

MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, April 1, 2024

PUBLIC HEARING 7:00 P.M. OR SOON THEREAFTER – ANN ST VACATION

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1. Call to Order:
 2. Pledge of Allegiance:
 3. Additions/Corrections:
 4. Citizens Comments:
-
5. Consent Agenda:

A	Police Report	March 2024 – Will be sent in separate email when received
B	Fire Department Report	March 2024
C	Public Works Report	March 2024
D	City Council Minutes	Regular Meeting on 3/4/2024 & Special Meeting on 3/20/2024
E	Zoning Board Minutes	No quorum, no meeting
F	Financial Reports	3/31/2024 – to come in separate email
G	Claims & Accounts	3/1/2024-3/31/2024
H	Delinquency Report	2/2/2024 – 3/1/2024
I	City Code Enforcement	March 2024
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6. **UNFINISHED BUSINESS:**

	Interim City Clerk	Appoint City Administrator as Interim City Clerk/Treasurer
A	Street Vacation	Resolution 2024-18 Vacating a Street in Nathan's Addition
B	Street Vacation Contract	Contract for Future Purchase & Payment Agreement
C	Public Works Part-time	Hire a Public Works Part-time Employee
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7. **NEW BUSINESS:**

A	Northland Securities	Tammy Omdahl to present Financial Plan – Sent in email
B	Municipal Advisor	Quotes for a Municipal Advisor for Upcoming Bond Sale
C	Resolution 2024-17	Receiving Bids for 2024 Street Project
D	Resolution 2024-19	Cost to be Assessed, Ordering Preparation of Proposed Assessment
E	201 Bloomer St W	Andy Valentyn to Present Plan for 201 Bloomer St W, Zoned Industrial
F	CC Kitchen Use	Ty Saemrow to explain
G	Fence Posts	Kelley Watts, Community Coop to explain
H	Zoning Board Concerns	Pamela Petersen to speak. Jake Golombeski to contribute
I	Splitting Lots	Approval to split lot for Bethlehem Lutheran Church
J	Pay Rate Review	Pay Rate Review for Employee
K	Ordinance 2024-2	Overpayment of Charges
L	Lawn Service Quotes	Three vendors were asked
M	Portable Restrooms	Four vendors were asked
N	Call Out for Fires	City policy on employee responding to fire calls
O	Gas Repairs	Along Parade Route
P	Remove Clerk	Remove clerk from all city accounts
Q	Post for City Clerk	Post for Full-time City Clerk Position
R	The Portage Plat	Post for Public Hearing for Preliminary Plat and/or Final
S	Easement Agreement	403 Sidney St looking for Agreement from City
T	Delinquency Procedure	Water Shut Off, Pay by What Time
U	Dam Days Help	Hire for Dam Days Parade Help
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8. **CORRESPONDENCE & ANNOUNCEMENTS:**
 9. **COUNCIL DISCUSSION & CONCERNS:**
 10. **ADJOURNMENT:**
 11. **NEXT MEETING:** Monday, May 6, 2024 – 7:00 p.m.

Public Works Council Report

March 2024
~~MONTH 2023~~

GENERAL

Gen. checks, replace door handles at water tower , furnace filter checks, safety checks,

WATER

- Daly water tower checks and documentation , repair water tower booster pump hose, water and sewer locates, make phone calls & install end points, raw fluoride sample & fluoride report, water tower snow removal ,water shut offs, water meter installs, raw fluoride samples, rebuild contact tank pump, bacteriological samples, endpoints, lead service
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WASTEWATER

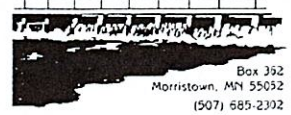
- Daly samples & maintain of wwtp, Janesville weekly samples, bio solid samples
- snow removal, install new transducer, snow removal , weekly decant , UC lab weekly samples

STREETS

- snow removal, weekly manhole checks , locates, manhole checks, sweep streets , locates,

PARKS/COMPOST

- Plow , shovel & salt all walkways, parking lots, empty trash



MORRISTOWN CITY COUNCIL MINUTES

Regular Meeting, 7:00 p.m.

Monday, March 4, 2024

Members Present: Tony Lindahl (Mayor), Jake Golombeski, Linda Murphy, Leon Gregor, Joe Caldwell
 Others Present: Ellen Judd (City Administrator), Mark Rahrick (City Attorney), Jerry West (Public Works), Bruce Morris (Fire Chief), Jack Schwichtenberg, Steve Nordmeier, Mike O'Rourke, Sharon Krenik, Elden Eklund, Johnathon Chemelik, Dave and Lynda Schlie, Josh Malecha, Toni Ahlman, Andy Valentyn, Doug Scott (SEH), Seth Prescher, Ramon Medina, Tim Flaten

1. Call to Order: A regular meeting of the Morristown City Council was called to order on Monday, March 4, 2024 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Tony Lindahl.
2. Pledge of Allegiance: The Pledge of Allegiance was recited.
3. Additions/Corrections: There were two additions to the agenda. New Business item 7D Bathroom Update, and New Business item 7Q Water Delinquency Procedures. Brandon Hackfelt also asked to be added to the agenda to merge his lots, New Business 7R. Motion by Gregor seconded by Golombeski and carried unanimously to approve the Agenda with three additions.
4. Citizens Comments: None
5. Consent Agenda: Motion by Golombeski, seconded by Caldwell and carried unanimously to approve the Consent Agenda.

6. UNFINISHED BUSINESS:

- A Sheriff's Contract Motion by Linda, seconded by Golombeski and carried unanimously to approve the 40 hour per week Sheriff's Contract.
- B Resolution 2024-15 Motion by Gregor, seconded by Golombeski and carried unanimously to approve Resolution 2024-15 Setting a Public Hearing on Street Vacation, Amended.

NEW BUSINESS:

- A Development Plan Any Valentyn inquired about the possibility of rezoning 201 Bloomer St W. Mark explained the process that would be involved with moving forward. City Council asked him to present a plan to the Zoning Board at their next meeting.
- B Resolution 2024-16 Doug Scott from SHE briefly went through the plan set for the 2024 Street Project. Motion by Murphy, seconded by Gregor and carried with 4 in favor and 1 against for Resolution 2024-16 Approving Plans & Specs and Ordering Advertisement for Bids. Motion passed.
- C SEH Agreement Motion by Caldwell, seconded by Golombeski and carried unanimously to approve SEH Supplemental Letter to the Master Agreement for Professional Services.
- D Bathroom Update Mike O'Rourke gave an update on the bathroom project at Centennial Park. Motion by Caldwell, seconded by Murphy and carried unanimously to allow Mike to accept the bid from Shane Snesrud if the original contractor is not able to do the work.
- E Public Works Lead Position Ellen stated that her, Tony, and Leon did the interviews. Three people applied and three people were interviewed, including Jerry West from Public Works, however one candidate had since dropped out of the running. Linda expressed interest in splitting the responsibilities and having two operators without a lead position.
- F Public Works Operator Position Motion by Golomeski, seconded by Gregor and passed unanimously to hire Austin Schultz as a Public Works Operator at \$24.27 with a pay rate review after 90 days.
- G Public Works Part-time Job Desc. Motion by Golomeski, seconded by Gregor and carried unanimously to approve the job description provided for the Public Works Part-time position.
- H Post for Public Works Part-time Motion by Murphy, seconded by Caldwell and carried unanimously to post for Public Works Part-time position with a pay range of \$19-\$22 per hour for no more than 31 hours per week.
- I Hire Zoning Administrator Judd stated that only one person applied for the Zoning Administrator and they want \$25 per hour. Council expressed concern with that method of pay. Council decided not to hire at this time.

