

MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, April 6, 2026

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1. Call to Order:
 2. Pledge of Allegiance:
 3. Additions/Corrections:
 4. Citizens Comments: *Need to sign up prior to meeting*
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5. Consent Agenda:
 - A. Police Report March 2026 – to come in separate email
 - B. Fire Department Report March 2026
[5B1. 03.2026 Fire Department Report.pdf](#)
 - C. Public Works Report March 2026
[5C1. 04.2025 Public Works Council Report.pdf](#)
 - D. City Council Minutes Regular Meeting 3/2/20256
[5D1. 03.02.2026 - City Council Meeting Minutes.pdf](#)
Special Meeting 3/25/2026
[5D2. 03.25.2026 City Council Meeting Minutes - Special Meeting.pdf](#)
Work Session 3/25/2026
[5D3. 03.25.26 City Council Meeting Minutes - Work Sesson.pdf](#)
 - E. Zoning Board Minutes Regular Meeting 3/19/2026
[5E1. 3.19.2026 - Zoning Meeting Minutes.pdf](#)
 - F. Financial Reports March 2026 – to come in separate email
 - G. Claims & Accounts March 2026
[5G1. Claims and Accounts.pdf](#)
 - H. Resolution 2026-14 Accepting Donations from Americal Legion Post 149, SAL, and Auxiliary
[5H2. Resolution 2026-14 Accepting Donation from American Legion.pdf](#)
 - I. Resolution 2026-15 Accepting Donation from Cannon Valley Players
[5I2. Resolution 2026-15 Accepting Donation from Cannon Valley Players.pdf](#)
 - J. License Renewal Liquor and Tobacco License Renewals for 2026
[5J1. Agenda Memo - License Renewal.docx](#)
[5J2. Liquor and Tobacco License Renewals for 2026.pdf](#)
 - K. Resolution 2026-16 Approving the Transfer of Funds
[5K1. Agenda Memo - Fund Transfer.docx](#)
[5K2. Resolution 2026-16 Approving Transfer of Funds.pdf](#)
 - L. Ordinance 2026-4 Produce Stand Amendment
[5L1. Agenda Memo - Ordinance 2026-4 Produce Stand.docx](#)
[5L2. Ordinance 2026-04 An Ordinance Amending Section 152.230.pdf](#)
 - M. Resolution 2026-17 Produce Stand Summary Publication
[5M1. Agenda Memo - Resolution 2026-17 Summary Publication.docx](#)
[5M2. Resolution 2026-17 Summary Publication for Ordinance 2026-4.pdf](#)
 - N. Resolution 2026-18 Appointing 2026 Election Judges & Pay
[5N1. Agenda Memo - Resolution 2026-18 Election Judges.docx](#)
[5N2. Resolution 2026-18 Appointing 2026 Election Judges & Pay.pdf](#)
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6. **UNFINISHED BUSINESS:** None
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7. **NEW BUSINESS:**
 - A. Flowers 4-H Club Centennial Park Flower Planting
[7A1. Agenda Memo - Flowers](#)
 - B. Engineer WHKS will be present to answer Council questions
[7B1. Agenda Memo - Engineer.docx](#)
[7B2. WHKS Placemat.pdf](#)
[7B3. Professional Services Agreement - WHKS.pdf](#)
 - C. Billboard Variance Request for Billboard Placement

[7C1. Agenda Memo - Billboard.docx](#)
[7C2. Franklin Outdoors Billboard and Variance Applications.pdf](#)
[7B3. Variance Determination Form.pdf](#)

D. Enhancements Commercial Club Offering Enhancements For Sale
[7D1. Agenda Memo - Enhancements.docx](#)
[7D2. Adam Hackney Agenda request 3-18-2026.pdf](#)
[7D3. Agreement with Commercial Club.pdf](#)
[7D4. Exhibit A.pdf](#)

E. OSHA Grant Scissors Lift
[7E1. Agenda Memo - OSHA Grant.docx](#)

F. Card Reader Quotes for Card Reader Install
[7F1. Agenda Memo - Card Reader.docx](#)
[7F2. Fette Quote.pdf](#)
[7F3. Fette Quote - Optional Install.pdf](#)

G. RFP Liquor Operations at the Community Center
[7G1. Agenda Memo - Alcohol RFP.docx](#)
[7G2. RFP - Alcohol Operations.pdf](#)

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

9. **COUNCIL DISCUSSION & CONCERNS:**

10. **ADJOURNMENT:**

11. **NEXT MEETING:** Monday, May 4, 2026 – 7:00 p.m.



MORRISTOWN FIRE DEPARTMENT

P.O. Box 161
Morristown, Minnesota 55052



Call Report

Date	Type	Location
3/4/2026	Medical	Thruen
3/4/2026	Medical	Fairbanks
3/4/2026	Medical	Charlotte
3/9/2026	Medical	260th st
3/16/2026	Medical	Bloomer
3/18/2026	Cancelled	Cedar Lake Trail
3/19/2026	Cancelled	4th St
3/21/2026	Cancelled	Cedar Lake Blvd
3/25/2026	Medical	Cannon Lake Blvd
3/28/2026	Cancelled	Sidney
3/29/2026	Medical	Cedar Lake Trail

Training

Auto Extraction
5th Monday – EMR Refresher

Department Update

Purchased 6 new radios
Suburban will be getting a lighting update

Items for Discussion

None

Announcements

Annual Fireman's Dance will be May 9th



Public Works

Council Report

General

- Generator checks
- Safety checks
- Painting, sanding, taping of public works wall
- Shop organization
- Sweeper maintenance
- Assembled safety cabinet
- Grass fix at Fire Hall
- Plow truck/pickup maintenance – removed plows
- Put banners and Christmas decorations away for season

Water

- Turn on water
- Water shut offs
- Fixed valve box
- Located watermain

Wastewater/Collections

- Daily rounds and tests
- Sample delivery
- Manhole checks
- Decanted
- Ran new tubing to chlorine contact tank
- Started feeding chlorine for the season
- Took biosolids samples

Streets

- Cold patch road maintenance
- Sidewalk cleaning
- Boulevard post plow season maintenance
- Moved snow from storm drains
- Plowed snow

Parks/Compost

- Park maintenance

MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting, 7:00 p.m.

Monday, March 2, 2026

Public Hearing – Master Fee Schedule – 7 p.m. or soon thereafter

Members Present: Mayor Tim Flaten, Leon Gregor, Anna Nusbaum, Val Kruger, Joe Caldwell

Members Absent:

Others Present: Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Mark Rahrick (City Attorney), Kyle Green, John Chmelik, John Schlie, Steve Nordmeier, Dennis Luebbe, Tony Lindahl, Mike Mellow, Adam Hackney, Tim Boese

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1. Call to Order: A regular meeting of the Morristown City Council was called to order on Monday, March 2, 2026, at 7:00 p.m. at City Hall at 402 Division Street South by Mayor Tim Flaten.
2. Pledge of Allegiance: The Pledge of Allegiance was recited.
3. Additions/Corrections: None
4. Citizens Comments: None
- PUBLIC HEARING MASTER FEE SCHEDULE**
- Motion by Gregor, seconded by Kruger, and carried unanimously to close the regular meeting and open the public hearing for the Master Fee Schedule at 7:01 pm. No comments were received.
- Motion by Caldwell, seconded by Nusbaum, and carried unanimously to close the public hearing and reopen the regular meeting at 7:02 pm.
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5. Consent Agenda: Motion by Gregor, seconded by Nusbaum, and carried unanimously to pull the Fire Contracts and approve the rest of the consent agenda. The consent agenda included the following items and motions:
- Routine* Motion to approve the Police report, Fire Department report, Public Works report, City Council minutes, Zoning Board minutes, financial reports, and the Claims and Accounts, as presented.
- H. Ordinance 2026-3 Amending Section 32.04 Grass Fire Rates of the City Code
Motion to approve Ordinance 2026-3 Amending Section 32.04 Grass Fire Rates of the City Code.
- I. Fire Contracts Approve 2026 Fire Contracts
Pulled and added to new business.
- J. Spring Burning Set the Date and Time for Spring Open Burning
Motion to approve spring open burning from April 1st through May 15th, from 6 p.m. to 12 noon, with no permit required.
- K. Resolution 2026-13 Adopt Changes to 2026 Master Fee Schedule
Motion to approve Resolution 2026-13 Master Fee Schedule with Exhibit A, including redline changes.
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6. **UNFINISHED BUSINESS:** None
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7. **NEW BUSINESS:**
- A. Trails Dennis Luebbe discussed some 10-year plans that Morristown is included in for Rice County. He then asked if the City has any preferences that could possibly be included in that plan. They are working on getting some funding for those projects. He then shared a new Rice County Rural Parks & Trails Plan that is currently in the development phase. The project would ideally connect county parks to the communities and state trails.
- B. Garage Sale There will be an Indoor Garage Sale held on March 21st at the Community Center. The organizers are asking for the fee to be waived. Council members are concerned about

setting a precedence by waiving the rental fee. Motion by Gregor, seconded by Caldwell to deny waiver of rental fee. Motion carried 4-1, with Flaten opposing.

C. Park Improvements Baseball Field/Park Improvements – Steve Nordmeier spoke on behalf of The Dam Days Committee and Commercial Club would like to put concrete around the baseball field grandstand and place a memorial bench for Jim Hermel. Council gave their support of the project.

D. Fire Contracts Gregor discussed how mutual aid calls are included in the Township Fire Contracts. Motion by Gregor, seconded by Caldwell, and carried unanimously to approve Township Fire Contracts.

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

A. Easter Egg Hunt Commercial Club is hosting their Easter Egg Hunt on March 28th in the north yard of City Hall/Community Center.

9. **COUNCIL DISCUSSION & CONCERNS:**

A. Play Mayor Flaten shared that the play went great and they had a great turn out.

10. **ADJOURNMENT:** Motion by Nusbaum, seconded by Kruger, and carried unanimously to adjourn at 8:30 p.m.

11. **NEXT MEETING:** Monday, April 6, 2026 – 7:00 p.m.

Approved:

Mayor, Tim Flaten

Attested:

City Clerk, Cassie Eldeen



MORRISTOWN CITY COUNCIL MEETING MINUTES

Work Session

Wednesday, March 25, 2026

Members Present: Tim Flaten (Mayor), Leon Gregor, Joe Caldwell, Anna Nusbaum, Val Kruger
Others Present: Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Austin Schulz, Kyle Green

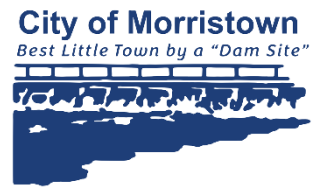
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1. Call to Order A special meeting of the Morristown City Council was called to order on Wednesday, March 25, 2026 at 7:02 p.m. at City Hall at 402 Division Street South by Mayor Tim Flaten.
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2. **BUSINESS:**
A Radios Kyle Green was present to discuss getting six more radios for the Fire Department. Motion by Kruger, seconded by Caldwell, and carried unanimously to purchase six Kenwood radios.
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3. **ADJOURNMENT:** Motion by Nusbaum, seconded by Gregor, and carried unanimously to adjourn meeting at 7:10 pm.
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5. **NEXT MEETING:** Regular Meeting: Monday, April 6, 2026 – 7:00 p.m.

Approved:

Mayor, Tim Flaten

Attested:

City Clerk, Cassie Eldeen



MORRISTOWN CITY COUNCIL MEETING MINUTES

Work Session

Wednesday, March 25th, 2026

Members Present: Tim Flaten (Mayor), Leon Gregor, Joe Caldwell, Val Kruger, Anna Nusbaum
Others Present: Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Austin Shulz (Public Works), Kyle Green (Fire Chief)

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1. A work session with the Morristown City Council on Wednesday, March 25, 2026, began at 7:11 p.m. in the Council Chambers at 402 Division Street South.

 2. **NEW BUSINESS:**
 - A Road Maintenance Council reviewed a proposed Maintenance and Improvement Plan for the city streets. Council felt it would be best to have an engineer look over the plan.
 - B. Assessment Policy Discussion on current policy and what potential changes should be made.
 - C. Annexation Agreement Reviewed Annexation Agreement that will be proposed to Morristown Township.
 - D. Liquor License Discussion on getting a bar to come in and run the Great Hall bar.
 - E. Engineering Firms Council discussed the different engineering firms that the Engineering Committee interviewed and their thoughts on each.

 4. **ADJOURNMENT:** Work Session ended at 8:46
 5. **NEXT MEETING:** Regular Meeting: Monday, April 6, 2026 – 7:00 p.m.

Approved:

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen



MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting, 7:00 p.m.
Thursday, March 19, 2026

Members Present: Jim Lonergan (Chair), Pamela Petersen, John Krenik, John Schlie, John Chmelik, Tony Lindahl
(Zoning Administrator)
Members Absent:
Others Present: Cassie Eldeen (City Clerk), Steve Anderson

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1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:01 pm by the Zoning Board Chair, Jim Lonergan, on March 19, 2026, in the Council Chambers at City Hall at 402 Division St S.
 2. Additions/Corrections to Agenda:
Motion by Krenik, seconded by Schlie, and carried unanimously to approve agenda as written.

PUBLIC HEARING ORDINANCE 2026-4 AMENDING SECTION 152.230 PRODUCE STANDS
Board Chair Lonergan requested from the residents in attendance if anyone had any comments or concerns. No one had any comments. Motion by Krenik, seconded by Chmelik, and carried unanimously to close public hearing for amending section 152.230 Produce Stand and opening the second public hearing for a Variance for a Billboard at 7:05.

PUBLIC HEARING VARIANCE FOR BILLBOARD
Steve Anderson, a representative from Franklin Outdoor Advertising, was on hand to answer any questions. No one had any comments. Motion by Schlie, seconded by Chmelik to close the public hearing and open the regular meeting at 7:07.

 3. Approval of Minutes: Motion by Chmelik, seconded by Krenik and carried unanimously to approve the minutes from February 19, 2026.
 4. Requests to Be Heard: None
 5. Council Action at Last Meeting: None

 6. **UNFINISHED BUSINESS:**
 - A. Produce Stands Motion by Schlie, seconded by Chmelik, and carried unanimously to recommend approval of Amending Section 152.230 Produce Stand.
 - B. Variance Motion by Schlie, seconded by Krenik, and carried unanimously to recommend approval of the 85' foot variance for the Billboard to be placed at Dahle Sod Farm.
 - C. Accessory Use Review ordinance 2026-5. Discussion will continue next month.
 - D. Mobile Home Park Krenik and Schlie went through the Mobile Home Park and made a list of lots that have not pulled a permit. Eldeen to give list to City Administrator.

