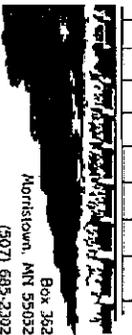


# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam" Site



Box 362  
Morristown, MN 55032  
(907) 685-2302

## MORRISTOWN CITY COUNCIL MEETING AGENDA

Regular Meeting 7:00 p.m.

Monday, February 5, 2024

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Additions/Corrections to Agenda:**
4. **Comments and Suggestions from Citizens Present:**
5. **Consent Agenda:**
  - A. Police Report – January 2024 – Will be sent in separate email when received
  - B. Fire Department Report – January 2024
  - C. Public Works Report – January 2024
  - D. City Council Meeting Minutes – Regular Meeting 1/2/2023, Work Session & Special Meeting 1/10/2023
  - E. Zoning Board Meeting Minutes – 1/18/2024
  - F. Financial Reports – 1/31/24 – to come in separate email
  - G. Claims and Accounts – 1/1/2024-1/31/2024
  - H. Water Bill Delinquency Report

### 6. **Unfinished Business:**

- A. City Code Enforcement Process
- B. Zoning Administrator Position, Appoint new Zoning Board Member
- C. Update on Public Works Job Posting

### 7. **New Business:**

- A. Part-time Snowplow Position
- B. Part-time Event Custodian Position
- C. Cannon Valley Players use of Great Hall
- D. Petition to Vacate Ann St E from WEM School District
- E. Petition to the State of MN for New Flag Review
- F. Safety Money Allocation
- G. Policy for City Hall Making Change for Water Bills, Petty Cash
- H. Resolution 2024-14 Creation of CRA Fund 704 for Fire Department
- I. Resolution 2024-13 Accepting Donation from the Fire Relief
- J. Investment Update
- K. Post for Public Works Operator Position
- L. Jason Tlusty Review

### 8. **Correspondence and Announcements:**

- A. February 12<sup>th</sup>, 2024 Street Project Neighborhood Meeting, 6-8 p.m.

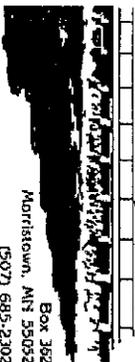
### 9. **Council Discussion and Concerns:**

### 10. **Adjournment:**

11. **Next Meeting:** Monday, March 4, 2024 – 7:00 p.m.

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION  
Best Little Town By A "Pam" Site



## MORRISTOWN CITY COUNCIL MEETING MINUTES

Regular Meeting 7:00 p.m.

Tuesday, January 2, 2024

Public Hearing – Master Fee Schedule – 7:05 p.m.

Public Hearing – Application for Variance

**Council Present:** Tony Lindahl (Mayor), Jake Golombeski, Linda Murphy, Leon Gregor, Joe Caldwell  
**Others Present:** Ellen Judd (City Administrator), Connie Medeiros (City Clerk), Mark Rahrnick (City Attorney), Travis Mullenmeister (Public Works), Jerry West (Public Works), Bruce Morris (Fire department), Jason Michels (ELM Holdings), Jack Schwichtenberg, Steve Nordmeier, Rick Vollbrecht, Arlen Krause, Mike O'Rourke, John Schlie, Josh Mal\*\*\* (sic), Mike Mil\*\*\* (sic)

1. **Call to Order:** Mayor Tony Lindahl called the meeting to order of the Morristown City Council on Tuesday, January 2, 2024, at 7:05 p.m. in the Council Chambers at 402 Division St., S, Morristown, MN.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions/Corrections to Agenda:**

- A. Unfinished Business 6A: Sheriff's Contract
- B. New Business 7R1: Resolution 2024-10 Resignation of Adrienne O'Rourke (Temp Event Set-up)
- C. New Business 7R2: Fire Department Equipment Purchases

*Motion by Gregor, seconded by Caldwell and was carried unanimously to approve the agenda with the additions mentioned above.*

4. **Comments and Suggestions from Citizens Present:** None.

5. **Consent Agenda:**

- A. Police Report – December 2023
- B. Fire Department Report – December 2023
- C. Public Works Report – December 2023
- D. City Council Meeting Minutes – Regular Meeting 12/4/2023
- E. Zoning Board Meeting Minutes – No meeting in December
- F. Financial Reports – 12/31/23
- G. Claims and Accounts – 12/1/2023-12/31/2023
- H. Water Bill Delinquency Report

*Motion by Caldwell, seconded by Gregor and was carried unanimously to accept the Consent Agenda.*

*Motion by Gregor, seconded by Murphy and was carried unanimously to close the regular meeting and open the public hearing*

### **PUBLIC HEARING 7:05 p.m. – MASTER FEE SCHEDULE HEARING – APPLICATION FOR VARIANCE – 403 Sidney St W**

**Master Fee Schedule Hearing:** *The Council presented the Master Fee Schedule and asked for feedback. S. Nordmeier questioned the increase to the Community Center On-Sale year amount.*

**Variance:** *The Council review the application for variance from Jason Michels for 403 Sidney St. for the detached garage. Motion by Caldwell, seconded by Golombeski and was carried unanimously to approve the Application for Variance for 403 Sidney St., with respect to the detached garage.*

*Motion to Murphy, seconded by Caldwell and was carried unanimously to close public meeting and open regular meeting.*

6. **Unfinished Business:**

- A. Sheriff's Contract

*The City Administrator informed the Council that the Sheriff's 60 hour per week contract will be terminated and that a new contract consisting of the requested 40 hours per week will be prepared. The commencement of the new contract will begin in June, 2024.*

**7. New Business:**

**A. Ordinance 2024-1 Establishing Master Fee Schedule**

Motion by Murphy, seconded by Caldwell and was carried unanimously to accept Ordinance 2024-1 Establishing Master Fee Schedule with agreed changes of Commercial Club On-Sale Fee of \$200.00 instead of \$250.00, the WAC and SAC fees to \$1,350.00 each with the removal of the hookup fees, and the addition of the Pay Schedule for City Council, Mayor, Zoning Board, Election Judges, Events Set-up position and Fire Department Officers and all FD personnel.

