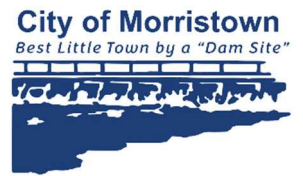


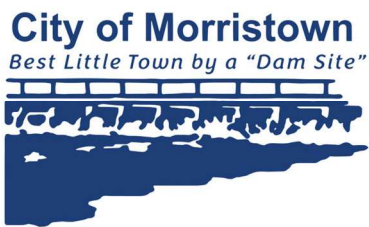
## MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, July 7, 2025



- 
1. Call to Order:
  2. Pledge of Allegiance:
  3. Additions/Corrections:
  4. Citizens Comments: *Need to sign up prior to meeting*
- 
5. Consent Agenda:
    - A. Police Report June 2025– to come in separate email
    - B. Fire Department Report June 2025
    - C. Public Works Report June 2025
    - D. City Council Minutes Regular Meeting 6/2/2025
    - E. Zoning Board Minutes Regular Meeting 6/18/2025
    - F. Financial Reports June 2025 – to come in separate email
    - G. Claims & Accounts June 2025
    - H. Ordinance 2025-3 Amendment to Alcohol Training
    - I. Resolution 2025-24 Summary Publication for Ordinance 2025-3
    - J. SEH Missed Lot Fee Reduction
- 
6. **UNFINISHED BUSINESS:**
    - A. Sheriff Contract Update on 20 hours per week
- 
7. **NEW BUSINESS:**
    - A. Water Bill James Collins water bill
    - B. FEMA payment Emergency Management Time payout
    - C. Paid Leave Implement Minnesota Paid Leave
    - D. Office Create a New Office at Public Works
    - E. Set Meeting Set work session for budget, and closed meeting
    - F. Building Use Old Maintenance Shop Building Use
    - G. Reviews Summary of Performance Evaluations and Event Set-up Wage Discussion
    - H. Closed Meeting Performance Evaluation for City Administrator
- 
8. **CORRESPONDENCE & ANNOUNCEMENTS:**
  9. **COUNCIL DISCUSSION & CONCERNS:**
  10. **ADJOURNMENT:**
  11. **NEXT MEETING:** Monday, August 4, 2025 – 7:00 p.m.



# Sxeolf#Z runv#

## Council Report

June 2025

### General

- Sweeper maintenance
- Locates as needed
- shop organization
- Weekly Generator checks.
- Fixed up alley behind archies
- Got all the picnic tables painted
- Got two new picnic tables for down at the park
- Jason has been working on park bathrooms plumbing
- Got mowers serviced and ready to go
- Mowed
- Mowed intersections on Hwy 60
- Got set up for dam days
- Road barricades got put up
- Hauled garbage cans downtown
- Cleaned up for Dam Days, washed all the barrels
- Put up new shelving in shop fir weed whackers/ chainsaws s

### Water

- Daily testing
- Flushed hydrants
- Drawdown tests
- Endpoint installs/ repairs
- Flush tower
- Located watermain and curb stops
- Working on Lead Waterlines
- Rebuilt water meters
- Cleaned water tower building
- Got our water survey done with the state

### Wastewater

- Daily testing
- Cleaned clarifiers.
- Cleaned lift pumps
- Decant weekly
- Cleaned grit chamber
- Cleaned flocculator
- Cleaned both Clarifiers
- Settle meter tests
- Cleaned Grit chamber
- Sampled for biosolids
- Weekly samples
- Hauled biosolids
- Camera sewer line
- Sewer line got fixed

- Got new lift pump installed and other lift pump rebuilt with new impeller and wear plate

## Streets

- Swept streets
- Manhole checks.
- Painted crosswalks
- Cleaned storm sewer intakes on street project
- Got new way to document all manhole checks
- Fixed legion banners / changed legion banners
- Replaced faded stop signs
- Trimmed some trees along roads that were hanging really low
- Crack filling got completed

## Parks/Compost

- Picked up garbage
- Maintained brush pile
- Picked up brush In the parks that fell
- Hauled grass clippings away from baseball field
- Cut up tree that fell over
- Weed whacked along river
- Trimmed trees along walking path in park.
- Sprayed park bathrooms on outside
- Unplugged dam with trees stuck in it

## MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, June 2, 2025

### PUBLIC HEARING – ORDINANCE 2025-2, 7:00 p.m. or soon thereafter

Members Present - Tim Flaten (Mayor), Leon Gregor, Joe Caldwell, Anna Nusbaum, Val Kruger  
 Others Present – Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Mark Rahrlick, Kyle Green, Kyle Morris, Jeff Wenker, Steve Nordmeier, John Chmelik, Mike Mallow, Mike O'Rourke

1. Call to Order: A regular meeting of the Morristown City Council was called to order on Monday, June 2<sup>nd</sup>, 2025, at 7:02 p.m. in the Community Hall at 402 Division Street South by Mayor Tim Flaten.
  2. Pledge of Allegiance: The Pledge of Allegiance was recited
  3. Additions/Corrections: Motion by Nusbaum, seconded by Kruger, and carried unanimously to approve agenda as written.  
Motion by Caldwell, seconded by Gregor to close regular meeting and open public hearing.
- 
- 3.5 PUBLIC HEARING ORDINANCE 2025-2 REGULATING CANNABIS BUSINESSES**  
 No Discussion  
 Motion by Gregor, seconded by Nusbaum, and carried unanimously to close public hearing and re-open regular meeting at 7:05
- 
4. Citizens Comments: None
  5. Consent Agenda: Fire Department Requested to pull their report. Motion by Gregor, seconded by Nusbaum, and carried unanimously to approve consent agenda.
- 
- 6. UNFINISHED BUSINESS:**
- A. Ordinance 2025-2 Motion by Nusbaum, seconded by Gregor, and carried unanimously to approve Ordinance 2025-2 Regulating Cannabis Businesses.
  - B. Resolution 2025-15 Motion by Nusbaum, seconded by Kruger, and carried unanimously to approve the Summary Publication for Ordinance 2025-2.
  - C. Missed Lot Motion to assess missed lot at 100% drainage area by Kruger, seconded by Caldwell, and carried unanimously.
  - D. Sheriff Contract Update from Meeting with Rice County. Nusbaum, Caldwell, and Ellen held meeting with Sara Folsted (County Administrator), Charlie Peters (County Commissioner), and Sheriff Jesse Thomas. Perception was that Rice County doesn't want to be here. With the uncertainty of the school, Nusbaum feels like we shouldn't make any decisions, but doesn't think we need 40 hours per week. Sheriff Thomas was going to look into some numbers for 20 hours per week and get back. Ellen to send email to Sheriff Thomas with highlights of the discussion and will report back.
  - E. 204 Franklin St Property Update for Current Council. Discussion on potential options on property. City Attorney will try reaching out to son again and look into condemning property.
  - F. Event Security Motion by Gregor, seconded by Kruger, and carried unanimously to hire Mathias Webster, Dan Sendle, and Robert Litton for the event security positions at \$37/hour with minimum 5 hours.
- 
- 7. NEW BUSINESS:**
- A. Signage No Parking Signs, Ann St E, Chestnut St Motion by Kruger, seconded by Caldwell, and carried unanimously to approve Resolution 2025-20, no parking on Ann St. E. Discussion on Chestnut St parking issues, wait to see on school decision. Discussion on parking issues at State group home. Clerk to follow up with maintenance crew.
  - B. Park Bathrooms Update on the Centennial Park Bathrooms – Mike O'Rourke stated that the bathrooms are open and is requesting for security cameras. There is funding left in

the fund to assist with cost. Motion by Nusbaum, seconded by Caldwell, and carried unanimously to purchase up to \$2,400

- C. Resolution 2025-23 Motion by Caldwell, seconded by Kruger, and carried unanimously to approve Resolution 2025-23 adopting State Job Match System for Pay Equity Reporting.
  - D. Resolution 2025-19 Motion by Nusbaum, seconded by Gregor, and carried unanimously to approve Resolution 2025-19 to adopt the Sidewalk Master Plan.
  - E. Resolution 2025-22 Motion by Nusbaum, seconded by Kruger, and carried unanimously to approve Resolution 2025-22 Requesting Truck Route Signage on County Roads.
  - F. Payment Plan Motion by Caldwell, seconded by Kruger, and carried unanimously to approve payment plan for a resident to get caught up on utility bill.
  - G. Pump There should be surge protectors for all pumps. Priority will be for Well House 1 (old maintenance shop), then we can budget for the rest. Motion by Kruger, seconded by Caldwell, and carried unanimously to approve the surge protection for Well House 1 with a number to not exceed \$1,500.
- 

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

Many compliments on Dam Days Fireworks.

9. **COUNCIL DISCUSSION & CONCERNS:** Caldwell thanks Mike O'Rourke for all his great work on the Park Bathrooms. Mayor Flaten shared kudos to city staff and others involved in setting up Dam Days and carrying things off well.

10. **ADJOURNMENT:** Motion by Caldwell, seconded by Nusbaum, and carried unanimously to adjourn meeting at 8:35.

11. **NEXT MEETING:** Monday, July 7, 2025 – 7:00 p.m.

## MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting, 7:00 p.m.  
Thursday, June 18, 2025

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

1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on June 18, 2025, in the Council Chambers at City Hall at 402 Division St S.
2. Additions to Agenda: Motion by Schlie, seconded by Petersen, and carried unanimously to approve agenda as written
3. Approval of Minutes: Motion by Krenik, seconded by Chmelik and carried unanimously to approve the minutes as presented from May 15, 2025.
4. Requests to Be Heard: Travis Wegner came to request a garage addition for Arlen and Suzanne Krause. They will need to go through the variance process due to being a corner lot. Tony told him July 6<sup>th</sup> public hearing for variance if they get their paperwork in.
5. Council Action, Last Meeting: None
6. **UNFINISHED BUSINESS:** Kevin Jacobsen's lean to. Recommendation by Administrator to pay \$100 for permit and \$100 fine. Motion by Chmelik, seconded by Petersen, and carried unanimously to have resident pay for permit and recommend a fine of \$200.
7. **NEW BUSINESS:** None
8. **ZONING ADMINISTRATOR'S REPORT:**  
Open and closed permits were reviewed.
9. **BOARD DISCUSSION & CONCERNS:**  
Jason Tlusty filled out a permit application, just waiting for Zoning Administrator to check the setbacks.
10. **ADJOURNMENT:** Motion by Krenik, seconded by Petersen, and carried unanimously to adjourn the Thursday, June 18th, 2025, Zoning Board Meeting at 7:18 p.m.
11. **NEXT MEETING:** Thursday, July 17th, 2025, at 7:00 p.m.