 7. **NEW BUSINESS:**
None

 8. **ZONING ADMINISTRATOR'S REPORT:**
Open and closed permits were reviewed.
 9. **BOARD DISCUSSION & CONCERNS:**
 10. **ADJOURNMENT:** Motion by Krenik, seconded by Chmelik, and carried unanimously to adjourn the Thursday, March 19th, 2026, Zoning Board Meeting at 8:04 p.m.
 11. **NEXT MEETING:** Thursday, April 16th, 2026, at 7:00 p.m.

Attested:

City Clerk, Cassie Eldeen

**CITY OF MORRISTOWN
CLAIMS AND ACCOUNTS**

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
G General Ledger				
	G 100-21702 State Withholding	-\$472.30	Labor Distribution	
	G 602-10100 Cash	-\$3,561.63	Labor Distribution	
	G 601-10100 Cash	-\$1,706.92	Labor Distribution	
	G 100-21709 Medicare	-\$316.38	Labor Distribution	
	G 100-21705 MN Paid Leave	-\$96.00	Labor Distribution	
	G 100-21703 FICA Tax Withholding	-\$1,352.86	Labor Distribution	
	G 100-21701 Federal Withholding	-\$934.80	Labor Distribution	
	G 100-10100 Cash	-\$2,648.60	Labor Distribution	
	G 100-10100 Cash	-\$2,607.56	Labor Distribution	
	G 100-21701 Federal Withholding	-\$897.89	Labor Distribution	
	G 100-21702 State Withholding	-\$440.40	Labor Distribution	
	G 100-21703 FICA Tax Withholding	-\$1,266.92	Labor Distribution	
	G 100-21704 PERA	-\$1,430.40	Labor Distribution	
	G 100-21709 Medicare	-\$296.28	Labor Distribution	
	G 601-10100 Cash	-\$1,616.02	Labor Distribution	
	G 602-10100 Cash	-\$3,179.18	Labor Distribution	
	G 100-21704 PERA	-\$1,514.86	Labor Distribution	
	G 100-21705 MN Paid Leave	-\$89.88	Labor Distribution	
EFTPS - DIRECT	G 100-21709 Medicare	\$296.28	3.5.26 Payroll Federal Withholding	03/02/26
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$897.89	3.5.26 Payroll Federal Withholding	03/02/26
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$1,266.92	3.5.26 Payroll Federal Withholding	03/02/26
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$440.40	3.5.26 Payroll State Withholding	03/02/26
PERA	G 100-21704 PERA	\$1,430.39	3.5.26 Payroll PERA	03/02/26
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$934.80	3.19.26 Payroll Federal Withholding	03/16/26
EFTPS - DIRECT	G 100-21709 Medicare	\$316.38	3.19.26 Payroll Federal Withholding	03/16/26
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$1,352.86	3.19.26 Payroll Federal Withholding	03/16/26
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$472.30	3.19.26 Payroll State Withholding	03/16/26
PERA	G 100-21704 PERA	\$1,514.84	3.19.26 Payroll PERA	03/16/26
LAKE COUNTRY COMMUNITY BANK	G 100-10200 Investments	\$100,000.00	Transfer from checking account to LCCB CD	03/18/26
EDWARD JONES	G 100-10200 Investments	\$200,000.00	Transfer from checking account to Edward Jones	03/26/26
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$1,495.24	4.2.26 Payroll Federal Withholding	03/30/26
EFTPS - DIRECT	G 100-21709 Medicare	\$349.70	4.2.26 Payroll Federal Withholding	03/30/26
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$1,021.93	4.2.26 Payroll Federal Withholding	03/30/26
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$519.46	4.2.26 Payroll State Withholding	03/30/26
PERA	G 100-21704 PERA	\$1,666.16	4.2.26 Payroll PERA	03/30/26
VOYA FINANCIAL	G 100-21706 Deferred Comp	\$50.00	4.2.26 Payroll Deferred Comp	03/30/26
EDWARD JONES	G 100-10200 Investments	\$200,000.00	Transfer from checking account to Edward Jones	04/02/26
EDWARD JONES	G 100-10200 Investments	-\$200,000.00	Transfer from checking account to Edward Jones	04/02/26

Search Name	Account Descr	Amount	Comments
G General Ledger		\$289,596.67	
-E Expenditure			
	E 100-41801-122 Social Security Benefit	\$155.41	Labor Distribution
	E 100-41941-122 Social Security Benefit	\$105.04	Labor Distribution
	E 100-41946-122 Social Security Benefit	\$7.17	Labor Distribution
	E 100-41941-125 PERA Benefit	\$120.35	Labor Distribution
	E 100-41801-123 Medicare Benefit	\$36.35	Labor Distribution
	E 100-41946-104 Janitorial	\$115.65	Labor Distribution
	E 602-49490-125 PERA Benefit	\$231.08	Labor Distribution
	E 100-41948-123 Medicare Benefit	\$1.68	Labor Distribution
	E 100-41948-125 PERA Benefit	\$8.68	Labor Distribution
	E 100-41948-126 MN Paid Leave	\$0.51	Labor Distribution
	E 601-49440-101 Wages and Salaries	\$1,476.70	Labor Distribution
	E 601-49440-122 Social Security Benefit	\$91.55	Labor Distribution
	E 601-49440-123 Medicare Benefit	\$21.41	Labor Distribution
	E 601-49440-125 PERA Benefit	\$110.76	Labor Distribution
	E 601-49440-126 MN Paid Leave	\$6.50	Labor Distribution
	E 602-49490-101 Wages and Salaries	\$3,081.27	Labor Distribution
	E 100-41941-101 Wages and Salaries	\$1,604.59	Labor Distribution
	E 602-49490-123 Medicare Benefit	\$44.66	Labor Distribution
	E 100-41801-125 PERA Benefit	\$188.00	Labor Distribution
	E 602-49490-126 MN Paid Leave	\$13.57	Labor Distribution
	E 100-41948-122 Social Security Benefit	\$7.17	Labor Distribution
	E 100-41948-104 Janitorial	\$115.65	Labor Distribution
	E 100-41941-123 Medicare Benefit	\$24.58	Labor Distribution
	E 100-41946-126 MN Paid Leave	\$0.51	Labor Distribution
	E 100-41946-125 PERA Benefit	\$8.67	Labor Distribution
	E 100-41946-123 Medicare Benefit	\$1.67	Labor Distribution
	E 100-41941-105 Seasonal	\$89.68	Labor Distribution
	E 100-41801-126 MN Paid Leave	\$11.02	Labor Distribution
	E 602-49490-122 Social Security Benefit	\$191.05	Labor Distribution
	E 100-41941-122 Social Security Benefit	\$97.15	Labor Distribution
	E 100-41801-125 PERA Benefit	\$184.51	Labor Distribution
	E 601-49440-126 MN Paid Leave	\$6.14	Labor Distribution
	E 601-49440-125 PERA Benefit	\$104.86	Labor Distribution
	E 601-49440-123 Medicare Benefit	\$20.24	Labor Distribution
	E 601-49440-122 Social Security Benefit	\$86.68	Labor Distribution
	E 601-49440-101 Wages and Salaries	\$1,398.10	Labor Distribution
	E 100-41948-126 MN Paid Leave	\$0.27	Labor Distribution
	E 100-41948-125 PERA Benefit	\$4.56	Labor Distribution
	E 100-41801-126 MN Paid Leave	\$10.82	Labor Distribution

Check/Receipt
Date

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
	E 100-41941-123 Medicare Benefit	\$22.73	Labor Distribution	
	E 100-41801-123 Medicare Benefit	\$35.67	Labor Distribution	
	E 100-41941-105 Seasonal	\$214.75	Labor Distribution	
	E 100-41948-123 Medicare Benefit	\$0.88	Labor Distribution	
	E 100-41948-122 Social Security Benefit	\$3.77	Labor Distribution	
	E 100-41948-104 Janitorial	\$60.72	Labor Distribution	
	E 100-41941-126 MN Paid Leave	\$7.44	Labor Distribution	
	E 100-41946-126 MN Paid Leave	\$0.26	Labor Distribution	
	E 100-41946-125 PERA Benefit	\$4.55	Labor Distribution	
	E 100-41946-123 Medicare Benefit	\$0.88	Labor Distribution	
	E 100-41946-122 Social Security Benefit	\$3.76	Labor Distribution	
	E 100-41946-104 Janitorial	\$60.71	Labor Distribution	
	E 100-41941-126 MN Paid Leave	\$6.88	Labor Distribution	
	E 100-41941-125 PERA Benefit	\$117.53	Labor Distribution	
	E 100-41941-101 Wages and Salaries	\$1,352.25	Labor Distribution	
	E 100-41425-101 Wages and Salaries	\$1,920.00	Labor Distribution	
	E 100-41801-122 Social Security Benefit	\$152.53	Labor Distribution	
	E 602-49490-126 MN Paid Leave	\$12.12	Labor Distribution	
	E 100-41425-101 Wages and Salaries	\$1,920.00	Labor Distribution	
	E 100-41425-122 Social Security Benefit	\$119.04	Labor Distribution	
	E 100-41425-123 Medicare Benefit	\$27.84	Labor Distribution	
	E 100-41801-330 Transportation	\$14.65	Labor Distribution	
	E 100-41425-126 MN Paid Leave	\$8.45	Labor Distribution	
	E 100-41801-101 Wages and Salaries	\$2,506.65	Labor Distribution	
	E 602-49490-123 Medicare Benefit	\$39.90	Labor Distribution	
	E 100-41801-101 Wages and Salaries	\$2,460.17	Labor Distribution	
	E 100-41425-125 PERA Benefit	\$144.00	Labor Distribution	
	E 602-49490-122 Social Security Benefit	\$170.53	Labor Distribution	
	E 100-41425-122 Social Security Benefit	\$119.04	Labor Distribution	
	E 602-49490-125 PERA Benefit	\$206.28	Labor Distribution	
	E 100-41425-126 MN Paid Leave	\$8.45	Labor Distribution	
	E 100-41425-125 PERA Benefit	\$144.00	Labor Distribution	
	E 100-41425-123 Medicare Benefit	\$27.84	Labor Distribution	
	E 602-49490-101 Wages and Salaries	\$2,750.35	Labor Distribution	
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$5,973.44	January 2026 Trash Removal	03/03/26
BADGER METER	E 601-49440-302 WST Metering & Billing	\$184.60	February 2026 Cellular Service to Endpoints	03/03/26
BADGER METER	E 602-49490-302 WST Metering & Billing	\$184.61	February 2026 Cellular Service to Endpoints	03/03/26
Barta Machine	E 100-41944-300 Professional Services	\$4,562.68	Repair Water Wheel Hub	03/03/26
BEVCOMM	E 100-42502-320 Communication	\$4.06	March 2026, Communication	03/03/26
BEVCOMM	E 100-41948-320 Communication	\$105.58	March 2026, Communication	03/03/26
BEVCOMM	E 601-49440-320 Communication	\$237.36	February 2026, Communication	03/03/26
BEVCOMM	E 204-42210-320 Communication	\$89.01	February 2026, Communication	03/03/26

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
BEVCOMM	E 602-49490-320 Communication	\$237.36	February 2026, Communication	03/03/26
BEVCOMM	E 603-49520-320 Communication	\$36.55	March 2026, Communication	03/03/26
BEVCOMM	E 100-42502-320 Communication	\$9.89	February 2026, Communication	03/03/26
BEVCOMM	E 601-49440-320 Communication	\$97.47	March 2026, Communication	03/03/26
BEVCOMM	E 603-49520-320 Communication	\$89.01	February 2026, Communication	03/03/26
BEVCOMM	E 100-41948-320 Communication	\$257.15	February 2026, Communication	03/03/26
BEVCOMM	E 100-42110-320 Communication	\$28.43	March 2026, Communication	03/03/26
BEVCOMM	E 602-49490-320 Communication	\$97.47	March 2026, Communication	03/03/26
BEVCOMM	E 204-42210-320 Communication	\$36.55	March 2026, Communication	03/03/26
BEVCOMM	E 100-42110-320 Communication	\$69.23	February 2026, Communication	03/03/26
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$72.48	Fuel for Faribault 2026: Acct# 319870	03/03/26
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$24.16	Fuel for Faribault 2026: Acct# 319870	03/03/26
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$48.32	Fuel for Faribault 2026: Acct# 319870	03/03/26
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$72.48	Fuel for Faribault 2026: Acct# 319870	03/03/26
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$24.17	Fuel for Faribault 2026: Acct# 319870	03/03/26
COMMUNITY CO-OP OIL ASSN	E 204-42210-212 Motor Fuels	\$91.39	Fuel for February 2026: Acct# 620143	03/03/26
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$123.47	1/3 of Postage for utility bills & 2 rolls of stamps	03/03/26
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$123.51	1/3 of Postage for utility bills & 2 rolls of stamps	03/03/26
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$123.47	1/3 of Postage for utility bills & 2 rolls of stamps	03/03/26
HAWKINS INC	E 601-49440-216 Chemicals	\$2,258.23	Water Tower Chemicals	03/03/26
HAWKINS INC	E 602-49490-216 Chemicals	\$2,721.26	WWTP Chemicals	03/03/26
HILLYARD	E 100-41946-211 Cleaning Supplies	\$20.32	Cleaning Supplies	03/03/26
HILLYARD	E 100-41948-211 Cleaning Supplies	\$20.31	Cleaning Supplies	03/03/26
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$3.45	March 2026 Life Insurance	03/03/26
LINCOLN NATIONAL LIFE INSURANCE	E 100-41801-130 Employer Paid Insurance	\$3.45	March 2026 Life Insurance	03/03/26
PANTHEON COMPUTERS	E 601-49440-215 Operating & Maintenance Supp	\$622.80	Laptop to house Banyon software, server replacement	03/03/26
PANTHEON COMPUTERS	E 602-49490-215 Operating & Maintenance Supp	\$622.80	Laptop to house Banyon software, server replacement	03/03/26
PANTHEON COMPUTERS	E 603-49520-215 Operating & Maintenance Supp	\$311.40	Laptop to house Banyon software, server replacement	03/03/26
PANTHEON COMPUTERS	E 100-41910-215 Operating & Maintenance Supp	\$519.00	Laptop to house Banyon software, server replacement	03/03/26
PANTHEON COMPUTERS	E 100-41948-320 Communication	\$162.75	March 2026, Managed IT Services	03/03/26
PANTHEON COMPUTERS	E 601-49440-320 Communication	\$271.25	March 2026, Managed IT Services	03/03/26
PANTHEON COMPUTERS	E 602-49490-320 Communication	\$271.25	March 2026, Managed IT Services	03/03/26
PANTHEON COMPUTERS	E 603-49520-320 Communication	\$54.25	March 2026, Managed IT Services	03/03/26
PANTHEON COMPUTERS	E 204-42210-320 Communication	\$54.25	March 2026, Managed IT Services	03/03/26
PANTHEON COMPUTERS	E 100-41941-320 Communication	\$108.50	March 2026, Managed IT Services	03/03/26
PANTHEON COMPUTERS	E 100-41110-320 Communication	\$162.75	March 2026, Managed IT Services	03/03/26
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$505.20	2024 Street Project, Engineer	03/03/26
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$705.28	Weekly Sewer Samples	03/03/26
XCEL ENERGY	E 100-43101-387 Street Lighting	\$1,104.11	1.12.26-2.11.26 Electricity: Street Lights Co-owned	03/03/26
XCEL ENERGY	E 100-41941-380 Utility Services	\$261.45	1.12.26-2.11.26 Electricity: Maintenance Shop	03/03/26
XCEL ENERGY	E 602-49490-380 Utility Services	\$8.69	1.12.26-2.11.26 Electricity: Water Pump (Liftstation)	03/03/26
XCEL ENERGY	E 601-49440-380 Utility Services	\$291.65	1.12.26-2.11.26 Electricity: Water Tower	03/03/26

