



**MORRISTOWN CITY COUNCIL MEETING MINUTES**  
**Regular Meeting 7:00 p.m.**  
**Monday, October 2, 2023**

**Council Present:** Tony Lindahl (Mayor), Jake Golombeski, Linda Murphy, Leon Gregor, Joe Caldwell

**Others Present:** Ellen Judd (City Administrator), Travis Mullenmeister (PW), Jerry West (PW), Bruce Morris (Fire Chief), Jack Schwichtenberg, Steve Nordmeier, Mike O'Rourke, John Schlie, Troy Dahle, Jim Lonergan, Ralph Barney, Doug Scott (SEH), Todd Schmidtke, Klye Green, Josh Malecha

1. **Call to Order:** Mayor Tony Lindahl called the meeting to order of the Morristown City Council on Monday, October 2, 2023, at 7:00 p.m. in the Council Chambers at 402 Division St S, Morristown.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:**
  - A. Hire for Seasonal Plow Drivers
  - B. Bathroom Update
  - C. Change Order from Wencil
    - Bruce Morris asked for the Fire Report to be pulled from the Consent Agenda.
    - *Motion by Murphy, seconded by Caldwell and was carried unanimously to approve the Agenda with three additions and the Fire Report being pulled.*
4. **Comments and Suggestions from Citizens Present:**
  - Kyle Green asked about the stake that's in his yard. Lindahl said it would be addressed in 7A.
  - Mike O'Rourke said that the AC unit at the Community Center had a plugged drain line and water was on the floor. They unplugged the line and cleaned up the floor, but he wanted to make City Council aware.
  - Jack Schwichtenberg said that Coffee Club has been thinking about how the sign by the creek should be updated. Jack said he talked to the bank, and they don't want anything to do with the sign.
  - Steve Nordmeier said that people are not stopping at the intersection of Division St & Franklin St. Rahrlick recommended that the City post a sign that says "No parking here to corner".
5. **Consent Agenda:**
  - A. Police Report – September 2023 – Will be sent in separate email when received
  - B. Fire Department Report – September 2023
  - C. Public Works Report – September 2023
  - D. City Council Meeting Minutes – Regular Meeting 9/5/2023
  - E. Zoning Board Meeting Minutes – None
  - F. Financial Reports – 9/30/23 – to come in separate email
  - G. Claims and Accounts – 9/1/2023-9/30/2023
  - H. Water Bill Delinquency Report
    - Gregor mentioned that the meeting minutes from last meeting (9/5/2023) incorrectly stated "Gregor asked if the letters got sent out for tree trimming violations". Gregor said it should have been "parking violations".
    - Jake Golombeski asked about the high water bill and what can be done. Rahrlick said that it should be assessed to the property.
    - *Motion by Gregor, seconded by Caldwell and was carried unanimously to approve the Consent Agenda with the Fire Report being pulled and the minutes from last month being corrected.*
    - Bruce Morris informed the City Council that one of the Fire Department members was taken by ambulance to the hospital after responding to a fire call on Saturday. Morris said the member is okay as of now. He also stated that they have five potential new members that will be going before the board.
    - *Motion by Caldwell, seconded by Golombeski and was carried unanimously to approve the Fire Department Report.*
6. **Unfinished Business:**
  - A. 204 Franklin St – Has 30 days left, progress update
    - John Schlie said that progress has been made. Schlie stated that the resident hopes to have it cleaned up and taken care of hopefully this weekend or next weekend.

- B. Letters sent out to homeowners for grass violations, progress update
  - Murphy said that she would provide an updated list for who has complied. A fine is the next step.
  - *Motion by Murphy, seconded by Golombeski and was carried unanimously to fine \$100 to anyone that has not been compliant with the letter.*
- C. Re-post Event Set-up Position - \$100/event proposed
  - *Motion by Murphy, seconded by Golombeski and was carried unanimously to post the Event Set-up position at \$100 per event per person for up to two positions.*
- D. Rice County Presence at TNT Hearing – See attached email
  - Rice County will not attend our hearing, because the hearing is meant to be for the City’s levy only.