- J* Resolution 2024-14 Judd explained that the new fund will allow for separation of capital outlay funds from operating funds. Motion by Murphy, seconded by Caldwell to approve Resolution 2024-14 Creation of Fire Department Capital Outlay Fund.
- K* Dam Days Celebration Motion by Murphy, seconded by Gregor and carried unanimously to waive the fee for use of the government room for the Dam Days Committee.
 Motion by Murphy, seconded by Golombeski and carried unanimously to approve the purchase of \$600 dollars worth of candy for the Dam Days parade, and \$200 worth of candy for the 4th of July parade.
 Motion by Linda, seconded by Caldwell and carried unanimously to transfer the Commercial Club liquor license to Dam Days for the Beer Garden on May 31, June 1, and June 2.
 Motion by Caldwell, seconded by Gregor and carried unanimously to approve the transfer of the Commercial Club's liquor license to Dam Days for the BBQ Contest on June 2nd.
 Motion by Murphy, seconded by Golombeski and carried unanimously to approve closing Division St for Dam Days.
- L* Lawn Service Quote Tabled until next meeting.
- M* Remove No Parking Signs Motion by Golombeski, seconded by Gregor and carried unanimously to remove 'No Parking' signs on the west side of 1st St SE.
- N* Portable Restrooms Tabled until next meeting.
- O* Zoning Board vs. Zoning Committee Mark explained that our City Code includes both references and recommends it be clarified. He will work on drafting an ordinance.
- P* Make City Clerk Part-time Linda expressed interest in having a part-time clerk instead of full-time. She stated that with the new software in the office and the processes getting faster, she feels there isn't a need for a full-time clerk. She said the hours could be adjusted according to the needs in the office during the week. Judd stated she agrees that a part-time clerk could be beneficial. Council asked for a new job description to be presented at the next City Council meeting.
- Q* Water Delinquency Procedures Judd stated that a resident had asked to be put on a payment plan for their delinquent water bill. Council stated that because of the circumstances they are willing allow a payment plan. Motion by Murphy, seconded by Golombeski, and carried unanimously to approve a payment plan; \$600 paid on 3/5/2024, current charges always paid on-time and in full, and the whole account, including any past due balances, paid off within three months.
- R* Merge Lots Brandon Hachfeld asked about the process required to merge his two lots. Mark said a public hearing is required. Motion by Caldwell, seconded by Murphy and carried unanimously to hold a public hearing at the April 1st council meeting to discuss merging the two lots.

8. CORRESPONDENCE & ANNOUNCEMENTS:

- PNP Election will be held on 3/5/2024 from 7am to 8pm.
 Cannon Valley Players will be putting on a play called Glitter Gulch on Friday and Saturday.
 Baseball Chili Feed will be put on again, the weekend of the 16th.
 Senior Dinner will be held March 24th.,
 Kids Easter Egg Hunt will also be put on again this year on March 30th.

9. COUNCIL DISCUSSION & CONCERNS:

- Caldwell explained that Rice County rejected our Resolution to petition them to takeover 2nd St NE between Main St and Franklin St.
 Gregor asked that a better procedure be followed for lowering the flag to half-staff.

10. ADJOURNMENT:

- Motion by Golombeski, seconded by Gregor and was carried unanimously to adjourn the March Morristown City Council meeting at 9:12 p.m.

11. NEXT MEETING:

- Monday, April 1, 2024 – 7:00 p.m.

MORRISTOWN CITY COUNCIL MINUTES

Special Meeting, 7:00 p.m.
 Wednesday, March 20, 2024

Members Present: Tony Lindahl (Mayor), Jake Golombeski, Linda Murphy, Leon Gregor, Joe Caldwell
 Others Present: Ellen Judd (City Administrator), Sara Oberloh (City Auditor)

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1. Call to Order: A special meeting of the Morristown City Council was called to order on Wednesday, March 20, 2024 at 7:00 p.m. in the Council Chambers at 402 Division Street South by Mayor Tony Lindahl.
 2. Pledge of Allegiance: N/A
 3. Additions/Corrections: N/A
 4. Citizens Comments: N/A
 5. Consent Agenda: N/A
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6. UNFINISHED BUSINESS: N/A
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7. **NEW BUSINESS:**
 - A 2023 Audit Review Sara Oberloh presented the City Council with two different reports. The first being the Annual Financial Report that includes all the details on the audit as required by law. The second was a report with comparative history, that allowed the Council to view three years' worth of data using charts and graphs. Sara stated that the City is doing well managing their finances, and that the General Fund ended within the 50-75% reserve per our City Policy. All funds came in within budget for the 2023 financial year.
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8. CORRESPONDENCE & ANNOUNCEMENTS: N/A
 9. COUNCIL DISCUSSION & CONCERNS: N/A
 - ADJOURNMENT: The meeting adjourned at 7:40 p.m.
 11. **NEXT MEETING:** Monday, April 1, 2024 – 7:00 p.m.

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
G General Ledger	G 100-21702 State Withholding	-\$351.06	Labor Distribution	
	G 100-21704 PERA	-\$1,109.08	Labor Distribution	
	G 100-21701 Federal Withholding	-\$761.36	Labor Distribution	
	G 100-21703 FICA Tax Withholding	-\$992.26	Labor Distribution	
	G 602-10100 Cash	-\$2,451.71	Labor Distribution	
	G 601-10100 Cash	-\$1,316.32	Labor Distribution	
	G 204-10100 Cash	-\$728,718.96		
	G 704-10100 Cash			
	G 100-21709 Medicare	-\$232.06	Labor Distribution	
	G 100-10100 Cash	-\$1,994.50	Labor Distribution	
EFTPS - DIRECT	G 100-21709 Medicare	\$232.06	03/07/24 Payroll Federal Withholding	03/06/24
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$992.26	03/07/24 Payroll Federal Withholding	03/06/24
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$761.36	03/07/24 Payroll Federal Withholding	03/06/24
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$351.06	03/07/24 Payroll State Withholding	03/06/24
PERA	G 100-21704 PERA	\$1,109.08	03/07/24 Payroll PERA	03/06/24
G General Ledger		-\$5,762.53		
*R Revenue	R 704-39201 Transfer From General Fund	-\$728,718.96		
*R Revenue		-\$728,718.96		
-E Expenditure	E 602-49490-125 PERA Benefit	\$159.68	Labor Distribution	
	E 100-41948-123 Medicare Benefit	\$1.50	Labor Distribution	
	E 100-41948-125 PERA Benefit	\$7.72	Labor Distribution	
	E 601-49440-101 Wages and Salaries	\$1,143.13	Labor Distribution	
	E 601-49440-122 Social Security Benefit	\$70.88	Labor Distribution	
	E 601-49440-125 PERA Benefit	\$85.73	Labor Distribution	
	E 602-49490-123 Medicare Benefit	\$30.89	Labor Distribution	
	E 100-41948-122 Social Security Benefit	\$6.39	Labor Distribution	
	E 100-41946-104 Janitorial	\$102.96	Labor Distribution	
	E 602-49490-122 Social Security Benefit	\$132.01	Labor Distribution	
	E 100-41941-101 Wages and Salaries	\$985.99	Labor Distribution	
	E 100-41425-101 Wages and Salaries	\$1,228.75	Labor Distribution	
	E 100-41425-122 Social Security Benefit	\$76.18	Labor Distribution	