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
XCEL ENERGY	E 100-43101-387 Street Lighting	\$8.69	1.12.26-2.11.26 Electricity: Street Lights	03/03/26
XCEL ENERGY	E 602-49490-380 Utility Services	\$949.71	1.12.26-2.11.26 Electricity: Sewer Pump (WWTP)	03/03/26
XCEL ENERGY	E 100-43101-387 Street Lighting	-\$0.31	1.12.26-2.11.26 Electricity: Street Lights	03/03/26
XCEL ENERGY	E 100-41946-380 Utility Services	\$103.89	1.12.26-2.11.26 Electricity: Community Center	03/03/26
XCEL ENERGY	E 100-45202-380 Utility Services	\$29.37	1.12.26-2.11.26 Electricity: Parks	03/03/26
XCEL ENERGY	E 100-41944-380 Utility Services	\$12.25	1.12.26-2.11.26 Electricity: Historic Site (Feed Mill)	03/03/26
XCEL ENERGY	E 601-49440-380 Utility Services	\$72.08	1.12.26-2.11.26 Electricity: Water Pump (Well#1)	03/03/26
XCEL ENERGY	E 204-42210-380 Utility Services	\$390.44	1.12.26-2.11.26 Electricity: Fire Hall	03/03/26
XCEL ENERGY	E 100-43101-387 Street Lighting	\$18.79	1.12.26-2.11.26 Electricity: Auto Protective	03/03/26
MN DEPARTMENT OF REVENUE	E 601-49440-437 Sales Tax	\$31.00	February 2026 Sales and Use Tax Return	03/05/26
MN DEPARTMENT OF REVENUE	E 603-49520-439 Refuse Tax	\$692.00	February 2026 Sales and Use Tax Return	03/05/26
AIRGAS	E 100-41941-215 Operating & Maintenance Supp	\$116.90	Lease Renewal	03/18/26
AMAZON BUSINESS	E 100-41946-215 Operating & Maintenance Supp	\$87.04	Air Filters	03/18/26
AMAZON BUSINESS	E 602-49490-215 Operating & Maintenance Supp	\$118.96	Skimmer Pole, Net Rake	03/18/26
AMAZON BUSINESS	E 100-41948-211 Cleaning Supplies	-\$62.65	Window Cleaning Kit	03/18/26
AMAZON BUSINESS	E 100-41946-215 Operating & Maintenance Supp	-\$19.99	Replacement Roller Brush for Vacuum	03/18/26
AMAZON BUSINESS	E 100-41946-211 Cleaning Supplies	\$85.61	Floor Care	03/18/26
AMAZON BUSINESS	E 704-42210-215 Operating & Maintenance Supp	\$119.28	Washable Air Filters	03/18/26
AMERICAN LEGION POST 149	E 100-41946-215 Operating & Maintenance Supp	\$65.00	500 count Ice Bags	03/18/26
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$5,600.20	February 2026 Trash Removal	03/18/26
BHE COMMUNITY SOLAR LLC	E 100-41941-380 Utility Services	\$148.57	January 2026 Electricity at 109 2nd St SW	03/18/26
BHE COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$431.58	January 2026 Electricity at 504 3rd St SE	03/18/26
BHE COMMUNITY SOLAR LLC	E 100-41946-380 Utility Services	\$286.96	January 2026 Electricity at 404 Division St S	03/18/26
BHE COMMUNITY SOLAR LLC	E 100-41948-380 Utility Services	\$286.96	January 2026 Electricity at 404 Division St S	03/18/26
BHE COMMUNITY SOLAR LLC	E 204-42210-380 Utility Services	\$148.57	January 2026 Electricity at 506 Division St S	03/18/26
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$104.91	February 2026 Water Pump Gas Utilities	03/18/26
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.39	February 2026 Water Tower Gas Utilities	03/18/26
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$400.78	February 2026 Maintenance Shop Gas Utilities	03/18/26
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$357.67	February 2026 City Hall Gas Utilities	03/18/26
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$357.67	February 2026 Community Center Gas Utilities	03/18/26
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$1,092.70	February 2026 Gas Utilities at Fire Hall. Acct#1058355	03/18/26
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$24.25	February 2026 Sewer Plant Gas Utilities	03/18/26
CLEARWAY COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$38.50	January 2026 Electricity for 201 Division St: Well #1	03/18/26
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$838.58	January 2026 Electricity for 75 Verdev Dr: WWTP	03/18/26
ECKBERG LAMMERS	E 100-41610-304 Legal Fees	\$437.09	February 2026 Prosecution Services	03/18/26
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-306 W/S Sample Testing	\$7.30	Postage for Water Sample	03/18/26
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$123.47	1/3 of Postage for utility bills	03/18/26
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$123.51	1/3 of Postage for utility bills	03/18/26
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$123.47	1/3 of Postage for utility bills	03/18/26
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$8.64	3.8.26-4.7.26 Toshiba Coverage	03/18/26
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	\$17.28	3.8.26-4.7.26 Toshiba Coverage	03/18/26
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$17.28	3.8.26-4.7.26 Toshiba Coverage	03/18/26

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$8.64	3.8.26-4.7.26 Toshiba Coverage	03/18/26
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$34.57	3.8.26-4.7.26 Toshiba Coverage	03/18/26
ESRI	E 601-49440-215 Operating & Maintenance Supp	\$41.60	ESRI software for GIS	03/18/26
ESRI	E 602-49490-215 Operating & Maintenance Supp	\$41.60	ESRI software for GIS	03/18/26
ESRI	E 100-43102-215 Operating & Maintenance Supp	\$9.25	ESRI software for GIS	03/18/26
GOPHER STATE ONE CALL	E 602-49490-305 Locating Services	\$5.71	February 2026, 9 tickets	03/18/26
GOPHER STATE ONE CALL	E 100-43102-305 Locating Services	\$0.73	February 2026, 9 tickets	03/18/26
GOPHER STATE ONE CALL	E 601-49440-305 Locating Services	\$5.71	February 2026, 9 tickets	03/18/26
HAWKINS INC	E 602-49490-216 Chemicals	\$20.00	WWTP Chemicals	03/18/26
HAWKINS INC	E 601-49440-216 Chemicals	\$10.00	Water Tower Chemicals	03/18/26
MID-AMERICA BACKFLOW PREVENTE	E 601-49440-300 Professional Services	\$495.00	Backflow preventer testing at Shop and Fire Hall	03/18/26
MN POLLUTION CONTROL AGENCY	E 602-49490-433 Dues/Subscriptions	\$1,450.00	Annual Wastewater Permit Fee	03/18/26
MORRISTOWN FIRE RELIEF ASSOCIAT	E 204-42210-810 Refunds and Reimbursements	\$1,000.00	SBR Reimbursement	03/18/26
NAPA WATERVILLE	E 704-42210-215 Operating & Maintenance Supp	\$75.98	Air Valve	03/18/26
OBERLOH AND OBERLOH	E 204-42210-301 Auditing & Accounting Services	\$935.00	2025 Audit Services	03/18/26
OBERLOH AND OBERLOH	E 602-49490-301 Auditing & Accounting Services	\$1,870.00	2025 Audit Services	03/18/26
OBERLOH AND OBERLOH	E 603-49520-301 Auditing & Accounting Services	\$935.00	2025 Audit Services	03/18/26
OBERLOH AND OBERLOH	E 100-41540-301 Auditing & Accounting Services	\$3,740.00	2025 Audit Services	03/18/26
OBERLOH AND OBERLOH	E 601-49440-301 Auditing & Accounting Services	\$1,870.00	2025 Audit Services	03/18/26
SUEL PRINTING COMPANY	E 100-41910-350 Printing and Binding	\$132.00	Public Hearings: Produce Stand, Billboard Variance	03/18/26
USA BLUEBOOK	E 601-49440-216 Chemicals	\$337.90	Water Chemicals	03/18/26
USA BLUEBOOK	E 602-49490-216 Chemicals	\$295.65	Sewer Chemicals	03/18/26
VERIZON WIRELESS	E 100-42502-320 Communication	\$100.10	2.7.26-3.6.26 Skywarn Tablet #1-5 Internet	03/18/26
VERIZON WIRELESS	E 100-41110-320 Communication	\$80.08	2.7.26-3.6.26 Council Tablets	03/18/26
VERIZON WIRELESS	E 100-41941-320 Communication	\$40.01	2.7.26-3.6.26 Public Works Tablet Internet	03/18/26
VERIZON WIRELESS	E 100-41941-320 Communication	\$38.41	2.7.26-3.6.26 Public Works Phone 2	03/18/26
VERIZON WIRELESS	E 100-41941-320 Communication	\$38.41	2.7.26-3.6.26 Public Works Phone	03/18/26
BEVCOMM	E 100-41948-320 Communication	\$178.60	April 2026, Communication	03/30/26
BEVCOMM	E 204-42210-320 Communication	\$61.82	April 2026, Communication	03/30/26
BEVCOMM	E 602-49490-320 Communication	\$164.85	April 2026, Communication	03/30/26
BEVCOMM	E 100-42110-320 Communication	\$48.08	April 2026, Communication	03/30/26
BEVCOMM	E 100-42502-320 Communication	\$6.87	April 2026, Communication	03/30/26
BEVCOMM	E 601-49440-320 Communication	\$164.85	April 2026, Communication	03/30/26
BEVCOMM	E 603-49520-320 Communication	\$61.82	April 2026, Communication	03/30/26
EPCRA	E 601-49440-433 Dues/Subscriptions	\$101.00	2025 Tier II Annual Fees, Water Tower	03/30/26
EPCRA	E 602-49490-433 Dues/Subscriptions	\$101.00	2025 Tier II Annual Fees, Wastewater Plant	03/30/26
PANTHEON COMPUTERS	E 602-49490-215 Operating & Maintenance Supp	\$1,375.00	Laptop to Replace Broken One	03/30/26
PANTHEON COMPUTERS	E 100-41110-320 Communication	\$162.75	April 2026, Managed IT Services	03/30/26
PANTHEON COMPUTERS	E 100-41941-320 Communication	\$108.50	April 2026, Managed IT Services	03/30/26
PANTHEON COMPUTERS	E 204-42210-320 Communication	\$54.25	April 2026, Managed IT Services	03/30/26
PANTHEON COMPUTERS	E 603-49520-320 Communication	\$54.25	April 2026, Managed IT Services	03/30/26
PANTHEON COMPUTERS	E 601-49440-320 Communication	\$271.25	April 2026, Managed IT Services	03/30/26

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
PANTHEON COMPUTERS	E 100-41948-320 Communication	\$162.75	April 2026, Managed IT Services	03/30/26
PANTHEON COMPUTERS	E 602-49490-320 Communication	\$271.25	April 2026, Managed IT Services	03/30/26
BADGER METER	E 601-49440-302 WST Metering & Billing	\$184.60	March 2026 Cellular Service to Endpoints	03/31/26
BADGER METER	E 602-49490-302 WST Metering & Billing	\$184.61	March 2026 Cellular Service to Endpoints	03/31/26
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$1,065.80	Fix Tile at City Hall	03/31/26
DSG DAKOTA SUPPLY GROUP	E 601-49440-215 Operating & Maintenance Supp	\$287.73	Valve Box Repair Parts	03/31/26
ELAN CORPORATE PAYMENT SYSTEM	E 100-43102-215 Operating & Maintenance Supp	\$139.00	One Camera, 360 Days	03/31/26
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$71.90	1/3 of Postage for utility bills	03/31/26
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$71.93	1/3 of Postage for utility bills	03/31/26
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$71.91	1/3 of Postage for utility bills	03/31/26
FARIBAULT FLEET SUPPLY	E 602-49490-215 Operating & Maintenance Supp	\$26.76	Distilled Water, Fill Valve & 2 in Flapper Kit	03/31/26
FARIBAULT FLEET SUPPLY	E 602-49490-215 Operating & Maintenance Supp	\$99.00	100ft Poly Tubing	03/31/26
LE SUEUR COUNTY	E 100-43102-430 Miscellaneous	\$5,000.00	Contribution to Cannon River Flood Study	03/31/26
MIDWEST PUMP WORKS	E 602-49490-300 Professional Services	\$760.00	Annual Pump Maint. & Inspections	03/31/26
RICE COUNTY	E 100-41110-350 Printing and Binding	\$172.57	2026 TNT Statements	03/31/26
SHEBOYGAN WARNING SYSTEMS	E 100-42502-300 Professional Services	\$5,175.00	Removal of Existing Siren Head & Install New Siren He	03/31/26
SHEBOYGAN WARNING SYSTEMS	E 100-42502-300 Professional Services	\$2,345.00	Service call for Out of Service Siren (insurance covered	03/31/26
SUEL PRINTING COMPANY	E 100-41110-350 Printing and Binding	\$396.00	2025 Summary Financial Report	03/31/26
TIMMS TRUCKING & EXCAVATING	E 100-43101-405 Snow and Ice Removal	\$2,717.50	Removal of snow from city streets	03/31/26
TIMMS TRUCKING & EXCAVATING	E 100-43101-405 Snow and Ice Removal	\$426.25	Removal of snow from city streets	03/31/26
TIMMS TRUCKING & EXCAVATING	E 100-43101-405 Snow and Ice Removal	\$515.00	Removal of snow from city streets	03/31/26
ULINE	E 100-41946-215 Operating & Maintenance Supp	\$1,640.00	Remaining Chairs for Council Chambers	03/31/26
ULINE	E 602-49490-215 Operating & Maintenance Supp	\$813.80	Flammable Cabinet for Marking Paint	03/31/26
ULINE	E 601-49440-215 Operating & Maintenance Supp	\$813.81	Flammable Cabinet for Marking Paint	03/31/26
ULINE	E 100-41941-260 Clothing	\$228.80	Safety Gear	03/31/26
XCEL ENERGY	E 602-49490-380 Utility Services	-\$191.37	2.11.26-3.15.26 Electricity: Water Pump (Liftstation)	03/31/26
XCEL ENERGY	E 100-43101-387 Street Lighting	\$18.77	2.11.26-3.15.26 Electricity: Auto Protective	03/31/26
XCEL ENERGY	E 100-43101-387 Street Lighting	\$1,698.29	2.11.26-3.15.26 Electricity: Street Lights Co-owned	03/31/26
XCEL ENERGY	E 100-43101-387 Street Lighting	\$8.44	2.11.26-3.15.26 Electricity: Street Lights	03/31/26
XCEL ENERGY	E 601-49440-380 Utility Services	\$105.87	2.11.26-3.15.26 Electricity: Water Tower	03/31/26
XCEL ENERGY	E 100-41941-380 Utility Services	\$168.60	2.11.26-3.15.26 Electricity: Maintenance Shop	03/31/26
XCEL ENERGY	E 100-41946-380 Utility Services	\$39.49	2.11.26-3.15.26 Electricity: Community Center	03/31/26
XCEL ENERGY	E 100-43101-387 Street Lighting	-\$27.90	2.11.26-3.15.26 Electricity: Street Lights	03/31/26
XCEL ENERGY	E 100-45202-380 Utility Services	\$28.39	2.11.26-3.15.26 Electricity: Parks	03/31/26
XCEL ENERGY	E 100-41944-380 Utility Services	\$10.99	2.11.26-3.15.26 Electricity: Historic Site (Feed Mill)	03/31/26
XCEL ENERGY	E 601-49440-380 Utility Services	-\$229.54	2.11.26-3.15.26 Electricity: Water Pump (Well#1)	03/31/26
XCEL ENERGY	E 204-42210-380 Utility Services	\$351.08	2.11.26-3.15.26 Electricity: Fire Hall	03/31/26
XCEL ENERGY	E 602-49490-380 Utility Services	\$167.37	2.11.26-3.15.26 Electricity: Sewer Pump (WWTP)	03/31/26

