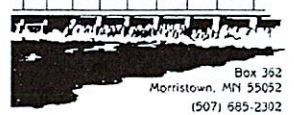


MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting, 7:00 p.m.

Monday, February 3, 2025



1. Call to Order:
2. Pledge of Allegiance:
3. Additions/Corrections:
4. Citizens Comments: *Must sign in prior to meeting*

5. Consent Agenda:
 - A. Police Report January 2025 – to come in separate email
 - B. Fire Department Report January 2025
 - C. Public Works Report January 2025
 - D. City Council Minutes Regular Meeting 1/6/2025
 - E. Zoning Board Minutes Regular Meeting 1/16/2025
 - F. Financial Reports 1/31/2025 – to come in separate email
 - G. Claims & Accounts 1/1/2025 – 1/31/2025
 - H. Resolution 2025-4 Accepting Donation from the Fire Relief
 - I. Resolution 2025-5 Water Fund Transfer to Street Project Debt Fund
 - J. Resolution 2025-6 Designating Official Roles and Annual Pay of 2025 Fire Department Officials
 - K. Resolution 2025-7 General Fund Transfer to Street Project Debt Fund
 - L. Resolution 2025-8 Approval of Liquor License Transfer for Dam Days Celebration
 - M. Resolution 2025-9 Approval of Dam Days Celebration Requests
 - N. Bar Equipment Approve motion to purchase the kegerator, two coolers, and two countertop fridges currently in the bar, from the Commercial Club, for \$3,000.

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:
 - A. Dam Days Steve Nordmeier to speak. Candy purchase. Council parade participation.
 - B. Retirement Tim Boese to speak about the Fire Department’s retirement
 - C. SEH Brent to speak. SEH Contract Renewal and Invoices
 - D. Resolution 2025-10 Reimburse Body Armor Costs for all Emergency Responders
 - E. Alcohol Community Center Alcohol Policy
 - F. Wage 2nd wage rate for plowing snow
 - G. Cannabis Discussion about a Cannabis Ordinance
 - H. Prom WEM After-Prom Party Set up
 - I. Burger and Wing Night Is City Council interested in working a night?
 - J. Audit Set date for Special Meeting to discuss audit

8. CORRESPONDENCE & ANNOUNCEMENTS:
 - A. Dam Days Dam Days will be May 30th, 2025 through June 1st, 2025
9. COUNCIL DISCUSSION & CONCERNS:
10. ADJOURNMENT:
11. NEXT MEETING: Monday, March 3, 2025 – 7:00 p.m.

MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting, 7:00 p.m.
Monday, January 6th, 2025

City of Morristown



Members Present: Tim Flaten (Mayor), Leon Gregor, Joe Caldwell, Anna Nusbaum, Val Kruger
Others Present: Cassie Eldeen (City Clerk), Austin Schulz, Bruce Morris, Jack Schwichtenberg, John Schlie, Johnathan Chmelik, Pam Petersen, Jeff Wenker, Jake Duncan, Lisa Merritt, Mike Mallow, Kyle Green, Tim Dahle, Matt Rossow, Tony Lindahl, Linda Murphy

- 1. Call to Order: A regular meeting of the Morristown City Council was called to order on Monday, January 6th, 2025, at 7:00 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:
Fire Dept. Discuss Retirement Benefits

Motion by Caldwell, seconded by Gregor and carried unanimously to close the regular meeting at 7:04 and open the Public Hearing on Master Fee Schedule.

PUBLIC HEARING 7:04 – MASTER FEE SCHEDULE

Mayor Flaten requested from the residents in attendance if anyone had any comments or concerns. No one spoke up.

Motion by Gregor, seconded by Nusbaum and carried unanimously to close the Public Hearing at 7:07 and Open the Regular Meeting.

Motion by Caldwell, seconded by Gregor and carried unanimously at 7:08 to close the Regular Meeting and open the Closed meeting.

CLOSED MEETING – LITIGATION REGARDING ASSESSMENT APPEALS

Motion by Caldwell, seconded by Kruger and carried unanimously to close the Closed Meeting at 7:40 and re-open the Regular Meeting.

- 4. Citizens Comments: Lisa Merritt had a list of concerns: was wondering what the outcome was from the property that SEH missed assessing, also discussed Resolution 2024-19 and wondered who from the city was involved in calculating assessments, Resident also stated she still hasn't received her itemized bill from SEH, wondering what the outcome was from the directives that SEH was given that they needed to follow up on, placement of drains and the water not draining to them, when are SEH and Holtmeier coming to fix the damage from a dozer hitting construction.

Jake Duncan had concerns with the assessment policy and how the sidewalk assessments were calculated incorrectly. Both his property and the city's were both calculated at 100%, when they should have been 50%.

- 5. Consent Agenda: Motion by Caldwell, seconded by Nusbaum and carried unanimously to approve the Consent Agenda.

- 6. UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Master Fee Schedule Motion by Gregor, seconded by Caldwell and carried unanimously to approve presented Master Fee Schedule for 2025.
- B. Resolution 2025-1 Motion by Caldwell, seconded by Nusbaum and carried unanimously to approve resolution 2025-1, Approving Summary Publication of ordinance 2025-1.
- C. Resolution 2025-2 Motion by Gregor, seconded by Kruger and carried unanimously to approve Resolution 2025-2 Designating LifeEnterprise the official newspaper for 2025.
- D. Resolution 2025-3 Motion by Nusbaum, seconded by Kruger and carried unanimously to approve Resolution 2025-3 Designating Authorized Signors, Tim Flaten and Anna Nusbaum, for Official Depositories and removing Lindahl and Golombeski.