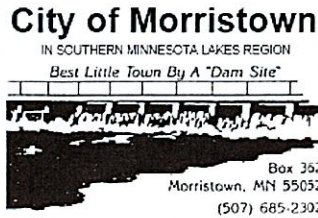
Check/Receipt
Date

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
	E 100-41425-123 Medicare Benefit	\$17.81	Labor Distribution	
	E 100-41425-125 PERA Benefit	\$92.16	Labor Distribution	
	E 100-41801-101 Wages and Salaries	\$2,229.12	Labor Distribution	
	E 100-41801-122 Social Security Benefit	\$138.20	Labor Distribution	
	E 100-41946-123 Medicare Benefit	\$1.49	Labor Distribution	
	E 100-41801-125 PERA Benefit	\$167.19	Labor Distribution	
	E 100-41948-104 Janitorial	\$102.96	Labor Distribution	
	E 100-41941-105 Seasonal	\$80.00	Labor Distribution	
	E 100-41941-122 Social Security Benefit	\$66.09	Labor Distribution	
	E 100-41941-123 Medicare Benefit	\$15.45	Labor Distribution	
	E 100-41941-125 PERA Benefit	\$73.95	Labor Distribution	
	E 602-49490-101 Wages and Salaries	\$2,129.13	Labor Distribution	
	E 100-41946-122 Social Security Benefit	\$6.38	Labor Distribution	
	E 100-41946-125 PERA Benefit	\$7.72	Labor Distribution	
	E 100-41801-123 Medicare Benefit	\$32.31	Labor Distribution	
	E 601-49440-123 Medicare Benefit	\$16.58	Labor Distribution	
	E 204-42210-720 Interfund Transfers	\$728,718.96		
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$3.45	MONTH Life Insurance: Travis Mullenmeister	03/01/24
LINCOLN NATIONAL LIFE INSURANCE	E 100-41425-130 Employer Paid Insurance	\$3.45	MONTH Life Insurance: Connie Medeiros	03/01/24
LINCOLN NATIONAL LIFE INSURANCE	E 100-41801-130 Employer Paid Insurance	\$3.45	MONTH Life Insurance: Ellen Judd	03/01/24
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$3.45	MONTH Life Insurance: Jerry West	03/01/24
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$90.12	January Water Pump Gas Utilities	03/04/24
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$359.36	January City Hall Gas Utilities	03/04/24
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$359.35	January Community Center Gas Utilities	03/04/24
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$27.19	January Sewer Plant Gas Utilities	03/04/24
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.12	January Water Tower Gas Utilities	03/04/24
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$279.34	January Maintenance Shop Gas Utilities	03/04/24
AIRGAS	E 100-41941-215 Operating & Maintenance Supp	\$53.23	Argon cylinder rental for Feb	03/11/24
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$5,737.50	February Trash Removal	03/11/24
BADGER METER	E 602-49490-302 WST Metering & Billing	\$168.84	February Cellular Service to Endpoints	03/11/24
BADGER METER	E 601-49440-302 WST Metering & Billing	\$168.84	February Cellular Service to Endpoints	03/11/24
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$598.19	February Gas Utilities at Fire Hall. Acct# 10583553-2	03/11/24
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$29.39	January Electricity for 75 Verdev Dr: WWTP	03/11/24
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$103.48	Fuel for February: Acct# 319870	03/11/24
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$34.49	Fuel for February: Acct# 319870	03/11/24
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$103.48	Fuel for February: Acct# 319870	03/11/24
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$34.49	Fuel for February: Acct# 319870	03/11/24
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$68.98	Fuel for February: Acct# 319870	03/11/24
COMMUNITY CO-OP OIL ASSN	E 204-42210-212 Motor Fuels	\$100.00	Fuel for February: Acct# 620143	03/11/24
ECKBERG LAMMERS	E 100-41610-304 Legal Fees	\$412.00	February Prosecution Services	03/11/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-41948-200 Office Supplies	\$80.87	Restock on batteries & label maker	03/11/24
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$106.79	1/3 of Postage for utility bills	03/11/24

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$106.79	1/3 of Postage for utility bills	03/11/24
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$110.92	1/3 of Postage for utility bills	03/11/24
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-432 Training/Conferences	\$570.32	Hotel stay for Class D wastewater test	03/11/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-41946-211 Cleaning Supplies	\$203.94	Misc cleaning supplies for the community center	03/11/24
ELAN CORPORATE PAYMENT SYSTEM	E 204-42210-200 Office Supplies	\$33.98	Batteries for Fire Hall	03/11/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-433 Dues/Subscriptions	\$102.15	Tier II hazardous reporting fee	03/11/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-200 Office Supplies	\$32.37	Hanging folders	03/11/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-45202-215 Operating & Maintenance Supp	\$204.06	New lumber for walk bridge	03/11/24
FARIBAULT FLEET SUPPLY	E 100-41941-215 Operating & Maintenance Supp	\$70.95	Sockets and impact drive set, and lockset	03/11/24
HAWKINS INC	E 602-49490-216 Chemicals	\$3,045.61	WWTP Chemicals	03/11/24
LISA BURLAGE	E 204-42210-300 Professional Services	\$595.00	AFG Grant writing services	03/11/24
LMC INSURANCE TRUST PC	E 204-42210-365 Insurance: Property & Casualty	\$15.00	Add additional truck to coverage	03/11/24
MIDWEST FLO CAL LLC	E 602-49490-300 Professional Services	\$564.92	Calibrate Influent Flow Meter at WWTP	03/11/24
MN DEPARTMENT OF HEALTH	E 601-49440-433 Dues/Subscriptions	\$722.00	Service Connection Fee for period Jan-Mar	03/11/24
MN POLLUTION CONTROL AGENCY	E 602-49490-433 Dues/Subscriptions	\$1,450.00	Wastewater individual annual permit fee	03/11/24
OBERLOH AND OBERLOH	E 204-42210-301 Auditing & Accounting Services	\$29.88	2023 tax preparation	03/11/24
OBERLOH AND OBERLOH	E 603-49520-301 Auditing & Accounting Services	\$29.88	2023 tax preparation	03/11/24
OBERLOH AND OBERLOH	E 601-49440-301 Auditing & Accounting Services	\$59.75	2023 tax preparation	03/11/24
OBERLOH AND OBERLOH	E 100-41540-301 Auditing & Accounting Services	\$119.50	2023 tax preparation	03/11/24
OBERLOH AND OBERLOH	E 602-49490-301 Auditing & Accounting Services	\$59.74	2023 tax preparation	03/11/24
OLD TOWN TAVERN	E 100-41410-430 Miscellaneous	\$79.97	Lunch for PNP Election	03/11/24
SJUEL PRINTING COMPANY	E 100-41110-350 Printing and Binding	\$448.00	2024 Street Project, Advertisement for bids	03/11/24
SJUEL PRINTING COMPANY	E 100-41910-350 Printing and Binding	\$96.00	The Portage, Preliminary Plat Hearing	03/11/24
TIMMS TRUCKING & EXCAVATING	E 100-43101-405 Snow and Ice Removal	\$345.00	Plowing city streets	03/11/24
TIMMS TRUCKING & EXCAVATING	E 100-43101-300 Professional Services	\$200.00	Grading gravel road	03/11/24
TIMMS TRUCKING & EXCAVATING	E 100-43101-405 Snow and Ice Removal	\$478.75	Removal of snow from city streets	03/11/24
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$668.40	Weekly Sewer Samples	03/11/24
UTILITYLOGIC	E 602-49490-215 Operating & Maintenance Supp	\$1,046.00	Axial plastic blower for confined space	03/11/24
VERIZON WIRELESS	E 100-42502-320 Communication	-\$220.85	2/7-3/6 Skywarn Tablet #1-5 Internet	03/22/24
VERIZON WIRELESS	E 100-41941-320 Communication	-\$41.24	2/7-3/6 Public Works Phone	03/22/24
VERIZON WIRELESS	E 100-41946-320 Communication	-\$41.24	2/7-3/6 Community Center Phone	03/22/24
VERIZON WIRELESS	E 100-41941-320 Communication	-\$41.24	2/7-3/6 Public Works Phone 2	03/22/24
VERIZON WIRELESS	E 100-41941-320 Communication	-\$40.01	2/7-3/6 Public Works Tablet Internet	03/22/24
-E Expenditure		\$757,979.46		
		\$23,497.97		