**B. Resolution 2024-1 Approving Publication of Ordinance by Title and Summary**

Motion by Gregor, seconded by Golombeski and was carried unanimously to accept Resolution 2024-1 Approving Publication of Ordinance by Title and Summary

**C. Resolution 2024-2 Designating Official Newspaper**

Motion by Caldwell, seconded by Golombeski and was carried unanimously to accept Resolution 2024-2 Designating Official Newspaper

**D. Resolution 2024-3 Designating Official Depository**

Motion by Gregor, seconded by Golombeski and was carried unanimously to accept Resolution 2024-3 Designating Official Depository

**E. Resolution 2024-4 Requesting Transfer of Ownership of 2<sup>nd</sup> St.**

Motion by Gregor, seconded by Murphy and was carried unanimously to accept Resolution 2024-4 Requesting Transfer of Ownership of 2<sup>nd</sup> St.

**F. Resolution 2024-5 Requesting Addition of Sidewalk along Main St**

Motion by Murphy, seconded by Caldwell and was carried unanimously to accept Resolution 2024-5 Requesting Addition of Sidewalk along Main Street

**G. Resolution 2024-6 Accepting Donation from Coffee Club**

Motion by Golombeski, seconded by Gregor and was carried unanimously to accept Resolution 2024-6 Accepting Donation from Coffee Club

**H. Resolution 2024-7 Joint Powers Agreement, Eckberg Lammers**

Motion by Murphy, second by Caldwell and was carried unanimously to accept Resolution 2024-7 Joint Powers Agreement, Eckberg Lammers

**I. Resolution 2024-8 Approving the Transfer of Funds**

Motion by Gregor, seconded by Golombeski and was carried unanimously to accept Resolution 2024-8 Approving the Transfer of Funds

**J. Resolution 2024-9 Approving the Transfer of Funds**

Motion by Caldwell, seconded by Gregor and was carried unanimously to accept Resolution 2024-9 Approving Transfer of Funds

**K. 2024 City Community Appointments**

Motion by Murphy, seconded by Gregor and was carried unanimously to approve the 2024 City Committee Appointments as presented.

**L. Engineering Firms – Bollig & ISG**

The Council was presented with 2 quotes from engineering firms with respect to street/city projects. Bollig is a firm that works mostly with small communities (under 3,000). The Council discussed briefly and concluded that the city is not interested at this time. SEH is contracted with City for the 2024 Street Project and is contracted for the future Waste-Water Treatment project.

**M. Christmas Tree Pickup**

The Council discussed briefing the Christmas tree pickup proposal and agreed to the January 8<sup>th</sup> - January 12<sup>th</sup> dates. Approved by all Council.

**N. Columbus Day – Federal Holiday**

The Council was presented the addition of Columbus Day (Indigenous Day) for the office holiday schedule. As it is a MN State holiday Attorney Rahnick suggested revising Employee handbook with the addition and present it to the Council at February's meeting

**O. Schedule Work Session for January**

- i. Safety Money
- ii. City Code Enforcement
- iii. Permitting Process
- iv. HR Committee
- v. Employee Review Process

The Council was presented with a potential work session for January with respect to the above items. Motion by Golombeski, seconded by Caldwell and was carried unanimously to schedule a work session for January 10, 2024, at 7:00 p.m.

P. Schedule Special Meeting for Audit Review  
Motion by Golombeski, seconded by Gregor and was carried unanimously to approve the proposed schedule for a special meeting for audit review for March 20, 2024, at 7:00 p.m.

Q. SEH Supplemental Agreement Amendment  
Motion by Golombeski, seconded by Gregor and was carried unanimously to approve the SEH Supplemental Agreement Amendment.

R. City Council Meeting Dates

Motion by Gregor, seconded by Golombeski and was carried unanimously to approve the City Council Meeting Dates with the change for Labor Day from Monday, September 2, 2024, to Tuesday, September 3, 2024

1. Addition: Resolution 2024-10 Resignation of Adrienne O'Rourke (Temp Event Set-up)  
Motion by Golombeski, seconded by Gregor and was carried unanimously to accept Resolution 2024-10 Resignation of Adrienne O'Rourke (Temporary Set-Up)

2. Addition: Fire Department Equipment Purchases  
Motion by Murphy, seconded by Caldwell and was carried unanimously to approve the Fire Department equipment purchases of ballistic defense vests and additional turnout gear for newly hired firefighters.

Motion by Gregor, seconded by Murphy and was carried unanimously to close the regular meeting and open a closed meeting. The Council asked T. Mullenmeister if he was in agreement with the closed meeting for his performance review. T. Mullenmeister agreed to the closed meeting.

S. Travis Review

The Council went into closed session to discuss the performance review of T. Mullenmeister.

Motion by Murphy, seconded by Gregor and was carried unanimously to close the closed meeting and open the regular meeting.

Motion by Murphy, seconded by Caldwell and was carried unanimously to terminate T. Mullenmeister's employment with the City of Morristown effective immediately.

Correspondence and Announcements: Steve Nordmeier reminded the Council of the Annual Fire Department Meeting and invited Council and city employees to attend. Bruce Morris also announced the total number of 185 calls the FD responded to in 2023.

9. **Council Discussion and Concerns:** J. Golombeski discussed the need to look into potentially adopting state zoning codes for the City.

10. **Adjournment:** Motion by Caldwell, seconded by Murphy and was carried unanimously to adjourn the January 2, 2024, City Council meeting at 8:45 p.m.

11. **Next Meeting:** Monday, February 5, 2024 – 7:00 p.m.

Tony Lindahl, Mayor

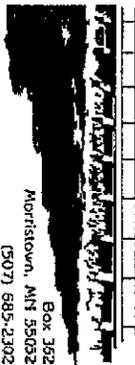
Attest,

Connie Medeiros, City Clerk

# City of Morrisstown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Darn Site"



Box 362  
Morristown, MN 55032  
(507) 685-2302

## MORRISTOWN CITY COUNCIL MEETING MINUTES Work Session 7:00 p.m. Wednesday, January 10, 2024

**Council Present:** Tony Lindahl (Mayor), Jake Golombeski, Linda Murphy, Leon Gregor, Joe Caldwell  
**Others Present:** Ellen Judd (City Administrator), Connie Medeiros (City Clerk), Mark Rahrick (City Attorney), Steve Nordmeier, Bruce Morris (FD)

