

MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, May 6th, 2024

PUBLIC HEARING 7:00 P.M. – PROPOSED ASSESSMENT HEARING, 2024 STREET PROJECT**PUBLIC HEARING 7:00 P.M. OR SOON THEREAFTER – THE PORTAGE PRELIMINARY PLAT****PUBLIC HEARING 7:00 P.M. OR SOON THEREAFTER – LOT SPLIT BETHLEHEM CHURCH****1. CALL TO ORDER:****2. PLEDGE OF ALLEGIANCE:****3. ADDITIONS/CORRECTIONS:**

- 7H Correction Bathroom Update agenda item to now include a quote for consideration
- 7S Correction Resolution 2024-24 Appointing Election Judges to be removed from Agenda
- 7U Addition Letter from Resident Regarding the 2024 Street Project
- 7V Addition Approval to Purchase Flowers for Downtown Planters
- 7W Addition Hire Public Works Full-Time or Repost Position

PUBLIC HEARING – THE PORTAGE PRELIMINARY PLAT**PUBLIC HEARING – LOT SPLIT BETHLEHEM CHURCH****PUBLIC HEARING – PROPOSED ASSESSMENT, 2024 STREET PROJECT***Resident to read included letter from 7U***4. CITIZENS COMMENTS:****5. CONSENT AGENDA:**

- A Police Report April 2024 – Will be sent in separate email when received
- B Fire Department Report April 2024
- C Public Works Report April 2024
- D City Council Minutes Regular Meeting on 4/1/2024, Emergency Meeting on 4/2/2024
- E Zoning Board Minutes Regular Meeting on 4/18/2024
- F Financial Reports 4/30/2024 – to come in separate email
- G Claims & Accounts 4/1/2024 – 4/30/2024
- H Delinquency Report None
- I City Code Enforcement Through May 3rd 2024
- J Liquor License Renewal Period 7/1/2024 – 6/30/2025

6. UNFINISHED BUSINESS:

- A Lot Combination Brandon Hachfeld Lot Combination Request, Call for Public Hearing
- B Public Works Part-time Clarify Roles and Hours
- C Clerk Posting Update Applicants, Deadline - May 22nd Proposed, Pay Rate
- D Lawn Service Quotes Groundsmasters, From the Ground Up, Filan

7. NEW BUSINESS:

- A Resolution 2024-22 Adopting Assessment for the 2024 Street Project
- B Resolution 2024-23 Accepting the Bid
- C Construction Services Proposal for Construction Services from SEH
- D Plat, The Portage Preliminary and/or Final Plat for The Portage
- E Lot Split Bethlehem Church Lot Split, 405 Main St W
- F 4H Flower Planting 4H Club to Plant Flowers at Centennial Park
- G Baseball Field Foul-line Fence Post Purchase – Rick Vollbrecht to Explain
- H Bathroom Update Update and Quote – Mike O'Rourke to Explain
- I Zoning Board Appoint John Schlie & Pamela Petersen to Zoning Board
- J Resolution 2024-21 Resolution Accepting Resignation
- K Damage Deposit Proposed Damage Deposit for Government Room
- L Resolution 2024-20 Donation from American Legion for Park Bathrooms
- M Permit Pay Rate Zoning Administrator Pay Rate - \$35 per open & close permit
- N Sewer Charges Charge to Fill Swimming Pools
- O Resolution 2024-24 Accept Jerry West's Resignation
- P CC Great Hall Use Use of the Great Hall on May 7th, 2025 for Public Works

<i>Q</i>	Open Burning	May 7 th -June 3 rd , 6pm-12 noon, no permit required
<i>R</i>	Resolution 2024-25	Annual Fire Department Officer Pay
<i>S</i>	Resolution 2024-24	Appointing Election Judges
<i>T</i>	Playground Mulch	Two Quotes for Playground Mulch
<i>U</i>	Letter from Resident	Letter from Resident Regarding the 2024 Street Project
<i>V</i>	Purchase Flowers	Approval to Purchase Flowers for Downtown Planters
<i>W</i>	Public Works Full-Time	Hire Public Works Full-Time or Repost Position

8. CORRESPONDENCE & ANNOUNCEMENTS:

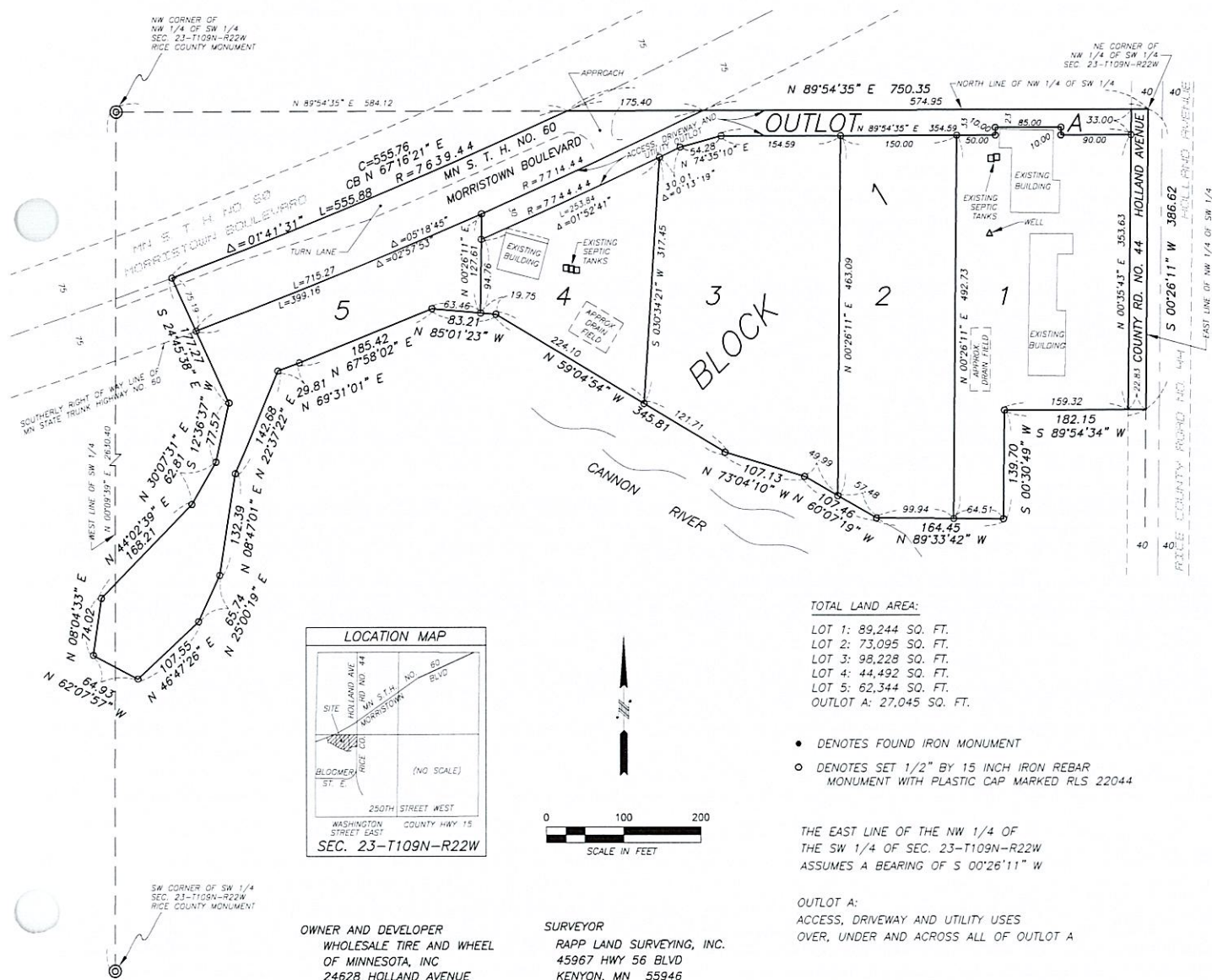
Hydrant Flushing Hydrant flushing will be the same day each month as the Council Meeting, weather permitting.

9. COUNCIL DISCUSSION & CONCERNS:

10. ADJOURNMENT:

11. NEXT MEETING: Monday, June 3rd, 2024 – 7:00 p.m.

THE PORTAGE



TOTAL LAND AREA:

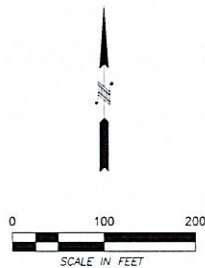
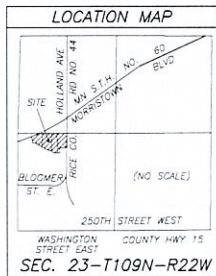
LOT 1: 89,244 SQ. FT.
 LOT 2: 73,095 SQ. FT.
 LOT 3: 98,228 SQ. FT.
 LOT 4: 44,492 SQ. FT.
 LOT 5: 62,344 SQ. FT.
 OUTLOT A: 27,045 SQ. FT.

- DENOTES FOUND IRON MONUMENT
- DENOTES SET 1/2" BY 15 INCH IRON REBAR MONUMENT WITH PLASTIC CAP MARKED RLS 22044

THE EAST LINE OF THE NW 1/4 OF THE SW 1/4 OF SEC. 23-T109N-R22W ASSUMES A BEARING OF S 00°26'11" W

OUTLOT A:
 ACCESS, DRIVEWAY AND UTILITY USES
 OVER, UNDER AND ACROSS ALL OF OUTLOT A

APPROXIMATE
 SAW
 LOCATION



OWNER AND DEVELOPER
 WHOLESALE TIRE AND WHEEL
 OF MINNESOTA, INC.
 24628 HOLLAND AVENUE
 MORRISTOWN, MN 55052

SURVEYOR
 RAPP LAND SURVEYING, INC.
 45967 HWY 56 BLVD
 KENYON, MN 55946

CERTIFICATE OF SURVEY
LOT 1, BLOCK 2, PLAT NO. 1
SECTION 22, TOWNSHIP 109 NORTH, RANGE 22 WEST OF THE 5TH P.M.
MORRISTOWN, RICE COUNTY, MINNESOTA

LEGAL DESCRIPTION

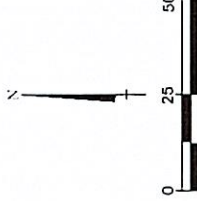
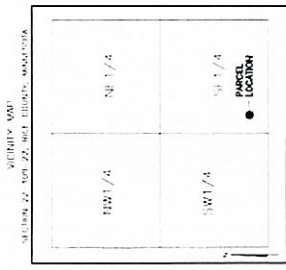
All that part of Lot One (1) in Block Two (2) in Auditor's Plat Number One (1), Section 22, Township 109 North, Range 22 West of the Fifth Principal Meridian, Morristown, Rice County, Minnesota, described as follows: Commencing at the Northwest corner of said Lot One (1); thence South 63°48'00" East 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 North 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.

LOT 2

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



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.

