

# MORRISTOWN CITY COUNCIL MEETING AGENDA

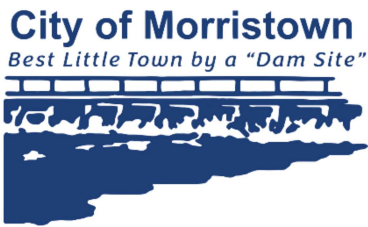
Regular Meeting, 7:00 p.m.

Monday, December 1, 2025

## PUBLIC HEARING – TRUTH IN TAXATION – 7:00 PM OR SOON THEREAFTER

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1. Call to Order:
  2. Pledge of Allegiance:
  3. Additions/Corrections:
  4. Citizens Comments: *Need to sign up prior to meeting*
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- PUBLIC HEARING      TRUTH IN TAXATION (TNT HEARING)**
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5. Consent Agenda:
    - A. Police Report November 2025 – to come in separate email
    - B. Fire Department Report November 2025
    - C. Public Works Report November 2025  
[5C1. 11.2025 Public Works Council Report.docx](#)
    - D. City Council Minutes Regular Meeting 11/3/2025  
[5D1. 11.4.25 City Council Meeting Minutes.docx](#)  
Work Session 10/29/2025  
[5D2. 10.29.25 City Council Meeting Minutes - Work Session](#)
    - E. Zoning Board Minutes Regular Meeting 11/20/2025  
[5E1. Zoning Meeting Minutes 11.20.25](#)
    - F. Financial Reports November 2025 – to come in separate email
    - G. Claims & Accounts November 2025  
[5G1. November Claims & Accounts](#)
    - H. Ordinance 2025-6 Alcoholic Beverages Amendment  
[5H1. Agenda Memo - Ordinance 2025-6.docx](#)  
[5H2. Ordinance 2025-06 110.13 Alcoholic Beverages Amendment.docx](#)
    - I. Resolution 2025-34 Alcoholic Beverage Amendment Summary Publication  
[5I1. Agenda Memo - Resolution 2025-34.docx](#)  
[5H2. Resolution 2025-34 Alcoholic Beverage Amendment Summary Publication.docx](#)
    - J. Ordinance 2025-7 Section 32.04 and 32.05 Amendment - Fire Call Rates  
[5J1. Agenda Memo - Ordinance 2025-7.docx](#)  
[5J2. Ordinance 2025-07 Section 32.04 Amendment - Fire Call Rates.docx](#)
    - K. Pay Review COLA and Step Increase  
[5K1. Agenda Memo - Pay Review.docx](#)
    - L. Sewer Reimb. Pay Adam Hackney 2,000 Sewer Repair Reimbursement  
[5L1. Agenda Memo - Sewer Reimb.docx](#)  
[5L2. M&W Invoice.pdf](#)
    - M. Resolution 2025-32 Adopting the Final 2025 Property Tax Levy  
[5M1. Agenda Memo - Resolution 2025-32.docx](#)  
[5M2. Resolution 2025-32 Final Tax Levy & Budget.docx](#)
    - N. Master Fee Proposed Master Fee Schedule & Hearing Date  
[5N1. Agenda Memo - Master Fee Schedule.docx](#)  
[5N2. 2026 Master Fee Schedule.docx](#)
    - O. Resolution 2025-33 Accepting a Donation, Food Warmer  
[5O1. Agenda Memo - Donation.docx](#)  
[5O2. Resolution 2025-33 Accepting Donation for a Warmer.docx](#)  
[5O3. Email from Tom.pdf](#)
    - P. Annual Pay Approve the Annual Pay Amounts  
[5P1. Agenda Memo - Annual Pay.docx](#)  
[5P2. City Council Pay.pdf](#)  
[5P3. Zoning Board Pay.pdf](#)

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6. **UNFINISHED BUSINESS:**
- A. IT Bevcomm, Pantheon, Tech Support of MN will speak on IT Service Quotes
  - B. Sheriff's Contract Discussion/Decision on the Sheriff's Contract – PUBLIC INPUT WELCOME!  
*All citizens are welcome and encouraged to attend to participate in discussion with City Council.*
  - C. Solar Panels Discuss Interim Use Permit for Solar Panels at PID 1323300001
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7. **NEW BUSINESS:**
- A. Fireman's Dance Liquor License Approval  
[7A1. Agenda Memo - Temp Liquor License.docx](#)  
[7A2. Temporary Liquor License Application.pdf](#)
  - B. WEM Meeting Call Meeting with WEM School Board  
[7B1. Agenda Memo - WEM Meeting.docx](#)
  - C. Event Set-up Hire for the Event Set-up Position  
[7C1. Agenda Memo - Event Set-up.docx](#)
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8. **CORRESPONDENCE & ANNOUNCEMENTS:**
9. **COUNCIL DISCUSSION & CONCERNS:**
10. **ADJOURNMENT:**
11. **NEXT MEETING:** Monday, January 5, 2026 – 7:00 p.m.



# Public Works

## Council Report

November 2025

### General

- Sweeper maintenance
- Locates as needed
- Changed oil in generators
- Weekly Generator checks.
- Fixed up alley behind archies
- Put sander and wing on
- Put all plows on trucks
- Changed oil on big plow truck
- Fixed air leaks on big truck
- Installed new purge valve on big truck
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### Water

- Daily testing
- Flushed hydrants
- Drawdown tests
- Endpoint installs/ repairs
- Flush tower
- Located watermain and curb stops
- Working on lead waterlines
- Cleaned water tower building
- Put tags on all the outlets at the water tower for chemical pumps
- Been working on completing fixes to the well as required by the state
- Valve maintenance
- Oiled hydrants
- Water shut offs

### Wastewater

- Daily testing
- Cleaned lift pumps
- Decant weekly
- Cleaned grit chamber
- Cleaned flocculator
- Cleaned both clarifiers
- Settleometer tests
- Cleaned grit chamber
- Weekly samples
- Rick will be coming to look at some wiring issues at the plant.
- Sprayed for gnats outside of plant
- Hauled sludge
- Stopped feeding chlorine into contact tank for winter

## Streets

- Swept streets
- Manhole checks
- Cleaned storm sewer intakes on street project
- Plowed snow
- Cut down bushes on landscaping along east Sidney st
- Put up Christmas lights and banners
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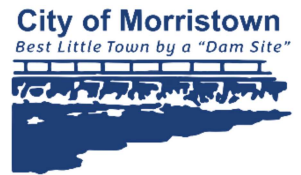
## Parks/Compost

- Picked up garbage
- Maintained brush pile/burned brush pile
- Picked up brush in the parks that fell
- Winterized bathrooms

## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting, 7:00 p.m.

Monday, November 4, 2025



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

Members Absent: -

Ellen Judd (City Administrator), Cassie Eldeen (City Clerk), Mark Rahrlick, Austin Schulz, Kyle Morris, Kyle Green, Steve Nordmeier, Johnathon Chmelik, Sharon Krenik, Elden

Others Present: Eklund, Sherrie Brunner, Curtis Chavie, Holly Chavie, Rashelle Peters, Matt Peters, Steve Felix, Pam Petersen, Taj Baker, Katlyn Imrick, Charlie Peters, Mike Mellow, Tony Lindahl, John Schlie

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|----|------------------------|--|
| 1. | Call to Order:         | A regular meeting of the Morristown City Council was called to order on Monday, November 4th, 2025, at 7:00 p.m. in the council chambers at 402 Division Street South by Mayor Tim Flaten.   |
| 2. | Pledge of Allegiance:  | The Pledge of Allegiance was recited.  |
| 3. | Additions/Corrections: | None   |
| 4. | Citizens Comments:     | John Chmelik is questioning status of the street project punch list. He has an issue with some of his cement and hasn't seen or heard from anyone. Judd stated that they are waiting for Lee to return from vacation because to fix it correctly is a bigger issue than what was originally thought. But, it is still on the list. |
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|----|--------------------|--|
| 5. | Consent Agenda:    | Motion by Nusbaum, seconded by Gregor, and carried unanimously to approve the consent agenda. The consent agenda included the following items and motions:                                 |
|    | <i>Routine</i>     | Motion to approve the Police report, Fire Department report, Public Works report, City Council minutes, Zoning Board minutes, financial reports, and the Claims and Accounts as presented. |
| H. | Tree Pickup        | Motion to approve public works staff to pick up Christmas trees that are left on the curb between 1/5/2026 at 8 a.m. through 1/9/2026 at 10 a.m. and bring them to the brush site.         |
| I. | Snow Removal       | Motion to approve the quote from Timm's Trucking for city snow removal.  |
| J. | MN Paid Leave      | Motion to approve the new language addition for Minnesota Paid Leave to the employee handbook.   |
| K. | ACH                | Motion to approve adoption of the ACH Policy.  |
| L. | Resolution 2025-30 | Motion to approve Resolution 2025-30 Approving Archambault's as a new ACH Vendor.  |
| M. | Ordinance 2025-6   | Motion to approve posting Ordinance 2025-6, Right-of-Way Ordinance for 10 days on the City's official posting boards and website.  |
| N. | Resolution 2025-31 | Motion to approve Resolution 2025-31 Summary Publication for Ordinance 2025-6.   |
| O. | Phones             | Motion to approve the Refresh/Renewal presented by Bevcomm.  |
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|----|-----------------------------|---|
| 6. | <b>UNFINISHED BUSINESS:</b> |   |
| A. | Sheriff Contract            | <p><i>Mayor Flaten</i> gave a quick summary of the Sheriff Contract, cost, and concerns to residents in attendance. He wants to get the public's input.</p> <p><i>Pam Petersen</i> – 107 Bloomer St. E – Stated she goes on frequent walks, isn't a slow walker, but can hardly cross the road because the cars aren't slowing down. She has heard rumors that speeding tickets aren't being given to violators. She is wondering what we are paying them to do.</p> <p><i>Nusbaum</i> clarified that they have asked Rice County for more speed enforcement.</p> <p><i>John Chmelik</i> – 300 Division St. S – Said that if they aren't enforcing speed, noise, etc., for a city service they are pretty worthless.</p> <p><i>Mayor Flaten</i> clarified that the deputies are fantastic and it's nothing personal</p> <p><i>Steve Felix</i> – 425 Franklin St. W – Stated that in the last 9 months, he has only seen somebody patrolling past his out maybe 4 times. Steve inquired how many hours per</p> |

shift they are patrolling vs. doing their paperwork. Stressed that police presence needs to be visible to the residents, or it appears they are stealing from the taxpayers. He believes that council should be dictating more of what times they are here in Morristown.