1. **Call to Order:** Mayor Tony Lindahl called the work session to order of the Morristown City Council on Wednesday, January 10, 2024, at 7:05 p.m. in the Council Chambers at 402 Division St., S, Morristown, MN.
2. **Comments and Suggestions from Citizens Present:** None.
3. **Work Session Business:**
  - A. **Safety Money** – The City of Morristown has received \$41,791.00 in 2023 Public Safety Aid to be used towards public safety initiatives. The Fire Department has requested a portion of that money to be placed in the pumper truck fund. They are looking at purchasing a new truck and any portion of the aid given would be used to help with the purchase. The Council discussed the amount received and proposed giving the Fire Department \$10,000.00 of the Public Safety Aid money.
  - B. **City Code Enforcement** – The Council discussed the steps to be taken with respect to Ordinance violations. It was discussed and agreed upon that violations will begin with a letter of violation, if violation is not corrected a \$100 citation will be issued via letter to the resident. Citations will be issued up to \$400.00. A resident has the right to appeal the citation to the City Council.
  - C. **Permitting Process** – The Council discussed the issuance of the permit processing. The Council discussed and heard recommendations from the city attorney (in respect to other communities). It was agreed upon to suspend the need for a zoning administrator and turn over the responsibility of zoning permits to City Hall.
  - D. **HR Committee** – Not needed.
  - E. **Employee Review Process** – All employees will now be reviewed in June.

*The work session started at 7:05 p.m. and was completed by 8:35 p.m.*

Attest:

Tony Lindahl, Mayor

Connie Medeiros, City Clerk



**MORRISTOWN CITY COUNCIL MEETING MINUTES**  
**Special Meeting – (Followed Work Session)**  
**Wednesday, January 10, 2024**

**Council Present:** Tony Lindahl (Mayor), Jake Golombeski, Linda Murphy, Leon Gregor, Joe Caldwell

**Others Present:** Ellen Judd (City Administrator), Connie Medeiros (City Clerk), Steve Nordmeier

1. **Call to Order:** Mayor Tony Lindahl called the Special Meeting to order of the MorrisTown City Council on Wednesday, January 10, 2024, at 8:35 p.m. in the Council Chambers at 402 Division St., S, MorrisTown, MN.

2. **Comments and Suggestions from Citizens Present:** None.

3. **Work Session Business:**

A. Resolution 2024-11 Support CSAH 44 at Application

*Motion by Gregor, seconded by Golombeski and was carried unanimously to approve Resolution 2024-11 Support CSAH 44 at Application.*

B. Resolution 2024-12 Sidewalk on County Road 44

*Motion by Golombeski, seconded by Gregor and was carried unanimously to approve Resolution 2024-12 Sidewalk on County Rd. 44*

C. City Clerk Vacation Approval

*Motion by Golombeski, seconded by Caldwell and was carried unanimously to approve the City Clerk's vacation request.*

D. Public Works Lead Job Posting – Council discussed the public works position. The Council agreed to posting the position for full time at a payrate of between \$24.00-\$27.00 pending qualifications. Job posting close by February 12<sup>th</sup> for discussion at March regular Council Meeting.

*Motion by Murphy, seconded by Golombeski and was carried unanimously to approve the posting of the Public Works lead position at the payrate between \$24.00-\$27.00 with a closeout posting of February 19<sup>th</sup>.*

E. Set Special Meeting date for Street Project – A “informational meeting” conducted by SHE’s Doug Scott is scheduled for February 12<sup>th</sup> at 7:00 p.m. for all residents affected by the 2024 Phase 1 Street Project. T. Lindahl and Leon Gregor will attend. Notices will be sent to residents and the meeting notice will be posted on our website, and at post office and City Hall.

**Adjourn:** *Motion by Golombeski, seconded by Caldwell and was carried unanimously to adjourn the January 10, 2024, City Council Special Meeting at 9:10 p.m.*

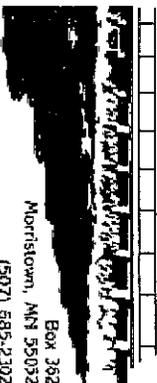
Attest,

\_\_\_\_\_  
Tony Lindahl, Mayor

\_\_\_\_\_  
Connie Medeiros, City Clerk

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION  
Best Little Town Big A "Darn Site"



Box 362  
Morristown, MN 55052  
(507) 585-2302

## MORRISTOWN ZONING BOARD MEETING MINUTES Regular Meeting 7:00 p.m. Thursday, January 18, 2024

**Members Present:** Jim Lonergan (Chair), Val Kruger, Ralph Barney (Zoning Administrator)

**Others Present:** Ellen Judd (City Administrator), Joe Caldwell (Council Member)

- 1. Call to Order:** The Morristown Zoning Board Meeting was called to order at 7:00pm by Jim Lonergan on Thursday, January 18, 2024, in the Council Chambers at City Hall at 402 Division St S.
- 2. Additions/Corrections to Agenda:** None.
- 3. Additions/Corrections of Meeting Minutes:** None.
- 4. Report Council Action Taken at Last Meeting:** Variance was approved for 403 Sidney St W.
- 5. Requests to be heard:** None.
- 6. Old/Unfinished Business:** None.
- 7. New Business:**

### A. Suspend Zoning Administrator's responsibility and transfer to City Hall

Ellen Judd explained to the Zoning Board that City Council is considering transferring the responsibilities of the Zoning Administrator to City Hall based on the recommendation of the City Attorney. This in the hopes of limiting the liability for the City. The Zoning Board had many concerns about this approach. They had questions that Caldwell and Judd weren't able to answer. The discussion will be brought up again at the next City Council meeting so the City Attorney can answer more questions.

### B. Appoint Ralph Barney as Zoning Board member

Ellen Judd explained to the Zoning Board that City Council is would like to make Ralph Barney a member of the Zoning Board. The discussion will be brought up again at the next City Council meeting.

