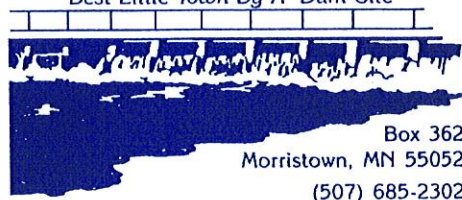


City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



MORRISTOWN CITY COUNCIL MEETING MINUTES Regular Mid-Month Meeting 7:00 p.m. Monday, July 20, 2020

Council Present: Mayor Tony Lindahl, Tim Flaten, Lisa Karsten, Jake Golombeski, Kathy Wolf

Others Present: City Attorney Mark Rahrick, Adam Uittenbogaard, Steve Nordmeier, Jordan Gregor, Jack Schwichtenberg, Tyler Velzke, Andy Wagner, Brent Peroutka, Loren Dahle, Dave Walz, Mike Schumacher, John Ankrum, Lisa Ingebrand, Ryan Schiell, Michael Christensen, Shaun Mulhern, Tasia Voegele, 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, July 20, 2020 at 7:00 p.m., in the Community Center great hall, 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 D. KLM, E. Community Hall Help and F. Employee Evaluation. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to approve the agenda, with the three additions.
4. **Comments and Suggestions from Citizens Present:** None
5. **Consent Agenda:**
 - A. **City Council Meeting Minutes – July 6, 2020** – Correction made to 6. **Unfinished Business:**
 - A. Law Enforcement of Ordinances Update – Other enforcement of ordinances of problem properties are to be handled by the city administrator, not city administration. C. Chad Wendel – 412 Sidney Street W. – Brad Potter states the utility shed setbacks have been met, should read have not been met. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the consent agenda with the two corrections.
7. **New Business:**
 - D. **KLM Engineering, Inc.** – Representatives from KLM informed the city council they have not received the \$16,993.00 payment for the mixer that was installed in the city's water tower in November 2019. City Administrator Brad Potter had wanted the company to ensure the mixer would never freeze. Motion by Lisa Karsten, seconded by Jake Golombeski, and was carried unanimously to pay KLM.
6. **Unfinished Business:**
 - A. **Dahle Enterprises – Submit 2019 Street Project Additional Cost** – Dahle Enterprises added an additional \$1,740.00 (copper wire) onto the original bid, for the cost of material and labor for the extra 2-foot excavation. The council requests Troy Dahle to attend the next meeting to discuss who ordered the extra trenching and what that cost was to his company.
 - B. **Weichert, Realtors-Heartland, Kia Nawrocki, Parcel 20.27.1.50.005 – City Utilities** – The council requests additional information from persons interested in the parcel for sale; to make decisions on the feasibility of a road access and city utilities.

6. Unfinished Business: (cont.)

- C. Faribo Insurance Agency – Liability Insurance for Officials and Employees and Adding Zoning Administrator to Coverage** – Brent Peroutka answered questions about liability coverage for city committee member positions using their personal vehicles while conducting city business. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to add the city administrator, zoning administrator and the zoning board to the list to the positions covered under liability insurance.
- D. Chad Wendel – 412 Sidney Street W.** – The utility shed is still not in setback compliance. Brad Potter is to continue with the violation structure. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to follow the next steps enforcing the fine process to 412 Sidney Street W.
- E. Tina Varness – 105 2nd Street S.E.** – Brad Potter is to provide the council with a written document from Timm’s stating they are contracted to install the footings at 105 2nd Street S.E. to meet the state engineered requirements this August 2020. The homeowner has not applied to get the \$50 siding permit to finish the house. The deadline was set for August 17th to have the house and footings projects completed.
- F. Gordy Adams – 106 1st St. S.E.** – Administrative fines have not been paid. Currently, the property is in compliance. Brad Potter is to send letters to both the owner and tenant that they must pay the violation fines that have been administered.
- G. Case by Case Permit Extension Fee – Rate Formula** –The zoning board concurs that for an extension, permit holders can submit the minimum fee of \$25 to extend their permit validation date by one month for shingles, siding, windows, utility sheds, decks and fences. Any permit holder of new construction, garages and additions will need to attend a zoning meeting to get the approval of the board. With so many possible variables as to the type of project and amount of work left to be completed needs to be factored into the additional time frame to be allotted and the extension fee. Tyler Velzke states the zoning board cannot establish a one fits all formula, as every case will vary.
- H. Zoning Board Committee Member Recommendation** – The zoning board recommends the appointment of Faye Golombeski to become a voting zoning board committee member, effective August 20, 2020. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to appoint Faye Golombeski to the vacant zoning board position, effective August 20, 2020.
- I. Dog Licenses** – Due to the coronavirus pandemic, the annual April animal vaccination clinic was cancelled and would be revisited by August 2020. The city clerk will contact the Faribault Veterinary Clinic to see if they would be willing to reschedule the dog clinic.
- J. Ordinance 2020-4 Draft – Relating to Parking of Commercial Vehicles – Deleting §152.205 Home Occupation Paragraph (B)(14) and to Allow Commercial Vehicles and Semi-Tractors /Trucks to Park in Residential District** – Attorney Mark Rahrick was directed to revise the draft to match the quiet hours and set warm up and cool down time outside the perimeters. The ordinance will be brought back to the August 3, 2020 council meeting.
- K. Part-Time City Administrator Recommendation** – The City received 20 applications for the part-time city administrator position. Eight were interviewed by Lisa Karsten and Tim Flaten. The final three were interviewed by a panel of the fire chief, city clerk and public works director. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to offer the part-time city administrator position to Bryce Lange for \$30.00 an hour at 24 – 30 hours per week. If Bryce Lange declines the offer, the position will be offered to Michael Mueller at \$28.00 an hour at 24 - 30 hours per week.