*Caldwell* spoke about a meeting he was in with Sheriff Thomas, Administrator Judd, and Councilmember Nusbaum. They let Sheriff Thomas know they need assistance with authority for snow emergencies and were met with a response stating the ordinances aren't work the paper they are written on. That gave the impression that he doesn't want to be here in Morristown. Wording changes were made to ordinances, hoping to turn things around. That has yet to happen. They asked if they could select a few important ordinances that could be enforced. Sheriff Thomas said they weren't going to do more work for essentially less money.

*Gregor* said he has a hard time with how much the taxpayers are paying and aren't getting their "bang for their bucks"

*Kruger* said he knows people will be upset if they end up ending the sheriff contract. That is why we want people to show up this month and next month, so please be honest. We want to hear the honest truth.

*Matt Peters* – 71 Jacks Dr – Resident used to see (on his security cameras) deputies patrol past his home at 8 am, 11am, 3 pm on a daily basis. Now they haven't seen they for close to 8 months.

*John Schlie* – 203 Franklin St. W – Resident said that there are 3 vehicles on the public street and they don't have license plates. We shouldn't have to tell them to address that, they should be seeing these things and addressing them.

*Rice County Commissioner Charlie Peters* – Said he will be taking his notes back to Sheriff Thomas. He said that he agreed with most perceptions and that he sees it all over the county.

*Sherrie Brunner* – 313 Thruen St. W – Inquired if we no longer have the contract, and there is a 911 call, will they respond? The answer is yes.

*Steve Nordmeier* – Rice County Deputies are great to work with on the Fire Department. Things can happen and response times can vary. They have to come through Morristown even if they don't have a contract. I don't believe we have to pay to have 40 hours of police protection when they aren't doing much. If they aren't willing to help enforce the city ordinances, that is reason enough to not have them in town.

*Adam Hackney* – Questioned asked when the contract started and why. If the contract can't/won't be met, then we don't need them. Let's save the money.

*Flaten* – The Contract is up in June 2026 and we have to give 6 months' notice if we are cancelling the contract, and that is why we are bringing this all up now. We will do this again at the December Council Meeting and try to get as many people as we can to share their feedback. Please share your thoughts either way, we want the public's input. Thank you for sharing yours tonight.

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7. **NEW BUSINESS:**

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|----|--------------|--|
| A. | Solar Panels | Gregor, Nusbaum, & Judd attended the last Rice County Planning and Zoning Meeting to object to the project. The board tabled the item until the next meeting, November 6 <sup>th</sup> . Discussion if council wants to continue to object to the project. Caldwell, Gregor, and Judd will attend. Mayor Flaten called for a special meeting for Thursday at 6 pm. |
| B. | Concrete     | Discussion about concrete work at WaterTower Splash Pad, City Hall Sidewalk fixes, Well #1 fixes, and WWTP fixes and connecting of sidewalks. Work to be done in the spring. Nusbaum would like to see at least one more quote. Council gave Judd some more names to call to see if they are interested in getting us a quote.                                     |

- C. IT Services Review three IT companies quote for services because the plan we currently have is being discontinued. Tabled until next month so council members have more time to review the quotes.
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8. **CORRESPONDENCE & ANNOUNCEMENTS:**

EDA There is a vacancy on the EDA board. Please apply at City Hall or on the website.

9. **COUNCIL DISCUSSION & CONCERNS:**

Nusbaum said that First Stop and Trunk or Treat were great, well done. Chmelik stated that First Stop (Fire Department) gave out over 300 bags.

10. **ADJOURNMENT:** Motion by Nusbaum, seconded by Kruger, and carried unanimously to adjourn at 8:25 p.m.

11. **NEXT MEETING:** Monday, December 1, 2025 – 7:00 p.m.

Approved:

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

Attested:

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

## MORRISTOWN CITY COUNCIL MEETING MINUTES

Work session

Wednesday, October 29<sup>th</sup>, 2025

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

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|----|----------------|--|
| 1. | Call to Order: | A work session with the Morristown City Council was called to order on Wednesday, October 29 <sup>th</sup> , 2025, at 7:00 p.m. in the Community Hall at 402 Division Street South |
|----|----------------|--|
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- |    |                      |   |
|----|----------------------|---|
| 2. | <b>NEW BUSINESS:</b> |   |
| A  | Sheriff Contract     | Continued discussion on how to proceed with Rice County Sheriff Contract. It was decided to have a "town hall" type discussion with residents the next two meetings to get their opinions and feedback on how they would like to proceed. |
| B. | Budget               | City Administrator outlined the City's 2026 Budget. The Council reviewed and asked questions and gave their suggestions.  |
| C. | Appointments         | Reviewed Community Appointments for potential changes.  |
| D. | Fee Schedule         | The Master Fee Schedule was discussed for changes to 2026.  |
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|----|----------------------|---|
| 4. | <b>ADJOURNMENT:</b>  | Work Session ended at 9:46                            |
| 5. | <b>NEXT MEETING:</b> | Regular Meeting: Monday, November 3, 2025 – 7:00 p.m. |
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Approved:

Attested:

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

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

## MORRISTOWN ZONING BOARD MEETING MINUTES

Regular Meeting, 7:00 p.m.

Thursday, November 20<sup>th</sup>, 2025

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

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1. Call to Order: The Morristown Zoning Board Meeting was called to order at 7:00pm by the Zoning Board Chair, Jim Lonergan, on November 20, 2025, in the Council Chambers at City Hall at 402 Division St S.
  2. Additions/Corrections:
  3. Approval of Minutes:  
Zoning Board Minutes Motion by Petersen, seconded by Krenik, and carried unanimously to approve the minutes as written from the regular meeting on 10/16/2025.
  4. Requests to be Heard: Phil Thorsen came to discuss the probability of a Conditional use Permit being approved for his business location. Discussion on if he wants to go the CUP route or add onto his existing building. He will bring in the permit and fee to Clerk to start the process.
  5. Council Action at Last Meeting:  
None
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6. **UNFINISHED BUSINESS:**
    - A Produce Stand Reviewed and discussed changes made from last month's meeting. It was decided to bring it back next month so the missing members can also review.
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7. **NEW BUSINESS:**
    - A Lutheran Church Troy Dahle, on behalf of Bethlehem Lutheran Church, had some questions regarding putting a utility shed on the parsonage lot. Once they have the prep work set, they will call the Zoning Administrator to get the ok before they proceed.
    - B Mobile Home Park Email from a Mobile Home Park resident with concerns, but resident didn't come to meeting. Discussion regarding said concerns and it was determined that the concerns would need to be brought to the Park owners and managers.
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8. Zoning Administrator's Report:
    - A Open and closed permits were reviewed.
  9. Board Discussion & Concerns:
  10. Adjournment: Motion by Krenik, seconded by Petersen and carried unanimously to adjourn the meeting at 7:47 p.m.
  11. Next Meeting: Thursday, December 18<sup>th</sup>, 2025 – 7:00 p.m.

Approved:

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

Attested:

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

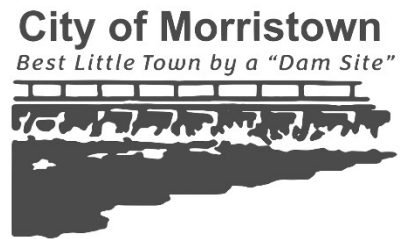
CITY OF MORRISTOWN  
Transaction Activity