### 8. Zoning Administrator's Report:

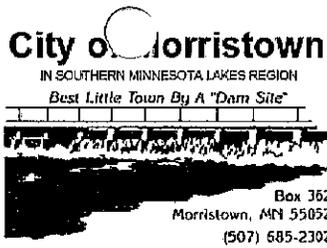
|      |            |         |                    |                             |                            |                 |
|------|------------|---------|--------------------|-----------------------------|----------------------------|-----------------|
| Open | 4/21/2023  | 2023-2  | Val Kruger         | 203 1st St., NE             | Re-side garage             | Kenow Const.    |
| Open | 4/28/2023  | 2023-4  | Marcus Deleon      | 411 Sidney St, W            | New Construction (Rambler) | Deleon Const.   |
| Open | 5/9/2023   | 2023-5  | Jerome Hurst       | 107 Main St., E             | Replace deck and porch     | Berger Const.   |
| Open | 6/1/2023   | 2023-9  | Kim Halvorson      | 105 1 <sup>st</sup> St, NE  | Fence                      |                 |
| Open | 6/9/2023   | 2023-13 | Robert Dinks       | 307 Main St W               | Replace 6' Privacy fence   |                 |
| Open | 7/7/2023   | 2023-26 | Valentyn Builders, | 407 Sidney St., W           | New Construction           | Valentyn        |
| Open | 8/24/2023  | 2023-31 | Anita Livingston   | 104 Franklin St., W.        | Replace existing fence     |                 |
| Open | 8/25/2023  | 2023-34 | Joshua Haefemeyer  | 306 Division St S           | Siding & windows           |                 |
| Open | 9/21/2023  | 2023-38 | Michael Bohner     | 202 Washington St E         | Re-roof                    | Valentyn        |
| Open | 10/5/2023  | 2023-40 | Steve Droog        | 5 Front Road                | Siding & windows           |                 |
| Open | 10/6/2023  | 2023-40 | Jeff Jandro        | 9868 Morristown Blvd        | New Construction (Storage) | Jeff Jandro     |
| Open | 10/16/2023 | 2023-43 | Shawn White        | 807 Division St.            | Remove & Re-side           | D&G Siding      |
| Open | 10/17/2023 | 2023-44 | Stacy Connors      | 203 3 <sup>rd</sup> St., SE | Replace 4 windows          | MN Rusco        |
| Open | 10/19/2023 | 2023-45 | Bethlehem Lutheran | 404 Franklin St., W         | New Construction-Parsonage |                 |
| Open | 11/7/2023  | 2023-46 | Mike Anderson      | 406 Washington St., E       | Replace existing shed      |                 |
| Open | 11/7/2023  | 2023-47 | Tyler Nusbaum      | 202 1 <sup>st</sup> St., NE | Remove & replace shingles  | Piepho Roofing  |
| Open | 11/9/2023  | 2023-48 | Shawn White        | 807 Division St., S         | Rebuild existing deck      | Terpstra Const. |

|      |           |         |                |                      |                         |                 |
|------|-----------|---------|----------------|----------------------|-------------------------|-----------------|
| Open | 11/9/2023 | 2023-49 | Shawn White    | 807 Division St., S  | Replace window & door   | Terpstra Const. |
| Open | 11/9/2023 | 2023-50 | Morristown MHC | 68 Jack Drive        | Install new mobile home | HMC             |
| Open | 11/9/2023 | 2023-51 | Morristown MHC | 8 Front Street       | Install new mobile home | HMC             |
| Open | 11/9/2023 | 2023-52 | Morristown MHC | 61 Charlotte Street  | Install new mobile home | HMC             |
| Open | 11/9/2023 | 2023-53 | Morristown MHC | 65A Charlotte Street | Install new mobile home | HMC             |

9. **Board Discussion and Concerns:** Lonergan mentioned that a builder is looking at buying the old lumberyard, but is questioning what the land is zoned.
10. **Adjournment:** *Motion by R. Barney, seconded by V. Kruger and was carried unanimously to adjourn the Thursday, January 18th, 2024, Zoning Board Meeting at 7:50 p.m.*
11. **Next Regular Meeting:** Thursday, February 15, 2024, at 7:00 p.m.