**7. New Business:**

- A. 2022 Street Project Update – Doug Scott from SEH to present
  - Scott stated that the contractor will be coming into town soon to finish the last few items on the punch list. Two inlets will also be taken care of if the change order is approved.
- B. 2024 Road Project Update – Doug Scott from SEH to present
  - Street width, storm drainage, and a sidewalk plan was discussed. Scott was interested in the opinion of the council so that he could move forward with the feasibility report. Lindahl expressed interest in sidewalk on 2<sup>nd</sup> St so kids can walk to school. Scott stated he would try to stick to the main corridors for sidewalk. He then asked how council feels about 24-foot-wide street widths, and if adding parking on the side of the road is something Council is open to. Council did not make any definitive decisions but gave their opinions for what they would like to see included in the project.
- C. Approval to pay Bevcomm online in advance
  - *Motion by Murphy, seconded by Gregor and was carried unanimously to pay Bevcomm online, in advance.*
- D. Marijuana Ordinance
  - Rahrlick stated that he feels there are three routes the City Council could take. One being regulating public use, two being regulating it on properties that the City has ownership rights, three being City Council not regulating it at all.
  - *No motion was made, but the consensus of City Council was that Judd post the updated ordinance for ‘route two’ for 10 days, to be potentially approved at the next city council meeting.*
- E. Alley Maintenance Quotes – N of Bloomer between Division & 2<sup>nd</sup> St NW
  - Gregor stated that he would like to see this item tabled until the City can definitively prove that they own the alley. *City Council didn’t take any action.*
- F. Snow Plow Quote – Timm’s Trucking
  - City Council discussed having the Public Works Department plow primarily, with Timm’s Trucking helping when needed. Golombeski expressed interest in comparing the costs again in the future.
  - *Motion by Caldwell, seconded by Murphy and was carried unanimously to hire Timm’s Trucking for snow removal.*
- G. CDL Policy
  - Judd explained that the policy allows the City to pay for employees to get their CDL. It would include a clause that says the City doesn’t have to pay if the employee fails the test, and the City would get reimbursed if the employee decides to quit the City within a certain period of time.
  - *Motion by Murphy, seconded by Caldwell and was carried unanimously to send Jerry to get his permit on City time and go to Iowa to get his CDL license, with the policy coming later.*
- H. Investments – Edward Jones & LCCB
  - Judd explained that two CD’s just came due at Edward Jones in the amount of \$28,407.49. Re-investment options are an 18-month CD at 5.5%, a 12-month CD at 5.5%, and a 24-month CD at 5.35%. The recommended CD is the 18-month.
  - *Motion by Murphy, seconded by Gregor and was carried unanimously to re-invest the \$28,407.49 in an Edward Jones CD at 18 months at 5.5%.*
  - Judd explained that the City has two CD’s coming due on October 31<sup>st</sup> at Lake Country Community Bank. They CD’s are currently at 0.4%. Lake Country is offering a 13 month CD at 4.5%.
  - *Motion by Gregor, seconded by Murphy and was carried unanimously to take the two CD’s and roll them into an Edward Jones CD in even dollars at 18 month at 5.5%. \$763.01 will be put into the checking account.*
- I. Appoint the Zoning Administrator as a member of the Board, or amend Zoning Code
  - Jim Lonergan, the Zoning Chair, stated that the Zoning Board frequently doesn’t have a quorum and would benefit from adding the Zoning Administrator as a voting member to help them have a quorum.

