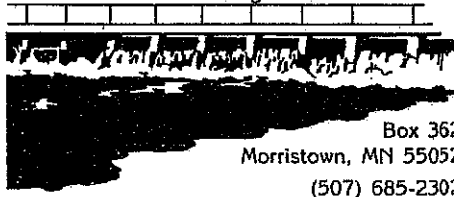


City of Morristown

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 Mid-Month Meeting 7:00 p.m. Monday, September 21, 2020

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

Others Present: Leon Gregor, Troy Dahle, Steve Nordmeier, Danny Morris, Jack Schwichtenberg, Melanie Hopman, Ralph Barney, Office Assistant Tasia Voegele, Public Works Director Tim Minske, City Administrator Michael Mueller and City Clerk/Treasurer Sheri Gregor.

1. **Call to Order** – Assistant Mayor Tim Flaten called the regular meeting of the Morristown City Council to order on Monday, 21, 2020 at 7:00 p.m., in the Community Center great hall, at 402 Division Street.
2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda** – Added to the agenda was Unfinished Business K. Trash Pump for Sewer Plant. 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 Citizen's Present:** None
5. **Consent Agenda:**
 - A. **City Council Meeting Minutes – August 17th, 2020** Motioned by Lisa Karsten, second by Kathy Wolf.
6. **Unfinished Business:**
 - A. **Dahle Enterprises – Submit 2019 Street Project Additional Cost** – Michael Mueller confirmed with Troy Dahle, he is satisfied with his payment and will not request any additional payment.
 - B. **Tina Varness – 105 2nd Street S.E. Update**- Tina completed her footings per are requirements. Randy from Tim's Trucking verified footings, he stated footings are acceptable. Footings are 2 feet deep, with a requirement of 16 inches. Soffit and fascia are still not completed, but the permit is valid until February 2021.
 - C. **Gordy Adams – 106 1st St. S.E. Update** – Gordy Adams signed a contract to pay administrative fines. The homeowner has been called to let him know that Gordy signed a contract, but he would be held responsible if Gordy does not pay or follow the contract. There was concern that City Council could not assess property until 2022 property taxes if Gordy does not abide by the contract.
 - D. **City Clerk Performance Improvement Plan** – City Council reviewed Sheri Gregor's Performance Improvement Plan (PIP). Lisa Karsten addressed Sheri's concerns were all dated from this year, such as refusing to train employees in the office, which even occurred back from a previous deputy clerk. Lisa Karsten continued; she was concerned about the government data practices act violation, possible defamation charge, and that ultimately a PIP would not work. However, if the Council is dead set on this PIP, Lisa Karsten would like to see on the PIP that Michael Mueller would immediately suspend if in violation of the PIP and call an emergency meeting. Motion by Jake Golombeski, seconded by Kathy Wolf, and was carried unanimously to approve the PIP, with the addition of Michael Mueller suspending if any violations of the PIP and calling an emergency meeting. Lisa Karsten opposed the PIP.
 - E. **Public Works Operator One Year Performance Review** – It was discussed that Adam Schlie is performing well. However, it was discovered that the review was completed by Adam Schlie, and there was not a review completed by a direct supervisor, thus tabling his review. The City

Administrator, Public Works Director, and Adam Schlie will meet to go over his review before the council discusses it further at the next meeting.