Ellen Judd

Ellen Judd  
City Administrator



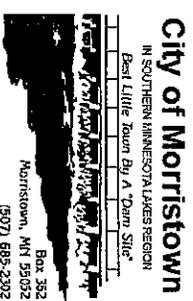
# DEMONSTRATION DATA

## Transaction Activity

| Search Name                  | Account Descr                                | Amount            | Comments                                             | Check/Receipt Date      |
|------------------------------|----------------------------------------------|-------------------|------------------------------------------------------|-------------------------|
| <b>G General Ledger</b>      |                                              |                   |                                                      |                         |
| EFTPS - DIRECT               | G 100-21703 FICA Tax Withholding             | \$2,848.76        | 1/8/2024 Payroll Federal Withholding                 | FD Annual Call 01/09/24 |
| EFTPS - DIRECT               | G 100-21709 Medicare                         | \$666.26          | 1/8/2024 Payroll Federal Withholding                 | FD Annual Call 01/09/24 |
| <b>G General Ledger</b>      |                                              | <b>\$3,515.02</b> |                                                      |                         |
| <b>-E Expenditure</b>        |                                              |                   |                                                      |                         |
| MN DEPARTMENT OF REVENUE     | E 601-49440-437 Sales Tax                    | \$38.00           | December 2023 Sales & Use Tax Return                 | 01/10/24                |
| MN DEPARTMENT OF REVENUE     | E 603-49520-439 Refuse Tax                   | \$630.00          | December 2023 Sales & Use Tax Return                 | 01/10/24                |
| AIRGAS                       | E 100-41941-215 Operating & Maintenance Supp | \$53.78           | Argon cylinder rental                                | 01/17/24                |
| CASH                         | E 100-41948-430 Miscellaneous                | \$200.00          | Petty Cash to start 2024                             | 01/17/24                |
| CENTERPOINT ENERGY           | E 100-41941-380 Utility Services             | \$187.80          | December Maintenance Shop Gas Utilities              | 01/17/24                |
| CENTERPOINT ENERGY           | E 602-49490-380 Utility Services             | \$25.70           | December Sewer Plant Gas Utilities                   | 01/17/24                |
| CENTERPOINT ENERGY           | E 601-49440-380 Utility Services             | \$72.49           | December Water Pump Gas Utilities                    | 01/17/24                |
| CENTERPOINT ENERGY           | E 100-41948-380 Utility Services             | \$280.62          | December City Hall Gas Utilities                     | 01/17/24                |
| CENTERPOINT ENERGY           | E 100-41946-380 Utility Services             | \$280.62          | December Community Center Gas Utilities              | 01/17/24                |
| CENTERPOINT ENERGY           | E 601-49440-380 Utility Services             | \$18.15           | December Water Tower Gas Utilities                   | 01/17/24                |
| CENTERPOINT ENERGY           | E 204-42210-380 Utility Services             | \$652.66          | December Gas Utilities at Fire Hall. Acct#10583553-2 | 01/17/24                |
| CLEARWAY COMMUNITY SOLAR LLC | E 601-49440-380 Utility Services             | \$40.70           | November Electricity for 201 Division St: Well #1    | 01/17/24                |
| CLEARWAY COMMUNITY SOLAR LLC | E 602-49490-380 Utility Services             | \$886.67          | November Electricity for 75 Verdev Dr: WWTP          | 01/17/24                |
| COMMUNITY CO-OP OIL ASSN     | E 100-43101-212 Motor Fuels                  | \$91.76           | Fuel for December: Acct# 319870                      | 01/17/24                |
| COMMUNITY CO-OP OIL ASSN     | E 204-42210-212 Motor Fuels                  | \$269.69          | Fuel for December: Acct# 620143                      | 01/17/24                |
| COMMUNITY CO-OP OIL ASSN     | E 100-45202-212 Motor Fuels                  | \$30.59           | Fuel for December: Acct# 319870                      | 01/17/24                |
| COMMUNITY CO-OP OIL ASSN     | E 601-49440-212 Motor Fuels                  | \$61.17           | Fuel for December: Acct# 319870                      | 01/17/24                |
| COMMUNITY CO-OP OIL ASSN     | E 602-49490-212 Motor Fuels                  | \$91.76           | Fuel for December: Acct# 319870                      | 01/17/24                |
| COMMUNITY CO-OP OIL ASSN     | E 100-41941-212 Motor Fuels                  | \$30.58           | Fuel for December: Acct# 319870                      | 01/17/24                |
| ECKBERG LAMMERS              | E 100-41610-304 Legal Fees                   | \$400.63          | December Prosecution Services                        | 01/17/24                |
| EO JOHNSON CO INC            | E 602-49490-206 Printer/Rental/Software      | \$0.19            | 11/25/23-1/8/24 Toshiba Coverage                     | 01/17/24                |
| EO JOHNSON CO INC            | E 204-42210-206 Printer/Rental/Software      | \$7.30            | 1/8/24-2/7/24 Toshiba Coverage                       | 01/17/24                |
| EO JOHNSON CO INC            | E 100-41948-206 Printer/Rental/Software      | \$29.20           | 1/8/24-2/7/24 Toshiba Coverage                       | 01/17/24                |
| EO JOHNSON CO INC            | E 601-49440-206 Printer/Rental/Software      | \$14.60           | 1/8/24-2/7/24 Toshiba Coverage                       | 01/17/24                |
| EO JOHNSON CO INC            | E 602-49490-206 Printer/Rental/Software      | \$14.60           | 1/8/24-2/7/24 Toshiba Coverage                       | 01/17/24                |
| EO JOHNSON CO INC            | E 603-49520-206 Printer/Rental/Software      | \$0.10            | 11/25/23-1/8/24 Toshiba Coverage                     | 01/17/24                |
| EO JOHNSON CO INC            | E 603-49520-206 Printer/Rental/Software      | \$7.30            | 1/8/24-2/7/24 Toshiba Coverage                       | 01/17/24                |
| EO JOHNSON CO INC            | E 204-42210-206 Printer/Rental/Software      | \$0.10            | 11/25/23-1/8/24 Toshiba Coverage                     | 01/17/24                |
| EO JOHNSON CO INC            | E 601-49440-206 Printer/Rental/Software      | \$0.19            | 11/25/23-1/8/24 Toshiba Coverage                     | 01/17/24                |
| EO JOHNSON CO INC            | E 100-41948-206 Printer/Rental/Software      | \$0.38            | 11/25/23-1/8/24 Toshiba Coverage                     | 01/17/24                |

| Search Name                    | Account Descr                                | Amount      | Comments                                                | Check/Receipt Date |
|--------------------------------|----------------------------------------------|-------------|---------------------------------------------------------|--------------------|
| GOPHER STATE ONE CALL          | E 100-43102-305 Locating Services            | \$0.16      | December, 2 tickets                                     | 01/17/24           |
| GOPHER STATE ONE CALL          | E 602-49490-305 Locating Services            | \$1.27      | December, 2 tickets                                     | 01/17/24           |
| GOPHER STATE ONE CALL          | E 601-49440-305 Locating Services            | \$1.27      | December, 2 tickets                                     | 01/17/24           |
| HAWKINS INC                    | E 601-49440-216 Chemicals                    | \$10.00     | Water Tower Chemicals                                   | 01/17/24           |
| HAWKINS INC                    | E 602-49490-216 Chemicals                    | \$20.00     | WWTP Chemicals                                          | 01/17/24           |
| LACANNE ELECTRIC LLC           | E 100-41946-300 Professional Services        | \$98.25     | Install outlet for block heater in CC generator         | 01/17/24           |
| LACANNE ELECTRIC LLC           | E 204-42210-300 Professional Services        | \$130.00    | Install new light in apparatus bay                      | 01/17/24           |
| MACQUEEN EMERGENCY             | E 204-42210-260 Clothing                     | \$496.49    | Fire department gear                                    | 01/17/24           |
| MENARDS - DUNDAS               | E 602-49490-215 Operating & Maintenance Supp | \$16.99     | Fish tape for liftstation                               | 01/17/24           |
| MENARDS - DUNDAS               | E 100-41941-260 Clothing                     | \$21.24     | Gloves                                                  | 01/17/24           |
| MID-AMERICA BACKFLOW PREVENTE  | E 602-49490-300 Professional Services        | \$175.00    | Backflow preventer testing at WWTP                      | 01/17/24           |
| MID-AMERICA BACKFLOW PREVENTE  | E 100-41946-300 Professional Services        | \$170.00    | Backflow preventer testing at CC/CH                     | 01/17/24           |
| MID-AMERICA BACKFLOW PREVENTE  | E 100-41948-300 Professional Services        | \$170.00    | Backflow preventer testing at CC/CH                     | 01/17/24           |
| MJM MEDICAL DIRECTION CONSORTI | E 204-42210-433 Dues/Subscriptions           | \$500.00    | 2024 Medical Consortium Dues                            | 01/17/24           |
| MN STATE FIRE DEPARTMENT ASSOC | E 204-42210-433 Dues/Subscriptions           | \$225.00    | 2024 MSFDA Membership Dues                              | 01/17/24           |
| MN UNEMPLOYMENT INSURANCE      | E 100-49201-140 Unemployment Compensation    | \$965.00    | Unemployment Benefits for John Schlie                   | 01/17/24           |
| NORTHLAND SECURITIES INC       | E 100-49201-430 Miscellaneous                | \$550.00    | Agent fee for Annual Continuing Disclosure service      | 01/17/24           |
| PLUNKETTS PEST CONTROL INC     | E 204-42210-310 Pest Control                 | \$72.33     | Pest Control at Fire Hall                               | 01/17/24           |
| PLUNKETTS PEST CONTROL INC     | E 100-41948-310 Pest Control                 | \$43.81     | Pest Control at City Hall                               | 01/17/24           |
| PLUNKETTS PEST CONTROL INC     | E 100-41946-310 Pest Control                 | \$43.82     | Pest Control at Community Center                        | 01/17/24           |
| SEH SHORT ELLIOT HENDRICKSON   | E 403-43101-303 Engineering Fees             | \$26,407.00 | 2024 Street Project, Final Design/Construction Docume   | 01/17/24           |
| SEH SHORT ELLIOT HENDRICKSON   | E 403-43101-303 Engineering Fees             | \$1,421.80  | 2024 Street Project, Feasibility Report, Topographic Su | 01/17/24           |
| SUEL PRINTING COMPANY          | E 100-41110-350 Printing and Binding         | \$80.00     | Ordinance establishing Master Fee Schedule              | 01/17/24           |
| USA BLUEBOOK                   | E 602-49490-216 Chemicals                    | \$50.80     | Sewer Chemicals                                         | 01/17/24           |
| USA BLUEBOOK                   | E 601-49440-216 Chemicals                    | \$139.29    | Water Chemicals                                         | 01/17/24           |
| VERIZON WIRELESS               | E 100-41941-320 Communication                | \$40.01     | 12/7/23-1/6/24 Public Works Tablet Internet             | 01/17/24           |
| VERIZON WIRELESS               | E 100-41941-320 Communication                | \$41.24     | 12/7/23-1/6/24 Public Works Phone 2                     | 01/17/24           |
| VERIZON WIRELESS               | E 100-41946-320 Communication                | \$41.24     | 12/7/23-1/6/24 Community Center Phone                   | 01/17/24           |
| VERIZON WIRELESS               | E 100-41941-320 Communication                | \$41.24     | 12/7/23-1/6/24 Public Works Phone                       | 01/17/24           |
| VOLUNTEER FIREFIGHTERS BENEFIT | E 204-42210-433 Dues/Subscriptions           | \$276.00    | 2024 VFBA renewal                                       | 01/17/24           |
| -E Expenditure                 |                                              | \$36,666.58 |                                                         |                    |
|                                |                                              | \$40,181.60 |                                                         |                    |