- E. Community Appointments Motion by Nusbaum, seconded by Caldwell and carried unanimously to approve changes in Community appointments for 2025.
- F. Council Meeting Dates Motion by Gregor, seconded by Kruger and carried unanimously to approve meeting dates for City Council Meetings in 2025
- G. 2025 Elected Leaders Institute Information shared with council on upcoming trainings available to them. Motion by Caldwell, seconded by Kruger and carried unanimously to approve up to 5 members to attend trainings.
- H. Zoning Administrator Job Description Motion by Nusbaum, seconded by Caldwell and carried unanimously to approve job description for Zoning Administrator.
- I. Zoning Board Backup Motion by Nusbaum, seconded by Caldwell to approve Val Kruger as a backup for the Zoning Board if needed for a quorum.
- J. Bonding Bill Motion by Kruger, seconded by Caldwell and carried unanimously to NOT move forward in the pursuit of grants as there are no projects in the works.
- K. 106 1st St. SE Discussion on ongoing issues with nuisance property. Nobody believed to be living in the house, but there are unattended dogs in the home. Clerk to contact deputy to discuss options.
- L. Seth Prescher Tim Dahle attended in place of Seth Prescher on behalf of Cannon Valley Players requesting use of the Great Hall on Wednesdays and Sundays for practice and March 6-8 for the play. Clerk to follow up with Seth on potential scheduling conflicts and to confirm cost of last year. Motion by Gregor, seconded by Kruger and carried unanimously to approve usage of Great Hall at last year's rental fee.
- M. SEH Motion by Gregor, seconded by Kruger and carried unanimously to hold payments to SEH.
- N. Fire Dept Tim Boese presents information to Council on increasing retirement benefits for the firefighters. He will come back another month or so after new members can get their questions answered.

8. **CORRESPONDENCE & ANNOUNCEMENTS:**

- A. Public Works will be picking up resident's Christmas trees and disposing of them. The trees just need to be at their curb and be a real tree and the city will pick them up this week, January 6-10.

9. **COUNCIL DISCUSSION & CONCERNS:**

- A. Flaten thanked Linday Murphy and Tony Lindahl for their time and assistance.

- 10. **ADJOURNMENT:** Motion by Caldwell, seconded by Gregor and carried unanimously to adjourn the regular Morristown City Council meeting at 8:26 p.m.

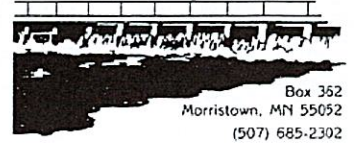
- 11. **NEXT MEETING:**
Regular Meeting: Monday February 3, 2025 – 7:00 p.m.

Approved:

Attested:

Mayor, Tim Flaten

City Clerk, Cassie Eldeen



MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting, 7:00 p.m.

Thursday, January 16, 2025

Members Present: Jim Lonergan (Chair), Pamela Petersen, John Schlie, John Krenik

Members Absent: John Chmelik

Others Present: Cassie Eldeen (City Clerk)

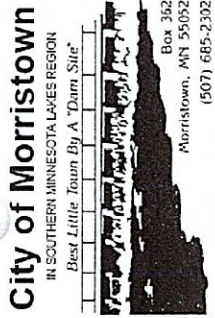
- 1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on January 16, 2025, in the Council Chambers at City Hall at 402 Division St S.
2. Additions to Agenda:
3. Approval of Minutes: Motion by Schlie, seconded by Petersen and carried unanimously to approve the minutes from December 19, 2024.
4. Requests to Be Heard: None
5. Council Action at Last Meeting: Clerk updated the board that the City Council approved the Zoning Administrator's Job Description.
6. UNFINISHED BUSINESS: Chris Bluhm called City Clerk and was wondering if the board would discuss if they would recommend him proceeding with rezoning the industrial property.
7. NEW BUSINESS: A Code Amendment City Clerk explained and showed documentation that the City Code has a typo and would need to be amended to fix.
8. ZONING ADMINISTRATOR'S REPORT: Open and closed permits were reviewed.
9. BOARD DISCUSSION & CONCERNS: House on corner of Division and Chestnut has a temporary structure and that goes against code.
10. ADJOURNMENT: Motion by Schlie, seconded by Krenik, and carried unanimously to adjourn the Thursday, January 16th, 2025, Zoning Board Meeting at 7:58 p.m.
11. NEXT MEETING: Thursday, February 20th, 2025, at 7:00 p.m.

Approved:

Mayor, Tim Flaten

Attested:

City Clerk, Cassie Eldeen



CITY OF MORRISTOWN
Transaction Activity

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
*R Revenue				
PERMIT	R 100-32210 Building Permits	\$100.00	Siding: Tim Strobel, 108 Franklin St. W, PERMIT # 24-	12/11/24
GREAT HALL - OTHER	R 100-34752 CC: Rent	\$250.00	WEM After Prom, WHOLE for 5/3/25	12/12/24
LMC INSURANCE TRUST PC	R 100-36260 Refunds and Reimbursements	\$1,473.00	LMC Property/Casualty 2024 Dividend Calculator	12/12/24
LMC INSURANCE TRUST WC	R 100-36260 Refunds and Reimbursements	\$2,124.00	LMC Work Comp 2024 Dividend Calculation	12/12/24
GREAT HALL - WEDDINGS	R 100-34752 CC: Rent	\$550.00	Jake Guse & Morgan Robinson on 12/06/25	12/23/24
GREAT HALL - OTHER	R 100-34752 CC: Rent	\$550.00	WEM Moving Forward Foundation, WHOLE for 11/23/2	12/30/24
LMC INSURANCE TRUST PC	R 601-36260 Refunds and Reimbursements	\$5,952.33	VFD replacement payment from LMC	01/14/25
GOVERNMENT ROOM	R 100-34754 Gov Center: Rental	\$40.00	Jessica Purdie, 1/25/25	01/26/25
*R Revenue		\$11,039.33		
-E Expenditure				
AMAZON BUSINESS	E 100-41941-240 Small Tools and Equipment	\$179.62	outlet tester, emergency light for truck, mop/bucket, le	01/07/25
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$5,828.35	November 2024 Trash Removal	01/07/25
BADGER METER	E 601-49440-302 WST Metering & Billing	\$172.54	December 2024 Cellular Service to Endpoints	01/07/25
BADGER METER	E 602-49490-302 WST Metering & Billing	\$172.53	December 2024 Cellular Service to Endpoints	01/07/25
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$1,274.29	12.3.24-1.2.25 Gas Utilities at Fire Hall. Acct#1058355	01/07/25
CLEARWAY COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$30.49	November 2024 Electricity for 201 Division St: Well #1	01/07/25
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$664.18	November 2024 Electricity for 75 Verdev Dr: WWTP	01/07/25
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$191.75	Fuel for December 2024: Acct# 319870	01/07/25
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$63.92	Fuel for December 2024: Acct# 319870	01/07/25
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$191.75	Fuel for December 2024: Acct# 319870	01/07/25
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$63.92	Fuel for December 2024: Acct# 319870	01/07/25
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$127.83	Fuel for December 2024: Acct# 319870	01/07/25
ECKBERG LAMMERS	E 100-41610-304 Legal Fees	\$412.00	December 2024 Prosecution Services	01/07/25
ELAN CORPORATE PAYMENT SYSTEM	E 100-41410-430 Miscellaneous	\$123.21	Election Meals	01/07/25
ELAN CORPORATE PAYMENT SYSTEM	E 602-49490-202 Postage	\$218.84	1/3 of Postage for utility bills	01/07/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-202 Postage	\$218.91	1/3 of Postage for utility bills	01/07/25
ELAN CORPORATE PAYMENT SYSTEM	E 603-49520-202 Postage	\$218.85	1/3 of Postage for utility bills	01/07/25
GOPHER STATE ONE CALL	E 601-49440-305 Locating Services	\$14.59	December 2024, 23 tickets	01/07/25
GOPHER STATE ONE CALL	E 602-49490-305 Locating Services	\$14.59	December 2024, 23 tickets	01/07/25
GOPHER STATE ONE CALL	E 100-43102-305 Locating Services	\$1.87	December 2024, 23 tickets	01/07/25
HAWKINS INC	E 601-49440-216 Chemicals	\$3,898.28	Water Tower Chemicals	01/07/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41801-130 Employer Paid Insurance	\$3.45	January 2025 Life Insurance	01/07/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$3.45	January 2025 Life Insurance	01/07/25
LMC LEAGUE OF MINNESOTA CITIES	E 100-41110-433 Dues/Subscriptions	\$882.05	1.1.25-12.31.25 Member's Dues	01/07/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
LMC LEAGUE OF MINNESOTA CITIES	E 601-49440-433 Dues/Subscriptions	\$135.70	1.1.25-12.31.25 Member's Dues	01/07/25
LMC LEAGUE OF MINNESOTA CITIES	E 602-49490-433 Dues/Subscriptions	\$203.55	1.1.25-12.31.25 Member's Dues	01/07/25
LMC LEAGUE OF MINNESOTA CITIES	E 204-42210-433 Dues/Subscriptions	\$135.70	1.1.25-12.31.25 Member's Dues	01/07/25
MACQUEEN EMERGENCY	E 704-42210-215 Operating & Maintenance Supp	\$48,337.00	SCBA cylinders	01/07/25
MN VALLEY REGIONAL FIREFIGHTER	E 204-42210-433 Dues/Subscriptions	\$100.00	2025 Dues	01/07/25
MWQA MN WASTEWATER OPERATOR	E 602-49490-432 Training/Conferences	\$20.00	MWQA, wastewater training	01/07/25
OVERHEAD DOOR CO OF MANKATO	E 100-41946-300 Professional Services	\$2,193.00	Replace white bottom sections of garage door	01/07/25
TEAM LAB	E 602-49490-216 Chemicals	\$1,499.00	WWTP Chemicals, Super/mega bugs	01/07/25
TIMMS TRUCKING & EXCAVATING	E 100-43101-405 Snow and Ice Removal	\$503.75	Removal of snow from city streets	01/07/25
TIMMS TRUCKING & EXCAVATING	E 100-43101-405 Snow and Ice Removal	\$806.25	Removal of snow from city streets	01/07/25
US POSTAL SERVICE	E 603-49520-202 Postage	\$10.00	2025 Renewal of PO Box 362	01/07/25
US POSTAL SERVICE	E 602-49490-202 Postage	\$30.00	2025 Renewal of PO Box 362	01/07/25
US POSTAL SERVICE	E 100-41948-202 Postage	\$30.00	2025 Renewal of PO Box 362	01/07/25
US POSTAL SERVICE	E 601-49440-202 Postage	\$30.00	2025 Renewal of PO Box 362	01/07/25
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$978.06	Weekly Sewer Samples	01/07/25
CALIBRATIONS AND CONTROLS	E 602-49490-300 Professional Services	\$850.00	Verification of flow meters	01/21/25
CALIBRATIONS AND CONTROLS	E 601-49440-300 Professional Services	\$850.00	Annual verification of Well 1 & 2 flow meters	01/21/25
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$297.75	12.4.24-1.2.25 Community Center Gas Utilities	01/21/25
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$23.46	12.4.24-1.2.25 Sewer Plant Gas Utilities	01/21/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.15	12.4.24-1.2.25 Water Tower Gas Utilities	01/21/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$110.49	12.4.24-1.2.25 Water Pump Gas Utilities	01/21/25
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$441.77	12.4.24-1.2.25 Maintenance Shop Gas Utilities	01/21/25
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$297.75	12.4.24-1.2.25 City Hall Gas Utilities	01/21/25
COMMUNITY CO-OP OIL ASSN	E 204-42210-212 Motor Fuels	\$272.14	December 2024 fuel	01/21/25
DAHLE ENTERPRISES MORRISTOWN	E 602-49490-300 Professional Services	\$287.00	Pump Lift Station, Jet Sewer Line	01/21/25
DSG DAKOTA SUPPLY GROUP	E 601-49440-215 Operating & Maintenance Supp	\$1,027.19	Backflow preventer	01/21/25
EAGLE ENGRAVING INC	E 704-42210-300 Professional Services	\$697.00	Retiree gift	01/21/25
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$67.60	11.8.24-12.7.24, 1.8.25-2.7.25 Toshiba Coverage	01/21/25
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	\$33.80	11.8.24-12.7.24, 1.8.25-2.7.25 Toshiba Coverage	01/21/25
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$33.80	11.8.24-12.7.24, 1.8.25-2.7.25 Toshiba Coverage	01/21/25
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$16.90	11.8.24-12.7.24, 1.8.25-2.7.25 Toshiba Coverage	01/21/25
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$16.90	11.8.24-12.7.24, 1.8.25-2.7.25 Toshiba Coverage	01/21/25
EVEREST EMERGENCY VEHICLES INC	E 704-42210-215 Operating & Maintenance Supp	\$42.63	Magnetic Switch	01/21/25
FARIBAUT FLEET SUPPLY	E 602-49490-215 Operating & Maintenance Supp	\$35.48	Cables	01/21/25
FARIBAUT FLEET SUPPLY	E 602-49490-215 Operating & Maintenance Supp	\$21.98	Toilet supplies	01/21/25
FARIBAUT FLEET SUPPLY	E 100-41941-215 Operating & Maintenance Supp	\$187.80	Sawzall Blades, Trash bags, Muriatic Acid	01/21/25
HAWKINS INC	E 602-49490-216 Chemicals	\$3,043.61	WWTP Chemicals	01/21/25
HAWKINS INC	E 602-49490-216 Chemicals	\$30.00	WWTP Chemicals	01/21/25
HAWKINS INC	E 601-49440-216 Chemicals	\$10.00	Water Tower Chemicals	01/21/25
MN STATE FIRE CHIEFS ASSOC	E 204-42210-433 Dues/Subscriptions	\$520.00	2024 Membership renewal for 8 fire fighters	01/21/25
MORRIS, KYLE	E 204-42210-202 Postage	\$146.00	Reimbursement for postage	01/21/25
NAPA WATERVILLE	E 100-43101-215 Operating & Maintenance Supp	\$36.55	Marker	01/21/25

