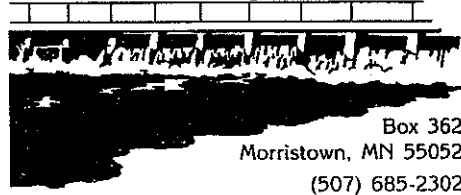


City of Morristown

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, 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 Morristown 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 payloader 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