- F. **2020 Personnel Policy** – A new updated personnel policy was discussed. This new policy was going to get rid of sick and vacation time and convert to Personal Time Off (PTO). There was a recommendation from the City Administrator to take all the employee's current vacation, plus 10 sick days to convert over to the new PTO. In this new conversion, employees could have a one-time carry over of 200 hours of PTO this year, instead of 120 hours. Sheri Gregor was concerned about losing her sick time, in case of emergencies. Lisa Karsten brought up a long-term absence bank account, where employees could bank up time, but would not be paid out if they leave. The City Administrator was going to create an account to put into the personnel policy. A motion by Lisa Karsten, second by Kathy Wolf, and was carried unanimously to approve the new personnel policy including the conversations that were discussed, starting October 1, 2020.
- G. **Fire Relief Assn. Benefit** – Leon Gregor requested to increase retirement benefit, \$400 dollars a year. Motioned by Lisa Karsten, second by Kathy Wolf, and was carried unanimously to approve the increase in the retirement benefit.
- H. **Second Water Meters** – Sheri Gregor stated there is approximately 35 customers that have not replaced their water only meters with the new cellular upgrade, and 14 customers who have not replaced their primary water meter with the new upgrade. The City will send letters out to the customers with the second water meter stating either they have their plumbing redone to exclude the second meter or consent to have the new cellular reading meter installed at \$327.00; or the City has the right to disconnect their utilities.
- I. **Solutions Task Force – 307 Thruen Street** – Tim Flaten stated there is nothing out of the ordinary, there are flowers, grass, and a vegetable garden. There is one thing that the homeowners will change is the compost pile, as they will make sure to cover it.
- J. **Pollinator Garden** – Mark Rahrck created a native vegetation draft. Tim Flaten stated that within the maintenance plans, he would like to allow some variety. Mark Rahrck will work with Michael Mueller to add that revision. Motioned by Lisa Karsten, second by Tim Flaten, and was carried unanimously to have a public hearing on October 19, 2020.
- K. **Trash Pump**- Tim Flaten requested to purchase a new 2-inch trash pump, as it would be beneficial and used continuously for Public Works. Motioned by Tim Flaten, second by Lisa Karsten, and was carried unanimously to approve \$1,000 for a 2-inch trash pump.

7. New Business

- A. **209 Tower Circle – Lawn Maintenance** – There were two bids to mow 209 Tower Circle, Wagner lawn care, bid at \$100, and Knish Lawn Mowing, bid at \$128.25. Motioned by Tim Flaten, second by Jake Golombeski, and was carried unanimously to approve Wagner lawn care to mow 209 Tower Circle, assess the property taxes, at the homeowner's consent.
- B. **Resolution 2020-18 – Proposed 2021 Tax Levy**- The resolution is a proposed tax levy for 2021, which is set at \$420,258, a 3 percent or \$12,241 increase from the 2020 certified tax levy. At this proposed tax levy, the tax rate for next year decreased by more than 3 percent. Motioned by Lisa Karsten, second by Tim Flaten, and was carried unanimously to hold the Truth in Taxation hearing on December 7, 2020. Motioned by Lisa Karsten, second by Tim Flaten, and was carried unanimously to approve Resolution 2020-18, the proposed 2021 tax levy.
- C. **August Delinquent City Utility Services Accounts**- The City Council reviewed the customers who are delinquent on their utility services. Motioned by Tim Flaten, second by Kathy Wolf, and was carried unanimously to approve letters to be sent out to the property owners letting them know they will be assessed if not paid by October 5, 2020.
- D. **City Administrator's Report**- There will be a work session on the 2021 budget on October 26, 2020, at 7 p.m. The requirements of how to spend the Coronavirus Relief Fund (CRF) keep changing, especially with law enforcement. Michael Mueller will keep an eye on any updates from the state. Michael Mueller will track current expenditures that were not planned on the 2020 budget, and could be justified with the CRF, such as the \$21,000 meter install, as it would be used to

remotely read all meters and stop Public Works from going to residents' homes. The City has spent close to \$10,000 on technology upgrades that could be paid from CRF. Michael Mueller discussed plans to purchase furniture for the foyer in the Morristown Community Center.

8. Correspondence and Announcements: None

9. Claims and Accounts:

A. Motion by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the September 21, 2020 mid-month and late claims and accounts totaling \$29,131.13 from the general fund, \$3,703.43 from the fire department fund, \$36,082.01 from the water operations funds, \$10,548.14 from the waste water operations fund; and the late claims and accounts totaling \$1,271.18 from the water operations fund, and \$2,095.40 from the wastewater operations fund.

10. Council Discussion and Concerns: Lisa Karsten confirmed that the forum for the council candidates was set for October 5, 2020. Lisa Karsten would like Michael Mueller to contact the council candidates to let them know about the work session for the 2021 budget.

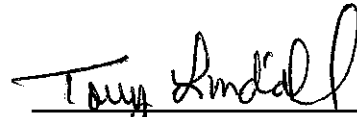
11. Adjournment: Motion by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to adjourn at 8:17 p.m..

12. Next Regular Meeting and Public Hearing: Monday, October 5, 2020 – 7:00/7:30 p.m.

Attest:



Michael Mueller, City Administrator



Tony Lindahl, Mayor