[Signature]
BENJAMIN D. VOEGHELE, L.S.
MIN LICENSE NO. 49771

DATE: 03-07-2024

PROJECT NO. 109222224

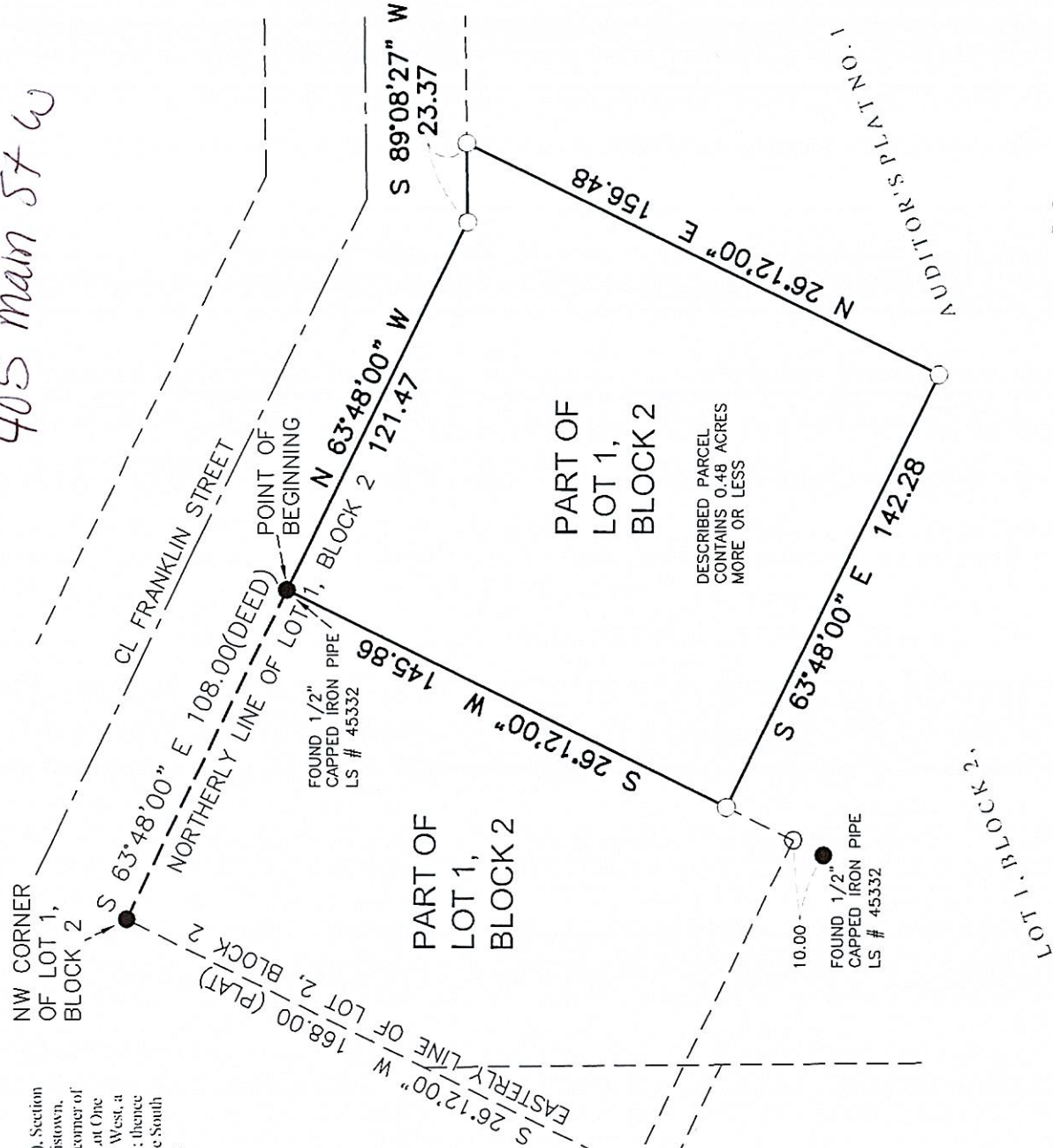
DATE: 03-07-2024

SCALE: 1" = 50'

SHEET SIZE: 8.5 X 11

SHEET: 1 OF 1

405 main st W



NORTHING
EASTING

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.

Council Members and Mayor,

We are here tonight to request a delay in the start of the 2024 Morristown Road Project. We believe this time can be used to explore cost-saving measures that would reduce the financial burden placed on residents through special assessments. We will not lose the 1.5 million bond that the city has already acquired in the fall of 2023, as it's guaranteed for 4 years.

We understand the importance of maintaining our roads and infrastructure. However, we believe responsible spending requires exploring all options before moving forward with a project that could cause financial hardship for many residents.

The current assessment policy poses a significant financial hardship for many homeowners. We urge you to consider an assessment policy change, lowering the percentage property owners would pay, alternative funding options, such as grants or project modifications that could lessen the impact on residents.

We understand there may be a concern that delaying the 2024 Morristown Road Project and lowering the assessment percentage could be seen as unfair to those who faced assessments last year. We recognize the challenges faced by residents who paid assessments for last year's project. I am one of them. But they also had the same opportunity to challenge the project costs.

We have been working on this for months, attending meetings, sending emails, and making phone calls to elected officials. Contacting the City, the Engineering company looking for ways to cut costs or find alternative funding. We also took to social media asking for Morristown residents to voice their opinion and found overwhelming objections to the project based on the financial burden they will face with this high percentage for the assessment. Residents should not have to sacrifice their retirement savings to pay so much for this project.

In closing we ask that you please consider the people you were elected to represent. We are only asking for the project to be delayed not cancelled. Additional collaboration between the city and its residents along with direction from SEH to assure all are satisfied with this project. Thank you.

- Find a grant writer who has experience in this field and with grants like the one we are seeking.
- Lower the percentage of the Assessment Policy
- Review the project plans for modifications that could lessen the impact on residents.
- Look into moving funds, possibly from the fire department, would the fire department have a better chance at applying for and receiving grants than the city for road projects. Upgrading the roads is beneficial to them as well.
- Continue to investigate the bill that Senator Jasinski authored for assistance with road projects and infrastructure in smaller cities.

Morristown Fire Department Monthly Report – April 2024

4-6-24	Medical	2 nd ST
4-10-24	Medical	4 th St
4-13-24	Medical	Main St
4-14-24	Fire	245 th St
4-15-24	Medical	Bloomer
4-17-24	Medical	Hamel Trl
4-19-24	Medical	2 nd St
4-19-24	Medical	Elgin Trl
4-19-24	Medical	1st St
4-22-24	Medical	206 th St
4-23-24	Medical	2 nd ST
4-25-24	Medical	Jackson Ave
4-26-24	Medical	150 th ST
4-27-24	Medical	Fertile Ave
4-29-24	Medical	Morristown Blvd

- Training:
 - 1st Responder Refresher
 - Wildland fire training
- Department Update:
 - Request permission to sell the old tanker truck
- Items for discussion:
 - Membership voted to increase the fire rates. The new rates are as follows (with council approval:
 - 1st hour: \$750.00
 - 2nd hour: \$700.00
 - 3rd hour: \$650.00
 - 4th hour: \$600.00
 - 5th hour: \$550.00
 - After 5 hours: \$500.00 per hour.
 - Also discussed a false alarm charge. With approval we would like to implement that as well.

Public Works Council Report

GENERAL:

- Washed snowplows and put them away.
- Organized tools in shop and put them in toolbox.
- Washed trucks/ skid steer.
- Installed new under broom, serviced, and greased sweeper.
- Sweeper needs some patch work in the hopper where its rusted out.
- Joe came down and did training on the locator and camera.
- Cleaned shop.
- Got lawn care spraying bids.
- Worked on getting crack filling bids.
- Manhole checks (have been checking the 21 manholes)
- Got quotes for mulch for the parks.
- Safety checks.
- Weekly Generator checks.
- Locates as needed.

Water:

- Installed new endpoints and repaired some.
- Took meter out of water tower and sent off to get calibrated/fixed and reinstalled it once we got it back.
- Turned on water for baseball field.
- Turned on water for the people that come back for summer.
- Routine checks and documentation.
- Flushed tower weekly.
- Installed water meter in the city shop to fill up customers and to track what we use for sweeping.
- Updated a few curb stops on GIS
- Routine water tests and tests for the state.

WWTP:

- Routine checks and documentation.
- Weekly samples.
- Lacanne electric ran new power cords to lift station pumps.
- Troy came and we installed a new manhole, and flowmeter at plant.
- Had to run trash pumps from the lift station to grit chamber to bypass the lift pumps as we were working on them.
- Got chlorine and sulfur going for the chlorine contact tank.
- Took Biosolids samples.
- Decanted out of silo and lime batch tank to get ready for sludge hauling.
- Installed new ferric pump (the last one had an internal check valve go bad)
- Routine cleaning of plant
- Routine tests at the plant.
- Hauled sludge out of plant (Dahle's did)

- Prepared everything for sludge hauling.
- Greased entire plant.

Parks/ Compost:

- Compost site- is open for the season, maintaining and pushing up brush pile.
- Added more trash cans to baseball field.

Streets:

- Spring streets clean up.
- Swept streets with curb and gutter.
- Put up American Flags and Dam Days signs on Main ST and Division ST

Seasonal Employees:

- Cleaned up city parks.
- Put more trash cans in parks and at the Dam.
- Picked up brush and sticks.
- Dumped garbage as needed.
- Mowed lawn/ weed whipped.
- Pothole repair on north end of town.
- Helped with getting American Flags up and Dam Days signs.

MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting, 7:00 p.m.

Monday, April 1, 2024

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

Members Present:

Tony Lindahl (Mayor), Jake Golombeski, Linda Murphy, Joe Caldwell

Others Present:

Ellen Judd (City Administrator), Mark Rahrlick (City Attorney), Jerry West (Public Works), Bruce Morris (Fire Chief), Jack Schwichtenberg, Doug Scott, Troy Dahle, Steve Nordmeier, Mike O'Rourke, Sharon Krenik, Elden Eklund, John Schlie, Jeff Wenker, Johnathon and Stacy Chmelik, Dave and Lynda Schlie, Josh Malecha, Toni Ahlman, Andy Valentyn, Doug Scott (SEH), Seth Prescher, Ramon Medina, Tim Flaten, Emily Kasperek, Nate Sailor, Rosie Anderson, Connie Medeiros, Kyle Green, Kurt Wolf, Tyler Saemrow, Lisa Karl, Kelley Watts

1. Call to Order: A regular meeting of the Morristown City Council was called to order on Monday, April 1, 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 no additions to the agenda. Motion by Caldwell, seconded by Golombeski and carried unanimously to approve the Agenda.
4. Citizens Comments: Citizen had concerns on the cost of assessments and wanting to know ahead of time what the costs will be.
Citizen concern of vacating Ann Street.
Citizen asked if City is responsible for portions of project. SEH explained the City is responsible for a portion of the project as well.
5. Consent Agenda: Motion by Golombeski, seconded by Murphy and carried unanimously to approve the Consent Agenda.
6. **UNFINISHED BUSINESS:**
 - A Interim City Clerk Motion by Caldwell, seconded by Golembeski and carried unanimously to approve the appointment of the City Administrator as Interim City Clerk/Treasurer.
 - B Street Vacation Contract Motion by Murphy, seconded by Golombeski and carried unanimously to approve Contract for Future Purchase & Payment Agreement with School.
 - C Street Vacation Motion by Caldwell, seconded by Murphy and carried unanimously to approve Resolution 2024-18 Vacating Ann Street in Nathan's Addition.
7. **NEW BUSINESS:**
 - A Northland Securities Tammy Omdahl presented the financial plan for the city relating to the bonds. No action was taken by council. Information on Bond Sale Price will be available May 9th at Special Meeting.
 - B Municipal Advisor Quotes were presented for municipal advisor companies for the upcoming bond sale. Motion by Golombeski, seconded by Joe and carried unanimously to approve Blue Rose Capital Advisors.
 - C Resolution 2024-17 Motion by Murphy, seconded by Golembeski and carried unanimously to approve Resolution 2024-17 Receiving Bids.
 - D Resolution 2024-19 Motion by Golembeski, seconded by Murphy and carried unanimously for Resolution 2024-19 Declaring Cost, Ordering Prep, & Calling for Hearing on Assessment.
 - E 201 Bloomer St W Andy Valentyn presented his plan to potentially change 201 Bloomer St W from Industrial to Residential. City Council took no action. Next step is for Valentyn is to apply to re-zone and hold a Public Hearing.
 - F CC Kitchen Use Ty Saemrow asked to rent the Community Center commercial kitchen for processing and packaging of ginseng. Next step for Saemrow is to get approval from Commercial Club and bring back to next meeting. No action taken by council.
 - G Fence Posts Kelley Watts from Community Coop was present to ask Council how to move forward with fixing the wires that were damaged by their neighbor's fence post. Attorney to send letter to get cooperation for April 22nd removal date.