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
G General Ledger				
EFTPS - DIRECT	G 100-21709 Medicare	\$338.44	11.13.25 Payroll Federal Withholding	11/13/25
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$1,447.20	11.13.25 Payroll Federal Withholding	11/13/25
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$971.99	11.13.25 Payroll Federal Withholding	11/13/25
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$497.52	11.13.25 Payroll State Withholding	11/13/25
PERA	G 100-21704 PERA	\$1,619.93	11.13.25 Payroll PERA	11/13/25
EFTPS - DIRECT	G 100-21703 FICA Tax Withholding	\$1,406.44	11.27.25 Payroll Federal Withholding	11/27/25
EFTPS - DIRECT	G 100-21709 Medicare	\$328.94	11.27.25 Payroll Federal Withholding	11/27/25
EFTPS - DIRECT	G 100-21701 Federal Withholding	\$969.34	11.27.25 Payroll Federal Withholding	11/27/25
MN DEPARTMENT OF REVENUE	G 100-21702 State Withholding	\$495.56	11.27.25 Payroll State Withholding	11/27/25
PERA	G 100-21704 PERA	\$1,581.87	11.27.25 Payroll PERA	11/27/25
G General Ledger		\$9,657.23		
*R Revenue				
PERMIT	R 100-32210 Building Permits	\$100.00	Siding: Ian Anderson, 207 Franklin St. W, Permit # 24	
PERMIT	R 100-32210 Building Permits	\$100.00	Roof: Ian Anderson, 207 Franklin St. W, Permit # 24-2	
*R Revenue		\$200.00		
-E Expenditure				
MN DEPARTMENT OF REVENUE	E 603-49520-439 Refuse Tax	\$723.00	October 2025 Sales and Use Tax Return	10/31/25
MN DEPARTMENT OF REVENUE	E 601-49440-437 Sales Tax	\$31.00	October 2025 Sales and Use Tax Return	10/31/25
CENTERPOINT ENERGY	E 204-42210-380 Utility Services	\$96.67	October 2025 Gas Utilities at Fire Hall. Acct#10583553	11/10/25
COMMUNITY CO-OP OIL ASSN	E 100-43101-212 Motor Fuels	\$132.25	Fuel for October 2025: Acct# 319870	11/10/25
COMMUNITY CO-OP OIL ASSN	E 204-42210-212 Motor Fuels	\$378.74	Fuel for October 2025: Acct# 620143	11/10/25
COMMUNITY CO-OP OIL ASSN	E 602-49490-212 Motor Fuels	\$132.25	Fuel for October 2025: Acct# 319870	11/10/25
COMMUNITY CO-OP OIL ASSN	E 601-49440-212 Motor Fuels	\$88.17	Fuel for October 2025: Acct# 319870	11/10/25
COMMUNITY CO-OP OIL ASSN	E 100-45202-212 Motor Fuels	\$44.08	Fuel for October 2025: Acct# 319870	11/10/25
COMMUNITY CO-OP OIL ASSN	E 100-41941-212 Motor Fuels	\$44.08	Fuel for October 2025: Acct# 319870	11/10/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41801-130 Employer Paid Insurance	\$3.45	November 2025 Life Insurance	11/10/25
LINCOLN NATIONAL LIFE INSURANCE	E 100-41941-130 Employer Paid Insurance	\$3.45	November 2025 Life Insurance	11/10/25
AMAZON BUSINESS	E 100-41941-215 Operating & Maintenance Supp	\$205.10	Shop Towels, Trash Bags, Emergency Lights, Toilet Pa	11/11/25
AMAZON BUSINESS	E 100-41946-240 Small Tools and Equipment	\$96.43	Wireless Keyboard & Mouse, Broom, Trash Bags	11/11/25
AMAZON BUSINESS	E 602-49490-215 Operating & Maintenance Supp	\$231.14	Chain, Faucet, Skimmers	11/11/25
ARCHAMBAULT BROTHERS INC	E 603-49520-384 Refuse Disposal	\$5,933.20	October 2025 Trash Removal	11/11/25
BADGER METER	E 601-49440-302 WST Metering & Billing	\$182.62	October Cellular Service to Endpoints	11/11/25
BADGER METER	E 602-49490-302 WST Metering & Billing	\$182.62	October Cellular Service to Endpoints	11/11/25
CALIBRATIONS AND CONTROLS	E 601-49440-300 Professional Services	\$850.00	Annual verification of Well 1 & 2 flow meters	11/11/25
CALIBRATIONS AND CONTROLS	E 602-49490-300 Professional Services	\$575.00	Annual verification of flow meters	11/11/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.02	October 2025 Water Pump Gas Utilities	11/11/25
CENTERPOINT ENERGY	E 100-41946-380 Utility Services	\$93.53	October 2025 Community Center Gas Utilities	11/11/25
CENTERPOINT ENERGY	E 100-41948-380 Utility Services	\$93.52	October 2025 City Hall Gas Utilities	11/11/25
CENTERPOINT ENERGY	E 100-41941-380 Utility Services	\$56.21	October 2025 Maintenance Shop Gas Utilities	11/11/25
CENTERPOINT ENERGY	E 602-49490-380 Utility Services	\$24.79	October 2025 Sewer Plant Gas Utilities	11/11/25
CENTERPOINT ENERGY	E 601-49440-380 Utility Services	\$18.02	October 2025 Water Tower Gas Utilities	11/11/25
CITY OF OWATONNA	E 204-42210-300 Professional Services	\$548.57	12 months of eDispatches service from 8.1.25-7.31.26	11/11/25
CLEARWAY COMMUNITY SOLAR LLC	E 601-49440-380 Utility Services	\$77.29	September 2025 Electricity for 201 Division St: Well #	11/11/25
CLEARWAY COMMUNITY SOLAR LLC	E 602-49490-380 Utility Services	\$1,683.81	September 2025 Electricity for 75 Verdev Dr: WWTP	11/11/25
CUSTOM ALARM	E 100-41944-311 Alarm Company	\$172.59	12.1.25-2.28.26 Historical Society Intrusion/Fire Monit	11/11/25
DAHLE ENTERPRISES MORRISTOWN	E 602-49490-300 Professional Services	\$4,440.00	Bioslids Hauling	11/11/25
ECKBERG LAMMERS	E 100-41610-304 Legal Fees	\$424.36	October 2025 Prosecution Services	11/11/25
ELAN CORPORATE PAYMENT SYSTEM	E 601-49440-306 W/S Sample Testing	\$65.49	Water Samples	11/11/25
ESRI	E 601-49440-215 Operating & Maintenance Supp	\$117.36	ESRI software for GIS	11/11/25
ESRI	E 602-49490-215 Operating & Maintenance Supp	\$117.36	ESRI software for GIS	11/11/25
ESRI	E 100-43102-215 Operating & Maintenance Supp	\$26.09	ESRI software for GIS	11/11/25
FARIBAULT FLEET SUPPLY	E 100-43101-215 Operating & Maintenance Supp	\$16.99	Toilet Lever	11/11/25
GOPHER STATE ONE CALL	E 602-49490-305 Locating Services	\$8.25	October 2025, 7 tickets - June 2025, 6 tickets(506061	11/11/25
GOPHER STATE ONE CALL	E 100-43102-305 Locating Services	\$1.05	October 2025, 7 tickets - June 2025, 6 tickets(506061	11/11/25
GOPHER STATE ONE CALL	E 601-49440-305 Locating Services	\$8.25	October 2025, 7 tickets - June 2025, 6 tickets(506061	11/11/25
MN DEPARTMENT OF HEALTH	E 100-41946-430 Miscellaneous	\$540.00	2026 Food & Beverage License Renewal - FLB-16677-	11/11/25
MN STATE FIRE CHIEFS ASSOC	E 204-42210-433 Dues/Subscriptions	\$572.00	2026 Membership renewal for 8 fire fighters	11/11/25
MN STATE FIRE DEPARTMENT ASSOC	E 204-42210-433 Dues/Subscriptions	\$225.00	2026 MSFDA Membership Dues	11/11/25
MORRISTOWN COMMERCIAL CLUB	E 100-41946-240 Small Tools and Equipment	\$2,000.00	Kegeator & Roll Top Cooler	11/11/25
NAPA WATERVILLE	E 100-43101-215 Operating & Maintenance Supp	\$104.32	Oil, Filter, Antifreeze for Plow Truck	11/11/25
NAPA WATERVILLE	E 601-49440-215 Operating & Maintenance Supp	\$21.99	Line Clamp Set for Generator	11/11/25
NAPA WATERVILLE	E 100-43101-215 Operating & Maintenance Supp	\$156.69	Fittings, Hose for Plow Truck	11/11/25
NAPA WATERVILLE	E 100-43101-215 Operating & Maintenance Supp	\$34.99	Cable Tie for Plow Truck	11/11/25
NAPA WATERVILLE	E 100-43101-215 Operating & Maintenance Supp	\$186.57	Hose Fittings, Hose for Plow Truck	11/11/25
NAPA WATERVILLE	E 100-43101-215 Operating & Maintenance Supp	\$24.98	Shop	11/11/25
NORDMEIER BROS INC	E 704-42210-300 Professional Services	\$55.75	Suburban - Lube, Oil, Filter	11/11/25
NORDMEIER BROS INC	E 100-45202-300 Professional Services	\$136.92	Snapper Lawn Mower - 2 Coils, Clean Carb	11/11/25
NORDMEIER BROS INC	E 704-42210-300 Professional Services	\$55.75	Lub, Oil, Filter Suburbam	11/11/25
NORDMEIER BROS INC	E 100-45202-300 Professional Services	\$136.92	Clean Carbs in LawnMower, Coils	11/11/25
TRUCK CENTER COMPANIES	E 100-43101-300 Professional Services	\$124.20	DOT Inspection for Plow Truck	11/11/25
UTILITY CONSULTANTS INC	E 602-49490-306 W/S Sample Testing	\$1,962.82	Weekly Sewer Samples	11/11/25
WATER CONSERVATION SERVICES, I	E 601-49440-300 Professional Services	\$1,750.00	Annual Water System Leak Survey	11/11/25
BEVCOMM	E 601-49440-320 Communication	\$263.11	December 2025, Communication	11/25/25
BEVCOMM	E 603-49520-320 Communication	\$98.67	December 2025, Communication	11/25/25
BEVCOMM	E 100-42502-320 Communication	\$10.96	December 2025, Communication	11/25/25
BEVCOMM	E 204-42210-320 Communication	\$98.67	December 2025, Communication	11/25/25
BEVCOMM	E 602-49490-320 Communication	\$263.11	December 2025, Communication	11/25/25

