of the zoning board, the city council made the decision to enforce the \$100.00 after-the-fact permit fine to the property of 404 3rd Street S.E.. and wants that portion removed. Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the city council minutes, with the amendments.

**6. Unfinished Business**

- A. Community Center – Event Setup/Teardown Options** – Brad Potter has reached out to groups and organizations to see if there was any interest to be hired for setups and teardowns for events in the community center's great hall. Still an ongoing proposition.
- B. Street Project – Financing Update – Bolton and Menk** – Rich Revering presented an assessment spreadsheet, based on addresses, of the lot size of properties affected by the planned street improvements. Some will have water mains, and storm sewer drainage work included. Mr. Revering laid out different options of assessment percentages determined by the council; for immediate properties and taxpayers. The city assessment policy needs to be reviewed. The city council will hold a work session to revise the city assessment policy on Thursday, February 13, 2020 at 7:00 p.m..
- C. Drainage Ditch Cleanout Bids** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve advertising the bid specifications for the ditch cleaning project as presented. Lisa Karsten rescinds her motion and motions to allow the city administrator to contact said people to receive three written bids for the ditch project, seconded by Tim Flaten, and was carried unanimously.
- D. Zoning Board Recommends Member Appointment** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to take the zoning board's recommendation to appoint Clay Rhetmeyer to the zoning board.
- E. Complaint Committee Member**- Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to appoint Kurt Wolf to the complaint committee.

**7. New Business:**

- A. Employee Protocol Policy** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the employee protocol policy, effective immediately; then be incorporated into the personnel policy and policy manual.

**7. New Business: (cont.)**

- B. Pay Equity Report** – Every three years a Pay Equity Report must be submitted to the Minnesota’s Department of Labor (MN is the only state in the union with this law). Brad Potter employed David Drone and Associates to handle the report. Motion by Tim Flaten, seconded by Lisa Karsten, the mayor has viewed and approves, and was carried unanimously to approve the Pay Equity Report.
- C. City Administrator Report** – The Dollar General has inquired about the city’s zoning process. Dollar General is in Phase II of their process (site plan presented) and is showing a great level of interest being located within the community. Further action needs to transpire with an annexation petition/agreement with the township. Our auditors, Abdo, Eick & Meyers, have been on-site completing the 2019 audit. An inquiry has been made about a solar farm that would like to be built in the area. Another meeting is scheduled with in MRWA to complete the wellhead management plan. Brad Potter asks the council’s approval to scaling back his hours from 20-28 to 16-20, as our consulting city administrator; for multiple reasons. The council asks for a list of things Brad handles, will seek solutions and suggestions. This discussion will continue at the next regular council meeting, on February 18, 2020.
- D. Hall Key** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to give Fire Chief Adam Uittenbogaard keys to the Community Center and the Administration Office. At the annual firefighter’s meeting, Kyle Green was named the new assistant fire chief of the Morristown Fire Department, as agreed to by the City Council.

**8. Correspondence and Announcements: - None**

**9. Claims and Accounts:**

- A.B. Current Claims and Late Claims and Accounts** - Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the current claims and accounts, for February 3, 2020, totaling \$53,994.41 from the general fund, \$72.26 from the fire department fund, \$1,656.71 from the water operations fund, and \$5,640.24 from the waste water operations fund; and the late claims and accounts totaling \$8,958.52 from the general fund, \$5,521.46 from the fire department fund, \$676.59 from the water operations fund, and \$39,238.28 from the wastewater operations fund and \$70.00 from the refuse fund, as presented.

**10. Council Discussion and Concerns**

None

**11. Adjournment** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 8:21 p.m..

**12. Next Work Session:** Joint with Zoning Board – Thursday, February 13, 2020 7 p.m.

**Next Regular Meetings:** Tuesday, February 18, 2020 & Monday, March 2, 2020 7 p.m.

**Attest:**

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**Tony Lindahl, Mayor**

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**Sheri Gregor, City Clerk/ Treasurer**

**MORRISTOWN CITY COUNCIL MEETING MINUTES**  
**Regular Mid-Month Meeting Tuesday, February 18, 2020**

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski

**Others Present:** Attorney Mark Rahrack, Steve Felix, Tyler Velzke, Tim Minske, Adam Schlie, Mark Morris, Rick Vollbrecht, Kurt Wolf, Dan Morris, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order:** Mayor Tony Lindahl called the regular mid-month meeting of the Morristown City Council to order on Tuesday, February 18, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Added to New Business was C. Morristown Baseball Association. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, with the one addition.
4. **Comments and Suggestions from Citizens Present:** - None
5. **Consent Agenda:**
  - A. **City Council Minutes – January 6 and January 21, 2020** – Pulled
  - B. **City Council Minutes – February 3, 2020**
  - C. **City Council/Zoning Board Work Session – February 13, 2020**

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the February 3, 2020, with one minor spelling correction. Lisa Karsten disapproves of the clerk’s January 6th and 21st council minutes; she asks the city administrator to make corrections. Motion by Tim Flaten, seconded by Kathy Wolf, and was carried to approve the January minutes, with the corrections. Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the joint work session summary.
6. **Unfinished Business:**
  - A. **Resolution 2020-1: Authorizing Assessment of Administrative Fines for Collection in 2021** – Violation fines that go unpaid, get assessed to the property owner’s property taxes, per city ordinance. \$100 after-the-fact permit violation fines where levied on Michelle Voegele, 402 Washington Street E. and Kurt Wolf, 404 3rd Street S.E.. Michelle will pay the amount of \$50, in lieu of the \$100.00 violation fine. **The council said the proper procedure was not followed, although facts were distributed to reveal the undeniable fact the permit required ordinance was violated.** After discussion, motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to drop the after-the-fact permit violation fine for Kurt Wolf. The City Council did not take the Zoning Board’s recommendation that if they waived the after-the-fact permit fee for 404 3rd Street S.E., to refund the after-the-fact permit violation fees for the past five years; to treat all property owners the same.
  - B. **Community Center – Tear Down/Setup Options** – No applications were received.

**6. Unfinished Business: (cont.)**

- C. Street Project** – Assessments options, the levels of reconstruction, rehabilitation, and street repairs are being looked at. Some streets will also have water main work and/or drainage tile installed. At this time, the city assessment policy will remain for the two planned street projects. The city attorney, city engineer and the city administrator will bring back recommendations categorizing levels for the March 16, 2020 council meeting
- D. Submitted Drainage Ditch Cleanout Bids** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to accept Dahle Enterprise’s bid of \$7,114.25, to clean out the drainage ditch, from Division Street S. to Lawrence Street.
- E. Declaring a Snow Emergency** – When receiving 2 inches or more of snow, residents are advised to have vehicles off the streets or risk receiving a citation and/or towed. Mark Rahrick and Brad Potter will draft an amendment addressing Ordinance §71.04 Declaration of Snow Emergencies; Parking Prohibited, for the March 16, 2020 city council meeting. Ordinance §92.18 Public Nuisances Affecting Safety (sidewalks) may be focused on as well.
- F. Water Meters Installation and Bids** – Five new cellular meters will be installed for a trial run with the software. New water meters will eventually replace all existing meters. Bids will be sought after for installation.
- G. Administrator Staffing Levels** – Brad Potter represented the council with his adjusted hours for March and the proposed hours and wages for his assistant. Part-time assistance is also being considered in the clerk’s office. Mayor Tony Lindahl asked for more details.

**7. New Business:**

- A. Bids WWTP Outfall Pipe Correction** – Joint meeting with the Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to award Dahle Enterprise’s bid of \$3,485.74 to do the riverbank restoration.
- B. City Administrator Report** – The county is satisfied with the Dollar General access coming off County Road 44 (Holland Avenue), being directly across from the car wash access drive. Brad Potter would like to set the date of Monday, March 2, 2020 at 6:00 p.m. for the council and zoning board to meet with Dan Murphy, contractual building official, to continue discussion of possibly adopting the Minnesota State Building Code.
- C. Morristown Baseball Association** – Rick Vollbrecht informed the council that Faribault is redoing Bell Field due to hosting the Amateur State Baseball Tournament in the fall of 2021. Therefore, the Faribault High School has contacted the Morristown Baseball Association requesting the use of the Babe Nordmeier Field for their varsity baseball team to play seven games this spring. Rick Vollbrecht provided a list of the seven dates being asked for. The Faribault High School will pay the baseball association for getting the field ready and lined. Brad Potter will contact the WEM athletic director notifying him of the dates, to avoid conflict with the WEM junior high baseball schedule.

**8. Correspondence and Announcements:**

February 20, 2020 - Zoning Board Public Hearings 7:30 p.m. – Rezoning Residential Properties from Central Business and Amending Sections §152.066 and §152.091 Dwelling Restrictions.

**9. Claims and Accounts:**

**A. Mid-Month Claims and Accounts** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the February 18, 2020 mid-month claims and accounts totaling \$9,232.10 from the general fund, \$796.95 from the fire department fund, \$19,475.00 from the Fire Hall Bond Debt Fund, \$2,993.51 from the water operations fund, \$3174.62 from the wastewater operations fund and \$5,126.67 from the refuse fund.

**10. Council Discussion and Concerns:** Employee Evaluation for Sheri Gregor on March 16, 2020 at the end of the meeting.

**11. Adjournment:** - Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 8:46 p.m..

**12. Joint Work Session (City Council and Zoning Board):** Monday, March 2, 2020 at 6 p.m.  
**Next Regular Meetings:** Monday, March 2, 2020 & Monday, March 16, 2020 at 7 p.m.

Attest:

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Tony Lindahl, Mayor

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Sheri Gregor, 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 MEETING MINUTES Regular Meeting Monday, March 2, 2020 7:00 p.m.

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski  
**Others Present:** Public Works Director Tim Minske, Adam Schlie, Deputy Sheriff Justin Hunt, Fire Chief Adam Uittenbogaard, Steve Nordmeier, Tyler Velzke, Rick Vollbrecht, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, March 2, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** Added to the agenda was Unfinished Business H. Fence on City Property, New Business G. Resolution 2020-2 Accepting Donation and H. Community Center Flag. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the agenda, with the three additions.
4. **Comments and Suggestions from Citizens Present** Tyler Velzke asks if there's a way to reserve the community center hall online, by having a PDF form to request a date(s). Another helpful item would be to have a calendar of event dates where the great hall is already booked, available or unavailable. Brad Potter was asked to check into this.
5. **Consent Agenda**
  - A. **Police Report – February 2020**
  - B. **Fire Department Report – February 2020**
  - C. **Public Works Report – February 2020**
  - D. **EDA Minutes – Meets Quarterly**
  - E. **City Council Minutes – January 6, 2020, January 21, 2020, February 18, 2020**
  - F. **Zoning Board Minutes – February 20, 2020**
  - G. **Skywarn Report – No Report**
  - H. **Financial Report Month Ending – January 31, 2020 (Community Center Report, Cash Control Statement, Interim Report, Capital Reserve Balances)**
  - I. **Joint Work Session Minutes, City Council Minutes – March 2, 2020**

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to table the consent agenda (A through H) to the March 16, 2020 mid-month city council meeting. Public Works – Tim Minske reported the five new cellular meters are installed. Those meters need to be set up in our Banyon system, then a trial test folder sent to Badger. Dahle Enterprises have submitted a bid, for the digging of and rip rap for the small creek, north of Washington St. E. to Main St. E./County Road 15. Two bids are required, therefore another bid will be sought.

**5. Consent Agenda (cont.)**

Fire Dept. – Adam Uittenbogaard asks if the city council had to accept the fire department’s officers and pay. The response was the officers were approved and if the pay didn’t change, a new motion was not necessary. The resolution, added to the agenda, to accept the fire relief association donations, to the fire department should also include another \$10,000.00.

**6. Unfinished Business:**

- A. Ditch fix on Thruen Street – The property owner needs to provide a design plan for approval by May 1, 2020, to remove the culvert and grade the ditch graded back to its engineer developed original condition on or by June 15, 2020. Prior to the reconstruction, BevComm will need to modify their underground bore work. If the property owner does not comply by the June 15, 2020 date, the City will hire a contractor to do the work and assess the cost to property owner’s property taxes.
- B. Personnel Policy – The public works weekend on-call pay rate will stay as previously established; pay is a minimum of two hours at time and a half.
- C. Zoning Board Recommendation – The Morristown Zoning Board held a public hearing on Thursday, February 20, 2020 for public input on rezoning properties that are zoned commercial but are residential single-family homes. The board recommends to the council to amend the city zoning map. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adopt Ordinance 2020-1; An Ordinance Amending the Zoning Map of the City of Morristown.
- D. Zoning Board Recommendation – The Morristown Zoning Board held a public hearing to receive public input on amending two sections of Ordinance 152 Zoning Codes. The two sections shall read, “All structures used for residential occupancy shall have a minimum width of 24 feet on its narrowest dimension 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 of clay or granular fill. The amendment is to add, “or a design approved by a registered structural engineer in the State of Minnesota”. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adopt Ordinance 2020-2: Amending Sections §152.066 and §152.091 of the City of Morristown City Code.
- E. Street Sweeper Repairs – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to purchase street sweeper replacement parts from MacQueen at \$4,174.00, as recommended by public works.
- F. Administration Staffing Level Details – Brad Potter offered the option of have a Community Fix assistant to handle some of the work he is completing at \$25.00 per hour/10-14 hours a week. There was no decision made. Brad Potter will post a part-time office assistant job opening at \$12 to \$15 per hour, to work with the city clerk.
- G. Recycle Day – April 4, 2020 – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to hold the annual recycle day, along with the Morristown Township, on April 4, 2020, from 9am to 1pm, at Timm’s Trucking; with no box springs or mattresses being accepted, this year, by the City.

**7. New Business:**

- A. Faribault Veterinary Animal Clinic – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to host the annual animal immunization clinic on Saturday, April 18, 2020, from (new time) 1:15 p.m. – 3:00 p.m., at the Morristown Public Works Department building, located at 109 2nd Street S.W..
- B. Spring Open Burning – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to allow spring open burning from April 1 through May 15, 2020; between the hours of 6 p.m. to 12 p.m. noon. No permit required.
- C. Dam Days Parade Participation – Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to send in the entry form to participate in the Dam Days twilight parade on Friday, May 29, 2020.
- D. Baseball Field Agreement – Another meeting will be needed to sign an agreement between the City of Morristown/Morristown Baseball Association and the W-E-M School District, for the use of the Babe Nordmeier Field. Dates the field is available for the W-E-M junior high school baseball team and who will maintain the field, before and after their baseball games needs to be determined. Brad Potter is asked to get Mayor Tony Lindahl on the next school board agenda. Rick Vollbrecht requested the City to bring in a porta potty at the baseball field for the months April and September (the baseball park restroom is only accessible from May to August). Brad Potter is to get bids on a handicap accessible porta potty.
- E. Discolored Water – A variety of factors played into the rusty water, which some residents experienced for a few days, during the last week of February. 80,000 gallons of water was used to fill the pond for the polar plunge, causing the need to use the backup Well No.1 also stirred up the sediment. In addition, because it is winter, the water lines have not been flushed since fall. The City apologizes for any inconvenience this may have caused.
- F. City Administrator Report – The excavation of the creek and tree removal, off Division Street S. to Lawrence Street, is to take place this week. Brad is working on the personnel policy.
- G. Resolution 2020-2: A Resolution Accepting A Donation – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to accept the donation from the Morristown Fire Relief Association to the Morristown Fire Department, \$61,500.00 for the rescue truck fund, \$37,054.67 for the equipment fund; then amended and approved to add to the motion \$10,000.00 for the pumper truck fund.
- H. Community Center Flag – Tim Flaten noted the flag outside of the building is getting frayed. Tony Lindahl stated the American Legion Post 149 will be donating an 8'X12' United States American Flag to the City to replace this one.

**8. Correspondence and Announcements:**

- Minnesota's Presidential Primary Election – Tuesday, March 3, 2020 7 a.m. – 8 p.m.
- March 16, 2020 City Council Meeting – Abdo, Eick & Meyers – Audit Analysis



**9. Claims and Accounts:**

A./B. Current and Late Claims and Accounts – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the March 2, 2020 current claims and accounts totaling \$78,387.43 from the general fund, \$11,493.62 from the fire department fund, \$1,031.67 from the water operations fund, and \$7,117.56 from the waste water operations fund; and the late claims and accounts totaling \$1,314.35 from the general fund, \$99.30 from the fire department fund, \$215.47 from the water operations fund, and \$1,024.45 from the wastewater operations fund, as presented. Tim Flaten asked if we were reimbursed for the Verizon service plans, for last month, on the Skywarn iPads. The Verizon rep said they could not; the suspension was not formally requested.

**10. Council Discussion and Concerns:**


Lisa Karsten will take up a collection from the council for a floral arrangement for Rachel Morris' visitation.

**11. Adjournment** Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 8:35 p.m..

**12. Next Regular Meetings:** Monday, March 16, 2020 and April 6, 2020 at 7 p.m..

Attest:

  
\_\_\_\_\_  
Sheri Gregor, City Clerk/ Treasurer

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

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



Box 362

Morristown, MN 55052

(507) 685-2302

## **MORRISTOWN CITY COUNCIL MEETING MINUTES Mid-Month Regular Meeting Monday, March 16, 2020 7:00 p.m.**

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Kathy Wolf, Jake Golombeski, Lisa Karsten

**Others Present:** City Attorney Mark Rahrick, City Engineer Rich Revering, Rice County Sheriff Troy Dunn, Sheila Jungwirth, Public Works Director Tim Minske, Adam Schlie, Mike O'Rourke, Steve Felix, Jack Schwichtenberg, Tyler Velzke, Mark Morris, Dan Morris, Mike Schumacher, Lisa Ingebrand, Kurt Wolf, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** Mayor Tony Lindahl called the regular mid-month meeting of the Morristown City Council to order on Monday, March 16, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** Added to the agenda was Unfinished Business F. Recycle Day Cancellation. Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, with the one addition.
4. **Comments and Suggestions from Citizens Present** Dan Morris asks if the council was aware that the City still has an outstanding unpaid bill, equipment and operator cost, from the September 2018 tornado cleanup and why it hasn't been paid. Brad Potter stated that the City put in a claim for \$52,000.00 and should be reimbursed 75% from the State at \$35,000.00. Further information will be provided by Brad Potter at the April 6, 2020 council meeting.
5. **Presentation:**  
Sheila Jungwirth, of Abdo, Eick & Meyers, our certified public accountants and consultants, presented an audit analysis of the City's financial statement.
6. **Consent Agenda:**
  - A. **Police Report – February 2020**
  - B. **Fire Department Report – February 2020**
  - C. **Public Works Report – February 2020**
  - D. **EDA Minutes – Meets Quarterly**
  - E. **City Council Minutes – January 6, 2020, January 21, 2020, February 18, 2020**
  - F. **Zoning Board Minutes – February 20, 2020**
  - G. **Skywarn Report – No Report**
  - H. **Financial Report Month Ending – January 31, 2020 (Community Center Report, Cash Control Statement, Interim Report, Capital Reserve Balances)**
  - I. **Joint Work Session – March 2, 2020**
  - J. **City Council Minutes – March 2, 2020**

**Consent Agenda** items to be corrected are as follows:

City Council Meeting Minutes from January 6, 2020 6. Unfinished Business A. – Remove the partial sentence, “and the city council decision to assess the after-the-fact penalty of \$100 to his (Kurt Wolf’s) property taxes.”

City Council Meeting Minutes from January 21, 2020 6. Unfinished Business A. – Remove the partial sentence, “and the city council’s decision, on August 19, 2019, to assess the after-the-fact permit penalty of \$100” to his (Kurt Wolf’s) property taxes due to non-payment.”

City Council Meeting Minutes from February 18, 2020 7. New Business C. – Correct the “scholl” to “school”.

**Consent Agenda** items to be tabled to the City Council Meeting on April 6, 2020:

Zoning Board Meeting Minutes from February 20, 2020

City Council Meeting Minutes from March 2, 2020

Motion by Tim Flaten, to approve the consent agenda, then amended to pull the zoning board meeting minutes from February 20, 2020 and the city council meeting minutes from March 2, 2020, so Lisa Karsten can meet with Brad Potter to discuss them, seconded by Lisa Karsten, and was carried unanimously.

## **7. Unfinished Business:**

- A. Zoning Board Recommendation - Resolution 2020- 3: A Resolution Refunding the After-the-Fact Permit Violation Fines Issued Over the Past Five Years –** The Council rejects the recommendation.
- B. Draft Amendment of Ordinances §71.04 – Discussion Only –** The city council is looking for a way to declare a snow emergency in the city limits. An amendment to the current city code snow emergency regulations, by Mark Rahrick, will automatically be in effect. This ordinance will be put on the next agenda for adoption. Troy Dunn asks for direction from the city council if they want the Rice County Sheriff’s Office to enforce the snow emergency by ticketing and/or towing vehicles. Sheriff Dunn asks for the City policy so the Sheriff’s office knows how to handle issues.
- C. Adoption of Minnesota State Building Code – Discussion Only –** A hearing to get public opinion on the possibility of adopting the Minnesota State Building Code will be held, but tabled at this time, due to the Coronavirus pandemic limits to social distancing and groups of 10 guidelines.
- D. Assessment Policy – Categorizing Levels of Street Repairs (Rehabilitation, Reconstruction, Assessments) –** Discussion continues over property owner’s assessments percentages, including corner lots, and the level of rehabilitation or reconstruction for the 2020 street/water main projects. Rich Revering noted the city’s current 50% assessment policy. Rich cited options go keep the property owner’s cost down by doing less work (reclaiming), where some streets warrant total reconstruction and water main replacement. Mark Rahrick suggests the council agree on an revised assessment policy (exception 2/3 corner lots) and apply it, ahead of the public hearing for the major improvement and adoption of the assessment roll. to be done on Main Street W., 2nd Street and 4th Street. There was discussion but no action as it had been discussed to start the property by June 2020.

**7. Unfinished Business:**

- E. Street Project – Main Street W./2nd Street S.W.** included in above decision
- F. Recycle Day** – Danny Morris, on behalf of Morristown Township, informed the council of the recommendation he received from the County, regarding the coronavirus pandemic, was advised to not hold the upcoming recycling event. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to cancel Recycle Day for April 4, 2020.

**8. New Business:**

- A. Resolution 2020-4: A Resolution Accepting a Donation** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Resolution 2020-4 accepting the \$800.00 donation from the Cannon Valley Players donation of \$800.00 for the Centennial Park Restroom. This donation is from proceeds of the 2019 play.
- B. Resolution 2020-5: A Resolution to Post Entire Agenda Packet on the City Website** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously for Resolution 2020-5 to post the agenda packet on the city website, minus the police and fire reports.
- C. Resolution 2020-6: A Resolution Accepting A Donation – American Legion Post 149 - Community Center Outdoor American Flag** – Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously for Resolution 2020-6 accepting the donation from the American Legion Post 149 of the community center outdoor American flag.
- D. Part-Time Public Works Mower Posting** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously for part-time public works mower posting.
- E. City Administrator Report** – Brad Potter praises Dahle Enterprises on getting the ditch cleaned out before the temperature and water rose. Brad informed the council of a south side field washout where water was coming over the bank wall, making the decision to rip rap, at the cost of \$1,500.00, while the excavator was still on site. Brad will speak with Rich Revering and Mark Rahrlick to finalize street assessment for Jane Street and 4th Street S.E and other streets as this project is already bid for. Brad wants to get a sense from the council on what to do for assessing corner lots and such. Currently, the status on spring high school baseball games is undecided. Brad will get the mayor on the school board meeting agenda to discuss long term school district use of the city baseball field. Fire Chief Adam Uittenbogaard is working on a SOP (standard operating policy) on emergency infectious disease control, due to the COVID-19 pandemic. The policy includes how to effectively respond to EMS calls, keeping responders and firefighters safe, using the ambulance service to handle medical calls of suspected COVID-19 calls, disinfecting rigs, keeping documentation. The PSN (Payment Service Network) is available online, and is now live, at morristownmn.org. The City of Morristown utilities customers (water, sewer and garbage) now have the option to pay by credit, bank account, and debit cards, paying a small convenience fee. Paying by automatic withdrawal, written check and cash are still available, at no cost.