Property Address	Balance	This Month Charges	1 Month Over due	2 Month Over due	3 Month Over due	Notes
205 MAIN STREET W.	\$1,615.95	\$98.37	\$98.37	\$60.42	\$1,358.79	House is in the process of being sold. Have had conversations with realtors and title companies.
202 DIVISION STREET N.	\$382.20	\$172.33	\$169.79	\$139.84	\$75.24	On payment plan. Paid current charges as well as \$600 that council requested for this month.

**CITY OF MORRISTOWN
COUNTY OF RICE
STATE OF MINNESOTA**



RESOLUTION NO. 2024-18

A RESOLUTION VACATING A STREET IN NATHANS ADDITION

THE CITY COUNCIL OF THE CITY OF MORRISTOWN, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, a petition signed by Independent School District No. 2143, Waterville-Elysian-Morrystown Public Schools (“District”), owners of land abutting a portion of Ann Street East, was received by the City Clerk; and

WHEREAS, the alley is located in Blocks 3 and 5 of Nathans Addition; and

WHEREAS, the city council in its discretion may vacate a public street; and

WHEREAS, a public hearing to consider the vacation of such street was held on April 1, 2023 after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk, and all interested persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, the street hereby proposed to be vacated will be used by the District as a driveway and parking lot; and

WHEREAS, the city council in its discretion has determined that the vacation will benefit the public interest by allowing the District to make better use of its property; and

WHEREAS, at least four-fifths of all members of the City Council concur in this resolution;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MORRISTOWN, COUNTY OF RICE, STATE OF MINNESOTA, that such vacation is hereby granted and the street legally described as follows is hereby vacated:

From the west boundary line of independent School District No. 2143, Waterville-Elysian-Morrystown Public Schools’ (“District”) property at 23 Ann Street East (Lot 7 Block 3 of NATHANS; PID 2026226019) on the north and 100 Ann Street East (Lot 1 Block 5 of NATHANS; PID 2026226027) on the south to the intersection with 2nd Street Southeast in Morrystown, MN.

Reserving for the benefit of the City of Morristown, however, a drainage and utility easement lying over, under and across the west thirty (30) feet of the above-described street.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Adopted by the Council this 1st day of April, 2024.

EFFECTIVE DATE: April 1, 2024

	AYES	NAYS
_____ Mayor Tony Lindahl	_____	_____
_____ Council Member Jake Golombeski	_____	_____
_____ Council Member Linda Murphy	_____	_____
_____ Council Member Loen Gregor	_____	_____
_____ Council Member Joe Caldwell	_____	_____

Approved:

Mayor Tony Lindahl

Attested by:

Acting City Clerk Ellen Judd

NOTICE OF COMPLETION OF VACATION PROCEEDINGS

The city clerk for the city of Morristown, Minnesota hereby affirms that a vacation within the city of Morristown has been completed pursuant to the attached resolution:

Name of City: Morristown, Rice County, Minnesota

Street Vacated: Portion of a street located in Nathans Addition

Date of Completion of Vacation: April 1, 2024

Real Estate and Lands Affected: Block 3 and Block 5, Nathans Addition in the City of Morristown.

Attested by: _____

Ellen Judd
Acting Morristown City Clerk

CONSTRUCTION AGREEMENT

The City of Morristown (the “City”), a municipality under the laws of the State of Minnesota, and the Waterville-Elysian-Morristown School District ISD #2143 (the “School”) hereby enter into the following agreement.

RECITALS

A. The City intends to conduct a 2024 Street and Utility Improvement Project (the “Project”). Among other things, the Project will include the resurfacing of that portion of Ann Street adjacent to the following described parcels owned by the School.

Rice County Parcel #2026223019

Rice County Parcel #2026226027

(the “Parcels”).

B. The School has petitioned for a vacation of a portion of Ann Street and intends to construct a driveway and parking lot on the Parcels and over a portion of the vacated street. Said street vacation is pending approval by the City.

C. The School has requested that the City include as part of the Project, as an alternative bid, the work to construct the driveway and parking lot on its Parcels (the “Parcel Work”). The estimated costs of said Parcel Work include the following:

\$361,489.25	Street, Curb & Gutter, Sidwalk, Driveways, Drainage Pipe
\$68,317.50	Storm Sewer
\$6,300	Engineering
\$436,106.75	Total

The School and City acknowledge that the above referenced costs are estimates, and that the actual costs to perform the Parcel Work may be higher or lower than these amounts.

D. The School requests, and subject to the terms of this Agreement as hereafter set forth the City agrees, to include the Parcel Work in the Project.

NOW, THEREFORE, the parties stipulate and agree to the following terms:

TERMS

1. **Vacation of Ann Street.** Upon the approval by the City of the vacation of a portion of Ann Street, the School shall grant to the City, in recordable form, a Right of First Refusal and Option to Purchase the vacated portion of Ann Street for the consideration of \$1.00. Said option may be exercised by the City, in its sole discretion, only in the event that a school is no longer located on the Parcels and that the School sells the Parcels.

2. **Incorporation of Parcel Work in Project.** The City shall include the Parcel Work in the Project, subject to the terms as hereafter set forth.