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
BEVCOMM	E 100-42110-320 Communication	\$76.74	December 2025, Communication	11/25/25
BEVCOMM	E 100-41948-320 Communication	\$285.05	December 2025, Communication	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$20,015.00	Site 6-Clean Ditch E Washington to Division St. (FEMA Covered)	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$4,730.00	Site 8-Clean out Mill Water Intake (FEMA Covered)	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$19,665.00	Site 3-Dredging Bloomer St E Sediment Pond (FEMA Cover	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$22,710.00	Site 1-Dredging Water St Sediment Pond (FEMA Cover	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$2,656.00	Site 10-Rip Rap E side of culvert Sidney St. E & 3rd St	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$60,484.50	Site 4-Erosion around Dam-Bloomer St-Rip Rap E Bank	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$1,809.25	Site 16-Rip Rap Structure Sidney St. (FEMA Covered)	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$11,283.00	Site 7-2nd St SW Sewer Manhold Repair (FEMA Covere	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$2,656.00	Site 11-Rip Rap W side of culvert Sidney St. E & 3rd St	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$15,644.50	Site 5-4th St. SE Ditch Stabilization W of 205 4th St. S	11/25/25
DAHLE ENTERPRISES MORRISTOWN	E 100-43102-300 Professional Services	\$18,949.68	Hydroseeding City Park with Tillage (FEMA Covered)	11/25/25
DAHLE SOD FARMS LLC	E 100-45202-300 Professional Services	\$7.30	11.8.25-12.7.25 Toshiba Coverage	11/25/25
EO JOHNSON CO INC	E 204-42210-206 Printer/Rental/Software	\$7.30	11.8.25-12.7.25 Toshiba Coverage	11/25/25
EO JOHNSON CO INC	E 603-49520-206 Printer/Rental/Software	\$14.60	11.8.25-12.7.25 Toshiba Coverage	11/25/25
EO JOHNSON CO INC	E 602-49490-206 Printer/Rental/Software	\$14.60	11.8.25-12.7.25 Toshiba Coverage	11/25/25
EO JOHNSON CO INC	E 601-49440-206 Printer/Rental/Software	\$29.20	11.8.25-12.7.25 Toshiba Coverage	11/25/25
EO JOHNSON CO INC	E 100-41948-206 Printer/Rental/Software	\$113.43	2 - No Parking Between Signs	11/25/25
GRAINGER	E 100-43101-215 Operating & Maintenance Supp	\$2,724.26	WWTP Chemicals	11/25/25
HAWKINS INC	E 602-49490-216 Chemicals	\$20.00	WWTP Chemicals	11/25/25
HAWKINS INC	E 602-49490-216 Chemicals	\$1,722.18	Water Tower Chemicals	11/25/25
HAWKINS INC	E 601-49440-216 Chemicals	\$10.00	Water Tower Chemicals	11/25/25
HAWKINS INC	E 601-49440-216 Chemicals	\$1.29	8.15.25-8.15.26 Workers Comp Coverage	11/25/25
LMC INSURANCE TRUST WC	E 602-49490-151 WC: Insurance Premiums	\$12.01	8.15.25-8.15.26 Workers Comp Coverage	11/25/25
LMC INSURANCE TRUST WC	E 204-42210-151 WC: Insurance Premiums	\$0.15	8.15.25-8.15.26 Workers Comp Coverage	11/25/25
LMC INSURANCE TRUST WC	E 100-41946-151 WC: Insurance Premiums	\$12.86	8.15.25-8.15.26 Workers Comp Coverage	11/25/25
LMC INSURANCE TRUST WC	E 100-41941-151 WC: Insurance Premiums	\$0.31	8.15.25-8.15.26 Workers Comp Coverage	11/25/25
LMC INSURANCE TRUST WC	E 100-41948-151 WC: Insurance Premiums	\$0.61	8.15.25-8.15.26 Workers Comp Coverage	11/25/25
LMC INSURANCE TRUST WC	E 601-49440-151 WC: Insurance Premiums	\$0.15	8.15.25-8.15.26 Workers Comp Coverage	11/25/25
LMC INSURANCE TRUST WC	E 100-41110-151 WC: Insurance Premiums	\$0.12	8.15.25-8.15.26 Workers Comp Coverage	11/25/25
LMC INSURANCE TRUST WC	E 100-45202-151 WC: Insurance Premiums	\$1.50	8.15.25-8.15.26 Workers Comp Coverage	11/25/25
LMC INSURANCE TRUST WC	E 204-42210-151 WC: Insurance Premiums	\$497.74	Break-a-Way Penetrating Oil	11/25/25
MID-AMERICAN RESEARCH CHEMICAL	E 100-45202-213 Gravel/Dirt/Rock/Asphalt/Mulch	\$310.47	Aquatic Weed Picker, Disinfectant	11/25/25
MID-AMERICAN RESEARCH CHEMICAL	E 602-49490-216 Chemicals	\$760.00	Service Connection Fee for period 10.1.25-12.31.25	11/25/25
MN DEPARTMENT OF HEALTH	E 601-49440-433 Dues/Subscriptions	\$498.00	Hi-Vis	11/25/25
SAFE-FAST INC	E 100-43101-215 Operating & Maintenance Supp	\$148.50	Ordinances: Right of Way Permits & Truth in Taxation	11/25/25
SUEL PRINTING COMPANY	E 100-41110-350 Printing and Binding	-\$56.24	10.9.25-11.9.25 Electricity: Street Lights	11/25/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$46.96	10.9.25-11.9.25 Electricity: Parks	11/25/25
XCEL ENERGY	E 100-45202-380 Utility Services	\$20.15	10.9.25-11.9.25 Electricity: Historic Site (Feed Mill)	11/25/25
XCEL ENERGY	E 100-41944-380 Utility Services	\$68.68	10.9.25-11.9.25 Electricity: Water Pump (Well#1)	11/25/25
XCEL ENERGY	E 601-49440-380 Utility Services	\$8.69	10.9.25-11.9.25 Electricity: Water Pump (Liftstation)	11/25/25
XCEL ENERGY	E 602-49490-380 Utility Services			

Search Name	Account Descr	Amount	Comments	Check/Receipt Date
XCEL ENERGY	E 601-49440-380 Utility Services	-\$30.50	10.9.25-11.9.25 Electricity: Water Tower	11/25/25
XCEL ENERGY	E 602-49490-380 Utility Services	\$185.64	10.9.25-11.9.25 Electricity: Sewer Pump (WWTP)	11/25/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$8.69	10.9.25-11.9.25 Electricity: Street Lights	11/25/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$18.92	10.9.25-11.9.25 Electricity: Auto Protective	11/25/25
XCEL ENERGY	E 100-43101-387 Street Lighting	\$1,444.23	10.9.25-11.9.25 Electricity: Street Lights Co-owned	11/25/25
XCEL ENERGY	E 204-42210-380 Utility Services	\$245.83	10.9.25-11.9.25 Electricity: Fire Hall	11/25/25
XCEL ENERGY	E 100-41946-380 Utility Services	\$78.38	10.9.25-11.9.25 Electricity: Community Center	11/25/25
XCEL ENERGY	E 100-41941-380 Utility Services	-\$63.17	10.9.25-11.9.25 Electricity: Maintenance Shop	11/25/25
-E Expenditure		\$216,615.78		
		\$226,473.01		



# ***AGENDA MEMO***

**Agenda Item:** Ordinance 2025-6

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Ordinance 2025-6 - Alcoholic Beverages Amendment

**Action Requested:** Motion to approve Ordinance 2025-6 Alcoholic Beverages Amendment.

**Staff Recommends:**

**Committee Recommends:**

**Attachments:** Ordinance 2025-6 - Alcoholic Beverages Amendment

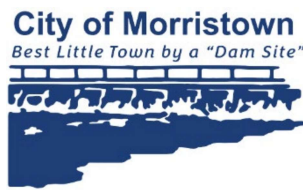
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**Previous Council Action:** None.

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**Overview:** Amending the ordinance to be consistent with current practice.

Ordinance has been posted for 10 days and is ready to be approved and published.



**ORDINANCE 2025-06**  
**AN ORDINANCE AMENDING CHAPTER 110**  
**OF THE MORRISTOWN CITY CODE**

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

Morristown City Code Chapter 110, entitled, “ALCOHOLIC BEVERAGES”, is hereby amended as follows (changes are underlined):

*§ 110.13 FEES*

(A) *Generally.* All applications shall be accompanied by a receipt from the City Clerk/Treasurer for the required annual fee for the respective license. All fees shall be paid into the general fund.

(B) *Specifically.*

- ~~(1) The annual fee for an on-sale intoxicating liquor license is \$1,750.~~
- ~~(2) The annual fee for an off-sale intoxicating liquor license is \$100.~~
- ~~(3) The annual fee for a 3.2% malt liquor license is \$25.~~
- ~~(4) The annual fee for a Sunday license is \$200.~~
- ~~(5) The fee for a temporary license is \$25.~~
- ~~(6)(1) The fee for a club license is \$300.~~
- Annual liquor license fees shall be set by the City Council by resolution.

*§ 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~~ persons under the age of 21 years.* If a license holder violates the conditions of their license by selling alcoholic beverages to a ~~minor~~ person under the age of 21 years, 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.

Passed and adopted this   1st   day of   December  , 2025, with the following vote: Aye    ; Nay    ; Abstain    .

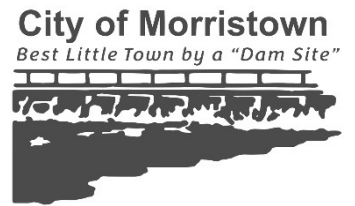
---

Tim Flaten  
Mayor

ATTEST:

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Cassie Eldeen  
City Clerk



# ***AGENDA MEMO***

**Agenda Item:** Resolution 2025-34

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Resolution 2025-34 – Alcoholic Beverage Amendment Summary Publication

**Action Requested:** Motion to approve Resolution 2025-34 Alcoholic Beverage Amendment Summary Publication.

**Staff Recommends:** Approve

**Committee Recommends:**

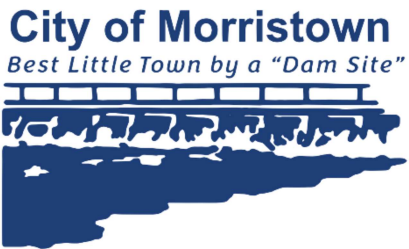
**Attachments:** Resolution 2025-34 Alcoholic Beverage Amendment Summary Publication

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**Previous Council Action:** None.

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**Overview:**



**RESOLUTION 2025-34**  
**CITY OF MORRISTOWN, RICE COUNTY, MINNESOTA**

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

**WHEREAS**, on December 1, 2025, the City Council of the City of Morristown adopted an ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 110 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 has determined 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 CHAPTER 110 OF THE MORRISTOWN CITY CODE”.
2. The following summary clearly informs the public of the intent and effect of the Ordinance:

“AN ORDINANCE AMENDING CHAPTER 110 OF THE  
MORRISTOWN CITY CODE”;

The Morristown City Council has passed an ordinance that amends Chapter 110 of the Morristown City Code. Specifically, changing the annual liquor license fee amounts, and changing the term ‘minor’ to ‘persons under the age of 21 years’.

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 title and 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 1st day of December, 2025.