**9. Correspondence and Announcements:**

Recycle Day April 4, 2020 - Cancelled

**10. Claims and Accounts:**

**A. Mid-Month Claims and Accounts** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the March 16, 2020 mid-month claims and accounts totaling \$15,5821.04 from the general fund, \$3,853.20 from the fire department fund, \$603.13 from the water operations fund, \$3,959.74 from the waste water operations fund; and \$5,062.87 from the refuse fund, as presented.

**11. Council Discussion and Concerns:**

Tim Flaten addressed the COVID-19 pandemic and how to handle future council meetings. Mark Rahrlick stated meetings can be held electronically, where the meeting is managed by phone from the council chambers and a way the public has access to it (meeting). A conferencing system will need to be set up. Mark Rahrlick will forward Brad Potter more detailed statues on this procedure.

Lisa Karsten asks on the progress on hiring a set up crew. Brad Potter replied there hasn't been any applications. With the social distancing in effect, Lisa also asks about events booked at the community center; where most have been postponed and/or cancelled.

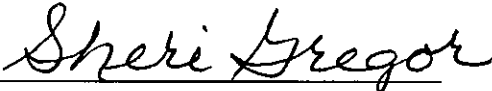
**12. City Clerk Evaluation:**

Sheri Gregor opted for her evaluation to be open to the public. Brad Potter reported that on February 12, 2020, an email response from the clerk to Kurt Wolf was inappropriate and unprofessional. Brad Potter sent the clerk home for 2.75 days. Sheri Gregor responded that this issue has gone on since last July 2019, and in August 2019, the city council took the zoning board's recommendation to enforce the \$100 after-the-fact permit violation fine, but in December rescinded that decision. Mark suggests a couple council members sit down with Sheri Gregor and review the guidelines of the city clerk job description.

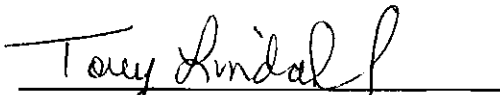
**13. Adjournment:** Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 8:58 p.m..

**14. Next Regular Meetings:** Monday, April 6, 2020 and Monday, April 20, 2020 at 7 p.m..

Attest:



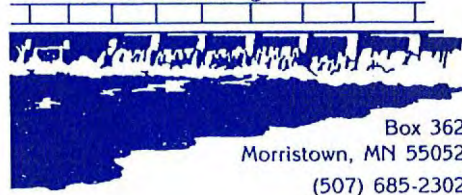
Sheri Gregor, City Clerk/ Treasurer

  
Tony Lindahl, Mayor

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## **MORRISTOWN CITY COUNCIL EMERGENCY MEETING MINUTES** **Wednesday, March 18, 2020 4:30 p.m.**

Members Present: Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski

Members Absent: Kathy Wolf

Others Present: City Administrator Brad Potter and City Clerk Sheri Gregor

An emergency meeting of the Morristown City Council was called to order, by Mayor Tony Lindahl, on Wednesday, March 18, 2020 at 4:30 p.m., in the City Hall Council Chambers at 402 Division Street S..

At the recommendation the Minnesota Department of Health (MDH) and Center for Disease Control (CDC), in order to slow down the spread of the COVID-19 pandemic, City Administrator, Brad Potter, made an executive decision to close, for the foreseeable future, the Morristown Community Center and City Hall Office as of March 18, 2020 at 10:00 a.m..

The emergency meeting was held to authorize two resolutions, Resolution 2020 – 7: Declaring a Local Emergency in the City of Morristown, Minnesota and Resolution 2020-8: Declaring a Local State of Emergency in the City of Morristown, Minnesota.

The Rice County Public Health works directly with the MDH and would be the lead agency responding if there were to be a situation, not the City of Morristown.

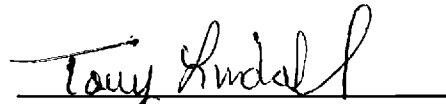
By addressing the local state of emergency, per resolutions, the City will be open to the possibility of reimbursement from the State or Federal Government, if applicable.

Brad Potter presented the council members copies of the League of Minnesota Cities Pandemic Plan Guidelines.

The Morristown Fire Department has developed a Standard Operating Policy (SOP) for "Emergency Infectious Disease Control" due to COVID-19 Pandemic and infectious cases.

The City Council will reevaluate the situation at their Monday, April 6, 2020 by 10:00 p.m..

The emergency meeting adjourned at 4:56 p.m..

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

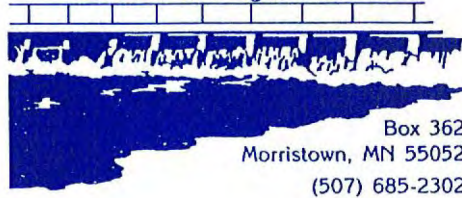
ATTEST:

  
\_\_\_\_\_  
Sheri Gregor, City Clerk/Treasurer

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## **MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting Monday, April 6, 2020 7:00 p.m.**

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski

**Council Absent:** Kathy Wolf

**Others Present:** City Attorney Mark Rahrick, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order:** Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, April 6, 2020 at 7:05 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:**

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the agenda, with the additions of New Business G. Dam Beavers, Unfinished Business (in between C. and D.) Resolution 2020-10 and Resolution 2020-11, and pulling Consent Agenda items E. and F.

  - A. **Resolution Amending Resolution of March 18, 2020**

A corrected version of Resolution 2020 - 8 was presented to the council for clarification declaring an emergency. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to accept the amended Resolution 2020 - 9: Amending Resolution 2020-8, Declaring a Local State of Emergency in the City of Morristown, Minnesota.
4. **Comments and Suggestions from Citizens Present:**

Comments were received from Loren Dahle and Dale Dulas and others about having the city council prerecorded meetings televised on the Bevcomm cable channel and digitally streamed on the city website. This will be looked at especially due to the closed meetings, due to the Coronavirus pandemic.
5. **Consent Agenda:**
  - A. **Police Report –March 2020**
  - B. **Fire Department Report – March 2020**
  - C. **Public Works Report – March 2020**
  - D. **EDA Minutes – Meets Quarterly (No Meeting)**
  - E. **City Council Minutes – March 2, 2020 (pulled), March 16, 2020 and March 18, 2020**
  - F. **Zoning Board Minutes – February 20, 2020 (pulled)**
  - G. **Skywarn Report – No Report**
  - H. **Financial Report Month Ending – February 29, 2020 (Community Center Report, Cash Control Statement, Interim Report, Capital Reserve Balances)**

**5. Consent Agenda (cont.)**

Motion by Lisa Kasten, seconded by Tim Flaten, and was carried unanimously to approve the consent agenda minus E. and F., as mentioned by Brad.

**6. Unfinished Business:**

**A. Zoning Status Report** – Brad Potter sees conflicting property versus zoning city codes as to who is responsible for what. Tim Flaten would like to see a monthly listing of permits open and closed, including violations.

**B. 2018 Storm Damage Reimbursement Disaster Recovery Funding for September 20, 2018 Tornado Damage – Claim Payments** – The City of Morristown submitted a claim of \$52,166.56 for disaster relief. We received 75%, funded by the State on April 3, 2020, at the amount of \$39,121.17. Reimbursements were paid to Dahle Enterprises, Morristown Fire Department, Nick Morris, Nancy Morris, and Public Works Director Tim Minske’s emergency compensation pay in 2019. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to pay the outstanding and submitted invoices owed totaling \$21,457.10.

**C. Assessment Policy Discussion and Implementation**

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the new language in the city assessment policy, as presented with changes; including the revisions of page 14 corner lots if only improvements occur on one side of assessed at 50%, and page 15, with the additional language of, street rehabilitation - top layer or some portion thereof, per Mark Rahrack and Rich Revering, as revised on April 6, 2020.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Resolution 2020-10: A Resolution for Hearing on Proposed Assessment.

Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to approve Resolution 2020-11: A Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment.

**D. Office Assistant Position** – Three applications were submitted for the part-time office assistant position. Brad Potter will set up phone interviews, then possibly an in person meeting.

**E. Remote Water Meters** – Two bids were presented to the council for cellular water meters and the installation cost from Metering & Technology Solutions and Core and Main. Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to move forward with Metering & Technology Solutions with the bid of 300 meters at \$261 per meter with register and cell endpoint, installation cost \$2,000.00 plus \$65 per meter totaling \$99,800.00. At the time of meter installation, a sump pump inspection will also be done.

**7. New Business:**

**A. COVID-19 Updates** – The City of Morristown will continue to be under the state of emergency until removed by the Minnesota Governor Tim Walz. Until further notice, all events scheduled at the community center are either cancelled or postponed.



**7. New Business:**

- B. COVID-19 Staffing Levels** – The Public Works Department employees have been practicing social distancing. Tim Minske and Adam Schlie have designated separate duties between themselves and are working and driving separately. Tim and Adam are to prioritize and complete the essential operating tasks (water and sewer), then go home with pay. However, at their own discretion, they may stay and work if they feel comfortable to do so, remembering the public works department is on call, as to attend to any emergency that may arise. As the City Hall is closed until further notice, the City Clerk will attend to daily essential work in the office, then be allowed to work remotely from home. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to spend up to \$2,000.00 on any technology needed to set up the city clerk to work from home.
- C. Dog Licensing** – The MN stay at home order has cause the Faribault Veterinary Clinic and the City to cancel the Annual Animal Vaccination and Licensing Clinic, that was to be held on April 18, 2020. Flyers were ready to be mailed out, but we could foresee this event at risk of cancellation. Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to extend the deadline to have your dog’s vaccinations up to date and to purchase dog tags to August 1, 2020, instead of April 30, 2020, and revisit at the appropriate time.
- D. City Administrator Report** – Brad Potter discussed city utility billings delinquencies and disconnection. Regarding the COVID-19 pandemic, Rice County would oversee any emergency management plan and the City of Morristown’s first point of contact person would be our Fire Chief Adam Uittenbogaard. The Dollar General has submitted an annexation petition, for review by the Morristown Township. Brad presented a chain of command organizational governing chart.
- E. Dam Beavers** – A resident reported a beaver has been gnawing a tree by the dam, which could cause a potential problem and do damage. Tim Flaten or Brad Potter will check on the probability of trapping this critter.

**8. Correspondence and Announcements:**

Jake Golombeski mentioned the National Guard/Armory is looking for building space to set up for outpatients, for non-associated Coronavirus patients. Jake thinks we should offer our community center.

Tim Flaten extends his thanks to the organizers and participants of the night of unity last Sunday, April 5, 2020. The display of vehicles in support of the cause was fantastic.

**9. Claims and Accounts:**

- A./B. Current and Late Claims and Accounts – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the April 6, 2020 current claims and accounts totaling \$25,116.92 from the general fund, \$3,244.87 from the fire department fund, \$5,724.94 from the water operations fund, \$6,608.46 from the waste water operations fund and \$46.67 from the refuse fund;

**9. Claims and Accounts:** (cont.)

A./B. Current and Late Claims and Accounts – and the late claims and accounts totaling \$11,131.68 from the general fund, \$77.42 from the fire department fund, \$457.27 from the water operations fund, \$2,269.74 from the wastewater operations fund, and \$4,645.87 from the refuse fund.

**10. Council Discussion and Concerns:**

Tim Flaten ask about utilizing the city's small parcels of open space to have a residential community garden. Using city property for a dog park has also been a consideration. Brad Potter was asked to use our city website to survey any interest in these ventures.

Lisa Karsten would like to find another way to distribute the quarterly newsletter, due to the expense of the number of colored pages and number of copies printed. The 2020 quarterly newsletters are posted on the city website.

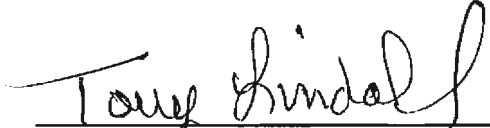
Tim Flaten would like to start, at meetings, taking a set of our ordinances to go through, making it a simple process of "Keep, Delete, Modify". Then hold work sessions to address the list of modify ordinances to make changes.

A violation of Ordinance §152.75; Zoning Permits Required has occurred at 404 3rd Street S.E.. This issue will be placed on the April 20, 2020 council meeting agenda.

A notice of violations of Ordinance §92.19 and §92.20 are being delivered to 106 1st Street S.E..

**11. Adjournment:** Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to adjourn at 9:40 p.m..

**12. Next Regular Meetings:** Monday, April 20, 2020, and May 4, 2020 at 7 p.m.

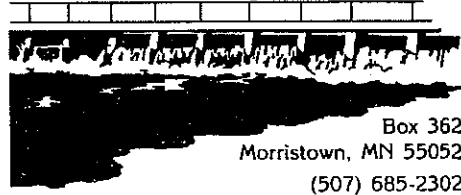
  
\_\_\_\_\_  
Tony Lindahl, Mayor

Attest:   
\_\_\_\_\_  
Sheri Gregor, 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 MEETING MINUTES** **Mid-Month Regular Meeting Monday, April 20, 2020 7:00 p.m.**

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Kathy Wolf, Jake Golombeski, Lisa Karsten  
**Others Present:** City Attorney Mark Rahrlick, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order:** Assistant Mayor Tim Flaten called the regular mid-month meeting of the Morrystown City Council to order on Monday, April 20, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited. Mayor Tony Lindahl arrived.
3. **Additions/Corrections to Agenda** Added to the agenda was #4.5. Proclamation 2020-2 and tabled was 7. J. Tim Minske Annual Employee Review. Motion by Tim Flaten seconded by Lisa Karsten, and was carried unanimously to approve the agenda, with the one addition and to table the employee review.
4. **Comments and Suggestions from Citizens Present:**  
Call property owner on zoning board violation for his 3 minutes of time under 7. E.
- 4.5 **Proclamation 2020-2:** Motion by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to accept Proclamation 2020-2 Establishing Unfeasibility of Public Attendance at City Meetings.
5. **Consent Agenda:**
  - A. **City Council Minutes – March 2, 2020, March 16, 2020, and March 18, 2020**
  - B. **Zoning Board Minutes – February 20, 2020**
  - C. **City Council Minutes – April 6, 2020**Zoning Board minutes from February 20, 2020 are tabled. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the city council meeting minutes from March 2, 2020, March 16, 2020, March 18, 2020 and April 6, 2020.
6. **Unfinished Business:**
  - A. **City Organizational Chart Adoption** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adopt the organizational city chart, with the one change, moving the zoning board, effective immediately.
  - B. **City Policies and Procedures Review (Discussion over what the Council see as priorities moving forward such as City Code Revisions, Personnel Policy, Standard Operating Procedures, etc.)** Brad Potter laid out his plans for the items listed.
  - C. **Office Assistant Position – Next Steps** After the phone interviews are held for the office assistant position, in person interviews with the three candidates will be scheduled.
  - D. **Part-Time Public Works Mower** – No applicants were received for the open part-time city property mowing position. Previous part-time mowing employees will be contacted.

**7. New Business:**

**A. Community Center – American Red Cross – Blood Drive – May 18, 2020**

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to permit the American Red Cross to use the community center to hold a blood drive on May 18, 2020.

**B. Community Center – WEM School ACT Test – June 2 and 3, 2020 (Waive Fee)**

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to permit the W-E-M School District to use the community center for ACT testing on June 2, 2020 and June 3, 2020, at no fee.

**C. Resolution 2020-12: Resignation of Zoning Administrator Brent Vollbrecht**

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to accept Resolution 2020-12: Accepting the Resignation of Brent Vollbrecht.

**D. Zoning Board Report – April 16, 2020**

**E. Zoning Board Violation Recommendation – Construction began at 404 3rd Street S.E.**

on a deck and fence before an application for a zoning permit and drawing was submitted; with the site not approved nor permit issued. The Morristown Zoning Board recommends to the city council to enforce the ordinance in violation of not having a permit in place. Paperwork will be provided. This matter is tabled to May 4, 2020.

**F. Zoning Board Recommends Advertising for the Vacant Zoning Administrator Position**

– The Morristown Zoning Board acknowledges the zoning administrator position opening and recommends to the city council to start advertising for someone to fill that role. The council suggests a job description be created for the zoning administrator position. Motion by Lisa Karsten, seconded Tim Flaten, and was carried unanimously to post the opening to fill the vacancy position of the zoning administrator.

**G. Quarterly Newsletters – Cost Cuts** – With the quarterly “Motown Messenger” being available online, the next newsletter will have a voucher attached, to return, for anyone that still wishes to receive the paper copy of the city’s newsletter.

**H. COVID-19 Updates** – Rice County will still be collecting the first half of property taxes, due mid-May. City Hall is closed, although you can contact the city clerk by voicemail or email. The clerk is working from home and in the office. The Public Works Department is just doing essential duties. With not opening the restrooms at Centennial Park and the baseball field, Lisa Karsten motioned to rent three handicap portable restrooms; to be place in Centennial Park, one across from the Dam in the parking lot and one near the playgrounds, and also one at the Babe Nordmeier Baseball Field, seconded by Tim Flaten and was carried unanimously. A budget line item will be initiated for COVID-19 expenses in case cities are eligible for governmental reimbursements.

**I. City Administrator Report** – Brad Potter published the street assessment hearing in the newspaper and notices are mailed out. Brad will follow up with property owners, with limiting accessibility on May 4, 2020, encouraging them to submit a response if they are accepting of their proposed assessment under the new assessment policy.

**7. New Business:**

**I. City Administrator Report (cont.)** – A pre-construction streets meeting was held with Dahle Enterprises, LaCanne Paving, Tim Minske, Mayor Lindahl, and Brad Potter. The plan is to begin the drainage work on June 1, 2020, then beginning July 1, 2020 the asphalt work. Brad is starting to look at the 2021 budget. Brad presented a new city employees time sheet to track the amount of time being spent on duties. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to move forward with the new time sheet examples and revisit this conversation in three months. Brad, Sheri Gregor, Tony Lindahl and Jake Golombeski will meet to go over the city clerk/treasurer job description to see what the new office assistant job will involve. Mayor Lindahl, Brad Potter, Rick Vollbrecht and/or Dennis Schmidtke will meet with two members of the W-E-M- school board about the baseball field agreement. Brad will be in touch with Stuart Nordmeier about the beaver issue at the dam. Tim Minske and Brad will address the culvert issue at the top of 3rd Street S.E..

**J. Employee Annual Review – Tim Minske** – Tabled.

**8. Correspondence and Announcements:** None.

**9. Claims and Accounts:**

**A. Mid-Month and Late Claims and Accounts** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the April 20, 2020 mid-month claims and accounts totaling \$10,718.40 from the general fund, \$1,180.70 from the fire department fund, \$481.75 from the water operations fund, \$2,328.77 from the waste water operations fund; and \$496.00 from the refuse fund; and the late claims and accounts totaling \$3,955.96 from the general fund, \$196.35 from the fire department fund, \$425.22 from the water operations fund, \$3,047.29 from the waste water operations fund, as presented.

**10. Council Discussion and Concerns:**

Discussion was had on what to do with the compost site surplus. Suggestions to haul away the poor dirt contracting a payloador to push back the debris. Burning the compost site has caused there to be a concern with a neighboring property. A nuisance violation has been sent to a renter on the number of vehicles at the property and on the street. Other properties with the same issue were discussed. The council implies placing no parking signs on 1st Street S.E., to be in the next agenda. Open burning is allowed through May 15, 2020, 6pm – 12 noon. Brad Potter was asked how he will be able to act as the zoning administrator with his reduced hours, Brad stating case by case.

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

**12. Regular Meeting 7:00 p.m./Public Hearing 7:30 p.m.:** Monday, May 4, 2020

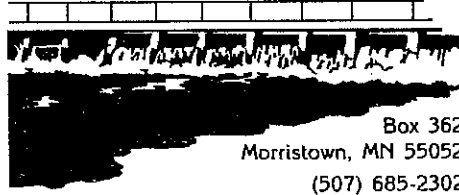
Attest:   
Sheri Gregor, City Clerk/Treasurer

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

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

**Regular Meeting 7:00 p.m. Monday, May 4, 2020 Public Hearing 7:30 p.m.**

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski, Kathy Wolf

**Others Present:** City Attorney Mark Rahrick, Public Works Director Tim Minske, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** – Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, May 4, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Added to New Business E. Ordinance §115.02 Peddler's License. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the agenda, with the one addition.
4. **Comments and Suggestions from Citizens Present:** None
5. **Consent Agenda:**
  - A. **Police Report – April 2020**
  - B. **Public Works Report – April 2020**
  - C. **City Council Minutes – April 20, 2020**
  - D. **Financial Reports Month Ending – March 31, 2020 (Community Center Report, Cash Control Statement, Interim Report, Capital Reserve Balances)**  
Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the consent agenda, as presented.

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to close the regular meeting and open the public hearing at 7:30 p.m..

**PUBLIC HEARING 2019-2020 Street Project** – The public hearing was held to hear input from the public and property owners who will be assessed for the street improvements to be done this spring. Questions arose with the answers of mail boxes will be put back in place within one day, concrete driveways won't be disturbed, asphalt drives approaches will be repaired if need be, the dirt from the road will be put in the street not on the properties grass (yard) and the work will start and be finished simultaneously.

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to close the public hearing and re-open the regular meeting at 7:50 p.m..

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Resolution 2020-14: A Resolution Adopting Street and Drainage Assessments.

**6. Unfinished Business:**

- A. Zoning Board - Recommendation to Enforce the Ordinance 152 Violation Fine – Kurt Wolf of 404 3rd St SE.** – Motion by Tim Flaten, seconded by Lisa Karsten, to not take the recommendation of the zoning board to enforce the violation of Ordinance §152.103 Permits Required, which requires a fine of \$200.00. Tim Flaten, Lisa Karsten and Kathy Wolf voted in favor. Opposed by Tony Lindahl and Jake Golombeski. Vote is 3-2, motion passed.
- B. Zoning Administrator Position Posting** – Brad Potter is to post the vacant zoning administrator position and create a job description of responsibilities.
- C. Zoning Board Recommendation** – The Morristown Zoning Boards recommends to the city council that the acting zoning administrator and whoever is appointed to the new zoning administrator position is to follow the city code of ordinances and the proper procedures as written. Tim Flaten asks the zoning board to retract that statement, because as written will get a lot of people up here real quick, including every business in this town that is violating some type of ordinance. If that is what the zoning board wishes for, the person we hire needs to be prepared for mounds of people to be up here. Lisa Karsten states if they want the codes and ordinances followed to the letter, to start looking at very code and ordinance and get them cleaned up. Then bring them, one or more at a time, to the city council to vote on them. Tony Lindahl suggests the zoning board hold a work session.
- D. Office Assistant Interviews** – Brad Potter will set up the in-person interviews with each candidate; with Tony Lindahl, Lisa Karsten, Sheri Gregor and himself in attendance. The position will be for five days a month and as needed.
- E. Part Time Public Works Mower Position** – Richard Gauthier is helping to mow city properties. The position will be reposted and more widely advertised.
- F. Employee Annual Review – Tim Minske** – The open employee review was held for Tim Minske. One big accomplishment was getting his “B” wastewater license. Once the pandemic closures are lifted, Tim will go for the bio-solids licensing. Brad Potter spoke on he and Tim need good communication to be on the same page and expectations as a team. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve of a 3% (\$0.98) hourly salary increase retroactive to Tim’s employment date of February 13, 2020.  
Tim Minske brought to the council’s attention that the City is to follow the LMC policies and to make sure any contractors hired are insured and OSHA certified, if applicable. Also, employees that operate any city trucks, need to meet certain requirements (medical card, registered, CDL licensed).

**7. New Business:**

- A. Water Disconnection List** –The council was presented a list of the March delinquent city utility billings. Disconnection letters will be sent to those who are behind as the City is not obligated, due to the COVID-19 pandemic crisis, to allow customers an extension. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to increase the utility late fee from \$5 to \$25 beginning July 1, 2020.