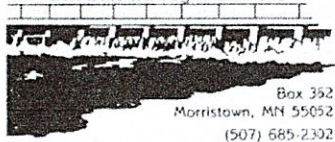
Search Name	Account Descr	Amount	Comments	Check/Receipt	Date
NAPA WATERVILLE	E 602-49490-215 Operating & Maintenance Supp	\$2.99	Blstr Pk Miniatures		01/21/25
NAPA WATERVILLE	E 204-42210-215 Operating & Maintenance Supp	\$14.99	Fire Dept		01/21/25
NAPA WATERVILLE	E 100-43101-215 Operating & Maintenance Supp	\$37.25	Skid Loader Cabin Air Filter		01/21/25
NAPA WATERVILLE	E 100-43101-215 Operating & Maintenance Supp	\$331.08	Skid loader oil change supplies		01/21/25
NAPA WATERVILLE	E 100-41941-215 Operating & Maintenance Supp	\$22.58	Grease		01/21/25
PLUNKETTS PEST CONTROL INC	E 100-41948-310 Pest Control	\$43.81	Pest Control at City Hall		01/21/25
PLUNKETTS PEST CONTROL INC	E 100-41946-310 Pest Control	\$43.82	Pest Control at Community Center		01/21/25
PLUNKETTS PEST CONTROL INC	E 204-42210-310 Pest Control	\$72.33	Pest Control at Fire Hall		01/21/25
RICE COUNTY HIGHWAY DEPARTMEN	E 100-43101-214 Sand and Salt	\$490.00	1.1.24-6.30.24 Salt/sand mixture		01/21/25
RICE COUNTY HIGHWAY DEPARTMEN	E 100-43101-214 Sand and Salt	\$490.00	7.1.24-12.31.24 Salt/sand mixture		01/21/25
RICE COUNTY PROPERTY TAX & ELEC	E 100-41410-300 Professional Services	\$220.10	Ballots, contest/issues, candidates/responses		01/21/25
RICE COUNTY SHERIFFS OFFICE	E 100-42110-307 Police Administration	\$38,350.11	August-October 2024, Law Enforcement Contract		01/21/25
SMITH, TOLLEFSON RAHRICK AND CA	E 100-41610-304 Legal Fees	\$5,343.00	10.1.24-12.31.24, City Attorney Legal Fees		01/21/25
SUEL PRINTING COMPANY	E 100-41110-350 Printing and Binding	\$95.00	Public Hearing-Master Fee Schedule		01/21/25
US BANK	E 370-47210-611 Bond Interest	\$9,906.25	2025 Spring Payment, Interest: Series 2020A		01/21/25
US BANK	E 370-47110-601 Bond Principal	\$85,000.00	2025 Spring Payment, Principal: Series 2020A		01/21/25
USA BLUEBOOK	E 601-49440-216 Chemicals	\$145.18	Water Chemicals		01/21/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	DATE-DATE Public Works Phone		01/22/25
VERIZON WIRELESS	E 100-41946-320 Communication	\$41.39	DATE-DATE Community Center Phone		01/22/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$41.39	DATE-DATE Public Works Phone 2		01/22/25
VERIZON WIRELESS	E 100-41941-320 Communication	\$40.01	DATE-DATE Public Works Tablet Internet		01/22/25
VERIZON WIRELESS	E 100-42502-320 Communication	\$200.05	DATE-DATE Skywarn Tablet #1-5 Internet		01/22/25
		\$220,371.74			
		\$231,411.07			

-E Expenditure

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



AGENDA MEMO

Agenda Item: Resolution 2025-4

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Resolution 2025-4 Accepting Donation from the Fire Relief

Action Requested: Motion to approve Resolution 2025-4 Accepting Donation from the Fire Relief

Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2025-4

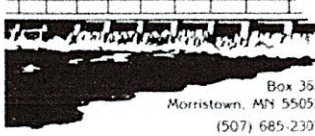
Previous Council Action: Similar resolution approved each year.