Approved:

Attested:

\_\_\_\_\_  
City Clerk, Cassie Eldeen

\_\_\_\_\_  
Mayor, Tim Flaten



Check/Receipt  
Date

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
	E 602-49490-123 Medicare Benefit	\$49.89	Labor Distribution	
	E 602-49490-125 PERA Benefit	\$257.97	Labor Distribution	
	E 100-41425-123 Medicare Benefit	\$26.91	Labor Distribution	
	E 100-41425-122 Social Security Benefit	\$115.07	Labor Distribution	
	E 100-41425-101 Wages and Salaries	\$1,856.00	Labor Distribution	
	E 100-41425-101 Wages and Salaries	\$1,856.00	Labor Distribution	
	E 100-41425-122 Social Security Benefit	\$115.07	Labor Distribution	
	E 100-41801-101 Wages and Salaries	\$2,362.08	Labor Distribution	
	E 601-49440-101 Wages and Salaries	\$1,503.46	Labor Distribution	
	E 100-41941-122 Social Security Benefit	\$180.51	Labor Distribution	
	E 100-41941-123 Medicare Benefit	\$42.22	Labor Distribution	
	E 100-41941-125 PERA Benefit	\$211.85	Labor Distribution	
	E 100-41946-104 Janitorial	\$162.96	Labor Distribution	
	E 100-41946-122 Social Security Benefit	\$10.10	Labor Distribution	
	E 100-41946-123 Medicare Benefit	\$2.36	Labor Distribution	
	E 100-41946-125 PERA Benefit	\$10.10	Labor Distribution	
	E 100-41948-104 Janitorial	\$162.97	Labor Distribution	
	E 100-41948-122 Social Security Benefit	\$10.11	Labor Distribution	
	E 601-49440-122 Social Security Benefit	\$94.47	Labor Distribution	
	E 100-41948-125 PERA Benefit	\$10.10	Labor Distribution	
	E 602-49490-122 Social Security Benefit	\$219.67	Labor Distribution	
	E 601-49440-122 Social Security Benefit	\$93.21	Labor Distribution	
	E 100-41425-125 PERA Benefit	\$139.21	Labor Distribution	
	E 601-49440-125 PERA Benefit	\$112.77	Labor Distribution	
	E 602-49490-101 Wages and Salaries	\$3,439.80	Labor Distribution	
	E 602-49490-122 Social Security Benefit	\$213.28	Labor Distribution	
	E 100-41941-101 Wages and Salaries	\$1,936.37	Labor Distribution	
	E 100-41801-125 PERA Benefit	\$177.16	Labor Distribution	
	E 100-41801-123 Medicare Benefit	\$34.24	Labor Distribution	
	E 100-41801-122 Social Security Benefit	\$146.44	Labor Distribution	
	E 100-41801-101 Wages and Salaries	\$2,362.08	Labor Distribution	
	E 601-49440-123 Medicare Benefit	\$21.79	Labor Distribution	
	E 100-41948-123 Medicare Benefit	\$2.36	Labor Distribution	
	E 602-49490-123 Medicare Benefit	\$51.36	Labor Distribution	
	E 602-49490-125 PERA Benefit	\$265.69	Labor Distribution	
AMAZON BUSINESS	E 100-45202-215 Operating & Maintenance Supp	\$194.37	Pickleball net, paddles, balls, basketball nets	06/10/25
AMAZON BUSINESS	E 100-43101-215 Operating & Maintenance Supp	\$56.84	Manhole hook, door hangers	06/10/25
AMAZON BUSINESS	E 100-41310-215 Operating & Maintenance Supp	\$13.84	Signature Stamp	06/10/25
AMAZON BUSINESS	E 100-41110-215 Operating & Maintenance Supp	\$65.26	Remote presenter, HDMI cord	06/10/25
AMAZON BUSINESS	E 204-42210-215 Operating & Maintenance Supp	\$258.36	Paper Shredder	06/10/25
AMAZON BUSINESS	E 100-41946-215 Operating & Maintenance Supp	\$201.90	First Aid Kit supplies, tablecloths	06/10/25
AMAZON BUSINESS	E 100-41941-215 Operating & Maintenance Supp	\$274.94	PW cleaning supplies, safety goggles, flashlight	06/10/25

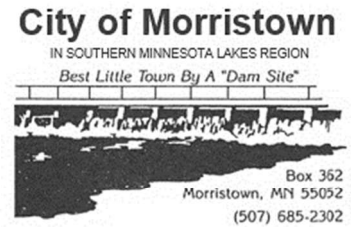


Search Name	Account Descr	Amount	Comments	Check/Receipt	Date
AMAZON BUSINESS	E 708-45202-215 Operating & Maintenance Supp	\$97.62	Bathroom Grab Bars		06/10/25
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$5,901.00	May 2025 Trash Removal		06/10/25
BADGER METER	E 602-49490-302 WST Metering & Billing	\$177.59	May 2025 Cellular Service to Endpoints		06/10/25
BADGER METER	E 601-49440-302 WST Metering & Billing	\$177.60	May 2025 Cellular Service to Endpoints		06/10/25
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$26.69	May 2025 Sewer Plant Gas Utilities		06/10/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.06	May 2025 Water Tower Gas Utilities		06/10/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$28.25	May 2025 Water Pump Gas Utilities		06/10/25
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$23.71	May 2025 Maintenance Shop Gas Utilities		06/10/25
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$76.89	May 2025 Gas Utilities at Fire Hall. Acct# 10583553-2		06/10/25
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$69.17	May 2025 City Hall Gas Utilities		06/10/25
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$69.17	May 2025 Community Center Gas Utilities		06/10/25
CLEARWAY COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$78.25	April 2025 Electricity for 201 Division St: Well #1		06/10/25
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$1,704.62	April 2025 Electricity for 75 Verdev Dr: WWTP		06/10/25
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$214.26	Fuel for May 2025: Acct# 319870		06/10/25
COMMUNITY CO-OP OIL ASSN	E 204-42210-212 Motor Fuels	\$16.05	Fuel for May 2025: Acct# 620143		06/10/25
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$71.41	Fuel for May 2025: Acct# 319870		06/10/25
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$214.26	Fuel for May 2025: Acct# 319870		06/10/25
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$71.42	Fuel for May 2025: Acct# 319870		06/10/25
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$142.84	Fuel for May 2025: Acct# 319870		06/10/25
DAHLE ENTERPRISES MORRISTOWN	E 602-49490-300 Professional Services	\$868.00	Sewer repair - 106 Main St. W		06/10/25
DSG DAKOTA SUPPLY GROUP	E 602-49490-215 Operating & Maintenance Supp	\$57.38	4" SDR26 Sewer 11-1/4 bend		06/10/25
ECKBERG LAMMERS	E 100-41610-304 Legal Fees	\$424.36	May 2025 Prosecution Services		06/10/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$6.00	Postage for Water Sample		06/10/25
FARIBAULT FLEET SUPPLY	E 100-41941-215 Operating & Maintenance Supp	\$5.99	Glasses		06/10/25
FARIBAULT FLEET SUPPLY	E 100-41941-215 Operating & Maintenance Supp	\$43.26	Gloves, Sand Paper Wheel		06/10/25
FARIBAULT FLEET SUPPLY	E 100-41941-215 Operating & Maintenance Supp	\$35.96	Poly Cord		06/10/25
FARIBAULT FLEET SUPPLY	E 100-45202-215 Operating & Maintenance Supp	\$91.13	Park Bathroom Supplies		06/10/25
FETTE ELECTRONICS	E 204-42210-300 Professional Services	\$594.00	Replace bad reader		06/10/25
FILAN LAWN SERVICE	E 100-43102-300 Professional Services	\$150.96	May 2025 Lawn Spraying at Sidney St Ditch		06/10/25
FILAN LAWN SERVICE	E 100-41946-300 Professional Services	\$196.98	May 2025 Lawn Spraying at Community Center		06/10/25
FILAN LAWN SERVICE	E 100-41948-300 Professional Services	\$196.98	May 2025 Lawn Spraying at City Hall		06/10/25
FILAN LAWN SERVICE	E 204-42210-300 Professional Services	\$169.76	May 2025 Lawn Spraying at Fire Hall		06/10/25
FILAN LAWN SERVICE	E 100-45202-300 Professional Services	\$236.97	May 2025 Lawn Spraying at Baseball Field		06/10/25
FILAN LAWN SERVICE	E 100-45202-300 Professional Services	\$280.60	May 2025 Lawn Spraying at Centennial Park		06/10/25
FILAN LAWN SERVICE	E 100-41944-300 Professional Services	\$5.06	May 2025 Lawn Spraying at Feed Mill		06/10/25
FILAN LAWN SERVICE	E 601-49440-300 Professional Services	\$165.69	May 2025 Lawn Spraying at Water Tower		06/10/25
GOPHER STATE ONE CALL	E 602-49490-305 Locating Services	\$8.25	May 2025, 13 tickets		06/10/25
GOPHER STATE ONE CALL	E 100-43102-305 Locating Services	\$1.05	May 2025, 13 tickets		06/10/25
GOPHER STATE ONE CALL	E 601-49440-305 Locating Services	\$8.25	May 2025, 13 tickets		06/10/25
GOVERNMENT FORMS AND SUPPLIES	E 602-49490-200 Office Supplies	\$233.91	Utility bill postcards		06/10/25
GOVERNMENT FORMS AND SUPPLIES	E 603-49520-200 Office Supplies	\$241.00	Utility bill postcards		06/10/25
GOVERNMENT FORMS AND SUPPLIES	E 601-49440-200 Office Supplies	\$233.91	Utility bill postcards		06/10/25