3. **Reimbursement for Costs of Parcel Work.** The School shall reimburse the City for the total actual costs to perform the Parcel Work, including all construction and engineering costs. The City shall invoice the School for costs incurred for the Parcel Work as construction proceeds, and the School shall pay said invoices within thirty (30) days of receipt of each invoice.

4. **Special Assessment.** The actual costs to perform the Parcel Work shall be a special assessment against the Parcels until paid in full by the School. All requirements

regarding accrued interest and payment of the special assessment for the Parcel Work shall remain in full force and effect.

5. **Waiver of Objection.** In consideration of the foregoing, the School hereby waives all its rights to object to or appeal the special assessment for the Parcels. The School does agree to and hereby does waive and release any and all objections of every kind to the special assessment levied by the City, including without limitation, objections to procedures and hearings before the City Council in connection with the improvements and assessments therefore, objections resulting from failure to fully comply with any applicable statute and objections to the actual amount of any assessment levied against the Parcels due to the improvements stated herein, and does further waive and release the right to appeal, pursuant to M.S.A. Chapter 429, from any assessment levied.

6. **Breach of Agreement.** In the event of a breach of this Agreement by the School, the School shall reimburse the City for all its costs incurred to enforce the terms of this Agreement, including its reasonable attorneys fees.

By setting forth their signatures below, the undersigned signify their agreement to the above stated terms.

CITY OF MORRISTOWN:

Dated: _____

By: _____

Tony Lindahl
Its: Mayor

By: _____

Ellen Judd
Its: City Administrator

WATERVILLE-ELYSIAN-MORRITOWN
SCHOOL DISTRICT ISD #2143

Dated: _____

By: _____

Its: _____

Municipal Adviser RFQ
City of Morristown, Minnesota
\$1,585,000 G.O. Improvement Bonds, Series 2024A

The City of Morristown, Minnesota (the "Issuer") is issuing the above issue (the "Issue") in a negotiated sale with Northland Securities ("Northland"). Pursuant to Minnesota Statutes, Section 475.60, Subd. 2, the Issuer seeks to retain an "independent municipal adviser" for the purpose of providing an opinion on the fairness of the proposed pricing. The scope of services for this engagement includes the following:

1. Review interest rates, yields and discount proposed by Northland.
2. Provide Issuer and Northland with feedback on the proposed pricing and if disagree provide recommended changes and the basis for the recommendation.
3. Provide Issuer and Northland with approval on final pricing via email.
4. Provide Issuer and Northland with written opinion within five (5) business days of pricing.

Firms interested in providing this service must submit a complete and signed form by April 19, 2024 to:

City of Morristown, Minnesota
Ellen Judd, City Administrator
ejudd@ci.morristown.mn.us

Quote for Municipal Adviser Service

Firm Name: Government Capital Securities Corporation

Contact Person: Gail Robertson

Contact Phone: 651.323.4918

Contact Email: grobertson@govcapsecurities.com

Fee for this Service: \$1,600

In submitting this form, the firm agrees to provide the services requested.

Submitted by,

Name: Gail Robertson



Municipal Advisor Principal (Series 54)

Municipal Advisor Representative (Series 50)

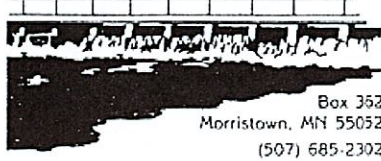
Title: Vice President, Government Capital Securities Corporation

Date: March 27, 2024

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



RESOLUTION NO. 2024-17 RECEIVING BIDS

WHEREAS, pursuant to an advertisement for bids for the construction of the **2024 Street and Utility Improvement Project**, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate 1 Bid</u>	<u>Alternate 2 Bid</u>	<u>Total Bid Amount</u>
Holtmeier Construction Inc.	\$2,061,084.89	\$410,213.70	\$23,800.00	\$2,495,098.59
Heselton Construction LLC.	\$2,203,373.60	\$423,245.58	\$46,480.00	\$2,673,099.18
BCM Construction, Inc.	\$2,262,558.26	\$434,375.19	\$49,280.00	\$2,746,213.45
Wencl Construction Inc.	\$2,316,864.54	\$459,240.17	\$46,200.00	\$2,822,304.71
W W Blacktopping, Inc.	\$2,321,946.40	\$444,738.70	\$44,800.00	\$2,811,485.10
Ryan Contracting Co.	\$2,401,595.50	\$423,794.75	\$30,800.00	\$2,856,190.25
A-1 Excavating LLC	\$2,413,007.70	\$417,977.30	\$56,000.00	\$2,886,985.00
Minnesota Dirt Works Inc	\$2,578,976.65	\$446,466.88	\$44,800.00	\$3,070,243.53

AND WHEREAS, the City Council desires additional time for City Staff to research the submitted bids, hold an assessment hearing, and prepare a recommendation to the Council,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MORRISTOWN, MINNESOTA:

1. That these bids received will be tabled for consideration at a future council meeting.

Adopted by the City Council of the City of Morristown on Monday, April 1, 2024

Mayor

City Administrator

**RESOLUTION NO. 2024-19
DECLARING COST TO BE ASSESSED,
ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND
CALLING FOR HEARING ON PROPOSED ASSESSMENT**

WHEREAS, costs have been determined for the 2024 Street and Utility Improvement Project, for the construction of water main, storm sewer, concrete curb and gutter, sidewalk, aggregate base, bituminous surfacing, turf restoration, and miscellaneous items required to complete the improvements, and the estimated final contract price for such improvements is \$ _____, and the estimated final expenses incurred or to be incurred in the making of such improvements amount to \$ _____, so that the estimated final total cost of the improvements will be \$ _____.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MORRISTOWN, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$ _____, and the portion of the cost to be assessed against benefited property owners is declared to be \$ _____.
2. Assessment shall be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January, 2025, and shall bear interest at the rate of 4.00 percent per annum from the date of the adoption of the assessment resolution.
3. The City Clerk, with the assistance of the consulting engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
4. A hearing shall be held on the 6th day of May, 2024, in the Morristown City Hall at 7:00 p.m., to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. The City Clerk shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the Rice County Property Tax and Elections Director, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid by October 31, 2024 **OR** June 5, 2024 (*which would be 30 days after adoption*). He may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