Overview:

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



**RESOLUTION 2025-4
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>
Morristown Firemen's Relief Association	\$186,779.42

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

<u>Designated to</u>	<u>Amount</u>
Dam Days Clean Up	\$5,000.00
Dam Days Fireworks	\$10,000.00
Pumper Fund	\$30,000.00
Equipment Fund	\$141,779.42
Total Donation:	\$186,779.42

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.

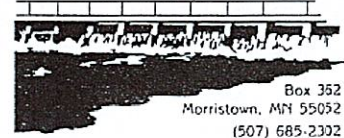
Accepted by the City Council of the City of Morristown on Monday, February 3, 2025

Approved:

Mayor, Tim Flaten

Attested:

Cassie Eldeen, City Clerk/Treasurer



AGENDA MEMO

Agenda Item: Resolution 2025-5

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Resolution 2025-5, Water Fund Transfer to Street Project Debt Fund

Action Requested: Motion to approve Resolution 2025-5 Water Fund Transfer to Street Project Debt Fund

Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2025-5

Previous Council Action: City Council has approved the resolution each year it's been presented.

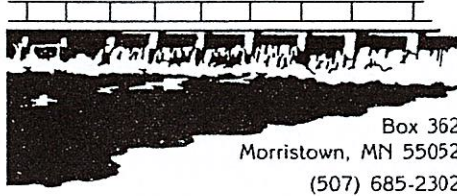
Overview: As part of our 2022 bond, \$8,834.00 was set up to be transferred each year from the water fund to the 2022 street project debt fund to keep our bond payment as low as possible.

This is a yearly resolution.

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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Box 362
Morristown, MN 55052
(507) 685-2302

RESOLUTION 2025-5 A RESOLUTION APPROVING TRANSFER OF FUNDS

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

NOW, THEREFORE BE IT RESOLVED, that the Morristown City Council hereby approves the following transfers:

1. Transfer \$8,838.24 from the Water Fund (Fund 601) to the 2022 Street Capital Project Debt Fund (Fund 371) for future debt bond payments.

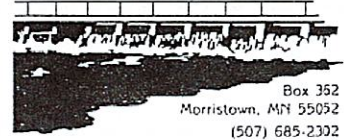
Accepted by the City Council of the City of Morristown on Monday, February 3, 2025.

Approved:

Mayor, Tim Flaten

Attested:

City Clerk, Cassie Eldeen



AGENDA MEMO

Agenda Item: Resolution 2025-6

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Resolution 2025-6, Designating Official Roles and Annual Pay of 2025 Fire Department Officials

Action Requested: Motion to approve Resolution 2025-6 Designating Official Roles and Annual Pay of 2025 Fire Department Officials

Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2025-6

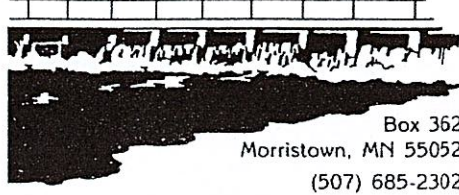
Previous Council Action:

Overview: This is a yearly resolution that appoints new officers, if applicable, as well as issuing their annual payment.

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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RESOLUTION 2025-6

A RESOLUTION DESIGNATING OFFICIAL ROLES AND ANNUAL PAY OF 2025 FIRE DEPARTMENT ELECTED AND APPOINTED OFFICIALS

BE IT RESOLVED by the Morristown City Council, that the following elected and appointed officials are hereby statutorily appointed to serve and receive annual payment for their service in 2025:

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

Total: \$7,950

Accepted by the City Council of the City of Morristown on Monday, February 3, 2025.

Approved:

Mayor, Tim Flaten

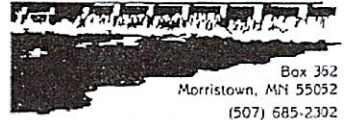
Attested:

City Clerk, Cassie Eldeen

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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AGENDA MEMO

Agenda Item: Resolution 2025-7

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Resolution 2025-7, General Fund Transfer to Street Project Debt Fund

Action Requested: Motion to approve Resolution 2025-7 General Fund Transfer to Street Project Debt Fund

Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2025-7

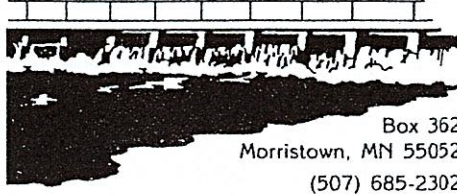
Previous Council Action: Has been approved each time it's been presented.

Overview: This is a yearly resolution that transfers money from the general fund, to the 2022 street project debt fund. The money is what we owe for our assessed portion of the 2022 project for the public works building.

City of Morrystown

IN SOUTHERN MINNESOTA LAKES REGION

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Box 362
Morrystown, MN 55052
(507) 685-2302

RESOLUTION 2025-7

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, and to make operating transfers;

NOW, THEREFORE BE IT RESOLVED, that the Morrystown City Council hereby approves the following transfers:

1. Transfer \$5,826.30 from the General Fund (Fund 100) to the 2022 Street Capital Project Debt Fund (Fund 371) for future debt bond payments.

Accepted by the City Council of the City of Morrystown on Monday, February 3, 2025.

Approved:

Mayor, Tim Flaten

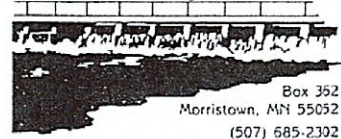
Attested:

City Clerk, Cassie Eldeen

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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

AGENDA MEMO

Agenda Item: Resolution 2025-8

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Resolution 2025-8, Approval of Liquor License Transfer for Dam Days Celebration

Action Requested: Motion to approve Resolution 2025-8 Approval of Liquor License Transfer for Dam Days Celebration

Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2025-8

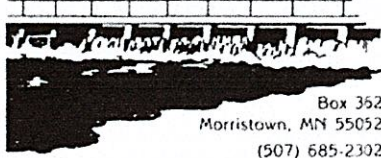
Previous Council Action: Has been approved each time it's been presented.