Search Name	Account Descr	Amount	Comments	Check/Receipt	Date
INY SCHMIDTKE	E 100-43101-215 Operating & Maintenance Supp	\$174.87	Flowers for Pots		06/10/25
LACANNE ELECTRIC LLC	E 708-45202-500 Capital Outlay	\$3,307.81	motion lights, outlet, hand dryer, light, wiring		06/10/25
LACANNE ELECTRIC LLC	E 100-45202-300 Professional Services	\$233.00	Fix Park Lighting		06/10/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41801-130 Employer Paid Insurance	\$3.45	June 2025 Life Insurance		06/10/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$3.45	June 2025 Life Insurance		06/10/25
MN DEPARTMENT OF HEALTH	E 601-49440-433 Dues/Subscriptions	\$760.00	Service Connection Fee for period 4.1.25-6.30.25		06/10/25
NAPA WATERVILLE	E 100-41941-215 Operating & Maintenance Supp	\$104.60	Def, Tape, Saber Pro		06/10/25
RICE COUNTY PROPERTY TAX & ELEC	E 100-41410-300 Professional Services	\$245.00	2025 Maintenance Omni & DS200		06/10/25
RICE COUNTY SHERIFFS OFFICE	E 100-42110-307 Police Administration	\$38,349.99	Feb-April 2025, Law Enforcement Contract		06/10/25
ULINE	E 100-41941-240 Small Tools and Equipment	\$455.00	Pallet forks		06/10/25
ULINE	E 100-43101-215 Operating & Maintenance Supp	\$187.00	U-Channel Posts		06/10/25
ULINE	E 100-45202-215 Operating & Maintenance Supp	\$17.72	Urinal Blocks		06/10/25
USA BLUEBOOK	E 601-49440-216 Chemicals	\$136.15	Water Chemicals		06/10/25
USA BLUEBOOK	E 602-49490-216 Chemicals	\$136.15	Sewer Chemicals		06/10/25
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$784.28	Weekly Sewer Samples		06/10/25
BHE COMMUNITY SOLAR LLC	E 100-41946-380 Utility Services	\$405.30	April Electricity at 404 Division St S		06/23/25
BHE COMMUNITY SOLAR LLC	E 100-41948-380 Utility Services	\$405.31	April Electricity at 404 Division St S		06/23/25
BHE COMMUNITY SOLAR LLC	E 100-41941-380 Utility Services	\$189.49	April Electricity at 109 2nd St SW		06/23/25
BHE COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$545.56	April Electricity at 504 3rd St SE		06/23/25
BHE COMMUNITY SOLAR LLC	E 204-42210-380 Utility Services	\$189.49	April Electricity at 506 Division St S		06/23/25
DSG DAKOTA SUPPLY GROUP	E 100-43101-215 Operating & Maintenance Supp	\$1,021.84	(4) 5 gallons yellow curb and guuter paint		06/23/25
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	\$21.86	6.8.25-7.7.25 Toshiba Coverage		06/23/25
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$10.92	6.8.25-7.7.25 Toshiba Coverage		06/23/25
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$43.72	6.8.25-7.7.25 Toshiba Coverage		06/23/25
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$21.86	6.8.25-7.7.25 Toshiba Coverage		06/23/25
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$10.93	6.8.25-7.7.25 Toshiba Coverage		06/23/25
HAWKINS INC	E 602-49490-216 Chemicals	\$3,038.61	WWTP Chemicals		06/23/25
HAWKINS INC	E 601-49440-216 Chemicals	\$10.00	Water Tower Chemicals		06/23/25
HAWKINS INC	E 601-49440-216 Chemicals	\$385.77	Water Tower Chemicals		06/23/25
HAWKINS INC	E 602-49490-216 Chemicals	\$20.00	WWTP Chemicals		06/23/25
LMC INSURANCE TRUST PC	E 100-43101-365 Insurance: Property & Casualty	\$250.00	Age discrimination case deductible charge		06/23/25
SEH SHORT ELLIOT HENDRICKSON	E 601-49440-303 Engineering Fees	\$339.00	2nd St watermain meetings		06/23/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$226.00	WEM Construction Services		06/23/25
SEH SHORT ELLIOT HENDRICKSON	E 602-49490-303 Engineering Fees	\$339.00	106 Main St sewer service issue		06/23/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$4,683.80	Construction admin, record drawings		06/23/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$7,735.00	RPR charges		06/23/25
TIMMS TRUCKING & EXCAVATING	E 100-45202-300 Professional Services	\$14,942.80	Replace playground mulch (insurance paid)		06/23/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	5.7.25-6.6.25 Public Works Phone 2		06/23/25
VERIZON WIRELESS	E 100-42502-320 Communication	\$200.05	5.7.25-6.6.25 Skywarn Tablet #1-5 Internet		06/23/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	5.7.25-6.6.25 Public Works Phone		06/23/25
VERIZON WIRELESS	E 100-41946-320 Communication	-\$22.06	5.7.25-6.6.25 Community Center Phone		06/23/25
VERIZON WIRELESS	E 100-41110-320 Communication	\$80.08	5.7.25-6.6.25 Council Tablets		06/23/25

Search Name	Account Descr	Amount	Comments	Check/Receipt	Date
VERIZON WIRELESS	E 100-42502-320	\$100.10	5.7.25-6.6.25 Skywarn Tablet #1-5 Internet		06/23/25
XCEL ENERGY	E 100-45202-380	\$24.23	5.11.25-6.11.25 Electricity: Parks		06/23/25
XCEL ENERGY	E 100-43101-387	-\$86.96	5.11.25-6.11.25 Electricity: Street Lights		06/23/25
XCEL ENERGY	E 100-41946-380	-\$213.95	5.11.25-6.11.25 Electricity: Community Center		06/23/25
XCEL ENERGY	E 100-41941-380	-\$43.59	5.11.25-6.11.25 Electricity: Maintenance Shop		06/23/25
XCEL ENERGY	E 602-49490-380	\$8.98	5.11.25-6.11.25 Electricity: Water Pump (Liftstation)		06/23/25
XCEL ENERGY	E 601-49440-380	-\$240.76	5.11.25-6.11.25 Electricity: Water Tower		06/23/25
XCEL ENERGY	E 602-49490-380	-\$732.99	5.11.25-6.11.25 Electricity: Water Pump (WWTP)		06/23/25
XCEL ENERGY	E 100-43101-387	\$46.09	5.11.25-6.11.25 Electricity: Sewer Pump (WWTP)		06/23/25
XCEL ENERGY	E 100-43101-387	\$1,426.02	5.11.25-6.11.25 Electricity: Street Lights		06/23/25
XCEL ENERGY	E 204-42210-380	\$357.77	5.11.25-6.11.25 Electricity: Street Lights Co-owned		06/23/25
XCEL ENERGY	E 100-41944-380	\$25.13	5.11.25-6.11.25 Electricity: Fire Hall		06/23/25
XCEL ENERGY	E 601-49440-380	\$68.23	5.11.25-6.11.25 Electricity: Historic Site (Feed Mill)		06/23/25
XCEL ENERGY	E 100-43101-387	\$18.57	5.11.25-6.11.25 Electricity: Water Pump (Well#1)		06/23/25
		\$124,495.58	5.11.25-6.11.25 Electricity: Auto Protective		06/23/25
-E Expenditure		\$100,442.75			

# ***AGENDA MEMO***



**Agenda Item:** Ordinance 2025-3

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Ordinance 2025-3 – Alcohol Training Amendment

**Action Requested:** Motion to approve Ordinance 2025-3 Alcohol Training Amendment.

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** Ordinance 2025-3 Alcohol Training Amendment

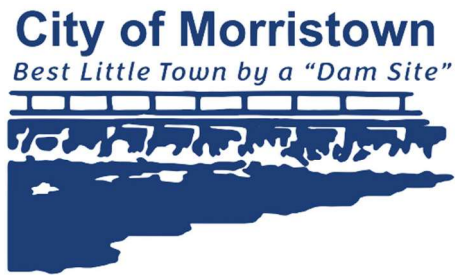
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**Previous Council Action:** Voted to post the ordinance for ten days.

---

**Overview:** Commercial Club would like to change the annual alcohol training requirements to be every other year, rather than every year.

This is consistent with the City of Northfield and the City of Faribault.



**ORDINANCE 2025-3**  
**AN ORDINANCE AMENDING SECTION 110.14**  
**OF THE MORRISTOWN CITY CODE**

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

1. Morristown City Code § 110.14, entitled, "Enforcement Team", is hereby amended as follows (change is underlined):

**§ 110.14 ENFORCEMENT TEAM**

(A) *Unlawful acts.* It is unlawful for a person under 21 to consume, purchase, or possess any alcoholic beverage. It is unlawful for anyone under 21 to enter a liquor establishment with the intent of being served alcohol.

(B) *Sales to minors.* If a license holder violates the conditions of their license by selling alcoholic beverages to a minor, the following penalty guidelines will be used:

- (1) \$500 fee for the first offense.
- (2) \$750 fee for the second offense.
- (3) \$1,000 fee and a 3-day suspension of the license for the third offense.
- (4) \$2,000 fee and a 14-day suspension of the license for the fourth offense.
- (5) The license will be revoked for the fifth offense.
- (6) These guidelines apply to a 24-month time period.

(7) The City Council may change the applicable penalty, if they conclude the situation warrants a change.

(C) *Compliance checks.* Every licensee shall allow any peace officer, health officer, city employee, or any other person designated by the Council to conduct inspections, to enter, inspect, and search the premises of the licensee at any time without a warrant.

(D) *Mandatory training.*

(1) All persons holding a license, including a temporary license, shall attend an approved training session at least once each every other year. All employees (servers, bartenders, clerks, volunteer servers) must complete an approved server education training within 30 days of the employees' first day of employment and each every other year in which they are employed.

(2) With the application for license or renewal of license, licensees shall certify their

compliance with the provisions of this section. Current certificates of training for each employee shall be available for inspection at all times.

Passed and adopted this 7th day of July, 2025, with the following vote: Aye \_\_ ; Nay \_\_ ; Abstain \_\_ .

---

Tim Flaten  
Mayor

ATTEST:

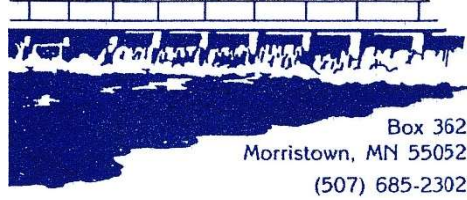
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Cassie Eldeen  
City Clerk

# **+City of Morristown**

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



## **RESOLUTION NO. 2025-24**

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

WHEREAS, on July 7, 2025, the City Council of the City of Morristown adopted an ordinance entitled, “AN ORDINANCE AMENDING SECTION 110.14 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 110.14 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 110.14 OF  
THE MORRISTOWN CITY CODE”;

The Morristown City Council has passed the amendment of ordinance Section 110.14 of the Morristown City Code. Specifically, changing the required alcohol server education training from once per year, to every other year.

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 Morristown City Council on this 7th day of July, 2025.

Number of Ayes: \_\_\_\_\_

Number of Nays: \_\_\_\_\_

---

Tim Flaten  
Mayor

ATTEST:

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Cassie Eldeen  
City Clerk



## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Morristown, MN ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective December 7, 2020, this Supplemental Letter Agreement dated June 9, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 Street and Utility Improvements Project.

**Client's Authorized Representative:** Ellen Judd

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

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

**Project Manager:** Doug Scott

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

**Telephone:** 5073278384 **email:** dscott@sehinc.com


**Scope:** The Services to be provided by Consultant:

The intent of this letter is to outline the reduction of fee for the Record Drawings Task.

Task Description	Task Fee	Fee Basis
Task 32.0 – Record Drawings	\$17,300	Lump Sum
Reduction	\$-9,210.67	
<b>Total Fee</b>	<b>\$8,089.33</b>	

**Short Elliott Hendrickson Inc.**

**City of Morristown, MN**

By: 

By: [[DocuSignSignature\_2]]

Full Name: [[DocuSignFull Name\_1]] Douglas J Scott

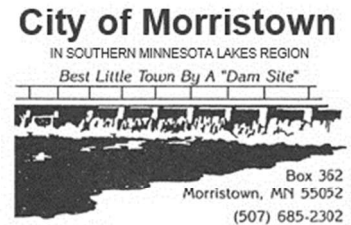
Full Name: [[DocuSignFull Name\_2]]

Title: [[DocuSignText\_1]] 6/10/2025

Title: [[DocuSignText\_2]]

Phase	Parcel No.	Name	Address 1	Front Footage Abutting Project	Side Footage Abutting Project	Water Main Unit (L.F.)	Water Main Assess.	Water Service Unit (Each)	Water Service Assess.	Sanitary Sewer Main Unit (L.F.)	Sanitary Sewer Main Assess.	Sanitary Sewer Service Unit (Each)	Sanitary Sewer Service Assess.	Reconstructed Street Unit (L.F.)	Reconstructed Street Assess.	Commercial Reconstructed Street Unit (L.F.)	Commercial Reconstructed Street Assess.	Storm Sewer Unit (SF)	Storm Sewer Assess.	Reconstructed Sidewalk Assessment Unit (LF)	Reconstructed Sidewalk Assess.	Curb & Gutter Replacement Unit (L.F.)	Curb & Gutter Replacement Assess.	Concrete Driveway Unit (SY)	Concrete Driveway Assess.	Total Adopted Assessment Amount
1	2023351074	Alex Fridstrom	106 Division St S	15.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	15.00	\$1,226.40	0.00	\$0.00	18,975.00	\$5,692.50	7.50	\$234.23	15.00	\$405.90	13.10	\$1,651.65	\$9,210.67

# AGENDA MEMO



**Agenda Item:** Sheriff Contract

---

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Sheriff Contract – Update on 20 hours per week

**Action Requested:** Discussion

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** None

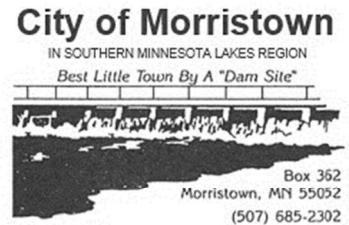
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- Previous Council Action:**
- Called for a meeting with Sara Folsted (County Administrator), Charlie Peters (County Commissioner), and Jesse Thomas (County Sheriff).
  - Asked to see 20 hour per week cost.
- 

- Overview:**
- Held meeting with Rice County where Jesse said that he could run costs for 20 hours per week, and the Court House would absorb the other 20 hours.
  - On 6/9/2025 Jesse sent the following email: *The original Contract was 60 hours. We purchased 2 squad cars and hired two deputies to fill this request. Then Morristown wanted to go down to 40 hours which required Rice County to absorb 20 hours of the one position. We were able to use the hours inside our courthouse for security details. Now Morristown is asking to possibly go down to 20 hours. This would require Rice County to absorb another 20 hours and the cost of the squad car etc.. I have spoken with Commissioner Peters, along with others, on this new request. I know Morristown is trying to come up with ways to save money/cut their budget. I don't think we could shave anything off of our contract or go down to 20 hours. I could look at extending your contract for one year and not raising the costs essentially freezing the cost for one year. I have a feeling that the new school that is projected to open in the fall of 2026 will be a concern for you and us. I will not be available for the July 07 council meeting. Sincerely, Sheriff Jesse Thomas.*
  - Received a call from Commissioner Peters who said he feels we can look at 20 hours. Starting to get the sense there are conflicting points of view on how to handle the request.