**7. New Business: (cont.)**

**B. Resolution 2020-13: A Resolution to Post “No Parking” Signs on 1st Street S.E.**

Motion by Jake Golombeski, seconded by Lisa Karsten, and was carried unanimously to approve Resolution 2020-13: A Resolution Prohibiting Parking Along 1st Street S.E. Between Main Street E. and Washington Street E.. Six signs will be posted all along this street. Properties adjacent to 1st Street S.E. will receive notice of this parking regulation. Violators will be fined, and vehicles may be impounded. A violation nuisance letter and administrative fine was sent to the tenant at 106 1st Street S.E.. As there has not been compliance from the tenant, the property owner will be held accountable and will start to receive the said letter and fines.

**C. City Concern Discussion Semi Tractors and Current Ordinances** – Ryan Schiell presented a letter and remotely joined the meeting wanting the Ordinance 2016-7 amendment removed, to allow him to have his semi kept at his residential property. The Zoning Board is asked to look at the two conflicting ordinances and make a recommendation to the council.

**D. City Administrator Report** – The Dollar General has submitted an official application for land use rezoning. Notices will be sent to neighboring properties located within 350 feet of the planned site and a public hearing notice published in the Life Enterprise newspaper. The MNDOT and Rice County have approved the Dollar General access drive off County Road 44 (Holland Avenue). The City will be proposing a development agreement (water/sewer hookup) to the developer, Ratcliff Development LLC. Officials met regarding the WEM use of the Babe Nordmeier baseball field, as to updating the agreement. Brad Potter will present the revised personnel policy to the council on May 18, 2020. The compost site issues were discussed seeking to achieve a solution. The Minnesota COVID-19 restrictions still apply to business.

**E. Ordinance §115.02 Peddler’s License** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously, through Labor Day, to waive the \$25 license fee, for transient merchants (food trucks/food stands); providing these vendors notify the City of their plans, where they can set up on city properties and all customers must participate in grab and go, no socializing.

**8. Correspondence and Announcements:**

The Morristown Farmer’s Market will be open on Saturday mornings 9am – Noon in the parking lot across from the Dam, (May 30th, June, July, August). Partakers at this time are the Karstens’ and Dahle Gardens. All vendors welcome.



**9. Claims and Accounts:**

**A/B. Current and Late Claims and Accounts** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the May 4, 2020 current claims and accounts totaling \$3,784.03 from the general fund, \$1,000.00 from the fire relief fund, \$1,385.71 from the fire department fund, \$2,553.41 from the water operations funds, \$3,696.52 from the waste water operations fund; and the late claims and accounts totaling \$6,510.29 from the general fund, \$741.38 from the fire department fund, \$533.48 from the water operations fund, and \$4,932.10 from the wastewater operations fund, with the Skywarn siren battery claim of \$440.16 credited back to that fund, due to the warrant claim.

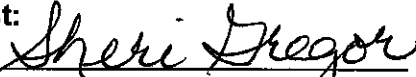
**10. Council Discussion and Concerns:** Many of the county road signs in town are very faded. Brad Potter is to contact Dennis Luebbe, Rice County Highway Engineer, about possibly replacing the signs and what should be done about the grassy triangle area, bordering County Road 15 (Main St. E./Washington St E.), as street improvements start June 1, 2020.

**11. Adjournment:** Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 9:38p.m..

**12. Next Regular Meetings:** Monday, May 18, 2020 and Monday, June 1, 2020 at 7 p.m.

**Public Hearing:** Rezoning for Dollar General location Mon, June 1, 2020 at 7:30 p.m.

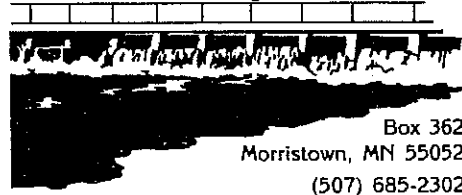
  
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Attest:   
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## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Mid-Month Meeting Monday, May 18, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski, Kathy Wolf

**Others Present:** Public Works Director Tim Minske, City Administrator Brad Potter and  
City Clerk/Treasurer Sheri Gregor

1. **Call to Order** – Mayor Tony Lindahl called the regular mid-month meeting of the Morrystown City Council to order on Monday, May 18, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Added to Unfinished Business is 412 Sidney Street W., 105 2nd Street S.E., 26 Chestnut Street E., and to New Business Resolution 2020-15, Baseball Field Mowing and Maintenance Matters. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, with the three additions to unfinished business and the three additions to new business.
4. **Comments and Suggestions from Citizens Present:** None
5. **Consent Agenda:**  
**City Council Meeting Minutes from May 4, 2020** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the city council meeting minutes from Monday, May 4, 2020.
6. **Unfinished Business:**
  - A. **Zoning Administrator Position Posting and Job Responsibilities/Description** – Brad Potter presented a zoning administrator job description with the council adding a responsibility and a knowledge item to the description. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to post the zoning administrator position and with the two additions to the job description.
  - B. **Office Assistant Interviews** – Brad Potter is to set up in-person meetings with the two candidates for the part-time office assistant.
  - C. **Part-Time Public Works Mower Position** – There has not been any applicants for the open seasonal part-time mowing position. This position will continue to be posted. As of now, part-time public works employee, Rich Gauthier is maintaining city properties.
  - D. **Washington Street/4th Street Intersection** – A discussion was had if to remove the curved cut through roadway by the plot of city land which lies at the intersection of Washington Street E., Main Street E./County Road 15, and 4th Street S.E.. County Engineer, Dennis Luebbe, joined in through GoToMeeting and said if the City wanted to remove the cut-thru road the County has no issue with that.

**6. Unfinished Business: (cont.)**

**D. Washington Street/4th Street Intersection (cont.)** – The City would need to apply for a County permit to access the County Road 15 right-of-way, while removing the road. (At this time, the council deems to leave the road as is).

Mr. Luebbe stated if the City wanted a more comprehensive realignment of that area, the County would want what the goal of the City is, their budget and timeline for such a project. Also spoke about with Mr. Luebbe was posting signs to route truck traffic through the County highway system.

**E. 412 Sidney Street W.** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to send a letter issuing an administrative fine of \$200.00 for being in violation of the utility shed not conforming to the required setbacks and request to appear at the next city council meeting to resolve this situation. Administrative fines will continue monthly, following the city fine procedure, until the property owner complies to the code.

**F. 105 2nd Street S.E.** – The zoning permit for the reconstruction of the house at 105 2nd Street S.E. has expired with no extension applied for, nor a new zoning permit application submitted. The exterior work has yet to be completed and the agreement per the engineer drawing to correct the foundation footings has not been honored. Motion by seconded by and was carried unanimously to send a letter to the property owner of 105 2nd Street S.E. to retain a new permit to complete the remaining work on the house and have the foundation corrected before their June 2020 deadline. The motion includes that monthly administrative fines will be issued until the property is in compliance as agreed upon.

**G. 26 Chestnut Street** – The back-yard fence at 26 Chestnut Street E. is to be moved by June 15, 2020, to meet the rear yard setbacks and off city property.

**7. New Business:**

**A. Liquor Licenses – COVID-19** – The city council is considering, due to COVID-19, to prorate the Morristown businesses, that have on sale liquor licenses, a portion of their next licensing fee to be issued, for July 1, 2020 through June 30, 2021. This is to compensate them for the time frame in which they were shut down by the Minnesota government. This topic will be brought back on the June 1, 2020 meeting agenda to review, when more is known on what the state's plans are for bars and restaurants to reopen.

**B. Part-Time Employee Wage Base** – During the interim employment, as backup to the one public works employee, Rich Gauthier worked part-time with his wages scaled to fit five separate job responsibilities. With the City having two full-time public works employees, Lisa Karsten motioned, seconded by Tim Flaten, and was carried unanimously to revise, if Rich Gauthier's is in agreement, to combine his multiple pay scales to an hourly rate of \$19.30.

7. **New Business:** (cont.)

- C. **2020 August and November Elections** – The city clerk attended a Rice County meeting as the head election judge. Rice County will hold the August and November 2020 elections at voting polls as planned but expect to see at least 30,000 mail-in/absentees vote as well, due to the COVID-19 pandemic. More details will be shared in the next quarterly newsletter.
- D. **204 Main Street W. Sidewalk** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to allow the property owners of 204 Main Street W. to remove the sidewalk in front of their house. Any new tree(s) planted off Main Street must be 40' from the center line of the street.
- E. **Zoning Board Meeting/Rezoning Public Hearing** – On May 18, 2020, the governor's orders allows groups of ten to gather while still practicing social distancing. The council gave permission for the zoning board to be able to open their Thursday, May 21, 2020 public hearing and meeting.
- F. **Utility Agreement – Dollar General** – A draft of the utility agreement between the City and Dollar General was presented for review. If the City were to get water and sewer close to them, they will hook up. The plan is to get the agreement finalized and brought back to the council for approval on June 1, 2020.
- G. **City Administrator Position/Resolution 2020-15** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to accept Resolution 2020-15: A Resolution Accepting the Resignation of Brad Potter. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to post this part-time city administrator position with the job description immediately on free and paid sites.
- H. **City Administrator Report** – Brad Potter thanked the council for the opportunity to work with the City. Brad will help the City search for his replacement. Brad will be available to be the point person on projects that are in the works and bring the new city administrator up to speed. With the COVID-19 pandemic, no decision has been made as to when to reopen City Hall to the public. Reopening will be evaluated on June 1, 2020. Due to non-compliance to Ordinance §92.19 and failure to pay the initial \$200.00 violation fine, a motion was made by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to move forward under the advisement of Attorney Mark Rahrck, to send another violation notification letter and continue with the administrative fine procedure, which increases monthly, in the additional amount of \$400.00 to the property owner of 106 1st Street S.E.; whose tenant is committing the violation. Mr. Potter has sent out 11 notice of violation letters to property owners with tall grass; whereas if the lawn is not mowed within then days, the City will mow and submit the costs to them. Tim Minske be looking at an automated control panel to purchase for the treatment plant.
- I. **Baseball Field Mowing** – Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to allow the Morristown Baseball Association the use of the city lawnmower to maintain the outfield at the Babe Nordmeier Baseball Field, with only one or two members using it, with contacting Tim Minske to access the mower.

**7. New Business: (cont.)**

J. Maintenance Matters – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously for the public works department and Dahle Enterprise to remove part of the cottonwood tree that has rotted and split over the river in Centennial Park. Once the burning ban is lifted, the pomos grass will be burned off in the ditch between 3rd Street S.E. and 4th Street S.E.. There are also some dead trees in this ditch to be removed. The waterway bank, by the property lines, adjacent to the ditch, is washed out with a 3' drop; wondering whose responsibility it is to repair it. The damage done to the Tower Circle road, during a home rebuilding, needs to be repaired. Also, by the LCC bank, 3' of the sidewalk is busted off by the water shut off, needs repair. Tim Minske alerted the council that the new cellular meters have arrived. It will be discussed at the next meeting on hiring a plumbing company and to arrange the installation.

**8. Correspondence and Announcements:**

Pam Golombeski is coordinating food stands/trucks for Saturday, May 30, 2020 at the Morristown Community Center parking lot, beginning at 11:00 a.m. through 7:30 p.m... Partakers are to grab-and-go and not congregate. The City will allow them access to water.

**9. Claims and Accounts:**

A. **Mid-Month and Late Claims and Accounts** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the May 18, 2020 mid-month claims and accounts totaling \$13,322.21 from the general fund, \$3,356.00 from the fire department fund, \$78,543.61 from the water operations funds, \$455.27 from the waste water operations fund \$5,104.87 from the refuse fund; and the late claims and accounts totaling \$3,996.13 from the general fund, \$124.13 from the fire department fund, \$435.60 from the water operations fund, and \$2,288.12 from the wastewater operations fund.

**10. Council Discussion and Concerns:**

The compost site infringements continue to be discussed. Tony Lindahl closed many of the completed open zoning permits.

**11. Adjournment:** Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 8:40 p.m..

**12. Next Regular Meeting:** Monday, June 1, 2020 at 7 p.m.

**Public Hearing:** Rezoning for Dollar General location Mon, June 1, 2020 at 7:30 p.m.

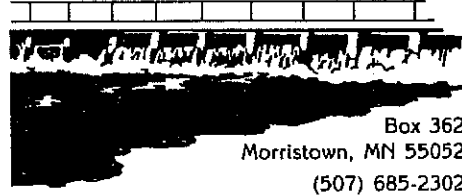
  
\_\_\_\_\_  
Tony Lindahl, Mayor

Attest:   
\_\_\_\_\_  
Sheri Gregor, 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 MEETING MINUTES

Regular Meeting 7:00 p.m. Monday, June 1, 2020 Public Hearing 7:30 p.m.

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski, Kathy Wolf

**Others Present:** City Attorney Mark Rahrick, Adam Uittenbogaard, Steve Nordmeier, Kurt Wolf, Public Works Director Tim Minske, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** – Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, June 1, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Added to the agenda was New Business Community and Hall Cleaning Schedule. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the agenda, with the two additions.
4. **Comments and Suggestions from Citizens Present:**

Kurt Wolf would be interested in being a committee member on the zoning board if there is an opening.
5. **Consent Agenda:**
  - A. **Police Report – May 2020**
  - B. **Fire Department Report – May 2020**
  - B. **Public Works Report – May 2020**
  - C. **City Council Minutes – May 18, 2020**
  - D. **Financial Reports Month Ending – April 30, 2020 (Community Center Report, Cash Control Statement, Interim Report, Capital Reserve Balances)**

Agenda items pulled – Fire Department Report and Public Works Report.  
Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the consent agenda, minus the fire department and public works reports. Fire Chief Adam Uittenbogaard reported that calls were down about 30% so far this year, due to COVID-19. The fire department has an infectious disease control policy that was put into place in March with protocol to follow for all medical and flu-like symptoms calls. With the fire department considered essential, Adam Uittenbogaard asked for the council's permission to return to holding their monthly meetings and trainings. Motion by Tim Flaten, seconded by Lisa Karsten and was carried unanimously to approve the fire department to hold in-person training and meetings in a safe matter (social distancing). As fire chief, Adam is authorized and responsible to enforce of the state fire code.

**Fire Department Report (cont.)** On behalf of the fire department and himself, Adam Uittenbogaard personally thanked Brad Potter for his help during his first years as fire chief. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the fire department report.

**Public Works Report** – Tim Minske presented two bids for the ditch stabilization by Washington Street E./Water Street. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to accept the bid from Dahle Enterprise at \$6,220.00. Two bids were submitted for three manholes to be grouted. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to accept the bid from Visu-Sewer at the cost as presented, using capital reserves wastewater funds. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the public works report. The city council decided to open the park pavilions, to continue using the portable restrooms, and to turn on the water. Fire Chief Adam Uittenbogaard suggests posting signage limiting gatherings to ten people or less unless members from the same household.

**6. Unfinished Business:**

**A. Zoning Administrator Position/Posting/Interim/Recommendation Appointment**

Motion by Tim Flaten, seconded by Jake Golombeski, and was carried to appoint zoning board member Skylar Gregor to temporarily fill the zoning administrator position, with the zoning administrator position posted for applications until June 15, 2020. Opposed by Lisa Karsten.

**B. Office Assistant Interviews** – Interviews with the two candidates will be scheduled for this week.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the regular meeting and open the public hearing at 7:30 p.m..

**PUBLIC HEARING – 7:30 P.M. Annexation/Rezoning**

Dan Purvis, Ratcliff Development, via phone conversation, characterizes the Dollar General proposed site plan where access to the site will be directly across from the car wash, with 30 parking stalls, 1-3 employees working on a typical shift, averages a maximum of 10 customers at a time with a constant in and out flow. The 9,100 square foot store, on the 2.5 acres, will have a corner entrance with a block front and sides of corrugated metal. They plan to use a well and the septic on site. The City will ask for a water/sewer utilities agreement, whereas if our utilities get closer to their location, within a certain amount of time, Dollar General would hook up to city utilities. With meeting the minor subdivision requirements, the 2.5 acres will be zoned B-2 Business District. Once approved for annexation, Ratcliff Development is set to send in a permit application plan for the building and pole signage.

Per the Morristown Township, it was made mention that if the deal fails to happen, the 2.5 acreage would remain in the township.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the public hearing and re-open the regular meeting at 7:40 p.m..

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the annexation petition from the Morristown Township.

Mark Rahrick interjected the developer's agreement should also require a property plat. Per Mark Rahrick's suggestion, Lisa Karsten motioned, seconded by Tim Flaten, and was carried unanimously to add a legal description of the utility's agreement contents in a recordable form.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the rezoning of the 2.5-acre property to the B-2 Business District.

**6. Unfinished Business: (cont.)**

**C. Part Time Public Works Mower Position Applicant** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the recommendation of Brad Potter and Tim Minske to hire Zac Sticken as the city's seasonal part-time mower at the hourly rate of \$12.00, under 40 hours per week, starting immediately.

**D. Part-Time City Administrator Posting Update** – The city's 2020 budget for a part-time city administrator was set at up to \$50,000.00. The city is seeking an individual with public administration knowledge at 20 – 30 hours a week, with the wage to be determined based on education and experience. Brad Potter was directed to get the position posted. The city's chain of command structure was discussed and viewed as necessary.

**E. Nuisance Violation at 106 1st Street S.E.** – Another violation letter was sent to both the property owner and tenant on the number of vehicles parked at the residence. If the administrative fines do not correct the situation, violators may have criminal charges brought against them.

"No Parking" street signs will be installed on 1st Street S.E., which at that time law enforcement can ticket and/or tow away vehicles in which residents are using the street as their driveways. City code also prohibits parking vehicles on the boulevard or in the front yard on the grass. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously that once the signs are up, to instruct the sheriff's office to follow the process and procedure not allowing parking on the street, boulevard or grass, driveway parking only and to make everybody comply.

**F. Chad Wendel – 412 Sidney Street W.** – Law enforcement contacted the property owner about having a hot tub sitting on the city street. The utility shed is still in violation of the side yard setback and the drive over curb gravel driveway was to be removed. A violation fine has been administered without any results, so the fining process shall continue, with unpaid fines to be assessed to the property taxes. Ultimately the long term, last resort will be to go to court, with the property owner paying all legal expenses and the city moving the utility shed ourselves. Brad Potter is to send a letter out with a \$200 fine and 14-day notice to comply and this situation will be revisited on June 15th.

**G. Tina Varness – 105 2nd Street S.E.** – Brad Potter has contacted the property owner of 105 2nd Street S.E. alerting them their zoning permit expired and the work has yet to be completed. An agreement was made that the engineer designed footings were to be in compliance by June 1, 2020 and has not taken place.



**6. Unfinished Business: (cont.)**

- G. Tina Varness – 105 2nd Street S.E. (cont.)** – Brad Potter is to send a letter stating to apply for a new permit to finish the exterior construction of the home and the footings need to be completed and signed off proof submitted that they meet the engineered design, with a completion date of August 17, 2020 or the council will take further action.
- H. Jade Smuda – 26 Chestnut Street E.** – The property owner has until June 15, 2020 to move the fence, to be in compliance with the rear yard setbacks.
- I. Liquor License Prorate/ Reopening** – Due to the COVID-19 mandatory shutdown, Tim Flaten motioned, seconded by Jake Golombeski, and was carried unanimously to approve a one time reduction the on-sale and Sunday liquor licenses fees of our business establishments to 50% of the original costs, for the July 1, 2020 through June 30, 2021 licensing, and to waive this quarter's community center bar rental fee of \$300.00 and until events can again be held, for the Morristown Commercial Club. At the EDA committee meeting, held before tonight's council meeting, a discussion was had on if the city receives the possible federal relief funding, due to the COVID-19 pandemic, possible ways to spread the relief by a credit on utility bills, a flat compensation for businesses, or a percentage of credit on property taxes.
- J. Dollar General Utilities Agreement** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to accept the contents of the Dollar General Utilities Agreement to be presented to Dollar General.
- K. Administrative Fine Procedure (Monthly Intervals/Property Assessment/Legal Action)** – The city clerk is asking for clarification and documentation of the administrative fine procedure set forth last June 2020. Mark Rahrick will get the steps of the structured procedure ready for the next meeting.

**7. New Business:**

- A. 305 2nd Street N.E. – Sand Point** – Tim Minske will ask the property owner for authorization to enter the basement to inspect possible cross contamination occurring from the shallow well. There is water service to the house and the residence must connect to the city utility. This well can only be used for outdoor use.
- B. 303 2nd Street N.E – Outdoor Water Only Meter** – Tim Minske will speak with the property owner of 303 2nd Street N.E. to determine why there is a discrepancy with their indoor and water only meters not in alignment with the usage.
- C. Delinquent Utility Bills List** – The council reviewed the monthly list of customers addresses with outstanding water/sewer/garbage utility bills. These customers receive a disconnection notice with a date their utilities will halt, unless the requested minimum amount due is paid.
- D. Installation of Cellular Meters Bids** – Tim Minske presented bids on the installation of the new cellular meters to replace all water meters within the city limits. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to hire JA Consulting LLC to change out meters beginning mid-June, at \$65.00 each, with the total quote of \$21,500.00, being the lowest bid and were recommended by a reputable source.

**7. New Business: (cont.)**

**E. Resolution 2020-16 – A Resolution to Request Rice County Highway Dept. Post Signs** – Per Dennis Luebbe’s request, a resolution was written to submit to the highway department. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Resolution 2020-16: A Resolution to Request Rice County Highway Department Post Signs, to signify the Rice County truck route through the City of Morristown.

**F. Treatment Plant Control Panel** – Tim Minske presented two bid quotes for a control panel for the sewer treatment plant. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the purchase of the treatment plant control panel from Minnesota Pump Works for \$19,151.00, with funds from the wastewater operations capital reserve.

Tim Minske also asked to purchase a new pump for the treatment plant versus rebuilding the current one. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the new treatment plant pump cost of \$6,841.00.

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve converting to natural gas (CenterPoint Energy) at the treatment plant, at \$5,000.00. A natural gas generator will need to be purchased to replace the diesel generator. Tim Minske has one generator bid at \$28,470.00 and will get a second bid for the next meeting.

**G. City Administrator Report** – Brad Potter offers to come back to the next meeting.

**8. Correspondence and Announcement:**

Tim Flaten mentioned there is interest in holding a night of prayer at the community center parking lot. It was stated that the City of Morristown is not a sponsor of any COVID-19 events being held on the premises and is not responsible for ensuring the safety of participants. Mark Rahrack will put together some language for liability purposes. Morris Mart asked to have a one-day food stand, which would not be located near the public street.

Maxine

Nordmeier, Laurie Nordmeier and Diane Schmidtke planted flowers in the downtown boulevard planters. Three individuals have purchased parcels in town and will be building new houses. The WEM ACT testing is postponed.

**9. Claims and Accounts:**

**A/B. Current and Late Claims and Accounts** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the June 1, 2020 current claims and accounts totaling \$3,607.77 from the general fund, \$143.53 from the fire department fund, \$1,241.70 from the water operations funds, \$415.99 from the waste water operations fund; and the late claims and accounts totaling \$4,343.29 from the general fund, \$207.78 from the fire department fund, \$1,005.75 from the water operations fund, and \$2,678.05 from the wastewater operations fund.

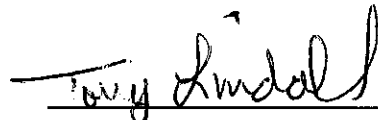
**10. Council Discussion and Concerns:**

No decision has been made on when to reopen the community center and/or city hall. Tim Flaten asked about when our custodian could start returning to work. Tim Minske informed the council that city electricity was compromised during the food stand event.

The Morristown's Farmer's Market is now open on Saturdays 9 a.m. – Noon.