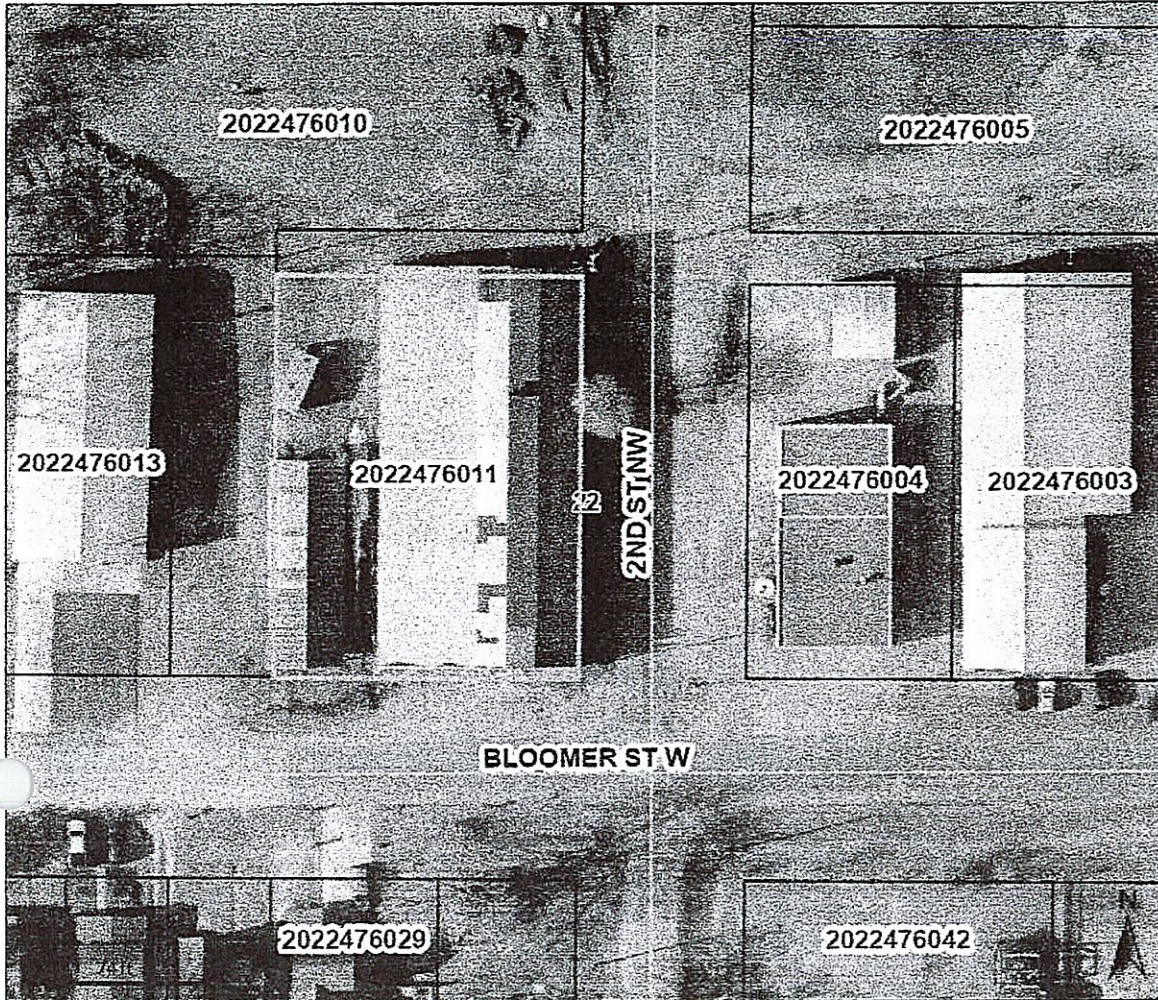
Adopted by the council this 1st day of April, 2024.

Mayor

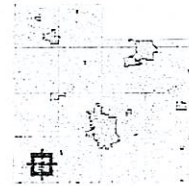
City Clerk/Treasurer

X:\KO\MMORRT\175931\5-final-dsgn\Assessments\Assessment Hearing\Resolution Declaring Cost, Ordering Prep, & Calling for Hearing on Assessment_Draft.docx


DRAFT



Overview



Legend

-  Townships
-  Sections
-  Parcels
-  Roads
-  Road Numbers

Parcel ID	2022476011	Alternate ID	n/a	Owner Address	VALENTYN BUILDERS LLC
Sec/Twp/Rng	n/a	Class	3A-Commercial/Industrial/Public Utility		5121 DUDLEY LAKE PATH
Property Address	201 BLOOMER ST W	Acreage	n/a		FARIBAULT MN 55021
	MORRISTOWN				

District MRSTWN CTY-SD2143-HSP

Brief Tax Description Lot 1 Block 29 of ADAMS & ALLENS ADD
 ADAMS & ALLENS LOTS 1 & 2 & 3 B29 & BEG NE COR L1 B29 TH N3FT ALG EXTD E LI L1 TH W P/W & 3FT DISTANT N
 LINES LOTS 1 & 2 & 3 B29 TO W LI L3 EXTD TO N TH S TO NW COR L3 TH E ALG N LINES LOTS 1 & 2 & 3 TO POB LAST
 DESC TR BEING VAC POR PUB ALLEY
 (Note: Not to be used on legal documents)

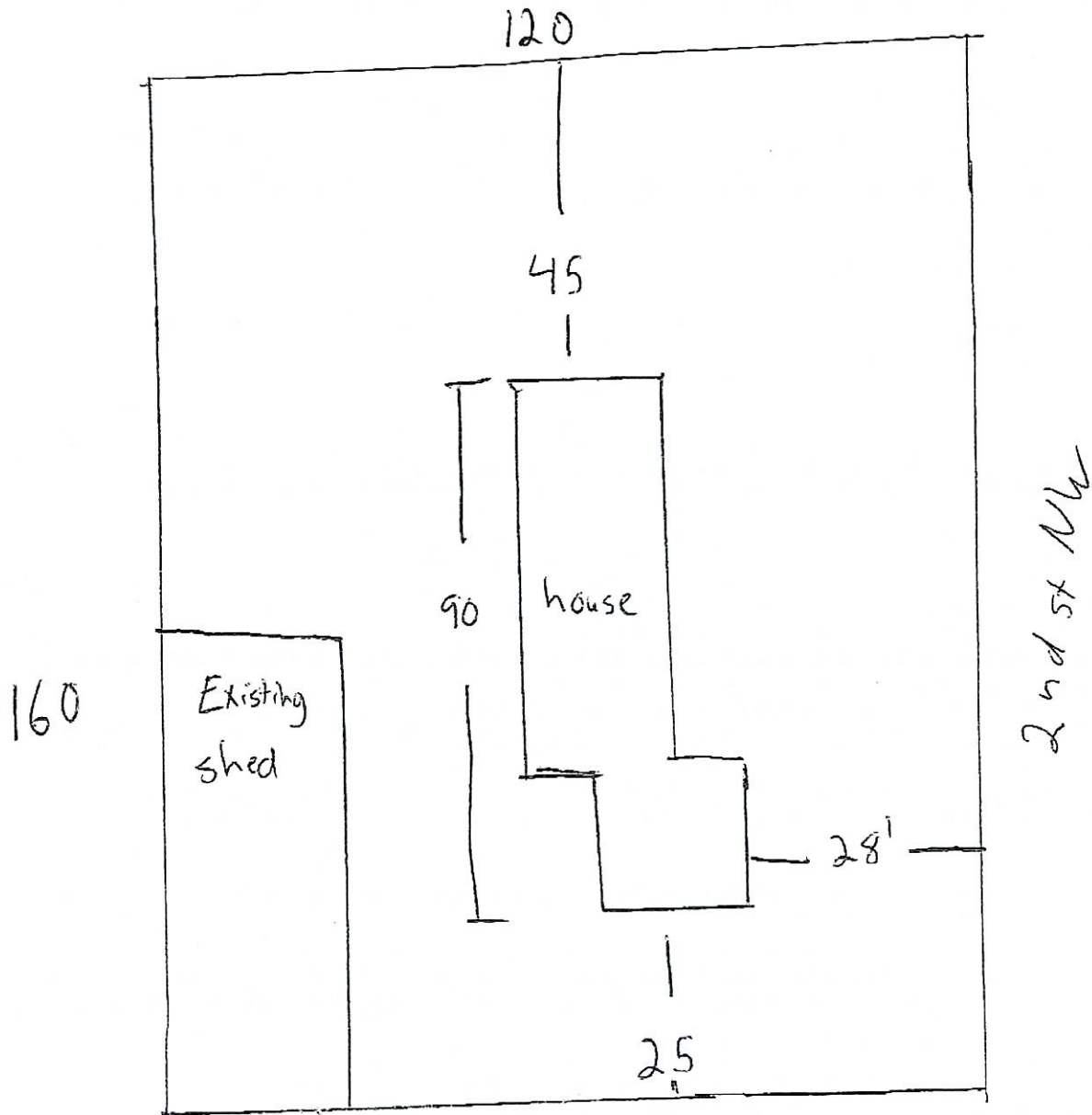
The parcels are the base parcels in Rice County.