-E Expenditure

\$104,625.26

Check/Receipt
Date

Search Name	Account Descr	Amount	Comments	
		<hr/> \$394,221.93		



AGENDA MEMO

Agenda Item: Resolution 2026-14

To: City Council

From: Cassie Eldeen

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: Resolution 2026-14 – Accepting a Donation from American Legion Post 149

Action Requested: Motion to approve Resolution 2026-14 Accepting a Donation from American Legion Post 149, SAL, Auxiliary

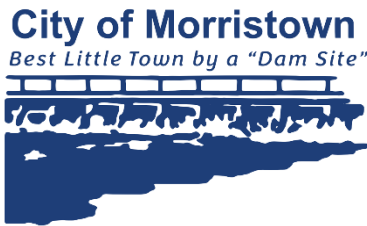
Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2026- Accepting a Donation from American Legion Post 149, SAL, Auxiliary

Previous Council Action:

Overview: The American Legion Post 149, SAL, and Auxiliary voted to donate the funds in accordance with the attached resolution.



**RESOLUTION 2026-14
CITY OF MORRISTOWN, RICE COUNTY, MINNESOTA**

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:

<u>Name of Donor</u>	<u>Donation</u>
American Legion Post 149	\$1,000.00
SAL	
Auxiliary	

WHEREAS, the donation must be used towards the Fireman’s Dance.

WHEREAS, the City shall distribute these funds accordingly, for the benefit of its entity with the terms prescribed by the donor.

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 as law.
2. The city clerk is hereby directed to issue receipts, acknowledge the city’s receipt of the donor’s donation.

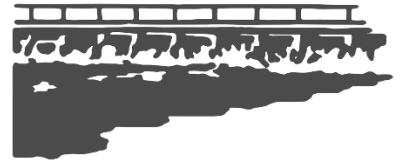
Accepted by the City Council of the City of Morristown on Monday, April 6, 2026.

Approved:

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen



AGENDA MEMO

Agenda Item: Resolution 2026-15

To: City Council

From: Cassie Eldeen

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: Resolution 2026-15 – Accepting a Donation from Cannon Valley Players

Action Requested: Motion to approve Resolution 2026-15 Accepting a Donation from Cannon Valley Players

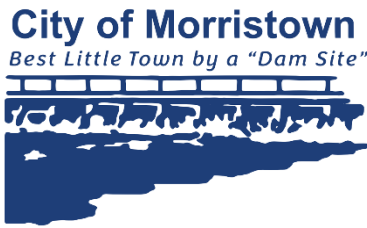
Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2026-15 Accepting a Donation from Cannon Valley Players

Previous Council Action:

Overview: Cannon Valley Players voted to donate the funds in accordance with the attached resolution.



**RESOLUTION 2026-15
CITY OF MORRISTOWN, RICE COUNTY, MINNESOTA**

A RESOLUTION ACCEPTING A DONATION

WHEREAS, The City of Morrystown 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:

<u>Name of Donor</u>	<u>Donation</u>
Cannon Valley Players	\$700.00

WHEREAS, the donation must be used towards a card reader system at City Hall.

WHEREAS, the City shall distribute these funds accordingly, for the benefit of its entity with the terms prescribed by the donor.

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 as law.
2. The city clerk is hereby directed to issue receipts, acknowledge the city's receipt of the donor's donation.

Accepted by the City Council of the City of Morrystown on Monday, April 6, 2026.

Approved:

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen



AGENDA MEMO

Agenda Item: License Renewal

To: City Council

From: Cassie Eldeen

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: License Renewal – Liquor and Tobacco License Renewals for 2026

Action Requested: Motion to approve issuing liquor and tobacco licenses to the following businesses for the amounts and licensing periods, as presented.

Staff Recommends: Approve

Committee Recommends:

Attachments: Liquor and Tobacco License Renewals for 2026

Previous Council Action: Approve each year.

Overview:

City of Morristown
2026 License Renewal

July 1, 2026 through June 30, 2027

	Liquor	Tobacco
1. American Legion Post 149		
Club On-Sale Liquor License	\$450.00	
Sunday Liquor License	\$200.00	
<i>Total</i>	\$650.00	\$0.00
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>	\$2,300.00	\$100.00
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>	\$2,300.00	\$100.00
4. Morristown Baseball Association (Babe Nordmeier Field)		
On-Sale - 3.2 Malt Liquor License	\$50.00	
<i>Total</i>	\$50.00	\$0.00
6. Morris Mart (Community Co-Op Oil Assn)		
Tobacco License		\$100.00
<i>Total</i>	\$0.00	\$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>	\$2,300.00	\$100.00
8. Dollar General		
Tobacco License		\$100.00
<i>Total</i>	\$0.00	\$100.00
Liquor	\$7,600.00	
Tobacco	\$500.00	
Total	\$8,100.00	



AGENDA MEMO

Agenda Item: Resolution 2026-16

To: City Council

From: Ellen Judd

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: Resolution 2026-16 – Approving the Transfer of Funds

Action Requested: Motion to approve Resolution 2026-16 Approving the Transfer of Funds

Staff Recommends: Approve

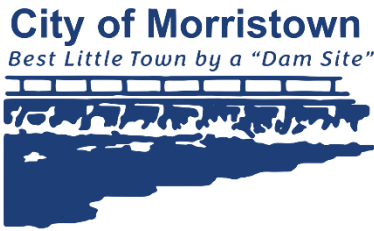
Committee Recommends:

Attachments: Resolution 2026-16 Approving the Transfer of Funds

Previous Council Action: Approve with some variation each year.

Resolution was presented and discussed at the work session on 3/25/2026.

Overview: Each year a resolution is approved that transfers the money that was allocated throughout the previous year, and places the money in the correct fund.



**RESOLUTION 2026-16
CITY OF MORRISTOWN, RICE COUNTY, MINNESOTA
A RESOLUTION APPROVING TRANSFER OF FUNDS**

WHEREAS, the City of Morrystown sometimes transfers funds to balance or close out fund accounts, reimburse funds from another fund, save for capital projects, or make operating transfers;

WHEREAS, the 2025 budget included capital outlay funds, meant to be dispersed if the general fund balance exceeds the Fund Balance Policy amount of 75%.

WHEREAS, the general fund balance exceeds the Fund Balance Policy and the following transfers should be completed;

NOW, THEREFORE BE IT RESOLVED, that the Morrystown City Council hereby approves the following transfers out of the General Fund (100), and into the following funds:

Fund Name			Amount
Streets	701	Streets Capital Reserve Account	\$500,000
Public Works	401PW	Revolving Capital Improvement	\$30,000
Community Center	401CC	Revolving Capital Improvement	\$10,000
Feed Mill	401FM	Revolving Capital Improvement	\$1,000
			\$541,000

ADOPTED by the City Council of the City of Morrystown, Minnesota, on April 6, 2026.

Aye _____ Nay _____ Abstain _____

Approved:

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen



AGENDA MEMO

Agenda Item: Ordinance 2026-4

To: City Council
From: Ellen Judd
Meeting Date: 4/6/2026
Meeting Type: Regular Meeting
Subject: Ordinance 2026-4 – Produce Stand Amendment
Action Requested: Motion to approve Ordinance 2026-4 An Ordinance Amending Section 152.230
Staff Recommends: Approve
Committee Recommends: Approve
Attachments: Ordinance 2026-4 An Ordinance Amending Section 152.230

Previous Council Action:

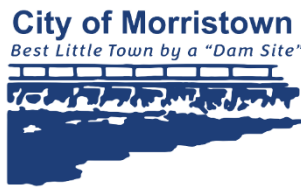
Overview: The Zoning Board has been working on amending this ordinance for a while.

The ordinance was posted for public review.

Notice of a public hearing was published.

Public hearing was held on 3.19.2026. No comments were received.

Zoning Board recommends approval of the ordinance amendment, as presented.



ORDINANCE 2026-4
AN ORDINANCE AMENDING SECTION 152.230
OF THE MORRISTOWN CITY CODE

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

Morristown City Code Section 152.230, entitled, "PRODUCE STANDS", is hereby amended as follows (changes are underlined):

§ 152.230 PRODUCE STANDS

- (A) *Generally.* The following standards shall apply to Produce Stands located within the City.
- (B) *Produce Stand Defined.* A Produce Stand shall be defined as a temporary structure located on private property at which agricultural products, such as raw vegetables, fruits, herbs, flowers, plants, nuts, honey and eggs are sold.
- (C) *Location of Produce Stands.* Produce Stands shall be permitted in all zoning districts.
- (D) *Permit Required.* ~~The owner of a property upon which a Produce Stand is located shall obtain a Produce Stand Permit prior to conducting business.~~ No Produce Stand shall be allowed without a valid Produce Stand Permit. The Produce Stand Permit must be visibly posted during hours of operation.
- (1) The owner of any produce stand shall obtain a valid Produce Stand Permit prior to the placement or operation of the stand. In cases where the owner of the produce stand is not the owner of the property on which the stand will be located, the permit applicant shall obtain the property owner's consent on the Produce Stand Permit application.
- (E) *Standards.* The following standards shall apply to all Produce Stands:
- (1) *Location.* Produce Stands must be located on private property. Produce Stands shall not be located in the public right-of-way.
- ~~(2) *Ownership of Business.* All Produce Stands shall be family-owned. The owner of the property upon which the Produce Stand is located shall be the owner/proprietor of the Produce Stand.~~
- ~~(3) *Products Sold.* Products sold shall be primarily locally grown. For purposes of this Section, "primarily locally grown" shall mean that no less than 50% of the products sold shall have been grown within 30 miles of the Produce Stand.~~
- ~~(4)~~(2) *Seasonal Operation.* Produce Stands shall be permitted to operate between June ~~115~~ and October 31. All structures, signs, tables, or other fixtures of the Produce Stand shall be removed prior to June ~~115~~ and after October 31.
- ~~(5)~~(3) *Hours of Operation.* Produce Stands may be open for business on permitted days between 7:00 am and the earlier of 8:00 pm or sunset.
- ~~(6)~~(4) *Structure.* The Produce Stand may include one (1) structure with dimensions not exceeding 12 feet in length and 12 feet in width.
- ~~(7)~~(5) *Signage.* A Produce Stand may utilize no more than two (2) signs. Each sign may have dimensions not exceeding 24 square feet. All signs shall be located on the property upon which the Produce Stand is located. Signs shall not be illuminated.

ADOPTED by the City Council of the City of Morristown, Minnesota, this 6th day of April 2026.

Aye _____ Nay _____ Abstain _____

Approved:

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen

DRAFT



AGENDA MEMO

Agenda Item: Resolution 2026-17

To: City Council

From: Ellen Judd

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: Resolution 2026-17 – Produce Stand Summary Publication

Action Requested: Motion to approve Resolution 2026-17 Summary Publication for Ordinance 2026-4.

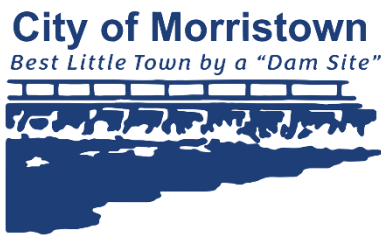
Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2026-17 Summary Publication for Ordinance 2026-4

Previous Council Action:

Overview:



**RESOLUTION NO. 2026-17
CITY OF MORRISTOWN, RICE COUNTY, MINNESOTA**

**A RESOLUTION APPROVING PUBLICATION OF ORDINANCE BY TITLE
AND SUMMARY**

WHEREAS, on April 6, 2026, the City Council of the City of Morristown adopted an ordinance entitled, “AN ORDINANCE AMENDING SECTION 152.230 OF THE MORRISTOWN CITY CODE”; and

WHEREAS, the Ordinance exceeds one page in length; and

WHEREAS, Minnesota Statutes Section 412.191, Subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the Ordinance,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Morristown:

1. The City Council of the City of Morristown has adopted an ordinance entitled, “AN ORDINANCE AMENDING SECTION 152.230 OF THE MORRISTOWN CITY CODE”;
2. The following summary clearly informs the public of the intent and effect of the Ordinance:

“AN ORDINANCE AMENDING SECTION 152.230
OF THE MORRISTOWN CITY CODE”;

The Morristown City Council has passed an ordinance amending Section 152.230 of the Morristown City Code. Specifically, allowing produce stands to be placed on another’s property with their consent.