H	Zoning Board Concerns	Jake Golombeski discussed the possibility of appointing council members to the Zoning Board to ensure a quorum. Motion by Golembeski, seconded by Caldwell and carried unanimously to appoint Tony Lindahl as an interim member of the Zoning Board.
I	Splitting Lots	Zoning board approved the lot split that was presented by Bethlehem Lutheran Church and recommended that City Council set the Public Hearing. Motion by Caldwell, seconded by Golembeski and carried unanimously to approve Public Hearing date of lot split for Bethlehem Lutheran Church for May 6 th .
J	Pay Rate Review	Pay Rate Review for Austin Schulz. Motion by Murphy, seconded by Caldwell and carried unanimously to approve new pay rate of \$25.00 and back paid to start date.
K	Public Works Part-time	Hire a Public Works Part-time Employee. Motion by Murphy, seconded by Golembeski and carried unanimously to offer Richard Gauthier the first part-time position at \$21.73/hr. Motion by Golembeski, seconded by Caldwell and carried unanimously to offer John Schlie the second part-time position at \$20/hr.
L	Ordinance 2024-2	Motion by Caldwell, seconded by Golembeski and carried unanimously to approve Ordinance 2024-2 Overpayment of Charges.
M	Lawn Service Quotes	Three vendors were asked for quotes. City will get new quotes from same vendors using square footage to get a more comparable price between the vendors. These quotes will be readdressed at the next meeting.
N	Portable Restrooms	Motion by Joe, seconded by Golembeski and carried unanimously to approve 2 handicap and 1 standard portable restroom from Rent-N-Save.
O	Call Out for Fires	Motion by Murphy, seconded by Golombeski and carried unanimously to allow City employees that are on the fire department, to respond to calls during work hours. Any calls that are one hour or less, they do not have to clock out for. Any calls that last longer than that, they need to report on their timecard. Employee will be allowed to make up the hours during the week.
P	Gas Repairs	Judd made Council aware that CenterPoint Energy will be replacing gas mains along the parade route in May before Dam Days. The boulevards will be restored to the best of their ability to allow for seating.
Q	Remove Clerk from Accounts	Motion by Caldwell, seconded by Murphy and carried unanimously to remove City Clerk from all designated city accounts.
R	Post for City Clerk	Motion by Caldwell, seconded by Golembeski and carried unanimously to post for full-time City Clerk position.
S	The Portage Plat	Motion by Caldwell, seconded by Golembeski and carried unanimously to set a Public Hearing for Preliminary Plat, The Portage Plat on May 6 th .
T	Easement Agreement	403 Sidney St W is looking for an Easement Agreement from City. Motion by Golembeski, seconded by Murphy and carried unanimously to approve the Easement Agreement as presented.
U	Delinquency Procedure	Motion by Murphy, seconded by Golembeski and carried unanimously that the delinquency procedure for water shutoff and payment is during normal business hours by 3:30. If paid after 3:30, the overtime wages shall be paid by the homeowner to cover city employee's overtime wages.
V	Dam Days Help	City workers to help with parade set-up for Dam Days. Decision made not to hire additional help.

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

Fireman's Dance will be Saturday, April 6th.

9. **COUNCIL DISCUSSION & CONCERNS:**

None

10. **ADJOURNMENT:**

Motion by Golombeski, seconded by Caldwell and was carried unanimously to adjourn the April Morristown City Council meeting at 8:49 p.m.

11. **NEXT MEETING:**

Monday, May 6, 2024 – 7:00 p.m.



MORRISTOWN CITY COUNCIL MEETING MINUTES

Emergency Meeting

Tuesday, April 2, 2024

Members Present: Tony Lindahl (Mayor), Linda Murphy, Leon Gregor

Others Present: Ellen Judd (City Administrator)

1. Call to Order: An Emergency Meeting of the Morristown City Council was called to order on Tuesday, April 2, 2024 at 3:45 p.m. in the Office at City Hall, 402 Division Street South, by Mayor Tony Lindahl.

2. Pledge of Allegiance:

3. Additions/Corrections:

4. Citizens Comments:

5. Consent Agenda:

6. **UNFINISHED BUSINESS:**

7. **NEW BUSINESS:**

A Public Works Operator Members of the Morristown City Council met to discuss the unexpected resignation of a full-time Public Works Operator.

Motion by Murphy, seconded by Gregor and carried unanimously to post for a Public Works Operator with a pay range of \$23.56 to \$25.00 an hour, depending on qualifications, with an end date of April 26th.

B Emergency Assistant It was proposed to offer Janice Hilpipe the position of Emergency Office Assistant to get through the period of being short-staffed. The position would be on a week-by-week basis, with the City providing two weeks' notice when the position is no longer needed. The hours will be anywhere from 0-31, on an as-needed basis. Start date is as soon as she is available. Pay rate to be \$22.80 an hour.

Motion by Murphy, seconded by Gregor and carried unanimously to post for the position stated above.

C Part-time Maintenance Motion by Gregor, seconded by Murphy and carried unanimously to hire Val Kruger for a back-up Part-time Maintenance position, at \$20.00 per hour

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

9. **COUNCIL DISCUSSION & CONCERNS:**

Motion by Murphy, seconded by Gregor and carried unanimously to take the meeting unpaid.

10. **ADJOURNMENT:** Motion by Murphy, seconded by Gregor and was carried unanimously to adjourn the Emergency Meeting at 4:11 p.m.

11. **NEXT MEETING:** Monday, May 6, 2024 – 7:00 p.m.

MORRISTOWN ZONING BOARD MEETING MINUTES

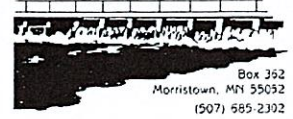
Regular Meeting, 7:00 p.m.

Thursday, April 18, 2024

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Members Present: Jim Lonergan (Chair), Val Kruger, Tony Lindahl

Others Present: Ellen Judd (City Administrator, by phone), Pamela Petersen

1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on Thursday, April 18, 2024, in the Council Chambers at City Hall at 402 Division St S.
2. Additions to Agenda: Motion by Lindahl, seconded by Kruger and carried unanimously to approve the agenda as presented.
3. Corrections to Minutes: Motion by Lindahl, seconded by Kruger and carried unanimously to approve the minutes from January.
4. Requests to Be Heard: None
5. **COUNCIL ACTION TAKEN:**
 - A Zoning Administrator Zoning Administrator position is still open.
Appoint Barney Lonergan mentioned that Barney would like to accept the position on the Zoning Board, but hasn't been able to get to the meeting for it to be official.
 - B Valentyn Builders Valentyn Builders to present a plan to Zoning Board
 - C Merge Two Lots Brandon Hachfeld to merge two lots
 - D Temporary Appointment Tony Lindahl to be a member of the Zoning Board if needed.
6. **UNFINISHED BUSINESS:** None
7. **NEW BUSINESS:**
 - A Preliminary Plat The board discussed the preliminary plat, The Portage, that will go before City Council May 6th. They had concerns about septic systems and setbacks and will bring them up at the next council meeting.
 - B Valentyn Builders Andy Valentyn presented a plan to Council that would require changing an industrial zoned property, to residential. The board did not feel that zoning the property residential would be a good fit in that area.
 - C Merge Two Lots The board didn't see any issues with the merging of these two lots.
 - D Administrator Pay Rate The board agreed that \$22.50 to open and close permits for the Zoning Administrator is too low. They are recommending that City Council raise it to \$35.00 to open and \$35.00 to close.
 - E Member Appointment Two residents are interested in becoming members of the Zoning Board. John Schlie and Pamela Petersen. The board asked Judd to reach out to the current members of the board to see if they would like to stay on. The board would then possibly appoint another member at May's meeting.
Motion by Lindahl, seconded by Kruger and carried unanimously to appoint Pamela Petersen to the Zoning Board.
 - F Parking Pad The board discussed the rules around installing a parking pad. The resident informed the board that the work has already been completed.
 - G Appoint Lindahl City Council appointed Tony Lindahl as a temporary member of the Zoning Board to ensure they can have a quorum.
8. **ZONING ADMINISTRATOR'S REPORT:**

The board asked Judd to check into the permits that are open and see if they can be closed.
9. **BOARD DISCUSSION & CONCERNS:**

None
10. **ADJOURNMENT:**

Motion by Lindahl, seconded by Kruger and was carried unanimously to adjourn the Thursday, April 18th, 2024, Zoning Board Meeting at 7:53 p.m.
11. **NEXT MEETING:**

Thursday, May 16, 2024, at 7:00 p.m.

City of Morristown
Transaction Activity

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
G General Ledger				
EFTPS - DIRECT	G 100-21709 Medicare	\$210.12	4/4/24 Payroll Federal Withholding	04/02/24
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$643.37	4/4/24 Payroll Federal Withholding	04/02/24
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$898.36	4/4/24 Payroll Federal Withholding	04/02/24
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$311.40	4/4/24 Payroll State Withholding	04/02/24
PERA	G 100-21704 PERA	\$997.50	4/4/24 Payroll PERA	04/02/24
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$712.18	04/18/24 Payroll Federal Withholding	04/16/24
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$998.82	04/18/24 Payroll Federal Withholding	04/16/24
EFTPS - DIRECT	G 100-21709 Medicare	\$233.60	04/18/24 Payroll Federal Withholding	04/16/24
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$349.59	4182024 Payroll State Withholding	04/16/24
PERA	G 100-21704 PERA	\$1,070.99	4182024 Payroll PERA	04/16/24
		\$6,425.93		
G General Ledger				
-E Expenditure				
VERIZON WIRELESS	E 100-41941-320 Communication	\$40.01	2/7-3/6 Public Works Tablet Internet	03/27/24
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.24	2/7-3/6 Public Works Phone 2	03/27/24
VERIZON WIRELESS	E 100-41946-320 Communication	\$41.24	2/7-3/6 Community Center Phone	03/27/24
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.24	2/7-3/6 Public Works Phone	03/27/24
VERIZON WIRELESS	E 100-42502-320 Communication	\$220.85	2/7-3/6 Skywarn Tablet #1-5 Internet	03/27/24
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$437.27	March Gas Utilities at Fire Hall. Acct#10583553-2	04/08/24
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$43.60	Fuel for March: Acct# 319870	04/08/24
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$21.80	Fuel for March: Acct# 319870	04/08/24
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$65.41	Fuel for March: Acct# 319870	04/08/24
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$21.80	Fuel for March: Acct# 319870	04/08/24
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$65.41	Fuel for March: Acct# 319870	04/08/24
COMMUNITY CO-OP OIL ASSN	E 204-42210-212 Motor Fuels	\$729.67	Fuel for March: Acct# 620143	04/08/24
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$5,782.14	March Trash Removal	04/09/24
ARMORED REPUBLIC	E 704-42210-215 Operating & Maintenance Supp	\$1,609.17	Armored backpack and plates	04/09/24
BADGER METER	E 601-49440-302 WST Metering & Billing	\$173.88	March Cellular Service to Endpoints	04/09/24
BADGER METER	E 602-49490-302 WST Metering & Billing	\$173.88	March Cellular Service to Endpoints	04/09/24
BHE COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$625.13	February Electricity at 504 3rd St SE	04/09/24
BHE COMMUNITY SOLAR LLC	E 100-41941-380 Utility Services	\$215.00	February Electricity at 109 2nd St SW	04/09/24
BHE COMMUNITY SOLAR LLC	E 100-41946-380 Utility Services	\$439.84	February Electricity at 404 Division St S	04/09/24
BHE COMMUNITY SOLAR LLC	E 100-41948-380 Utility Services	\$439.84	February Electricity at 404 Division St S	04/09/24
BHE COMMUNITY SOLAR LLC	E 204-42210-380 Utility Services	\$215.00	February Electricity at 506 Division St S	04/09/24
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$1,318.43	February Electricity for 75 Verdev Dr: WWTP	04/09/24