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

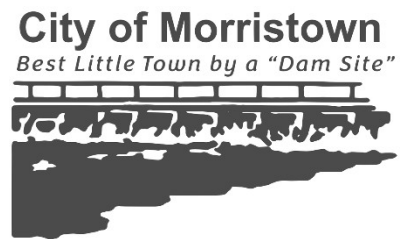
Number of Nays: \_\_\_\_\_

By:

ATTEST:

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

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



# ***AGENDA MEMO***

**Agenda Item:** Ordinance 2025-7

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Ordinance 2025-7 - Section 32.04 and 32.05 Amendment - Fire Call Rates

**Action Requested:** Motion to approve posting Ordinance 2025-7 Section 32.04 and 32.05 Amendment - Fire Call Rates for 10 days.

**Staff Recommends:** Approve

**Committee Recommends:**

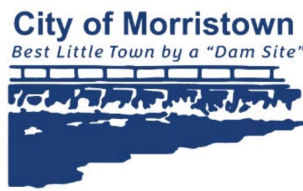
**Attachments:** Ordinance 2025-7 Section 32.04 and 32.05 Amendment - Fire Call Rates

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**Previous Council Action:** None.

---

**Overview:** Amending the ordinance to be consistent with current practice.



**ORDINANCE 2025-07**  
**AN ORDINANCE AMENDING SECTION 32.04 AND 32.05**  
**OF THE MORRISTOWN CITY CODE**

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

Morristown City Code Section 32.04, entitled, “RATES”, and Section 32.05, entitled, “BILLING AND COLLECTION”, is hereby amended as follows (changes are underlined):

*§ 32.04 RATES*

- (A) Calls are billed for the time at a fire for a pumper and 2 tankers, if needed, at the rate ~~of \$500 for the first hour, \$400 for the second hour, \$300 for the third hour, and \$200 for the fourth hour and thereafter.~~ Sct forth in the Master Fee Schedule.
- (B) Grass fires are billed at the ~~rate of \$300 for the first hour and \$200 for the second hour.~~ Same rate as a fire call.

*§ 32.05 BILLING AND COLLECTION*

- (A) Parties requesting and receiving fire services may be billed directly by the city. Additionally, if the party receiving fire services did not request services, but a fire or other situation exists which at the discretion of the Fire Department personnel in charge require fire service, the party will be charged and billed. All parties will be billed whether or not the fire service is covered by insurance. Any billable amount of the fire charge not covered by a party’s insurance remains a debt of the party receiving the fire service.
- (B) Parties billed for fire service will have 30 days to pay. If the fire service charge is not paid by that time, it will be considered delinquent, and the city will send a notice of delinquency.
- (C) If the fire service charge remains unpaid for 30 days after this notice of delinquency is sent, the city will use all practical and reasonable legal means to collect the fire service charge. The party receiving fire service shall be liable for all collection costs incurred by the city, including, but not limited to, reasonable attorney fees and court costs.
- (D) If the fire service charge remains unpaid for 30 days after the notice of delinquency is sent, the City Council may also, on or before October 15 of each year, certify the unpaid fire service charge to the County Auditor in which the recipient of the services owns real property for collection with property taxes. The County Auditor is responsible for remitting to the city all charge collected on behalf of the city. The city must give the property owner notice of its intent to certify the unpaid fire service charge by September 15.
- (E) False alarms will be billed ~~as a fire call.~~ according to the Master Fee Schedule.

Passed and adopted this   1st   day of   December  , 2025, with the following vote: Aye   ; Nay     
; Abstain    .

---

Tim Flaten  
Mayor

ATTEST:

---

Cassie Eldeen  
City Clerk

# ***AGENDA MEMO***

**Agenda Item:** Pay Review

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Pay Review - COLA and Step Increase

**Action Requested:** Motion to approve a step increase for full-time and part-time staff with a 3% COLA, as budgeted, effective January 1, 2026, excluding the event set-up position.

**Staff Recommends:** Approve

**Committee Recommends:**

**Attachments:**

---

**Previous Council Action:** At the work session on 10/29/2025, City Council discussed the budget that included a step increase and 3% COLA increase for employees.

---

**Overview:** All employees had positive performance evaluations. Recommend a step increase for full-time and part-time staff with a 3% COLA, as budgeted, effective January 1, 2026.

The event set-up position is excluded due to the position newly being filled.

# ***AGENDA MEMO***

**Agenda Item:** Sewer Reimb.

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Sewer Reimb. - Pay Adam Hackney 2,000 Sewer Repair Reimbursement

**Action Requested:** Motion to approve \$2,000 reimbursement payment to Adam Hackney to help with right-of-way restoration expenses.

**Staff Recommends:** Approve

**Committee Recommends:**

**Attachments:** Invoices

---

**Previous Council Action:** Council adopted Ordinance 2025-6 Chapter 53 Right-of-Way on November 3<sup>rd</sup> 2025. This ordinance provides a reimbursement to the homeowner for right-of-way restoration. The proposed Master Fee Schedule will be adopted in January which has the reimbursement listed as \$2,000.

---

**Overview:** Homeowner is asking the council to approve the \$2,000 reimbursement payment now so he can pay his outstanding bills for the repair.

The invoice for the blacktop is attached. The concrete company has been contacted, but doesn't have the invoice ready. It will exceed the \$500 remaining. This invoice will be submitted to the City and remain on file, once received.

INVOICE

M & W BLACKTOPPING LLC  
P. O. BOX 247  
FARIBAULT, MN 55021

dlemke60@yahoo.com  
+1 (507) 330-5155

Bill to

Adam Hackney  
307 West Franklin  
Morristown, MN 55052

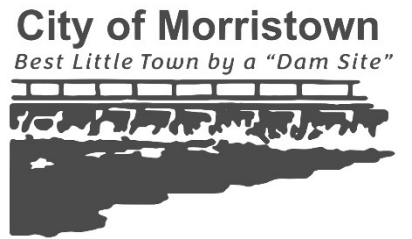
Ship to

Adam Hackney  
307 West Franklin  
Morristown, MN 55052

Invoice details

Invoice no.: 7316  
Terms: Net 10  
Invoice date: 11/03/2025  
Due date: 11/17/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/31/2025	Services	Street Patch - remove existing gravel 6", Place 3" base lift, place 3" wear lift. 6" total.	1	\$1,500.00	\$1,500.00
Total						\$1,500.00



# ***AGENDA MEMO***

**Agenda Item:** Resolution 2025-32

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Resolution 2025-32 - Adopting the Final 2025 Property Tax Levy

**Action Requested:** Motion to approve Resolution 2025-32 Adopting the Final 2025 Property Tax Levy.

**Staff Recommends:** Approve

**Committee Recommends:**

**Attachments:** Resolution 2025-32 Adopting the Final 2025 Property Tax Levy

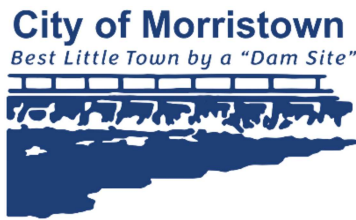
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**Previous Council Action:** City Council passed Resolution 2025-27 Adopting the Proposed 2025 Property Tax Levy, on September 2nd, 2025, which included a 6% increase from last year.

At the work session on 10/29/2025, City Council discussed the budget and levy and expressed interest in adopting the 6% levy increase as the final number.

---

**Overview:**



**RESOLUTION NO. 2025-32**  
**CITY OF MORRISTOWN, RICE COUNTY, MINNESOTA**

**A RESOLUTION ADOPTING THE FINAL 2025 PROPERTY TAX LEVY, COLLECTIBLE IN 2026  
AND THE FINAL BUDGET FOR 2026**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MORRISTOWN, RICE COUNTY, MINNESOTA**, that the following sums of money be levied for the current year, collectible in 2026, upon taxable property in the City of Morristown for the following purposes:

<b>Fund</b>	<b>2026</b>
General Fund	\$432,140
Fire Relief Fund	\$5,000
Fire Department Fund	\$43,821
Fire Hall Debt Fund	\$107,733
2022 Street Capital Project Bond Fund	\$76,857
2024 Street Capital Project Bond	\$52,023
<b>Total</b>	<b>\$717,574</b>

**BE IT FINALLY RESOLVED** that the City Clerk is hereby instructed to transmit a certified copy of this Resolution to the Rice County Auditor.

**ADOPTED** by the City Council of the City of Morristown, Minnesota, this 1st day of December 2025.

Approved:

Attested:

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

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

STATE OF MINNESOTA)

:

COUNTY OF RICE)

:

CITY OF MORRISTOWN)

I, Cassie Eldeen, the City Clerk of the City of Morristown, do hereby certify that I have compared, Resolution 2025-32 with the resolution adopted at a meeting of the Morristown City Council held December 1, 2025 with the original on file in my office, and that same is a full, true and correct copy thereof.

Dated this 1st day of December 2025

\_\_\_\_\_  
Cassie Eldeen, City Clerk/Treasurer

# ***AGENDA MEMO***

**Agenda Item:** Master Fee

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Master Fee - Proposed Master Fee Schedule & Hearing Date

**Action Requested:** Motion to set the Master Fee Schedule Public Hearing for January 5, 2025, at 7:00 p.m. or soon thereafter.

**Staff Recommends:** Approve

**Committee Recommends:**

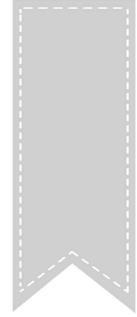
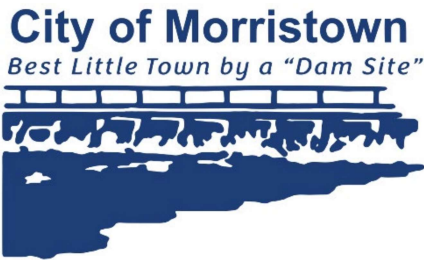
**Attachments:**

---

**Previous Council Action:** At the work session on 10/29/2025, City Council discussed the Master Fee Schedule.

---

**Overview:** Review the Master Fee Schedule for any changes you may want. The public hearing is proposed for January and will be proposed for adoption at that meeting.