**11. Adjournment:** Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 9:50 p.m..

**12. Next Regular Meeting:** Monday, June 15, 2020 at 7 p.m.

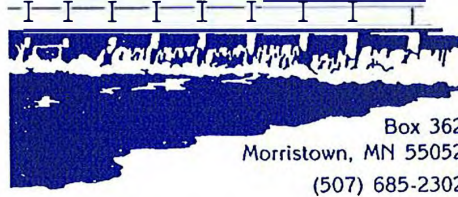
  
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Attest:   
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Sheri Gregor, City Clerk/ Treasurer

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## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting 7:00 p.m. Monday, June 15, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski, Kathy Wolf

**Others Present:** City Attorney Mark Rahrick, Adam Uittenbogaard, Troy Dahle, Steve Nordmeier, Mark Morris, Mike O'Rourke, Jack Schwichtenberg, Stephanie Ryman, Cindy Stopski, Lisa Ingebrand, Ryan Schiell, Chad Wendel, Kurt Wolf, Brad Potter, Public Works Director Tim Minske, and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** – Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, June 15, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Added to the agenda was New Business H. COVID-19 Preparedness Plan. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, with the one addition.
4. **Comments and Suggestions from Citizens Present:**  
Steve Nordmeier, representing the Morristown Commercial Club, announced the National Night Out will be held Tuesday, August 4, 2020 at the Babe Nordmeier Baseball Field. Stephanie Ryman expressed her concerns on the no parking signs on both sides of the 1st Street S.E., the speed of some drivers, and the way some residents are parked. Ordinances enforcing the violations reported occurring on 1st Street S.E. have been sent to the on-duty deputy and the city clerk will forward them to Sheriff Troy Dunn and Sergeant Justin Hunt.
5. **Consent Agenda:**
  - A. **City Council Meeting Minutes – June 1, 2020** – Motion by Jake Golombeski, seconded by Lisa Karsten, and was carried unanimously to approve the consent agenda.
6. **Unfinished Business:**
  - A. **Dahle Enterprises – 2019 Street Project Progress Report** – Troy Dahle updated the council stating they have two streets left, 2nd St. S.W. and 3rd St. N.W., and should be finished in two and a half days. Troy Dahle stated they are not going to install the 15 Ts, for sump pump hookups at this time. Dahle Enterprises will be installing inlets at 206 Ann St. E. and 402 Jane St. E.. Tim Minske is to get two bids for possible ditch clean out by 203 4th St S.E.. Tim Minske stated Dahle's approved 2019 street project bid was to go 2 ½' deep; then were directed to go 4 ½' deep. This caused extra material and labor without a change order being approved by the city council. The City cannot increase the assessment to the effected property owners who have already received their assessment amount, therefore the city will need to pick up the extra expense. Dahle Enterprises is to inform the council at the next meeting what the extra cost is for going the extra 2' deep.

**6. Unfinished Business: (cont.)**

- B. Chad Wendel – 412 Sidney Street W.** – Chad questioned the notice he received about the setback of his utility shed. Brad Potter will look at the location of the shed to make sure it meets requirements. Chad is also to remove/cover the backyard gravel driveway with dirt. Brad Potter will report back at the next meeting. At the previous meeting on June 1st, the meeting minutes reflect that a \$200.00 violation fine was to be administered and to come in compliance within 14 days, and this issue would be addressed again on June 15th. The council wishes to amend the issuance of the fine, due to the fact the property owner says he did not receive notice of a fine.
- C. Zoning Administrator Position Posting/Applications** – The zoning administrator position was posted. Skylar Gregor, the temporary zoning administrator, was the only applicant. Lisa Karsten stated that the zoning administrator is a city employee and the personnel policy states city employees are expected to maintain a good driving record. The question was raised if a city employee uses their own vehicle conducting city business, is the city liable if there is an accident. We will check that the individual has personal vehicle liability insurance coverage and ensure the zoning administrator falls under city employees covered in the city's insurance policy. Motion was made by Tim Flaten, seconded by Jake Golombeski, upon proof of vehicle liability insurance, Skylar Gregor is appointed the Morristown Zoning Administrator, and was carried unanimously.
- D. Office Assistant Recommendation** – After interviewing the two candidates, the two city council members and the city administrator recommend to the city council to hire Tasia Voegele as the office assistant. Motion by Tim Flaten, seconded by Lisa Karsten, to hire Tasia Voegele, at five days a month or more if needed, at \$15.00 an hour, beginning July 1, 2020 or as soon as possible, and was carried unanimously.
- E. Reopen Community Center (Walkers) City Hall (Customers and Coffee Club)** – The Morristown Commercial Club is asking once the community center great hall can be rented out again, what are the guidelines and who is responsible to enforce them as the members working the bar will not be liable. The city will follow whatever guidelines are instructed by the state governor. The Minnesota fire code applies to Morristown authority occupancy falls on the fire chief. Adam Uittenbogaard is the go-to guy for questions and monitoring any events and business establishments. Mark Rahrlick will compose a notice to post, waiver and release forms, giving COVID-19 notification that visitors to this premises are entering at their own risk and will assume full responsibility for exercising proper distancing, limiting their likelihood to exposure. Also, the City of Morristown has made a reasonable effort to clean the premises but have taken no special precautions to sanitize or prevent the spread of COVID-19 and is not responsible for their safety. Renters of the premises will sign a COVID-19 waiver and release form acknowledging the City cannot be held liable in any way in connection to their event. Coffee club individuals, walkers and visitors will be required to sign a similar waiver and release that they are entering the premises at their own risk. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to reopen the community center and city hall on Monday, June 22, 2020, posting the notice, with visitors signing a waiver and release form, to follow the state guidelines and practice social distancing. Coffee drinkers are recommended to use throw away (Styrofoam) cups.

**6. Unfinished Business: (cont.)**

- F. Part-Time City Administrator Posting Update** – The city administrator position is advertised on the city website and at the League of Minnesota Cities. Applications are starting to come in. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to keep Brad Potter on for the projects he has been involved in, to assist in hiring the city administrator and for consulting at \$35 an hour. Mark Rahrick asks what precisely Brad's role is. Is he the contact person for himself as city attorney and for the city employees? Is he a consultant or still in the city administrator's position? Included in the motion is that Brad Potter will be in place at the top of the chain of command for major things until the position is filled. Brad Potter's outlined his hours of availability will be from 6 a.m. to 7 a.m., 12 p.m. to 1 p.m. and 5 p.m. to 6 p.m.. The council asks that Brad submits a monthly report for the agenda and can choose to attend a meeting or via phone.
- G. 309 Thruen Street W. – Ditch Restoration** – Plans to restore the ditch were to be submitted to the city by May 1, 2020 and the work to be completed by June 15, 2020 or the city would hire the restoration to be done and assess the cost to the property taxes. Lawyer Steve Messick, representative of the Moesler's, property owners of 309 Thruen Street W., contacted City Attorney Mark Rahrick stating they want to cooperate. An issue now is BevComm's fiber optic lines running through the ditch, causing concerns on how to restore the ditch; awaiting to hear from the BevComm research team.
- H. Update on Properties of Concern** – Gordy Adams, 106 1st St. S.E., spoke, via telephone, questioning why the owner of the property also received the nuisance violation fine notice of unlawful parking and storage as he did. The council explained that after him being fined and the nuisance violation continues, the property owner needs to be made aware of the situation and be fined so that the violation gets resolved. Property owners are responsible for their tenant's city utilities services and fines if they go unpaid, therefore the property owner gets notification and fined. Mr. Adams asks to have the fines waived for the property owner, as the vehicles are his. The fines must be paid, and the property owner is ultimately responsible. Mr. Adams must come into compliance of the ordinances or the fines will continue. If the fines go unpaid they will be assessed to the property taxes. "No Parking" signs have been posted on 1st St. S.E., due to the narrow street and for the safety of the children walking to the neighboring school.
- 105 2nd St. S.E.** – The property owner has been contacted and was given the date of July 17, 2020, to apply for a permit to finish the siding on the house and to have the footings per the engineered approved specs completed. We request to receive a date in which the footings will be installed.
- 26 Chestnut Street E.** – The rear yard fence setback was checked out by the zoning administrator and was said to follow the 1-foot setback compliance.
- 305 2nd St. N.E.** – Tim Minske will speak with the property owner about hooking up to city water due to the sand point failure.
- 303 2nd St. N. E.** – There was been discrepancies with the inside water and irrigation water billings. The water boiler system also plays into this equation. Tim Minske reported that the way the house is plumbed is causing the issue. The meters will be replaced with one cellular read meter in the near future.
- I. Liquor License Approval** – Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to approve the liquor licenses list as presented

**6. Unfinished Business: (cont.)**

- J. Orion LTE-M Cellular Meter Order – Installation Dates –** The city has hired JA Consultants to install the new meters, in the houses and business in the city limits that use our services, being Friday, June 19th, Saturday, June 20th, Friday, June 26th and Saturday, June 27th. More installment appointments will be scheduled upon verification of JA Consultants returning to finish the installations. JA Consultants will be doing sump pump inspections also at the same time. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve to pay JA Consultants \$7.00 for each sump pump inspection done only on existing sump pumps, and not for any home that does not have a sump pump or refusal to allow an inspection. Tim Minske mentioned the possibility of if a home's water meter valve doesn't work, is leaking or dripping, they would need to freeze the water to replace the valve and the \$40.00 charge would be at the homeowners expense. Sheri Gregor mentioned the original number of meters purchased was 300. Approximately 70 more meters will need to be ordered to complete the installations.
- K. Administrative Fine Procedure (Monthly Intervals/Property Assessment/Legal Action) –** Mark Rahrck will present the procedure to follow for the violation notices and administrative fines, at the city council's next meeting on July 6, 2020.
- L. Resolution 2020-18: A Resolution of Annexation of 2.5 Acres –** This matter will be brought back at the next meeting, to approve a joint resolution between the Morristown Township and the City of Morristown to annex the 2.5 acres into the city; there the Dollar General store is to be located.
- M. Natural Gas Generator Bids –** Bids from Blue Star and Millbrook were submitted. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the 90KW natural gas generator bid from Blue Star at \$28,470.00.

**7. New Business:**

- A. Food Stand at Community Center Parking Lot – July 5, 2020 –** The food stand event was been changed to Saturday, July 11th.. The food vendors will set up in the fire station parking lot, and the customers are to park at the community center. Pam Golombeski and Steve Nordmeier are coordinating this event. Vendors will have their own generators and a portable restroom available. Another option is to place stands at the community center north parking lot and not at the fire station. COVID-19 signs will be posted notifying visitors to this premises that the City of Morristown is not responsible for ensuring their safety or limiting exposure to the novel coronavirus. Motion by Tim Flaten, seconded by Lisa Karsten, to approve the food stand event to be held July 11, 2020 at either the fire station or community center north parking lot with no access to the community center restrooms or electricity, only water provided.
- B. Chapter 91: §91.04 Animals. –** The current ordinance prohibits farm animals within the city limits. The subject of allowing chickens within the city limits will be discussed by the Morristown Zoning Board, with a recommendation brought to the city councils next meeting.
- C. Second Water Meters –** There will be no charge to residents or businesses for the primary water meter replacement and installation to the new cellular meter. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to give homeowners with a second meter, the option to replace their second meter at their expense of the meter (\$262.00) and endpoint activation installation cost (\$65.00) or not having a second meter; with homeowners who've had a second meter installed within the last five years ago will be prorated.  
The meter charge (second meter) fee, per the master fee schedule will be updated.

**7. New Business: (Cont.)**

- D. Pavilion Reservations** – The park pavilions are available for use with the guidelines of gatherings of 25 people or less and practicing social distancing. We are also allowing people to reserve the Centennial Park pavilion, at the rental fee of \$25.00. Motion by Jake Golombeski, seconded by Tim Flaten, and was carried unanimously to waive the pavilion rental fee for the Warsaw Willing Workers 4-H club on July 12, 2020 from 3:0 p.m. to 5:00 p.m..
- E. Resolution No. 2020-17: Petitioning for Dissolution of the District One Hospital District** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Resolution No. 2020-17: A Resolution Petitioning for Dissolution of the District One Hospital District.
- F. Morristown Community Days on KDHL** – A motion was made by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to be a sponsor for the June 30, 2020 Morristown Community Day on KHDL AM 920 at the investment of \$390.00, to market the rental of the Community Center.
- G. Coronavirus Relief Fund – Local Governments to Receive Federal Aid** – Rep. Brian Daniels emailed a preliminary and subject to change an estimate of what Morristown is to expect to receive in CRF (Coronavirus Relief Fund) funding, which is \$74,964.00. A list of eligible and ineligible expenditures are listed. Any unused funds at the end of the year are to be returned to the federal government.
- H. COVID-19 Preparedness Plan** – Brad Potter was asked to develop a COVID-19 Preparedness Plan for the City of Morristown by June 29, 2020.

**8. Correspondence and Announcements:**

Brad Potter relayed that the Dollar General asked if the utility agreement could be changed from 12 years to 15 years. Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to change the Dollar General septic agreement to 15 years instead of 12 years.

It was discussed that direction to city employees is to come from either the council as a whole or from Brad Potter. The park restroom will be opened and the handicap

**9. Claims and Accounts:**

- A. Mid-Month and Late Claims and Accounts** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the June 15, 2020 mid-month and late claims and accounts totaling \$5,034.11 from the general fund, \$332.02 from the fire department fund, \$2,182.77 from the water operations funds, \$2,412.79 from the waste water operations fund and \$5,295.50 from the refuse fund; and the late claims and accounts totaling \$17,282.02 from the general fund, \$442.84 from the water operations fund, and \$2,312.05 from the wastewater operations fund.

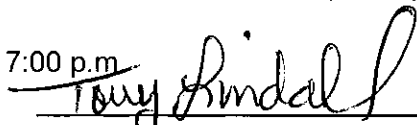
**10. Council Discussion and Concerns:**

Lisa Karsten states there have been several emails of concerns and requests to have on the agenda an employee review at the end of the July 6, 2020 meeting on Sheri Gregor. Tim Minske will bring single guide rail system bid. Brad Potter is to have Jim Lundin return to custodian duties.

**11. Adjournment:**

Motion by Tim Flaten, seconded by Tim Flaten and was carried unanimously to adjourn the meeting at 10:40 p.m..

**12. Next Regular Meeting: Monday, July 20, 2020 – 7:00 p.m.**

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

Attest:   
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 Sheri Gregor, City Clerk/ Treasurer



# City of Morristown

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Best Little Town By A "Dam Site"



Box 362

Morristown, MN 55052

(507) 685-2302

## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting 7:00 p.m. Monday, July 6, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski, Kathy Wolf

**Others Present:** City Attorney Mark Rahrick, Adam Uittenbogaard, Jason Smith, Dave Walz, Mike Schumacher, Jack Schwichtenberg, Steve Nordmeier, Sargent Justin Hunt, Roland Moesler, Mike O'Rourke, Dan Morris, John Ankrum, Tyler Velzke, Ryan Schiell, Loren Dahle, Lisa Ingebrand, Jeff Docken, Steve Willing, Sheila Willing, Kurt Wolf, Public Works Director Tim Minske, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** – Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, July 6, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Added to the agenda was New Business F. Culvert on Sidney Street W.. Removed was New Business B. Zoning Board Recommendation - Chickens Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, with the two items.
4. **Comments and Suggestions from Citizens Present:** - Jason Smith, owner of 25 Washington Street E., asking if parking could be allowed on one side of 1st Street S.E.. Jeff Docken, Rice County Commissioner, attended the meeting at the suggestion of Troy Dunn, to listen to any police department topics and just to sit in. Loren Dahle request the county commissioners' meetings and the city council meetings be broadcast on the local cable channel. Danny Morris remarked there should be a city council agenda item on a discussion of what the plans are between the fire department and the police if a protest were to be held. Steve Nordmeier asks if it is cost effective to mail out the quarterly newsletter to individuals instead of using the prepaid stamp for all residents. The council feels with the newsletter available online, we would only mail out the newsletter to people who request a paper copy.
5. **Consent Agenda:**
  - A. **Police Report – June 2020**
  - B. **Fire Department Report – June 2020**
  - C. **Public Works Report – June 2020**
  - D. **City Council Meeting Minutes – June 15, 2020**
  - E. **Financial Reports Month Ending – May 31, 2020 (Community Center Report, Cash Control Statement, Interim Report, Capital Reserve Balances)**

Tim Minske asks to pull public works report. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the consent agenda minus the public works report. Tim Minske says the brush pile needs to be burnt. The city clerk will notify the property owner living near the site two days before a planned burn. Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the public works report.

**6. Unfinished Business:**

- A. Law Enforcement of Ordinances Update** – Tony Lindahl met with Sheriff Troy Dunn and Sargent Justin Hunt about following state criteria law enforcement on the no parking on 1st Street S.E.. to prosecute a ticket. Other enforcement of ordinances of problem properties are to be handled by the city administrator.
- B. Dahle Enterprises – Submit 2019 Street Project Additional Cost** – Tabled
- C. Chad Wendel – 412 Sidney Street W.** – If the utility shed setbacks are not meet, the zoning administrator is to send a letter proceeding with the fine schedule. Brad Potter states the utility shed setbacks have not been met.
- D. Tina Varness – 105 2nd Street S.E.** – No application has been submitted to get the \$50 permit to finish the house. The deadline is August 17, 2020 to have the house and footings projects completed with the signed documentation from whoever installs the footings they meet the engineered requirements.
- E. Gordy Adams – 106 1st St. S.E.** – The administrative fines have not been paid. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously for Brad Potter to send letters to fine both the landlord and the renter the third fine of the fining procedure.
- F. Administrative Fine Procedure (Monthly Intervals/Property Assessment/Legal Action)**  
Mark Rahrlick emailed the procedure to be followed for ordinance violations to the city council.
- G. Zoning Board Recommendation – Skylar Gregor as Zoning Board Member and Zoning Administrator** – The zoning board recommends appointing Skylar Gregor as a voting board member and to also be the zoning administrator. If Skylar would be the contractor or applicant of a zoning permit, another board member would sign off on the approval and completion. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to not take the recommendation of the zoning board, but to post a zoning board vacancy until Wednesday, July 15, 2020, with the zoning board to review the applicants at their July 16, 2020 meeting and make a recommendation to the city council at their July 20, 2020 meeting.
- H. Zoning Board – Approval of Zoning Permit 45-Day Expiration Letters** – With a spelling correction and a paragraph added to the one year permit letter, Lisa Karsten motioned, seconded by Tim Flaten, and was carried unanimously to approve the notification of zoning permit expiration letters to be sent to property owners by the city clerk, if their permits have not been closed, whereas will expire in 45 days.
- I. Zoning Board Recommendation – Semi Tractors (Ordinance 2016-7 and Home Occupation 152.205)** – The Zoning Board motioned (3-2) to revise ordinance or remove one of and/or modify to adequately allow citizens of Morristown to park on hard surface driveway commercial vehicles and semi-tractors/truck (not trailer) with restrictions (follow hours) as in home occupations that are in place, and following noise ordinance. The city council asks Mark Rahrlick to draft an ordinance to amend the previous ordinance. The city council will decide on July 20, 2020 on either proceed with a public hearing on the passage of this draft ordinance or abide by the current ordinance.

**6. Unfinished Business: (cont.)**

- J. Faribo Insurance Agency – Add Zoning Administrator to Liability Insurance** – The city council request to have our agent from the Faribo Insurance Agency attend the next council meeting to explain our city insurance policy on coverage of city employees, officials and appointees.
- K. Food Stands–Approval to Close Off Main Street W. Between Division/2nd Street on July 11th** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close off Main Street W. between Division Street and 2nd Street S.W. from 8:00 a.m. until 8:30 p.m., for the food stand event on July 11, 2020.
- L. Part-Time City Administrator Interviews** – Council members Lisa Karsten and Tim Flaten will interview selected candidates. Then the final four face to face interviews will be arranged with the panel of Public Works Director Tim Minske, City Clerk Sheri Gregor, and Fire Chief Adam Uittenbogaard. Lisa Karsten and Tim Flaten will make the part-time city administrator recommendation to the rest of the city council at the July 20, 2020 meeting.
- M. 309 Thruen Street – Ditch Restoration** – It was discussed on how to correct the ditch situation, taking into consideration the BevComm hub of fiber optics now trenched at that site. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to install a manhole, supervised by public works and the cost is the property owners responsibility.
- N. Amend Motion – To Rezone Agricultural District to B-1 Highway Commercial District** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to amend the motion from June 21, 2020 to change the agriculture rezoning from the B-2 Central Business District to B-1 Highway Commercial District.
- O. Joint Resolution Morristown Township and the City of Morristown** – Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the Joint Resolution Between the Township of Morristown and the City of Morristown for Annexation of Part of Area Designated for Orderly Annexation. This property consists of 2.24 acres intended for the proposed Dollar General site. The Ratcliff Development zoning permit approved by the Morristown Zoning Board cannot be issued until the annexation is approved by the State.
- P. Treatment Plant Rail System** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the bid from Minnesota Pump Works for the load out pit.
- Q. Culvert for Crick at End of 2nd Street S.W.** – Tim Minske announced this has been resolved.
- R. 209 Tower Circle – Overgrown Grass Violation** – The council asks Mark Rahrlick how shall the city proceed with handling this violation. A letter will be sent to the beneficiary of the property demanding abatement of the tall weeds and grass. If not complied with within 7 days, this shall constitute permission for the City to enter the property and resolve the violation. The property owner is liable for all the costs of abatement and all sums payable may be collected as a special assessment.

**7. New Business:**

- A. Parcel 20.27.1.50.005 – City Utilities** – There is interest in purchasing the parcel, located south of Sidney Street W. The question was raised by Weichert Realtors, Kia Nawrocki, wanting to know if city water and septic could be engineered to be installed, but at what price. If the city felt that to be unfeasible, would they allow the installation of a well and septic. The council would like more details and information on what would be built on that parcel. The realtor will be asked to attend the next meeting.
- B. Zoning Board Recommendation – If To Amend Chapter 91: §91.04 Animals. To Allow Chickens.** This item is tabled until the next city council meeting to be held on July 20, 2020.
- C. LMCIT Liability Coverage Waiver/Faribo Insurance Agency and Approve Agents of Record** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to sign the League of Minnesota Liability Coverage Form not to waive our statutory limits. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the Faribo Insurance Agency (Brent Peroutka and Jacob Cook) as Agents of Record.
- D. Dale Melchert, 402 3 St. S.E. – Permission to Put Tent for Graduation Reception on City Property** – Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to permit Dale Melchert to use the adjacent city property to set up a tent for their son's graduation reception, without the City being held liable.
- E. COVID-19 Pandemic Preparedness Plan** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the Morristown COVID-19 Preparedness Plan.
- F. Culvert on Sidney Street W.** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the LaCanne Paving bid of \$4,800.00 for street improvements on Sidney Street W. and \$960.00 on Ann Street E.. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Dahle Enterprise bid of \$2,285.00 to dig up existing culvert, reestablish grade, reuse and lower culvert, and back fill with Class V compact.

**8. Correspondence and Announcements:**

Morristown City Offices up for election during the 2020 General Election to be held Tuesday, November 3, 2020 are Mayor two year term, Council Members two positions at four year terms, and a special election for one council member two year term, to complete a four-year term. Filing for candidacy is open from Tuesday, July 28, 2020 through Tuesday, August 11, 2020.

**9. Claims and Accounts:**

- A. Current and Late Claims and Accounts** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the July 6, 2020 current claims and accounts totaling \$78,906.88 from the general fund, \$256.20 from the fire department fund, \$4,450.84 from the water operations funds, \$6,079.29 from the waste water operations fund, \$38.99 from the refuse fund; and the late claims and accounts totaling \$1,865.18 from the general fund, \$199.06 from the fire department fund, \$643.71 from the water operations fund, and \$1,061.98 from the wastewater operations fund.

**10. Council Discussion and Concerns:**

Tim Minske spoke about extra expenses involving needing vertical water meters and the property owners concerns of paying for the second water meters and replumbing issues. This will be discussed at the next meeting. Tony Lindahl request Brad Potter, Adam Uittenbogaard and Mark Rahrlick work on an action plan for protest or rioting preparedness. Justin Hunt explained what plans are in place for Rice County and what other agencies are doing.