Search Name	Account Descr	Amount	Comments	Date
CLEARWAY COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$60.52	February Electricity for 201 Division St: Well #1	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-433 Dues/Subscriptions	\$94.50	3 year amount due for City Website, Wix	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-46103-215 Operating & Maintenance Supp	\$140.99	Data card for compost site cameras	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 204-42210-200 Office Supplies	\$29.75	Bulletin Board for Fire Hall employees	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-200 Office Supplies	\$24.53	Pens and supplies for WWTP	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-200 Office Supplies	\$135.38	Copy paper	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-41110-215 Operating & Maintenance Supp	\$62.84	Microphone cables for City Council meetings	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-41910-215 Operating & Maintenance Supp	\$94.50	3 year amount due for City Website, Wix	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-433 Dues/Subscriptions	\$94.50	3 year amount due for City Website, Wix	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-41948-215 Operating & Maintenance Supp	\$269.44	Misc. supplies for City Hall	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-41941-300 Professional Services	\$602.27	Sponsored job on Indeed	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 204-42210-215 Operating & Maintenance Supp	\$186.00	AED pads for Fire Hall	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-306 W/S Sample Testing	\$61.72	Water samples through UPS	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$63.97	1/3 of Postage for utility bills	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$62.09	1/3 of Postage for utility bills	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$62.09	1/3 of Postage for utility bills	04/09/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-41110-433 Dues/Subscriptions	\$94.50	3 year amount due for City Website, Wix	04/09/24
ESRI	E 100-43102-215 Operating & Maintenance Supp	\$103.50	ESRI software for GIS	04/09/24
ESRI	E 601-49440-215 Operating & Maintenance Supp	\$465.75	ESRI software for GIS	04/09/24
ESRI	E 602-49490-215 Operating & Maintenance Supp	\$465.75	ESRI software for GIS	04/09/24
FARIBAUT FLEET SUPPLY	E 602-49490-215 Operating & Maintenance Supp	\$19.97	Distilled water and garbage bags	04/09/24
FETTE ELECTRONICS	E 100-41946-300 Professional Services	\$209.94	4/1/24-3/31/25 Monitoring of fire & sprinkler systems	04/09/24
FETTE ELECTRONICS	E 100-41948-300 Professional Services	\$209.94	4/1/24-3/31/25 Monitoring of fire & sprinkler systems	04/09/24
LACANNE ELECTRIC LLC	E 602-49490-300 Professional Services	\$4,004.83	Flow meter install work and sensor install	04/09/24
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$3.45	April Life Insurance: Austin Shulz	04/09/24
LMC LEAGUE OF MINNESOTA CITIES	E 100-41801-432 Training/Conferences	\$222.75	MMUA Safety Training for 2023	04/09/24
LMC LEAGUE OF MINNESOTA CITIES	E 601-49440-432 Training/Conferences	\$668.25	MMUA Safety Training for 2023	04/09/24
LMC LEAGUE OF MINNESOTA CITIES	E 100-41941-432 Training/Conferences	\$445.50	MMUA Safety Training for 2023	04/09/24
LMC LEAGUE OF MINNESOTA CITIES	E 100-41425-432 Training/Conferences	\$222.75	MMUA Safety Training for 2023	04/09/24
LMC LEAGUE OF MINNESOTA CITIES	E 602-49490-432 Training/Conferences	\$668.25	MMUA Safety Training for 2023	04/09/24
MACQUEEN EMERGENCY	E 704-42210-260 Clothing	\$1,252.64	Coat, pants, and boots	04/09/24
MACQUEEN EMERGENCY	E 204-42210-300 Professional Services	\$3,703.91		04/09/24
MEDEIROS, MATILDA	E 100-41410-330 Transportation	\$15.28	PNP Election training	04/09/24
MEDICAL & SAFETY RESOURCES INC	E 204-42210-432 Training/Conferences	\$600.00	Emergency medical responder refresher	04/09/24
MID-AMERICAN RESEARCH CHEMICAL	E 100-41941-215 Operating & Maintenance Supp	\$225.91	Oil, wipes, disinfectant, root control	04/09/24
MID-AMERICAN RESEARCH CHEMICAL	E 100-41941-215 Operating & Maintenance Supp	\$216.31	Oil, wipes, disinfectant, root control	04/09/24
MN PUMP WORKS	E 602-49490-215 Operating & Maintenance Supp	\$1,510.52	100' pump cables	04/09/24
MN PUMP WORKS	E 602-49490-300 Professional Services	\$915.44	Labor to install	04/09/24
NAPA WATERVILLE	E 602-49490-215 Operating & Maintenance Supp	\$839.30	Supplies for generator at WWTP	04/09/24
NAPA WATERVILLE	E 204-42210-215 Operating & Maintenance Supp	\$10.48	Tarp strap	04/09/24
OBERLOH AND OBERLOH	E 602-49490-301 Auditing & Accounting Services	\$1,820.00	2023 Audit Services	04/09/24
OBERLOH AND OBERLOH	E 204-42210-301 Auditing & Accounting Services	\$910.00	2023 Audit Services	04/09/24

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
OBERLOH AND OBERLOH	E 603-49520-301 Auditing & Accounting Services	\$910.00	2023 Audit Services	04/09/24
OBERLOH AND OBERLOH	E 100-41540-301 Auditing & Accounting Services	\$3,640.00	2023 Audit Services	04/09/24
OBERLOH AND OBERLOH	E 601-49440-301 Auditing & Accounting Services	\$1,820.00	2023 Audit Services	04/09/24
PLUNKETTS PEST CONTROL INC	E 100-41946-310 Pest Control	\$43.82	Pest Control at Community Center	04/09/24
PLUNKETTS PEST CONTROL INC	E 100-41948-310 Pest Control	\$43.81	Pest Control at City Hall	04/09/24
PLUNKETTS PEST CONTROL INC	E 204-42210-310 Pest Control	\$72.33	Pest Control at Fire Hall	04/09/24
SMITH, TOLLEFSON RAHRICK AND CA	E 100-41610-304 Legal Fees	\$5,760.00	1/1/24-3/31/24, City Attorney Legal Fees	04/09/24
STEVE NORDMEIER	E 204-42210-432 Training/Conferences	\$15.00	Three people to attend the Regional Fire Dept Meeting	04/09/24
SUEL PRINTING COMPANY	E 100-41110-350 Printing and Binding	\$336.00	Summary financial report for 2023	04/09/24
USA BLUEBOOK	E 601-49440-216 Chemicals	\$316.30	Water Chemicals	04/09/24
USA BLUEBOOK	E 602-49490-216 Chemicals	\$243.16	Sewer Chemicals	04/09/24
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$2,004.61	Weekly Sewer Samples, and biosolids	04/09/24
UTILITYLOGIC	E 100-41941-215 Operating & Maintenance Supp	\$3,954.00	Gas detector, harness, blower	04/09/24
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$149.27	MONTH Maintenance Shop Gas Utilities	04/22/24
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$192.78	MONTH City Hall Gas Utilities	04/22/24
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$24.95	MONTH Sewer Plant Gas Utilities	04/22/24
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$73.33	MONTH Water Pump Gas Utilities	04/22/24
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$192.79	MONTH Community Center Gas Utilities	04/22/24
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$17.03	MONTH Water Tower Gas Utilities	04/22/24
EO JOHNSON CO INC	E 601-49440-380 Printer/Rental/Software	\$19.00	4-8 thru 5-7 Toshiba Coverage	04/22/24
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$37.99	4-8 thru 5-7 Toshiba Coverage	04/22/24
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$19.00	4-8 thru 5-7 Toshiba Coverage	04/22/24
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$9.50	4-8 thru 5-7 Toshiba Coverage	04/22/24
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$9.49	4-8 thru 5-7 Toshiba Coverage	04/22/24
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.22	03-7 to 4-6 Public Works Phone	04/22/24
VERIZON WIRELESS	E 100-41946-320 Communication	\$41.22	03-7 to 4-6 Community Center Phone	04/22/24
VERIZON WIRELESS	E 100-42502-320 Communication	\$200.05	03-7 to 4-6 Skywarn Tablet #1-5 Internet	04/22/24
VERIZON WIRELESS	E 100-41941-320 Communication	\$40.01	03-7 to 4-6 Public Works Tablet Internet	04/22/24
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.22	03-7 to 4-6 Public Works Phone 2	04/22/24
BEVCOMM	E 100-42502-320 Communication	\$10.91	April, Communication	04/23/24
BEVCOMM	E 100-41948-320 Communication	\$283.56	April, Communication	04/23/24
BEVCOMM	E 603-49520-320 Communication	\$98.16	April, Communication	04/23/24
BEVCOMM	E 100-42110-320 Communication	\$76.34	April, Communication	04/23/24
BEVCOMM	E 602-49490-320 Communication	\$261.75	April, Communication	04/23/24
BEVCOMM	E 204-42210-320 Communication	\$98.16	April, Communication	04/23/24
BEVCOMM	E 601-49440-320 Communication	\$261.75	April, Communication	04/23/24
BEVCOMM	E 100-41948-320 Communication	\$285.66	May, Communication	04/24/24
BEVCOMM	E 603-49520-320 Communication	\$98.88	May, Communication	04/24/24
BEVCOMM	E 601-49440-320 Communication	\$263.68	May, Communication	04/24/24
BEVCOMM	E 204-42210-320 Communication	\$98.88	May, Communication	04/24/24
BEVCOMM	E 602-49490-320 Communication	\$263.68	May, Communication	04/24/24
BEVCOMM	E 100-42502-320 Communication	\$10.99	May, Communication	04/24/24

