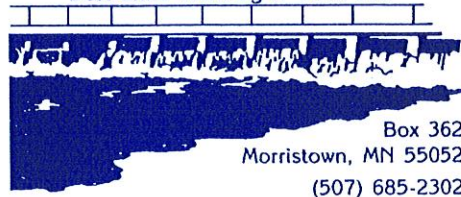


# City of Morristown

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 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 has 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 KDHL 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.

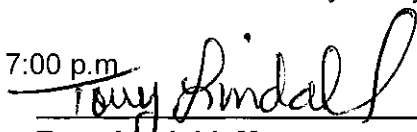
**10. Council Discussion and Concerns:**


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 Laddahl, Mayor

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