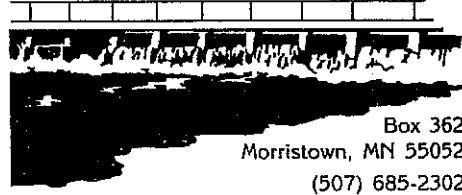


# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



## 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 Morristown 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 Rahrack, 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