- On 6/27/2025, Cities submitted the following through the League: How much do you pay the County to contract law enforcement services:
  - Round Lake:
    - 4 hours/week
    - \$7,200/year
    - Can go over that if they need to.
    - If they ask for more presence, they come to town and don't charge extra.
    - Deputy assigned to City.
      - Attends every Council Meeting.
    - Population: 361
  - Good Thunder:
    - 25 hours/week
    - \$41,600/year
    - Includes parking violation enforcement
    - Population: 547
  - Nevis: Never heard back.
    - 36 hours/week
    - \$98,000/year
    - Assign deputy to the community
    - 5% per year increases
    - Population: 393
- 6/30/2025: Called Commissioner Peters and told him I still haven't received anything for 20 hours per week. Told him about Sheriff Thomas' email and asked if Rice County is willing to consider 20 hours per week. He said he would talk to Thomas and one of them would be in touch.
- 7/2/2025: *Good Morning Ellen, I am off after today. I did work on some possible options for pricing and I find the issue being that Rice County has to pay for a full-time deputy (squad, training etc.) to be able to do 20 hours a week for Morristown. Our contract price for anyone else is \$100/hour for a licensed Deputy with a squad car. Which will be going up in 2026 since we really don't make any money at that rate. I think the best I could do for a 20 hours a week contract is to throw all of the financial formulas out and just charge Morristown \$100/hour. So a 20 hour a week contract for the year would be  $\$100 \times 1040 \text{ hours} = \$104,000$ . This would be a 2 year contract with no increase the second year. This would save you \$55,000 the first year and secure that savings for year two of the contract. Also keep in mind you aren't paying for any records management or evidence storage fees. We will have to re-work the contract language but this would be the financial piece which is what you asked for. Sincerely, Sheriff Jesse J Thomas.*

# AGENDA MEMO



**Agenda Item:** Paid Leave

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Paid Leave

**Action Requested:**

**Staff Recommends:**

**Committee Recommends:**

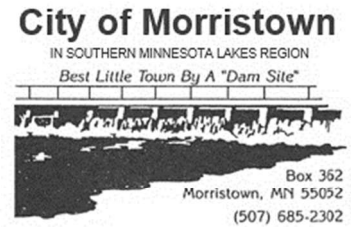
**Attachments:**

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**Previous Council Action:** None.

- 
- Overview:** Minnesota created a new program called Minnesota Paid Leave that will go into effect January 1<sup>st</sup> of 2026. The options that the City needs to decide between:
- Pay the whole premium, or pay the 50% minimum.
  - State Plan or Private Plan
    - The cities that are electing to go with the private plan seem to be doing so with companies they already work with for insurance. Since we don't have that option, the State Plan will be the easiest for us to navigate. The report and the portal that we use for unemployment insurance, is already set up for MN Paid Leave.

# AGENDA MEMO



**Agenda Item:** Office

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Office – Create a New Office at Public Works

**Action Requested:** Motion to approve the quote from LaCanne Electric for \$3,426.31.

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** LaCanne Electric Quote

---

**Previous Council Action:** None.

---

**Overview:** Create a new office at the Public Works building for the Sheriff Deputies. The proposed new office would allow the Historical Society to move into their current space, giving them the room they are looking for. They are currently in the closet behind Skywarn at City Hall.



15983 Cabot Ave Faribault Mn 55021

**ESTIMATE:**                      City of Morristown Office Remodel  
at old Fire Dept office

**BID :**

- Wire new wall in office area
- replace old and damaged cove heaters and thermostats
- add outlets and switches to accommodate
- move existing lights to accommodate build
- add tv outlet

**BID:**                                      **\$ 3,426.31**

**INCLUDED IN BID:**    \$ 896.33 in cove heaters and thermostats that are already damaged

**Bid Less:**

- Any work not in original bid
- any added bonding or grounding
- any uncovered electrical issues which must be resolved for safety and function

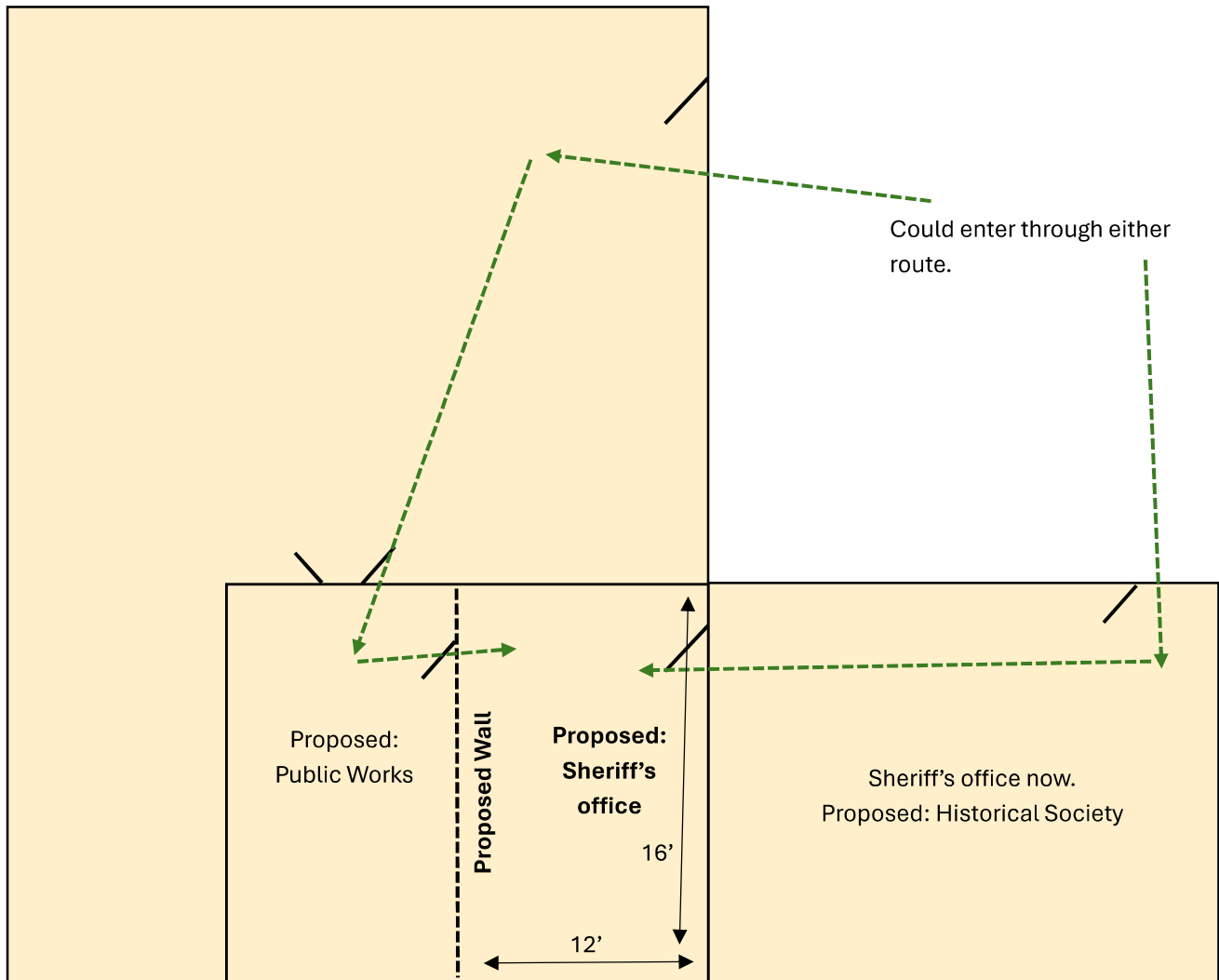
**Terms:**

- All work done in a neat and workmanlike manner.
- Bid is void after 10 days

Thank you for the opportunity to bid this project. Please contact me whether or not this bid has been accepted.

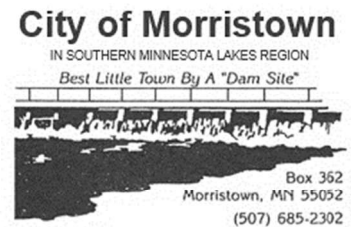
Rick LaCanne  
LaCanne Electric LLC  
License #EA683283  
507.838.5198  
lacanneelectric@gmail.com

# Proposed Office Space





# AGENDA MEMO



**Agenda Item:** Set Meeting

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Set Meeting – Set work session for budget, and closed meeting

**Action Requested:** Motion to call for a Closed Meeting on July 16<sup>th</sup> at 7:00 p.m. for 'Litigation Regarding Assessment Appeals'.  
Motion to call for a Work Session to follow the Closed Meeting on July 16<sup>th</sup> for the 2026 budget and levy.

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** None

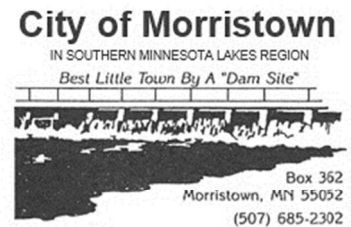
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**Previous Council Action:**

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**Overview:** See 'Action Requested'

# AGENDA MEMO



**Agenda Item:** Building Use

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Building Use – Old Maintenance Shop Building Use

**Action Requested:**

**Staff Recommends:**

**Committee Recommends:**

**Attachments:**

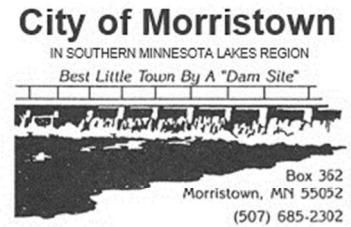
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**Previous Council Action:** None.