- *Motion by Gregor, seconded by Golombeski and was carried unanimously to appoint the Zoning Administrator to the Zoning Board.*
- J. Pay all City employees monthly – Council, Fire, Zoning
  - Judd stated that a State of MN statute says that all employees should get paid at least once every 31 days. Judd would like to pay all employees at least once per month. Rahrack said that he would look into the statute to see what he can find.
  - *Motion by Golombeski, seconded by Caldwell and was carried unanimously to pay the Zoning Administrator monthly.*
- K. ServiceMaster Quote
  - Judd stated that ServiceMaster came and looked at the floors and determined they need a Shower Scrub. Murphy wants the work to take place after the first of the year and would also like to look into the cost of a new floor.
  - *Motion by Caldwell, seconded by Gregor and was carried unanimously to accept ServiceMaster's quote for resurfacing the floors.*
- L. Employee Handbook Language – Trainings
  - Judd stated that the language now states that only City Council can approve trainings. She would like it to also say City Administrator. She would also like to change the language for the meals to a flat per diem amount.
  - *Motion by Murphy, seconded by Caldwell and was carried unanimously approve the handbook language change to allow the City Administrator to approve trainings as well as a flat fee of 30 dollars for meals.*
- M. Remove Stop Sign at Main & 2<sup>nd</sup> St W
  - Judd stated that lots of residents have concerns about the stop sign in the NE intersection of 2<sup>nd</sup> St W and Main St. Her proposal to City Council is to remove the stop sign and make it a 3-way intersection.
  - *After a discussion, no action was taken by City Council.*
- N. Work Session for Master Fee Schedule – Nov 8<sup>th</sup> proposed
  - *Motion by Murphy, seconded by Gregor and was carried unanimously to schedule a work session on November 8<sup>th</sup>, 2023.*
- O. Ellen's Review
  - *Moved to the end of the meeting.*
- P. Connie's Review
  - *Connie was not present for the meeting. No action was taken by City Council.*
- Q. Addition: Hire for Seasonal Plow Driver
  - Judd stated that John Schlie, Richard Gauthier, and Val Kruger all applied. Gregor pointed out that last month's meeting minutes indicate that the position is open until November 1<sup>st</sup>.
  - *Motion by Murphy, seconded by Caldwell and was carried unanimously to hire John Schlie and Richard Gauthier for the Seasonal Plow Driver position with Val Kruger as a back-up, contingent on not receiving any other applications by November 1<sup>st</sup>.*
- R. Addition: Bathroom Update
  - Mike O'Rourke said that they got multiple bids back. He thinks they will be short on funds to complete the bathrooms. He would like permission to move forward with the foundation this year. He also asked if the City Council would be interested in reallocating some funds that were donated by the Fire Department, to put towards completing the bathrooms. Lindahl asked for it to be added to the next work session to discuss it.
  - *Motion by Murphy, seconded by Gregor and was carried unanimously to allow the Park Bathroom Committee to move forward with the foundation work for \$8,500.*
- S. Addition: Change Order from WencI
  - Contingency for the project has the funding to take care of the change order. Caldwell asked why some inlets work and some don't. Scott stated that it's impossible to tell without digging them up and investigating, and inlets are the best way to fix the problem. Council indicated that they'd like to see the contractor fix the water ponding issue without adding new inlets. *Change order was not approved.*

## **8. Correspondence and Announcements:**

- A. Utility Bills can now be emailed to residents. Please call City Hall to enroll.
- B. Community Center parking lot closed October 16<sup>th</sup>-20<sup>th</sup> to allow SealKing to fix the parking lot.

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

- Caldwell stated that he thinks there should be more black dirt added around the castings and at the edge of the road on Main St.

- Mullenmeister stated that he checked into the storm water concerns for 403 Sidney St. He said that they have created a swale and built a berm to help with the storm water runoff.

**-Closed Meeting-**

City Administrator, Ellen Judd, Review

- *Motion by Gregor, seconded by Golombeski and was carried unanimously to close the regular meeting and open the closed meeting to discuss the City Administrator's yearly review.*
- The City Council discussed job performance and what they would like to see moving forward.
- *Motion by Golombeski, seconded by Murphy and was carried unanimously to close the closed meeting and reopen the regular meeting.*
- *Motion by Murphy, seconded by Caldwell and was carried unanimously to approve Ellen's review and a 3% raise, equivalent to \$1.20, back-paid to July 22<sup>nd</sup>.*

**10. Adjournment:**

- *Motion by Caldwell, seconded by Golombeski and was unanimously agreed to adjourn the Morristown City Council monthly meeting at 9:32 p.m.*

**11. Next Meeting:** Monday, November 6, 2023 – 7:00 p.m.

Approved:

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Tony Lindahl, Mayor

Attest:

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Ellen Judd, City Administrator