## EXHIBIT A

# 2026 Master Fee Schedule

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SALARIES

City Council

Mayor	Annually	\$1,000	§ 31.15
	Per special meeting	\$25	§ 31.15
City Council	Annually	\$925	§ 31.15
	Per special meeting	\$25	§ 31.15

Election Judges

Election Judges	Per hour	\$15
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Zoning Board

Board Members	Per meeting	\$25
Zoning Administrator	Per permit opened	\$35
	Per permit closed	\$35
	Per meeting	\$25

Fire Department

Fire Call Pay	Per meeting or training	\$15
	Per meeting outside of department	\$15
	Per hour for every hour started	\$15

Appointed Officials		
Fire Chief (one position)	Annually	\$2,400
Assistant Fire Chief (one position)	Annually	<del>\$1,000</del>
		<del>\$1,500</del>
Training Officer (one position)	Annually	\$1,200
Secretary (one position)	Annually	\$450
Captain (four positions)	Annually	\$600
Board of Director Member (two positions)	Annually	\$250

## RATES

### Fire Protection Services

<b>Fire Call Rate</b> <i>(Pumper and 2 tankers, if needed)</i>	<del>1st hour</del>	<del>\$500</del>	<del>§ 32.04 (A)</del>
	<del>2nd hour</del>	<del>\$400</del>	<del>§ 32.04 (A)</del>
	<del>3rd hour</del>	<del>\$300</del>	<del>§ 32.04 (A)</del>
	<del>4th hour and thereafter</del>	<del>\$200</del>	<del>§ 32.04 (A)</del>
	<u>1st hour</u>	<u>\$750</u>	
	<u>2nd hour</u>	<u>\$700</u>	
	<u>3rd hour</u>	<u>\$650</u>	
	<u>4th hour</u>	<u>\$600</u>	
	<u>5th hour</u>	<u>\$550</u>	
	<u>6th hour and thereafter</u>	<u>\$500</u>	
<b>Grass Fires</b>	<del>1st hour</del>	<del>\$300</del>	§ 32.04 (B)
	<del>2nd hour</del>	<del>\$200</del>	§ 32.04 (B)
<i>Billed according to Fire Call Rate</i>			
<b>Mutual Aid Calls</b>	Determined by Mutual Aid agreement		§ 32.06
<b>False Alarm</b>	1st incident	\$0	
	<i>(2 or more incidents are billed as a fire call, beginning at the 2<sup>nd</sup> hour)</i>		
	2nd and 3rd incident	\$100	
	4th and 5 <sup>th</sup> incident	\$300	
	6 or more incidents	\$500	
<b><u>Miscellaneous</u></b>			
	<u>Fire Blanket</u>	<u>Each</u>	<u>At cost</u>
	<u>Fire Extinguisher</u>	<u>Each</u>	<u>At cost</u>
	<u>Foam</u>	<u>Each</u>	<u>At cost</u>

### Fines

<b>Administrative Fines</b>	1st offense	\$100
	2nd offense	\$200
	3rd offense	\$400
	4th offense	\$800

### Miscellaneous

<b>Assessment Search Fee</b>	Per search	\$30
<b>City Code of Ordinances Book Copy</b>	Per book	\$25
<b>Audit and Budget Reports</b>	Per report	\$25
<b>Copies</b>	Per sheet	\$0.25

## LICENSES

### Animals

<b>Dog Tag</b>	One-time	\$10	§ 91.02
<b>Dangerous Animal Registration</b>	One-time	\$1,000	§ 91.11
<b>Dog Impound Fee</b>	Initial, per occurrence	\$25	
	Per day	\$25	
<b>Chicken Fee</b> <i>(licensing period January 1-December 31)</i>	Annually	\$25	§ 91.20

### Traffic

<b>Golf Cart License</b> <i>(licensing period April 1-March 31)</i>	Annually	\$25	§ 70.02
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### Licenses

<b>Cigarette / Tobacco License</b>	Annually	\$100	§ 112
<b>Liquor License</b>			
On-Sale	Annually	\$1,900	§ 110
Off-Sale	Annually	\$200	§ 110
Sunday	Annually	\$200	§ 110
Club On-Sale	Annually	<del>\$450</del>	§ 110
		<u>\$1,900</u>	
<del>Morristown Commercial Club On-Sale</del>	<del>Annually</del>	<del>\$200</del>	<del>§ 110</del>
On-Sale, Non-Intoxicating	Annually	\$50	§ 110
<u>Temporary License</u>	<u>Per day</u>	<u>\$50</u>	<u>§ 110</u>
<b>Peddler/Solicitor License</b> <i>(Mayor to approve)</i>	Single per day	\$25	§ 115
	Yearly	\$150	§ 115
	Group – 2 or more, daily	\$50	§ 115
	Group – 2 or more, yearly	\$300	§ 115

## PERMITS

### General

<b>*Permit Extension</b>	<u>Minimum charge</u>	\$50
<b>Conditional Use Hearing, Public Hearing, or Special Meetings</b>	Per occurrence	\$250
<b><u>Work Without a Permit Fine</u></b>	<u>Double the permit fee</u>	
<i>*After expiration of the initial extension period, the extension fee will double for each extension thereafter up to the discretion of the zoning board to review on a case-by-case basis. All permit extensions need to go through the Zoning Board before being approved.</i>		

### Water

<b><u>Fire Hydrant Connection</u></b>	<u>Per connection</u>	\$20	\$ 51.08 (A)
<b><u>Air Conditioning Systems</u></b> ( <i>hooked to public water system</i> )	<u>Per connection</u>	\$0	\$ 51.07 (B)
<b><u>Disconnection Permit</u></b>	<u>Per connection</u>	\$0	\$ 51.29
<b><u>Connection Permit</u></b>	<u>Per connection</u>	\$30	\$ 51.33 (A)

### Sewer

<b><u>Private Wastewater Disposal System Permit</u></b>	<u>Per connection</u>	\$0	\$ 50.036 (A)
<b><u>Building Sewer Permit</u></b>			\$ 50.056 (A)
<u>Residential and Commercial</u>	<u>Per connection</u>	\$30	\$ 50.056 (C)
<u>Industrial</u>	<u>Per connection</u>	\$30	\$ 50.056 (C)

### Right-of-Way

<b><u>Right-of-Way Permit</u></b>	<u>Per application</u>	\$50	
<b><u>User Registration Fee</u></b>	<u>One-time</u>	\$40	
<b><u>Small Wireless Facility Permit</u></b>	<u>Per application</u>	\$40	
<b><u>Delay Penalty</u></b>	<u>Per day</u>	\$25	
<b><u>Work Without a Permit Fee</u></b>	<u>Double the normal fees</u>		\$ 53.21(B)
<b><u>Excavation Permit Fee</u></b>	<u>Per application</u>	\$40	
	<u>Per linear foot</u>	\$0.35	
<b><u>Obstruction Permit Fee</u></b>	<u>Initial day</u>	\$40	
	<u>Each additional day</u>	\$2	
<b><u>Right-of-Way Permit Extension</u></b>	<u>Initial day</u>	\$25	
	<u>Each additional day</u>	\$10	
<b><u>Restoration Reimbursement</u></b>	<u>Not to exceed, per occurrence</u>	\$2,000	

### Building and Zoning Permits

<b>Produce Stand</b> ( <i>permitting period June 15 - October 31</i> )	Per application	\$0
<b>Utility Shed</b> ( <i>144 square feet or less</i> ) ( <i>valid for 3 months</i> )	Per application	\$100
<b>Fence</b> ( <i>valid for 3 months</i> )	Per application	\$100
<b>Deck</b> ( <i>valid for 3 months</i> )	Per application	\$100
<b>Sign</b> ( <i>valid for 3 months</i> )	Per application	\$100
<b>Structure Moving</b>	Per application	\$0
<b>*New Construction, Garages, Additions</b>	Per square foot	\$0.25
	Minimum	\$150
<b>Mobile Home</b>		
Single Wide	Per application	\$350
Double Wide	Per application	\$500
<b>Siding <u>and/or Windows</u></b>	Per application	<del>\$100</del>
		\$50
<b>Roof</b> ( <i>valid for 6 months</i> )	Per application	<del>\$100</del>
		\$50
<b><u>Windows</u></b> ( <i>valid for 6 months</i> )	<u>Per application</u>	<del>\$100</del>
<b>Solar Panels</b> , Residential	Per application	\$100
<b>Demolition</b> ( <i>valid for 60 days, <u>Extension fee applies</u></i> )	Per structure	\$0

<b>Grading</b>	<u>Per application</u>	<u>\$25</u>
<b><u>Mobile Home Park Specific -Permits</u></b>		
<u>Private Sidewalks</u>	<u>Per application</u>	<u>\$0</u>
<u>Private Roads</u>	<u>Per application</u>	<u>\$0</u>
<u>Moving Permit</u>	<u>Per application</u>	<u>\$0</u>

*\*All new construction needs to go through the Zoning Board before being approved.*

## RENTALS

### General

<b>Event Security</b>	Per event	\$200
<b>Damage Deposit</b> <i>(based on number of invites)</i>	1-50 people	\$100
	51-100 people	\$250
	101-868 people	\$500
<b>Set-up &amp; Take-down</b>	Per table	\$0.55
	Per chair	\$0.35

### Great Hall

<b>Whole Hall Rent</b>		
	Friday, Saturday	\$1000
	If booked within 60 days	\$500
	Sunday	\$500
	If booked within 30 days	\$250
	Monday-Thursday	\$300
	If booked within 60 days	\$150
		\$75
	If booked within 30 days	
<b>Half Hall Rent</b>		
	Friday, Saturday	\$650
	If booked within 60 days	\$150
	Sunday	\$200
	If booked within 60 days	\$70
	Monday-Thursday	\$100
	If booked within 60 days	\$50
<b>School Events Rent</b>	Flat rate	\$250
<b>Bar Rental</b>	Per day	\$200
<b>Commercial Club Events</b>	Per day	\$
<b>Bar Rental Damage Deposit</b>	Per day	\$250

