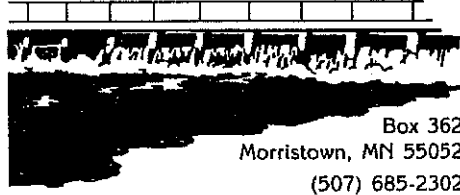


City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



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Morristown, MN 55052
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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 Rahrlick interjected the developer's agreement should also require a property plat.

Per Mark Rahrlick'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 Rahrck 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.

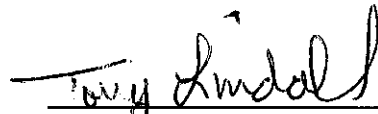
10. Council Discussion and Concerns:

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.



Tony Lindahl, Mayor

Attest:


Sheri Gregor, City Clerk/ Treasurer