This is a summary of the Ordinance. A full text of this ordinance is available for public inspection at the Morristown City Hall during regular office hours.”

3. The City Clerk is directed to publish this summary in lieu of publication of the entire ordinance.
4. The City Clerk is directed to post a copy of the entire text of the Ordinance on the City bulletin board at Morristown City Hall for a period of not less than thirty (30) days.

In addition, a printed copy of the Ordinance shall be made available for inspection by any person during regular office hours at the Morristown City Hall.

ADOPTED by the City Council of the City of Morristown, Minnesota, this 6th day of April 2026.

Aye _____ Nay _____ Abstain _____

Approved:

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen

DRAFT



AGENDA MEMO

Agenda Item: Resolution 2026-18

To: City Council

From: Ellen Judd

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: Resolution 2026-18 – Appointing 2026 Election Judges & Pay

Action Requested: Motion to approve Resolution 2026-18 Appointing 2026 Election Judges & Pay.

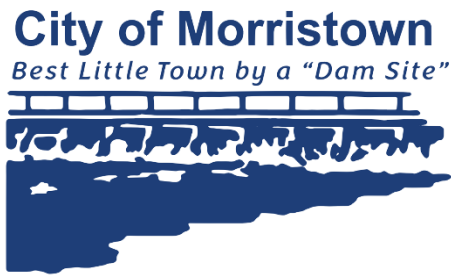
Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2026-18 Appointing 2026 Election Judges & Pay

Previous Council Action: Approve each election year.

Overview:



RESOLUTION 2026-18

**RESOLUTION APPOINTING PRIMARY & GENERAL ELECTION JUDGES
FOR THE ELECTIONS OF AUGUST 11, AND NOVEMBER 3, 2026**

WHEREAS, a State Primary and General Election will be held on August 11 and November 3, 2026 respectively; and

WHEREAS, MN Statute 204B.21, subd.2, requires Election Judges for precincts in a municipality shall be appointed by the governing body of the municipality at least 25 days before the election; and

WHEREAS, the City of Morristown has one voting precinct; and

WHEREAS, the following individuals have agreed to serve as election judges and have met the qualifications established by the State of Minnesota; and have agreed to attend training as required:

ELECTION JUDGES: Renae Krause (Head Election Judge), Cassie Eldeen (Head Election Judge), Mary Lou Davidson, Ellen Judd, Linda Vollbrecht, Sherrie Brunner, and Dawn Geisler.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Morristown that the above listed persons are hereby appointed as election judges for the Primary and General Elections of 2026, with the understanding that substitutions and additions to the appointments may be necessary to fill vacancies and meet party splits as required.

BE IT FURTHER RESOLVED, that the appointed Election Judges shall be paid an hourly wage of \$15.00 per hour for training and election hours served, shall receive the IRS rate per mile driven in performance of these duties, and meals will be included on election days.

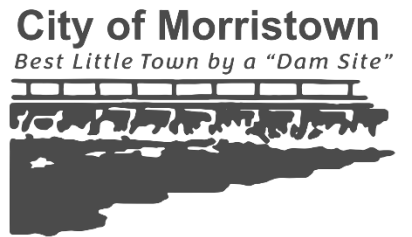
Accepted by the City Council of the City of Morristown on Monday, April 6, 2026.

Approved:

Mayor, Tim Flaten

Attested:

City Clerk, Cassie Eldeen



AGENDA MEMO

Agenda Item: Flowers

To: City Council
From: Cassie Eldeen
Meeting Date: 4/6/2026
Meeting Type: Regular Meeting
Subject: Flowers – 4-H Club Centennial Park Flower Planting
Action Requested: Motion to allow the 4-H Club to plant flowers at Centennial Park.
Staff Recommends: Approve
Committee Recommends:
Attachments: None

Previous Council Action: **2023:** Motion by Murphy, seconded by Gregor and was carried unanimously to approve the 4-H Club to plant flowers at Centennial Park and use mulch from Public Works.

2024: Motion by Gregor, seconded by Murphy and carried unanimously to allow 4-H Club to plant flowers at Centennial Park, May 19th.

2025: Motion by Gregor, seconded by Val and carried unanimously to approve 4H to plant flowers at Centennial Park.

Overview: Every year the local 4-H club requests that this be added to the agenda, as it is a good experience for the 4-H students to do some public speaking and see how a City Council meeting is conducted. Kyeria Morris is taking over this year as the leader of the project.

The 4-H club cleans out and replants the flower planters at the park every year. The 4-H club will buy the annuals.

A vote is not needed, but the council is encouraged to vote anyways for the 4-H student present.



AGENDA MEMO

Agenda Item: Engineer

To: City Council

From: Ellen Judd

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: Engineer – WHKS will be present to answer Council questions

Action Requested:

Staff Recommends:

Committee Recommends:

Attachments:

Previous Council Action: City Council approved the creation of a City Engineer Committee to meet and interview engineering firms.

The findings of the committee were discussed at the work session on 3.25.2026.

Overview: Joe Caldwell, Val Kruger, and Ellen Judd met with Bollig, ISG, and WHKS engineering firms. The committee was in agreement that WHKS appeared to be the best fit for Morristown.
At the work session on 3.25.2026, City Council asked that WHKS be present to answer any questions the council may have, and allow the remaining council members to get a feel for the firm.

The professional services agreement is attached for review and/or adoption. Mark has reviewed the language and requests the redline.

How Can WHKS Assist Morristown?

January 7, 2026



engineers + planners + land surveyors

What's Important to You?

Four horizontal lines for text input.

Our Values

People First
Be of Service

About Us

» Since 1948 » 155 Employees » Rochester Office - Full service!

Client Satisfaction/Employee Culture Awards

WHKS is **1 of 10** firms that were recognized for the Premier Award for Client Satisfaction in 2024!

The Top Work Places Award is based solely on employee feedback!



Our most recent Client Feedback Survey will begin in mid-January 2026.

WHKS has been a Top Workplace for the last 7 years.

Your Trusted Partners



Tim Hruska, P.E., L.S.
VP and Rochester Office Manager
Tim helps Minnesota communities make the most of their budgets, making sure that resources are used efficiently to address current needs and future priorities.



Brandon Theobald, P.E.
City Engineering Representative
Cities benefit from Brandon's ability to plan and maintain infrastructure, enhance service reliability, and implement cost-effective solutions for today and tomorrow.



Blake Stiller
Asst. City Engineering Representative
Blake will lead the design and plan preparation for projects, delivering a clear and comprehensive set of biddable plans to meet the needs of the City.

Small Town Guy with Big Time Experience!

Brandon, a native of West Concord, MN (population 841) serves the following Minnesota communities as their City Engineering Representative:



- » Medford
- » Wanamingo
- » Rollingstone
- » Kasson
- » Rochester Township
- » Morristown (Coming Soon!)

Our Approach

Be Practical
Implement the right solutions for the right reasons, without unnecessary studies

Listen
Maintain effective communication

Be Responsive
Answer questions in a timely manner

Innovate
Offer solutions to get the job done right the first time without design or budget surprises

Be Proactive
Convey issues when they arise and provide solutions

Transparent
What you see is what you get - with NO hidden fees

Invested in Morristown's Future

WHKS is here for the long-term needs of Morristown.

This isn't "just another project" to us - the priorities of the City are the priorities of the WHKS Team.

Thank you for the opportunity to discuss our qualifications and project approach.



How Has WHKS Assisted Similarly-Sized Communities?

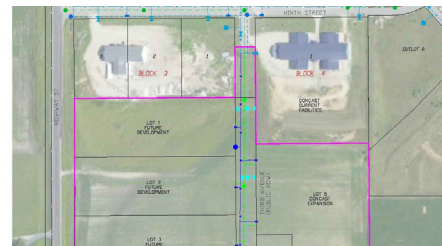
January 7, 2026

Wanamingo - Built for Today, Ready for Tomorrow

Population: 1,109 (2025 Census Estimate)

Years Served by WHKS: 19 Years

Services Provided: City Engineering Services (Planning, Funding Application Assistance, Survey, Design, Construction Engineering)



Industrial Area Development



Water System Improvements



Recreation Facilities



Street and Utility Projects



Sanitary Sewer Investigations



Wastewater Regionalization



Subdivision/Plat Review



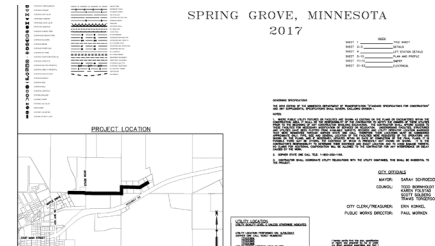
Funding Assistance/Public Outreach

Spring Grove - Small Town, Big Ambitions

Population: 1,250 (2023 Census)

Years Served by WHKS: 41 Years

Services Provided: City Engineering Services (Planning, Funding Application Assistance, Survey, Design, Construction Engineering)



Industrial Area Development



Water System Improvements



Streetscape/Roadway Projects



Street and Utility Projects



Survey and Easements



Wastewater Treatment



Subdivision/Plat Review



Funding Assistance/Public Outreach

A Culture of Serving SE MN Cities



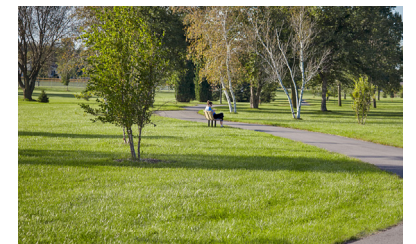
City of Byron



City of Cannon Falls



City of Canton



City of Eyota



City of Kasson



City of La Crescent



City of Mantorville



City of Medford



City of St. Charles



City of Zumbrota



PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, by and between **City of Morristown** hereinafter referred to as the "Client" and WHKS & Co., hereinafter referred to as "WHKS", is made as follows:

WHEREAS, the Client has a need for certain professional services relating to the project described as **City Engineering Services**.

WHEREAS, WHKS proposes to furnish the professional services required by the Client for said project,

NOW THEREFORE, the Client hereby agrees to retain and compensate WHKS to perform the professional services in accordance with the terms and conditions of this Agreement and the attached Standard Terms and Conditions.

Scope of Services

WHKS shall perform the following described services for the Client:

- A. Council Meetings: WHKS agrees to have a licensed professional engineer attend City Council meetings and other miscellaneous meetings, upon request, for the purpose of advising the City Council in engineering related matters.
- B. Requested Engineering Services: WHKS shall perform City Engineering Services on a day-to-day basis as requested by the Client.
- C. Project Services: WHKS shall perform engineering services for specific public works projects as they may be authorized by the City Council.

Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

- A. For work outlined in Items A & B, the Client shall be billed on a time and material basis per the attached rate schedule (Exhibit A).
- B. For work outlined in Item C, the Client and WHKS shall negotiate a separate agreement for each specific project.

Executed this _____ day of April, 2026

City of Morristown

WHKS & CO.

By: _____

By: _____

Printed Name: _____

Printed Name: Timothy A. Hruska, P.E., L.S.

Title: _____

Title: Vice President

WHKS & Co. 2026 Fee Schedule and Method of Payment – City of Morristown, MN

WHKS Schedule of Hourly Billing Rates – Effective January 1, 2026

Classification	Hourly Rate
City Engineering Representative	\$181
Principal	\$198-286
Project Manager	\$174-220
Project Engineer	\$150-187
Land Surveyor	\$198
Design Engineer	\$112-144
*Engineering Technician IV	\$139-156
*Engineering Technician III	\$124-139
*Engineering Technician II	\$99-114
*Engineering Technician I	\$88-101
*Clerical	\$102

Reimbursable expenses include mileage at the current IRS mileage rate; actual cost of reproduction and printing; and actual out-of-pocket expenses such as field supplies, cost of recording documents, permit fees, etc.

*NOTE: Time and a half pay applies for overtime, if applicable.

STANDARD TERMS AND CONDITIONS FOR PUBLIC SECTOR PROJECTS

1. Scope of Services

Client and WHKS have agreed to a list of services WHKS will provide to Client as listed on the Professional Services Agreement Form.

2. Governing Law

The laws of the State of Minnesota will govern this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

3. Standard of Care

Services provided by WHKS under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and locality.

4. Integration

This Agreement comprises the final and complete agreement between Client and WHKS. It supersedes all prior communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly. Amendments to this Agreement shall not be binding unless made in writing and signed by both Client and WHKS.

5. Guarantees and Warranties

WHKS shall not be required to sign any documents, no matter by whom requested, that would result in WHKS having to guarantee or warrant the existence of conditions whose existence WHKS cannot ascertain. Client also agrees not to

make resolution of any dispute with WHKS or payment of any amount due to WHKS in any way contingent upon WHKS signing any such guarantee or warranty.

6. Indemnification

WHKS agrees, to the extent permitted by law, to indemnify and hold Client harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by WHKS' negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom WHKS is legally liable.

Client agrees, to the extent permitted by law, to indemnify and hold WHKS harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Client's negligent acts, errors or omissions and those of Client's contractors, subcontractors or consultants or anyone for whom Client is legally liable.

Neither WHKS nor Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

7. Billing and Payment Provisions

Invoices shall be submitted by WHKS monthly and are due upon presentation and if undisputed, shall be considered PAST DUE if not paid within ~~thirty (30)~~ forty-five (45) calendar days of the invoice date.

If payment is not received by WHKS within ~~thirty (30)~~ forty-five (45) calendar days of the undisputed invoice date, Client shall pay as

interest an additional charge of one and one-quarter percent (1.25%) of the PAST DUE amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

If Client fails to make payments within sixty (60) days from the date of an invoice or otherwise is in breach of this Agreement, WHKS may, at its option, suspend performance of services upon five (5) calendar days' notice to Client. WHKS shall have no liability whatsoever to Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by Client. If Client fails to make payment to WHKS in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination by WHKS.

In the event legal action is necessary to enforce the payment provisions of this Agreement, WHKS shall be entitled to collect from Client any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by WHKS in connection therewith and, in addition, the reasonable value of WHKS personnel time and expenses spent in connection with such collection action, computed at WHKS current fee schedule and expense policies, if WHKS prevails in the legal action.

Payment of invoices is in no case subject to unilateral discounting or set-offs by Client, and payment is due regardless of suspension or termination of this Agreement by either party.