Overview: This is a yearly motion to allow for the transfer of the Commercial Club's on-sale liquor license to allow the Commercial Club to serve alcohol off-premise.

City of Morristown

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Morristown, MN 55052

(507) 685-2302

RESOLUTION 2025-8 APPROVAL OF LIQUOR LICENSE TRANSFER FOR DAM DAYS CELEBRATION

WHEREAS, 340A.404 INTOXICATING LIQUOR; ON-SALE LICENSES §SUBD. 4. SPECIAL PROVISIONS; SPORTS, CONVENTIONS, OR CULTURAL FACILITIES; COMMUNITY FESTIVALS of the Minnesota Statutes state that the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality.

WHEREAS, the Morristown Commercial Club holds a retail on-sale intoxicating liquor license issued by the City of Morristown.

WHEREAS, the City of Morristown wishes to declare Dam Days, occurring from May 30, 2025, until June 1, 2025, a community festival.

THEREFORE, BE IT RESOLVED, the City Council of the City of Morristown does hereby declare the Dam Days celebration event as a Community Festival.

BE IT FURTHER RESOLVED, the City Council of the City of Morristown, does hereby approve the transfer of the Morristown Commercial Club liquor license to Dam Days on May 30, May 31, & June 1, 2025 to serve alcohol at the Dam Days Beer Garden.

Adopted by the City Council of the City of Morristown this 3rd day of February 2025.

By:

Mayor, Tim Flaten

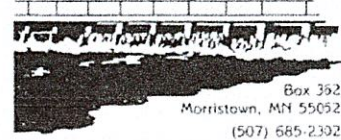
ATTEST:

City Clerk, Cassie Eldeen

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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AGENDA MEMO

Agenda Item: Resolution 2025-9

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Resolution 2025-9 Approval for Dam Days Celebration Requests

Action Requested: Motion to approve Resolution 2025-9 Approval for Dam Days Celebration Requests

Staff Recommends: Approve

Committee Recommends:

Attachments: Resolution 2025-9

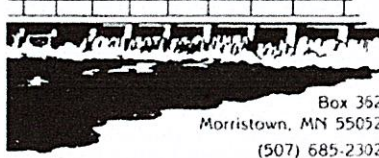
Previous Council Action: Requests are approved each year.

Overview: Dam Days Committee asks council for the approval of these requests each year to facilitate Dam Days.

City of Morristown

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Box 352

Morristown, MN 55052

(507) 685-2302

RESOLUTION 2025-9 APPROVAL OF DAM DAYS CELEBRATION REQUESTS

WHEREAS, the Dam Days community festival is May 30, 2025, through June 1, 2025.

WHEREAS, the Dam Days Committee needs permission from the City Council to close the Main Street.

WHEREAS, the Dam Days Committee needs permission from the City Council to use the community center rent-free for Dam Days meetings, setup, practices, and events

THEREFORE, BE IT RESOLVED, the City Council of the City of Morristown does hereby declare Main Street W will be closed from Division St to Second Street SW from 12 p.m. on Wednesday, May 28, 2025 through Monday, June 2, 2025.

BE IT FURTHER RESOLVED, the City Council of the City of Morristown, does hereby grant the use of the community center rent free to the Dam Days Committee for their Dam Days celebration meetings, setup, practices, and events for the year 2025, including, but not limited to, the Car Show (parking lot and bathrooms), Euchre Tournament, and the Miss Morristown Pageant.

Adopted by the City Council of the City of Morristown this 3rd day of February 2025.

By:

Mayor, Tim Flaten

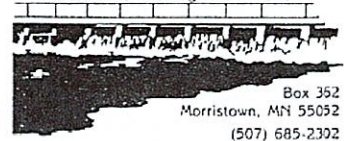
ATTEST:

City Clerk, Cassie Eldeen

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

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

AGENDA MEMO

Agenda Item: Bar Equipment

To: City Council

From: Cassie Eldeen

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Approve bar equipment purchase price

Action Requested: Motion to approve purchasing the kegerator, two coolers, and two counter top fridges currently in the bar, from the Commercial Club, for \$3,000.

Staff Recommends: Approve

Committee Recommends:

Attachments:

Previous Council Action: On December 2, 2024:

“Motion by Caldwell, seconded by Murphy and carried unanimously to approve Commercial Club Contract with ability to change the amount for the purchases section if needed. Equipment to be inspected to assist with price.”

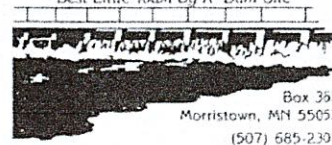
Overview: I looked into the price for the make and model of the coolers and kegerator if bought new, as well as what the same models are going for on multiple resale sites.

It appears \$3,000 is a good price for the five items.

Kegerator: New: \$4,697 Used: \$1,500-\$2,700

First cooler: New: \$3,500 Used: \$1,995

Second cooler: New: \$3,500 Used \$1,595



AGENDA MEMO

Agenda Item: Dam Days

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Dam Days: Steve Nordmeier to speak. Candy purchase. Council parade participation.

Action Requested: Motion to approve spending \$XX amount on candy for Dam Days parade, and \$XX amount on 4th of July parade in North Morristown.

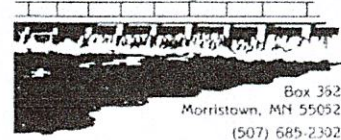
Staff Recommends:

Committee Recommends:

Attachments:

Previous Council Action: Council has previously chosen to spend \$600 on candy for Dam Days, and \$200 on the 4th of July parade.

-
- Overview:**
- Steve Nordmeier would like to talk to council about this year's Dam Days celebration, as well as answer any questions council may have.
 - Each year the council decides how much they would like to spend on candy for the Dam Days parade, as well as the 4th of July parade.
 - The Dam Days Committee would like to know which council members will be walking in the parade.