Search Name	Account Descr	Amount	Comments	Date
BEVCOMM	E 100-42110-320 Communication	\$76.91	May, Communication	04/24/24
XCEL ENERGY	E 204-42210-380 Utility Services	\$203.22	3/13/24-4/11/24 Electricity: Fire Hall	04/24/24
MN UNEMPLOYMENT INSURANCE	E 100-49201-140 Unemployment Compensation	\$2,670.00	John Schlie Unemployment Benefits	04/29/24
AIRGAS	E 100-41941-215 Operating & Maintenance Supp	\$81.99	Argon cylinder lease program, per year cost	04/30/24
AIRGAS	E 100-41941-215 Operating & Maintenance Supp	\$55.33	March argon cylinder rental	04/30/24
BHE COMMUNITY SOLAR LLC	E 100-41948-380 Utility Services	\$517.79	March Electricity at 404 Division St S	04/30/24
BHE COMMUNITY SOLAR LLC	E 204-42210-380 Utility Services	\$253.01	March Electricity at 506 Division St S	04/30/24
BHE COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$727.63	March Electricity at 504 3rd St SE	04/30/24
BHE COMMUNITY SOLAR LLC	E 100-41946-380 Utility Services	\$517.78	March Electricity at 404 Division St S	04/30/24
BHE COMMUNITY SOLAR LLC	E 100-41941-380 Utility Services	\$253.01	March Electricity at 109 2nd St SW	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-41941-215 Operating & Maintenance Supp	\$3.77	Post for Public Works Part-time on Indeed	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-41910-215 Operating & Maintenance Supp	\$95.20	Stamps	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$61.48	1/3 of Postage for utility bills	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$61.49	1/3 of Postage for utility bills	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$61.47	1/3 of Postage for utility bills	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-433 Dues/Subscriptions	\$102.15	Tier II chemical reporting	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-45202-215 Operating & Maintenance Supp	\$108.92	Tabls for Dodge truck	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-200 Office Supplies	\$84.44	Stamps, pens, markers, etc.	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-43101-215 Operating & Maintenance Supp	\$108.92	Tabls for Dodge truck	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-306 W/S Sample Testing	\$13.46	Water samples through UPS	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-200 Office Supplies	\$109.04	Stamps, pens, markers, etc.	04/30/24
ELAN CORPORATE PAYMENT SYSTEM	E 100-46103-215 Operating & Maintenance Supp	\$140.99	Compost site camera data plan	04/30/24
FERGUSON	E 601-49440-215 Operating & Maintenance Supp	\$95.45	Pipe fittings for water fill at PW building	04/30/24
FERGUSON	E 601-49440-215 Operating & Maintenance Supp	\$21.01	Gasket for water tower meter	04/30/24
HAWKINS INC	E 602-49490-216 Chemicals	\$4,077.87	WWTP Chemicals	04/30/24
HAWKINS INC	E 602-49490-216 Chemicals	\$20.00	WWTP Chemicals	04/30/24
HAWKINS INC	E 601-49440-216 Chemicals	\$864.46	Water Tower Chemicals	04/30/24
HAWKINS INC	E 602-49490-215 Operating & Maintenance Supp	\$1,200.00	Ferric pump	04/30/24
MACQUEEN EMERGENCY	E 704-42210-260 Clothing	\$385.83	Clothing for fire department	04/30/24
MACQUEEN EMERGENCY	E 704-42210-260 Clothing	\$371.02	Clothing for fire department	04/30/24
METERING AND TECHNOLOGY Solut	E 602-49490-215 Operating & Maintenance Supp	\$94.33	Meter body, endpoints, registers	04/30/24
METERING AND TECHNOLOGY Solut	E 601-49440-215 Operating & Maintenance Supp	\$94.33	Meter body, endpoints, registers	04/30/24
MID AMERICA METER INC	E 601-49440-300 Professional Services	\$1,262.64	Water tower meter repair	04/30/24
RICE COUNTY HIGHWAY DEPTMEN	E 403-49001-300 Professional Services	\$150.00	Permit review fee App ID#249413	04/30/24
RICE COUNTY SHERIFFS OFFICE	E 100-42110-307 Police Administration	\$41,597.49	Nov 2023 thru Jan 2024, Law Enforcement Contract	04/30/24
SECURITAS ELECTRONIC SECURITY	E 100-41946-311 Alarm Company	\$79.38	5/1/24-7/31/24 Monitoring Services	04/30/24
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$44,370.00	2024 Street Project, Final design and assessments	04/30/24
SUEL PRINTING COMPANY	E 204-42210-300 Professional Services	\$300.00	Fireman's Dance Ad	04/30/24
SUEL PRINTING COMPANY	E 100-41910-350 Printing and Binding	\$96.00	Parcel Split 406 Franklin St W	04/30/24
SUEL PRINTING COMPANY	E 403-43101-350 Printing and Binding	\$448.00	Assessment Hearing	04/30/24
SUEL PRINTING COMPANY	E 100-41910-350 Printing and Binding	\$80.00	Preliminary Plat-The Portage	04/30/24
TEAM LAB	E 602-49490-216 Chemicals	\$888.75	WWTP Chemicals, Super/mega bugs	04/30/24

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
TEAM LAB	E 100-43101-215 Operating & Maintenance Supp	\$963.75	Road Patch, 50 bags	04/30/24
USA BLUEBOOK	E 601-49440-215 Operating & Maintenance Supp	\$339.59	Fill hose for PW building	04/30/24
USA BLUEBOOK	E 602-49490-216 Chemicals	\$125.95	Sewer Chemicals	04/30/24
USA BLUEBOOK	E 602-49490-215 Operating & Maintenance Supp	\$119.48	Gloves, and water nozzles	04/30/24
MN DEPARTMENT OF REVENUE	E 603-49520-439 Refuse Tax	\$710.00	March 2024 Sales amd Use Tax Return	05/01/24
MN DEPARTMENT OF REVENUE	E 601-49440-437 Sales Tax	\$31.00	March 2024 Sales and Use Tax Return	05/01/24
		\$162,106.47		
		\$168,532.40		

-E Expenditure

Full Property No. Address	Violation	Status	Log Date	Deadline	Total Fine	Paid	Memo
3 106 1ST STREET S.E.	Vehicle: Exceed 4 Vehicles	3rd Notice	03/01/24	05/10/24	\$300.00	\$0.00	Violation Description: 92.19 (B)(3)(a): No more than 4 vehicles per lawful dwelling.
					\$300.00	\$0.00	

City of Morristown
2024 License Renewal

July 1, 2024 through June 30, 2025

1. American Legion Post 149

Club On-Sale Liquor License	\$450.00
Sunday Liquor License	\$200.00
<i>Total</i>	\$650.00

2. Archie's Bar

On-Sale Liquor License	\$1,900.00
Off-Sale Liquor License	\$200.00
Sunday Liquor License	\$200.00
Tobacco License	\$100.00
<i>Total</i>	\$2,400.00

3. Hiller's Last Call Liquor & Bait

On-Sale Liquor License	\$1,900.00
Off-Sale Liquor License	\$200.00
Sunday Liquor License	\$200.00
Tobacco License	\$100.00
<i>Total</i>	\$2,400.00

4. Morristown Baseball Association

(Babe Nordmeier Field)

On-Sale - 3.2 Malt Liquor License	\$50.00
<i>Total</i>	\$50.00

5. Morristown Commercial Club

On-Sale Commercial Club Liquor License	\$200.00
Sunday On-Sale Liquor License	\$200.00
<i>Total</i>	\$400.00

6. Morris Mart

(Community Co-Op Oil Assn)

Tobacco License	\$100.00
<i>Total</i>	\$100.00

7. Old Town Tavern

On-Sale Liquor License	\$1,900.00
Off-Sale Liquor License	\$200.00
Sunday Liquor License	\$200.00
Tobacco License	\$100.00
<i>Total</i>	\$2,400.00

8. Dollar General

Tobacco License	\$100.00
<i>Total</i>	\$100.00

LOT COMBINATION REQUEST

Name: Brandon Hachfeld Date: 4-16-24

Address: 23984 Fona Ave. Morristown, MN 55052

Phone: (Home) 507-330-3612 (Business) _____

PARCEL NUMBER(s) See Attached

Existing legal description of properties to be combined: (Use reverse or attach extra sheet if needed)

See Attached

Legal description of lot to be created: **(A Certificate of Survey showing existing and proposed parcels must accompany this request)**

See Attached

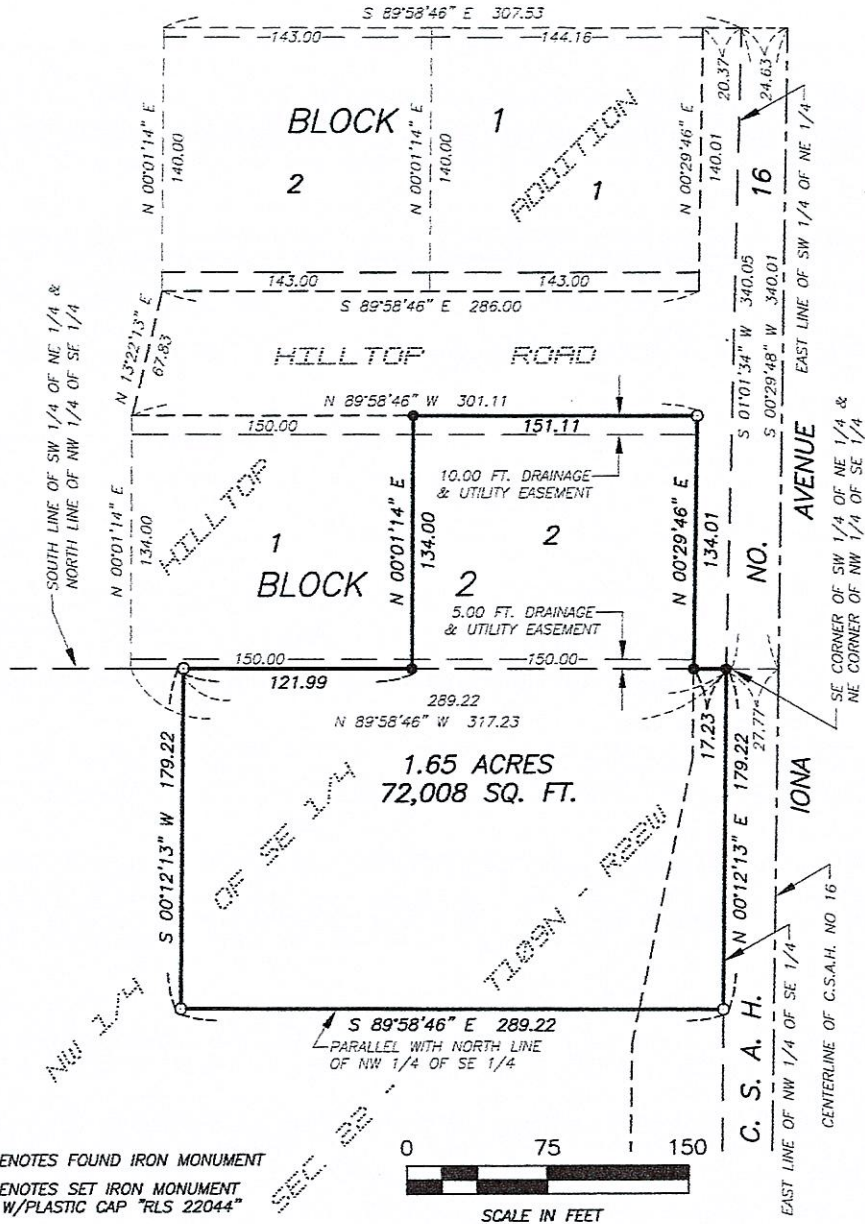
Signature



For Office Use Only

1. Are there current special assessments or other charges against the parcels? _____
If yes, show amount \$ _____
Will assessments be paid? _____
(Lot Combination Requests MUST be considered at the next regular City Council meeting)
Date of Meeting: _____
Property Owner Must Provide Proposal for Reapportioning all Outstanding Assessments.
2. Conforms to Land Use Requirements. Yes ___ No ___ (Reviewed by ___)
Comments: _____
3. Potential for Impact on Public Facilities. Yes ___ No ___ (Reviewed by ___)
Comments: _____
4. Will change affect parcel number(s)? Yes ___ No ___ (Reviewed by ___)
Comments: _____

CERTIFICATE FOR:
 BRANDON HACHFELD
 23984 IONA AVENUE
 MORRISTOWN, MN 55052



- DENOTES FOUND IRON MONUMENT
- DENOTES SET IRON MONUMENT W/PLASTIC CAP "RLS 22044"

LEGAL DESCRIPTION:

All that part of the Northwest Quarter of the Southeast Quarter of Section 22, Township 109 North, Range 22 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows, to-wit: Beginning at the Northeast corner of the said Northwest Quarter of the Southeast Quarter, thence West along the North line thereof, 289.22 feet; thence South 179.22 feet; thence East parallel with the North line thereof, 289.22 feet to the East line thereof, thence North along the East line thereof, 179.22 feet to the place of beginning AND Lot 2, Block 2, HILLTOP ADDITION, according to the recorded plat thereof, Rice County, Minnesota. Subject to all easements and restrictions of record, if any.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

APRIL 10, 2024

Dated:

David G. Rapp

David G. Rapp
 Minnesota Registration No. 22044

RAPP LAND SURVEYING, INC.