**11. Adjournment:** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 9:27 p.m..

**12. Next Regular Meeting: Monday, July 20, 2020 – 7:00 p.m.**

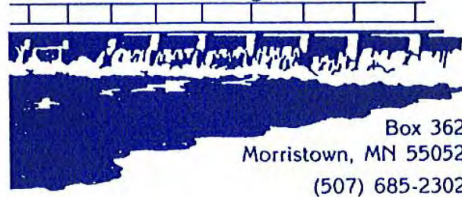
  
\_\_\_\_\_  
Tony Lindahl, Mayor

Attest:   
\_\_\_\_\_  
Sheri Gregor, 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 MEETING MINUTES Regular Mid-Month Meeting 7:00 p.m. Monday, July 20, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski, Kathy Wolf

**Others Present:** City Attorney Mark Rahrick, Adam Uittenbogaard, Steve Nordmeier, Jordan Gregor, Jack Schwichtenberg, Tyler Velzke, Andy Wagner, Brent Peroutka, Loren Dahle, Dave Walz, Mike Schumacher, John Ankrum, Lisa Ingebrand, Ryan Schiell, Michael Christensen, Shaun Mulhern, Tasia Voegele, Public Works Director Tim Minske, City Administrator Brad Potter and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** – Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, July 20, 2020 at 7:00 p.m., in the Community Center great hall, at 402 Division Street S..
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Added to the agenda was New Business D. KLM, E. Community Hall Help and F. Employee Evaluation. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the agenda, with the three additions.
4. **Comments and Suggestions from Citizens Present:** None
5. **Consent Agenda:**
  - A. **City Council Meeting Minutes – July 6, 2020** – Correction made to 6. **Unfinished Business:**
    - A. Law Enforcement of Ordinances Update – Other enforcement of ordinances of problem properties are to be handled by the city administrator, not city administration. C. Chad Wendel – 412 Sidney Street W. – Brad Potter states the utility shed setbacks have been met, should read have not been met. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the consent agenda with the two corrections.
7. **New Business:**
  - D. **KLM Engineering, Inc.** – Representatives from KLM informed the city council they have not received the \$16,993.00 payment for the mixer that was installed in the city's water tower in November 2019. City Administrator Brad Potter had wanted the company to ensure the mixer would never freeze. Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to pay KLM.
6. **Unfinished Business:**
  - A. **Dahle Enterprises – Submit 2019 Street Project Additional Cost** – Dahle Enterprises added an additional \$1,740.00 (copper wire) onto the original bid, for the cost of material and labor for the extra 2-foot excavation. The council requests Troy Dahle to attend the next meeting to discuss who ordered the extra trenching and what that cost was to his company.
  - B. **Weichert, Realtors-Heartland, Kia Nawrocki, Parcel 20.27.1.50.005 – City Utilities** – The council requests additional information from persons interested in the parcel for sale; to make decisions on the feasibility of a road access and city utilities.

**6. Unfinished Business: (cont.)**

- C. Faribo Insurance Agency – Liability Insurance for Officials and Employees and Adding Zoning Administrator to Coverage** – Brent Peroutka answered questions about liability coverage for city committee member positions using their personal vehicles while conducting city business. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to add the city administrator, zoning administrator and the zoning board to the list to the positions covered under liability insurance.
- D. Chad Wendel – 412 Sidney Street W.** – The utility shed is still not in setback compliance. Brad Potter is to continue with the violation structure. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to follow the next steps enforcing the fine process to 412 Sidney Street W.
- E. Tina Varness – 105 2nd Street S.E.** – Brad Potter is to provide the council with a written document from Timm’s stating they are contracted to install the footings at 105 2nd Street S.E. to meet the state engineered requirements this August 2020. The homeowner has not applied to get the \$50 siding permit to finish the house. The deadline was set for August 17th to have the house and footings projects completed.
- F. Gordy Adams – 106 1st St. S.E.** – Administrative fines have not been paid. Currently, the property is in compliance. Brad Potter is to send letters to both the owner and tenant that they must pay the violation fines that have been administered.
- G. Case by Case Permit Extension Fee – Rate Formula** –The zoning board concurs that for an extension, permit holders can submit the minimum fee of \$25 to extend their permit validation date by one month for shingles, siding, windows, utility sheds, decks and fences. Any permit holder of new construction, garages and additions will need to attend a zoning meeting to get the approval of the board. With so many possible variables as to the type of project and amount of work left to be completed needs to be factored into the additional time frame to be allotted and the extension fee. Tyler Velzke states the zoning board cannot establish a one fits all formula, as every case will vary.
- H. Zoning Board Committee Member Recommendation** – The zoning board recommends the appointment of Faye Golombeski to become a voting zoning board committee member, effective August 20, 2020. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to appoint Faye Golombeski to the vacant zoning board position, effective August 20, 2020.
- I. Dog Licenses** – Due to the coronavirus pandemic, the annual April animal vaccination clinic was cancelled and would be revisited by August 2020. The city clerk will contact the Faribault Veterinary Clinic to see if they would be willing to reschedule the dog clinic.
- J. Ordinance 2020-4 Draft – Relating to Parking of Commercial Vehicles – Deleting §152.205 Home Occupation Paragraph (B)(14) and to Allow Commercial Vehicles and Semi-Tractors /Trucks to Park in Residential District** – Attorney Mark Rahrlick was directed to revise the draft to match the quiet hours and set warm up and cool down time outside the perimeters. The ordinance will be brought back to the August 3, 2020 council meeting.
- K. Part-Time City Administrator Recommendation** – The City received 20 applications for the part-time city administrator position. Eight were interviewed by Lisa Karsten and Tim Flaten. The final three were interviewed by a panel of the fire chief, city clerk and public works director. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to offer the part-time city administrator position to Bryce Lange for \$30.00 an hour at 24 – 30 hours per week. If Bryce Lange declines the offer, the position will be offered to Michael Mueller at \$28.00 an hour at 24 - 30 hours per week.

**6. Unfinished Business: (cont.)**

- L. Second Water Meters** – The city is awaiting word from JA Consultants when they will return to continue installing the new inside water meters. If residents want to keep a second meter (water only/irrigation) they will have to pay for the meter and installation, at the cost of \$327.00. Replumbing if a second meter is not replaced and the removal of the outside meter will be discussed at the next meeting.
- M. Delinquent City Utilities Customers** – The city council reviewed the list of customers that are behind on their utility services. Disconnection letters were sent out. These customers are asked to please pay your utility bill. Brad Potter is to present the council with the signed payment agreement with one of the delinquent accounts.
- N. City Parcel on 3rd Street S.E.** – Dale Melchert would like to buy the parcel on 3rd Street S.E..
- O. 209 Tower Circle – Overgrown Grass Violation** – Demand for abatement letters were sent via certified and U.S. mail to the beneficiaries of the property in violation of the Ordinance §92.37.
- P. Complaint Committee – 1st Street S.E. “No Parking” and 307 Thruen Street Complaint** – The complaint committee recommends to enforce the no parking on 1st Street S.E. and the four vehicle ordinance, and revise the ordinance for 1st Street S.E. to allow others to park off the street and on their yard. How to manage with the sidewalk issue will be discussed at another meeting. The complaint committee investigated a complaint of the 307 Thruen Street property having long grass and weeds. The committee stated it is a pollinator garden. Tim Flaten stated the wood piles were nicely stacked and the swing sets in the backyard are used for the kid's gymnastics. The council directed Mark Rahrlick to draft an ordinance for pollinator garden guidelines for the August 17, 2020 council meeting.

**7. New Business:**

- A. Zoning Board Recommendation – To Allow Chickens** (Current Ordinance Chapter 91: §91.04 Animals. Prohibits farm animals within the city limits). The zoning board is okay with entertaining the idea of allowing (5-6) female chickens or hens. The zoning board asks the city council if they want the board to continue with creating strict guidelines to allow chickens within the city limits. The council requests the board to create a draft for review.
- B. 51 Charlotte Street – Deck Built Without Permit** – The zoning board recommends the city council enforce the administrative violation fine schedule with a violation letter to the property of 51 Charlotte Street. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to follow through with the fine for 51 Charlotte Street and send a zoning ordinance packet to the Mobile Home Community owner and to the Morristown MHC manager.
- C. Joint Ordinance Work Session** – The zoning board will meet with the city council on either Monday, August 3, 2020 or Monday August 17, 2020 at 6:00 p.m. to hold a joint work session to adjust specific ordinances to coincide between city and zoning.
- D. KLM Water Tower Mixer** – Pulled to the beginning of the meeting.
- E. Community Hall Help** – The city is looking for someone to help with the set up and tear down of events held in the great hall at the community center. Either the council or the city administrator will post the opening to be filled by August 17, 2020.
- F. Employee Evaluation** – Concerns were sent to the city administrator and forwarded to the city council about the city clerk, Sheri Gregor. Tony Lindahl and Brad Potter will work on a plan of correction.



**8. Correspondence and Announcements:**

The Morristown Commercial Club has volunteered to purchase mulch to place around the playground equipment. Mark Rahrck spoke about the Dollar General property annexation being sent to the State for approval. National Night Out will be held Tuesday, August 4, starting at 6:00 p.m., at the Babe Nordmeier Field.

**9. Claims and Accounts:**

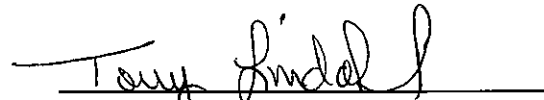
**A. Mid-Month and Late Claims and Accounts** – Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the July 20, 2020 mid-month and late claims and accounts totaling \$90,483.89 from the general fund, \$420.43 from the fire department fund, \$72,595.05 from the water operations funds, \$6,427.73 from the waste water operations fund and \$5,133.87 from the refuse fund; and the late claims and accounts totaling \$13,012.22 from the general fund, \$675.02 from the water operations fund, and \$1,805.42 from the wastewater operations fund.

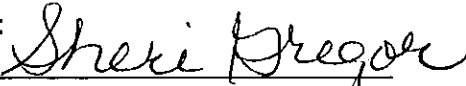
**10. Council Discussion and Concerns:** None

**11. Adjournment:**

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn the meeting at 9:48 p.m.

**12. Next Regular Meeting:** Monday, August 3, 2020 – 7:00 p.m.

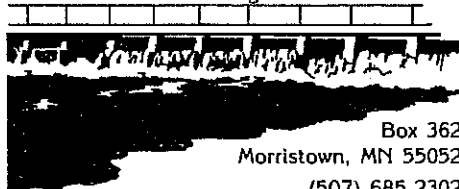
  
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## **MORRISTOWN CITY COUNCIL MEETING MINUTES** **Regular Meeting 7:00 p.m. Monday, August 3, 2020**

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf

**Council Absent:** Jake Golombeski

**Others Present:** City Attorney Mark Rahrick, Adam Uittenbogaard, Troy Dahle, Dave Walz, Mike Schumacher, Jack Schwichtenberg, Steve Nordmeier, Val Kruger, Robin Leavens, Sheriff Troy Dunn, Roland Moesler, Renee Gunderson, John Ankrum, Tyler Velzke, Ryan Schiell, Loren Dahle, Leon Gregor, Gary Anderson, Jim Schreffler, Lisa Ingebrand, Ralph Barney, Ryan Schiell, Public Works Director Tim Minske, City Administrator Michael Mueller and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** – Assistant Mayor Tim Flaten called the regular meeting of the Morristown City Council to order on Monday, August 3, 2020 at 7:00 p.m., in the Council Chambers, at 402 Division Street S..
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Added to the agenda was Unfinished Business O. City Clerk Follow Up Performance Evaluation, New Business H. CARES and I. City Water Billing. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda with the three additions.
4. **Comments and Suggestions from Citizens Present:** Loren Dahle is concerned about the school not using a significant amount of water since March. He feels a water sample should be taken for bacteria. Tim Minske stated the school is working on the water and sprinkler system. Roland Moesler spoke about violations on a neighboring property. Roland discussed overgrown weeds, tall grass and compost that is attracting raccoons. Roland was concerned that the property is burning refuse within 5 feet from his shed. Roland continued discussing 12" diameter logs in the front easement which he feels interferes with snowplowing. Roland was told to call the sheriff's office next time there is a burn in progress and the complaint committee will revisit the property.
5. **Consent Agenda:**
  - A. **Police Report – July 2020**
  - B. **Fire Department Report – July 2020**
  - C. **Public Works Report – July 2020**
  - D. **City Council Meeting Minutes – July 20, 2020**

**5. Consent Agenda: (cont.)**

**E. Financial Reports Month Ending – June 30, 2020 (Community Center Report, Cash Control Statement, Interim Report, Capital Reserve Balances)**

The public works report was pulled and the July 20, 2020 city council meeting minutes pulled until the August 17, 2020 meeting. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the consent agenda, minus the public works report and the council minutes.

Public Works Report – Tim Minske praised Adam Schlie on his performance over the weekend at the sewer treatment plant during the 6” rainfall. Tim thanked Adam Uittenbogaard and Troy Dahle for stopping down multiple times seeing if Adam needed any help. Tim expressed his disappointment that while he was gone, no council checked with Adam on how things were going, but one council questioned why Adam was even at the treatment plant. Tim reported while pushing back the compost brush pile, he hit metal truck rim that doesn’t belong there was \$2,000.00 damage to the skid loader door DNR was called by a resident reporting tires, garbage and wood was also in the brush pile, which is illegal. Tim planned on burning the brush pile on August 4th, but now must find illegally dumped items and remove them. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the public works report.

**6. Unfinished Business:**

- A. New Part – Time City Administrator – Michael Mueller** – The new part-time city administrator was introduced to the council and citizens. Michael’s recorded his hours (24 - 30) which will be taken from the general fund.
- B. Dahle Enterprises – Submit 2019 Street Project Additional Cost** – Troy Dahle submitted an extra \$2,994.40 for the extra copper for tree roots and PVC pipe for road crossings used, minus \$3,500.00 for 35 underdrain 2” sump connections that were decided to not install. Lisa Karsten said Dahle Enterprises was directed by an individual city official to dig down the extra 2’ where that decision should have been made with a change order and by the council has a whole. Lisa stated it is a big deal that now that Dahle Enterprises is eating \$70,000.00. Dahle Enterprises’ total invoice for the drainage work done in June is \$70,501.40. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to pay Dahle Enterprises the revised invoice amount as presented.
- C. Chad Wendel – 412 Sidney Street W. – Setback Violation** – Brad Potter, not in attendance, reported that the utility shed side corner property line was at 7 feet and must have a 20-foot set back. Brad Potter is to forward the information to the city administrator as to where he is at with the administrative fines and the process is to be continued.
- D. Tina Varness – 105 2nd Street S.E. – Deadline August 17, 2020** – Brad Potter, not in attendance, reported a letter was sent to the property owner regarding needing to obtain a new permit and completing the work by the deadline. No document was furnished to determine that Timm’s are contracted to install the footings in August at 105 2nd Street S.E., and the footings will meet the state engineered requirements.

**6. Unfinished Business: (cont.)**

- E. Gordy Adams – 106 1st St. S.E.** – As some improvement has been made, Michael Mueller is to send a letter to encourage the tenant and owner to stay in compliance with the number of vehicles allowed at the property. The previous administrative fines have not been paid by the owner or tenant. Brad Potter stated he will forward the administrative fine information to our city attorney.
- F. Ordinance 2020-4 Draft – An Ordinance Relating to Parking of Commercial Vehicles –** Mark Rahrlick will make time frame changes consistent in the draft, then with the final form a public hearing will be scheduled for further review. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to hold a public hearing on August 17, 2020.
- G. Second Water Meters** – Questions were raised on how to handle the situation involving properties that do not want to replace their second water meter causing replumbing issues. The debate between allowing self-reporting of original second meters and changing over to all newest cellular technology as planned. The city has the right to meter water and update as needed, therefore property owners that will not allow the city to change out their primary meter will receive notice that their water will be disconnected. Once all the meters are changed out, letters will be sent asking if the property owners want the outdoor box meter removed by the city, remove it themselves or leave it attached to the house. Property owners who had a new second water meter installed will receive a bill for a total of \$327.00, which is the cost of the meter and installation. The bill will be due by October 1, 2020 or will be assessed to their 2021 property taxes.
- H. City Parcel on 3rd Street S.E.** – This area was originally kept for possible future road development. This item will be tabled until the interested party wanting to purchase this land, with an easement and maintenance agreement, attends a council meeting.
- I. Parking on Grass (“No Parking” 1st St. S.E.) Ordinance Draft** – The council reviewed ordinance draft deleting city code §92.19 (B)(3)(b) allowed 1st Street S.E. residents to park on their grass on was reviewed. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to hold a public hearing on adopting this revision.
- J. City Utility Written Agreement with 105 1st St. S.E.** – Mark Rahrlick will work with Michael Mueller on the delinquent utility account agreement that reads clear and correct. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to authorize Michael Mueller to sign the utility bill payment agreement.
- K. 209 Tower Circle – Overgrown Grass Violation Update** – The beneficiaries of the property have hired someone to care for the yard.
- L. Annual Animal Vaccination Clinic – Faribault Veterinary Clinic** – With the COVID-19 pandemic still a major issue, there will not be an animal vaccination clinic held this fall. Citizens are encouraged to bring proof of your dog(s) up to date rabies and distemper vaccinations and come to the administration office to purchase their \$5.00 dog licenses. We will contact dog owners to remind them of the need to immunize your pet and a notice will also be in the next newsletter.
- M. 2020 Street Project – Main Street W/ 2nd St. S.W.** – The next street improvement is projected to be under construction in 2021.

6. **Unfinished Business:** (cont.)

- N. **Community Hall Set Up and Tear Down Posting** – City Administrator Michael Mueller will post the part-time on-call event set up and tear down position.
- O. **City Clerk Follow Up Performance Evaluation** – Brad Potter and Tony Lindahl met and discussed the concerns. Brad will email Tony something to go forward.

7. **New Business:**

- A. **Parcel 20.27.1.75.002 – Jenna and Caleb Wittman** – The Wittman's are interested in purchasing a parcel of land for sale within the city limits. They were to attend the council meeting to discuss their plan if they were to purchase the property and wanted to know about the possibility of city hookup or be allowed a well and septic. Mark Rahrck states the city is not required to extend water mains. The expense would be on the property owner.
- B. **IRIS – Infants Remembered In Silence – International Pregnancy and Infant Loss Remembrance Day–October 15, 2020 7-8pm** – We will ask Mike O'Rourke and Mark Morris to light the community center with pink and blue lights, as they have in the past, on October 15, 2020 from 7p.m. to 8 p.m.. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to observe IRIS.
- C. **Morristown Fire Relief Assn. – Annual Audit Review** – Leon Gregor gave the required annual audit report on the Morristown Fire Relief Association. These funds that can only be used for firemen's retirement payout. Including state aid, city contribution, investments, interest and checking account funds their assets at the end of 2019 is \$1,394,985.00. After liability they have a surplus of \$379,000.00. After the fire department board of directors meet, Leon will return (in October) with a benefit increase amount to request approval from the city council. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to permit the city clerk to sign the forms presented to the council to be filed with the State and accept the report as presented.
- D. **July Delinquent City Utility Services Accounts** – The city has 20 utility customers that are behind on their water payment this month. They will be receiving notification from the city administrator that they are responsible for the amount and late fees will continue to incur until they become current. The list will be presented at the next meeting.
- E. **Bank Account Authorization – Add New City Administrator** – Motion by Tim Flaten, seconded by Lisa Karsten, and carried unanimously to remove Brad Potter from the Lake Country Community Bank checking and money market accounts and add the new city administrator Michael Mueller.
- F. **Water Utility Replumbing** – Wendy Velzke submitted a Connors' replumbing bill as she was told the city would cover it. Tim Minske will speak with Wendy to resolve the situation.
- G. **Combining Parcels** – Val and Sue Kruger have purchased 23 Franklin St. E., parcel 20.23.3.51.027. They would like to combine this parcel with their 203 1st St. N.E. parcel 20.23.3.51.028. The current primary structure on Franklin Street will be demolished with the garage to remain. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Val and Sue Kruger to combine the parcels. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to rescind the previous motion. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the parcel combination pending a public hearing will be scheduled for Tuesday, September 8,

2020 to determine whether any neighbors have any issues to the parcel combination.

**Morristown City Council Meeting Minutes**

**Monday, August 3, 2020**

**7. New Business: (cont.)**

I. **City Water Bill** – There was a discrepancy on the water only city utility bill at 200 Sidney Street E. in March 2020. The usage is to be reviewed and the city will reimburse the property owner for the difference.

**8. Correspondence and Announcements:** National Night Out will be held Tuesday, August 4, 2020 from 6:00 p.m. to 8 p.m. at the Babe Nordmeier Field.

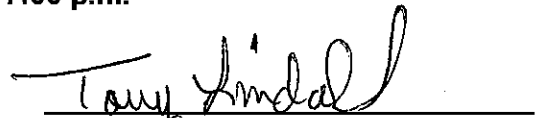
**9. Claims and Accounts:**

**A. Current and Late Claims and Accounts:** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the August 3, 2020 current claims and accounts totaling \$173,083.59 from the general fund, \$1,318.29 from the fire department fund, \$19,475.00 from the fire hall bond project debt fund, \$4,040.35 from the water operations funds, \$2,143.13 from the waste water operations fund; and the late claims and accounts totaling \$1,056.82 from the general fund, \$629.54 from the fire department fund, \$35.00 from the water operations fund, and \$278.31 from the wastewater operations fund, and \$35.00 from the refuse fund.

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

**11. Adjournment:** Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to adjourn the city council meeting at 9:20 p.m.

**12. Next Regular Meeting:** Monday, August 17, 2020 – 7:00 p.m.

  
\_\_\_\_\_  
Tony Lirdahl, Mayor

Attest:   
\_\_\_\_\_  
Sheri Gregor, City Clerk/ Treasurer

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362

Morristown, MN 55052

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

### Regular Mid-Month Meeting 7:00 p.m. Monday, August 17, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski, Kathy Wolf

**Others Present:** Adam Uittenbogaard, Steve Nordmeier, Jack Schwichtenberg, Tyler Velzke, Loren Dahle, Roland Moesler, Terry Schweich, Jay Schneider, Danny Morris, Linda Murphy, Ralph Barney, John Ankrum, Jim Scheffler, Jim Lonergan, Skylar Gregor, Ryan Schiell, Tyler Velzke, Jacob Duncan, Office Assistant Tasia Voegele, Public Works Director Tim Minske, City Administrator Michael Mueller and City Clerk/Treasurer Sheri Gregor

1. **Call to Order** – Assistant Mayor Tim Flaten called the regular meeting of the Morristown City Council to order on Monday, August 17, 2020 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Added to the agenda was Unfinished Business O. Pay Wendy Velzke's Plumbing Bill and P. 2021 Street Project. To New Business D. Trash Pump for Sewer Plant. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, with the three additions.
4. **Comments and Suggestions from Citizens Present:** - Loren Dahle will work with Michael Mueller on the water quality.
5. **Consent Agenda:**
  - A. **City Council Meeting Minutes – July 20, 2020**
  - B. **City Council Meeting Minutes – August 3, 2020**

The July 20, 2020 council minutes needs one revision to read "one block on 1st Street S.E. allowed to park in grass". Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the July 20 council meeting minutes with the one correction and table the August 3, 2020 meeting minutes until September 8, 2020.
6. **Unfinished Business:**
  - A. **Chad Wendel – 412 Sidney Street W.** – The utility shed has been removed.
  - B. **Tina Varness – 105 2nd Street S.E. – Deadline August 17, 2020** – The owner of the property is coming in this week to apply for the permit to complete the exterior of the house and to have the proper footings installed.
  - C. **Gordy Adams – 106 1st St. S.E. Update** – This property will be observed to ensure they are staying in compliance with the maximum limit of four vehicles parked or stored outside the residential property. Gordy Adams will pay half of the administrative fines, due by the end of August, that were assessed to himself and the property owner, in violation of ordinance §92.19 Nuisance Parking and Storage.
  - D. **City Clerk Follow Up Performance Evaluation** – No documents have been received. Tony Lindahl and Michael Mueller will meet to prepare an evaluation.