AGENDA MEMO

Agenda Item: SEH

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Brent to speak. SEH Contract Renewal and Invoices.

Action Requested: Decide whether to pay SEH outstanding invoices, and sign contract

Staff Recommends: Not paying for additional assessment work.

Committee Recommends:

Attachments: SEH renewal contract

Previous Council Action: On January 6, 2025: "Motion by Gregor, seconded by Kruger and carried unanimously to hold payments to SEH."

-
- Overview:**
- Brent was asked to be present at this meeting. In a follow-up email, he wrote that he will be prepared to answer any questions city council may have, or will follow-up if need be. Specific assessment related questions will only be answered after a meeting with the City Attorney and staff on February 13th.
 - Invoices are still outstanding.
 - SEH has submitted their annual contract.



Building a Better World
for All of Us®

January 1, 2025

RE: City of Morristown, Minnesota
2024 Agreement for Professional
Services
SEH No. MORRT 177823 10.03

Ellen Judd, City Administrator
City of Morristown
PO Box 362
Morristown, MN 55052

Dear Ellen:

Short Elliott Hendrickson Inc. (SEH®) is honored to serve as the City Engineer for the City of Morristown. As a supplement to the Master Agreement for Professional Services dated December 7, 2020, we are submitting our annual Supplemental Letter Agreement (SLA) to continue our services for calendar year 2025.

This work may include items such as:

- Site plan review.
- Structural review.
- Reviewing infrastructure needs or issues.
- Preparing cost estimates for various projects.
- Mapping or development of sketch plans.
- Agency coordination (MnDOT, Rice County, MDH, and MPCA).
- Planning services.
- Assisting in grant applications.
- Other city engineering related tasks as requested.

It is understood that work under this agreement will be based on requests from the City Staff to Brent Kavitz or assigned representatives. In the past, the amount of city engineering work SEH completes for the City varies from year to year. We are proposing to keep the agreement amount the same as the past several years. The City would be provided a detailed invoice outlining the work that was completed. If there are larger projects that develop during the year, we would provide a separate proposal to the City for that specific project.

PROPOSED FEES

We propose to provide the services outlined above for the City of Elysian on an Hourly basis, not-to-exceed a total of **\$10,000** in calendar year 2025.

Please contact me with any questions or comments concerning this proposal/agreement. If this proposal is acceptable to you, please sign the attached Supplemental Letter Agreement and return a scanned copy to me.

Engineers | Architects | Planners | Scientists

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

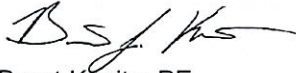
507.388.1989 | 877.316.7636 | 888.908.8166 fax | sehinc.com

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

Ellen Judd
January 1, 2025
Page 2

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Brent Kavitz, PE
Associate/Client Service Manager
(Lic. MN, ND)

jb

Enclosure

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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 January 1, 2025, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2025 General Engineering Services.

Client's Authorized Representative: Ellen Judd
Address: 402 Division St, PO Box 362, Morristown, Minnesota 55052, United States
Telephone: 507.685.2302 **email:** ejudd@ci.morristown.mn.us

Project Manager: Brent Kavitz
Address: 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001
Telephone: 507.299.5211 **email:** bkavitz@sehinc.com

Scope: The Services to be provided by Consultant:

General engineering, architectural, or other consulting services as indicated in the attached letter dated January 1, 2025.

Schedule: Services to be provided in calendar year 2025.

Payment: The fee is hourly not-to-exceed \$10,000 including expenses and equipment without written approval from Client.

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

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of Morristown, MN

By: 
Full Name: Brent Kavitz
Title: Associate/Client Service Manager

By: _____
Full Name: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Morristown, MN (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2025

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

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

A. Hourly Basis Option

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

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

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

B. Expenses

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

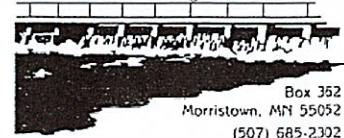
1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having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

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

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

The Client shall pay Consultant monthly for equipment utilization.



AGENDA MEMO

Agenda Item: Resolution 2025-10

To: City Council
From: Ellen Judd
Meeting Date: 2/3/2025
Meeting Type: Regular Meeting
Subject: Resolution 2025-10 Reimburse Body Armor Costs for all Emergency Responders
Action Requested: Motion to approve Resolution 2025-10 Reimburse Body Armor Costs for all Emergency Responders
Staff Recommends: Approve
Committee Recommends: Fire Department Board of Directors recommends approval.
Attachments: Resolution 2025-10

Previous Council Action:

Overview: Email from Rice County:

"Yesterday morning the Rice County Board of Commissioners approved the attached resolution endorsing federal funding to help pay for protective vests for first responders.

As you may recall, we are asking the federal government to offer reimbursements just as it does for law enforcement and correctional officers.

We have met with representatives from U.S. Rep. Angie Craig, and Sens. Amy Klobuchar and Tina Smith's offices, all who have expressed early support for our work and it's our hope one of them will put forward a bill in the coming months. Our next step is to continue to build support by asking governmental entities to join Rice County in endorsing this funding.

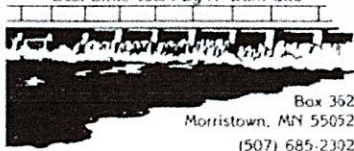
This is where you come in. We need your help to bring this request before your council/board. If appropriate, a member of the steering committee can attend a work session to explain the request and answer questions.

If your board/council decides to approve a similar resolution, please forward a signed copy to me by Feb. 28 so we can show our legislators the groundswell of support for this proposal.”