8. Ownership of Records

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WHKS as instruments of service shall remain the property of WHKS.

Client shall be permitted to retain copies, including reproducible copies, of the plans and specifications for information and reference in connection with Client's use of the completed project. The plans and specifications shall not be used by Client or by others on other similar projects except by agreement in writing by WHKS.

9. Delivery of Electronic Files

In accepting and utilizing any drawings, reports and data on any form of electronic media generated and provided by WHKS, Client covenants and agrees that all such electronic files are instruments of service of WHKS, who shall be deemed the author, and who shall retain all rights under common and statutory laws, and other rights, including copyrights. Client is aware that differences may exist between the electronic files delivered and the respective construction documents due to addenda, change orders or other revisions. In the event of a conflict between the signed construction documents prepared by WHKS and electronic files, the signed construction documents shall govern.

Client and WHKS agree that the electronic files prepared by WHKS shall conform to the current CADD software in use by WHKS or to other mutually agreeable CADD specifications defined in the Agreement. Any changes to the CADD specifications by either Client or WHKS are subject to review and acceptance by the other party. Additional efforts by WHKS made necessary by a change to the CADD specifications or other software shall be compensated for as Additional Services.

The electronic files provided by WHKS to Client are submitted for an acceptance period of 60 days. Any defects Client discovers during this

period will be reported to WHKS and will be corrected as part of the Scope of Services. Correction of defects detected and reported after the acceptance period will be compensated for as Additional Services.

Client agrees not to reuse the electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Client agrees not to transfer the electronic files to others without the prior written consent of WHKS, except as required by law. In addition, Client agrees, to the extent permitted by law, to indemnify and hold WHKS harmless from any damage, liability or cost, including reasonable attorney's fees and costs of defense, arising from any changes made by anyone other than WHKS or from any reuse of the electronic files without the prior written consent of WHKS.

Under no circumstance shall delivery of the electronic files for use by Client be deemed a sale by WHKS and WHKS makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall WHKS be liable for any loss of profit ~~or any consequential damages.~~

10. Changed Conditions

Client shall rely on the judgment of WHKS as to the continued adequacy of this agreement in light of occurrences or discoveries that were not originally contemplated by or known to WHKS. Should WHKS call for contract renegotiation, WHKS shall identify the changed conditions necessitating renegotiation and WHKS and Client shall promptly and in good faith enter into renegotiation of this Agreement. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

11. Permits and Approvals

WHKS shall assist Client in applying for those permits and approvals typically required by law for projects similar to the one for which WHKS

services are being engaged. This assistance consists of completing and submitting forms as to the results of certain work included in the Scope of Services.

12. Suspension of Services

If the project is suspended for more than thirty (30) calendar days in the aggregate, WHKS shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the project is suspended for more than ninety (90) calendar days in the aggregate, WHKS may, at its option, terminate this Agreement upon giving notice in writing to Client.

13. Termination

Either Client or WHKS may terminate this Agreement at any time with or without cause upon giving the other party seven (7) calendar days prior written notice. Client shall within thirty (30) calendar days of termination pay WHKS for all services rendered and all undisputed costs incurred up to the date of termination, in accordance with the compensation provisions of the Agreement.

14. Unauthorized Changes

In the event Client, Client's contractors or subcontractors or anyone for whom Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other contract documents prepared by WHKS without obtaining WHKS' prior written consent, Client shall assume full responsibility for the results of such changes. Therefore, Client agrees to waive any claim against WHKS and to release WHKS from any liability arising directly or indirectly from such changes.

Client also agrees, to the extent permitted by laws, to indemnify and hold WHKS harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from such changes.

15. Jobsite Safety

Neither the professional activities of WHKS nor the presence of WHKS or its employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. WHKS and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

16. Additional Services

Services which are requested by Client or are required as part of the Project, but are not included in the Scope of Services, are considered Additional Services.

WHKS will notify Client in writing when Additional Services will be needed. WHKS and Client will agree on the extent of the Additional Service(s) required and will agree on the method and amount of the compensation for performance of said agreed upon Additional Services.

WHKS will not perform Additional Services which will result in additional cost to Client without documented verbal or written authority of Client.

In the event WHKS is requested or required to participate in any dispute resolution procedure which involves any aspect of the Project, Client

agrees to compensate WHKS for the reasonable value of WHKS' personnel time and expenses spent in connection with such procedures computed at WHKS' then current fee schedule and expense policies.

17. Dispute Resolution

In an effort to resolve any conflicts that arise, Client and WHKS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

18. Third Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or WHKS. WHKS' services under this Agreement are being performed solely for Client's benefit, and no other entity shall have any claim against WHKS because of this Agreement or the performance or nonperformance of services hereunder.

19. Extension of Protection

Client agrees to extend any and all liability limitations and indemnifications provided by Client to WHKS to those individuals and entities WHKS retains for performance of the services under this Agreement, including but not limited to WHKS officers and employees and their heirs and assigns, as well as WHKS subconsultants and their officers, employees, heirs and assigns.

20. Timeliness of Performance

WHKS will perform the services described in the Scope of Services with due and reasonable diligence consistent with sound professional practices.

21. Delays

WHKS is not responsible for delays caused by factors beyond WHKS' reasonable control, including but not limited to delays because of strikes,

lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of Client to furnish timely information or approve or disapprove of WHKS' services or work product promptly, or delays caused by faulty performance by Client or by contractors of any level. When such delays beyond WHKS' reasonable control occur, Client agrees WHKS is not responsible for damages, nor shall WHKS be deemed to be in default of this Agreement.

22. Right to Retain Subconsultants

WHKS may use the services of subconsultants when, in the sole opinion of WHKS, it is appropriate and customary to do so. Such persons and entities include, but are not limited to, aerial mapping specialists, geotechnical consultants and testing laboratories. WHKS' use of other consultants for additional services shall not be unreasonably restricted by Client provided WHKS notifies Client in advance.

23. Assignment

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

24. Severability and Survival

Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

25. Hazardous Materials

It is acknowledged by both parties that WHKS' Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event WHKS or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be

present at the jobsite or any adjacent areas that may affect the performance of WHKS services, WHKS may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

26. Joint Participation

The parties have participated jointly in the negotiation and preparation of all agreements between the parties. Each party has had an opportunity to obtain the advice of legal counsel and to review and comment upon this instrument. Accordingly, no rule of construction shall apply against any party or in favor of any party. This instrument shall be construed as if the parties jointly prepared it and any uncertainty or ambiguity shall not be interpreted against one party and in favor of another.

27. Record Documents

If required in the Professional Services Agreement, WHKS shall, upon completion of the Work, compile for and deliver to the Client a reproducible set of Record Documents that are based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor or other third parties. These Record Documents may show certain significant changes from the original design made during construction. Because these Record Documents are based on unverified information provided by other parties, which the Consultant is entitled to assume as reliable, the Consultant does not warrant their accuracy.

Revised 02/23/07

Revised: 04/29/09

Modified: 04/06/26 per City of
Morristown comments.



AGENDA MEMO

Agenda Item: Billboard

To: City Council
From: Ellen Judd
Meeting Date: 4/6/2026
Meeting Type: Regular Meeting
Subject: Billboard – Variance Request for Billboard Placement
Action Requested:
Staff Recommends: Deny
Committee Recommends: Approve
Attachments:

Previous Council Action:

Overview: Applicant is seeking a variance to allow placement of a billboard on property 9880 Morristown Blvd.
City Code § 152.218 SIGN REGULATIONS (F)(5)
*Spacing. All billboard or posterboard sign structures shall be spaced at least **750** linear feet from another sign on the same side of the street right-of-way line.*

The applicant would like to place the sign **650** feet from the Ahlman's Guns billboard.

The Zoning Board held a public hearing on 3.19.2026, no comments were received other than by the applicant. The Zoning Board is recommending City Council approve the variance request.

City Council is now required by City Code 152.262, to complete the attached Variance Determination Form. All of the circumstances must exist for a variance to be granted.

Some thoughts to consider:

1. Extraordinary circumstances apply to the property that **do not** apply to other properties in the vicinity.

- a. The same 'extraordinary circumstances' would apply to PID 2022425009 (property to the east of this parcel). They too, could qualify for a variance, because the size of their lot would not allow enough separation from the Ahlmans Gun sign.
2. The literal interpretation of the provisions would deprive the applicant of rights enjoyed by other parties.
 - a. See #1 above.
4. Granting variance would not confer special privilege.
 - a. See #1 above.

City Council now has the following option:

- a. Deny the request (*must choose if City Council finds a condition does not exist*)
- b. Grant the request
- c. Change the ordinance
 - a. If the City Council would like to see a billboard on this property, the ordinance could be changed to a 650-foot separation.
 - b. If this option is considered, will this be the last time the footage is changed? Will this be enough separation from the Ahlman Gun sign?

City of Morristown

Best Little Town by a "Dam Site"

402 Division St S ♦ Po Box 362
Morristown, MN 55052 ♦ (507) 685-2302

Permit No:

Sign – Billboard

Applicant

Applicant Joe Skelly
Property Address 9880 Morristown Blvd
Phone Number 320-558-3000 Phone Number _____
Email Address joe@franklinoutdoor.com

Property Owner

Owner Name Dahle Sod Farms, LLC
Mailing Address 17509 Snake Tr, Waseca, MN 56093
Phone Number Tim Dahle: 507-521-0713 Phone Number _____
Email Address _____

Contractor

Contractor Name Joe Skelly
Business Name Franklin Outdoor
Contractor Address 20092 Edison Circle E, Clearwater, MN 55320
Phone Number 320-558-3000 Phone Number 651-707-6455
Email Address joe@franklinoutdoor.com

Billboard Information

Zoning B-1: Highway Commercial Does the property border Hwy 60? Yes
Billboard sq. footage 12 x 24 = 288 sq ft Billboard Length 24 ft
Front Yard Setback (feet) 26 ft Distance from Residential Building 350 ft +
Distance from other billboards or signs 650 feet Height of billboard _____
Type of billboard (describe) Steel construction

Estimated cost \$25,000

Map attached with all buildings and setbacks listed? Yes No

**I have read and understand the above information and will abide by all City of Morristown Ordinances.*

Joe Skelly  2/3/2026
Name, Printed Signature Date

TO CLOSE OUT PERMIT:

- Please send pictures of completed work to admin@ci.morristown.mn.us
- When the work is completed, you must sign below to close out the permit. This can be done through email, or you can stop at City Hall to sign.

**I have completed the work at the listed address and confirm that I've abided by all City of Morristown Ordinances.*

Name, Printed Signature Date

Office Use Only

Date Approved _____

Approved By _____

TERMS AND CONDITIONS

All permitted work in the City of Morristown is subject to the following terms and conditions.

Definitions

Billboard. A structure upon which a sign is located which directs attention to a business commodity, service, or entertainment, which is located or provided elsewhere than upon the premises where the structure is located.

General Conditions

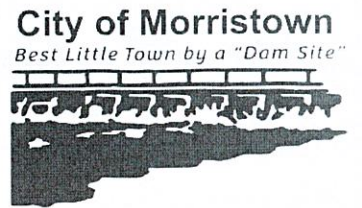
1. *Location.* Billboards or posterboard signs shall be permitted in the following districts, subject to the requirements below. All properties which are zoned B-1 or I-1 and border Trunk Highway 60.
2. *Size.* Billboard or posterboard sign structures shall not contain more than 2 signs per facing, nor shall the sum of the sign or signs exceed the length of 55 feet nor the surface area of 750 square feet.
3. *Setback.* Billboard or posterboard sign structures must maintain a 25-foot minimum front yard setback off the property line. Where adjacent building structures within the same block have front yard setbacks different than those required, the front yard minimum setback shall be the average of the required setback and the actual setback of adjacent structures.
4. *Distance from other uses.* No billboard or posterboard structure shall be permitted to be erected within 100 feet of an adjoining residential district boundary line or any public park, school, library, church, or government building. No billboard, posterboard, or advertising sign shall be located within 200 feet of a residential dwelling.
5. *Spacing.* All billboard or posterboard sign structures shall be spaced at least 750 linear feet from another sign on the same side of the street right-of-way line.
6. *Height.* The height of billboard or posterboard signs is limited to 40 feet above curb level.
7. *Conditional use.* A conditional use permit may be requested for the placement of billboard or posterboard signs on property zoned A Agricultural District.
8. *State statutes.* All billboard or posterboard sign structures are also subject to any provisions not provided for in this code, but cited in the Minnesota Outdoor Advertising Control Act, M.S. Ch. 173, as it may be amended from time to time.

This form is intended for informational purposes only and does not identify all regulations. All structures must meet the requirements of the Morristown City Code. The City Code can be found on our website at www.ci.morristown.mn.us

The City does not verify property lines or final locations of structures. Therefore, the property owner is advised to verify property corners/lines prior to installation. Furthermore, disputes between property owners regarding property lines is a private matter.

QUESTIONS: Please call City Hall at (507) 685-2302, or email admin@ci.morristown.mn.us

CITY OF MORRISTOWN
APPLICATION FOR A ZONING PERMIT
VARIANCE



Please refer to the Morristown City Code of Ordinances, 152.260 for more information regarding a variance. The City Code can be found on our website at www.ci.morristown.mn.us

Date of Application: 2/19/2026

OWNER INFORMATION

Owner's Name: Dahle Sod Farms LLC, Timothy Dahle
Owner's Address (if different): 17509 Snake Tr, Wasela MN 56093
Owner's Phone Number: 507-521-0713

PROPERTY INFORMATION

Parcel ID: 20.22.4.25.011
Legal Description: See attached
Property Address: 9880 Morristown Blvd, Morristown MN 55052
Zoning District: B-1 Highway Commercial

VARIANCE INFORMATION

Detailed description of proposed variance: 152.218 (5) Spacing requirement of 750-ft from the nearest sign which is the Ahlman's sign. The Dahle parcel has 750-ft of spacing for a new sign, but that would place it next to the driveway which is a practical difficulty. Franklin Outdoor requests a variance of 85-ft to place the sign adjacent to the power pole and a safe distance from the driveway.

Statement describing the reasons for the request of the variance: 85-ft to place the sign adjacent to the power pole and a safe distance from the driveway.