45967 HIGHWAY 56 BLVD
 KENYON, MN 55946
 (612) 532-1263

DRAWN BY: BDR	DATE: 4-10-24	PROJECT NO. D2475
SCALE: 1" = 75'	SHEET 1 of 1 sheet	BOOK/PAGE 58/51

Loan Number: 192660691

Date: SEPTEMBER 30, 2019

Property Address: 23984 IONA AVE
MORRISTOWN, MINNESOTA 55052

EXHIBIT "A"

LEGAL DESCRIPTION

All that part of the Northwest Quarter of the Southeast Quarter of Section 22, Township 109 North, Range 22 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows, to-wit: Beginning at the Northeast corner of the said Northwest Quarter of the Southeast Quarter, thence West along the North line thereof, 289.22 feet; thence South 179.22 feet; thence East parallel with the North line thereof, 289.22 feet to the East line thereof, thence North along the East line thereof, 179.22 feet to the place of beginning

AND

Lot 2, Block 2, Hilltop Addition, Rice County, Minnesota

A.P.N. # : 20.22.4.25.001; 20.22.1.51.004



Proposal of Service

Date: 05/06/2024

Company: City of Morristown

Position: City Clerk

Express Employment Professionals agree to provide the following employee administrative services:

- Recruitment of Express Associate(s)
- Screen to ensure Express Associate(s) are qualified to meet client's needs
- Administer skills tests to evaluate Express Associate(s) qualifications
- Interview Express Associate to identify key strengths
- Validate employment verification and references
- Conduct criminal background check
- Validate Social Security Number through Social Security Administration
- Administer Quality Checks per ISO 9001:2000 standard
- Maintain on-going contact to ensure Associate / Client success

Express Employment Professionals will provide the following administrative functions:

- *Pay all Express Associate's wages*
- Pay all related payroll expenses
- *Provide unemployment coverage – State & Federal*
- Provide employer social security match
- Provide worker's compensation coverage
- Provide employer liability coverage
- Provide bonding coverage
- Provide Associate benefits including: Accident/Sickness Medical Program, holiday and vacation pay, and Associate funded 401(k) savings plan

Bill rate for all services;

Wage:

\$20.00

Bill-rate:

\$28.00

* Must complete 720 hours prior to being hired

* Drug screen cost \$48 per associate

* Background check cost vary starting at \$5

* If at any time during the term of this assignment, Express is required to increase such wage and/or payroll burden costs as the direct result of any action by Federal, State, or local governmental authority, the Client shall reimburse Express at cost for any such increases.

Contact Information:

Abby Wigham ♦ Operations Manager ♦ 507-455-3002 abby.wigham@Expresspros.com



Staffing Agreement

...le. Impacting Business.

At Express Services, Inc. (Express) dba Express Employment Professionals (referred to as "Express", "We" or "Our"), we make it easy for you to do business with us. The first step to establishing a successful staffing relationship is to ensure a clear understanding of each party's responsibilities. We appreciate your business and look forward to the opportunity to support you with outstanding professional employment services in consideration of your agreement to the following terms and conditions:

1. We hire associates as Express employees, and provide all wages, taxes, withholding, workers' compensation, and unemployment insurance. Medical benefits and vacation pay are also available to associates who qualify. We recruit and assign associates to you to perform the job duties you specify. You agree to notify us if those duties or the workplace of an associate changes.
2. Express complies with all Federal, State, and Local employment laws and regulations. You agree to provide our associates with a safe, suitable workplace and equipment, and to comply with all applicable federal, state, and local employment laws including appropriate workplace-specific safety and health training that adequately addresses potential hazards at your worksite. You agree to indemnify and hold Express harmless from claims or damages resulting from your non-compliance with applicable laws and regulations. Express pays associates promptly, based on information approved by you. You agree to pay the charges based on the time card or other mutually acceptable recording method by the invoice due date.
3. A monthly service charge of 18% per annum may be assessed on charges remaining unpaid 30 days after the invoice date. We are entitled to reasonable collection fees, attorney fees, and other expenses incurred to collect all charges on your account(s). Bill rates are subject to change with appropriate notice.
4. It is our goal that associates perform their jobs to your satisfaction; however, if you are not satisfied with an Express associate for any reason within the first 48 hours of the assignment, you will not be charged for the first four (4) hours of the associate's work and a replacement will be provided.
5. We provide insurance to cover Express associates for Workers' Compensation, Commercial General Liability, Employers Liability, Fidelity Bond, Errors and Omissions, and Hired/Non-Owned Automobile coverage in an amount not less than \$1,000,000 per occurrence. You agree to maintain liability insurance for any motor vehicle, forklift, or other motorized mobile equipment operated by an Express associate, and agree to waive all rights of recovery against Express as the employer of the Express associate.
6. You agree that you will not request or allow our associates to offer professional opinions concerning any financial audits, certifications or financial statements, SEC filings or provide management consulting or financial advice. Nor will our associates be permitted sign-off authority for architectural or engineering projects or construction or other cost estimates. All services performed by our associates shall be under your direction, supervision and control and you shall be responsible for ensuring that the services meet your requirements and agree that we are not responsible for the accuracy and correctness of the resulting work product.
7. If our associates have access to unattended premises or the care, custody, or control of cash, checks, credit card numbers, ATM bank cards, negotiables, confidential information, trade secrets, or other valuable property, then you agree to indemnify and hold us harmless from any resulting loss or damage.

8. Express will provide associates for positions where operating a motor vehicle, forklift, or other motorized equipment is required, if notified in writing prior to an assignment. We must know in advance, so we can assign associates who are qualified to meet your specifications. During an assignment, if our associate operates a motor vehicle, forklift, or any other motorized equipment, you agree to indemnify and hold us harmless for bodily injury, property damage, collision, or public liability claims, regardless of fault.
9. You supervise, direct, and control the work performed by Express associates, and assume responsibility for all operational results, including losses or damage to property or data in the care, custody, or control of an Express associate. You agree to indemnify and hold us harmless from any claims or damages that may be caused by your negligence or misconduct, and agree on behalf of *your* insurer(s) to waive all rights of recovery (subrogation) against *us*.
10. We offer an evaluation hire program designed to provide you with associates on a trial basis prior to converting them to your payroll. To take advantage of our evaluation hire program, you agree to negotiate a pre-determined trial period or fee prior to an associate's assignment to you.
11. Express allows you to hire associates already assigned to you if your invoices are current and you agree to pay an acceptable payroll transfer fee (up to 30% of an associate's expected annual earnings) to convert an Express associate to your payroll. There will be no charge to you if they complete the 720 hours.
12. You agree, for a period of 180 days from the date of introduction or last date on assignment, whichever is later, not to hire directly or use Express associates through another staffing firm without paying a liquidation fee of 30% of the Express associate's expected annual compensation, unless otherwise agreed to by us in writing.
13. Express will, at your written request, conduct criminal history checks and drug screens as permitted by state law. The costs vary depending upon the specific test or report ordered and the charges will be agreed upon prior to ordering the tests and/or reports.

Thank you for your business. We look forward to a mutually beneficial relationship.

Company: _____ Date _____

Agent's Name (please print)

_____ Title _____

Agent's Signature

Council: How many applications?

Quote

Service: **Lawn Spraying**

Company Name: Groundsmasters

Phone: 507-358-7360

Email: chad@ogimn.com

Contact Name: Chad Kunkel

Date: 4/25/2024

Please fill out the price to spray each location, based on the square footage provided using broad leaf control, without fertilizer.

Location	Approx. Square Feet		Final	Price Per Application	
	Total	Buildings/Etc			
Water Tower	32,265	1,000	31,265	\$	101.61
Sidney St Ditch	50,820	-	50,820	\$	165.17
Community Center	152,620	65,285	87,335	\$	283.84
Fire Hall	66,199	43,326	22,873	\$	74.34
Centennial Park	147,329	19,226	128,103	\$	416.33
Feed Mill	13,812	-	13,812	\$	44.89
Baseball Park - Outside	30,328	-	30,328	\$	98.57
Total			364,536	\$	1,184.75

Notes:

Signature

Date

Quote

Service: **Lawn Spraying**

Company Name: From the Ground Up

Phone: _____

Email: _____

Contact Name: _____

Date: 4/22/2024

Please fill out the price to spray each location, based on the square footage provided using broad leaf control, without fertilizer.

Location	Approx. Square Feet		Final	Price Per Application	
	Total	Buildings/Etc			
Water Tower	32,265	1,000	31,265	\$	120.70
Sidney St Ditch	50,820	-	50,820	\$	148.59
Community Center	152,620	65,285	87,335	\$	223.51
Fire Hall	66,199	43,326	22,873	\$	133.75
Centennial Park	147,329	19,226	128,103	\$	449.96
Feed Mill	13,812	-	13,812	\$	63.17
Baseball Park - Outside	30,328	-	30,328	\$	122.14
Total			364,536	\$	1,261.82

Notes:

Signature

Date

Quote

Service: **Lawn Spraying**

Company Name: Filan
Phone: _____
Email: _____
Contact Name: _____
Date: 4/22/2024

Please fill out the price to spray each location, based on the square footage provided using broad leaf control, without fertilizer.

Location	Approx. Square Feet		Final	Price Per Application
	Total	Buildings/Etc		
Water Tower	32,265	1,000	31,265	\$ -
Sidney St Ditch	50,820	-	50,820	\$ -
Community Center	152,620	65,285	87,335	\$ -
Fire Hall	66,199	43,326	22,873	\$ -
Centennial Park	147,329	19,226	128,103	\$ -
Feed Mill	13,812	-	13,812	\$ -
Baseball Park - Outside	30,328	-	30,328	\$ -
Total			364,536	\$ 1,275.00

Notes:

Will use a commercial park herbicide

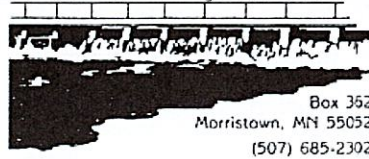
Signature

Date

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362

Morristown, MN 55052

(507) 685-2302

RESOLUTION NO. 2024-22 RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the **2024 Street and Utility Improvement Project**, which includes improvements on the following streets:

- Ann Street SW from Division Street (CSAH 16) to Second Street SW
- Ann Street E from Division Street (CSAH 16) to Second Street SE
- Washington Street E from Division Street (CSAH 16) to Third Street SE
- First Street SE from Washington Street E to Main Street E (CSAH 15)
- Second Street SE from Ann Street E to Main Street E (CSAH 15)
- Second Street SE from Chestnut Street E to Main Street E (CSAH 15)
- Second Street NE from Main Street E (CSAH 15) to Franklin Street (CSAH 44)

by 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 has amended such proposed assessment as it deems just.

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

1. Such proposed assessment, as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments, including principal and interest, 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 will bear interest at a rate not to exceed 6.0 percent per annum after October 31, 2024.
3. 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 or part 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; 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.
4. After the adoption of the Assessment Roll and prior to the certification of the assessment to the County Auditor, the owner of any property so assessed may pay to the City Treasurer any portion of the assessment and the remaining unpaid balance shall be spread over the period of time established above.
5. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the Rice County Property Tax and Elections Director to be extended on the property tax lists of the county. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the council this 6th day of May, 2024.