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



RESOLUTION 2025-10

ENDORING FEDERAL LEGISLATION TO REIMBURSE BODY ARMOR COSTS FOR ALL EMERGENCY RESPONDERS

WHEREAS, the Patrick Leahy Bulletproof Vest Partnership, enacted in 1998, allocated funds to reimburse up to 50% of the cost of body armor vests for law enforcement and correctional officers, the bill does not provide similar reimbursements for other first responders: EMTs, paramedics and firefighters; and

WHEREAS, since fiscal year 2015, body armor vests have been directly attributable to saving the lives of at least 305 law enforcement and corrections officers (based on Office of Justice Programs data, April 2023.). Forty-three of those body armor vests were purchased, in part, with BVP funds; and

WHEREAS, the proliferation of guns in the U.S. and increasing societal unrest has led to a significant uptick in violence against all emergency responders, including fire and EMS personnel, according to sources that include the Centers for Disease Control and Prevention and research published in the National Library of Medicine; and

WHEREAS, emergency responders provide critical services to our communities and we strive to provide equipment that allows them to do their jobs properly, efficiently and safely; and

NOW, THEREFORE, BE IT RESOLVED, the Morristown City Council endorses the effort to provide federal funding for body armor for all first responders and those acting in a first responder capacity, and urges Congress to pass legislation providing additional funding for body armor vests and broadening the requirements to include fire fighters, and rescue and EMS personnel, whether serving their community in public and private entities.

Adopted by the City Council of the City of Morristown this 3rd day of February 2025.

By:

Mayor, Tim Flaten

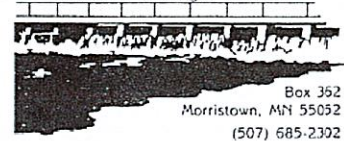
ATTEST:

City Clerk, Cassie Eldeen

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



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

AGENDA MEMO

Agenda Item: Alcohol

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Community Center Alcohol Policy

Action Requested: Motion to approve the Community Center Alcohol Policy, as well as approving city staff to apply for a consumption and display permit.

Staff Recommends: Approve

Committee Recommends: N/A

Attachments: Great Hall Rental Procedure

Previous Council Action: None

- Overview:**
- 100 guests or less: This is a recommendation from our insurance agent at the League of MN Cities. He said that having alcohol brought in, for more than 100 people, can get out of hand, and should then require an alcohol caterer. This number can be adjusted, although it is recommended to have it high enough to allow for birthday parties, retirement parties, etc. to choose this option.
 - Consumption and Display permit: This permit is \$250/year. The City would apply for it each year, which would allow alcohol to be brought in, but not sold.
 - GatherGuard: This is the insurance that the League of MN Cities offers, and they recommend that we require. When I tried it, the price was \$100 for a birthday party of 200 people with alcohol.

Community Center Alcohol Policy

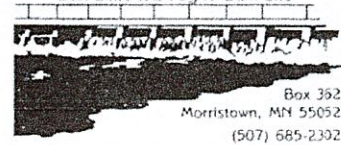
1. Alcohol.

- a. **100 Guests or Less:** The City holds a Consumption and Display Permit that allows the renter of the Community Center to bring their own alcohol, so long as it is not sold. This is only allowed for events of 100 people or less. If you are planning on selling alcohol in any capacity, an alcohol caterer must be used.
- b. **More Than 100 Guests.** The City of Morristown requires the renters of the Community Center to hire an alcohol caterer for any event that has more than 100 guests.
- c. **Alcohol Catering.** All Alcohol caterers are required to have Liquor Liability Insurance and to defend and indemnify the City for any claims related to liquor sales.
 - i. A minimum of \$1,000,000 in Commercial General Liability Insurance and,
 - ii. \$1,000,000 in Liquor Liability Insurance is required, regardless of whether the caterer is selling alcohol or just serving it.
 - iii. The city must be added as an additional insured to both policies.

2. Event Insurance Coverage.

The City requires that anyone who has alcohol on premise when renting the Community Center, must purchase event insurance coverage through GatherGuard.

- a. The renter must purchase Commercial General Liability Insurance with a minimum of \$1,000,000 per occurrence. "Host liquor" coverage is also required under the general liability coverage.
- b. The City must be added as an additional insured to the renter's Liability Coverage Insurance.
- c. The Certificate of Liability Insurance must be submitted to the City of Morristown no less than 10 days prior to the event.



AGENDA MEMO

Agenda Item: Wage

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Wage for Plowing Snow

Action Requested: Motion to pay employees for hours spent plowing snow, salting or sanding, using a second pay rate of \$25/hour, if the employee currently makes less than \$25/hour. Effective February 3rd, 2025.

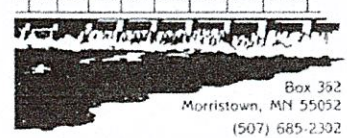
Staff Recommends: Approve

Committee Recommends:

Attachments:

Previous Council Action:

Overview: In the past, employees were hired seasonally to plow snow, and were paid \$25/hour. At April's meeting, the seasonal position was removed, and employees were hired as part-time employees, year-round. The issue of snow plowing wage was brought up at that time, but not resolved. Employees have requested that they still be paid \$25/hour when performing snow plow activities.



AGENDA MEMO

Agenda Item: Cannabis

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Discussion about a Cannabis Ordinance

Action Requested:

Staff Recommends:

Committee Recommends:

Attachments:

Previous Council Action: Council chose to have Rice County conduct the registration and compliance part.

Overview: Rice County indicated that cities will most likely take over the registration and compliance portion after the first year or so. In that case, Morristown should start working on changing our ordinances to what we'd like to see in the coming years. Mark will discuss the current process, and get feedback from city council for what they'd like to see in the future.

City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



AGENDA MEMO

Agenda Item: Audit

To: City Council

From: Ellen Judd

Meeting Date: 2/3/2025

Meeting Type: Regular Meeting

Subject: Set date for Special Meeting to discuss audit

Action Requested:

Staff Recommends:

Committee Recommends:

Attachments:

Previous Council Action:

Overview: Our auditor is available:

- February 26
- February 27
- March 13
- March 17, 18, 19, 20

Set a special meeting for a date provided above to review the 2024 audit.