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**Overview:** Public Works is interested in being able to use the old maintenance shop to store equipment like the skidloader attachments, snow plow blade, and the lawn mowers in the winter. It is currently being used to store things for Dam Days, Commercial Club, and Cannon Valley Players. Looking for some clarification on the use of the space. The thought is to divide the space in half, and allow public works the use of the north side of the building.

# AGENDA MEMO



**Agenda Item:** Reviews

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Reviews – Summary of Performance Evaluations

**Action Requested:**

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** None

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**Previous Council Action:**

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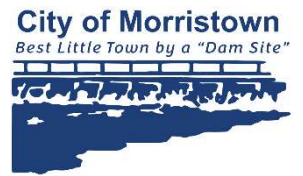
**Overview:** All employees had positive performance reviews. Everyone has been doing a great job, and are great assets to the City.

Jessica was the only employee with some concerns. She would like Council to consider a hour minimum.

## MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, July 7, 2025



- 
1. Call to Order:
  2. Pledge of Allegiance:
  3. Additions/Corrections:
  4. Citizens Comments: *Need to sign up prior to meeting*
- 
5. Consent Agenda:
    - A. Police Report June 2025– to come in separate email
    - B. Fire Department Report June 2025
    - C. Public Works Report June 2025
    - D. City Council Minutes Regular Meeting 6/2/2025
    - E. Zoning Board Minutes Regular Meeting 6/18/2025
    - F. Financial Reports June 2025 – to come in separate email
    - G. Claims & Accounts June 2025
    - H. Ordinance 2025-3 Amendment to Alcohol Training
    - I. Resolution 2025-24 Summary Publication for Ordinance 2025-3
    - J. SEH Missed Lot Fee Reduction
- 
6. **UNFINISHED BUSINESS:**
    - A. Sheriff Contract Update on 20 hours per week
- 
7. **NEW BUSINESS:**
    - A. James Collins water bill
    - B. Paid Leave Implement Minnesota Paid Leave
    - C. Office Create a New Office at Public Works
    - D. Set Meeting Set work session for budget, and closed meeting
    - E. Building Use Old Maintenance Shop Building Use
    - F. Reviews Summary of Performance Evaluations and Event Set-up Wage Discussion
    - G. Closed Meeting Performance Evaluation for City Administrator
- 
8. **CORRESPONDENCE & ANNOUNCEMENTS:**
  9. **COUNCIL DISCUSSION & CONCERNS:**
  10. **ADJOURNMENT:**
  11. **NEXT MEETING:** Monday, August 4, 2025 – 7:00 p.m.

### General

- Sweeper maintenance
- Locates as needed
- shop organization
- Weekly Generator checks.
- Fixed up alley behind archies
- Got all the picnic tables painted
- Got two new picnic tables for down at the park
- Jason has been working on park bathrooms plumbing
- Got mowers serviced and ready to go
- Mowed
- Mowed intersections on Hwy 60
- Got set up for dam days
- Road barricades got put up
- Hauled garbage cans downtown
- Cleaned up for Dam Days, washed all the barrels
- Put up new shelving in shop fir weed whackers/ chainsaws s

### Water

- Daily testing
- Flushed hydrants
- Drawdown tests
- Endpoint installs/ repairs
- Flush tower
- Located watermain and curb stops
- Working on Lead Waterlines
- Rebuilt water meters
- Cleaned water tower building
- Got our water survey done with the state

### Wastewater

- Daily testing
- Cleaned clarifiers.
- Cleaned lift pumps
- Decant weekly
- Cleaned grit chamber
- Cleaned flocculator
- Cleaned both Clarifiers
- Settle meter tests
- Cleaned Grit chamber
- Sampled for biosolids
- Weekly samples
- Hauled biosolids
- Camera sewer line
- Sewer line got fixed

- Got new lift pump installed and other lift pump rebuilt with new impeller and wear plate

## Streets

- Swept streets
- Manhole checks.
- Painted crosswalks
- Cleaned storm sewer intakes on street project
- Got new way to document all manhole checks
- Fixed legion banners / changed legion banners
- Replaced faded stop signs
- Trimmed some trees along roads that were hanging really low
- Crack filling got completed

## Parks/Compost

- Picked up garbage
- Maintained brush pile
- Picked up brush In the parks that fell
- Hauled grass clippings away from baseball field
- Cut up tree that fell over
- Weed whacked along river
- Trimmed trees along walking path in park.
- Sprayed park bathrooms on outside
- Unplugged dam with trees stuck in it

## MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, June 2, 2025

### PUBLIC HEARING – ORDINANCE 2025-2, 7:00 p.m. or soon thereafter

Members Present - Tim Flaten (Mayor), Leon Gregor, Joe Caldwell, Anna Nusbaum, Val Kruger  
 Others Present – Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Mark Rahrlick, Kyle Green, Kyle Morris, Jeff Wenker, Steve Nordmeier, John Chmelik, Mike Mallow, Mike O'Rourke

1. Call to Order: A regular meeting of the Morristown City Council was called to order on Monday, June 2<sup>nd</sup>, 2025, at 7:02 p.m. in the Community Hall at 402 Division Street South by Mayor Tim Flaten.
  2. Pledge of Allegiance: The Pledge of Allegiance was recited
  3. Additions/Corrections: Motion by Nusbaum, seconded by Kruger, and carried unanimously to approve agenda as written.  
Motion by Caldwell, seconded by Gregor to close regular meeting and open public hearing.
- 
- 3.5 PUBLIC HEARING ORDINANCE 2025-2 REGULATING CANNABIS BUSINESSES**  
 No Discussion  
 Motion by Gregor, seconded by Nusbaum, and carried unanimously to close public hearing and re-open regular meeting at 7:05
- 
4. Citizens Comments: None
  5. Consent Agenda: Fire Department Requested to pull their report. Motion by Gregor, seconded by Nusbaum, and carried unanimously to approve consent agenda.
- 
- 6. UNFINISHED BUSINESS:**
- A. Ordinance 2025-2 Motion by Nusbaum, seconded by Gregor, and carried unanimously to approve Ordinance 2025-2 Regulating Cannabis Businesses.
  - B. Resolution 2025-15 Motion by Nusbaum, seconded by Kruger, and carried unanimously to approve the Summary Publication for Ordinance 2025-2.
  - C. Missed Lot Motion to assess missed lot at 100% drainage area by Kruger, seconded by Caldwell, and carried unanimously.
  - D. Sheriff Contract Update from Meeting with Rice County. Nusbaum, Caldwell, and Ellen held meeting with Sara Folsted (County Administrator), Charlie Peters (County Commissioner), and Sheriff Jesse Thomas. Perception was that Rice County doesn't want to be here. With the uncertainty of the school, Nusbaum feels like we shouldn't make any decisions, but doesn't think we need 40 hours per week. Sheriff Thomas was going to look into some numbers for 20 hours per week and get back. Ellen to send email to Sheriff Thomas with highlights of the discussion and will report back.
  - E. 204 Franklin St Property Update for Current Council. Discussion on potential options on property. City Attorney will try reaching out to son again and look into condemning property.
  - F. Event Security Motion by Gregor, seconded by Kruger, and carried unanimously to hire Mathias Webster, Dan Sendle, and Robert Litton for the event security positions at \$37/hour with minimum 5 hours.
- 
- 7. NEW BUSINESS:**
- A. Signage No Parking Signs, Ann St E, Chestnut St Motion by Kruger, seconded by Caldwell, and carried unanimously to approve Resolution 2025-20, no parking on Ann St. E. Discussion on Chestnut St parking issues, wait to see on school decision. Discussion on parking issues at State group home. Clerk to follow up with maintenance crew.
  - B. Park Bathrooms Update on the Centennial Park Bathrooms – Mike O'Rourke stated that the bathrooms are open and is requesting for security cameras. There is funding left in

the fund to assist with cost. Motion by Nusbaum, seconded by Caldwell, and carried unanimously to purchase up to \$2,400

- C. Resolution 2025-23 Motion by Caldwell, seconded by Kruger, and carried unanimously to approve Resolution 2025-23 adopting State Job Match System for Pay Equity Reporting.
  - D. Resolution 2025-19 Motion by Nusbaum, seconded by Gregor, and carried unanimously to approve Resolution 2025-19 to adopt the Sidewalk Master Plan.
  - E. Resolution 2025-22 Motion by Nusbaum, seconded by Kruger, and carried unanimously to approve Resolution 2025-22 Requesting Truck Route Signage on County Roads.
  - F. Payment Plan Motion by Caldwell, seconded by Kruger, and carried unanimously to approve payment plan for a resident to get caught up on utility bill.
  - G. Pump There should be surge protectors for all pumps. Priority will be for Well House 1 (old maintenance shop), then we can budget for the rest. Motion by Kruger, seconded by Caldwell, and carried unanimously to approve the surge protection for Well House 1 with a number to not exceed \$1,500.
- 

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

Many compliments on Dam Days Fireworks.

9. **COUNCIL DISCUSSION & CONCERNS:** Caldwell thanks Mike O'Rourke for all his great work on the Park Bathrooms. Mayor Flaten shared kudos to city staff and others involved in setting up Dam Days and carrying things off well.

10. **ADJOURNMENT:** Motion by Caldwell, seconded by Nusbaum, and carried unanimously to adjourn meeting at 8:35.

11. **NEXT MEETING:** Monday, July 7, 2025 – 7:00 p.m.



## MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting, 7:00 p.m.  
Thursday, June 18, 2025

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

1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on June 18, 2025, in the Council Chambers at City Hall at 402 Division St S.
2. Additions to Agenda: Motion by Schlie, seconded by Petersen, and carried unanimously to approve agenda as written
3. Approval of Minutes: Motion by Krenik, seconded by Chmelik and carried unanimously to approve the minutes as presented from May 15, 2025.
4. Requests to Be Heard: Travis Wegner came to request a garage addition for Arlen and Suzanne Krause. They will need to go through the variance process due to being a corner lot. Tony told him July 6<sup>th</sup> public hearing for variance if they get their paperwork in.
5. Council Action, Last Meeting: None
6. **UNFINISHED BUSINESS:** Kevin Jacobsen's lean to. Recommendation by Administrator to pay \$100 for permit and \$100 fine. Motion by Chmelik, seconded by Petersen, and carried unanimously to have resident pay for permit and recommend a fine of \$200.
7. **NEW BUSINESS:** None
8. **ZONING ADMINISTRATOR'S REPORT:**  
Open and closed permits were reviewed.
9. **BOARD DISCUSSION & CONCERNS:**  
Jason Tlusty filled out a permit application, just waiting for Zoning Administrator to check the setbacks.
10. **ADJOURNMENT:** Motion by Krenik, seconded by Petersen, and carried unanimously to adjourn the Thursday, June 18th, 2025, Zoning Board Meeting at 7:18 p.m.
11. **NEXT MEETING:** Thursday, July 17th, 2025, at 7:00 p.m.