6. Unfinished Business: (cont.)

- E. **July Delinquent City Utility Services Accounts** – The city council reviewed the list of customers that are behind on their utility services. Notification letters will be mailed out. These customers are asked to please get current on your utility bill.
- F. **Complaint Committee – 307 Thruen Street** – The committee meeting has yet to meet and reevaluate the nuisance complaint of the appearance of the property.
- G. **Pollinator Garden Draft** – There is not a current ordinance referencing pollinator gardens. Attorney Mark Rahrlick is to present what a pollinator garden is and what other cities follow as guidelines to allow them.
- H. **Second Water Meters** – The new updated cellular reading water meter system the City has chosen will not support the existing old manual or auto read meters. That includes the second (water only) meter. Self-reporting of the second meter was discussed, but that system will be out of services once all the primary meters in town are replaced. Customers that have not agreed to purchase the new second meter update will need to replumb to take their second meter out of service.
- I. **Community Hall Set Up and Tear Down Posting** – The City received two applications for the set up and tear down job for community center events posting. At the recommendation of the city administrator, a motion was made by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to hire John Ankham for on-call set up and tear down at \$14.00 per hour; with Jim Lundin, custodian paid his wage of \$13.91, then paid \$14.00 when he and John work together.
- J. **Sidewalk Parking** – The owner of the apartment building at 25 Washington Street E. is looking at his options to work out no parking on 1st Street S.E.. Whether it be an additional parking spot, parking on a hard surface boulevard or to move the sidewalk.
- K. **Compost Brush Pile** – Items that were illegally disposed of at the brush pile were removed. While Public Works Dept. burned the brush pile the fire department was called. Tim Minske called dispatch to report he was doing a controlled burn. Tim Minske stated “A neighboring property contacted the DNR again. An officer explained the City was in violation of two things; an unpermitted fire and not being courteous to the neighbors because it was smothering. The officer gave two options – put the fire out or pay the fines. The City doused the pile with 9,000 gallons of water and used a payloader to spread the pile out. A skid loader was used to dig out all the tree stumps and dirt, only thing left is brush. The goal is to burn every week and sit there and watch it burn out.” It was suggested to close the compost waste site.
- L. **Ordinance §71.01 No Parking Where Posted** – Lisa Karsten requested Mark Rahrlick to research the city parks parking on grass ordinances 91.19 Vandalism and 90.21 Motor Vehicles.
- M. **CARES Funds** – Michael Mueller asks the council’s direction as where to allocate the COVID-19 \$74,954.00 funds distributed to the City. Motion by Lisa Karsten, seconded by Tim Flaten, to place the funds into the general fund to pay towards the law enforcement contract from March 1, 2020 through November 15, 2020.
- N. **Remove Brad Potter from Consultant Role** – Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to remove Brad Potter as a consultant for the City of Morristown.



**6. Unfinished Business: (cont.)**

- O. Wendy Velzke Plumbing Bill** – Per Brad Potter’s word to Wendy Velzke, a motion was made by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to pay the replumbing bill of \$442.84 to Wendy Velzke.
- P. 2021 Street Project** – Discussion was had on the project and the billing.

**7. New Business**

- A. Issuance of New Bonds for Fire Station** – It was agreed to issue new bonds which will result in a savings of \$68,000.00.
- B. Tasia Voegele Asking for More Hours** – Michael Mueller will look into the work availability and funds to increase the number of hours from five days a month to 10 days a month for Tasia Voegele.
- C. City Administrator Report** – Michael Mueller reported he is looking into our bonds, insurance, city code ordinances, emergency plans and reorganizing files.
- D. Sewer Plant Trash Pump** – Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Tim Minske to purchase a sewer trash pump from Northern Tool for \$1,458.00.

**8. Correspondence and Announcements: None**

**9. Mid-Month Claims and Accounts:**

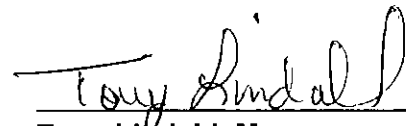
- A.** Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the August 17, 2020 mid-month claims and accounts totaling \$31,279.40 from the general fund, \$6,763.03 from the fire department fund, \$1,944.57 from the water operations funds, \$6,403.88 from the waste water operations fund and \$5,274.37 from the refuse fund. Motion by Lisa Kasten, seconded by Tim Flaten, and was carried unanimously to adjust the July 20, 2020 mid-month claims to Dahle Enterprises from \$74,001.14 to \$70,501.40 with the total general fund amount from \$90,483.89 to \$86,983.89.


**10. Council Discussion and Concerns:** Tim Flaten was concerned about physically walking on private property instead they could use other alternatives such as viewing from public land.

**11. Adjournment:** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 8:48 p.m..

**12. Next Regular Meeting: Tuesday, September 8, 2020 – 7:00 p.m.**

**13. Public Hearings: Tuesday, September 8, 2020 7:15 p.m. and 7:30 p.m.**

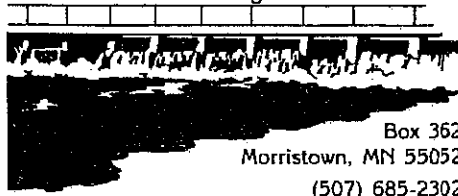
  
\_\_\_\_\_  
Tony Lindahl, Mayor

Attest:   
\_\_\_\_\_  
Sheri Gregor, City Clerk/ Treasurer

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

**Regular Meeting 7:00 p.m. Monday, September 8, 2020, Public Hearing 7:15 p.m. and 7:30 p.m.**

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski, Kathy Wolf

**Others Present:** Adam Uittenbogaard, Steve Nordmeier, Jack Schwichtenberg, Tyler Velzke, Loren Dahle, Roland Moesler, Terry Schweich, Jay Schneider, Danny Morris, Linda Murphy, Ralph Barney, John Ankrum, Jim Scheffler, Jim Lonergan, Skylar Gregor, Ryan Schiell, Tyler Velzke, Jacob Duncan, Office Assistant Tasia Voegele, Public Works Director Tim Minske, City Administrator Michael Mueller and City Clerk/Treasurer Sheri Gregor, Leon Gregor, Melanie Hopman, Robin Leaves

1. **Call to Order** – Assistant Mayor Tim Flaten called the regular meeting of the Morristown City Council to order on Monday, September 8, 2020 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – City Council meeting minutes for August 3, 2020 and August 17, 2020 were tabled. Pulling item J off unfinished business, Complaint Committee- 307 Thruen Street, and adding item G under new business, rename Complaint Committee. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, with the corrections/ additions listed.
4. **Comments and Suggestions from Citizens Present:** - None
5. **Consent Agenda:**
  - A. **Police Report – August 2020**
  - B. **Fire Department Report – August 2020**
  - C. **Public Works Report – August 2020**
  - D. **City Council Meeting Minutes – August 3, 2020 and August 17, 2020**
  - E. **Financial Reports Month Ending – July 31, 2020 (Community Center Report, Cash Control Statement, Interim Report, Capital Reserve Balances)**

The fire department report was pulled. Motioned by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to approve the consent agenda minus City Council Meeting Minutes, August 3, 2020 and August 17, 2020 and minus the fire department report. Michael Mueller presented the fire department report asking City Council to assess the property for 3 unpaid bills from 2019 and the purchase for new equipment. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the City to assess the 3 unpaid fire bills to the 2021 property taxes. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the purchase of a Swiftwater rescue boat for \$4,500. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the purchase of a new rescue squad for \$260,000. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the fire department report for August.

## **6. Unfinished Business:**

- A. Dahle Enterprises – Submit 2019 Street Project Additional Cost** – Lisa Karsten would like Troy Dahle to inform the City or Michael Mueller on the cost for the change in the 2019 street project.
- B. Tina Varness – 105 2nd Street S.E. Update** – Tina paid her \$50 zoning permit, and the footings were installed. Michael Mueller will confirm if the footings were installed per our requirements.
- C. Gordy Adams – 106 1st St. S.E. Update** - Michael Mueller is working on getting Gordy Adams and the homeowner to sign a contract to pay the administrative fines. If the contract fails, the plan would be assessing the property.

Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to close the regular meeting and open the public hearing at 7:15 p.m.

### **PUBLIC HEARING – 7:15 P.M. Combining Parcels – Val/Sue Kruger 203 1st St. N.E. & 23 Franklin St. E.**

There was no discussion, comments, or concerns present. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to close the public hearing and re-open the regular meeting at 7:16 p.m.

- G. Combining Parcels 20.23.3.51.028 and 20.23.3.51.027-** Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the combining of parcels at 203 1<sup>st</sup> St. N.E. and 23 Franklin St. E, pending the approval of a property/ administrative survey.
- D. City Clerk Evaluation-** Michael Mueller discussed some concerns about the performance of Sheri Gregor, such as organization, unauthorized overtime, training the office assistant, violating the law, and professionalism in the workplace. Lisa Karsten asked the Council if a performance improvement plan would help the Clerk to improve, Tim Flaten responded that it would not work. No other comments from the Council. Motioned by Lisa Karsten, seconded by Tim Flaten, to immediately terminate the City Clerk. Opposed was Tony Lindahl, Jake Golombeski, and Kathy Wolf. Vote was 3-2 against; motion failed.

Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to close the regular meeting and open the public hearing at 7:40 p.m.

### **PUBLIC HEARING – 7:30 P.M. Commercial Vehicles in Residential Districts**

There were 59 petitions presented. Lisa Karsten stated that the rest of the citizens of Morristown, 940 people, did not express if they are against or in favor of it. There was door knocking and it was in the newspaper, it was known, and most did not express their opinion. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to close the public hearing and re-open the regular meeting at 8:19 p.m.

- I. Ordinance 2020-4 – Allowing Commercial Vehicles to Park in Residential Districts- Relating to Parking of Commercial Vehicles – Deleting §152.205 Home Occupation Paragraph (B)(14) and to Allow Commercial Vehicles and Semi-Tractors /Trucks to Park in Residential District -** Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Ordinance 2020-4, with the addition of administrative fines if there are violators outside the perimeters of the ordinance.
- E. Parking on Grass (“No Parking” 1st St. S.E.) Ordinance Draft-** Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the draft and schedule a public hearing for October 5, 2020.
- F. City Parks – Grass Parking** – Lisa Karsten had concerns at the last Council meeting about parking on the grass. There does not need to be a vote, because our ordinance §90.21 will be able to correct any behavior to not drive on the grass in our city park.
- H. Second Water Meters** – We have customers that have not agreed to replace their water only meters with the new cellular upgrade. The contract for the water meter replacement has been completed, and the City will be replacing the water meters from now on. The City will write a letter stating either they have their plumbing redone to exclude the second meter or consent to have the new cellular reading meter installed at \$327.00; or the City has the right to disconnect their utilities, with a deadline of October 1, 2020.
- K. Pollinator Garden** –Mark Rahrick is still working on the pollinator garden draft, the requirements, but

will have it completed by the next council meeting.

- L. Office Assistant Increase Hours** – Tasia Voegle requested to work two days a week. Michael Mueller informed the City Council that increasing Tasia's hours would be beneficial to help Sheri complete her job and help Tasia better learn from Sheri by being in the office more. Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Tasia to work 2 days a week, starting in two weeks.
- M. Zoning Board Recommendation** – Current Ordinance Chapter 91: §91.04 Animals, prohibits farm animals within the city limits. The Zoning Board recommended the City Council to review a Chickens Ordinance Draft that would allow chickens within Morristown. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve a public hearing to allow chickens in Morristown on October 19, 2020.
- N. Zoning Board Posting** – The Zoning Board requested a posting to be put online for any interested applicants for future openings. There is currently no opening, but the idea was to get a list in case there becomes an open committee seat(s).
- O. Custodian Wages** – Michael Mueller requested a \$0.09 hourly increase for Jim Lundin, to match John Arkham, at \$14.00. John Arkham was hired for strictly set up/teardown for events, but Michael Mueller thought John Arkham could help with custodial duties if Jim Lundin needed any time off. Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Jim Lundin a \$0.09 hourly raise.

## **7. New Business**

- A. Zoning Board Master Fee Schedule Recommendation** – Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve to update the master fee schedule to add charges for moving mobile homes in Morristown, \$250 single wide and \$400 double wide.
- B. Master Fee Schedule Recommendation** – Motioned by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to approve to update the master fee schedule adding golf cart license, \$10.00 yearly fee.
- C. City Administrator Increase Hours** – Michael Mueller requested to work full time, as there is enough money in the city administrator budget. Michael Mueller waived benefits to cut the costs down for the City. Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Michael Mueller to work full time, 40 hours a week, as needed.
- D. 2020 CARES Act County Election Administration Grant Municipality Agreement** – Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Michael Mueller to sign the agreement to allow Rice County to keep the City of Morristown's election grant, as Rice County will purchase their PPE for them.
- E. City Administrator's Report** – Michael Mueller is working on a 2020 Personnel Policy and to convert vacation/sick time into PTO. Michael Mueller is looking into bids for card access for the Community Center and the Fire Department. The dam walkway/footbridge will need to be replaced and he will investigate further into the cost for replacement, but the footbridge is owned by the City and our responsibility. Michael Mueller is working with Rice County to dispose of the illegally dumped items at the compost site. Mueller continued, informing the City Council that Rice County received more CARES money and he will spread the word to businesses in Morristown that was affected by COVID-19 to apply for the grant.
- F. Public Works Operator One Year Performance Review** – Adam Schlie requested his performance review to be open. It was discussed that Adam has been doing well. However, the performance review was not in the packet for the City Council to review and was tabled for further discussion for the next meeting.

**G. Rename Complaint Committee-** Michael Mueller requested the City Council to rename the Complaint Committee to Solutions Task Force, to be more proactive. Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve to rename the Complaint Committee to Solutions Task Force.

**8. Correspondence and Announcements:** None

**9. Claims and Accounts:**

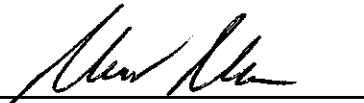
**A.** Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the September 8, 2020 current claims and accounts totaling \$25,717.07 from the general fund, \$17,394.76 from the fire department fund, \$12,827.34 from the water operations funds, \$20,240.53 from the waste water operations fund.

**10. Council Discussion and Concerns:** Tim Flaten was concerned about the City Clerk's performance and what the plan was for the City Council to improve those deficiencies. Tim Flaten stated that there needs to be a line drawn in the sand, a performance improvement plan, that is clear on what will and will not be tolerated. Michael Mueller will present a performance improvement plan for the City Clerk at the next council meeting.

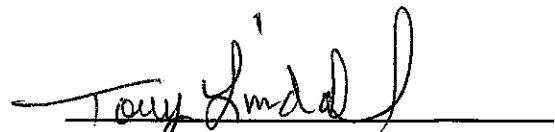
**11. Adjournment:** Motion by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to adjourn at 9:53 p.m..

**12. Next Regular Meeting: Monday, September 21, 2020 – 7:00 p.m.**

Attest:



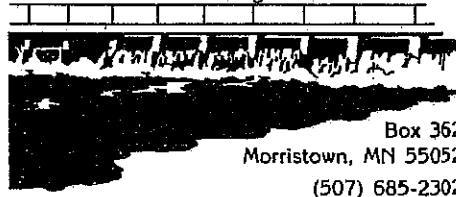
Michael Mueller, City Administrator

  
Tony Lindahl, Mayor

# City of Morristown

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Box 362  
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## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Mid-Month Meeting 7:00 p.m. Monday, September 21, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski, Kathy Wolf

**Others Present:** Leon Gregor, Troy Dahle, Steve Nordmeier, Danny Morris, Jack Schwichtenberg, Melanie Hopman, Ralph Barney, Office Assistant Tasia Voegele, Public Works Director Tim Minske, City Administrator Michael Mueller and City Clerk/Treasurer Sheri Gregor.

1. **Call to Order** – Assistant Mayor Tim Flaten called the regular meeting of the Morristown City Council to order on Monday, 21, 2020 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Added to the agenda was Unfinished Business K. Trash Pump for Sewer Plant. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda, with the one addition.
4. **Comments and Suggestions from Citizen's Present:** None
5. **Consent Agenda:**
  - A. **City Council Meeting Minutes – August 17<sup>th</sup>, 2020** Motioned by Lisa Karsten, second by Kathy Wolf.
6. **Unfinished Business:**
  - A. **Dahle Enterprises – Submit 2019 Street Project Additional Cost** – Michael Mueller confirmed with Troy Dahle, he is satisfied with his payment and will not request any additional payment.
  - B. **Tina Varness – 105 2nd Street S.E. Update-** Tina completed her footings per are requirements. Randy from Tim's Trucking verified footings, he stated footings are acceptable. Footings are 2 feet deep, with a requirement of 16 inches. Soffit and fascia are still not completed, but the permit is valid until February 2021.
  - C. **Gordy Adams – 106 1st St. S.E. Update** – Gordy Adams signed a contract to pay administrative fines. The homeowner has been called to let him know that Gordy signed a contract, but he would be held responsible if Gordy does not pay or follow the contract. There was concern that City Council could not assess property until 2022 property taxes if Gordy does not abide by the contract.
  - D. **City Clerk Performance Improvement Plan** – City Council reviewed Sheri Gregor's Performance Improvement Plan (PIP). Lisa Karsten addressed Sheri's concerns were all dated from this year, such as refusing to train employees in the office, which even occurred back from a previous deputy clerk. Lisa Karsten continued; she was concerned about the government data practices act violation, possible defamation charge, and that ultimately a PIP would not work. However, if the Council is dead set on this PIP, Lisa Karsten would like to see on the PIP that Michael Mueller would immediately suspend if in violation of the PIP and call an emergency meeting. Motion by Jake Golombeski, seconded by Kathy Wolf, and was carried unanimously to approve the PIP, with the addition of Michael Mueller suspending if any violations of the PIP and calling an emergency meeting. Lisa Karsten opposed the PIP.
  - E. **Public Works Operator One Year Performance Review** – It was discussed that Adam Schlie is performing well. However, it was discovered that the review was completed by Adam Schlie, and there was not a review completed by a direct supervisor, thus tabling his review. The City

Administrator, Public Works Director, and Adam Schlie will meet to go over his review before the council discusses it further at the next meeting.

- F. **2020 Personnel Policy** – A new updated personnel policy was discussed. This new policy was going to get rid of sick and vacation time and convert to Personal Time Off (PTO). There was a recommendation from the City Administrator to take all the employee's current vacation, plus 10 sick days to convert over to the new PTO. In this new conversion, employees could have a one-time carry over of 200 hours of PTO this year, instead of 120 hours. Sheri Gregor was concerned about losing her sick time, in case of emergencies. Lisa Karsten brought up a long-term absence bank account, where employees could bank up time, but would not be paid out if they leave. The City Administrator was going to create an account to put into the personnel policy. A motion by Lisa Karsten, second by Kathy Wolf, and was carried unanimously to approve the new personnel policy including the conversations that were discussed, starting October 1, 2020.
- G. **Fire Relief Assn. Benefit** – Leon Gregor requested to increase retirement benefit, \$400 dollars a year. Motioned by Lisa Karsten, second by Kathy Wolf, and was carried unanimously to approve the increase in the retirement benefit.
- H. **Second Water Meters** – Sheri Gregor stated there is approximately 35 customers that have not replaced their water only meters with the new cellular upgrade, and 14 customers who have not replaced their primary water meter with the new upgrade. The City will send letters out to the customers with the second water meter stating either they have their plumbing redone to exclude the second meter or consent to have the new cellular reading meter installed at \$327.00; or the City has the right to disconnect their utilities.
- I. **Solutions Task Force – 307 Thruen Street** – Tim Flaten stated there is nothing out of the ordinary, there are flowers, grass, and a vegetable garden. There is one thing that the homeowners will change is the compost pile, as they will make sure to cover it.
- J. **Pollinator Garden** – Mark Rahrlick created a native vegetation draft. Tim Flaten stated that within the maintenance plans, he would like to allow some variety. Mark Rahrlick will work with Michael Mueller to add that revision. Motioned by Lisa Karsten, second by Tim Flaten, and was carried unanimously to have a public hearing on October 19, 2020.
- K. **Trash Pump**- Tim Flaten requested to purchase a new 2-inch trash pump, as it would be beneficial and used continuously for Public Works. Motioned by Tim Flaten, second by Lisa Karsten, and was carried unanimously to approve \$1,000 for a 2-inch trash pump.

## **7. New Business**

- A. **209 Tower Circle – Lawn Maintenance** – There were two bids to mow 209 Tower Circle, Wagner lawn care, bid at \$100, and Knish Lawn Mowing, bid at \$128.25. Motioned by Tim Flaten, second by Jake Golombeski, and was carried unanimously to approve Wagner lawn care to mow 209 Tower Circle, assess the property taxes, at the homeowner's consent.
- B. **Resolution 2020-18 – Proposed 2021 Tax Levy**- The resolution is a proposed tax levy for 2021, which is set at \$420,258, a 3 percent or \$12,241 increase from the 2020 certified tax levy. At this proposed tax levy, the tax rate for next year decreased by more than 3 percent. Motioned by Lisa Karsten, second by Tim Flaten, and was carried unanimously to hold the Truth in Taxation hearing on December 7, 2020. Motioned by Lisa Karsten, second by Tim Flaten, and was carried unanimously to approve Resolution 2020-18, the proposed 2021 tax levy.
- C. **August Delinquent City Utility Services Accounts**- The City Council reviewed the customers who are delinquent on their utility services. Motioned by Tim Flaten, second by Kathy Wolf, and was carried unanimously to approve letters to be sent out to the property owners letting them know they will be assessed if not paid by October 5, 2020.
- D. **City Administrator's Report**- There will be a work session on the 2021 budget on October 26, 2020, at 7 p.m. The requirements of how to spend the Coronavirus Relief Fund (CRF) keep changing, especially with law enforcement. Michael Mueller will keep an eye on any updates from the state. Michael Mueller will track current expenditures that were not planned on the 2020 budget, and could be justified with the CRF, such as the \$21,000 meter install, as it would be used to

remotely read all meters and stop Public Works from going to residents' homes. The City has spent close to \$10,000 on technology upgrades that could be paid from CRF. Michael Mueller discussed plans to purchase furniture for the foyer in the Morristown Community Center.

**8. Correspondence and Announcements: None**

**9. Claims and Accounts:**

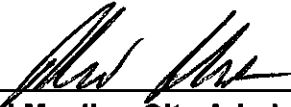
A. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the September 21, 2020 mid-month and late claims and accounts totaling \$29,131.13 from the general fund, \$3,703.43 from the fire department fund, \$36,082.01 from the water operations funds, \$10,548.14 from the waste water operations fund; and the late claims and accounts totaling \$1,271.18 from the water operations fund, and \$2,095.40 from the wastewater operations fund.

**10. Council Discussion and Concerns:** Lisa Karsten confirmed that the forum for the council candidates was set for October 5, 2020. Lisa Karsten would like Michael Mueller to contact the council candidates to let them know about the work session for the 2021 budget.

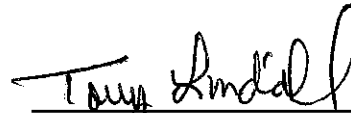
**11. Adjournment:** Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 8:17 p.m..

**12. Next Regular Meeting and Public Hearing: Monday, October 5, 2020 – 7:00/7:30 p.m.**

Attest:



Michael Mueller, City Administrator



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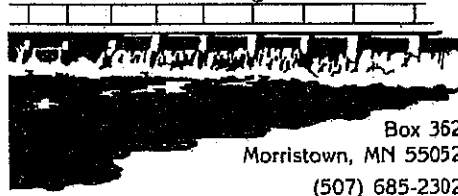
Tony Lindahl, Mayor



# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



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

## MORRISTOWN CITY COUNCIL MEETING MINUTES EMERGENCY MEETING MINUTES 6:50 p.m. Thursday, September 24, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, and Lisa Karsten

**Others Present:** City Administrator Michael Mueller

### **Call to Order:**

Tony Lindahl called the emergency meeting of the Morristown City Council to order on Thursday, September 24, 2020 at 7:00 p.m., in the City Administrator office, at 402 Division Street South.

### **Additions/Corrections to Agenda:**

None.

### **Additions/Corrections to Minutes:**

No minutes from prior meeting.

### **Citizens Comments, Questions or Suggestions:**

None.

### **I. New Business:**

#### **A. Resolution 2020-19- A Resolution Accepting the Resignation of Sheri Gregor.**

Motion by Lisa Karsten, second by Tim Flaten and was carried unanimously to approve Resolution 2020-19: A resolution accepting the resignation of Sheri Gregor, City Clerk/Treasurer on September 24, 2020.

**B. Post Full-time Public Works Position.** Motion by Lisa Karsten, second by Tim Flaten and was carried unanimously to approve Michael Mueller, City Administrator to post a full-time Public Works position with the application deadline being noon October 9 2020.