### Government Room

<b>Rent</b>	Per day	\$40
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### Park Shelter

<b>Rent</b>	Per day	\$40
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### Community Center Sign

<b>Rental</b>	<u>Per month</u>	<u>\$25</u>
	<del>1 year with 4 sign changes</del>	<del>Per month</del>
	<del>6 months with 2 sign changes</del>	<del>Per month</del>
	<del>3 months with 1 sign change</del>	<del>Per month</del>
	<del>2 months with 0 sign changes</del>	<del>Per month</del>
	<del>1 month with 0 sign changes</del>	<del>Per month</del>
<b>Sign Change</b>	Per change	\$10
<b>Set-up Fee</b>	Per slide	\$10
<b>Non-profit</b> <i>(no monthly charge)</i>		

## UTILITY BILLING

### General

<b>Late Fee</b>	Per month	\$35
<b>Non-sufficient Funds Fee (NSF)</b>	Per occurrence	\$40
<b>Reconnection Fee for Nonpayment</b>	Per occurrence	\$50

### Water

<b>Meter – Main</b>		Base charge, per month	<del>\$10.82</del>
			<del>\$11.14</del>
		Per 1,000 gallons of water used	<del>\$3.97</del>
			<del>\$4.09</del>
<b>Meter – Water Only</b>		Purchase amount	\$0
		Base charge, per month	\$0
		Per 1,000 gallons of water used	<del>\$3.77</del>
			<del>\$3.88</del>
<b>Flat Rates</b>		Purchase amount	At cost
	Residential	Per month water bill total	<del>\$5.90</del>
			<del>\$14.79</del>
	Commercial	Per month water bill total	<del>\$13.78</del>
			<del>\$22.67</del>
<b>Bulk Water</b>		Per gallon	\$0.01
		Minimum	\$30
<b>Water Access Fee (WAC)</b>		Per connection	\$1,350
<b>MN Test Fee</b>		Per connection	\$15.22 MN 144.3831

### Sewer

<b>Meter – Main</b>		Base charge, per month	<del>\$33.61</del>
			<del>\$34.62</del>
		Per 1,000 gallons of water used	<del>\$9.07</del>
			<del>\$9.34</del>
<b>Morristown School</b>		Base charge, per month	<del>\$144.91</del>
			<del>\$149.26</del>
<b>Flat Rates</b>	Residential	Per month sewer bill total	<del>\$64.59</del>
			<del>61.30</del>
	Commercial	Per month sewer bill total	<del>\$47.38</del>
			<del>55.23</del>
<b>Sewer Access Fee (WAC)</b>		Per connection	\$1,350

### Garbage

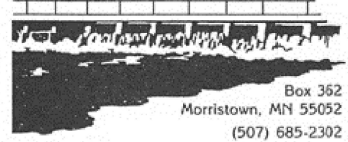
<b>Residential</b> <i>(recycling bin &amp; 96, 64, or 48 gallon garbage can)</i>	Per month	<del>\$18.41</del>
		<del>\$18.81</del>
<b>Mobile Home Park</b>	Per month	<del>\$19.38</del>
		<del>19.70</del>

# AGENDA MEMO

## City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

*Best Little Town By A "Dam Site"*



**Agenda Item:** Resolution 2025-33

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**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Resolution 2025-33 – Accepting a Donation, Food Warmer

**Action Requested:** Motion to approve Resolution 2025-33 Accepting a Donation, Food Warmer.

**Staff Recommends:** Approve

**Committee Recommends:**

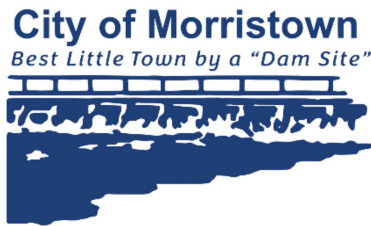
**Attachments:** Resolution 2025-33 Accepting a Donation, Food Warmer

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**Previous Council Action:**

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**Overview:** Tom Gruidl has a food warmer in the City Hall kitchen that he previously used for catering events. He is donating it to the City so that caterers can use it when events are hosted at the Community Center.



**RESOLUTION 2025-33**  
**CITY OF MORRISTOWN, RICE COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING A DONATION**

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

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

**Name of Donor**

Tom Gruidl

**Donation**

Food Warmer

**WHEREAS**, the terms or conditions of the donation are that the food warmer be used at the Community Center.

**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, December 1, 2025.

Approved:

Attested:

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

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

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**Re: Donation of Warmer**

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**From** Old Town Tavern <tomott@bevcomm.net>

**Date** Tue 11/18/2025 3:41 PM

**To** Ellen Judd <ejudd@ci.morristown.mn.us>

Ellen

Yes that is okay with me

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**From:** "Ellen Judd" <ejudd@ci.morristown.mn.us>

**To:** "Tom Gruidl" <tomott@bevcomm.net>

**Sent:** Tuesday, November 18, 2025 1:29:01 PM

**Subject:** Donation of Warmer

Tom,

Thank you so much for donating your warmer to the City of Morristown! I've attached a picture of the warmer for your review. I will draft a resolution to officially accept this donation and add it to the December council meeting.

Can you confirm that this is okay with you?

**Ellen Judd**

City Administrator/Public Works Director

City of Morristown

402 Division St. S. | P.O. Box 362 | Morristown, MN 55052

Direct: (507) 497-1287

[www.ci.morristown.mn.us](http://www.ci.morristown.mn.us)

# ***AGENDA MEMO***

**Agenda Item:** Annual Pay

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Annual Pay – Approve the Annual Pay Amounts

**Action Requested:** Motion to approve the annual pay amounts as presented for City Council and Zoning Board, with the approval to pay each Zoning Board Member who attends the December meeting \$25.

**Staff Recommends:** Approve

**Committee Recommends:**

**Attachments:** Annual Pay

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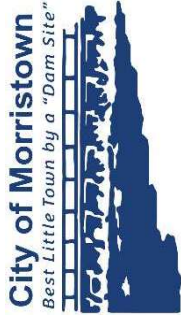
**Previous Council Action:** Approved each year.

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**Overview:** Approve the annual pay amounts of the City Council and Zoning Board.  
Fire Department Officer pay was approved with Resolution 2025-6.

# CITY COUNCIL

## 2025 Annual Pay



	Mayor	Council Member	Council Member	Council Member	Council Member
	Tim Flaten	Val Kruger	Anna Nusbaum	Joe Caldwell	Leon Gregor
1.6.2025	Regular	Present	Present	Present	Present
2.3.2025	Regular	Present	Present	Present	Present
3.3.2025	Regular	Present	Present	Present	Present
3.13.2025	Special Meeting	\$25.00	\$25.00	\$25.00	\$25.00
3.13.2025	Work Session	\$25.00	\$25.00	\$25.00	\$25.00
4.7.2025	Regular	Present	Present	Present	Present
5.5.2025	Regular	Present	Present	Present	Present
6.2.2025	Regular	Present	Present	Present	Present
7.7.2025	Regular	Present	Present	Present	Present
7.16.2025	Special Meeting	\$25.00	\$25.00	\$25.00	\$25.00
7.16.2025	Special Meeting	\$25.00	\$25.00	\$25.00	\$25.00
8.4.2025	Regular	Present	Present	Present	Present
9.2.2025	Regular	Present	Present	Present	Present
9.2.2025	Work Session	\$25.00	\$25.00	\$25.00	\$25.00
10.6.2025	Regular	Present	Present	Absent	Present
10.29.2025	Work Session	\$25.00	\$25.00	\$25.00	\$25.00
11.3.2025	Regular	Present	Present	Present	Present
12.1.2025	Regular	Present	Present	Present	Present
Annual Pay:	\$1,000.00	\$925.00	\$925.00	\$925.00	\$925.00
Additional Pay:	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Total Pay:	\$1,150.00	\$1,075.00	\$1,075.00	\$1,075.00	\$1,075.00

2025 Council Pay \$5,450.00

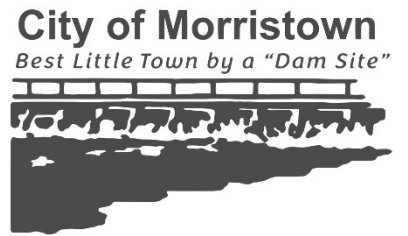
# ZONING BOARD

## 2025 Annual Pay



	Chair	Member	Member	Member	Member	Administrator
	Jim Lonergan	Pam Petersen	John Schlie	John Krenik	John Chmelik	Tony Lindahl
1.16.2025	Regular	\$25.00	\$25.00	\$25.00	\$0.00	N/A
2.20.2025	Regular	\$25.00	\$25.00	\$25.00	\$0.00	N/A
3.20.2025	Regular	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
4.17.2025	Regular	\$25.00	\$0.00	\$25.00	\$25.00	\$25.00
5.15.2025	Regular	\$25.00	\$25.00	\$25.00	\$0.00	\$25.00
6.18.2025	Regular	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
7.17.2025	Regular	\$25.00	\$25.00	\$25.00	\$25.00	\$0.00
8.21.2025	Regular	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
9.18.2025	Regular	\$25.00	\$0.00	\$25.00	\$25.00	\$0.00
10.16.2025	Regular	\$25.00	\$25.00	\$25.00	\$25.00	\$0.00
11.20.2025	Regular	\$25.00	\$0.00	\$25.00	\$0.00	\$0.00
Annual Pay:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional Pay:	\$275.00	\$275.00	\$200.00	\$275.00	\$175.00	\$125.00
Total Pay:	\$275.00	\$275.00	\$200.00	\$275.00	\$175.00	\$125.00

2025	Zoning Pay	\$1,325.00
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# AGENDA MEMO

**Agenda Item:** Solar Panels

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Solar Panels – Discuss Interim Use Permit for Solar Panels at PID 1323300001