Approved:

Attested:

\_\_\_\_\_  
City Clerk, Cassie Eldeen

\_\_\_\_\_  
Mayor, Tim Flaten



Check/Receipt  
Date

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
	E 602-49490-123 Medicare Benefit	\$49.89	Labor Distribution	
	E 602-49490-125 PERA Benefit	\$257.97	Labor Distribution	
	E 100-41425-123 Medicare Benefit	\$26.91	Labor Distribution	
	E 100-41425-122 Social Security Benefit	\$115.07	Labor Distribution	
	E 100-41425-101 Wages and Salaries	\$1,856.00	Labor Distribution	
	E 100-41425-101 Wages and Salaries	\$1,856.00	Labor Distribution	
	E 100-41425-122 Social Security Benefit	\$115.07	Labor Distribution	
	E 100-41801-101 Wages and Salaries	\$2,362.08	Labor Distribution	
	E 601-49440-101 Wages and Salaries	\$1,503.46	Labor Distribution	
	E 100-41941-122 Social Security Benefit	\$180.51	Labor Distribution	
	E 100-41941-123 Medicare Benefit	\$42.22	Labor Distribution	
	E 100-41941-125 PERA Benefit	\$211.85	Labor Distribution	
	E 100-41946-104 Janitorial	\$162.96	Labor Distribution	
	E 100-41946-122 Social Security Benefit	\$10.10	Labor Distribution	
	E 100-41946-123 Medicare Benefit	\$2.36	Labor Distribution	
	E 100-41946-125 PERA Benefit	\$10.10	Labor Distribution	
	E 100-41948-104 Janitorial	\$162.97	Labor Distribution	
	E 100-41948-122 Social Security Benefit	\$10.11	Labor Distribution	
	E 601-49440-122 Social Security Benefit	\$94.47	Labor Distribution	
	E 100-41948-125 PERA Benefit	\$10.10	Labor Distribution	
	E 602-49490-122 Social Security Benefit	\$219.67	Labor Distribution	
	E 601-49440-122 Social Security Benefit	\$93.21	Labor Distribution	
	E 100-41425-125 PERA Benefit	\$139.21	Labor Distribution	
	E 601-49440-125 PERA Benefit	\$112.77	Labor Distribution	
	E 602-49490-101 Wages and Salaries	\$3,439.80	Labor Distribution	
	E 602-49490-122 Social Security Benefit	\$213.28	Labor Distribution	
	E 100-41941-101 Wages and Salaries	\$1,936.37	Labor Distribution	
	E 100-41801-125 PERA Benefit	\$177.16	Labor Distribution	
	E 100-41801-123 Medicare Benefit	\$34.24	Labor Distribution	
	E 100-41801-122 Social Security Benefit	\$146.44	Labor Distribution	
	E 100-41801-101 Wages and Salaries	\$2,362.08	Labor Distribution	
	E 601-49440-123 Medicare Benefit	\$21.79	Labor Distribution	
	E 100-41948-123 Medicare Benefit	\$2.36	Labor Distribution	
	E 602-49490-123 Medicare Benefit	\$51.36	Labor Distribution	
	E 602-49490-125 PERA Benefit	\$265.69	Labor Distribution	
AMAZON BUSINESS	E 100-45202-215 Operating & Maintenance Supp	\$194.37	Pickleball net, paddles, balls, basketball nets	06/10/25
AMAZON BUSINESS	E 100-43101-215 Operating & Maintenance Supp	\$56.84	Manhole hook, door hangers	06/10/25
AMAZON BUSINESS	E 100-41310-215 Operating & Maintenance Supp	\$13.84	Signature Stamp	06/10/25
AMAZON BUSINESS	E 100-41110-215 Operating & Maintenance Supp	\$65.26	Remote presenter, HDMI cord	06/10/25
AMAZON BUSINESS	E 204-42210-215 Operating & Maintenance Supp	\$258.36	Paper Shredder	06/10/25
AMAZON BUSINESS	E 100-41946-215 Operating & Maintenance Supp	\$201.90	First Aid Kit supplies, tablecloths	06/10/25
AMAZON BUSINESS	E 100-41941-215 Operating & Maintenance Supp	\$274.94	PW cleaning supplies, safety goggles, flashlight	06/10/25

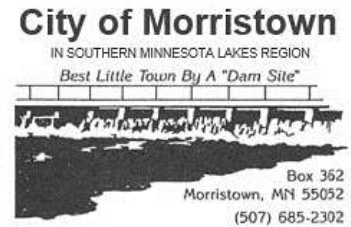
Search Name	Account Descr	Amount	Comments	Check/Receipt Date
AMAZON BUSINESS	E 708-45202-215 Operating & Maintenance Supp	\$97.62	Bathroom Grab Bars	06/10/25
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$5,901.00	May 2025 Trash Removal	06/10/25
BADGER METER	E 602-49490-302 WST Metering & Billing	\$177.59	May 2025 Cellular Service to Endpoints	06/10/25
BADGER METER	E 601-49440-302 WST Metering & Billing	\$177.60	May 2025 Cellular Service to Endpoints	06/10/25
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$26.69	May 2025 Sewer Plant Gas Utilities	06/10/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.06	May 2025 Water Tower Gas Utilities	06/10/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$28.25	May 2025 Water Pump Gas Utilities	06/10/25
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$23.71	May 2025 Maintenance Shop Gas Utilities	06/10/25
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$76.89	May 2025 Gas Utilities at Fire Hall. Acct# 10583553-2	06/10/25
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$69.17	May 2025 City Hall Gas Utilities	06/10/25
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$69.17	May 2025 Community Center Gas Utilities	06/10/25
CLEARWAY COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$78.25	April 2025 Electricity for 201 Division St: Well #1	06/10/25
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$1,704.62	April 2025 Electricity for 75 Verdev Dr: WWTP	06/10/25
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$214.26	Fuel for May 2025: Acct# 319870	06/10/25
COMMUNITY CO-OP OIL ASSN	E 204-42210-212 Motor Fuels	\$16.05	Fuel for May 2025: Acct# 620143	06/10/25
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$71.41	Fuel for May 2025: Acct# 319870	06/10/25
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$214.26	Fuel for May 2025: Acct# 319870	06/10/25
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$71.42	Fuel for May 2025: Acct# 319870	06/10/25
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$142.84	Fuel for May 2025: Acct# 319870	06/10/25
DAHLE ENTERPRISES MORRISTOWN	E 602-49490-300 Professional Services	\$868.00	Sewer repair - 106 Main St. W	06/10/25
DSG DAKOTA SUPPLY GROUP	E 602-49490-215 Operating & Maintenance Supp	\$57.38	4" SDR26 Sewer 11-1/4 bend	06/10/25
ECKBERG LAMMERS	E 100-41610-304 Legal Fees	\$424.36	May 2025 Prosecution Services	06/10/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$6.00	Postage for Water Sample	06/10/25
FARIBAULT FLEET SUPPLY	E 100-41941-215 Operating & Maintenance Supp	\$5.99	Glasses	06/10/25
FARIBAULT FLEET SUPPLY	E 100-41941-215 Operating & Maintenance Supp	\$43.26	Gloves, Sand Paper Wheel	06/10/25
FARIBAULT FLEET SUPPLY	E 100-41941-215 Operating & Maintenance Supp	\$35.96	Poly Cord	06/10/25
FARIBAULT FLEET SUPPLY	E 100-45202-215 Operating & Maintenance Supp	\$91.13	Park Bathroom Supplies	06/10/25
FETTE ELECTRONICS	E 204-42210-300 Professional Services	\$594.00	Replace bad reader	06/10/25
FILAN LAWN SERVICE	E 100-43102-300 Professional Services	\$150.96	May 2025 Lawn Spraying at Sidney St Ditch	06/10/25
FILAN LAWN SERVICE	E 100-41946-300 Professional Services	\$196.98	May 2025 Lawn Spraying at Community Center	06/10/25
FILAN LAWN SERVICE	E 100-41948-300 Professional Services	\$196.98	May 2025 Lawn Spraying at City Hall	06/10/25
FILAN LAWN SERVICE	E 204-42210-300 Professional Services	\$169.76	May 2025 Lawn Spraying at Fire Hall	06/10/25
FILAN LAWN SERVICE	E 100-45202-300 Professional Services	\$236.97	May 2025 Lawn Spraying at Baseball Field	06/10/25
FILAN LAWN SERVICE	E 100-45202-300 Professional Services	\$280.60	May 2025 Lawn Spraying at Centennial Park	06/10/25
FILAN LAWN SERVICE	E 100-41944-300 Professional Services	\$5.06	May 2025 Lawn Spraying at Feed Mill	06/10/25
FILAN LAWN SERVICE	E 601-49440-300 Professional Services	\$165.69	May 2025 Lawn Spraying at Water Tower	06/10/25
GOPHER STATE ONE CALL	E 602-49490-305 Locating Services	\$8.25	May 2025, 13 tickets	06/10/25
GOPHER STATE ONE CALL	E 100-43102-305 Locating Services	\$1.05	May 2025, 13 tickets	06/10/25
GOPHER STATE ONE CALL	E 601-49440-305 Locating Services	\$8.25	May 2025, 13 tickets	06/10/25
GOVERNMENT FORMS AND SUPPLIES	E 602-49490-200 Office Supplies	\$233.91	Utility bill postcards	06/10/25
GOVERNMENT FORMS AND SUPPLIES	E 603-49520-200 Office Supplies	\$241.00	Utility bill postcards	06/10/25
GOVERNMENT FORMS AND SUPPLIES	E 601-49440-200 Office Supplies	\$233.91	Utility bill postcards	06/10/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
INY SCHMIDTKE	E 100-43101-215 Operating & Maintenance Supp	\$174.87	Flowers for Pots	06/10/25
LACANNE ELECTRIC LLC	E 708-45202-500 Capital Outlay	\$3,307.81	motion lights, outlet, hand dryer, light, wiring	06/10/25
LACANNE ELECTRIC LLC	E 100-45202-300 Professional Services	\$233.00	Fix Park Lighting	06/10/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41801-130 Employer Paid Insurance	\$3.45	June 2025 Life Insurance	06/10/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$3.45	June 2025 Life Insurance	06/10/25
MN DEPARTMENT OF HEALTH	E 601-49440-433 Dues/Subscriptions	\$760.00	Service Connection Fee for period 4.1.25-6.30.25	06/10/25
NAPA WATERVILLE	E 100-41941-215 Operating & Maintenance Supp	\$104.60	Def, Tape, Saber Pro	06/10/25
RICE COUNTY PROPERTY TAX & ELEC	E 100-41410-300 Professional Services	\$245.00	2025 Maintenance Omni & DS200	06/10/25
RICE COUNTY SHERIFFS OFFICE	E 100-42110-307 Police Administration	\$38,349.99	Feb-April 2025, Law Enforcement Contract	06/10/25
ULINE	E 100-41941-240 Small Tools and Equipment	\$455.00	Pallet forks	06/10/25
ULINE	E 100-43101-215 Operating & Maintenance Supp	\$187.00	U-Channel Posts	06/10/25
ULINE	E 100-45202-215 Operating & Maintenance Supp	\$17.72	Urinal Blocks	06/10/25
USA BLUEBOOK	E 601-49440-216 Chemicals	\$136.15	Water Chemicals	06/10/25
USA BLUEBOOK	E 602-49490-216 Chemicals	\$136.15	Sewer Chemicals	06/10/25
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$784.28	Weekly Sewer Samples	06/10/25
BHE COMMUNITY SOLAR LLC	E 100-41946-380 Utility Services	\$405.30	April Electricity at 404 Division St S	06/23/25
BHE COMMUNITY SOLAR LLC	E 100-41948-380 Utility Services	\$405.31	April Electricity at 404 Division St S	06/23/25
BHE COMMUNITY SOLAR LLC	E 100-41941-380 Utility Services	\$189.49	April Electricity at 109 2nd St SW	06/23/25
BHE COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$545.56	April Electricity at 504 3rd St SE	06/23/25
BHE COMMUNITY SOLAR LLC	E 204-42210-380 Utility Services	\$189.49	April Electricity at 506 Division St S	06/23/25
DSG DAKOTA SUPPLY GROUP	E 100-43101-215 Operating & Maintenance Supp	\$1,021.84	(4) 5 gallons yellow curb and guuter paint	06/23/25
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	\$21.86	6.8.25-7.7.25 Toshiba Coverage	06/23/25
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$10.92	6.8.25-7.7.25 Toshiba Coverage	06/23/25
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$43.72	6.8.25-7.7.25 Toshiba Coverage	06/23/25
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$21.86	6.8.25-7.7.25 Toshiba Coverage	06/23/25
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$10.93	6.8.25-7.7.25 Toshiba Coverage	06/23/25
HAWKINS INC	E 602-49490-216 Chemicals	\$3,038.61	WWTP Chemicals	06/23/25
HAWKINS INC	E 601-49440-216 Chemicals	\$10.00	Water Tower Chemicals	06/23/25
HAWKINS INC	E 601-49440-216 Chemicals	\$385.77	Water Tower Chemicals	06/23/25
HAWKINS INC	E 602-49490-216 Chemicals	\$20.00	WWTP Chemicals	06/23/25
LMC INSURANCE TRUST PC	E 100-43101-365 Insurance: Property & Casualty	\$250.00	Age discrimination case deductible charge	06/23/25
SEH SHORT ELLIOT HENDRICKSON	E 601-49440-303 Engineering Fees	\$339.00	2nd St watermain meetings	06/23/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$226.00	WEM Construction Services	06/23/25
SEH SHORT ELLIOT HENDRICKSON	E 602-49490-303 Engineering Fees	\$339.00	106 Main St sewer service issue	06/23/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$4,683.80	Construction admin, record drawings	06/23/25
SEH SHORT ELLIOT HENDRICKSON	E 403-43101-303 Engineering Fees	\$7,735.00	RPR charges	06/23/25
TIMMS TRUCKING & EXCAVATING	E 100-45202-300 Professional Services	\$14,942.80	Replace playground mulch (insurance paid)	06/23/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	5.7.25-6.6.25 Public Works Phone 2	06/23/25
VERIZON WIRELESS	E 100-42502-320 Communication	\$200.05	5.7.25-6.6.25 Skywarn Tablet #1-5 Internet	06/23/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	5.7.25-6.6.25 Public Works Phone	06/23/25
VERIZON WIRELESS	E 100-41946-320 Communication	-\$22.06	5.7.25-6.6.25 Community Center Phone	06/23/25
VERIZON WIRELESS	E 100-41110-320 Communication	\$80.08	5.7.25-6.6.25 Council Tablets	06/23/25