Disclaimer: The information in this web site represents current data from a working file which is updated continuously. Information is believed reliable, but its accuracy cannot be guaranteed.

Date created: 3/21/2024

Last Data Uploaded: 3/21/2024 9:10:31 AM

Developed by  **Schneider**
 GEOSPATIAL



Bloomer

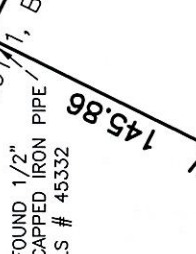
LEGAL DESCRIPTION

All that part of Lot One (1) in Block Two (2) in Auditor's Plat Number One (1), Section 22, Township 109 North, Range 22 West of the Fifth Principal Meridian, Morristown, Rice County, Minnesota, described as follows: Commencing at the Northwest corner of said Lot One (1); thence South 63°48'00" East along the northerly line of said Lot One (1), a distance of 108.00 feet to the point of beginning; thence South 26°12'00" West, a distance of 145.86 feet; thence South 63°48'00" East, a distance of 142.28 feet; thence North 26°12'00" East, a distance of 156.48 feet to the said northerly line; thence South 89°08'27" West along said northerly line, a distance of 23.37 feet; thence North 63°48'00" West, a distance of 121.47 feet to said point of beginning.

Subject to any easements and restrictions of record.

The above described parcel contains 0.48 acres more or less.

- DENOTES SET 1/2" IRON PIPE MONUMENT MARKED MN LICENSE NO. 49771
- DENOTES FOUND IRON PIPE MONUMENT
- φ DENOTES COMPUTATION START AND END
- DENOTES BOUNDARY LINE
- - - DENOTES RIGHT OF WAY LINE



LOT 2

NW CORNER OF LOT 1, BLOCK 2

CL FRANKLIN STREET

NORTHERLY LINE OF LOT 1, BLOCK 2

POINT OF BEGINNING

FOUND 1/2" CAPPED IRON PIPE LS # 45332

145.86

N 63°48'00" W 121.47

S 89°08'27" W 23.37

S 26°12'00" E 108.00 (DEED)

142.28

S 63°48'00" E 156.48

AUDITOR'S PLAT NO. 1

PART OF LOT 1, BLOCK 2

DESCRIBED PARCEL CONTAINS 0.48 ACRES MORE OR LESS

FOUND 1/2" CAPPED IRON PIPE LS # 45332

10.00

168.00 (PLAT NO. 2)

EASTERLY LINE OF LOT 2, BLOCK 2

S 26°12'00" W

LOT 1, BLOCK 2

SCALE: 1" = 50'

SHEET SIZE: 8.5 X 11

DATE: 03-07-2024
 BENJAMIN D. VOEGHELE, L.S.
 MN LICENSE NO. 49771

Certificate Drafted By: B.D.V.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

PROJECT NO. 109222224
 DATE: 03-07-2024
 SCALE: 1" = 50'
 SHEET SIZE: 8.5 X 11
 SHEET: 1 OF 1

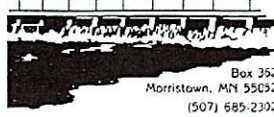
NORTHING
 EASTING
 Professional of Surveyors and Map Makers

NOTE: BEARINGS ARE ASSUMED AND BASED ON THE NORTHERLY LINE OF LOT 1, BLOCK 2, AUDITOR'S PLAT NO. 1, BEING S 63°48'00" E.

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



ORDINANCE 2024-2

**AN ORDINANCE AMENDING SECTIONS 50.114 AND 51.51
OF THE MORRISTOWN CITY CODE**

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

1. Morristown City Code § 50.114, entitled, "DETERMINATION OF SEWER SERVICE CHARGES", is hereby amended as follows (additions are underlined):

"§ 50.114 DETERMINATION OF SEWER SERVICE CHARGES.

The sewer service rates and charges to users of the wastewater treatment facility shall be as established by ordinance or resolution prior to the adoption of this code, unless amended or modified in the Ordinance Establishing Fees and Charges, adopted pursuant to § 32.20, as that ordinance may be amended from time to time. Payment of charges and fees by users shall be in the amount as billed. No refunds shall be issued due to overpayments; any overpayments shall be credited toward the next billing. Penalty, see § 50.999"

2. Morristown City Code § 51.51, entitled, "RATES, FEES AND CHARGES GENERALLY", is hereby amended as follows (additions are underlined):

"§ 51.51 RATES, FEES AND CHARGES GENERALLY.

The City Council shall establish a schedule of all water rates, fees and charges for permits or services in the Ordinance Establishing Fees and Charges adopted pursuant to § 32.20 of this code, as that ordinance may be amended from time to time. Payment of charges and fees by users shall be in the amount as billed. No refunds shall be issued due to overpayments; any overpayments shall be credited toward the next billing."

Passed and adopted this 1st day of April, 2024, with the following vote: Aye ___ ; Nay ___ ; Abstain ___ .

TONY LINDAHL

Mayor

ATTEST:

ELLEN JUDD

Interim City Clerk/Treasurer

Portable rest room pricing

Leah Budde <leahb@rentnsave.net>

Wed 2/28/2024 6:59 PM

City Mailbox <admin@ci.morristown.mn.us>

Ellen,

Thanks for your call today.

Our pricing is the same as last year:

Handicaps \$140.00 per month

Standard rest rooms \$75.00 per month

Rent N Save

Let me know if you have any questions.

--

Leah Budde

Rent N Save Portable Services

504 Wilson Ave

Faribault, MN 55021

P: 507-625-7521

Thank you,Renee @ B&B Pumping & Portables,Inc

B&B Pumping & Portables,Inc
PO Box 691 Faribault MN 55021
(507)334-0603

3-14-24

Bid for Portable Toilet Rental City of Morristown April 1st-August
31st,2024

1-Reg Unit, 2-Handicap Units

Any additional units added or cleanings(all units to be serviced) needed
there will be an additional charge.

All units include hand sanitizers, drop off & pickup charge. Bid is for all 3
units to be pumped & supplied 1x per week.