**C. Post Full-time City Clerk/Treasurer Position.** Motion by Lisa Karsten, second by Tim Flaten and was carried unanimously to approve Michael Mueller, City Administrator to post a full-time City Clerk/Treasurer position with the application deadline being noon October 9 2020.

**D. Office Assistant Tasia Voegele-** Approve Tasia to work more hours, as needed, to keep the office running as best as we can. Motion by Lisa Karsten, second by Tim Flaten and was carried unanimously to approve Tasia to work more hours, as needed.

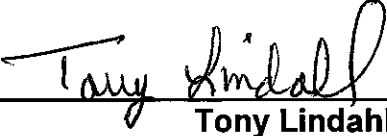
### **II. Council Discussion and Concerns:**

Tim Flaten was concerned about the continuation of services in the office, but Lisa Karsten stated that Michael Mueller is the supervisor of the office, and anything that needs to be kept running would be approved with the Council. Tony Lindahl was concerned about the head election judge replacement, but it was discussed that Michael Mueller would contact Rice County to assist or find a new election judge.

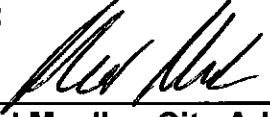
### **III. Adjournment:**

Motion by Tim Flaten, seconded by Lisa Karsten and was carried unanimously to adjourn at 7:01 p.m..

**Next Regular Meeting:** Monday, October 5, 2020 at 7:00 p.m.

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

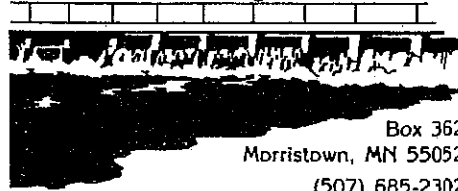
**Attest:**

  
\_\_\_\_\_  
Michael Mueller, City Administrator

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m. Monday, October 5, 2020, Public Hearing 7:30 p.m.

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf  
**Not Present:** Jake Golombeski

**Others Present:** Adam Uittenbogaard, Steve Nordmeier, Jack Schwichtenberg, Loren Dahle, Ralph Barney, Ryan Schiell, Jacob Duncan, Office Assistant Tasia Voegele, City Administrator Michael Mueller, Kurk Wolf, Leon Gregor, Linda Murphy, Skylar Gregor, Joe Caldwell, Robin Leaves, Jim Lonergan, Sandy Lindahl, Stan Merritt, Justin Hunt, Jim Schreffler, Linda Schreffler, Kristen Barney, Rocand Moesler, Melanie Hoppman.

1. **Call to Order** – Assistant Mayor Tim Flaten called the regular meeting of the Morristown City Council to order on Monday October 5, 2020 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** –Removed item E on the consent agenda and tabling September 8<sup>th</sup> meeting minutes. Pulled the fire department report. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:** John Ankrum thanked James Lundin for his last two years as a Custodian and helping him.
5. **Consent Agenda:**

**A. Police Report – September 2020**

**B. Fire Department Report – September 2020**

**C. Public Works Report – September 2020**

**D. City Council Meeting Minutes- September 21, 2020 and September 24, 2020**

The Fire Department Report was pulled for discussion. Adam Uittenbogaard has been working with the Michael Mueller and Tasia Voegele during the transition, he informed them that we received the state fire aid on the 1<sup>st</sup> and needs to be transferred to the relief association within 30 days. Previously discussed, there were three bills due to the fire department, one has been paid, leaving two bills which have not been paid. Adam Uittenbogaard requested authority for sealed bidding and advertise the sale of a 1984 Chevy. City Council requested Adam Uittenbogaard to email the City when he is ready to post it for sale, he is still working on the deadline. Mark Rahrck stated that deadline needs to be clear as to when the sealed bids need to be postmarked and the address where they need to be sent. Adam Uittenbogaard will forward the information to Michael Mueller for review. Adam Uittenbogaard asked if we have gotten any of the answers back from Faribault Insurance back from July 20, 2020 council meeting. Michael Mueller will reach out to find those answers. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried

unanimously to approve the fire department report. Motioned by Lisa Karsten, seconded by Kathy Wolf to approve the consent agenda minus the September 8, 2020 meeting minutes and financial report.

**6. Unfinished Business:**

- A. Resolution 2020-20 – Assessment for Administrative Fee 209 Tower Circle – Lawn Maintenance.** City Council approved the bid of \$100 dollars on September 21, 2020 to mow their lawn. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the assessment of fees for 2021.
- B. Public Works Operator One Year Performance Review-** Adam Schlie resigned and will not be keeping him on payroll.
- C. 2020 Personnel Policy-** The long-term absence (LTA) bank account could be utilized for employees to bank up time, such as emergencies up to 12 weeks in a year and is not paid out when they leave. Michael Mueller asked City Council if they like to put the employee's current sick time into the LTA and not convert the 10 sick days into PTO as discussed at the last meeting. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the addition of the long-term absence into the personnel policy that was approved on September 21, 2020.
- D. Fire Hall Bonds- Refunding Bonds Issuance-** Tammy Omdal from Northland Securities discussed refunding the 2015 fire hall bonds, as interest rates are lower. The bonds were priced this morning, there would be no structure change, instead a true interest cost of 2.33%, and a savings of \$48,110. Tammy Omdal thanked Michael Mueller for working with her for the last few months. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Resolution 2020-23, accepting the refunding of the bonds.
- E. Second Water Meters –** Letters were sent to customers to pay for their approved second meter. We have approximately 25 customers that have not replaced their water only meters with the new cellular upgrade. Tasia Voegele is calling and will try to get that number down as best as possible. Tim Flaten stated to keep moving forward.

**7. New Business**

- A. Resolution 2020-21 A Resolution to Accept Adam Schlie's Resignation**  
Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Adam Schlie's Resignation.
- B. Resolution 2020-22 A Resolution to Accept James Lundin's Resignation**  
Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve James Lundin's Resignation.
- C. City Council Approval to Post Custodian/ Set Up & Teardown Position-** The number of hours will vary as it is an on-call position. It will be published as a Custodian position, to help John Ankrum when he goes on leave or vacation. John Ankrum will take over the weekly Custodian duties. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve to post a Custodian/ Set Up & Teardown position with a closing date of noon, October 30, 2020.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the regular meeting and open the public hearing at 7:30 p.m.

**PUBLIC HEARING- 7:30 P.M. –** An Ordinance Relating to Parking of Vehicles Along a Portion of 1st Street S.E. The ordinance states: "Vehicles that are parked or stored outside in the front yard area must be on a paved or graveled parking or driveway area, save and except that this requirement shall not apply to those properties abutting that portion of 1<sup>st</sup> Street S.E. that lies between Main Street E. and Washington Street E. so long as the parked vehicles do not obstruct any portion of the sidewalk on said properties". There was no discussion or concerns from anyone. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to

close the public hearing and re-open the regular meeting at 7:31 p.m. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Ordinance 2020-5.

**8. Correspondence and Announcements:** It was addressed to put Adam Uittenbogaard's Halloween risk on the City website. Lisa Karsten would like confirmation from Michael Mueller about whom can set up the lighting for Infants Remembered in Silence (IRIS). He will contact Mike O'Rourke to put up lights.

**9. Claims and Accounts:**

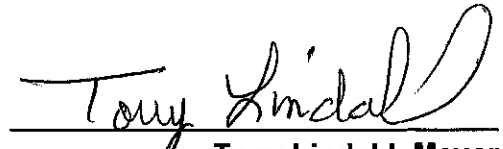
**A. Current and Late Claims and Accounts.**

Michael Mueller has not learned how to complete the claims and accounts yet but will work on them before the next meeting. Motioned by Timothy Flatten, seconded by Lisa Karsten, and was carried unanimously to approve the Fire Departments claims and accounts that were presented.

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

**11. Adjournment: Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 8:39 p.m.**

**12. Next Regular Meeting: Monday, October 19, 2020 7:00 p.m.**

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

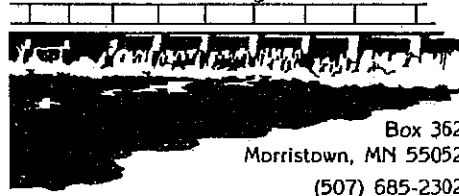
Attest:

  
\_\_\_\_\_  
Michael Mueller, City Administrator

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting 7:00 p.m. Monday, October 19th, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf

**Not Present:** Jake Golombeski

**Others Present:** Adam Uittenbogaard, Steve Nordmeier, Jack Schwichtenberg, Virginia Schmidtke, Ryan Schiell, Office Assistant Tasia Voegele, City Administrator Michael Mueller, Linda Murphy, Robin Leavens, John Anhrum.

1. **Call to Order** – Mayor Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday October 19th, 2020 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Motioned by Tim Flaten, seconded by Lisa Karsten and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:** John Anhrum thanked Tim Flaten for helping with the stage.
5. **Consent Agenda:**
  - A. **City Council Meeting Minutes – September 8, 2020, October 5, 2020.** Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the consent agenda.
6. **Unfinished Business:**
  - A. **Resolution 2020-24- Street Project Assessment.** Motioned by Tim Flaten, seconded by Lisa Karsten and was carried unanimously to approve Resolution 2020-24- Street Project Assessment.
  - B. **Resolution 2020-25- Fire Bill Assessment-** Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Fire Bill Assessment- 2020-25- Fire Bill Assessment.
  - C. **Resolution 2020-26- Fire Bill Assessment.** Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Resolution 2020-26- Fire Bill Assessment.
  - D. **Hire City Clerk Position-** Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Lisa Duban at 24 dollars an hour, 35 hours a week unless approved by Michael Mueller, with full benefits. Motioned by Lisa Karsten, seconded by Tim Flaten to hire Emily at 20 dollars an hour if Lisa Duban declines the position.

**E. Hire Public Works Position-** Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Travis at 22 dollars an hour with a 90-day review with a possible raise to 23 dollars an hour. Once he completes his Water D license there will be a raise before the yearly review. Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Dustin at 20 dollars an hour, he would receive a 1 dollar increase once he completes his CDL, in addition, raises with each license completed if Travis declines.

**F. Second Water Meters** – Motioned by Tony Lindahl, seconded by Tim Flaten, and was carried unanimously to approve door hangers for the remaining 13 water meters that have not been replaced by December 1<sup>st</sup>, 2020.

**G. Water Meter Due Date-** Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve a due date of December 1<sup>st</sup>, 2020 for 2<sup>nd</sup> water meter bills to be paid. The City will send letters to those who are not willing to pay for the second water meter replacements for them to comply.

## **7. New Business**

**A. Accept Back-Up Snow Bid-** Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Dahle Enterprises back-up snow bid.

**B. Accept Removal of Debris at Compost Site Bid-** Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve Tim's Trucking removal of debris at compost site bid.

**C. Purchase Conference Room Camera-** Tim Flaten requested a second bid from Fette's in Faribault. Discussion was tabled.

**D. Election Judge Increase-** Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve an increase of \$3 per hour, with the new hourly rate being \$15 dollars an hour. In addition, mileage, and meals will be included.

**E. Sidewall Manway Purchase/Install-** Motioned by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to approve the sidewall manway hatch door purchase at \$3,850 for the wastewater plant with the installation completed by Tim Minske. Michael Mueller thanked Tim Minske for installing it himself and saving the City \$4,000.

**F. City Administrator Report-** The City Administrator is approved to use extra hours worked over 40 hours to take off when his wife delivers their baby without overtime paid. Michael Mueller is expected to take off two weeks when the baby comes, and during that time, he will work from home.

**8. Correspondence and Announcements:** Steve Nordmeier stated that on Halloween, at 5pm-7pm, the Fire Department will be the first stop at the fire hall. Commercial Club will be the second stop at the entrance of the Community Center, they will hand out bags of candy for the kids.

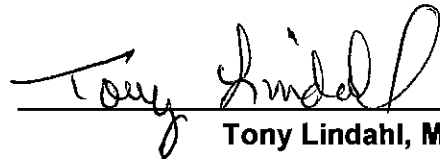
## **9. Claims and Accounts:**

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

**10. Council Discussion and Concerns:** Tim Flatten thanked Lisa and Rick Karsten for lighting the Morristown Community Center building for October 15<sup>th</sup> Infants Remembered in Silence (IRIS) and were asked by Michael Mueller to continue it for next year. Skylar Gregor needs to call the City of Morristown to communicate with Michael Mueller and Tasia Voegel. City Council meeting on November 2<sup>nd</sup>, 2020 will be held at The American Legion 101 Main St. Morristown, MN.

**11. Adjournment:** Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 7:53 p.m.

**12. Next Regular Meeting:** Monday, October 26, 2020 7:00 p.m.

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

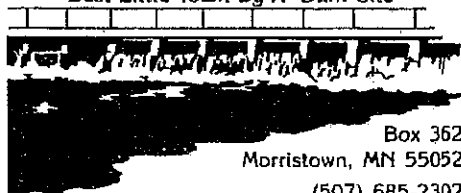
Attest:   
\_\_\_\_\_  
Michael Mueller, City Administrator



# 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

### Work Session- Budget Meeting 7:00 p.m. Monday, October 26th, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski

**Not Present:** Kathy Wolf

**Others Present:** Adam Uittenbogaard, Tim Minske, Ryan Schiell, Office Assistant Tasia Voegele, City Administrator Michael Mueller, Linda Murphy, Robin Leavens Jacob Duncan.

1. **Call to Order** – Tim Flaten called the regular meeting of the Morristown City Council to order on Monday October 26th, 2020 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** –None
4. **Comments and Suggestions from Citizens Present:** None
5. **Consent Agenda:**
  - A. None
6. **Unfinished Business:**
  - A. **2021 Budget-** Discussion was tabled, the City needed more time to reconcile the books.
7. **New Business**
  - A. **City Administrator-** The City Administrator asked the City Council how long they would like him to continue to work 40 hours a week, as he would appreciate a notice given to him to find an alternative source of income. Michael Mueller requested the City Council to have his 6-month review in December. Tim Flaten stated Michael is needed in the office to help train the new City Clerk and office assistant and will table the discussion until further notice. City Council agreed to have Michael Mueller's review on December 21, 2020.
8. **Correspondence and Announcements:** None
9. **Claims and Accounts:**
  - A. **Current and Late Claims and Accounts.** None
10. **Council Discussion and Concerns:** None
11. **Adjournment:** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 7:20 p.m.
12. **Next Regular Meeting:** Monday, November 2, 2020 7:00 p.m.

Attest:

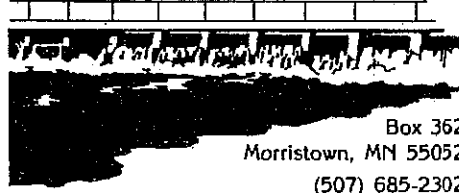
\_\_\_\_\_  
Lisa Duban, City Clerk

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

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m. Monday, November 2<sup>nd</sup>, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski

**Others Present:** Adam Uittenbogaard, Jake Duncan, Linda Schreffler, Jim Schreffler, John Ankrum, Rice County Sargent Justin Hunt, Public Works Director Tim Minski, Sharon Krenik, Pastor Elden Eklund, Steve Nordmeier, Tyler Velske, Ryan Schiell, Office Assistant Tasia Voegelé, City Administrator Michael Mueller, Linda Murphy, Robin Leavens, Lisa Duban, City Civil Attorney Mark Rahrck.

1. **Call to Order:** Tim Flaten called the regular meeting of the Morristown City Council to order on Monday, November 2<sup>nd</sup>, 2020 at 7:00 p.m., in a meeting room at the American Legion located at 101 Main Street, Morristown, MN 55052.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Motioned by Lisa Karsten, seconded by Kathy Wolf and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:** John Ankrum brought up a concern about vehicles not yielding to pedestrians at stop signs near the cable company.
5. **Consent Agenda:**
  - A. **Police Report – October 2020**
  - B. **Fire Department Report – October 2020**
  - C. **Public Works Report – October 2020**
  - D. **City Council Meeting Minutes – October 19, 2020**

The Public Works Report was pulled and three corrections were made to the minutes for October 19, 2020. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the consent agenda with three corrections to the October 19, 2020 minutes and the exclusion of the Public Works Report.

Tim Minske requested that a notice be posted changing the next hydrant flushing to November 9, 2020. Repairs are scheduled to be completed on the water tower from 11/10/20-11/11/20 and the flushing needs to be completed prior to these repairs.

Tim Minske noted that the Council had approved the purchase of a new sidewall manway hatch door from Great Plains for the water tower and Tim Minske had planned to complete the install himself. After additional research, Tim Minske suggests that the City hires Great Plains to complete the installation for approximately \$3,800 to make sure it is done correctly. Tim Flaten asked if we need to obtain bids for this work. Lisa Karsten noted that Great Plains would likely

want to complete the installation since the door is being purchase from them. Tim Minske noted that Great Plains is the only company in Minnesota that carries supplies and completes repairs for Aqua Store tanks like the one in Morristown. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to retain Great Plains to install the sidewall manway hatch door. Tim Minske coordinate the install with Great Plains.

Tim Minske will be in contact with Fire Chief Adam Uittenbogaard regarding fire protection from 11/10/20 to 11/11/20 while the water tower is out of service. Tim Minske will need to start a secondary pump to fill the tankers. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the Public Works Report as presented.

## **6. Unfinished Business:**

**A. Bank Account Removal & All Accounts- Sheri Gregor** - City Administrator Michael Mueller noted the bank requested that the city add the removal of Sheri Gregor to the City Council Meeting Agenda for their records. Michael noted that he included "All Accounts" in the event other financial institutions requested to see a motion by the Council for the removal of Sheri Gregor. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to remove the former City Clerk Sheri Gregor from the Bank account and all city financial accounts.

**B. Resolution 2020-27 (Gordy Adams Unpaid Fines)** - City Administrator Michael Mueller noted that he talked to Daniel Lee and Gordy Adams and both were sent certified letters regarding the unpaid fines. This motion requires that the fines be paid by 12/15/20 or the unpaid fines will be assessed to property taxes. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Resolution 2020-27 assessing the property on first Street the unpaid fines.

**C. Second Water Meters - Information update** - City Administrator Michael Mueller updated the Council that approximately 10 first water meters and 10 water only meters remain to be replaced. Phone calls to residents have not been successful so notes will be added to the water bill post cards sent out in November to contact the city about replacement. After that we will attempt to use door hangers to get resident to contact about replacement.

## **7. New Business:**

**A. Bank Account Authorization – Add New City Clerk** Motioned by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to add Lisa Duban to the city bank account.

**B. Change City Hall Hours- 8:00a.m.- 4:30 p.m.** – City Administrator Michael Mueller noted that with this change to City Hall will no longer be closed for the lunch hour and there will no longer by any half days. Lisa Karsten noted the City Hall staff discussed what hours will work best for their schedules and that is the reason for the change. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to change City Hall hours to Monday through Friday from 8:00 a.m. - 4:30 p.m. with no closure over the lunch hour and no half days.

**C. Canvass of Votes - 11/13/2020** – City Administrator Michael Mueller and the City's Civil Attorney Mark Rahrlick explained that cities are required to canvass votes between 3 and 10 days after the election. Mark Rahrlick impressed upon the Council that if the canvass is scheduled on 11/13/20, the last day that votes can be canvassed, that the Council be sure that at least 3 members can say they can be there for a quorum. Tim Flaten, Lisa Karsten, Kathy Wolf and Jake Golombeski noted that they should be able to make it. Tim Flaten suggested doing a work session after the canvass meeting. Lisa Karsten was opposed to a work session that day. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to Canvass Votes on 11/13/20 at 7:00 p.m. Motioned by Lisa Karsten, seconded

by Kathy Wolf, and was carried unanimously to close the regular meeting at 7:15 p.m. and open the public hearing.

**PUBLIC HEARING- 7:15 P.M.** – Ordinance Relating to Chickens. The ordinance includes rules and regulations to the keeping of chickens within city limits. Lisa Karsten noted that on the top of page three of the Ordinance the wording should be changed from the City of Waterville to the City of Morristown. Lisa Karsten and Tim Flaten thanked the members of the zoning board who helped draft the ordinance. Summary of public comments/concerns included but were not limited to if the Council would need to consent as a neighboring property, who is going to enforce the ordinance, heat sources, disposal of feces, and rodents. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to close the 7:15 p.m. Public Hearing and open the 7:30 p.m. Public Hearing.

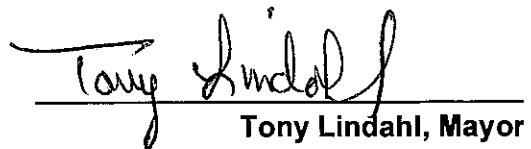
**PUBLIC HEARING- 7:30 P.M.** – Pollinator Garden - Native Vegetation. The purpose of this ordinance is to establish minimum standards for lawn maintenance while recognizing that a variety of landscapes within a community adds diversity and richness to the quality of life for all residents. The City's Civil Attorney, Mark Rahrck, summarized recent changes to the ordinance to include permits granted only to property owners vs. renters, the permit is non-transferable, applicants providing information regarding the contents of the variety pack, and maintenance plans relating to variety packs. Summary of public comments/concerns included but were not limited to the appropriate terminology for the ordinance (pollinator garden vs. native vegetation), the definition of pollinator gardens in comparison to native vegetation, and plant species that would fall under a pollinator garden as opposed to native vegetation. Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the 7:30 p.m. Public Hearing and re-open the regular. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to re-open the regular meeting at 7:46 p.m.

- 8. Correspondence and Announcements:** Steve Nordmeier noted that at the Halloween event put on by the Commercial Club and the Fire Department was a success. Approximately 170 kids participated.
- 9. Claims and Accounts:**
  - A. Current and Late Claims and Accounts.** Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve claims and accounts.
- 10. Council Discussion and Concerns:** Introduction of Lisa Duban, the new City Clerk.
- 11. Adjournment:** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 7:46 p.m.
- 12. Next Regular Meeting:** Monday, November 16, 2020 7:00 p.m.

Attest:



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

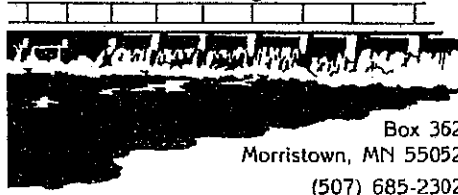


\_\_\_\_\_  
Tony Lindahl, Mayor

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



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

## MORRISTOWN CITY COUNCIL MEETING MINUTES EMERGENCY MEETING MINUTES 6:00 a.m. Friday, November 6, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, and Jake Golombeski

**Others Present:** City Administrator Michael Mueller

**Call to Order:**

Tony Lindahl called the emergency meeting of the Morristown City Council to order on Friday, November 6, 2020 at 6:00 a.m., in the City Administrator office, at 402 Division Street South.

**Additions/Corrections to Agenda:**

None.

**Additions/Corrections to Minutes:**

No minutes from prior meeting.

**Citizens Comments, Questions or Suggestions:**

None.

**I. New Business:**

**A. Resolution 2020-28- A Resolution to Terminate Dustin Hachfeld.** Motioned and was carried unanimously to approve Resolution 2020-28: A resolution to terminate Dustin Hachfeld, Public Works Operator on November 6, 2020.

**B. Post Full-time Public Works Position.** Motioned and was carried unanimously to approve Michael Mueller, City Administrator to post a full-time Public Works position with the application deadline being open until filled.

**C. Extend Assistant Custodian/ Setup & Teardown Position.** Motioned and was carried unanimously to approve Michael Mueller, City Administrator to extend the assistant custodian position with the application deadline being open until filled.

**D. Approve Election Pay-** Approve to pay election judges at a rate of \$15 per hour for training. Motioned and was carried unanimously to approve to pay election judges \$15 an hour.

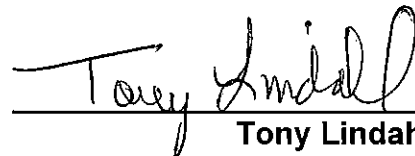
**II. Council Discussion and Concerns:**

None.

**III. Adjournment:**

Motioned and was carried unanimously to adjourn at 6:10 a.m..