Attach a map or use the grid provided to show the locations, dimensions, and use of all property within 350 feet of the applicant's property, including streets, alleys, and other physical and cultural features.
Attached: Yes No

Attach detailed plans of all proposed buildings, roadways, and any other structural or cultural improvements.
Attached: Yes No

APPLICANT

Applicant Name: Joe Skelley, Franklin Outdoor
Applicant Email Address: Joe@franklinoutdoor.com
Applicant Signature: [Signature]

QUESTIONS: Please call City Hall at (507) 685-2302, or email admin@ci.morristown.mn.us

**I have read and understand the above information and will abide by all City of Morristown Ordinances.*

Joe Skelly
Name, Printed


Signature

2/19/2022
Date

TO CLOSE OUT PERMIT:

- Please send pictures of completed work to admin@ci.morristown.mn.us
- When the work is completed, you must sign below to close out the permit. This can be done through email, or you can stop at City Hall to sign.

**I have completed the work at the listed address and confirm that I've abided by all City of Morristown Ordinances.*

Name, Printed

Signature

Date

9880 Morristown Blvd, Morristown, MN 55052

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Date of Application: 2-03-2026
Parcel ID: 20.22.4.25.011
Property Address: 9880 Morristown Blvd, Morristown, MN 55052

OWNER INFORMATION

Owner's Name: Dahle Sod Farms LLC
Owner's Address (if different): 17509 Snake Tr, Waseca MN 56093
Owner's Phone Number: Timothy Dahle 507-521-0713

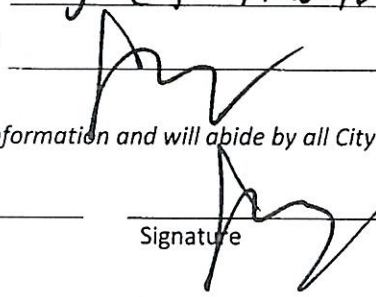
CONTRACTOR INFORMATION

Contractor Name: Franklin Outdoor, Joe Skelly
Contractor Address: 20092 Edison Circle E, Clearwater, MN 55320
Contractor Phone: 320-558-3000
Contractor Email Address: joe@franklinoutdoor.com

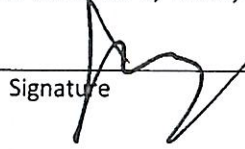
WORK TO BE COMPLETED

Specific Work to be Done: Billboard sign installation
Materials to be Used: Steel structure
Estimated Cost of Construction: \$25,000

APPLICANT

Applicant Name: Joe Skelly
Applicant Email Address: joe@franklinoutdoor.com
Applicant Signature: 

**I have read and understand the above information and will abide by all City of Morristown Ordinances.*

Joe Skelly Name, Printed  Signature 2-03-2026 Date

TO CLOSE OUT PERMIT:

- Please send pictures of completed work to admin@ci.morristown.mn.us
- When the work is completed, you must sign below to close out the permit. This can be done through email, or you can stop at City Hall to sign.

**I have completed the work at the listed address and confirm that I've abided by all City of Morristown Ordinances.*

Name, Printed Signature Date

PERMISSION FOR LAND USE


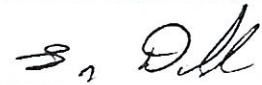

We, Timothy Dahle, Nathan Dahle, Brian Dahle:
Owners of Dahle Sod Farms LLC, hereby grant permission to

Franklin Outdoor Advertising to apply for and obtain necessary permits to

place billboard structures on

my property in the NW quarter of section 22

in 9880 Morristown Blvd, Morristown, MN 55052; PID: 2022425011.

Signatures  01/30/26 Date
 01/30/26
 1/30/26

Variance Determination Form

This form must be printed and given to the Zoning Board when reviewing the Application for a Variance. The completed forms must then be given to City Council to review.

*City Council must also fill out this form when considering granting a variance. This is a stipulation required by our City Code. No **uses** different than those allowed in the district may be issued.*

A variance may be granted only if **all** of the following circumstances exist: 152.262

1. Exceptional or extraordinary circumstances apply to the property(ies) which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which the owners of property since enactment of this chapter have had no control;

Does this condition exist? Yes No

2. The literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter;

Does this condition exist? Yes No

3. That the special conditions or circumstances do not result from the actions of the applicant;

Does this condition exist? Yes No

4. That granting the variance requested would not confer on the applicant any special privilege that is denied by this chapter to owners of other lands, structures, or buildings in the same district;

Does this condition exist? Yes No

5. That the variance requested is the minimum variance that would alleviate the hardship. Economic conditions alone shall not be considered a hardship;

Does this condition exist? Yes No

6. The variance would not be materially detrimental to the purpose of this chapter, or to other property in the same zone;

Does this condition exist? Yes No

7. The Board of Adjustment may impose the restrictions and conditions upon the premises benefitted by a variance as may be necessary to comply with the standards established by this chapter, or to reduce or minimize the effect of the variance upon other properties in the neighborhood, and to better carry out the intent of the variance;

Does this condition exist? Yes No

8. Did you check 'Yes' for all boxes?

- Yes No

If 'No' is checked, the variance cannot be granted.

9. What is the official recommendation?

- Approval of variance
 Denial of variance
 Approval with special conditions. *Please list below.*

Printed Name

Date

Signature



AGENDA MEMO

Agenda Item: Enhancements

To: City Council

From: Ellen Judd

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: Enhancements – Commercial Club offering all enhancements for sale

Action Requested:

Staff Recommends:

Committee Recommends:

Attachments: Agenda Request Form

Previous Council Action: City Council reached an agreement with the Commercial Club in December of 2024 when the Commercial Club decided to give up running the bar in the Great Hall.

Overview: The agreement that was approved by Council in December of 2024, listed out the items owned by the Commercial Club. The items are:

- AV Equipment (projector, screen, lights, and sound system)
- Ceiling Drapery
- Pipe and Drape
- High-Top Tables
- *Kegerator – Purchased from Commercial Club*
- *Two Coolers in the Bar – Purchased from Commercial Club*
- Freezer
- Popcorn Maker
- Scissor Lift
- Ladders
- Creeper

The Commercial Club would like to sell the items listed above, excluding the kegerator and two coolers in the bar, for \$6,000 to the City.

Some other thoughts to consider:

- Will other clubs and organizations that donated towards these purchases, be reimbursed with the \$6,000?

Meeting Minutes for Review:

- 6/16/2003
 - Dennis Merritt was present and reported that he raised the necessary funds to purchase a stage for the Community Center. The following businesses donated \$500 each: Cannon Valley Communications, D & L Real Estate, Dahle Enterprise, Dahle Landscaping, Faribo Insurance, Hoffman and Hoffman, Hwy Ag Services, Lake Country Community Bank, Meschke Construction, Morris Mart, Morristown Commercial Club, Nordmeier Bros. Chevrolet, Old Town Tavern, Park Electric, Rutz Organ Company, Timm's Trucking and Wholesale Tire. Dennis showed a video on the Trouper stage from Wenger, Inc. Motion by Nordmeier, seconded by Flaten and carried unanimously to purchase the stage at a cost of \$8,448 and to use any money left over to purchase a plaque to be hung at the Community Center.
- 4/5/2004
 - Discussion was held regarding the purchase of stage lights, a sound system and a podium to be used at the Community Center. Motion by Wenker, seconded by Flaten and carried unanimously to submit a governmental request of \$1,300 from the Morristown Fire Relief Association for stage lights.
 - Dennis Merritt reported that all of the donations for the stage in the Community Center have been received and he is looking into the cost of a plaque that will list all of the businesses that donated money toward the purchase of the stage. A 16" x 24" cast bronze plaque is \$795. He will get prices on an engraved plaque or a large banner.
- 9/20/2004
 - Linda Murphy presented the Morristown Community Center bar account report beginning August 18, 2004 and ending September 20, 2004. She reported that the Morristown Commercial Club is currently paying for equipment they purchased for the bar with profits from bar sales. They plan to donate the equipment to the City after the equipment is paid for. She suggested that a contract be executed between the Commercial Club and the City.
- 4/2/2005
 - It was reported that the Commercial Club and Morristown Township donated monies to purchase stage lights for the Community Center. Motion by Lang, seconded by Taylor and carried unanimously to allow the stage lights to be put up in the great room.
- 4/4/2005
 - It was reported that the Commercial Club and Morristown Township donated monies to purchase stage lights for the Community Center. Motion by Lang, seconded by Taylor and carried unanimously to allow the stage lights to be put up in the great room.
- 2/21/2006
 - Dan Morris was present and reported that he contacted Sherman Johnson for a bid to install a sound system in the council chambers and in the great hall. The bid was to install a cordless system and included twelve lapel mikes, three hard mikes, one speaker in the great hall and four speakers in the council chambers, a mixer board and stands that could be moved from one area to another. The cost

would be \$10,000 to \$12,000. Dan announced that Morristown Township donated \$7,000 towards the project and that the Commercial Club donated \$1,000. It was discussed to install speakers at both the east and west ends in the great room. Motion by Nordmeier, seconded by Taylor and carried unanimously to get a firm bid on the sound system with two speakers in the great hall.

- 3/6/2006
 - A bid of \$15,535.45 was received from Fette Electronics to install a sound system in the Council Chambers and the Hall at the Community Center. The bid included six speakers, mixer board, two hand held microphones, a microphone stand, 12 lapel microphones, cabinet, labor and tax. It was discussed to purchase six lapel microphones instead of 12 for a savings of approximately \$3,000. Motion by Nordmeier, seconded by Lang and carried to accept the bid for the sound system less six of the lapel microphones.
 - Motion by Nordmeier, seconded by Lang and carried unanimously to submit a governmental request to the Morristown Fire Relief Association in the amount of \$2,500 to be used towards the sound system at the Community Center.
- 2/5/2007
 - Motion by Lang, seconded by Nordmeier to submit a government request to the Morristown Fire Relief for the following: \$500.00 - Morristown Community Center Sound System.
- 11/17/2008
 - Commercial Club, Steve Nordmeier reported: They are buying a freezer to put in the Community Center kitchen.
- 2/17/2009
 - Bar Freezer. The Morristown Commercial Club was wondering if the city council minded that they put the freezer that is in the bar back to the original space in the back room by the pop. The council told them they can move it back.
- 1/19/2010
 - Cannon Valley Players: Morris stated that the Cannon Valley Players would like to purchase some more speakers for the great hall, along with some scaffolding. They were also wondering if they could use the hall after the rabbit show in January to start setting up for the play that is scheduled for February 19-21. It was agreed to let the Cannon Valley Players set up the play early. Motion by Lang seconded by Valentyn motions carries to let the Cannon Valley Players purchase the speakers and scaffolding for the community center.
- 2/22/2011
 - Dan Morris gave an update on the play. Profit was about \$4000. Cannon Valley Players put up microphones for the play. Cannon Valley Players would like to put up a bigger conduit pipe to run all the wires through. There will be no cost to the city.
 - Danny said that they purchased three hanging microphones for the play. They would like permission to install bigger conduit to run the wires in, and would like to install a box for everything.
 - Would like to go over the bar contract. There are a couple of things they'd like to change on it.
 - Community Center Rental Contract:

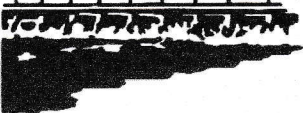
- Danny Morris said that the Community Center is cheap compared to other venues of the same size, and they do not charge extras like the Legion does.
- Linda Miller from Parties and Weddings Plus had a meeting with Hopman about the ceiling swag and the agreement with the city. She indicated that she would like to sell it to the City of Morristown. The Commercial Club marketing committee is looking at what the cost would be to purchase a ceiling swag from another vendor.
- Swag through her is \$500 per time she has to set it up. She also said she'd sell it for \$2,100. City will not get involved with the Commercial Club's decorating. Flat out, it's a Commercial Club project. It's only been rented 5 times, and she was supposed to pay City \$100 per time for referral. Commercial Club is considering purchasing swag.
- 2/6/2012
 - Commercial Club: Dan Morris would like the council to waive the bar profits for the city again this year. Commercial Club is putting money into advertising, ceiling piece, back drop, and promoting the hall. Motion by Lang seconded by Voegele motion unanimously carries to waive half of the profits and change contract to state that 100% of the bar profits go to the Commercial Club.
 - When asked for an itemized statement of what the waived bar profits were spent on, chairs purchased at auction was mentioned.
- 5/5/2014
 - Mike O'Rourke stated the Cannon Valley Players Club purchased an upgrade to the sound system at the Community Center. The cost of the upgrade was an estimated \$2,000.00.

City of Morristown

Best Little Town by a "Dam Site"

402 Division St S ♦ Po Box 362

Morristown, MN 55052 ♦ (507) 685-2302



Agenda Item Request Form

Applicant

Person Completing Form Adam Hackney
 Phone Number 612-923-6673 Email Address adam.hackney43@gmail.com
 Physical Address 307 w Franklin st
 Organizations Being Represented Commercial Club

Agenda Item Information

Subject sale of commercial club assets to city
 Detailed Description of Agenda Item sale of drapes, sound system, lights, mics, tables, chairs, movers, etc total all in price of \$6,000
 Action Requested (detailed) purchase of all items at the community center
 Reason for Requested Action simplify weddings & community center activities
 Is Applicant Requesting to Speak? Yes No

Signature

Adam Hackney AS Hackney 3/18/2026
 Name, Printed Signature Date

Office Use Only

Status Approved Denied
 Date _____ Employee _____
 Reason for Denial (if applicable) _____

PURCHASE AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Morristown (the “City”) and the Morristown Commercial Club (the “Commercial Club”).

RECITALS

1. The City owns a Community Center located at 402 Division St. S. that includes a lobby, great hall, and kitchen area.
2. The Community Center is available as rental space for various events, including weddings and other private functions.
3. The Commercial Club has historically operated the bar at the Community Center, providing beverages, including alcohol, for events.
4. The Commercial Club has historically facilitated events and rentals at the Community Center, for which they purchased equipment and enhancements for the Community Center.
5. The City and Commercial Club entered into an Agreement in 2024 (“Hall Rental Agreement”) regarding the purchase of equipment at the Community Center.
6. The City and the Commercial Club acknowledge that there is an unresolved disagreement regarding the ownership of items located at the Community Center.

NOW, THEREFORE, the City and Commercial Club agree to be following terms:

TERMS

- A. **Termination of Services.** All operations provided by the Commercial Club for the Community Center shall terminate effective May 4, 2026.
- B. **Payment.** The City shall pay the Commercial Club a one-time sum of Six Thousand Dollars (\$6,000) (the “Payment”).
- C. **Transfer of Property.** In consideration of the Payment, the Commercial Club hereby irrevocably relinquishes, waives, sells, assigns, and transfers to the City all rights, title, and interest in any and all property that is currently located at, has previously been located at, or was used in connection with the Community Center, regardless of whether such property is presently on-site or has been removed, including but not limited to the personal property set forth on the attached Exhibit A (the “Property”). The parties acknowledge that Exhibit A is illustrative only. The Commercial Club confirms that all items of any kind owned, claimed, or used by the Commercial Club in connection with the Community Center—whether currently present, previously present, or removed—are included in this full transfer of rights to the City of Morristown.

