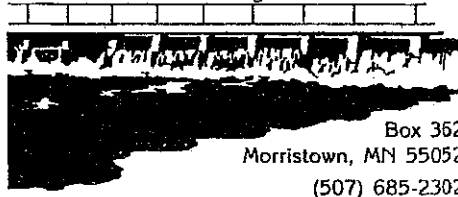


City of Morristown

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, December 21, 2020

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

Others Present: City Administrator Michael Mueller, City Clerk/Treasurer Lisa Duban, Brent Kavitz from SEH, John Ankrum, Linda Murphy, Ralph Barney, Jack Schwichtenberg, Travis Mullenmeister.

1. **Call to Order:** Tony Lindahl called the regular meeting of the Morristown City Council to order on Monday, December 21, 2020 at 7:02 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:** Motioned by Lisa Karsten, seconded by Kathy Wolf and was carried unanimously to approve the agenda.
4. **Comments and Suggestions from Citizens Present:** John Ankrum thanked Tim Flaten for all of his help with the lights parade and thanked all that participated.
5. **Consent Agenda:**
 - A. **City Council Meeting Minutes – December 7, 2020**
Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve.
6. **Unfinished Business:**
 - A. **Engineering Bids** - Brent with SEH (Short Elliot Hendrickson Inc.) introduced himself and gave an overview of the company and rates. Brent commented that SEH has a person on staff for grant finding and writing and there is no charge to the city for that service. Brent confirmed that routine actions including phone calls and correspondence accomplished in less than 15 minutes is not billed. Rich Revering was contacted via phone to present Bolten & Menk and their rates. Council tabled to until after the first of the year at which time they will have additional questions for the companies and may also request that the companies submit proposed bids for different types of projects to review.
 - B. **Archambault Contract** - Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve the Archambault 5-year contract starting 1/1/21.
 - C. **Water Meters** - Total of 5 meters left to be replaced. First water meters (Lowell Ackerman, Bobbie Meier). Second water meters (Randy Werner, Chad Wendel, and Dale Dulas). The three residents remaining for second meter replacements have the meters in their possession to install themselves. Motioned by Tim Flaten, seconded by Lisa Karsten, and carried unanimously to enforce a water meter replacement completion date of 2/1/21 requiring water meters to be installed and inspected; if not complete by 2/1/21 residents will be held in violation of Ordinance 51.35 regarding using a water meter not approved by the City and assessed a fine of \$100.
 - D. **Resolution 2020-31 A Resolution Adopting the Final 2021 Budget** - Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to approve the 2021 Budget.
 - E. **Dollar General Mylers** - Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to sign the Dollar General mylers.
7. **New Business:**

A. Floor Scrubber - John Ankrum inquired about a floor scrubber, estimated cost of \$8,000. Council asked the Administrator and Clerk to mention to the commercial club that the council may be discussing this at the next meeting as they have a vested interest in keeping the place clean.

B. Water/ Sewer/ Garbage Collection - The city is allowed to charge a base rate for water and sewer during a time that a property owner has disconnected those services. The reasoning here is the availability of water or sewer service to a property, even if those services are not connected, provides a benefit to the landowner. Minn. Stat. Sec. 444.075 Subd. 3c specifically provides, "Minimum charges for the availability of water or sewer service may be imposed for all premises abutting on streets or other places where municipal or county water mains or sewers are located, whether or not connected to them." The same logic appears to apply to garbage collection. How to document that a base charge will apply to properties that are not connected to, or do not otherwise utilize city services such as water, sewer, and garbage. The city code does not set forth how residents are to be charged. As to how the rates are set, Section 50.114 states that sewer service rates and charges shall be as established by ordinance or resolution, and thereafter as amended in the master fee schedule at Section 30.20. Section 51.51 states that water charges are as established by the same Section 32.20. The policy for charging users should be set forth with specificity in the master fee schedule. Since the council will be approving the new master fee schedule at the first meeting in January. We should be able to add a couple sentences to clarify that residents will be charged the base rates whether or not they utilize the services. Council discussed possibly charging vacant lot owners a maintenance fee for the water and sewer. There are approximately 23 vacant lots in town that have the availability of water and sewer but are not connected. The cities concern is that the water and sewer lines have been in place for quite some time and over the next 10, 20, 30 years will need to be maintained and no fees will have been collected from the vacant lots. In turn, the city will incur a larger amount of the cost for repairs/replacement which will eventually be passed along to all taxpayers. Brent from SEH mentioned that he works with one larger city that charges a base fee for water and sewer for vacant lots exactly for this reason. Other cities he works with do not charge vacant lots for the availability of these services. Council asked the City Administrator to research what other cities are doing in this case and report back at the next meeting.