**Action Requested:** Discussion about the planned solar panel installation

**Staff Recommends:**

**Committee Recommends:**

**Attachments:**

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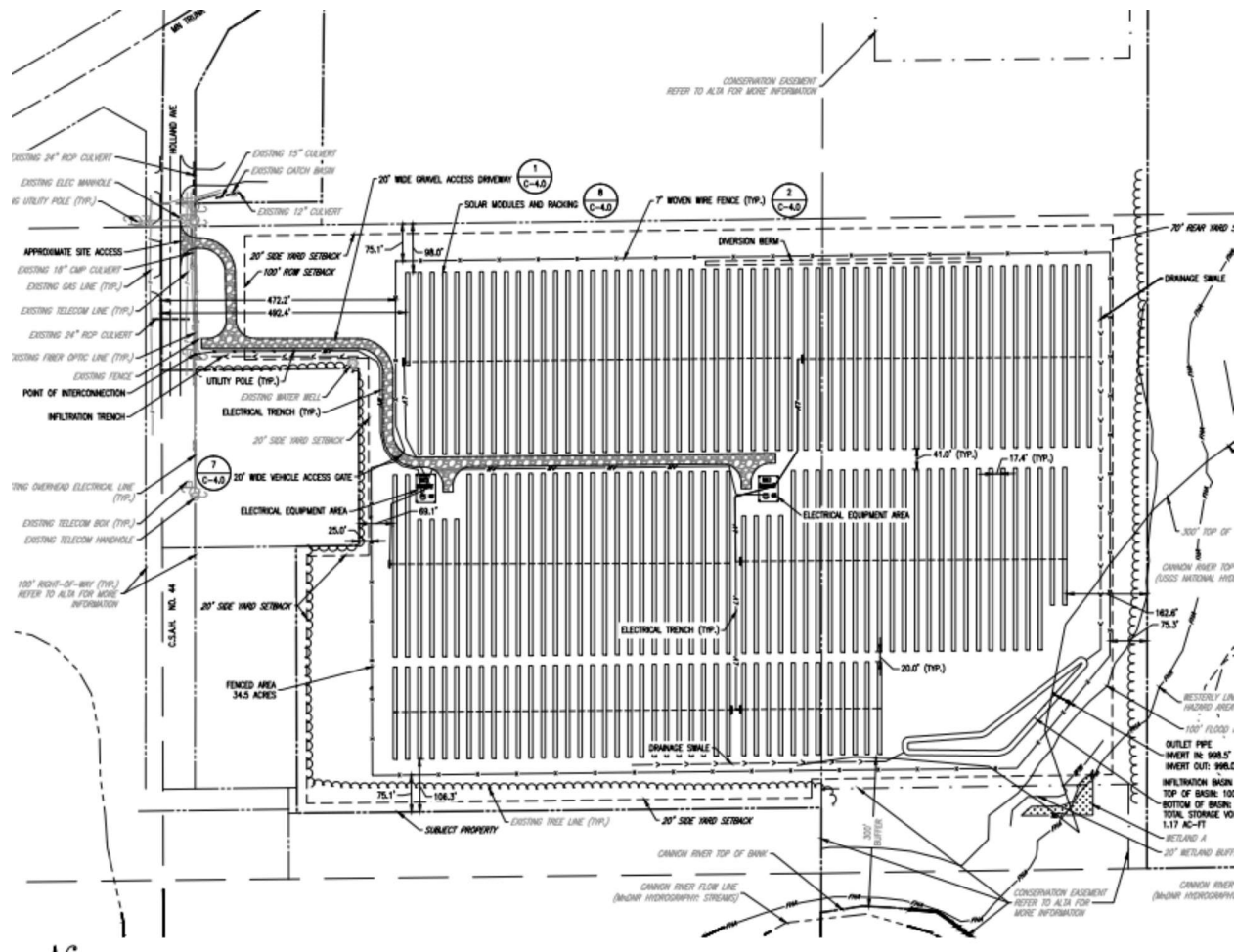
**Previous Council Action:**

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**Overview:** Leon Gregor, Anna Nusbaum, and myself attended the last Rice County Planning and Zoning meeting to object to the project. The discussion was tabled.

Joe Caldwell and Tim Flaten attended the next meeting where the board voted to recommend to the commissioners to deny the permit.

I attended the Rice County Commissioners meeting where the board voted to table the topic until the December 6<sup>th</sup> meeting. The request to table it was from the solar company. They stated they would like time to confer with the city.



# AGENDA MEMO

**Agenda Item:** Fireman's Dance

**To:** City Council  
**From:** Ellen Judd  
**Meeting Date:** 12/1/2025  
**Meeting Type:** Regular Meeting  
**Subject:** Fireman's Dance – Liquor License Approval  
**Action Requested:** Motion to approve the temporary liquor license, as presented, for the Morristown Fire Relief Fireman's Dance.  
**Staff Recommends:** Approve  
**Committee Recommends:**  
**Attachments:**

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**Previous Council Action:**

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**Overview:** The Morristown Fire Relief would like to be able to serve and sell the alcohol at the Fireman's Dance. They need a temporary liquor license to do so.

Once approved, they plan to go through MN Joint Underwriting Association in Burnsville for their liability insurance. The amount of coverage to be:  
\$50,000 per person/ \$100,000 per occurrence---Bodily Injury & Pecuniary Loss  
\$10,000 each occurrence-----Property damage  
\$50,000/ 100,000--Loss of Support  
Annual aggregate---\$ 310,000

Some things for the city to consider from the league:

## (2) City risks

From the city's standpoint, an excess judgment against the relief association on a liquor liability claim potentially could affect the city in several different ways.

The claimant could argue that the relief association was really ultimately acting on behalf of the city in conducting the beer sales, and that the city should therefore be held liable for the relief association's actions in illegally selling beer. Since under the statutes the relief association has a very direct and close special relationship to the city, a court might well be sympathetic to this argument and conclude the city should be vicariously liable for the relief association's actions. That might be particularly true if the profits from the beer sales were being used to cover costs the city might otherwise bear, such as acquiring new fire equipment.

If the claimant were able to get at the assets in the relief association's special fund to satisfy the judgment, it would increase the city's future costs if the association uses the "defined benefit" approach to pensions. Since the city is required by law to provide enough funds from property taxes or other sources to enable the relief association to meet its pension obligations, the city would ultimately have to make up the loss if the claimant were able to get at the relief association pension funds.

If the insurance and other assets of the relief association weren't sufficient, the claimant would very likely look for a way to make a claim directly against the city.

They might try to argue, for example, the city was negligent in failing to adequately oversee and control the relief association's activities.

Keep in mind, of course, that if the city does end up being liable and there isn't insurance to cover it, the taxpayers will ultimately have to pay for it. Unlike a private corporation, the city doesn't have the option to simply declare bankruptcy, hand over its assets, and walk away."

LMC recommends the following for insurance. We have implemented this in our rental policy for the great hall.

1. Event Insurance Coverage. The City requires insurance if alcohol is present in any capacity.
  - a. If you choose to bring your own alcohol:
    - i. The renter must purchase Commercial General Liability Insurance through GatherGuard. A minimum of \$1,000,000 per occurrence is required. "Host liquor" coverage is also required under the general liability coverage.
    - ii. The City must be added as an additional insured to the renter's Liability Coverage Insurance.
    - iii. The Certificate of Liability Insurance must be submitted to the City of Morristown no less than 30 days prior to the event.



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <b>MORRISTOWN FIREMAN'S RELIEF ASSOC.</b>		Date of organization <b>1972</b>	Tax exempt number <b>41-6029241</b>
Organization Address (No PO Boxes) <b>402 DIVISION ST. S.</b>		City <b>MORRISTOWN</b>	State <b>MN</b>
		Zip Code <b>55052</b>	
Name of person making application <b>MIKE AHLMAN</b>		Business phone <b>507-685-4243</b>	Home phone <b>507-330-0595</b>
Date(s) of event <b>MAY 9, 2026</b>	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name <b>TIM BOESE</b>	City <b>MORRISTOWN</b>	State <b>MN</b>	Zip Code <b>55052</b>
Organization officer's name <b>TERRY MESCHKE</b>	City <b>MORRISTOWN</b>	State <b>MN</b>	Zip Code <b>55052</b>
Organization officer's name <b>JOE CRAWELL</b>	City <b>MORRISTOWN</b>	State <b>MN</b>	Zip Code <b>55052</b>

Location where permit will be used. If an outdoor area, describe.

**OUTSIDE PARKING AREA BY FIREHALL - 402 DIVISION ST. S.**

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**TBD**

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license

Date Approved

Fee Amount

Permit Date

Event in conjunction with a community festival ☐ Yes ☐ No

City or County E-mail Address

Current population of city

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event**

**No Temp Applications faxed or mailed. Only emailed.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



# ***AGENDA MEMO***

**Agenda Item:** WEM Meeting

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** WEM Meeting – Call Meeting with WEM School Board

**Action Requested:** City Council Member wishes to discuss this topic.

**Staff Recommends:** N/A

**Committee Recommends:**

**Attachments:** None

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**Previous Council Action:**

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**Overview:** A City Council member would like to discuss the possibility and merit of having a meeting between City Council and the WEM School Board.

# AGENDA MEMO

**Agenda Item:** Event Set-up

**To:** City Council

**From:** Ellen Judd

**Meeting Date:** 12/1/2025

**Meeting Type:** Regular Meeting

**Subject:** Event Set-up – Hire for the Event Set-up Position

**Action Requested:** Motion to hire Loryn Caldwell for the Event Set-up position with a pay rate of \$21.55 per hour, start date immediately.

**Staff Recommends:** Approve

**Committee Recommends:**

**Attachments:** None

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**Previous Council Action:** None

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**Overview:** Cassie, Leon, and myself conducted interviews for the event set-up position. We interviewed the following candidates: Loryn Caldwell, John Ankrum, Wayne Peterson, & Casey Oorlog.  
We were in agreement to hire Loryn Caldwell.