Mayor

City Clerk/Treasurer

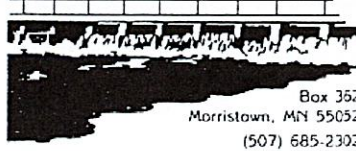
Draft - May 6, 2020
 Revised - 5/6/20

[illegible]

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 352
Morristown, MN 55052
(507) 685-2302

RESOLUTION NO. 2024-23 ACCEPTING BID

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. Mankato, MN	\$2,061,084.89	\$410,213.70	\$23,800.00	\$2,495,098.59
Heselton Construction LLC. Faribault, MN	\$2,203,373.60	\$423,245.58	\$46,480.00	\$2,673,099.18
BCM Construction, Inc. Faribault, MN	\$2,262,558.26	\$434,375.19	\$49,280.00	\$2,673,099.18
Wencl Construction Inc. Owatonna, MN	\$2,316,864.54	\$459,240.17	\$46,200.00	\$2,822,304.71
W W Blacktopping, Inc. Mankato, MN	\$2,321,946.40	\$444,738.70	\$44,800.00	\$2,811,485.10
Ryan Contracting Co. Elko, MN	\$2,401,595.50	\$423,794.75	\$30,800.00	\$2,856,190.25
A-1 Excavating LLC Bloomer, WI	\$2,413,007.70	\$417,977.30	\$56,000.00	\$2,886,985.00
Minnesota Dirt Works Inc Lakeville, MN	\$2,578,976.65	\$446,466.88	\$44,800.00	\$3,070,243.53

AND WHEREAS, it appears Holtmeier Construction Inc. of Mankato, Minnesota, is the lowest responsible bidder,

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

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Holtmeier Construction Inc. of Mankato, Minnesota, in the name of the City of Morristown, Minnesota, for the construction of the 2024 Street and Utility Improvement Project, Total Bid Amount (Base Bid, Alternate 1, and Alternate 2) according to the plans and specification therefore approved by the City Council and on file in the office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the city council this 6th day of May, 2024.

Mayor

City Administrator



Building a Better World
for All of Us®

May 6, 2024

RE: City of Morristown, Minnesota
2024 Street & Utility Improvement
Project
SEH No. MORRT 174011 10.00

Honorable Mayor and
Members of the City Council
City of Morristown
402 Division Street South
PO Box 362
Morristown, MN 55052

Dear Mayor and Council Members:

This letter outlines our proposed services for the construction related services on the proposed 2024 Street and Utility Improvement Project.

Background / Project Understanding

The 2024 Street and Utility Improvement Project encompasses approximately 11 city blocks and will impact about 50 properties directly adjacent to the project. Two of the 11 blocks were vacated to the WEM school district for a private improvement.

Our role in Construction Administration is not only to observe that the contractor's work quantity and quality is completed according to contract requirements, but also to keep the Owner, citizens, and project stakeholders informed of project status.

SCOPE OF SERVICES

Phase 3–Construction Services

Task 30.0 – Construction Administration (\$35,200 Lump Sum)

This task is associated with administration of the project, including preparation and administration of the construction contract, weekly construction meetings, project updates to the residents, pay applications, shop drawing reviews, and generally coordination of the project with the Contractor and the City. Tasks included are:

- Receiving, reviewing, and approving pay applications from the contractor.
- Holding weekly progress meetings during the project.
- Keeping residents and project stakeholders informed of progress schedule and work sequence through the Project Update mailings.
- Reviewing shop drawings.
- Reviewing and processing change orders.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 11 Civic Center Plaza, Suite 200, Mankato, MN 56001-7710

507.388.1989 | 877.316.7636 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

- Answering contractor questions.
- Addressing issues resulting from unforeseen conditions or change of project scope.
- Corresponding with businesses, homeowners, utility companies, and other project stakeholders.
- On site meetings with City Staff or residents to discuss certain phases of construction or to address issues.

Task 31.0 – Construction Observation (RPR) (\$150,900 Hourly Not to Exceed)

This task is for providing construction observation and resident project representative (RPR) services. Services include monitoring and observing construction progress, compliance with the project specifications, representation of the engineer on the project, and liaison between the contractor and the residents of the City.

We will provide construction observation services (Resident Project Representative – RPR) on a full-time basis, based on the work happening at a particular time. At times during peak construction activity, we may provide additional field staff to meet the needs of the project at a given time. We will maintain daily construction records and quantities and will prepare record drawings upon completion of the project. Detailed explanation of the scope of RPR services is provided in the attached Exhibit B – RPR.

We are estimating the typical work week to include 55 hours of construction observation per week from the beginning of June until the end of October, with some part time at the beginning and end of the project. Work weeks may exceed 60 hours some weeks, but 55 hours is used as an average over the 22 weeks with shorter weeks as the project ramps up early and slows down in the fall. There is also time for project close out, warranty reviews, punch list reviews, and final paving. This work is proposed at an hourly, not to exceed basis. Tasks included are:

- Observing the quantity and quality of the work by the contractor according to the plans and Contract Documents.
- Working closely with the City's testing firm in determining acceptability for materials furnished by the contractor.
- Maintaining a daily log of work completed on the project, along with a tabulation of all project quantities.
- Attending progress meetings.
- Along with the Engineer, making recommendations regarding acceptance of the project at time of final completion.
- Available on site for answering questions and addressing concerns from residents living next to the project.

Task 32.0 Record Drawings (\$17,300 Lump Sum)

This task is for providing record drawings on the work completed under this project. This would be for all work with the proposed project. Tasks included:

- Preparing a set of as-built drawings for the project.
- Inventorying new utility items using GPS for GIS integration.

Task 33.0 Construction Staking (\$32,600 Lump Sum)

This task is associated with providing field construction staking for the full project including streets, storm sewer, and water main. Tasks include:

- Setting benchmarks and survey control.
- Staking line and grade for water main, storm sewer, street, and curb and gutter.
- Preparation of cut sheets.

Task 34.0 WEM Construction Services (\$48,400 Hourly Not to Exceed)

This task is for providing the typical construction services for Alternate 2, including construction administration, construction observation, construction staking, and record drawing preparation. Tasks included are similar to the tasks bulleted in the above tasks.

PROPOSED FEE

We propose to provide the services outlined in this proposal for the City of Morristown as summarized below and on the attached detailed task hour budget.

Phase 3 – Construction Phase

Construction Administration (Task 30.0)	\$35,200	Lump Sum
Construction Observation (RPR) (Task 31.0)	\$150,900	Hourly
Record Drawings (Task 32.0)	\$17,300	Lump Sum
Construction Staking (Task 33.0)	\$32,600	Lump Sum
WEM Construction Services (Task 34.0)	\$48,400	Hourly
Total Phase 2-Final Design Phase	\$284,400	

Proposal for Testing Services*

TBD

*City to contract directly with Testing Firm.

As we developed our fee for Construction Administration services for the project, we wanted to provide some additional information on how these amounts were calculated:

- SEH bases our estimated agreement amounts on the projected effort needed to meet the agreed upon scope of project. We do not use a percentage of the construction cost to develop the fee for services. The attached task hour budget identifies the budgeted hours.
- Construction Observation (Resident Project Representative (RPR)) fees can be somewhat challenging to estimate. Exact time and involvement required by the RPR will be directly dependent on a number of factors outside the control of the City or the Engineer, including but not limited to: quality and qualifications of the contractor, scheduling, construction phasing, and weather.

For the basis of this proposal, we have assumed some limited start-up RPR time prior to and follow up after the core construction period. We have also assumed a contingency time of one week for unforeseen circumstances (e.g., weather delays, etc.).

We have reviewed the construction duration based on various assumptions of time and estimate a reasonable RPR effort would be approximately 1120 hours (280 additional hours for Alternate 1) for the main RPR effort. Please note that we have proposed that the work for RPR services be billed on an hourly, not-to-exceed basis. The hourly budget allows for some budgeted contingency time, yet the ability to experience a cost savings if the construction is completed quicker than anticipated. Any unacceptable delay in the contractor completion may be a basis for liquidated damages against the contractor as a means to fund additional engineering/RPR expenses beyond the budget outlined.

Any additional tasks added to or deleted from this project due to significant changes in the general scope of the project or its design including, but not limited to, changes in size, complexity of character or type of construction, shall be by written amendment to the contract signed by both parties.

SCHEDULE

At the present time, the proposed schedule for the project would be as follows:

Task	Date
Assessment Hearing	May 6, 2024
Preconstruction Conference	May 7, 2024
Construction	After June 3, 2024–October 2024
Warranty Work/Final Paving	June 2025

If the City of Morristown has any questions or comments regarding the proposed fees, please feel free to contact me. If these proposed services are acceptable to you, please sign two copies of the attached SLA, keep one copy for your file, and return one copy to our office. We look forward to working with you on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Doug Scott, PE
Project Manager
(Lic. MN)

jb
Enclosures

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : 2024 Street & Utility Improvement Project
 Phase : Construction Administration
 Location : Morristown, MN
 Date : Monday, May 6, 2024

	Labor						TOTALS
	Scott Project Engineer	Brinkman Technician					
Task 30.0 - Task Name: Construction Admin							
Construction Project Management / Calls / Periodic Progress Meetings / Doc. Mgmt	104.0	2.0					106.0
Prepare Construction Contracts	4.0	3.0					7.0
Preconstruction Meeting / Agenda / Minutes	16.0	1.0					17.0
Pay Estimates / Estimates of Project Costs & Funding Breakdowns	70.0	8.0					78.0
SUBTOTAL HOURS	194.0	14.0	0.0	0.0	0.0	0.0	208.0
TOTAL TASK FEE	\$ 35,200.00						

	Labor						TOTALS
	Appleton Residen Project Representative	Scott Project Engineer	Brinkman Technician				
Task 31.0 - Task Name: Construction Observation							
RPR Daily Duties	1120.0	52.0	25.0				1,197.0
SUBTOTAL HOURS	1120.0	52.0	25.0	0.0	0.0	0.0	1,197.0
TOTAL TASK FEE	\$ 150,900.00						

	Labor						TOTALS
	Scott Project Engineer	Solmonson Survey Crew Chief	Appleton Residen Project Representative	Brinkman Technician	Kosek Staff Engineer		
Task 32.0 - Task Name: Record Drawings							
Record Drawing Data Collection, Notes, Data Reduction			24.0				24.0
Prepare Record Drawings	2.0	9.0	17.0		40.0		68.0
Review, Submittal, and Distribution of Record Drawings	6.0	8.0	10.0	2.0			26.0
SUBTOTAL HOURS	8.0	17.0	51.0	2.0	40.0	0.0	118.0
TOTAL TASK FEE	\$ 17,300.00						

	Labor						TOTALS
	Pomplun Lead Technician	Solmonson Survey Crew Chief	Appleton Residen Project Representative				
Task 33.0 - Task Name: Construction Staking							
Establish Control	4.0	12.0					16.0
Water Main		38.0	4.0				42.0
Storm Sewer		14.0	3.0				17.0
Street / Curb & Gutter		30.0	3.0				33.0
Staking Computations	18.0	8.0					26.0
Project Management / Crew Management	6.0		6.0				12.0
Staking Prep.	10.0	5.0					15.0
Scheduling and Coordination	14.0	5.0	14.0				33.0
SUBTOTAL HOURS	52.0	112.0	30.0	0.0	0.0	0.0	194.0
TOTAL TASK FEE	\$ 32,600.00						

	Labor						TOTALS
	Scott Project Engineer	Appleton Residen Project Representative	Solmonson Survey Crew Chief	Brinkman Technician			
Task 34.0 - Task Name: WEM Construction Services							
Construction Administration	40.0			6.0			46.0
Construction Staking		6.0	26.0				32.0
Construction Observation (RPR)	8.0	280.0					288.0
Record Drawings	2.0	8.0	1.0				11.0
SUBTOTAL HOURS	50.0	294.0	27.0	6.0	0.0	0.0	377.0
TOTAL TASK FEE	\$ 48,400.00						

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Morristown, MN ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective December 7, 2020, this Supplemental Letter Agreement dated May 6, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 Street and Utility Improvements Project - Construction Services.