Bid amount-\$2530.00 plus tax(tax exempt,need form prior to billing)

B&B Pumping & Portables,Inc



Renee Chadderdon



City of Morristown

Proposal for:

(1) Regular portable restroom with Hand Sanitizer
\$75 for a 4 week period
the service would include a weekly cleaning

(2) Accessible Portable restroom with Hand Sanitizer
(per unit) \$125 for a 4 week period
the service would include a weekly cleaning

other Fees:

a \$40.00 tipping cleaning fee

Johnny on the Spot will take care of any damages up to \$200 /
after that it would be a 50/50 shared cost

Peter Anderly
612-669-9253



FILAN LAWN SERVICE
20226 FORTUNE CREEK TRAIL
FARIBAULT MN 55021
507-210-6345
filanlawnservicellc@gmail.com

CITY OF MORRISTOWN
P.O BOX 362
MORRISTOWN MN 55052

Dear City of Morristown,

Thank you for the opportunity to submit the attached proposal for your lawn care needs. This proposal will ensure all of your lawn care needs will be met in a timely and professional manner.

Filan Lawn Service is providing a one time application weed control Lawn Care Maintenance Proposal for the City of Morristown for the 2024 season . **Note: Additional visits may be required to treat hard to control areas.** If additional treatments are needed the cost and type of service will be discussed with you before any work is performed and with your prior approval.



If you have any questions, please feel free to contact us at our office at 507-210-6345.



Broad Leaf Control no Fertilizer:

1. Spring and Fall Weed Control for all areas listed below:

Property Address to be Treated: Water Tower, Sidney St. Ditch, Community Center/Fire Department, Centennial Park, and around Feed Mill

TOTAL SEASON COST: \$1,400.00 per application

*** Friendly Reminder: Our work can't start until your Spring Clean up of your yard has been completed.

Please sign, date and return Signature: _____ Date _____

Kevin Filan, President

Signature:  Date 3-27-24

" A contract shall be canceled by the property owner upon the sale of the property that is subject of the contract. To cancel the contract the property owner shall notify the commercial application company that the property owner is canceling the contract " Minnesota Consumer Protection 325f.245 Subd.5.





Service Proposal

334,000 ft²

CITY OF MORRISTOWN
402 DIVISION STREET SOUTH
P.O. BOX 362
MORRISTOWN, MINNESOTA
55052

Sales: Mitch Terpstra
City of Morristown-2024-Spraying/Fertilizing
 109 2nd Street Southwest Morristown, Minnesota 55052

Est ID: EST2475385

Date: Mar-05-2024

By accepting below you are agreeing to pay all applicable sales tax on the services/materials above the prices quoted. Please reach out to us with any questions regarding taxable services or refer to MN Department of Revenue sales tax fact sheet 121A.

CONTRACT SERVICES	Visits	Billing Type	Visit Price	Season Price	OK?
2 Application Lawn Program	2	Per Season	\$1,478.66	\$2,957.31	<input type="checkbox"/>

- 1. Broad leaf spray & slow release fertilizer - Late Spring
- 2. Broad leaf spray & slow release fertilizer - Early fall

SubTotal (All Contract Services)	\$2,957.31
Taxes	\$0.00
Total (All Contract Services)	\$2,957.31

The total price of all seasonal services is \$2,957.31 collected in 2 payments of \$1,478.66 per payment (\$1,478.66 after tax).

THIS AGREEMENT CONTAINS ALL THE TERMS AND CONDITIONS AND DESCRIBES ALL WORK TO BE DONE BY



Service Proposal

CITY OF MORRISTOWN
402 DIVISION STREET SOUTH
P.O. BOX 362
MORRISTOWN, MINNESOTA
55052

Sales: Mitch Terpstra
City of Morristown-2024-Spraying
 109 2nd Street Southwest Morristown, Minnesota 55052

Est ID: EST2475422 2
Date: Mar-05-2024

By accepting below you are agreeing to pay all applicable sales tax on the services/materials above the prices quoted. Please reach out to us with any questions regarding taxable services or refer to MN Department of Revenue sales tax fact sheet 121A.

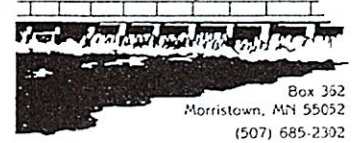
CONTRACT SERVICES	Visits	Billing Type	Visit Price	Season Price	OK?
2 Application Lawn Program	2	Per Season	\$814.32	\$1,628.64	<input type="checkbox"/>

- 1. Broad leaf spray - Late Spring
- 2. Broad leaf spray - Early fall

SubTotal (All Contract Services)	\$1,628.64
Taxes	\$0.00
Total (All Contract Services)	\$1,628.64

The total price of all seasonal services is \$1,628.64 collected in 2 payments of \$814.32 per payment (\$814.32 after tax).

THIS AGREEMENT CONTAINS ALL THE TERMS AND CONDITIONS AND DESCRIBES ALL WORK TO BE DONE BY



JOB DESCRIPTION

JOB TITLE: City Clerk/Treasurer

DEPARTMENT: Office

IMMEDIATE SUPERVISOR: City Administrator

STATUS: Full-time, 40 hours per week

POSITION SUMMARY: Under the direct supervision of the City Administrator, the City Clerk/Treasurer is responsible for the daily operations of City Hall.

CREATED ON: April 1, 2024

LAST REVISED: April 1, 2024

RESPONSIBILITIES:

These are some of the responsibilities that may be assigned by the City Administrator.

- Utility Billing, including deposits and monthly billing.
- Update and track assessments, including assessment searches.
- Type and post meeting minutes for Zoning Board and City Council meetings.
- Help ensure that all ordinances are enforced.
- Update and maintain city records, including resolutions and ordinances.
- Attend and participate in meetings, as requested.
- Send letters and notices to residents, as requested.
- Communicate with the City Administrator through written reports, personal conversations, and electronic messages.
- Perform other work as required and/or directed.

PREFERRED KNOWLEDGE AND SKILLS:

- Considerable ability to accurately compile and report data, prepare complex reports, and maintain records.
- Considerable ability to plan and organize.
- Considerable ability to use a computer; Microsoft Word and Excel, among other programs.
- Considerable ability of time management.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job.

- Work is light to moderate, requiring sitting for extended periods and variably frequent rising, walking, standing, and bending.

NOTICE OF HEARING ON PRELIMINARY PLAT

Copies of a Preliminary Plat have been filed with the City of Morristown for the following subdivision:

THE PORTAGE

The legal description for the tract of land involving the area of the Preliminary Plat is on file in the Office of the City Clerk at 402 Division St. S., Morristown, Minnesota.

PLEASE TAKE NOTICE that a public hearing will be held to consider approval of said Preliminary Plat before the City Council of the City of Morristown at Morristown City Hall, 402 Division St. S., Morristown, Minnesota at 7:00 pm, or soon thereafter, on Monday, May 6, 2024.

At such hearing, the City Council shall review the Preliminary Plat, consider all oral and written reports, comments and recommendations and determine whether to recommend approval.

Respectfully,

Ellen Judd
City Administrator