Search Name	Account Descr	Amount	Comments	Check/Receipt	Date
VERIZON WIRELESS	E 100-42502-320 Communication	\$100.10	5.7.25-6.6.25 Skywarn Tablet #1-5 Internet		06/23/25
XCEL ENERGY	E 100-45202-380 Utility Services	\$24.23	5.11.25-6.11.25 Electricity: Parks		06/23/25
XCEL ENERGY	E 100-43101-387 Street Lighting	-\$86.96	5.11.25-6.11.25 Electricity: Street Lights		06/23/25
XCEL ENERGY	E 100-41946-380 Utility Services	-\$213.95	5.11.25-6.11.25 Electricity: Community Center		06/23/25
XCEL ENERGY	E 100-41941-380 Utility Services	-\$43.59	5.11.25-6.11.25 Electricity: Maintenance Shop		06/23/25
XCEL ENERGY	E 602-49490-380 Utility Services	\$8.98	5.11.25-6.11.25 Electricity: Water Pump (Liftstation)		06/23/25
XCEL ENERGY	E 601-49440-380 Utility Services	-\$240.76	5.11.25-6.11.25 Electricity: Water Tower		06/23/25
XCEL ENERGY	E 602-49490-380 Utility Services	-\$732.99	5.11.25-6.11.25 Electricity: Sewer Pump (WWTP)		06/23/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$46.09	5.11.25-6.11.25 Electricity: Street Lights		06/23/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$1,426.02	5.11.25-6.11.25 Electricity: Street Lights Co-owned		06/23/25
XCEL ENERGY	E 204-42210-380 Utility Services	\$357.77	5.11.25-6.11.25 Electricity: Fire Hall		06/23/25
XCEL ENERGY	E 100-41944-380 Utility Services	\$25.13	5.11.25-6.11.25 Electricity: Historic Site (Feed Mill)		06/23/25
XCEL ENERGY	E 601-49440-380 Utility Services	\$68.23	5.11.25-6.11.25 Electricity: Water Pump (Well#1)		06/23/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$18.57	5.11.25-6.11.25 Electricity: Auto Protective		06/23/25
		<u>\$124,495.58</u>			
		<u>\$100,442.75</u>			

-E Expenditure

# AGENDA MEMO



**Agenda Item:** Ordinance 2025-3

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Ordinance 2025-3 – Alcohol Training Amendment

**Action Requested:** Motion to approve Ordinance 2025-3 Alcohol Training Amendment.

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** Ordinance 2025-3 Alcohol Training Amendment

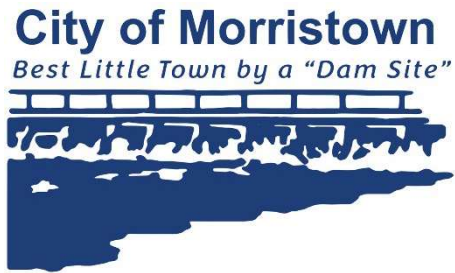
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**Previous Council Action:** Voted to post the ordinance for ten days.

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**Overview:** Commercial Club would like to change the annual alcohol training requirements to be every other year, rather than every year.

This is consistent with the City of Northfield and the City of Faribault.



**ORDINANCE 2025-3**  
**AN ORDINANCE AMENDING SECTION 110.14**  
**OF THE MORRISTOWN CITY CODE**

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

1. Morristown City Code § 110.14, entitled, "Enforcement Team", is hereby amended as follows (change is underlined):

**§ 110.14 ENFORCEMENT TEAM**

(A) *Unlawful acts.* It is unlawful for a person under 21 to consume, purchase, or possess any alcoholic beverage. It is unlawful for anyone under 21 to enter a liquor establishment with the intent of being served alcohol.

(B) *Sales to minors.* If a license holder violates the conditions of their license by selling alcoholic beverages to a minor, the following penalty guidelines will be used:

- (1) \$500 fee for the first offense.
- (2) \$750 fee for the second offense.
- (3) \$1,000 fee and a 3-day suspension of the license for the third offense.
- (4) \$2,000 fee and a 14-day suspension of the license for the fourth offense.
- (5) The license will be revoked for the fifth offense.
- (6) These guidelines apply to a 24-month time period.

(7) The City Council may change the applicable penalty, if they conclude the situation warrants a change.

(C) *Compliance checks.* Every licensee shall allow any peace officer, health officer, city employee, or any other person designated by the Council to conduct inspections, to enter, inspect, and search the premises of the licensee at any time without a warrant.

(D) *Mandatory training.*

(1) All persons holding a license, including a temporary license, shall attend an approved training session at least once each every other year. All employees (servers, bartenders, clerks, volunteer servers) must complete an approved server education training within 30 days of the employees' first day of employment and each every other year in which they are employed.

(2) With the application for license or renewal of license, licensees shall certify their



compliance with the provisions of this section. Current certificates of training for each employee shall be available for inspection at all times.

Passed and adopted this 7th day of July, 2025, with the following vote: Aye \_\_\_ ; Nay \_\_\_ ; Abstain \_\_\_ .

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Tim Flaten  
Mayor

ATTEST:

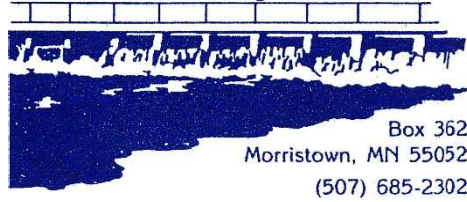
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Cassie Eldeen  
City Clerk

# +City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



## RESOLUTION NO. 2025-24

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

WHEREAS, on July 7, 2025, the City Council of the City of Morristown adopted an ordinance entitled, “AN ORDINANCE AMENDING SECTION 110.14 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 110.14 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 110.14 OF  
THE MORRISTOWN CITY CODE”;

The Morristown City Council has passed the amendment of ordinance Section 110.14 of the Morristown City Code. Specifically, changing the required alcohol server education training from once per year, to every other year.

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 Morristown City Council on this 7th day of July, 2025.

Number of Ayes: \_\_\_\_\_

Number of Nays: \_\_\_\_\_

---

Tim Flaten  
Mayor

ATTEST:

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Cassie Eldeen  
City Clerk

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Morristown, MN ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective December 7, 2020, this Supplemental Letter Agreement dated June 9, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 Street and Utility Improvements Project.

**Client's Authorized Representative:** Ellen Judd

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

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

**Project Manager:** Doug Scott

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

**Telephone:** 5073278384 **email:** dscott@sehinc.com

**Scope:** The Services to be provided by Consultant:

The intent of this letter is to outline the reduction of fee for the Record Drawings Task.

Task Description	Task Fee	Fee Basis
Task 32.0 – Record Drawings	\$17,300	Lump Sum
Reduction	\$-9,210.67	
<b>Total Fee</b>	<b>\$8,089.33</b>	

**Short Elliott Hendrickson Inc.**

**City of Morristown, MN**

By: [[DocuSignSignature\_1]]

By: [[DocuSignSignature\_2]]

Full Name: [[DocuSignFullName\_1]]

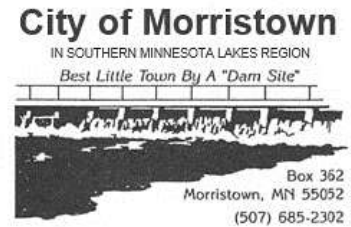
Full Name: [[DocuSignFullName\_2]]

Title: [[DocuSignText\_1]]

Title: [[DocuSignText\_2]]

Phase	Parcel No.	Name	Address 1	Front Footage Abutting Project	Side Footage Abutting Project	Water Main Unit (L.F.)	Water Main Assess.	Water Service Unit (Each)	Water Service Assess.	Sanitary Sewer Main Unit (L.F.)	Sanitary Sewer Main Assess.	Sanitary Sewer Service Unit (Each)	Sanitary Sewer Service Assess.	Reconstructed Street Unit (L.F.)	Reconstructed Street Assess.	Commercial Reconstructed Street Unit (L.F.)	Commercial Reconstructed Street Assess.	Storm Sewer Unit (SF)	Storm Sewer Assess.	Reconstructed Sidewalk Assessment Unit (LF)	Reconstructed Sidewalk Assess. (LF.)	Curb & Gutter Replacement Unit (L.F.)	Curb & Gutter Replacement Assess.	Concrete Driveway Unit (SY)	Concrete Driveway Assess.	Total Adopted Assessment Amount
1	2023351074	Alex Fridstrom	106 Division St S	15.00	0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	15.00	\$1,226.40	0.00	\$0.00	18,975.00	\$5,692.50	7.50	\$234.23	15.00	\$405.90	13.10	\$1,651.65	\$9,210.67

# AGENDA MEMO



**Agenda Item:** Sheriff Contract

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**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Sheriff Contract – Update on 20 hours per week

**Action Requested:** Discussion

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** None

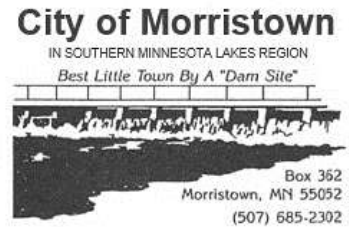
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- Previous Council Action:**
- Called for a meeting with Sara Folsted (County Administrator), Charlie Peters (County Commissioner), and Jesse Thomas (County Sheriff).
  - Asked to see 20 hour per week cost.
- 

- Overview:**
- Held meeting with Rice County where Jesse said that he could run costs for 20 hours per week, and the Court House would absorb the other 20 hours.
  - On 6/9/2025 Jesse sent the following email: *The original Contract was 60 hours. We purchased 2 squad cars and hired two deputies to fill this request. Then Morristown wanted to go down to 40 hours which required Rice County to absorb 20 hours of the one position. We were able to use the hours inside our courthouse for security details. Now Morristown is asking to possibly go down to 20 hours. This would require Rice County to absorb another 20 hours and the cost of the squad car etc.. I have spoken with Commissioner Peters, along with others, on this new request. I know Morristown is trying to come up with ways to save money/cut their budget. I don't think we could shave anything off of our contract or go down to 20 hours. I could look at extending your contract for one year and not raising the costs essentially freezing the cost for one year. I have a feeling that the new school that is projected to open in the fall of 2026 will be a concern for you and us. I will not be available for the July 07 council meeting. Sincerely, Sheriff Jesse Thomas.*
  - Received a call from Commissioner Peters who said he feels we can look at 20 hours. Starting to get the sense there are conflicting points of view on how to handle the request.