C. Code of Ordinances Books - Cost will be \$4,000 to update our City Ordinances with American Legal Publishing. Most codes are dated back to either 2008 or 2012. Tim Flaten suggested that we clean up the ordinances before we spend money on reprinting the books. Lisa Karsten suggested assigning a committee in 2021 for the task of cleaning up the ordinances.

D. 306 2nd St S.W. - Sue Schiefelbein had a concern regarding a vehicle parked next to the garage of Wendy Velzke's home. This situation involves City ordinance 92.20: inoperable motor vehicles which addresses improperly licensed vehicles and City Ordinance 92.19 Nuisance Parking and Storage, Subdivision B3.b which addresses vehicles in front yards to be parked on a paved or gravel surface and this vehicle is parked on the grass. Tim Flaten asked why the city cares if tabs are up to date and who determines the definition of operable. Lisa Karsten noted that the council needs to decide if they are going to enforce the ordinance or revise it. The Solutions Task Force asked the City Administrator to follow up with the resident and ask nicely if they are able to correct the issue or the council will have to get involved.

E. Zoning Administrator – Council discussed setting a time frame for the Zoning Administrator to respond to citizens who ask for a permit to be closed. The council suggested 3 business days for a response by the Zoning Administrator, or the City Administrator will take care of closing the permit. The City Administrator noted that currently and, in the past, the Zoning Administrator has been paid \$22.50 for each permit opened during the year regardless if city hall staff opened the permit or the Zoning Administrator opened the permit. The City Administrator also noted that in reviewing permit costs/expenses/fees it was found that the city lost money overall in 2018, the city profited approximately \$500 in 2019, and is on schedule to profit approximately \$4000 in 2020. The 2020 profit can be accredited to new homes being built. In the event that new homes are not built in any given year, the city will likely stay even or lose money on this service if building permit fees are not increased. Council stated that the current and past Zoning administrator be paid for 2020 permits opened/closed in the same fashion as they have been in the past. Council asked that the City

Administrator to write up a policy a policy that addresses the pay for opening and closing permits and bring it to the next meeting.

F. Director of Public Works - Quarterly compensation review. Michael Mueller suggested a \$1,000 bonus which would cover the 3rd and 4th quarter of 2020. Tim Flaten asked how many hours Tim Minske worked over and above his normal duties. Michael stated that there is not an exact count of hours, but this would cover the month or so that Tim Minske worked by himself, worked on the brownout, repairing the broken watermain and so forth. Tim Flaten asked for an accurate count of the hours Tim Minske worked over and above on the water meter project, brownout, watermain repair, working on holidays, working with no help, completing rounds every weekend and so forth and bring that information to the next meeting for the council to review.

***G. Zoning Board Recommendation** – Zoning Board is recommending that after expiration of an initial extension period on a zoning permit, the extension fee will double for each extension thereafter. The increased extension fee can be addressed on a case by case basis and up to the discretion of the Zoning Board and City Council. Motioned by Tim Flaten, seconded by Jake Golombeski, and was carried unanimously to approve the Zoning Board recommendation regarding permit extension fees and the master fee schedule.

H. City Clerk Review – Tabled until after closed meeting.

I. City Administrator Performance Review – Tabled until after closed meeting.

8. Correspondence and Announcements: None

A. Current and Late Claims and Accounts: Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to approve claims and accounts.

9. Council Discussion and Concerns: Tim Flaten mentioned that the lights parade last Friday was a success and shows how strong the Morristown community is.

Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the regular meeting and open the closed meeting at 8:25pm.

Motioned by Tim Flaten, seconded by Lisa Karsten, and was carried unanimously to close the closed meeting and re-open the regular meeting at 9:01pm.

New Business, Item H. City Clerk Review, revisited - Motioned by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to increase Lisa Duban's hourly wage by \$2.50 effective immediately as a wage increase in lieu of receiving health benefits from the city.

New Business, Item I. City Administrator Performance Review, revisited - Motioned by Lisa Karsten, seconded by Kathy Wolf, and was carried unanimously to allow Michael to continue to work 40 hours per week, his hourly wage be increased to \$30/hour immediately, he retroactively accrue 12 hours of PTO per month from his start date and that this be considered his 6 month review.

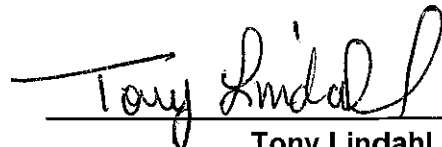
10. Adjournment: Tim Flatten thanked Lisa Karsten for her 12 years of service and Kathy Wolf for her 4 years of service. Motion by Lisa Karsten, seconded by Tim Flaten, and was carried unanimously to adjourn at 9:04 p.m.

11. Next Meeting: Monday, January 4, 2021 – 7:00p.m.

Attest:



Lisa Duban, City Clerk



Tony Lindahl, Mayor