**Next Meeting:** Friday, November 13, 2020 at 7:00 p.m.

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

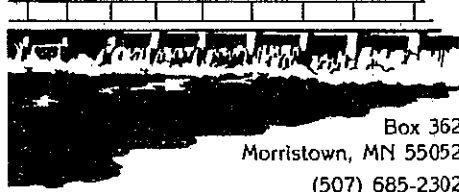
**Attest:**

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

# City of Morrystown

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

## MORRISTOWN CITY COUNCIL MEETING MINUTES SPECIAL MEETING MINUTES 7:00 p.m. Friday, November 13, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski

**Others Present:** City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban, Linda Murphy, Ralph Barney

**1. Call to Order:**

Tony Lindahl called the meeting of the Morrystown City Council to order on Friday, November 13, 2020 at 7:00 p.m., in the Community Center great hall, at 402 Division Street South.

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

None.

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

No minutes from prior meeting.

**4. Citizens Comments, Questions or Suggestions:**

None.

**5. New Business:**

**A. Resolution 2020-29 A Resolution Canvassing the November 3, 2020 Municipal Election Results and Declaring the Results:** Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Resolution 2020-29.

**6. Council Discussion and Concerns:**

None.

**7. Adjournment:**

Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 7:02 p.m.

**8. Next Meeting: Monday, November 16, 2020 at 7:00 p.m.**

**Attest:**

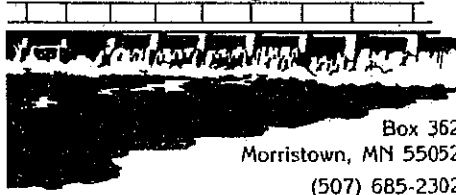
\_\_\_\_\_  
Lisa Duban, City Clerk/Treasurer

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

# City of Morristown

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## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m.

Budget Work Session after Regular Meeting

Monday, November 16, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski

**Others Present:** Adam Uittenbogaard, Jack Schwichtenberg, John Ankrum, Troy Dahle, Linda Murphy, Steve Nordmeier, Dan Morris, Ryan Schiell, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Tim Flaten called the regular meeting of the Morristown City Council to order on Monday, November 16, 2020 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** City Administrator Michael Mueller added Roland Moesler ditch restoration. Motioned by Lisa Karsten, seconded by Kathy Wolf to approve agenda with one addition and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:** None
5. **Consent Agenda:**
  - A. **City Council Meeting Minutes- October 26, 2020**
  - B. **City Council Meeting Minutes- November 2, 2020**
  - C. **City Council Meeting Minutes- November 6, 2020:** Motioned by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to approve the consent agenda with the 10/26/2020 meeting minutes, the corrected version of the 11/2/2020 meeting minutes and the 11/6/2020 meeting minutes.
6. **Unfinished Business:**
  - A. **Ordinance Relating to Chickens:** Lisa Karsten thanked the zoning board for the work they did on the ordinance. Lisa also noted that if the ordinance is approved, it is expected that residents will follow the ordinance and there may be criminal charges if not. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve Ordinance 2020-6.
  - B. **Ordinance Relating to Pollinator Garden/Native Vegetation:** Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried by a majority vote to approve Ordinance 2020-7.
  - C. **Second Water Meters** –We have approximately 10 customers that have not replaced their primary meter and 10 that have not replaced their water only meters with the new cellular upgrade. There has been no change.
  - D. **Public Works Operator-** City Administrator Michael Mueller recommend hiring Travis Mullenmesiter for \$26/hr with no health benefits to start 12/1/2020. Tim Flaten and Michael Muller had discussed with Travis a 60-day review with a possible increase of \$1.00, COLA in January, and possible increase when he obtains a water license. Motioned by Tim Flaten, seconded by Kathy Wolf, and was carried unanimously to hire Travis Mullenmesiter for \$26/hr with no health benefits to start 12/1/2020 including a 60-day review with a possible increase of \$1.00, COLA in January, and possible increase when he obtains a water license.

**E. Ryan Schiell-** Michael Mueller noted that between 12/4/2015 to 11/2/2020, Ryan paid \$343.61 for his second water meter usage. Michael suggested that the city owe him \$1,114.94 since his water traveled through his primary water meter before his water only meter. Ryan Schiell commented that the problem was corrected when the water meter was replaced. Mayor Tony Lindahl noted that in the past Ryan had given him the impression that the issue was resolved and he was not looking for a rebate so he does not know why we are going back and paying him now. Ryan disagreed and noted that the issue began with the city clerk had sent a city employee to his house to check on his concerns of a water leak. The city employee stated that the meters were plumbed correctly and working properly, then at a council meeting that Ryan was not made aware of he was accused of stealing water. After that meeting Tim Minske inspected the meters and found that they were plumbed incorrectly. Tony stated that if we start giving credits, everyone in the city is going to want a rebate and this could become a bigger issue. Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried by a majority vote to pay Ryan Schiell \$1,114.94 as reimbursement for being over charged for water.

**F. 2019 Street Project-** Michael Mueller noted that residents were sent letters on 11/11/2020 regarding the final public hearing for the 2019 street project which occurred on 5/4/2020. The administrator discovered that residents had only been notified of their total bill for the 2019 street assessment vs. being given the full information from the public hearing on 5/4/2020. Residents have not been charged interest so far this year and Michael recommended that no interest be charged until 2021. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried by majority vote to not charge interest until January 2021 for the 2019 street project.

**G. Roland Moesler Ditch Restoration-** The restoration/modification has not been completed as agreed upon at the 7/6/2020 City Council Meeting. Rick Vollbrecht and Linda Murphy expressed concerns about other properties with ditches that should be restored and if the proposed restoration is sufficient. Motioned by Jake Golombeski, seconded by Lisa Karsten, and was carried unanimously that a letter be sent to Roland stating that the restoration be complete by 1/1/2021. If he is unable to correct by that time, he must provide a plan by 1/1/21 on how he will restore the ditch along with a contract agreement with a contractor for the work and the work would need to be completed by 5/10/21. If these terms and deadlines are not met, the city will have the work completed and the cost will be assessed to his taxes.

## **7. New Business**

**A. City Administrator Report-** COVID funds have been disbursed and the required reporting to the state has been completed. Michael requested that he work with Tim Minske on Standard Operating Procedures for Public Works (Water Tower, Sewer and maps for all Water Main shutoffs). Tim Flaten mentioned that while Tim is training the new operator it would be a good time to start writing down the procedures and it would be nice if they could be completed by the spring.

**B. Posting for snow plowing or recall previous seasonal employees:** Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried by unanimously that the city reach out to Austin Schultz & Tyler Nusbaum, two previous seasonal employees, be contacted for seasonal snow plowing at the same wage they were at last year. If they are not interested, the position will be posted.

**C. Resolution 2020-30- Polling Places for 2021:** Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve resolution 2020-30.

**D. COLA:** Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve a 2% COLA wage increase for all city employees effective 1/1/21.

**8. Correspondence and Announcements:** It was noted that the Christmas drawing has been cancelled. They plan to have bags for shut-ins and there will still be a light contest. Steve Nordmeier noted concerns about the Commercial Club not receiving mail, possible missing files and that the PA system is not working correctly in the Community Center.

## **9. Claims and Accounts:**

**A. Current and Late Claims and Accounts:** Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve claims and accounts.

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



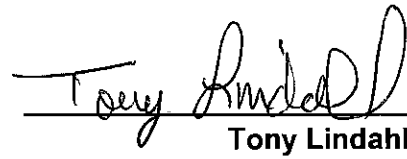
11. **Adjournment:** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 7:51 p.m.
12. **Next Meeting:** Friday, December 7, 2020 – 7:00p.m.

**Budget Work Session – 2021 Preliminary Budget – November 16, 2020 8:01p.m.**

1. **Unfinished Business:**
  - A. **2021 Budget-** Discussion was tabled, the City needed more time to reconcile the books.
2. **Adjournment:** Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 9:37 p.m.

**Attest:**

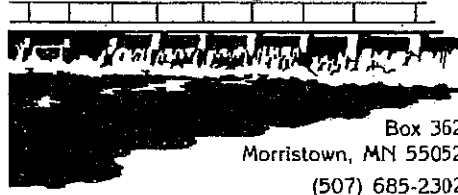
\_\_\_\_\_  
**Lisa Duban, City Clerk**

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

# City of Morristown

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Box 362  
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(507) 685-2302

## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m.

Budget Work Session after Regular Meeting

Monday, December 7, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski

**Others Present:** Adam Uittenbogaard, Tim Minske, Linda Murphy, Steve Nordmeier, Justin Hunt, Dan Morris, Ryan Schiell, Randy & Kathy Archambault, City Attorney Mark Rahrck, City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban.

1. **Call to Order:** Tim Flaten called the regular meeting of the Morristown City Council to order on Monday, December 7, 2020 at 7:03 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Motioned by Lisa Karsten, seconded by Tim Flaten and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:** Linda Murphy noted that the past couple of water bills she has received have been incorrect. Michael Mueller and Lisa Duban noted that there have been some billing issues since the new water meter installation and some bills are being calculated incorrectly. Lisa Duban is working to correct the errors in the system. John Ankrum mentioned that some citizens are interested in having a parade with lights for the holidays. Tony Lindahl mentioned that he should contact the Commercial Club.
5. **Consent Agenda:**
  - A. **Police Report – November 2020**
  - B. **Fire Department Report – November 2020**
  - C. **Public Works Report – November 2020**
  - D. **City Council Meeting Minutes – November 16, 2020**Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the consent agenda with the corrections already made.
6. **Unfinished Business:**
  - A. **Approve Summary for Ordinance 2020-6 & 2020-7 to Publish** – Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Summary Ordinance for 2020-6. Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Summary Ordinance for 2020-7.
  - B. **Roland to Restore Ditch** – Michael Mueller noted he left a message and sent a letter to Mr. Moesler which was returned by the post office and has not received a response. Michael has no updates on the subject. Tim Minske noted that he had talked to Moesler. Moesler is getting a bid from Timm's Trucking to complete the work.
  - C. **Water Meters** – City Administrator Michael Mueller updated the Council that approximately 17 first and second water meters remain to be replaced. Tony Lindahl noted that we really need to get the first water meters complete as those residents have not been getting accurate bills. Michael and the office staff will continue to work on getting all the meters replaced.

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

**PUBLIC HEARING- 7:15p.m. Truth-in-Taxation** – No public comment. Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to close the 7:15 p.m. and re-open the regular meeting.

**D. Resolution 2020-31 A Resolution Adopting the Final 2020 Property Tax Levy, Collectible in 2021** - Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously.

**E. Sheri Gregor** – Michael Mueller stated that a letter was received from Sheri Gregor, the former city clerk, claiming she was owed pay for zoning board meetings, election hours and election mileage totaling \$421. Michael noted that he is concerned that Sheri had a chance to pay herself for some of these items but did not. He also expressed a concern that if we pay this, we could be opening a door to continue to get claims for money owed. Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to pay Sheri Gregor for amounts claimed not to exceed \$421 upon verification on accuracy of the claims.

## **7. New Business**

**A. Archambault Contract** – Michael Mueller presented the contract and expressed concerns that the city has been overcharged on some accounts and Archambault has been under charging for the mobile home for quite some time. Archambault also expressed that there have been issues in the past with poor communication and inaccurate information which made it difficult to bill correctly. Michael noted that the city received a bill from the MN Dept. of Revenue in the amount of \$2,093.53 for back refuse taxes owed for various reason. Michael and Archambault have concluded that there are 309 residential accounts and 69 mobile home sites that Archambault should be servicing and the city be charging. Michael suggested that we include the charges the city pays for garbage including city hall, the maintenance shop and Dam Days, into each resident fees so that the city can avoid paying the 17% refuse tax. Archambault agreed that if Dam Days is cancelled, they would reimburse the city for that amount. Overall, the contract rate is increasing, and Archambault would charge \$13.96/residence and \$14.41/mobile home. The residents would then in turn be charged \$16.44/residence and \$17.35/mobile home. Tony Lindahl & Tim Flaten expressed concern that residents should be charged the base service charges for water, sewer and trash regardless if the service is used. Michael noted that in the past residents have been allowed to not have trash and turn their water or sewer service off and not be charged the base rate.

**B. Engineering Bids** – Michael Mueller noted that he has been doing research and has met with different engineering companies that the city could contract with. The city currently uses Bolton & Menk and Michael has met with and received quotes from Short Elliot Hendrikson (SEH) and Widseth. Council suggested that these three companies come to the next council meeting to present their services. **Resolution 2020-30- Polling Places for 2021:** Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve resolution 2020-30.

**C. Zoning Board Pay** – The Zoning Board mentioned discussing a raise from \$15/meeting to \$25/meeting at one of their meetings this year, but they were unsure if it had been brought to the council. City staff has not found anything in zoning or council minutes regarding a raise. Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried by majority vote to increase the Zoning Board pay to \$25/meeting and it be effective 1/1/2020. Lisa Karsten asked if there is someone closing zoning permits as she has one that has not been closed out. Michael Mueller mentioned that he has had trouble getting a hold of Skyler Gregor the Zoning Administrator. Jake Golombeski agreed to reach out to Skyler Gregor to touch base.

**D. Tim Minske** – Mark Rahrack noted that the Council could request that the meeting be closed but Tim has the final say as to whether he would like it to be an open meeting. Council suggested that the meeting be closed. Tim requested that the meeting be an open meeting. Michael described concerns regarding Tim not following the chain-of-command, the covid policy and having communication issues. Tim Minske noted the lack of chain-of-command on 11/9/2020 was due to the fact that he was with Tony Lindahl all day because of the water line break so he just communicated to him; he did not know that the city had a covid policy and it is not accurate; when

Michael scheduled Richard to help at the sewer plant, Tim declined because he is the license holder and Richard is not qualified to do rounds; he called Troy Dunn about the positive covid test because he did not want any of the deputies going in the shop until it was cleaned; when John Ankrum called him about icy roads, Tim told John to call Michael; there is no policy about what is to be done if he is sick or gone; when he talked to Michael about having covid, Tim said he would go to the plant and the tower and Michael would take care of the roads; it is not his job to complete Standard Operating Procedures (SOP); and that the city has a permit for the plant and a licensed operator must run the plant, therefore the license operator has more power than the mayor or the Administrator. They also discussed issues with health insurance information and Michael not knowing what Tim's job entails. Overall, the council decided that there were communication issues and Michael and Tim should meet one time per week and work on communication. Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve Michael and Tim meeting one time per week to work on communication issues.

**E. Minnesota Dept. of Revenue Tax order for Garbage Service** - This was discussed earlier along with the garbage contract. Michael noted that included in the tax order is a \$154.51 penalty due to tax not being collected by Archambault for the city garbage service which is taxed at a commercial rate.

**8. Correspondence and Announcements:** Steve Nordmeier apologized that he was not aware that it was a closed meeting.

**9. Claims and Accounts:**

**A. Current and Late Claims and Accounts:** Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve claims and accounts.

**10. Council Discussion and Concerns:** Tim Flaten and Steve Nordmeier noted that an anonymous business owner in town donated \$1,600 for the Christmas lights because he wanted to see Morristown lit up. Council asked Steve to thank the donor.

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the regular meeting for the Roland Mediation closed meeting at 8:48 p.m

Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to close the Moesler Mediation closed meeting and open the up the regular meeting 9:17 p.m

**11. Adjournment:** Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to adjourn at 9:18 p.m.

**12. Next Meeting:** Monday, December 21, 2020 – 7:00p.m.


**Budget Work Session – 2021 Preliminary Budget – December 7, 2020 9:18p.m.**

**1. Unfinished Business:**

**2. 2021 Budget-** Council agreed to the proposed budget and asked that a resolution be made to finalize it at the next meeting.

**3. Adjournment:** 10:24 p.m.

Attest:

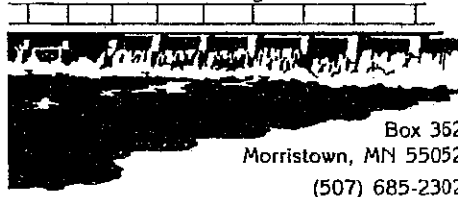
  
\_\_\_\_\_  
Lisa Duban, City Clerk

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

# City of Morristown

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## MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Meeting 7:00 p.m. Monday, December 21, 2020

**Council Present:** Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Kathy Wolf, Jake Golombeski

**Others Present:** City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban, Brent Kavitz from SEH, John Ankrum, Linda Murphy, Ralph Barney, Jack Schwichtenberg, Travis Mullenmeister.

1. **Call to Order:** Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, December 21, 2020 at 7:02 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:** Motioned by Lisa Karsten, seconded by Kathy Wolf and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:** John Ankrum thanked Tim Flaten for all of his help with the lights parade and thanked all that participated.
5. **Consent Agenda:**
  - A. **City Council Meeting Minutes – December 7, 2020**  
Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve.
6. **Unfinished Business:**
  - A. **Engineering Bids** - Brent with SEH (Short Elliot Hendrickson Inc.) introduced himself and gave an overview of the company and rates. Brent commented that SEH has a person on staff for grant finding and writing and there is no charge to the city for that service. Brent confirmed that routine actions including phone calls and correspondence accomplished in less than 15 minutes is not billed. Rich Revering was contacted via phone to present Bolten & Menk and their rates. Council tabled to until after the first of the year at which time they will have additional questions for the companies and may also request that the companies submit proposed bids for different types of projects to review.
  - B. **Archambault Contract** - Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the Archambault 5-year contract starting 1/1/21.
  - C. **Water Meters** - Total of 5 meters left to be replaced. First water meters (Lowell Ackerman, Bobbie Meier). Second water meters (Randy Werner, Chad Wendel, and Dale Dulas). The three residents remaining for second meter replacements have the meters in their possession to install themselves. Motioned by Tim Flaten, seconded by Lisa Karsten, and carried unanimously to enforce a water meter replacement completion date of 2/1/21 requiring water meters to be installed and inspected; if not complete by 2/1/21 residents will be held in violation of Ordinance 51.35 regarding using a water meter not approved by the City and assessed a fine of \$100.
  - D. **Resolution 2020-31 A Resolution Adopting the Final 2021 Budget** - Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the 2021 Budget.
  - E. **Dollar General Mylers** - Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to sign the Dollar General mylers.
7. **New Business:**

**A. Floor Scrubber** - John Ankrum inquired about a floor scrubber, estimated cost of \$8,000. Council asked the Administrator and Clerk to mention to the commercial club that the council may be discussing this at the next meeting as they have a vested interest in keeping the place clean.

**B. Water/ Sewer/ Garbage Collection** - The city is allowed to charge a base rate for water and sewer during a time that a property owner has disconnected those services. The reasoning here is the availability of water or sewer service to a property, even if those services are not connected, provides a benefit to the landowner. Minn. Stat. Sec. 444.075 Subd. 3c specifically provides, "Minimum charges for the availability of water or sewer service may be imposed for all premises abutting on streets or other places where municipal or county water mains or sewers are located, whether or not connected to them." The same logic appears to apply to garbage collection. How to document that a base charge will apply to properties that are not connected to, or do not otherwise utilize city services such as water, sewer, and garbage. The city code does not set forth how residents are to be charged. As to how the rates are set, Section 50.114 states that sewer service rates and charges shall be as established by ordinance or resolution, and thereafter as amended in the master fee schedule at Section 30.20. Section 51.51 states that water charges are as established by the same Section 32.20. The policy for charging users should be set forth with specificity in the master fee schedule. Since the council will be approving the new master fee schedule at the first meeting in January. We should be able to add a couple sentences to clarify that residents will be charged the base rates whether or not they utilize the services. Council discussed possibly charging vacant lot owners a maintenance fee for the water and sewer. There are approximately 23 vacant lots in town that have the availability of water and sewer but are not connected. The cities concern is that the water and sewer lines have been in place for quite some time and over the next 10, 20, 30 years will need to be maintained and no fees will have been collected from the vacant lots. In turn, the city will incur a larger amount of the cost for repairs/replacement which will eventually be passed along to all taxpayers. Brent from SEH mentioned that he works with one larger city that charges a base fee for water and sewer for vacant lots exactly for this reason. Other cities he works with do not charge vacant lots for the availability of these services. Council asked the City Administrator to research what other cities are doing in this case and report back at the next meeting.

**C. Code of Ordinances Books** - Cost will be \$4,000 to update our City Ordinances with American Legal Publishing. Most codes are dated back to either 2008 or 2012. Tim Flaten suggested that we clean up the ordinances before we spend money on reprinting the books. Lisa Karsten suggested assigning a committee in 2021 for the task of cleaning up the ordinances.

**D. 306 2<sup>nd</sup> St S.W.** - Sue Schiefelbein had a concern regarding a vehicle parked next to the garage of Wendy Velzke's home. This situation involves City ordinance 92.20: inoperable motor vehicles which addresses improperly licensed vehicles and City Ordinance 92.19 Nuisance Parking and Storage, Subdivision B3.b which addresses vehicles in front yards to be parked on a paved or gravel surface and this vehicle is parked on the grass. Tim Flaten asked why the city cares if tabs are up to date and who determines the definition of operable. Lisa Karsten noted that the council needs to decide if they are going to enforce the ordinance or revise it. The Solutions Task Force asked the City Administrator to follow up with the resident and ask nicely if they are able to correct the issue or the council will have to get involved.

**E. Zoning Administrator** - Council discussed setting a time frame for the Zoning Administrator to respond to citizens who ask for a permit to be closed. The council suggested 3 business days for a response by the Zoning Administrator, or the City Administrator will take care of closing the permit. The City Administrator noted that currently and, in the past, the Zoning Administrator has been paid \$22.50 for each permit opened during the year regardless if city hall staff opened the permit or the Zoning Administrator opened the permit. The City Administrator also noted that in reviewing permit costs/expenses/fees it was found that the city lost money overall in 2018, the city profited approximately \$500 in 2019, and is on schedule to profit approximately \$4000 in 2020. The 2020 profit can be accredited to new homes being built. In the event that new homes are not built in any given year, the city will likely stay even or lose money on this service if building permit fees are not increased. Council stated that the current and past Zoning administrator be paid for 2020 permits opened/closed in the same fashion as they have been in the past. Council asked that the City

Administrator to write up a policy a policy that addresses the pay for opening and closing permits and bring it to the next meeting.

**F. Director of Public Works** - Quarterly compensation review. Michael Mueller suggested a \$1,000 bonus which would cover the 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2020. Tim Flaten asked how many hours Tim Minske worked over and above his normal duties. Michael stated that there is not an exact count of hours, but this would cover the month or so that Tim Minske worked by himself, worked on the brownout, repairing the broken watermain and so forth. Tim Flaten asked for an accurate count of the hours Tim Minske worked over and above on the water meter project, brownout, watermain repair, working on holidays, working with no help, completing rounds every weekend and so forth and bring that information to the next meeting for the council to review.

**\*G. Zoning Board Recommendation** – Zoning Board is recommending that after expiration of an initial extension period on a zoning permit, the extension fee will double for each extension thereafter. The increased extension fee can be addressed on a case by case basis and up to the discretion of the Zoning Board and City Council. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the Zoning Board recommendation regarding permit extension fees and the master fee schedule.

**H. City Clerk Review** – Tabled until after closed meeting.

**I. City Administrator Performance Review** – Tabled until after closed meeting.

**8. Correspondence and Announcements:** None

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

**9. Council Discussion and Concerns:** Tim Flaten mentioned that the lights parade last Friday was a success and shows how strong the Morristown community is.

Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the regular meeting and open the closed meeting at 8:25pm.

Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the closed meeting and re-open the regular meeting at 9:01pm.

**New Business, Item H. City Clerk Review, revisited** - Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to increase Lisa Duban's hourly wage by \$2.50 effective immediately as a wage increase in lieu of receiving health benefits from the city.

**New Business, Item I. City Administrator Performance Review, revisited** - Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to allow Michael to continue to work 40 hours per week, his hourly wage be increased to \$30/hour immediately, he retroactively accrue 12 hours of PTO per month from his start date and that this be considered his 6 month review.

**10. Adjournment:** Tim Flatten thanked Lisa Karsten for her 12 years of service and Kathy Wolf for her 4 years of service. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 9:04 p.m.

**11. Next Meeting:** Monday, January 4, 2021 – 7:00p.m.

Attest:

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

  
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Tony Lindahl, Mayor