Client's Authorized Representative: Ellen Judd

Address: 402 Division St, PO Box 362, Morristown, Minnesota 55052, United States

Telephone: 507.497.1287 **email:** ejudd@ci.morristown.mn.us

Project Manager: Doug Scott

Address: 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001

Telephone: 507.237.8384 **email:** dscott@sehinc.com

Scope: The Services to be provided by Consultant:

Scope includes Construction Administration, Construction Staking, Construction Observation (RPR), Record Drawings, and WEM Construction Services. See attached letter dated May 6, 2024, detailing the tasks to be completed.

Resident Project Representative Services

RPR services will be provided in accordance with attached Exhibit B.

Schedule: We will begin our services upon a signed copy of this Agreement. As indicated in the attached letter dated May 6, 2024

Payment: The total estimated fee is \$284,400 including expenses and equipment. The estimated fee for each task is as indicated in the attached letter and Task Hour budget dated May 6, 2024.

<u>Task</u>	<u>Fee</u>
Construction Administration (Task 30.0)	\$35,200 Lump Sum
Resident Project Representative (RPR) (Task 31.0)	\$150,900 Hourly
Record Drawings (Task 32.0)	\$17,300 Lump Sum
Construction Staking (Task 33.0)	\$32,600 Lump Sum
WEM Construction Services (Task 34.0)	\$48,400 Hourly

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1 and A-2.

Short Elliott Hendrickson Inc.

City of Morristown, MN

By: 

Full Name: Brent Kavitz

Title: CS Manager

By: _____

Full Name: _____

Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Morristown, MN (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated May 6, 2024

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

Exhibit A-2
to Supplemental Letter Agreement
Between City of Morristown, MN (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated May 6, 2024

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

Exhibit B
to Supplemental Letter Agreement
Between City of Morristown, MN (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated May 6, 2024

**A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative**

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

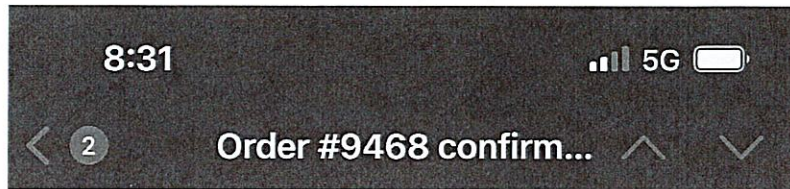
- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
- 6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
 - 7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
 - 8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
 - 9. Reports:
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
 - 10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
 - 11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
 - 12. Completion:
 - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

Foul-line Fence Posts



Order summary



Douglas Powder
Coated Steel
Heavy Duty
Professional Foul Poles x 1 \$2,499.00
20' ABOVE GROUND
12' WING

Subtotal	\$2,499.00
Shipping	\$0.00
Taxes	\$0.00
Total	\$2,499.00

Customer information

Shipping address

Brent Vollbrecht
51464 State Highway 13
Waterville MN 56096



BRANDENBURG PLUMBING

• MONTGOMERY, MN •

Morristown park bathroom/ Mike O'rourke

Scope of work: install DWV for new bathroom and floor drain in mechanical room. Supply bathroom fixtures with hot and cold water, supply and install fixtures for two bathrooms, supply and install 6 gallon water heater.

Labor and Material: \$5,500

Fixture allowance: \$3,500

Deposit due: \$4,500

Amount due upon completion: \$4,500 + permit fee

Total: \$9,000 + permit fee

Fixtures include: 2 water closets, customer provided urinal, 2 wall hung lav sinks, elkay drinking fountain, 2- 1 inch flushometer, 1- ¾ inch flushometer, 2 metering lav faucets, 1 frost free hose bib, 1 interior hose bib, 6 gallon a.o smith electric water heater.

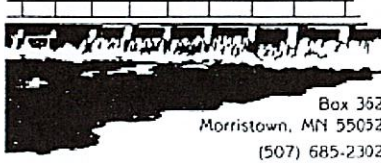
All labor and materials are included in the price above. Any changes made during construction are subject to change orders. Estimate does not include permits, disposal costs, or water meter costs. Any amount over the fixture allowance will be extra.

Brandenburg Plumbing LLC Phone : 952-237-7558 Email: brandenburgjason36@gmail.com
16866 400th st
Montgomery, MN

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



RESOLUTION NO. 2024-21

RESOLUTION ACCEPTING RESIGNATION OF MATILDA MEDEIROS

WHEREAS, Matilda Medeiros was the city clerk of the city and an employee of the city;
and

WHEREAS, Matilda Medeiros resigned her employment with the City effective March 15, 2024.

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

1. The council accepts Matilda Medeiros's resignation effective March 15, 2024.

Adopted by the City Council of the City of Morristown on May 6, 2024.

Approved:

Tony Lindahl
Mayor

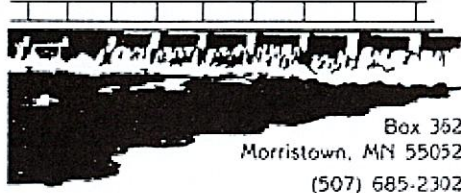
Attested:

Ellen Judd
Acting City Clerk

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



RESOLUTION 2024-20

A RESOLUTION ACCEPTING A DONATION

WHEREAS, The City of Morristown is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts, as allowed by law, and

WHEREAS, the following persons and/or entity have offered to contribute the donation set forth below to the city:

Name of Donor

American Legion

Donation

\$1,000.00

WHEREAS, the terms or conditions of the donation are as follows:

Designated to

Park Restroom Updates

Amount

\$1,000.00

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

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

1. The donations described above are accepted and shall be used to support the financing of said funds, as allowed by law; and
2. The City Clerk is hereby directed to acknowledge the city's receipts of the donor's donation.

Accepted by the City Council of the City of Morristown on Monday, May 6, 2024

Approved:

Attested:

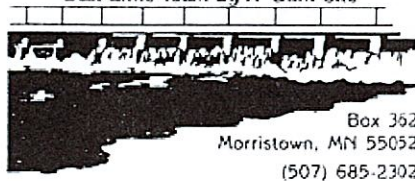
Mayor, Tony Lindahl

City Clerk, Ellen Judd

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



CITY OF MORRISTOWN

RESOLUTION NO. 2024-24

RESOLUTION ACCEPTING RESIGNATION OF JERRY WEST

WHEREAS, Jerry West was a public works employee of the City; and

WHEREAS, Jerry West resigned his employment with the City effective April 4th, 2024.

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

1. The council accepts Jerry West's resignation effective April 4th, 2024.

Adopted by the City Council of the City of Morristown on May 6, 2024.

Approved:

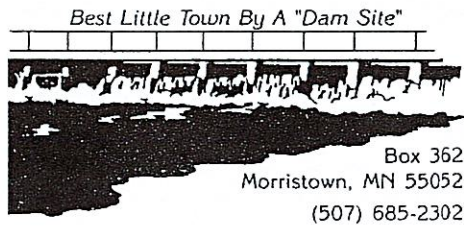
Tony Lindahl
Mayor

Attested:

Ellen Judd
Acting City Clerk

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION



RESOLUTION 2024-25

A RESOLUTION DESIGNATING OFFICIAL ROLES AND ANNUAL PAY OF 2024 FIRE DEPARTMENT ELECTED AND APPOINTED OFFICIALS

BE IT RESOLVED by the Morristown City Council, that the following elected and appointed officials are hereby statutorily appointed to serve and receive annual payment for their service in 2024:

Fire Department Chief	Bruce Morris	\$2,400
Assistant Fire Department Chief	Kyle Green	\$1,000
Fire Department Training Officer	Matt Rossow	\$1,200
Fire Department Secretary	Kyle Morris	\$450
Fire Department Captain	Kyle Morris	\$600
Fire Department Captain	Mike O'Rourke	\$600
Fire Department Captain	Marlon Quiggle	\$600
Fire Department Captain	Ryan Culhane	\$600
Fire Department Captain	Joe Caldwell	\$600
Fire Department Board of Director Member	Steve Nordmeier	\$250
Fire Department Board of Director Member	Mike Ahlman	\$250

Total: \$8,550

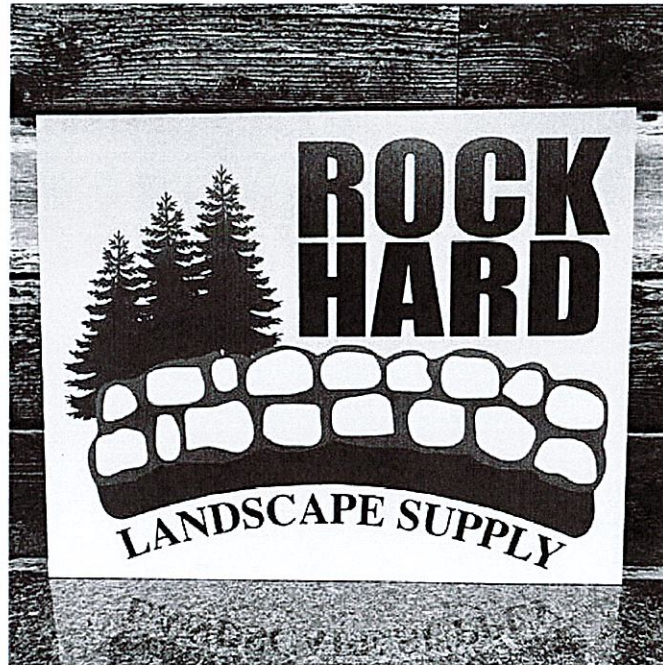
Accepted by the City Council of the City of Morristown on Monday, May 6, 2024.

Approved:

Mayor, Tony Lindahl

Attested:

Interim City Clerk, Ellen Judd



\$28 a yard delivered.
X100 yards
\$2800 for 100 yards

Sylva Corporation, Inc900 Airport Rd
Princeton, MN 55371Telephone: 763.389.2748
mwest@sylvacorp.com

SUSTAINABLE FOREST PRODUCTS

Estimate

Date	Estimate #
5/1/2024	33008

BILLING ADDRESS	
City of Morristown Michael Mueller PO Box 362 Morristown, MN 55052	
Send Invoices To	mmueller@ci.morristown.mn.us

SHIP TO ADDRESS
Austin: 507-461-0067 300 Main St E Morristown, MN 55052 214

Rep	Site Contact	P.O. No.	Terms	Primary Freight	FOB
MATT			Prepayment	Zone 3	Princeton, MN

Item Description	Quantity	U/M	Rate	Amount
SoftStep® Playground Safety Surfacing EWF Installation Instructions available at: https://www.sylvacorp.com/playground-material	100	CY	21.24	2124.00
Walking Floor Freight Zone 3 : 81+ Running Miles (40-120 CY/Load)	214	RM	3.25	695.50
Sales Tax			6.875%	193.84

View our full product line at Sylvacorp.com	Total	\$3013.34
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TERMS AND CONDITIONS: Any claim as to condition or quantity must be made immediately upon receipt of goods and must be noted on the delivery ticket at the time of delivery. COLOR ENHANCED MULCHES - do not fully cure until installed and exposed to air for several hours - color wash will occur if allowed to get wet before the mulch cures. NATURAL MULCHES - may develop anaerobic activity during storage. In the event the product develops a strong ammonia odor, we recommend aerating the mulch until the odor is gone and before installation.