D. **Documentation.** Upon receipt of the Payment, the Commercial Club shall deliver to the City an executed Bill of Sale, or such other documentation as the City reasonably requires, to show that the Commercial Club relinquishes all ownership of the Property over to the City.

E. **Bar Access.** The Commercial Club agrees to relinquish access to the bar.

CITY OF MORRISTOWN

Dated:

By: _____
Ellen Judd, City Administrator

MORRISTOWN COMMERCIAL CLUB

Dated:

By: _____
Its: _____

Exhibit A

<i>Description</i>	<i>Description</i>
Powered Devices	Enhancements
Microphone, lapel	Pipe and drape
Microphones, handheld	Swag
Remote controls	Ceiling Drapery
Speakers	Coverings
Projector	Storage totes
Screen	Rods, brackets, stands
Lights	Affixed
Freezers	Light bar
Fridges	Projector and screen bars
Coolers	Other
Popcorn Maker	Keys
Scissors lift and batteries	Serving Equipment and Utincils
Extension Cords	Cleaning Supplies and Cleaning Tools
AV Equipment	Locks and Locking Mechanisms
Furniture	Garbage Cans
Tables	Mats and Rugs
Chairs	Parts and Manuals
Storage solutions	
Dollies	
Carts	
Rugs	
Benches	
Banners and Signs	
Cigarette stands	
Stage peices	
High Chairs and Booster Seats	



AGENDA MEMO

Agenda Item: OSHA Grant

To: City Council

From: Ellen Judd

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: OSHA Grant – Scissors Lift

Action Requested: Motion to approve applying for the OSHA grant for a scissors lift.

Staff Recommends: Approve

Committee Recommends:

Attachments:

Previous Council Action:

Overview: “The Safety Grant Program awards matching funds up to \$10,000 to qualifying employers for projects designed to reduce the risk of injury and illness to their workers.”

“Whether we approve your grant application or not, in no way diminishes, delays or absolves you of any obligation to abate safety and health hazards.”

This grant requires city council approval because the employer admits they have a safety hazard present when applying for the funding. The city is responsible for abating the safety hazard whether the grant is received or not. In this case it would simply require the city council to not authorize work that requires a scissors lift. The city council could also authorize budgeting for the scissors lift to meet the qualification.



AGENDA MEMO

Agenda Item: Card Reader

To: City Council

From: Ellen Judd

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: Card Reader – Quotes for Card Reader Install

Action Requested: Motion to approve the installation of the card reader system on the front door for \$4,219.00.

Staff Recommends: Approve

Committee Recommends:

Attachments: Quotes

Previous Council Action:

Overview: The 2026 budget included \$4,000 to go towards a card reader system.

The City has received donations from Cannon Valley Players (\$700) and the Coffee Club (\$100). With the donations and budgeted funds, the project can move forward.

Included is an option to do the north door (coffee club door).

JOB ESTIMATE

ESTIMATE VALID FOR 30 DAYS

FETTE ELECTRONICS

205 CENTRAL AVE
 FARIBAULT, MN 55021
 TECHNOLOGY SYSTEM CONTRACTOR # TS002348
 507-334-3412
 FAX 507-334-0310
 www.fetteelectronics.com

Date: 4-3-2026
Job Number: Morristown Community Center

SINGLE DOOR

only one front door on access

We are pleased to submit the following cost estimate:

Job Description: _____

MATERIALS

QUANTITY	DESCRIPTION	PRICE	TOTAL
1	2 Door Panel	1,200.00	1,200.00
1	Power Supply / Back up Power	425.00	425.00
1	exterior locks (only one door will have access)	475.00	475.00
1	Hardware surge wire mold	75.00	75.00
1	wire	120.00	120.00
1	Wire to wire Server to Network (Server is not on the network)	150.00	150.00
1	Status Switches	25.00	25.00
1	mullion readers	299.00	299.00
	tax exempt		
<i>Materials total</i>			2,769.00

LABOR

QUANTITY	DESCRIPTION	CHARGES	TOTAL
1	Labor install access at the Community center	1,450.00	1,450.00
	also add server to network		
			1,450.00
<i>Total estimate</i>			4,219.00

Customer accepts cost estimate:

Name: _____

Date: ____ / ____ / ____

Title: _____

JOB ESTIMATE

ESTIMATE VALID FOR 30 DAYS

FETTE ELECTRONICS

205 CENTRAL AVE
 FARIBAULT, MN 55021
 TECHNOLOGY SYSTEM CONTRACTOR # TS002348
 507-334-3412
 FAX 507-334-0310
 www.fetteelectronics.com

Date: 4-3-2026
Job Number: Morristown Community Center

*Add North door to system
 Requires Front door system*

We are pleased to submit the following cost estimate:

Job Description: _____

MATERIALS

QUANTITY	DESCRIPTION	PRICE	TOTAL
1	exterior locks	475.00	475.00
1	wire	150.00	150.00
	wire for network	100.00	
1	Status Switches	25.00	25.00
1	mullion readers	299.00	299.00
	tax exempt		
<i>Materials total</i>			949.00

LABOR

	DESCRIPTION	CHARGES	TOTAL
1	labor	1,320.00	1,320.00
			1,320.00
<i>Total estimate</i>			2,269.00

Customer accepts cost estimate:

Name: _____

Date ____ / ____ / ____

Title: _____



AGENDA MEMO

Agenda Item: RFP

To: City Council

From: Ellen Judd

Meeting Date: 4/6/2026

Meeting Type: Regular Meeting

Subject: RFP – Liquor Operations at the Community Center

Action Requested:

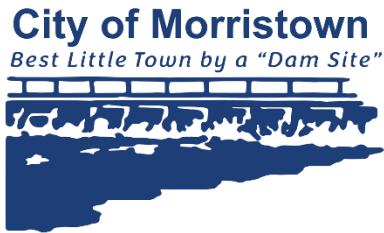
Staff Recommends:

Committee Recommends:

Attachments: Liquor Operations at the Community Center RFP

Previous Council Action: City Council discussed at the work session on 3.25.2026.

Overview: City Council requested that the alcohol operations be put out for proposals.



Request for Proposal

Alcohol Services at the Morristown Community Center

Morristown Community Center Information

The Morristown Community Center (MCC) is located at 402 Division St S in Morristown Minnesota and is connected to City Hall. Visit <https://www.ci.morristown.mn.us/community-center>

The Community Center was built to host City events/needs, along with large social gatherings: (i.e. wedding receptions/ceremonies, class reunions, corporate retirement/awards dinners, seminars, trade shows, anniversaries, groom's dinners, birthday celebrations, etc.). The main room in the Community Center is called the Great Hall which has a seated capacity of 500 people and features high ceilings, audio system, bar, and a partition that can separate the hall into two spaces that allows the accommodation of smaller events.

Purpose of Proposal

The City of Morristown is seeking proposals to enter into an agreement with an alcohol provider to provide alcohol service at the Community Center. The intent is to select providers to supply alcohol and/or non-alcoholic beverages for banquets, special events, meetings, and other functions conducted at MCC. The licensed alcohol provider will then provide the insurance, bartenders, and full-service bar.

Beverage, Bar, and Storage

The City will provide a spacious bar with two serving windows, kegerator with two taps, alcohol storage, and soda lines and dispensing. Equipment brought in by the alcohol provider must meet health department and City/State codes. All consumables related to the beverage operation are the responsibility of the liquor provider. The selected alcohol provider must secure all property. The City will not be responsible for lost or stolen items.

Financial Arrangements

For exclusive use of the MCC the selected alcohol provider will be required to pay the City of Morristown 20% of the revenues generated through alcoholic beverages and 20% for non-alcoholic beverages. The percentage paid to the City of Morristown will be based on the final gross receipts (excluding tax and service fees).

To encourage local businesses to apply, the City will charge the selected business \$450 per year for its on-sale liquor license for each year they operate the bar.

Accounting Procedures

The collection of deposits and fees for all alcoholic/non-alcoholic beverage charges is the sole responsibility of the alcohol provider. Non-payment by a client to the alcohol provider for services rendered will not negate the required percentage payment to the City of Morristown.

The alcohol provider agrees to pay the City of Morristown 20% for alcoholic beverages and 20% for non-alcoholic beverages (based on final gross receipts as stated above) for each event. The alcohol provider is responsible to provide one copy of the detailed final billing or register tape for each event along with payment, within 30 days of the event to the City of Morristown. *Commencing with the first day payment is late, delinquent payments are charged \$50 every 30 days.*

The City of Morristown reserves the right to inspect all financial records for an event. The alcohol provider must provide documentation within two business days upon request.

Insurance

The selected alcohol provider(s) shall purchase and maintain such insurance as will protect the provider from claims under the worker's compensation laws, for bodily injury or death, and for damage to property including loss of use thereof, which may arise out of, or result from, the alcohol provider's operations under this Agreement, whether such operations are by the alcohol provider or anyone directly employed by them, or by anyone for whose acts or commissions anyone of them may be liable.

Selected alcohol providers shall secure the following coverages and comply with all provisions as noted. Certificates of Insurance shall be issued evidencing such coverage to the City of Morristown throughout the term of this agreement:

Commercial General Liability Insurance (at minimum)

- \$1,000,000 per occurrence

- \$2,000,000 general aggregate
- \$2,000,000 products/completed operations total limit
- \$1,000,000 personal injury and advertising

Liquor Liability

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Workers' Compensation

- Statutory Limit
- Employee Liability
 - \$500,000 each accident
 - \$500,000 each employee
 - \$500,000 policy limit

Commercial Automobile Liability

- •\$1,000,000 combined single limit

The City of Morristown, its officials, employees, consultants and agents, shall be named on the Commercial General Liability Insurance policy as an additional insured.

All certificates of Insurance shall provide that the insurance company shall give the City thirty (30) days prior written notice of cancellation, non-renewal and/or any material change in the policy. The alcohol provider is responsible for providing the City with a current Certificate of Insurance throughout the term of the agreement.

Certificates of Insurance must indicate if the policies are issued pursuant to these requirements. The selected alcohol provider(s) shall not commence work until the alcohol provider has obtained the required insurance and delivered to the City, Certificates of Insurance and a copy of the declaration page, rider, endorsement and/or policy (as applicable) which are satisfactory to the City and evidence that the foregoing insurance is in place.

Alcohol Provider Responsibilities

- Preferred alcohol provider must have a minimum of five years of professional alcohol providing experience.
- Provide the City of Morristown with a copy of the current Health Department License and/or Certified Food Managers License and other relevant licenses during the term of the contract.

- Follow all procedures and policies set by the City pertaining to the alcohol service operation, etc.
- Adhere to standards set forth in Minnesota Statutes and the Department of Health.
- Provide a detailed accounting of events held at the MCC and make payment to the City of Morristown in a timely manner, within 30 days of the event.
- Submit beverage menus and pricing for City approval.
- Obtain written approval for any additional beverage offerings beyond the approved menu.
- Meet the insurance requirements set forth by the City of Morristown.
- Alcoholic beverages may be served in the Great Hall only, and may not be brought outside. Alcoholic beverages can be dispensed to persons twenty-one years of age or older that are attending the event for which alcohol is being served. Any deviation from the above may result in the immediate termination of the alcohol provider(s) agreement. Alcohol provider(s) must comply with all state and local laws.

It is the responsibility of the alcohol provider(s) to clean up anything relating to their dispensing (i.e. glasses, bottles, napkins, straws, stir sticks, spills) and dispose of all trash.

Terms of Agreement

The term of this agreement is for the period of 12 months (1 year) for a term of July 1, 2026 through June 30, 2027 with two additional one-year extensions if agreeable by both parties. If an alcohol provider is not chosen for the following contract period: the provider will remain responsible for providing services to the rentals booked at the MCC for which they had committed to before the time of contract termination.

The City of Morristown and the alcohol provider owner (or owner's representative) shall work to positively resolve any service/performance issues that may arise. If the issue is not able to be resolved within 60 days, either party may terminate this agreement with a thirty (30) day written notification if there are service, performance, health or safety issues that are impeding the success of reserved events. At the discretion of the City of Morristown, the alcohol provider will remain responsible for providing service to the rentals booked at the MCC for which they had committed at the time of the written notification.

The City of Morristown will select preferred alcohol providers to provide services for events taking place at the Morristown Community Center to ensure quality, efficiency, effective use of resources, and adherence to City policies. In consideration of being allowed exclusive use of MCC, the alcohol provider(s) hereby voluntarily assumes all risks of accident or damage to its property and to the persons and property of its employees. The alcohol provider hereby agrees to defend, indemnify and hold harmless the City of

Morristown and MCC, respective officers, employees, consultants, agents and insurers from damages solely caused by the intentional action of the caterer representatives and employees.

Proposal Submission Requirements

Responses are to include the following:

- Two (2) copies of the Proposal suitable for reproduction and distribution.
- Name, address, phone, e-mail, and website address of responding company.
- Name, address, phone e-mail, of representative of responding company.
- Detailed description of professional alcohol provider company.
- History of alcohol provider company.
- Alcohol provider shall identify members of their staff that will provide service at the MCC events, their background experience, and number of years associated with the alcohol provider.
- Alcohol provider shall identify member(s) of their staff that will be responsible for supervising events, their background experience and number of years associated with the alcohol provider.
- Detailed alcohol menu, including prices.

Proposals may not be withdrawn for 60 days after the receipt of proposals without the consent of the City of Morristown.

Deadline

Responses are to be delivered to the **Morristown City Hall, attention Ellen Judd, City Administrator** no later than **4:00 pm on Friday, May 29, 2026**. City Hall is located at 402 Division St S, Morristown, MN 55052.

Proposals must be received in a sealed envelope marked with the title **Request for Proposal - Alcohol Beverage Services** on the outside.

Request for Information

Any interested responder may contact Ellen Judd, City Administrator with questions. All questions must be submitted in writing to: ejudd@ci.morristown.mn.us

Acceptance/Rejection of Proposals

The City of Morristown intends to enter into a contract with alcohol providers that best satisfy the needs of MCC and the City. The City of Morristown reserves the right to reject any and all proposals and to act in the best interest of the City and its citizens. This RFP

does not commit the City of Morristown to award contract or share in any expenses of preparing these proposals, or travel expenses related to the proposal or interview process.

Contract Award

- Notice of award will be emailed/mailed on or before October 6, 2026.