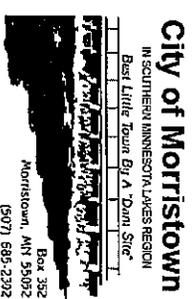
# City Code Enforcement Process



1. Violation Reported
  - A violation has been reported. Violation can be reported by a resident, city staff, or council member. Codification Compliance Form needs to be filled out and submitted to the City Clerk.
2. First Letter, Potential Fine
  - Violation Exists**
    - City staff has confirmed with their own pictures that the violation exists, and submitted those pictures along with the form, to the City Clerk.
      - **Simple:** If the violation is simple, Send the first letter. Homeowner has 10 days to correct the violation or appeal the decision.
      - **Severe:** If the violation is severe, the violation must be added to the next Council Agenda to decide next steps. An appeal will also be added, if received.
  - Violation Does not Exist**
    - City Staff cannot find any evidence of a violation. No action should be taken. File form in folder.
3. Second Letter, \$100 Fine Issued
  - Violation Still Exists**
    - After the 10-day period has lapsed, the City Maintenance department needs to confirm that the violation still exists with pictures. If it still exists, send fine letter issuing a fine of \$100, while also communicating to homeowner, the violation still needs to be corrected. Homeowner has 10 days to correct the violation, or be fined again.
  - Violation was Resolved**
    - City Staff confirms with pictures that the violation no longer exists. No further action should be taken. File form in folder.
4. Third Letter, \$200 Fine Issued
  - Violation Still Exists**
    - After the 10-day period has lapsed, the City Maintenance department needs to confirm that the violation still exists with pictures. If it still exists, send fine letter issuing a fine of \$200, while also communicating to homeowner, the violation still needs to be corrected. Homeowner has 10 days to correct the violation, or be fined again.
  - Violation was Resolved**
    - City Staff confirms with pictures that the violation no longer exists. No further action should be taken. File form in folder.
5. Fourth Letter, \$400 Fine Issued
  - Violation Still Exists**
    - After the 10-day period has lapsed, the City Maintenance department needs to confirm that the violation still exists with pictures. If it still exists, send fine letter issuing a fine of \$400, while also communicating to homeowner, the violation still needs to be corrected. Homeowner has 10 days to correct the violation, or be fined again.
  - Violation was Resolved**
    - City Staff confirms with pictures that the violation no longer exists. No further action should be taken. File form in folder.
6. Fifth Letter, \$800 Fine Issued
  - Violation Still Exists**

- After the 10-day period has lapsed, the City Maintenance department needs to confirm that the violation still exists with pictures. If it still exists, send fine letter issuing a fine of \$800. The letter must also communicate to the homeowner that a Public Hearing with City Council is being scheduled. Homeowner has 10 days to correct the violation, or the Public Hearing will take place.
- **Violation was Resolved**
  - City Staff confirms with pictures that the violation no longer exists. No further action should be taken. File form in folder.

# RESIDENTIAL FENCES



*This handout is intended to be a guide only. Specific code language can be found in the City Code on our website [www.ci.morristown.mn.us](http://www.ci.morristown.mn.us)*

**PERMIT REQUIRED:** A ZONING PERMIT is required prior to the installation of any fence. A survey or site plan showing the location of the fence in relation to the property lines is required with the application.