- On 6/27/2025, Cities submitted the following through the League: How much do you pay the County to contract law enforcement services:
  - Round Lake:
    - 4 hours/week
    - \$7,200/year
    - Can go over that if they need to.
    - If they ask for more presence, they come to town and don't charge extra.
    - Deputy assigned to City.
      - Attends every Council Meeting.
    - Population: 361
  - Good Thunder:
    - 25 hours/week
    - \$41,600/year
    - Includes parking violation enforcement
    - Population: 547
  - Nevis: Never heard back.
    - 36 hours/week
    - \$98,000/year
    - Assign deputy to the community
    - 5% per year increases
    - Population: 393
- 6/30/2025: Called Commissioner Peters and told him I still haven't received anything for 20 hours per week. Told him about Sheriff Thomas' email and asked if Rice County is willing to consider 20 hours per week. He said he would talk to Thomas and one of them would be in touch.
- 7/2/2025: *Good Morning Ellen, I am off after today. I did work on some possible options for pricing and I find the issue being that Rice County has to pay for a full-time deputy (squad, training etc.) to be able to do 20 hours a week for Morristown. Our contract price for anyone else is \$100/hour for a licensed Deputy with a squad car. Which will be going up in 2026 since we really don't make any money at that rate. I think the best I could do for a 20 hours a week contract is to throw all of the financial formulas out and just charge Morristown \$100/hour. So a 20 hour a week contract for the year would be  $\$100 \times 1040 \text{ hours} = \$104,000$ . This would be a 2 year contract with no increase the second year. This would save you \$55,000 the first year and secure that savings for year two of the contract. Also keep in mind you aren't paying for any records management or evidence storage fees. We will have to re-work the contract language but this would be the financial piece which is what you asked for. Sincerely, Sheriff Jesse J Thomas.*

# AGENDA MEMO



**Agenda Item:** Paid Leave

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Paid Leave

**Action Requested:**

**Staff Recommends:**

**Committee Recommends:**

**Attachments:**

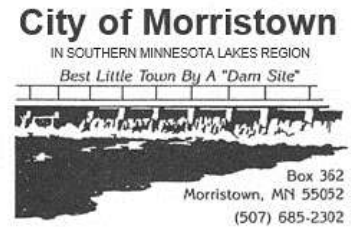
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**Previous Council Action:** None.

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- Overview:** Minnesota created a new program called Minnesota Paid Leave that will go into effect January 1<sup>st</sup> of 2026. The options that the City needs to decide between:
- Pay the whole premium, or pay the 50% minimum.
  - State Plan or Private Plan
    - The cities that are electing to go with the private plan seem to be doing so with companies they already work with for insurance. Since we don't have that option, the State Plan will be the easiest for us to navigate. The report and the portal that we use for unemployment insurance, is already set up for MN Paid Leave.



# AGENDA MEMO



**Agenda Item:** Office

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Office – Create a New Office at Public Works

**Action Requested:** Motion to approve the quote from LaCanne Electric for \$3,426.31.

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** LaCanne Electric Quote

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**Previous Council Action:** None.

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**Overview:** Create a new office at the Public Works building for the Sheriff Deputies. The proposed new office would allow the Historical Society to move into their current space, giving them the room they are looking for. They are currently in the closet behind Skywarn at City Hall.



15983 Cabot Ave Faribault Mn 55021

**ESTIMATE:**                      City of Morristown Office Remodel  
   at old Fire Dept office

**BID :**

- Wire new wall in office area
- replace old and damaged cove heaters and thermostats
- add outlets and switches to accommodate
- move existing lights to accommodate build
- add tv outlet

**BID:**                                      **\$ 3,426.31**

**INCLUDED IN BID:**    \$ 896.33 in cove heaters and thermostats that are already damaged

**Bid Less:**

- Any work not in original bid
- any added bonding or grounding
- any uncovered electrical issues which must be resolved for safety and function

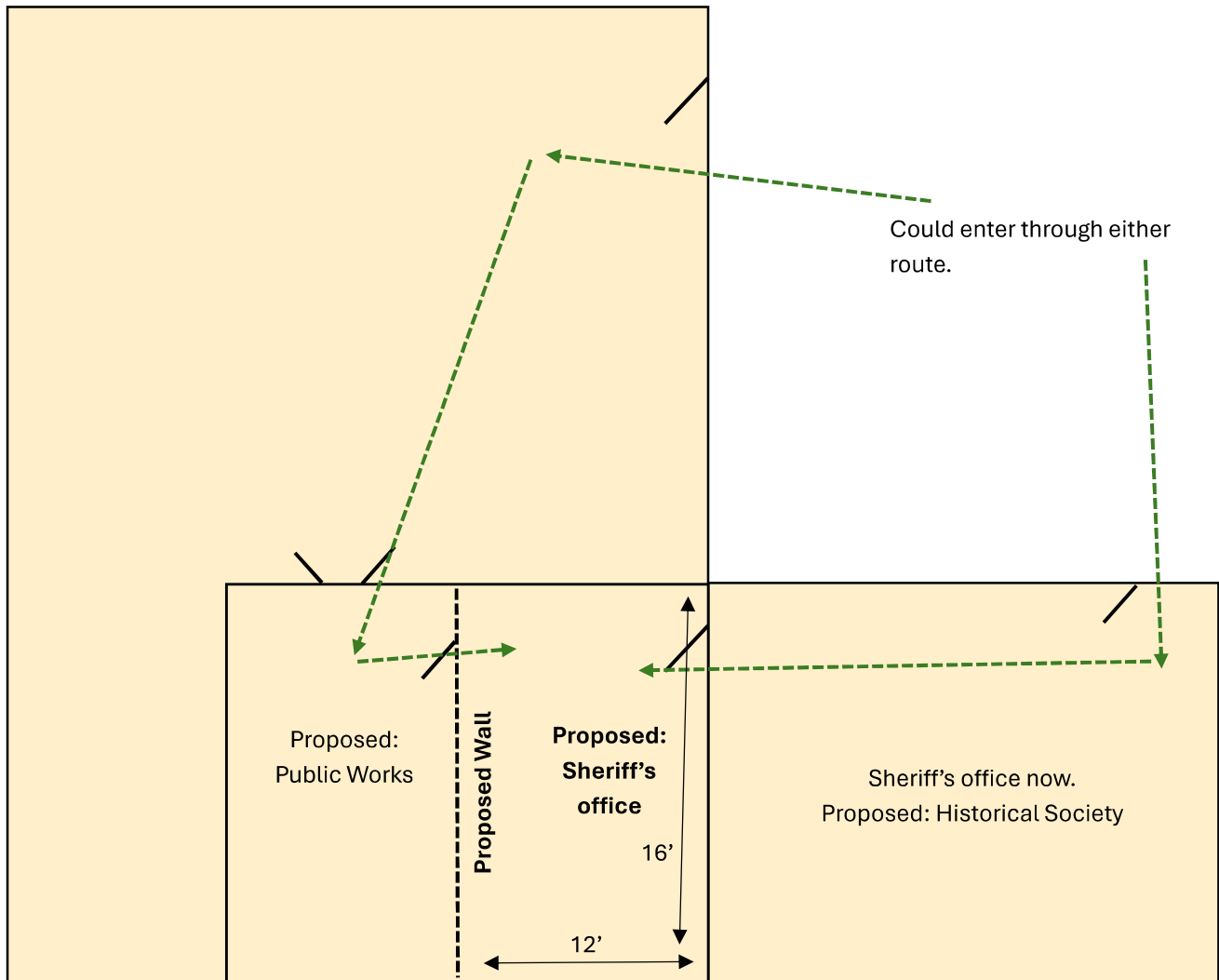
**Terms:**

- All work done in a neat and workmanlike manner.
- Bid is void after 10 days

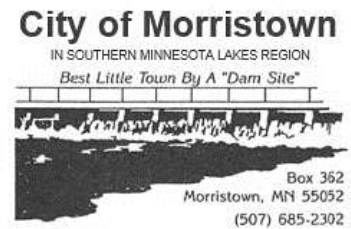
Thank you for the opportunity to bid this project. Please contact me whether or not this bid has been accepted.

Rick LaCanne  
LaCanne Electric LLC  
License #EA683283  
507.838.5198  
lacanneelectric@gmail.com

# Proposed Office Space



# AGENDA MEMO



**Agenda Item:** Set Meeting

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Set Meeting – Set work session for budget, and closed meeting

**Action Requested:** Motion to call for a Closed Meeting on July 16<sup>th</sup> at 7:00 p.m. for 'Litigation Regarding Assessment Appeals'.  
Motion to call for a Work Session to follow the Closed Meeting on July 16<sup>th</sup> for the 2026 budget and levy.

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** None

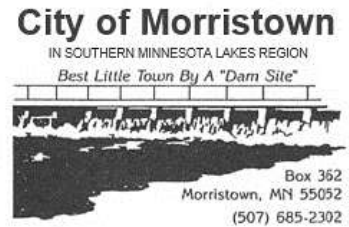
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**Previous Council Action:**

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**Overview:** See 'Action Requested'

# AGENDA MEMO



**Agenda Item:** Building Use

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 7/7/2025

**Meeting Type:** Regular Meeting

**Subject:** Building Use – Old Maintenance Shop Building Use

**Action Requested:**

**Staff Recommends:**

**Committee Recommends:**

**Attachments:**

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**Previous Council Action:** None.

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**Overview:** Public Works is interested in being able to use the old maintenance shop to store equipment like the skidloader attachments, snow plow blade, and the lawn mowers in the winter. It is currently being used to store things for Dam Days, Commercial Club, and Cannon Valley Players. Looking for some clarification on the use of the space. The thought is to divide the space in half, and allow public works the use of the north side of the building.