6. Unfinished Business: (cont.)

- L. Second Water Meters** – The city is awaiting word from JA Consultants when they will return to continue installing the new inside water meters. If residents want to keep a second meter (water only/irrigation) they will have to pay for the meter and installation, at the cost of \$327.00. Replumbing if a second meter is not replaced and the removal of the outside meter will be discussed at the next meeting.
- M. Delinquent City Utilities Customers** – The city council reviewed the list of customers that are behind on their utility services. Disconnection letters were sent out. These customers are asked to please pay your utility bill. Brad Potter is to present the council with the signed payment agreement with one of the delinquent accounts.
- N. City Parcel on 3rd Street S.E.** – Dale Melchert would like to buy the parcel on 3rd Street S.E..
- O. 209 Tower Circle – Overgrown Grass Violation** – Demand for abatement letters were sent via certified and U.S. mail to the beneficiaries of the property in violation of the Ordinance §92.37.
- P. Complaint Committee – 1st Street S.E. “No Parking” and 307 Thruen Street Complaint** – The complaint committee recommends to enforce the no parking on 1st Street S.E. and the four vehicle ordinance, and revise the ordinance for 1st Street S.E. to allow others to park off the street and on their yard. How to manage with the sidewalk issue will be discussed at another meeting. The complaint committee investigated a complaint of the 307 Thruen Street property having long grass and weeds. The committee stated it is a pollinator garden. Tim Flaten stated the wood piles were nicely stacked and the swing sets in the backyard are used for the kid’s gymnastics. The council directed Mark Rahrlick to draft an ordinance for pollinator garden guidelines for the August 17, 2020 council meeting.

7. New Business:

- A. Zoning Board Recommendation – To Allow Chickens** (Current Ordinance Chapter 91: §91.04 Animals. Prohibits farm animals within the city limits). The zoning board is okay with entertaining the idea of allowing (5-6) female chickens or hens. The zoning board asks the city council if they want the board to continue with creating strict guidelines to allow chickens within the city limits. The council requests the board to create a draft for review.
- B. 51 Charlotte Street – Deck Built Without Permit** – The zoning board recommends the city council enforce the administrative violation fine schedule with a violation letter to the property of 51 Charlotte Street. Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to follow through with the fine for 51 Charlotte Street and send a zoning ordinance packet to the Mobile Home Community owner and to the Morristown MHC manager.
- C. Joint Ordinance Work Session** – The zoning board will meet with the city council on either Monday, August 3, 2020 or Monday August 17, 2020 at 6:00 p.m. to hold a joint work session to adjust specific ordinances to coincide between city and zoning.
- D. KLM Water Tower Mixer** – Pulled to the beginning of the meeting.
- E. Community Hall Help** – The city is looking for someone to help with the set up and tear down of events held in the great hall at the community center. Either the council or the city administrator will post the opening to be filled by August 17, 2020.
- F. Employee Evaluation** – Concerns were sent to the city administrator and forwarded to the city council about the city clerk, Sheri Gregor. Tony Lindahl and Brad Potter will work on a plan of correction.

8. Correspondence and Announcements:

The Morristown Commercial Club has volunteered to purchase mulch to place around the playground equipment. Mark Rahrick spoke about the Dollar General property annexation being sent to the State for approval. National Night Out will be held Tuesday, August 4, starting at 6:00 p.m., at the Babe Nordmeier Field.

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 July 20, 2020 mid-month and late claims and accounts totaling \$90,483.89 from the general fund, \$420.43 from the fire department fund, \$72,595.05 from the water operations funds, \$6,427.73 from the waste water operations fund and \$5,133.87 from the refuse fund; and the late claims and accounts totaling \$13,012.22 from the general fund, \$675.02 from the water operations fund, and \$1,805.42 from the wastewater operations fund.

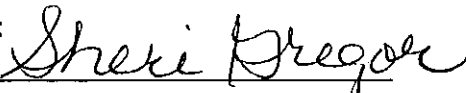
10. Council Discussion and Concerns: None

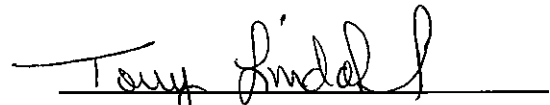
11. Adjournment:

Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn the meeting at 9:48 p.m.

12. Next Regular Meeting: Monday, August 3, 2020 – 7:00 p.m.

Attest:


Sheri Gregor, City Clerk/ Treasurer


Tony Lindahl, Mayor