- DEFINITIONS:**
  - The side considered to be the face shall face the abutting property owner.
- STRUCTURE:**
  - All walls and fences shall be durable, weather-treated and rust proofed.
- SETBACKS:**
  - Fences must be set back a minimum of one (1) foot from all property lines, unless a "Property Line Fence Maintenance Agreement" is signed by both (all) property owners and approved by the City.
  - Other than chain link or split rail fences (maximum height 48 inches), no fences can be erected in the front set back yard area of the building.
  - Corner Lots – No fence, other than a chain link fence (maximum height 48 inches), can be installed 25 feet from the corner.
  - Other than chain link or split rail fences (maximum height 48 inches), no fences can be erected in the front set back yard area of the building.
- LIMITATIONS:**
  - Fences cannot exceed six (6) feet in height nor be less than three (3) feet.
  - Barbed wire and electric fencing may be used only in "A" Agricultural District.
- PERMIT:**
  - Permit is valid for three (3) months.
  - Fee must be paid prior to receiving a permit.

*This Residential Fence Handout is intended for informational purposes only and does not identify all residential fencing regulations. All proposed fences must meet the requirements of § 152.209 GENERAL FENCING, LANDSCAPING, AND VISION CLEARANCE STANDARDS of the Morristown City Code.*

*The City does not verify property lines or final locations of fence installations. Therefore, the property owner is advised to verify property corners/lines prior to installation. Furthermore, disputes between property owners regarding fence locations is a private matter. Please note that the Mobile Home Community is not considered R-1 Residential per the Morristown City Code.*

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

*I have read and understand the above information.*

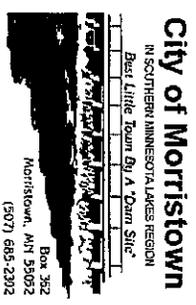
\_\_\_\_\_  
Name, Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# RESIDENTIAL FENCES

## PROCEDURE



PERMIT REQUIRED: A ZONING PERMIT is required prior to the installation of any fence.

- Request for a Fence Permit**
  - Give the resident a 'Fence Application' as well as a 'Residential Fence' handout.
  - They can take this material with them to read and fill out.
- Applying for the Permit**
  - Resident must submit a completed Fence Application, along with a survey or site plan showing the location of the fence in relation to the property lines.
  - Resident must also submit a signed 'Residential Fence' handout.
  - Collect the fee associated with obtaining a fence permit according to the Master Fee Schedule.
  - City Clerk must review all information to determine if they will meet setback requirements, as well as all other applicable information in the 'Fence Handout' sheet.
- Issuing the Permit**
  - If the City Clerk has determined that the resident's information submitted meets the City Code, a 'Fence Zoning Permit' may be issued.
  - The City Clerk should confirm that the resident understands that:

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

- Closing the Permit**
  -

**PETITION FOR VACATION OF A PORTION OF ANN STREET IN THE CITY  
OF MORRISTOWN, COUNTY OF RICE, MINNESOTA.**

TO: City Council of Morristown, Minnesota

Independent School District No. 2143, Waterville-Elysian-Morristown Public Schools (“District”), respectfully petitions the Morristown City Council to vacate Ann Street from the west boundary line of the District’s property at 23 Ann Street East (Lot 7 Block 3 of NATHANS; PID 2026226019) on the north and 100 Ann Street East (Lot 1 Block 5 of NATHANS; PID 2026226027) on the south to the intersection with 2nd Street Southeast in Morristown, MN. The portion of Ann Street the District petitions to vacate is shown in the attached Exhibit A.

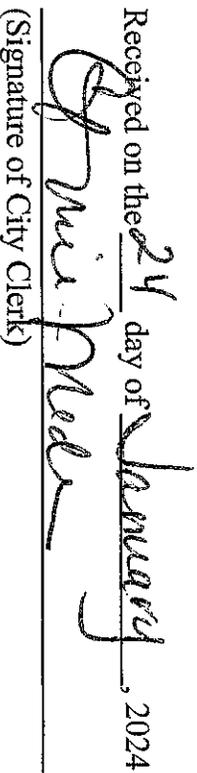
The District represents and warrants that it owns all of the property abutting Ann Street, and therefore represents the majority of the property owners, along the portion of the road subject to this petition. The District further represents and warrants that the portion of Ann Street to be vacated will be used by the District in furtherance of the District’s provision of public education and that vacating this portion of Ann Street is in the interest of the public.

Date: \_\_\_\_\_



Gary Michael, Board Chair  
Independent School District No. 2143

Received on the 24 day of January, 2024

  
\_\_\_\_\_  
(Signature of City Clerk)

**City of Morristown**  
 Petition to the State of Minnesota

Date: 01.30.2024

Petition Organizer: City of Morristown Residents

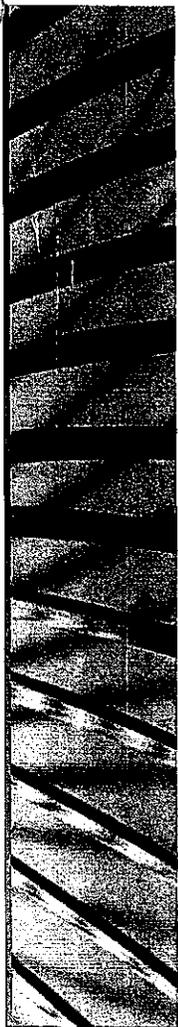
Address: 203 Division St N

Contact: Jack Schwichtenberg

We, the undersigned, petition the State of Minnesota to allow the residents of the State to vote on the design of the new State Flag. We believe that all residents should have had the opportunity to share in the decision making of the new design.

*Perix*

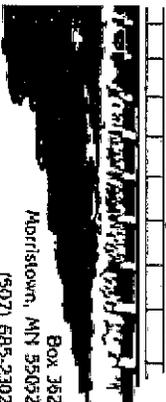
| No. | Name                | Address                         | Signature           |
|-----|---------------------|---------------------------------|---------------------|
| 1   | Janez Morris        | 103 2nd St SW                   | Janez Morris        |
| 2   | Jack Schwichtenberg | 203 N DIV ST<br>PO BOX 1        | Jack Schwichtenberg |
| 3   | Siame Schmittle     | 204 Sidney St. W                | Siame Schmittle     |
| 4   | Shirley Nagel       | 167 2nd St SW<br>MORRISTOWN, MN | Shirley Nagel       |
| 5   | Joy Neeske          | 7626 350th Morrist              | Joy Neeske          |
| 6   | Arlene Braun        | 205 Turner Circle               | Arlene Braun        |
| 7   | MARGARET BUTLER     | 107 2nd St SW<br>MORRISTOWN     | Margaret Butler     |
| 8   | Elaine Krause       | 303 W. Johnson St               | Elaine Krause       |
| 9   | Harlean Bloomer     | 2015 Jackson Ave                | Harlean Bloomer     |
| 10  | Arnold Schmittle    | 204 Sidney St W                 | Arnold Schmittle    |
| 11  | Jimmy Dahle         | 203 Turner Circle               | Jimmy Dahle         |
| 12  | Tug Dahle           | 7956 350th W                    | Tug Dahle           |
| 13  | BYRON D'LENNOR      | 6593 NW 76th St                 | Byron D'Lenor       |
| 14  | Ryle Green          | 300 W. Main St Morristown       | Ryle Green          |
| 15  | Matt Rossow         | 2442 Iowa Ave Morristown        | Matt Rossow         |
| 16  | Dan Morris          | 2396 Oakland Rd                 | Dan Morris          |
| 17  | Heleen Melchert     | 105 West Main                   | Heleen Melchert     |
| 18  | Louise Dahle        | 401 E 7th St                    | Louise Dahle        |
| 19  | Timothy Flaten      | 300 3rd St SE                   | Timothy Flaten      |
| 20  | Tim Flaten          | 300 3rd St SE                   | Tim Flaten          |



|    |                   |                     |                                |                   |
|----|-------------------|---------------------|--------------------------------|-------------------|
| 21 | Virginia Schmucke | Box 75              | Morrisstown NJ                 | Virginia Schmucke |
| 22 | Alaska Pincus     | 7801                | Guthrie Way                    | Alaska Pincus     |
| 23 | Connie Medeiros   | 304 Tower Circle    |                                | Connie Medeiros   |
| 24 | Tyler Johnson     | 304 Tower Circle    |                                | Tyler Johnson     |
| 25 | Alex Medeiros     | 304 Tower Circle    |                                | Alex Medeiros     |
| 26 | Sharon Krenik     | 34817               | Holland Ave                    | Sharon Krenik     |
| 27 | Sherrie Brunner   | 313 West            | Thruway St                     | Sherrie Brunner   |
| 28 | Bob Reysack       | 302 W               | Sidney St                      | Bob Reysack       |
| 29 | Tom Teller        | 5885                | 232 <sup>nd</sup> St           | Tom Teller        |
| 30 | Jan Cullgren      | 407 3 <sup>rd</sup> | St. SE                         | Jan Cullgren      |
| 31 | Fiden Klund       | PO Box              | 364                            | Fiden Klund       |
| 32 | Brian Brunner     | 313 W               | Thruway St                     | Brian Brunner     |
| 33 | Bruce Miller      | 9108                | Indus Way                      | Bruce Miller      |
| 34 | Linda Schreffler  | 304 W.              | Thruway                        | Linda Schreffler  |
| 35 | Steve Medeiros    | 35E                 | Main Post                      | Steve Medeiros    |
| 36 | Stuart Nordmeier  | 207                 | houses Circle                  | Stuart Nordmeier  |
| 37 | Steve Willing     | 304                 | 2nd St NE                      | Steve Willing     |
| 38 | Nancy Wunderlich  | 103                 | Franklin St W                  | Nancy Wunderlich  |
| 39 | Kristina Barron   | 19                  | Trailer Park                   | Kristina Barron   |
| 40 | Toni Ahlman       | 109                 | Amst Morrisstown               | Toni Ahlman       |
| 41 | Brenda Dehle      | 2956                | 250 <sup>th</sup> St W         | Brenda Dehle      |
| 42 | Erin Rossow       | 24423               | Tower Ave Morrisstown          | Erin Rossow       |
| 43 | Sherri Kokosko    | 308                 | Franklin St                    | Sherri Kokosko    |
| 44 | Tom Lindahl       | 301                 | Thruway St W                   | Tom Lindahl       |
| 45 | Laurie Nordmeier  | 352                 | Main Morrisstown               | Laurie Nordmeier  |
| 46 | Greene Tinnestad  | 20285               | color K Road Morrisstown       | Greene Tinnestad  |
| 47 | Nerye Olson       | 412                 | W. Thruway, Morrisstown        | Nerye Olson       |
| 48 | Melissa Krenik    | 107                 | 2 <sup>nd</sup> St. S.W. Astor | Melissa Krenik    |

# City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION  
Best Little Town Big A "Darn Site"



## RESOLUTION 2024-14

### A RESOLUTION AUTHORIZING THE CREATION OF THE FIRE DEPARTMENT REVOLVING CAPITAL RESERVE FUND AND APPROVING TRANSFER OF FUNDS

**WHEREAS**, the Morristown City Council propose capital reserve funds be established for city divisions;

**WHEREAS**, Minnesota Statutes, Section 365.10, Subdivision 18, Capital Reserve Fund allows electors to authorize creation of capital reserve funds and designate its use for any lawful purpose;

**WHEREAS**: The City of Morristown has capital funds in the amount of \$538,910.24 in the Fire Department Fund (204) which is meant to be used for general operations of the Fire Department;

**WHEREAS**: Recommend transferring funds to the Fire Department Revolving Capital Reserve Fund (704) to pay for future capital Fire Department expenses.

**NOW, THEREFORE BE IT RESOLVED**, by the Morristown City Council as follows:

1. Authorize and approve the Fire Department Revolving Capital Reserve Fund (Fund 704) to be created effective 2/5/2024.
2. Authorize and approve the transfer of funds in the amount of \$538,910.24 from Fire Department Fund (Fund 204) to Fire Department Revolving Capital Reserve Fund (Fund 704) effective 2/5/2024.

Accepted by the City Council of the City of Morristown on Monday, February 5, 2024.

Approved:

Mayor, Tony Lindahl

Attested:

City Clerk/Treasurer, Connie Medeiros



**RESOLUTION 2024-13  
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 | \$211,754.51    |

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

| <u>Designated to</u>                   | <u>Amount</u>       |
|----------------------------------------|---------------------|
| Dam Days                               | \$5,000.00          |
| Safety Equipment for Maint. Department | \$7,000.00          |
| Equipment Fund                         | \$120,000.00        |
| Pumper Fund                            | \$72,254.51         |
| New Asphalt for Basketball Court       | \$7,500.00          |
| <b>Total Donation:</b>                 | <b>\$211,754.51</b> |

**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 5, 2024

Approved:

Mayor, Tony Lindahl

Attested:

Connie Medeiros, City Clerk/Treasurer